



Fire Drill Procedure and Response Program

Table of Contents

- Purpose
- Definitions
- Responsibility
- Procedures
- Recordkeeping
- References

Purpose

Provide guidelines, and procedures for conducting fire drills on the New College Campus in accordance with state and federal regulations.

Definitions

Fire Drill - A routinely practiced orderly response and relocation to an audible signal as required by NFPA 101, NFPA 1, Office of the State Fire Marshal, and the Federal Higher Education Opportunity Act (HEOA).

High Hazard Occupancy - For the purposes of F.S. 633.085(2), the term "high-hazard occupancy" means any building or structure:

1. That contains combustible or explosive matter or flammable conditions dangerous to the safety of life or property.
2. In which persons receive educational instruction.
3. In which persons reside, excluding private dwellings.
4. Containing three or more floor levels.

Such buildings or structures include, but are not limited to, all hospitals and residential health care facilities, nursing homes and other adult care facilities, correctional or detention facilities, public schools, public lodging establishments, migrant labor camps, residential child care facilities, and self-service gasoline stations.

Most buildings on the New College Campus with a fire alarm system are considered High Hazard Occupancies by the Office of the State Fire Marshal.

Responsibility

1. The Director of Environmental Health and Safety, as the designated Fire Safety Officer of the College, has the authority for establishing a fire drill procedure that meets the

needs of the New College Campus, and is in compliance with the applicable federal and state regulations.

2. The Director of Physical Plant is responsible for and has the authority to maintain the College Fire alarm systems in all Campus buildings. Appropriate Physical Plant personnel shall assist in conduction all fire drills for the purpose of panel activation and reset, and identification of device operations.
3. The Director of Housing and Residence Life, or designee, is responsible for and has the authority to schedule, conduct fire drills, and maintain records in all Residence Hall facilities. At a minimum, one scheduled fire drill shall be scheduled each semester at a time determined by the Housing Director. Only designated College staff including Law Enforcement, EH&S, and individuals who function in the capacity of "Alarm Technicians" may activate or silence the alarm panel.
4. The Director of the Child Care Center is responsible for scheduling Fire Drills in the Child Care Center in accordance with NFPA 101, Chapter 15, and Florida Department of Children and Families regulations. Drills shall be conducted at least one time per month. Records of all drills shall be maintained by the Day Care Center Director.
5. The Director of Campus Police may provide a law enforcement officer at all scheduled drills to assist with evacuations and related duties unless preempted by other priority calls. Campus Police will record and document all Fire Drills as part of the daily activity log.

Procedures

1. The Director of Environmental Health and Safety will schedule annual fire drill in all E&G (non-residential) High Hazard Occupancy buildings with fire alarm systems.
2. Where possible, drills in non-residential buildings will be scheduled each year during the **month of January** to minimize disruption to classes, labs, and office hours.
3. A schedule will be developed during the **month of January** indicating the day and time of the drills and distributed to the President, Provost, Vice President for Finance and Administration, and Division Chairs.
4. Should drills not be able to be conducted during January or the scheduled time, attempts will be made to reschedule if possible.
5. Drills may be conducted by the Director of EH&S, or the senior Law Enforcement Officer on duty, or designee.
6. Prior to activation of each alarm, the Alarm Monitoring Company shall be called to inform them a drill is being conducted, and again when complete.
7. During a drill, everyone is requested to evacuate the building in an orderly fashion as quickly and safely as possible. Documentation as to the total evacuation time will be made.
8. Drills will be conducted during normal business and occupancy times for each facility, so as to insure that individuals are present and participate in the drills.
9. The State Fire Marshal may request the College provide documentation that fire drills have been conducted, or he may request a drill be conducted in his presence during the Annual Fire Safety Inspection,

Recordkeeping

1. Campus Police shall maintain records of all fire drills consistent with other documentation processes.
2. Housing and residence Life Shall document and maintain evidence of all residence hall fire drills.
3. The Day Care Center Shall document and maintain evidence of all Day Care Center Fire Alarms.

References

F.S. Chapter 633.085; F.S. Chapter 1013.371(1) (a), HEOA, Public Law 110-315; NFPA 1, Chapter 20.8.2.3; 20.13.2.1 NFPA 101.4.7; 28.7.3; NCF Policy 3-3001.