FACILITY FIRE DRILL SOP

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1.0 INTRODUCTION

1.1 Purpose:

The purpose of this Facility Fire Drill Standard Operating Procedures (SOP) is to prepare and organize a safe, secure, orderly and efficient evacuation of the facility at anytime the fire alarm audible signal activates.

1.2 Scope:

This Facility Fire Drill SOP shall cover those designated actions that facility Management, staff and visitors must take in order to ensure a safe and secure evacuation in the event of an fire alarm audible signal activation.

1.3 Responsibility & Authority

The facility Management responsibility involves conducting, coordinating, documenting, and monitoring or participating in fire drills.

1.4 Safety

Follow all City of Dallas safety guidelines.

1.5 Environment

Follow all applicable City of Dallas Environmental procedures.

2.0 DEFINITIONS

2.1 The following words and phrases used in this guideline have the corresponding meanings:

2.1.2 Approved means approved by the facility manager.

2.1.3 Building means any structure used or intended for supporting or sheltering any use or occupancy.

2.1.4 Occupancy means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

2.1.5 Manager staff means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan and may include the fire department where the fire department agrees to accept these responsibilities.
3.0 FIRE DRILL OBJECTIVES

3.1 Provide scheduled opportunities for comprehensive fire emergency response training for manager staff (those persons delegated with specific duties to carry out during a fire emergency) and others.

4.0 FIRE DRILL FREQUENCIES

4.1 The objectives described above can be achieved by holding regularly scheduled fire drills. Minimum frequencies for conducting fire drills shall be held once during each 12-month period.

5.0 FIRE INCIDENTS AND ACCIDENTAL ALARMS

5.1 Fire officials generally permit an actual fire incident and accidental activation of the fire alarm system to be considered a required fire drill, provided a thorough analysis of the incident occurs and the necessary emergency responses by staff are assessed, outcomes documented and corrective measures implemented, where applicable. Please refer to Appendix A for the Incident Report.

6.0 DRILL ANNOUNCED vs. UNANNOUNCED

6.1 Fire drills may be pre-announced to building staff or occupants, or they may be unannounced.

7.0 COMPREHENSIVE DRILLS

7.1 Comprehensive fire drills are conducted at the frequencies specified by the Facility Manager and involve all of the following activities and considerations:

7.1.1 The fire alarm system is activated as part of the comprehensive drill [i.e., activated in a manner to assess the response of manager staff and building occupants (where applicable) to the alarm condition, or alternatively activated by an individual participating in a given fire scenario situation which is an expected response during the drill].

7.1.2 Manager staff operates emergency systems and equipment as they would in the event of an actual fire, (i.e., where applicable the voice communication or paging system, elevator protocol, smoke control equipment protocol, etc.).
7.1.3 All manager staff that have specific duties identified in the fire safety plan participate (i.e., notification of the fire department, provisions for access for firefighting, evacuating endangered occupants, closing doors, notification of manager staff who may be off site and an assessment of their timely response, etc.).

7.1.4 The fire drill runs long enough to adequately assess the expected responses of manager staff and the emergency procedures relative to the scenario expectations.

7.1.5 The fire drill outcomes are documented and where concerns are identified, corrective measures are implemented.

8.0 MANAGER TRAINING

8.1 Manager staff must be instructed in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. A copy of the fire emergency procedures and other duties for supervisory staff as laid down in the fire safety plan must also be given to supervisory staff.

8.2 Manager staff training shall also include:

8.2.1 Instruction on the use of the voice communication system, if applicable;

8.2.2 Procedures for use of elevators and for evacuation of persons in need of assistance;

8.2.3 Action to be taken in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives;

8.2.4 Procedures established to facilitate fire department access to the building and fire location within the building; and

8.2.5 The instructions for the manager staff and fire department for the operation of the fire emergency systems.

8.3 Fire drills can be used to provide additional training for staff which would allow them to become more familiar with all emergency exit routes of the building.

8.4 All personnel with specific responsibilities should attend a debriefing meeting after every comprehensive fire drill and silent drill.
9.0 EMPLOYEE TRAINING

9.1 Manager staff shall conduct meetings as needed with designated monitors to schedule periodic fire drills (one - two times per calendar year) to keep employees informed and aware of the protocol for evacuating the building.

10.0 DOCUMENTATION

10.1 Fire drills must be documented. The documentation should identify the date of the drill, persons participating, and the type of drill, fire drill scenario, and the summary analysis and outcomes of the fire drill. (See Fire Drill and/or Incident Report; STS-FRM-195)

APPENDIX A – Fire Drill and/or Incident Report
This form is intended to be used and completed by department heads, managers or designates responsible for monitoring supervisory staff and where applicable employee responses, and also for assessing the operation of specified building features during comprehensive fire drills, and at any time the fire alarm audible signal activates. Once completed, the form is forwarded to the person responsible for managing fire safety within the building and for record retention purposes.

REFERENCES:
Street Services Emergency Evacuation Plan
Fire Alarm Evacuation WKI

RECORDS:
Fire Drill and/or Incident Report
Area Evacuation Plan
## FIRE DRILLS FOR STREET SERVICES FACILITIES

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<th>Monitor(s)</th>
<th>Facility Manager</th>
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