Fire Drill (Self Guided) Procedures

Fire drills present an opportunity for personnel to become familiar with main and alternate escape routes, emergency procedures, and fire-safety considerations. Drills can be handled by the individual department (without assistance), or with on-site guidance from the campus Fire & Life Safety personnel.

Departments that choose to have their own fire drills should consider the following concerns:

- Fire drills can be disruptive if not well organized. We recommend only pre-announced fire drills that are well-communicated to staff. The announcement of the fire alarm should be simulated using verbal commands, unless the drill is coordinated with the Facilities Management Department.
  
  The use of the actual fire speaker/strobe units is NOT allowed without permission from the campus Fire & Life Safety Officer and the campus Fire Command Center personnel.

- A designated person (usually referred to as a “fire-warden”) should be at the location of the drill throughout the time-period when the drill is in progress. This person should be prepared to inform non-participants that the event is only a drill.
- In the event of an actual fire alarm during the drill, the fire-warden must immediately notify all personnel taking part in the training.
- The fire-warden must have direct knowledge of main and alternate routes of egress from the area.
- A check-list indicating whether or not persons followed appropriate protocols is highly recommended (form is on next page).
- After the drill, the fire-warden should notify all affected persons that the drill is completed.

Note: Although most alarms on the campus are determined to be non-fire events, the possibility of an actual fire is real and adequate preparation must be made to safely evacuate personnel should an actual fire occur. Smoke and particulate from microwave ovens and other sources are referred to as “nuisance alarms”, not false alarms, because the detection system is functioning properly when these other sources initiate an alarm. It is the policy of the university that all persons have the right to evacuate the building during fire alarms. Certain buildings have “limited defend-in-place” status, wherein personnel can wait to evacuate unless directed to leave via the public address system (provided that there is no indication of actual fire). See Campus Policy “FIRE ALARM RESPONSE PROCEDURES” for more information.

For questions pertaining to this document, or for consultation and assistance, please contact the campus Fire & Life Safety Officer, at 303 724-0293.
FIRE DRILL REPORT

Date of Drill

Building Name

Department/Division

Director or Fire Warden

IMPORTANT!
Verify that all procedures for preparing and conducting fire drills have been completed.
Do not activate a fire alarm for this drill!

Time Drill Initiated

Time Completed

Areas of Drill

Fire Wardens/Staff noted the following:

1. Occupants/staff exited using the nearest safe exit
   □ Yes □ No
2. Occupants/staff responded to the designated muster area
   □ Yes □ No
3. Persons with disabilities are assisted/accounted for
   □ Yes □ No
4. Visitors and staff were properly directed
   □ Yes □ No
5. Missing persons accounted for
   □ Yes □ No
6. Method of alarm notified all persons affected
   □ Yes □ No
7. No person re-entered prior to the all-clear
   □ Yes □ No
8. Methods for assisting disabled persons were followed
   □ Yes □ No

Make comments for all "No" marks. Include additional remarks about the drill.

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___________________________________________________________________________

Signatures:

Drill conducted by: ____________________________

Drill witnessed by: ____________________________

Fire Safety Guidance notes are produced by the CU Denver Fire & Life Safety section of Facilities Management.