



# FIRE DRILLS

*Did you know?  
Fire drills are required  
annually for occupied facilities.*

*This guide was developed to  
assist facility managers and  
unit personnel in developing  
fire drill procedures.*

## References:

*NFPA 1, Fire Code*

*NFPA 101, Life Safety Code*

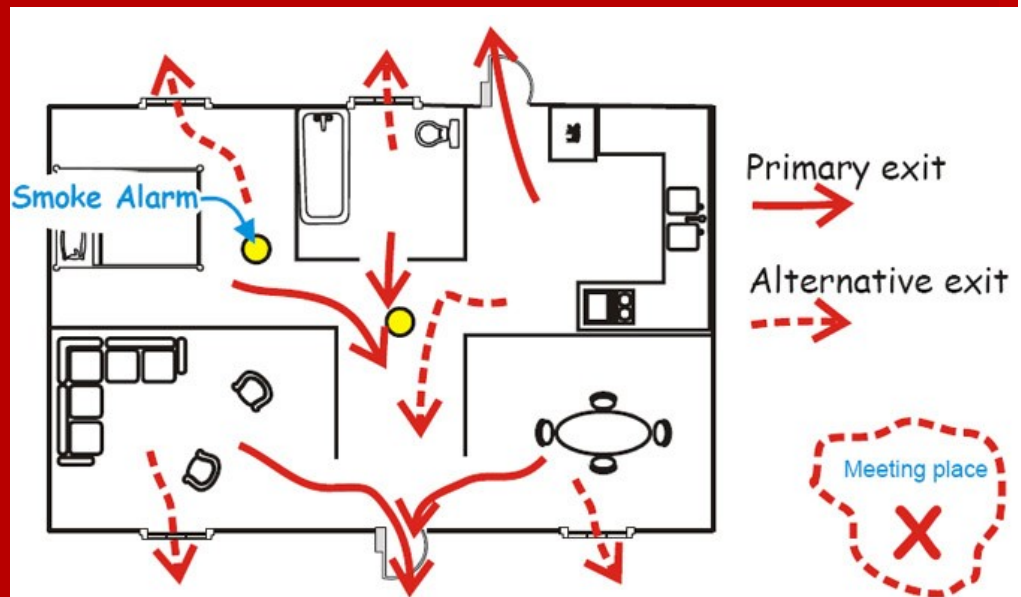
*JBERI 32-2001, Fire Prevention  
Program*



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*The purpose of a fire drill is to familiarize and re enforce proper evacuation routes and practices. The goal is to have the proper actions be an automatic response whenever fire alarms sound, so that everyone safely evacuates the area in an orderly manner. Fire drills are required annually for most facilities, and should be used to evaluate warning features and occupant knowledge.*

## General Requirements

In accordance with JBERI 32-2001, *Fire Prevention Program*, all occupied facilities must have **at least one documented** fire drill per year. All facility fire alarm systems are tested annually by the 773 CES Alarm Shop and this would be an ideal time to perform and document your fire drill. Here are some helpful tips to help you carry out this requirement:

- **DO NOT** pull any alarms without first notifying the Fire Prevention Office or having the alarm shop present, otherwise it will generate a fire department response.
- Make sure to follow the directions on the Fire Drill Sheet correctly and record the evacuation time and number of personnel who participated in the drill.
- Always have the most recent Fire Drill Sheet available in your fire prevention folder along with the facility fire inspection reports.
- Be sure to vary the scenarios and rooms/occupants tested during evacuation drills to prevent complacency.
- The Fire Prevention Office is available to assist you with your drill, can activate your alarm system, and provide feedback on response actions.

## Egress Routes/Evacuation or Rally Points

Egress routes and evacuation points should be established prior to any fire drill and should be posted throughout the facility. There should always be two routes from any area, a primary and a secondary route. Be sure not to include elevators in egress routes, occupants must use stairs when evacuating from the facility. Posted egress route maps should go from the area they are posted in to the evacuation point. Evacuation points should be at least 75 ft from the facility, preferably on the same side of the street to avoid traffic concerns.



## Warning and Safety Features



The safe and orderly evacuation of personnel out of the nearest exit is the key goal of conducting fire drills. It is also an opportunity to ensure all warning and safety devices are working properly. Some items to check for proper operation include:

- Magnetic door releases
- Warning strobes
- Automated messages
- Exit signs
- Emergency lights
- Posted evacuation route maps
- Were doors closed as occupants evacuated?

## Occupant Knowledge

Knowing what to do in an emergency is the goal of any fire drill. In addition to knowing their evacuation routes and closest exit, some other information to test occupants on include:

- Buildings alarm system features
- Extinguisher locations (if equipped)
- Extinguisher operations (PASS)
- How to activate building alarms
- Established meeting point outside of the facility
- Local 911 procedures (land lines go to JBER dispatch, cell phones go to Anchorage dispatch and will be transferred)

## Response Actions

The key to occupant safety is the safe evacuation of all personnel in the facility. To help with this, use the acronym ACTS to help remember what to do in case of an emergency in everyday locations. In health care facilities, use the acronym RACE. Both acronyms are explained below:

**A**– Alert the building, activate a pull station to activate alarms  
**C**– Call for help, call 911 from a SAFE location  
**T**– Take action, use an extinguisher if you can do so safely  
**S**– Show/tell, let the Fire Department know where exactly the location of the fire.

**R**– Rescue and relocate anyone in immediate danger  
**A**– Alert others by activating the building fire alarm  
**C**– Confine the emergency by closing the doors  
**E**– Evacuate immediately. Do NOT use elevators, use the stairs.

