I. **INTRODUCTION (Purpose and Intent)**

The intent of this policy is to comply with fire regulations requiring annual fire and emergency evacuation drills. This policy will establish the requirements by which evacuation drills will be conducted to ensure the safe, timely and orderly evacuation of building occupants during an actual fire or other building emergency.

II. **AUTHORITY**

The currently adopted Florida Fire Prevention Code references NFPA standard 1 and NFPA Life Safety Code 101 in setting establishing the requirements for fire drills, orderly evacuations and frequency of drills for buildings on USF System campuses. Amongst the referenced code, required buildings are in all high hazard buildings which requiring annual fire drills, at a minimum, also include residence halls, childcare facilities, healthcare facilities and large assembly facilities, to occur at least annually to ensure occupant safety. High hazard occupancy is defined as any building:

- That contains combustible or explosive matter or flammable conditions dangerous to the safety of life or property;
- In which persons receive educational instruction;
- In which persons reside, excluding private dwellings; or
- Containing three or more floor levels.

Because this requirement applies to some numerous USF System buildings, a policy addressing fire and emergency evacuation drills drill requirements within the USF System is hereby provided.

III. **STATEMENT OF POLICY**
A. **Annual fire** and emergency evacuation drills are required to be conducted for all USF System high hazard buildings equipped with a required fire alarm system.
B. All occupants must immediately evacuate when the fire alarms have been sounded or when authorities initiate an evacuation order. Occupants with disabilities, who are unable to evacuate independently, must relocate to the nearest area of rescue/refuge, typically a stairwell landing, or shelter-in-place and call 911 to give their location.

C. All occupants of high hazard buildings, at the time of the drill, including third-party entities (e.g., contractors, visitors, etc.), must participate in the fire drill.

D. This USF System policy is the minimum requirement. Additional fire drills may exceed the scope of this policy due to licensing, certification requirements of specific programs or at the discretion of EH&S.

IV. ROLES AND RESPONSIBILITIES

A. Environmental Health and Safety (EH&S)

- Provides primary oversight for the fire and emergency evacuation drill program for the USF System.
- Maintains and updates USF System policies and procedures related to building fire and emergency evacuation drills with assistance from other stakeholders.
- Communicates policy and procedure changes to the USF System community.
- Identifies high hazard buildings requiring annual fire and emergency evacuation drills.
- Coordinates scheduling and execution of evacuation drills with Facility/Safety Liaison and other stakeholders.
- Provides training and guidance regarding fire and emergency evacuation drill procedures including identification of areas of refuge/rescue for occupants with disabilities.
- Provides oversight of evacuation drill and help assistance with clearing of building.
- Releases building for re-entry at the conclusion of a drill.
- Provides recommendations for improving drill efficiency.
- Maintains fire and emergency evacuation drill evaluation records for inspection by State Fire Marshal’s Office.

B. Police/University Police Department (UPD) / Security Campus Safety Dispatch Office

- Attends fire and emergency evacuation drills.
- Provides security and ensures safety of participants, including maintaining proper evacuation distances, during evacuation drills.
- Provides oversight of evacuation drill and assistance with clearing of building.
Asists with uncooperative participants.
Assist with evacuated occupants standing at minimum 150 feet away from building and (or) at a further safe distance to ensure everyone is clear of building and any vehicles.

- Assist with granting Coordinates re-entry once “All Clear” has been given upon approval by the Authority Having Jurisdiction (AHJ)/ EH&S, fire dept/fire department, and/or designated authorized official.
- Provides communication with emergency responders in the event of an actual emergency.

C. **Physical Plant / Facilities / Building Maintenance**Facilities Management Operations (FM-Operations)

- Attends fire and emergency evacuation drills.
- Coordinates required communication and execution of drills with EH&S, UPD, Facility/Safety Liaison and other stakeholders.
- Ensure all 3rd party entities must comply with the policy requirements.
- Operates -fire -alarm -panel (-i.e.- Fire Safety Shop reset/resetting panel and -manual- station to -normal operation).
- Identifies building alarm system deficiencies with assistance from drill participants and makes corrections, if required.
- Resets alarm system at the conclusion of drill. Contacts UPD Dispatch before and after each fire drill.

D. **College or Division Head**

- Designates a Facility/Safety Liaison and alternate who will assist in evacuation planning and scheduling for each applicable building within the college, division, or unit.
- Ensures that individuals within the college, division, or unit are informed of policy requirements and comply with those requirements.

E. **College or Division, Facility/Safety Liaison**/ Building Supervisor

- Coordinates drill schedule to ensure there is no disruption to major events (e.g. mid-terms, finals, conferences, etc.)
- Schedules appropriate date and time for fire and emergency evacuation drill normally during first two weeks of the Spring or Fall Semesters.
- Coordinates fire and emergency evacuation drill with EH&S, UPD and Physical Plant FM-Operations.
- Enlists building volunteers to monitor and encourage occupants to evacuate during the drill.
At the specified time when asked to do so by, in coordination with AHJ or EH&S, may activate fire alarm system for the fire and emergency evacuation drill to commence.

Designates gathering-assembly areas for building occupants in consultation with EH&S, usually a minimum of 150 feet away from the building and/or at an alternative safe distance, clear of building and any responding vehicles.

Where practicable, maintains a record of staff or students that may require assistance during an evacuation and assists in identifying safe areas for persons with disabilities.

 Receives comments from building occupants regarding drill procedures and fire alarm system deficiencies.
• Completes Fire Drill Evaluation Form and maintains copy for file.
• Provides EH&S with a copy of the Fire Drill Evaluation Form.

F. Building Occupants

• Immediately evacuate in an orderly manner when the fire alarm activates via the nearest exit, or to the area of rescue/ refuge if one cannot evacuate due to a disability. Do not use elevators; always use stairwell exits.
• If during a drill occupant(s) are involved with a hazardous research or doing a procedure, If applicable, immediately immediately shut down hazardous operations/activities (e.g., research, experiments, hot work, etc.) that could create additional hazards if left unattended. Evacuate as soon as possible.
• Proceed outside to a designated area of assembly, if applicable. Must be at minimum 150 feet away from building and/or at an alternative further safe distance, clear of building and any responding vehicles.
• Never Do not re-enter building until an “All Clear” has been given by an authorized USF official, fire dept., police officer, and/or EH&S.

V. CONSEQUENCES

The consequences for violation of this policy include but are not limited to:

A. Students in violation of this policy may be referred to the Office of Student Rights and Responsibilities (formerly Student Judicial Affairs) for disciplinary action in accordance with student disciplinary procedures.

B. Staff and administration violators may be referred to their immediate supervisor. Faculty violators may be referred to their chair or appropriate unit head. In addition, all other Human Resources policies will apply.

C. Non-University violators may be referred to University Police.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.