

Fire Drill Procedures

Commonly Asked Questions Answered



Fire drills are conducted by Environmental Health & Safety (EH&S) twice a year for high rise buildings and once a year in low rise buildings. Representatives of EH&S are on hand during the drill to assist and answer questions.

Here is a list of the commonly asked questions with answers:

1. Why are fire drills performed?



Fire drills are performed to ensure that personnel are trained and prepared to conduct a safe, orderly evacuation and to prevent panic in the event of a real fire. Individuals should understand where their primary and secondary evacuation routes are located. EH&S and Facilities staff take the opportunity during drills to ensure that all fire alarm features are functioning properly.

2. When the fire alarm sounds, what are occupants suppose to do?

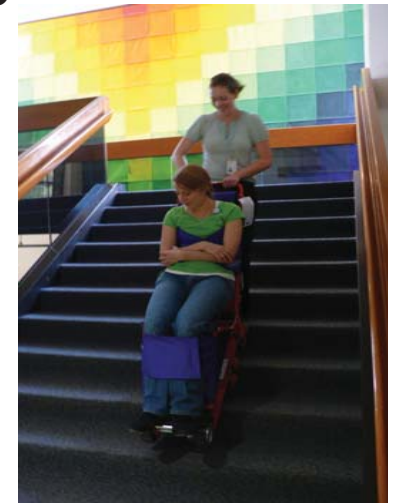
In a high-rise building (any building over 75 ft), individuals are to proceed to the nearest stairwell exit and await further instructions via the public address system. If you see smoke or fire or feel threatened, you should evacuate the building immediately. In a low rise building, individuals are to evacuate the building.

3. What if we are in the middle of a patient procedure when the alarm sounds?

If you are conducting a patient procedure when a fire alarm is activated you may continue with the procedure, however a representative from your area should go to the stairwell and listen for further instructions on behalf of the clinicians. If instructions are provided to evacuate, the procedure shall be brought to a safe stopping point and all parties shall evacuate in a timely manner.

4. What do we do with mobility impaired individuals if a building evacuation is necessary?

If a building evacuation is necessary, mobility impaired individuals should be moved into stairwell landings, but out of the way of others going down the stairwell to exit. Stairwells are protected with a two hour rating for smoke and fire. Notify emergency responders of the location of any mobility impaired individuals. First responders will perform rescue operations before fighting a fire.



5. May we use the elevator to evacuate the building?

Do not use the elevator during an alarm event. An elevator may open up on the floor of the fire. Stairs are the safest means of evacuation.

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