Area: Facilities

Policy Name: Fire Drill

Policy Statement: This policy is to establish an overall plan for the protection of students, faculty, and staff of Salina Tech from hazards of a fire or similar emergencies through the implementation of a comprehensive fire drill safety policy. The purpose of fire drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Fire drills are used as an avenue to systematically identify various fire safety issues, such as:

- Allowing occupants to familiarize themselves with drill procedures, location of fire exits, and the sound of the fire alarm;
- Identify problems with fire alarm components;
- Monitor whether the evacuation of the building is performed as required

Frequency of Drills
Three (3) fire drills shall be conducted at various times throughout the year in each building on Salina Tech’s campus. One shall be conducted during each semester: Fall, Spring, and Summer. Two of the drills may be announced prior to the drill, while one shall be unannounced.

Procedures: Evacuation of the Building
The orderly evacuation of the building during an emergency depends on early warning and employee awareness of proper evacuation procedures.

- All building occupants shall immediately evacuate the building
- All building occupants shall use nearest exit
- Ensure all interior doors are closed, but left unlocked. (If in immediate danger, occupants may skip this step. Evacuate immediately)
- Use stairs. Never use elevators.
- All building occupants shall remain outside until instructed to return inside by the Salina Tech maintenance department.

Responsibilities
In addition to those identified in the preceding paragraphs, the following individuals have additional responsibilities to perform upon hearing a fire alarm, whether real or simulated:

- Faculty. Faculty members are responsible for ensuring that all students in their class have evacuated and been accounted for during a building evacuation.
  - Faculty members shall establish a safe location at least 300 feet from the building being evacuated. This spot should be
consistent and understood by faculty and students in that class. Once there, faculty should conduct an attendance check to ensure no students are missing. If a student is unaccounted for, the faculty member shall notify fire officials and/or the VPAS.

Recordkeeping
A complete record of all fire drills conducted shall be maintained on the premises by the maintenance department for a period of not less than 3 years and be readily available for the inspection by the fire department.

Contact:
Vice President of Administrative Services

Related Form(s):

Adopted:
March 23, 2015

Updated: