

# East Tennessee State University

## Department of Environmental Health and Safety

### Fire Drill Guidelines

#### Overview

In the event of a fire, all occupants in the premises must be aware of the action to take upon activation of the fire alarm system. Therefore, it is imperative that a fire evacuation routine be in place and regularly practiced.

#### On Hearing the Fire Alarm

- Proceed along escape routes closing doors behind you
- Use the nearest exit, but if blocked or obstructed, use a secondary exit
- **Do not** use the elevators
- Assist the disabled: Assisting the disabled out of the building during an evacuation should be included in your evacuation plan. Students or employees with disabilities should plan ahead of time who is willing to assist them out the building. A “buddy system” should be used where volunteers, such as co-workers or fellow students are utilized to alert them and assist them in an emergency. If a disabled person cannot be safely assisted to the outside of the building, move the disabled to the nearest stairwell landing and notify the building coordinator of that person’s location. In case of actual fire conditions, this information must be made available to responding fire department personnel or campus police.
- Move directly to the designated assembly area, which should be located a minimum of 75 feet from the building. If possible, avoid directing occupants into oncoming fire department apparatus.
- In case of actual fire conditions, information regarding persons believed to be in the building should be made available to responding emergency personnel.
- **Do not** loiter near entrances/exits to buildings
- **Do not** re-enter the building or move from the designated assembly area unless instructed by responding emergency personnel

#### Re-entry Into the Building

The fire protection manager or campus police will reset the fire alarm system and notify the building coordinator that re-entry can be made. The building coordinator will then notify building occupants that they are allowed to return to the building. In case of an actual fire, the Campus Police will coordinate with the fire department and transmit information to the building coordinator, including authorization to re-enter the building.