

# LAMAR UNIVERSITY

A Member of the Texas State University System

BEAUMONT, TEXAS



## FIRE DRILL INSTRUCTIONS AND FORMS

2024

# Table of Contents

EMERGENCY DRILL INSTRUCTIONS PRIOR TO DRILL.....	2
RESIDENT ASSISTANTS.....	4
Residence Hall Emergency Evacuation Instructions for Residents.....	5
Residence Director’s Checklist Report .....	6
FIRE DRILL REPORT .....	7

## **EMERGENCY DRILL INSTRUCTIONS PRIOR TO DRILL**

---

Fire drills are required to be conducted in each residence hall at the minimum of twice a year. All drills should be pre-planned and unannounced. When scheduling a drill you should notify EHS/Risk Management and LUPD.

1. EHS/Risk Management-Ext 7249 or email: [riskmanagement\\_ehs@lamar.edu](mailto:riskmanagement_ehs@lamar.edu)
2. Chief Flores-Ext. 7745 or email: [hflores1@lamar.edu](mailto:hflores1@lamar.edu)

Fire Drills are conducted for two reasons:

1. To familiarize building residents with all available means of exit, particularly emergency exits not usually used when entering and exiting the building. Speed in exiting the building, while desirable, is not in itself an objective.
2. Exercise the building fire alarm system to ensure all alarm appliances are functioning as designed and that all occupants are able to hear the alarm system.

All fire drills must be documented in writing (form attached). EACH RESIDENCE DIRECTOR is responsible for maintaining documentation for the "State Fire Marshal" and forwarding a copy to EHS/Risk Management, -P.O. Box 10807 or email: [riskmanagement\\_ehs@lamar.edu](mailto:riskmanagement_ehs@lamar.edu).

Overall, the fire drills consist of turning on the alarm and evacuating the buildings; however there have not been any scenarios. For example, if a mechanical room explosion occurs on the east end of the building (Exit Blocked or Closed Off) a given stairway is unavailable by reason of smoke or fire, all occupants must be led out by another route.

### **Things to consider:**

- What if it's inclement weather/raining etc. - Where would the student staging location be? (Each residence hall should have a designated assembly area to avoid hindering fire personnel and, if possible to determine if anyone is missing.
- An assembly area (during inclement weather) should be designated at a nearby building that provides shelter or for building evacuation that may last longer than 30 minutes.
- ***DO NOT FIGHT FIRES OR ATTEMPT RESCUE*** - Never attempt to fight a fire or re-enter the building to attempt to rescue a trapped or injured person. Firefighting and rescue should be performed by the Police and Fire Departments.

### **Residence Hall Staff Evacuation Duties if notified of an Emergency.**

- If by telephone, instruct the caller to pull the fire alarm and to physically report to the police or fire officials.
- Call ext. 7777 or 911 to report the emergency.
- Call Residence Life on-call professional staff.
- Have the residents with disability list available for emergency personnel.
- Evacuate the building.
- Call: The interior assembly building, if necessary, to tell them when the emergency is over.

**Resident Assistant on Duty:**

1. Dial ext. 7777 or 911 to report the emergency.
2. Respond to the emergency site and introduce yourself to available staff.
3. Assign persons to exit monitoring and crowd control.
4. Gather information about person, particularly persons with disabilities, unable to evacuate. If not already handled, get residents with disabilities list to police and fire officials.
5. Assist emergency personnel, as requested and appropriate.
6. Have keys available to let fire department in, if required.
7. Write a "staff report."

**After the Fire:**

- Preservation of the fire scene is essential to proper follow up.
- Residents **MAY NOT** re-enter the building until Beaumont Fire determines that is safe to do so.
- It is the responsibility of the staff managing the emergency to keep curious residents and passer byers away from those investigating and cleaning up.
- Police investigators will want to talk to anyone who was in the area at the time of the fire and to be the person who reported it. (If it is a room fire, they will talk with room residents). Staff can help by identifying and keeping these person(s) available.

## **RESIDENT ASSISTANTS**

---

### **FIRST RESPONDER(S) to any incident(checklist)**

1. Conduct a room check verification.
2. During drills, monitor stairwells, and elevators.
3. Know where the master keys are located and be able to find them quickly.
4. Communicate all information to your Residence Director and the on-call professional staff.
5. Advise the Residence Director/on-call staff every (3) minutes as you have something to report.
6. Document on the drill form anyone who refused to leave the room, with room number. Do not argue with them.
7. Keep people away from doorways so they do not impede fire fighters in an actual fire.

**Remember:** Building evacuations can be called for bomb threats, gas leaks, etc. It is not always a fire.

(Attached - Residence Hall Emergency Evacuation Instructions for Residents)

## **Residence Hall Emergency Evacuation Instructions for Residents**

**It is important to make all Residents aware that once the building is evacuated-they may not be able to return for days, until the Fire Department gives an "All Clear." They will not be able to return for purses, wallets, etc.**

The building must be evacuated when the alarm sounds, and it is each resident's responsibility to evacuate when the alarm sounds.

### **WHEN YOU SEE SMOKE OR FIRE:**

Pull the nearest fire alarm pull station lever, evacuate the building, and assemble at a safe location outside of the building. Dial ext. 7777 or 911 to report the emergency. If necessary, use the emergency phones located around campus by pressing the emergency button to be connected to LUPD. Give dispatcher all requested information.

### **WHEN ALARM SOUNDS, RESIDENTS SHOULD:**

1. **PREPARE TO LEAVE** - Dress for weather, and put on shoes.
  - a. If possible, grab purse, wallet, laptop, etc. as the resident may not be allowed to return for days. Exit your room *as soon as possible*.
2. **GET OUT** - Exit through the *nearest* exit. If blocked by smoke or flame, use another exit. If all exits are blocked, go back to your room.
  - a. Do **NOT** use elevator.
  - b. Assist residents with disabilities to evacuate and to ensure that they are aware of the alarm if these actions do not place you in personal danger.
  - c. Before opening a door, feel it with the back of your hand. If it is hot, **DO NOT** open the door. If it is not hot, brace yourself against the door and open it slightly. If fire, heat or smoke is present, close the door, and stay in your room.
  - d. If smoke is in the corridor or room, keep low to the floor where the air intake is fresher. If cloth is available, hold it to your mouth and nose to filter some of the smoke.
3. **ASSEMBLE OUTSIDE** - Once outside, go to the exterior assembly area identified to you by residence life staff.
  - a. Follow all staff and emergency personnel's instruction.
  - b. Assemble at least 100 feet away from the building.
  - c. In inclement weather, or if it appears that the evacuation will last for more than 30 minutes, you will be guided to an indoor assembly area by residence life staff.
  - d. Do not re-enter the building until Beaumont Fire Department gives instructions to do so.

### **IF YOU CANNOT LEAVE YOUR ROOM:**

- Open windows to let the heat out and fresh air in.
- Hang a bedsheet or piece of clothing out of the window to attract attention.
- Wave a flashlight at night.
- Dial ext. 7777 or 911 to report your location.

## Fire Inspector Checklist Report

	YES	NO
1. Prior to system activation, did you ensure that necessary tools, keys, etc. were available to reset manual pull station(s) and access the main fire alarm control panel to reset the system? Note: (Notify maintenance to illustrate this if needed).		
2. Did you select initiation device to activate building fire alarm. Do you use different devices each time? Devices may be manual pull. Did you record location and device used?		
3. Did you have proper tool to reset the device?		
4. Did you check the "FIRE ALARM CONTROL PANEL" to show if the system showed "Trouble" and why?		
5. Was the "Fire Alarm System" initiated?		
6. Did you check either the Annunciator Board or Fire Alarm Control Panel to see if alarm is being displayed in proper zone?		
7. If a manual pull station was used to initiate the alarm, did you immediately re-set, (otherwise the system may not reset at the main FACP).		
8. Did you check with LUPD to see if they received the notification of alarm?		
9. If the LUPD did not receive notification of fire alarm, did you file an emergency work order to have repairs completed ASAP? (This is the community link between the building and LUPD).		
10. Did you walk through public areas on each floor and check the following: <ul style="list-style-type: none"> <li>• In sprinkled areas, room contents are at least 18 inches below sprinkler areas.</li> <li>• All alarm indicating devices functioning as designed? (horns, bells, strobes)</li> <li>• Automatic door closers have released doors and are tightly closed</li> <li>• Fire doors not blocked</li> <li>• Exit doors not locked or obstructed</li> <li>• Corridors not blocked or obstructed</li> <li>• Emergency hardware/panic bars on doors are functional</li> <li>• Fire alarm pull stations not blocked</li> <li>• Randomly check fire extinguishers to see if present, not blocked</li> <li>• Ensure elevators are not being used for exiting the building</li> <li>• Ensure elevator warning instructions are posted on the elevator</li> <li>• Ensure previous identified deficiencies were identified</li> <li>• Spot check emergency lighting devices and record locations of malfunctions</li> </ul>		
11. Was the system reset at the "Main Fire Alarm Panel?"		
12. Did you check with LUPD to see if their board reset?		
13. If the system failed to reset, did you check to see that manual pull station was properly re-set or smoke had dissipated from smoke detector?		
14. Have you noted all deficiencies? If deficiencies were serious or life threatening did you file an "Emergency Work Order" with Facilities? 880-8470 (Facility Dispatch).		
15. Did you complete the "Fire Drill Report Form" form? Did you send a copy to the Safety Specialist and File Original?		

**Recommended Equipment for Emergency Drills:**

- Master keys for accessing all building spaces
- Clipboard/Pen
- Fire Drill Report Form
- List of locations of residents with disabilities



EHS & RISK MANAGEMENT  
**LAMAR UNIVERSITY**

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

**FIRE DRILL REPORT FORM**

DATE OF DRILL: \_\_\_\_\_

Building Name:
Evacuation Director or Building Safety Coordinator:
<b>IMPORTANT</b> Verify that all procedures for preparing and conducting fire drills have been completed. Do not activate the alarm on your own! Fire Drill alarm activation must be done by Facilities Management.

Device Activated (location)	Time Initiated	Time Completed
-----------------------------	----------------	----------------

Areas Alarmed		
Evacuation Warden/Staff reported to assigned areas and performed duties: ( )YES ( )NO		
If No, Which floors or areas did not:		
1. Evacuation Wardens/Staff reported the following to the Evacuation Director or Building Administrator/Coordinator		
2. Occupants/staff exited using the nearest exit?	Yes	No
3. Persons with disabilities are accounted for?		
4. Visitors and students have been trained?		
5. Accounted for missing or trapped personnel?		
6. The alarm was audible throughout the area?		
7. No premature reentry?		
<b>Comments on all NO marks. Include additional remarks about the drill.</b>		

<b>SIGNATURES</b>
(Evacuation Director, Building Safety Coordinator, or designated employee)
Drill witnessed by [check all that were present and print names]:
<input type="checkbox"/> Beaumont Fire and Rescue: _____ (Representative) OPTIONAL <input type="checkbox"/> EHS/Risk Management: _____ <input type="checkbox"/> LUPD Designated: _____ <input type="checkbox"/> Facilities Representative: _____

Send copy to EHS & Risk Management Lab & Building Specialist, P.O. Box 10807- File Original in Department