

## **Mock Fire Drill**

The topic of the safety meeting for this quarter is “Mock Fire Drill”. Fire drills are necessary to insure that all employees know how to get out of a building to a safe area in case of a fire. Rather than ring a fire alarm, we have chosen to perform a “mock fire drill”. This gives you procedures to prepare for a fire, and what to do when the fire alarm rings without actually ringing the fire alarm. The “Mock Fire Drill” allows us to prepare for a fire without the disruption caused by a fire drill. Please go over the attached “FIRE DRILL” handout. Then make a copy of the quiz for each employee in your department.

For Safety Audit purposes each employee **must** complete the “Mock Fire Drill Quiz” and return it to the Environmental/Safety Department (Campus Box 22) by August 22, 2003.

## **FIRE DRILLS**

**Before the fire alarm rings in your building, how should you prepare for an emergency?**

- Familiarize yourself with the closest exit and an alternative exit.
- Know where the fire alarm pull stations are located.
- Know where the “safe haven” is for the building. The safe haven is an area designated for all employees to meet outside the building. This area is so that a head count may be taken to determine if everyone is safely out of the building.
- The safe area for handicap persons inside the building is in the stairwell. Emergency personnel will rescue from the stairwell.
- Know where the stairs are located.

**The fire alarm has just rung in the building. What should you do?**

- Exit the building via the closest route (unless you see fire or smoke).
- If you are the person discovering the smoke/fire, then pull the fire alarm and exit the building.
- Do not use the elevator.
- Do not attempt to fight the fire.
- Upon exiting go immediately to the “safe haven”. Make sure someone knows you are safely out of the building.
- Call University Police (4018) if no one has done so already.
- Follow University Police instructions.

**In the event there is no fire alarm in the building, then:**

- Building coordinator assigns notification system.
- Follow same procedures as above.

## Areas of Safe Haven

### **Building Name**

### **Safe Haven**

A.E. Phillips Lab School	Grassy area north of IfM
Adams Hall	Grassy area south of building
Administration and Business	Grassy area in behind Keeny Hall
Aillet Field House	Parking lot on south side
Alumni Center	Lambright Parking lot
Aswell Hall	Grassy area on east side
Band Building	Parking lot on west side
Biomedical Engineering	Parking lot on east side
Bogard Hall	Grassy area behind Keeny Hall
Carson-Taylor Hall	Grassy area on SE side
Caruthers Hall	Parking lot on south side
Cottingham Hall	Parking lot on south side
Dudley Hall	Grassy area on east side
Early Childhood Education Center	Parking lot on north side
Engineering Annex	Grassy area on south side
Graham Hall	Parking lot on south side
Hale Hall	Parking lot on west side
Harper Hall	Parking lot on south side
Harris Hall	Parking lot on north side
Howard Auditorium	Quad area on north side
Hutcheson Hall	Parking lot on east side
Jenkins-McFarland Hall	Parking lot on north side
Keeny Hall	Grassy area on east side
Lambright Intramural Center	Parking lot on west side
Lomax Hall	Parking lot on north side
Madison Hall	Parking lot on east side
Memorial Gym	Parking lot on east side
Mitchell Hall	Parking lot on north side
Neilson Hall	Parking lot on south side
Pearce Hall	Grassy area on north side
Physical Plant	Parking lot on south side
Power Plant	Parking lot on south side
Prescott Library	Quad area on south side
Printing Services	Parking lot on south side
Reese Hall	Parking lot on north side
Richardson Hall	Parking lot on south side
Robinson Hall	Parking lot on west side
South Hall	Parking lot on north side
Student Center/Bookstore	Quad area on NE side
Thomas Assembly Center	Parking lot on east side
Tolliver Hall	Plaza area on east side
Woodard Hall & Education Lab	Parking lot on north side
Wyly Tower of Learning	Quad area on south

## MOCK FIRE DRILL QUIZ

This quiz is being given in lieu of an actual fire drill. It is to test your knowledge of procedures to be initiated when there is a fire or other emergency.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Safe Haven: \_\_\_\_\_

Circle the correct true/false answer.

- T     F     1. If the fire alarm sounds, ignore it.
- T     F     2. If the fire alarm sounds, evacuate the building and go to the Student Union for coffee.
- T     F     3. Pull stations are located near the exits on the first floor.
- T     F     4. "Safe Haven" for the building is your office.
- T     F     5. Do not use the elevator when the alarm has sounded.
- T     F     6. Stay to fight the fire until emergency personnel arrive.
- T     F     7. Fire extinguishers are located in the hall.
- T     F     8. I should know the closest route and alternate route for evacuation from a building.
- T     F     9. The "safe haven" is a place I can watch the emergency.
- T     F     10. If University Police asks me to leave the building, I will.

Please return this page to Environmental/Safety (Campus Box 22).