

Building Fire/Evacuation Drill Procedure

SCOPE

Fire/Evacuation drills will be conducted for Oregon State University buildings in accordance with the Oregon Fire Code (OFC) Section 405 (2019 ed.), and at the prescribed frequencies per the OFC Table 405.2 and [Appendix B](#) of this procedure.

ROLES AND RESPONSIBILITIES:

I. Building Occupants

A. Faculty, Supervisors, and Staff will:

- Prior to the drill, shut down any processes or operations that cannot be left safely or avoid scheduling such activities during the drill time.
- Respond to the fire alarm and begin evacuation procedures.
- Take charge of students, visitors, or other staff under their responsibility and ensure they participate in the drill.
- A responsible person in the room should ensure all employees and students have exited the room prior to leaving. The room door shall be closed and locked by the last one to leave.
- Return to their respective work areas after the drill has been completed as appropriate.

B. Students and Visitors will:

- Prior to the drill, shut down any processes or operations that cannot be left safely or avoid scheduling such activities during the drill time.
- Gather their belongings and evacuate the building when the fire alarm sounds.
- Follow directions of the supervisor or responsible person.

II. Operations/Support Departments

A. Environmental Health & Safety (EH&S) will:

- Manage the Building Fire/Evacuation Drill program.
- Schedule and oversee the drill and act as the drill coordinator.
- Give Building Managers at least a 30-day notice prior to the scheduled drill.
- Coordinate drills with Facility Services or UHDS Alarm Shop as appropriate.
- Complete a drill assessment ([Appendix A](#)) and provide a copy to the building manager.

B. Building or Facility Managers will:

- Be provided at least a 30-day notice prior to the scheduled drill and will be asked for input on the specific date and time of the scheduled drill.
- Coordinate with all building occupants and give prior notice to them that a drill will be scheduled on a certain date/time.
- Be advised by EH&S of any deficiencies observed at the time of the drill as well as any corrective action required.

C. Facilities Operations (Campus Facilities Services, UHDS, MU, etc.) will:

- Manage the fire alarm systems under their authority, during each drill unless another arrangement has been accepted by them.
- Notify Public Safety prior to a drill being activated and at the conclusion of the drill.

D. Public Safety will:

- Note start and stop time of the drill.
- Liaison with other response agencies as needed to communicate that a drill is in progress.

III. DRILL GUIDELINES

- Each drill shall be conducted to evaluate activation and implementation of the evacuation plan.
- The drill will evaluate the actions from the time the fire alarm sounds until assembly in the outside evacuation area is complete.
- Drill participants could include staff and employees only OR all building occupants, depending upon OFC requirements and building type occupancy. The drill could consist of either a full building evacuation or an approved “table-top” exercise directed by an EH&S Fire/Life Safety staff member.
- Buildings where critical research or operations occur will be pre-coordinated with affected user groups and building managers to ensure minimal disruption.
- Athletic facility drills may be conducted prior to each sports season as a table-top exercise.
- Public assembly facilities (LaSells, Alumni Center, MU, etc.) may be conducted as a table-top or live drill.
- UHDS will continue to conduct their own drills with occasional attendance by EH&S staff as needed.

IV. DRILL SCHEDULING

a. General Guidelines

- Affected faculty, staff, and building managers will be consulted prior to the drill for input as to the day and time of the drill.
- Drills shall be conducted during normal business hours unless otherwise specified by the OFC.

- Drills shall be scheduled such that they cause minimal disruption to classes, exams, critical research and other significant events and activities within the building. They shall be preannounced as necessary to prevent any disruption and will be adjusted based upon input from Building Managers and/or building occupants.

b. Specific Dates/Times

- To avoid mid-term & final exams, drills will be limited to weeks 1-3 and 9-10 of each term.
- No drills will occur in June to avoid year-end events.
- Fridays are preferred, followed by Mondays or Wednesdays. Drills will not be conducted on Tuesdays or Thursdays.
- Preferred drill times are during 0800 - 0900 or 1600 - 1900.
- Drills for academic and research buildings will be conducted during the last 10 minutes of the hour.

V. DRILL FREQUENCIES

Drill frequencies will be conducted in accordance with the Oregon Fire Code and Appendix B of this procedure. Drills will be scheduled on a calendar year basis with approximately 1/12 of the required buildings drilled each month:

OCCUPANCY	FREQUENCY	PARTICIPANTS	TYPE
(B)usiness: Education and administrative buildings	Annual	All Occupants	Live
(R)esidential: Resident Halls	4 per academic year	All Occupants	Live
(A)ssembly: Athletic venues, LaSells, Alumni Center, MU, Library, Cultural Centers, Student Health	Quarterly	Employees	Tabletop/Live
(E)ducational – Child Care Centers	Monthly	All Occupants	Live

Attachments: Appendix A – Fire/Evacuation Drill Assessment
 Appendix B – Fire/Evacuation Drill Frequency

Appendix A – Fire/Evacuation Drill Assessment

Checklist for assessing actions taken during and after the drill:

Action	Yes	No	Somewhat	N/A
All OSU occupants participated and evacuated.				
Egress routes were free of obstructions.				
All rooms were checked prior to closing doors.				
Office doors were closed.				
Access doors left unlocked.				
Restrooms were checked for occupants.				
Visitors were directed out and accounted for.				
The elderly and persons with mobility needs were instructed.				
Elevators were NOT used during evacuation.				
Evacuation was orderly.				
Everyone knew where to go to assemble.				
Everyone checked in with their department monitors.				
Communications between evacuees and monitors was good.				
Communications between first responders and building managers was good.				
Everyone stayed in the assembly area until told they could go by the appropriate persons. OR they told you where they were going first.				