



UNIVERSITY FIRE DRILL POLICY

Area:	Division of Facilities Services	Number:	N/A
Applies To:	All faculty, staff and students	Issued:	November 18, 2019
Sources:	Environmental Health and Safety	Revised:	
		Reviewed:	
Policy Owner:	Associate Vice President for Facilities	Page(s):	3

I. Purpose

Georgia Southern University (GS) is committed to the safety of its faculty, staff, students and visitors. To continue this commitment and ensure occupants of GS Buildings are equipped for a fire emergency evacuation, fire drills will be conducted in accordance with Georgia law based on the occupancy classification.

II. Policy Statement

Georgia law and regulations require fire drills be conducted at intervals as described in the International Fire Code and the National Fire Protection Association 101 (The Life Safety Code) based on occupancy classification. All occupants of these buildings, at the time of the drill, must participate in the fire drill exercise and exit the building in an orderly fashion while following the building's emergency response plan. No one will be allowed to re-enter the building until the "ALL CLEAR" signal is given.

All student housing facilities are also mandated by The Clery Act to conduct quarterly fire drills. To ensure compliance with The Clery Act as well as the Georgia Rules and Regulations, fire drills will be conducted on a quarterly basis at the residential complexes on the Statesboro Campus and Armstrong Campus, located in Savannah, GA.

III. Definitions

Assembly Occupancy - An occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.

Business Occupancy - An occupancy used for the transaction of business other than mercantile.

Day-Care Occupancy - An occupancy in which four or more clients receive care, maintenance, and supervision, by someone other than their relatives or legal guardians, for less than 24 hours per day.

Factory/Industrial Occupancy - An occupancy in which products are manufactured or in which processing, assembling, mixing, packaging, finishing, decorating, or repair operations are conducted.

Fire Drill – A simulation to practice emergency procedures that should be used in the event of a fire.

Mercantile Occupancy - An occupancy used for the display and sale of merchandise.

IV. Procedures

A. General Information

1. During a fire alarm activation, whether it's a drill or an emergency activation, all occupants within the building must exit immediately.
2. During the evacuation, occupants of the building should follow their established emergency evacuation plan and procedures.
3. Once outside of the building, no one will be allowed to re-enter until the building has been fully evacuated and the "ALL CLEAR" is given.

B. Fire Exiting Procedures

Below are general guidelines to be mindful of during the fire drill. These guidelines should be found within the department's emergency evacuation plan and procedures.

1. The fire exit plan includes everybody in the department. This means all residents, visitors, guests, employees, and attendants. There are no excuses for not participating. Everyone must leave the building during a drill.
2. Remain calm and exit in an orderly manner. Walk, do not run!
3. Follow your established method to account for those known to be in the department at the time the alarm is sounded. In case of actual fire conditions, information regarding persons believed to be in the building should be made available to responding emergency crews. (Do not return inside. Only trained search and rescue personnel should re-enter an evacuated area.)
4. Once outside, go to your designated meeting place for accountability and wait until the "ALL CLEAR" is given before returning to the building.

C. Fire Drill Planning

1. The University Fire Marshal or their designee will be responsible for ensuring fire drills are conducted at buildings as required.
2. The University Fire Marshal or their designee should coordinate with the Division of Facilities Services as well as the Office of Public Safety for scheduled fire drills.
3. The University Fire Marshal or their designee should not communicate with anyone in the building of the planned fire drill or its date and time.
4. Fire drills should be scheduled on different days and times of days to simulate different conditions.
5. Scenario based drills will be conducted to simulate different fire conditions and areas within the building.

D. Fire Drill Initiation

1. The fire alarm system can only be initiated by a qualified person within the Division of Facilities Services, the University Fire Marshal, or their designee.

2. The University Police Department must be notified by the person initiating the drill prior to initiation of the fire alarm system as well as be notified at the conclusion of the drill.

E. Fire Drill Frequencies

Fire drills must be conducted in accordance with this table per the International Fire Code and NFPA 101.

Occupancy Classification	Frequency of Drills
Assembly Occupancies	Quarterly
Business Occupancies	Annually
Day-Care Occupancies	Monthly
Factory/Industrial Occupancies	Annually
Mercantile Occupancies	Annually

F. Fire Drill Record Keeping

Upon completion of a fire drill, a Fire Drill Incident Report must be filled out completely by the person conducting the fire drill and submitted for record keeping purposes. These records will be available upon request through the University Fire Marshal.

G. Additional Procedures for Student Housing

1. Prior to a student’s arrival, the subject of fire safety will be discussed during each SOAR (Southern’s Orientation, Advisement, & Registration) session in the University Housing presentation.
2. Students must be directed to the Residential Community Guide (<http://auxiliary.georgiasouthern.edu/housing/policies-2/>) produced by University Housing, which contains information on Fire and Life Safety, Fire Alarms and Drills, Fire Extinguishers, and Smoke Detectors. A printed copy of the Residential Community Guide is left in each residence hall unit for students to access as needed upon move-in.
3. As students arrive on campus, students must be informed about fire drill procedures during the first floor meeting, which happens on day two of living on campus.
4. Upon completion of a fire drill, students will be sent a follow up email by University Housing reminding students of the drill procedures, as well as other important life safety information (i.e. how to respond in severe weather, etc).
5. Each residence hall unit will be equipped with two plastic placards, one containing important life safety information, the other containing the evacuation route in event of a fire.
6. Staff performing quarterly fire drills will be trained on an annual basis by a qualified individual on how to address crisis situations, including the use of fire extinguishers, how to conduct a fire drill, how to report the appropriate information, and more. For specific procedures related to Student Housing fire drills, please refer to Standard Operating Procedure (SOP) 3.7 within the University Housing SOP database.