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| Knoxville Campus Policy: SAFS002-K - Fire Drills | |
| Version 1 | Effective Date: 07/16/2018 |

Environmental Health & Safety

Fire Drills

UTK Environmental Health & Safety Procedure FS-002

The purpose of this document is to provide guidance for fire drills

Effective Date: 01/01/2009

Revision Date: 03/30/2016

Purpose, Applicability, and Scope

Purpose – The purpose of this document is to provide guidance for fire drills.

Applicability – This guide shall apply to campus buildings where fire drills are conducted.

Abbreviations and Definitions

Abbreviations

EHS – Environmental Health and Safety

NFPA – National Fire Protection Association

OSHA – Occupational Safety and Health Administration

Roles and Responsibilities

Environmental Health and Safety will:

- Maintain this written plan and place in the online safety manual
- Assist with the implementation and interpretation of the plan
- Conduct fire drills
- Maintain records as required

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Department heads (Responsible Units) in buildings where fire drills are conducted shall:

- Ensure staff are trained in fire drill response
- Report any problems or concerns related to fire drills

Employees shall:

- Participate in required training
- Respond as required to fire alarm activation
- Report any problems associated with the fire drill performance

Procedures

Environmental, Health and Safety (EHS) is available to assist departments with fire drills. Fire drills should be realistic and held at different times.

The general procedure for responding to a fire evacuation can be remembered by using the **RACE** mnemonic:

- R** **Rescue** anyone in danger if it is safe to do so.
- A** Sound the **Alarm** by activating the building's fire alarm system or use another method to alert occupants. Have someone call 911
- C** **Close** all doors
- E** **Extinguish** the fire if safe to do so or evacuate the structure.

*note that designated individuals should check the area to ensure everyone hears the alarm and evacuates.

- EHS shall coordinate with the Electric Shop from Facilities Services to schedule drills.
- The performance of the fire alarm system shall be evaluated during the drill and noted on the evaluation form. Feedback shall be given to occupants on drill performance if possible
- The date and time of a drill are generally not announced to building occupants. However, there are times when prior notice will be provided (e.g. first drill in a new building).

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- All occupants are expected to participate in fire drills in their building. Failure to evacuate the building may result in disciplinary action.
- False alarms may be counted as drills provided information and general performance can be documented.
- Required (by code) drill frequency is found in Appendix C.

Record Keeping

EHS will maintain a record of fire drill performance for at least three years. Departments that conduct their own fire drills should likewise maintain records for at least three years.

Training and Information

Fire drill training is available from EHS in the form of online training or in-person instructor to conduct site-specific training. Note that departments are also encouraged to develop their own fire plans. EHS is available to assist develop these plans as well. Records of fire drills shall be kept at least three years by EHS or by the department that conduct their own. A single page guide for fire drill performance is available as Appendix C

Regulatory Drivers and References

NFPA 101 standard adopted by the Authority Having Jurisdiction

OSHA CFR 1910.35

Disclaimer

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Appendices

[FS-002 Fire Drills \(downloadable pdf\)](#)

[Appendix A: Fire Drill Evaluation Form for Business Occupancies](#)

[Appendix B: Fire Drill Performance Guide](#)

[Appendix C: Required Fire Drill Frequency](#)