

FIRE EVACUATION DRILLS

This procedure outlines the actions that need to be taken and matters to be considered when arranging a fire evacuation drill. Fire drills evacuation drills must be carried out twice a year in high-risk buildings. High-risk buildings are identified by Health Safety and Compliance.

Lower risk buildings must carry out a fire drill once per academic year, preferably within the autumn term so that the maximum numbers of staff and student are made aware of the procedure early on.

As the aim of the drill is to ensure that staff and students are familiar with the procedure to be followed, and with the means of escape, every effort should be made to encourage the buildings occupants to use all the exits, including those less commonly used.

ARRANGING A FIRE DRILL

Fire evacuation drills are organised by the Fire Liaison Officers in conjunction with Estates and Campus Services. The Fire Liaison Officer will email Health Safety and Compliance with the building name, date and time of the fire drill request.

Points to consider when arranging a Fire Drill:

- Make sure there are adequate fire evacuation notices posted in the department detailing the procedures to be followed in case of fire.
- If more than one department occupies the building, there must be communication between the departments concerned to ensure a suitable time is decided upon.
- Fire evacuation drills must not be scheduled when there are examinations or critical business events taking place within the building.
- A fire evacuation drill is usually more effective if as few people as possible in the building are informed that the drill is going to take place. This gives a more accurate picture of how people react to the alarm activating.

During a Fire Evacuation Drill:

Security and Caretakers will respond to the fire evacuation drill and carry out their procedures as per a real fire alarm incident.

Fire Drill Record:

On completion of the fire evacuation drill, the Fire Liaison Officer (or deputy in their absence) of the building needs to complete the Fire Evacuation Record via Service Manager. Health Safety and Compliance will complete the fire drill section within the buildings fire log book.

PEEPS

A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke 'escape plan' for individuals who may not be able to reach a place of safety unaided or within a satisfactory period of time in the event of any emergency.

The effectiveness of the PEEP should be tested to ensure the chosen evacuation method is suitable for the individual. These should be rehearsed during planned fire drills.

PLEASE NOTE: The University Fire Safety Manager will monitor and assist with fire evacuation drills where required.