

 <p>BRANDON UNIVERSITY Founded 1899</p>	<h2>Fire Drill Procedures</h2>	<p><i>Approved by</i> <i>PAG (President's Advisory Group)</i></p> <p><i>Administered by</i> <i>Administration & Finance</i></p>
<p><i>Administrative Procedure</i></p>	<p><i>First Approved:</i> <i>March 19, 2008</i></p>	<p><i>Updated:</i></p>

Reasons for Procedures

To outline the frequency and procedures for scheduled fire drills. This is to ensure the safety of students, faculty and staff at Brandon University by providing them with the information and experience needed in the event of a real fire. The fire drills will also be used to evaluate the performance and readiness of the students, faculty and staff of Brandon University.

General Procedures

1. All fire drills conducted will be full evacuation fire drills.
2. At a time determined by the person responsible for the building, Director of the Physical Plant and the Health & Safety Officer a fire alarm pull station will be pulled.
3. Faculty, students and staff will follow the General Evacuation Procedures on page 9 of the Emergency Procedures Manual.
4. Supervisors will clear people from their work areas and alert, direct and assist staff and students to the nearest safe exit.
5. Teaching personnel are expected to supervise the evacuation of their classes.
6. Volunteers located in various places throughout the building will provide no assistance but are to observe the fire drill and record their observations on the attached Fire Drill Report.
7. A debriefing meeting will be held immediately after the fire drill to identify areas needing improvement.

Fire Drill Frequency

1. Fire drills will be held in residence buildings once every 12-months during the regular academic year. All three residence complexes will execute their fire drill simultaneously. The drill will be done in the early morning when most residents are in their dorms. The Brandon City Fire Department will assist in this drill.
2. As per section 2.8.3.2. (1)(a) of the Manitoba Fire Code fire drills will take place on a monthly basis for the Junior Kindergarten within the Education building and the Psychology daycare located in the Brodie building.
3. All other occupied buildings on campus will have one fire drill each 12-month period. The Education and Brodie buildings will have full building fire drills annually and these drills will be considered one of the monthly drills for the daycares within.

Schedule for Building Fire Drills

Building	Time of Year	Time of Day
Richardson Building (Library)	September	Office hours 8:30 – 4:30
A.E. McKenzie Building	September	Office hours 8:30 – 4:30
Queen Elizabeth II Building	September	Office hours 8:30 – 4:30
Health Studies	October	Office hours 8:30 – 4:30
Clark Hall	October	Office hours 8:30 – 4:30
Gymnasium	October	Office hours 8:30 – 4:30
Knowles Douglas	September	Office hours 8:30 – 4:30
Jeff Umphrey	October	Office hours 8:30 – 4:30
Brodie Science Building	September	Office hours 8:30 – 4:30
Flora Cowan	September	Approximately 6:00am
Darrach Hall	September	Approximately 6:00am
McMaster Hall	September	Approximately 6:00am
Physical Plant	July	Office hours 8:30 – 4:30
Education	October	Late afternoon 2:00 – 4:30

Fire Drill Report

Observer's Name: _____

Building: _____ Date: _____ Time: _____

Could you hear the alarm clearly? Yes _____ No _____

Did all occupants evacuate the building? Yes _____ No _____

If no, approximately how many did not leave? _____

Which room numbers still had people in them? _____

Was the evacuation conducted in a safe and efficient manner? Yes _____ No _____

Was there any confusion? Yes _____ No _____

If yes, please give details. _____

Was anyone with special needs involved in the evacuation? Yes _____ No _____

Please describe any issues that arose while evacuating persons with special needs. _____

Additional Comments: _____
