



UNIVERSITY SAFETY OFFICE

SUBJECT: Emergency Evacuations and Fire Drills

I. PURPOSE

The purpose of the procedure is to provide guidance on the orderly evacuation of a university building during a drill or emergency.

II. SCOPE

This procedure applies to all university buildings with 500 or more occupants or building with 100 occupants above or below a ground level exit.

111. RESPONSIBILITIES

A. THE UNIVERSITY SAFETY OFFICE

The Safety Coordinator shall be responsible for developing protocols and procedures for building evacuations, the coordination of the fire drills and the evaluation of the drills and adequacy of evacuation plans.

B. VICE PRESIDENTS, DEANS, DIRECTORS, DEPARTMENT HEADS

Vice Presidents, Deans, Directors and Department Heads shall ensure their employees adhere to the requirements in this procedure.

C. FACULTY

Faculty are responsible for the safety of students in their class. Faculty shall take these measures before a drill or emergency:

- Review the evacuation plans posted in the hallway.
- Identify the quickest emergency escape route; this will be the primary escape route.
- Identify a secondary route in case the primary route is inaccessible.
- Identify a location outside and away from the building where the class can meet and ensure all students are accounted for.
- Review this information with each class

When the fire alarm sounds faculty shall:

- Take the class roster and immediately guide the students safely out of the building.
- Assemble the students at the predetermined accountability site.
- Account for students using the class roster.
- Report student status to the building liaison or department head.
- Do not re-enter the building until clearance has been given.

D. STAFF

Staff personnel are usually responsible for only their personal safety. Staff shall take these measures before a drill or emergency:

- Review the evacuation plans posted in the hallway.
- Identify the quickest emergency escape route; this will be the primary escape route.
- Identify a secondary route in case the primary route is inaccessible.
- Identify a location outside and away from the building where the department staff can meet and ensure all staff members are accounted for.

When the fire alarm sounds staff personnel shall:

- Immediately leave the building
- Assemble in the predetermined accountability site
- Notify department head/contact
- Department heads/contact shall account for all personnel to ensure no one is left in building
- Notify building liaison of the status of personnel.
- Do not re-enter the building until clearance has been given.

E. BUILDING LIAISON

The Building Liaison shall work with the Safety Coordinator to plan, schedule, conduct, and evaluate fire drills in their buildings.

The Building Liaison shall gather head counts from the Department heads and / or Faculty members and report this information to the Safety Coordinator during a drill or to a Public Safety Officer during an emergency.

F. FIRE DRILL REPORT

Fire drills shall be documented on the attached report or a similar report.



Sam Houston State University

Fire Drill Report



Building Name: _____ Building Number: _____

Time Evacuation Started: _____ Ended: _____ Total Time: _____

Type of Drill: **Obstructed** ☐ **Unobstructed** ☐

Number of Participants (approximately): _____

	Yes	No
♦ Did occupants immediately begin to evacuate the building when alarm sounded?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Did building staff check restrooms and confined areas?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Was building staff aware of handicapped person(s) and provide assistance?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Were doors closed to contain smoke/fire?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Did everyone evacuate the building?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Did everyone remain outside the building and wait for further instructions?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Are the building staff knowledgeable in their assigned duties?	<input type="checkbox"/>	<input type="checkbox"/>
♦ Was the drill conducted in an orderly manner?	<input type="checkbox"/>	<input type="checkbox"/>

Drill Rating: **Excellent** ☐ **Good** ☐ **Poor** ☐

Comments:

Observed/Rated By: _____

Building Liaison/Person in Charge: _____

Date of Drill: _____