

Stanford University Fire Marshal's Office
Planning and Scheduling a Building Evacuation Drill

1. Consult with senior management in your unit about the planning and implementation of a Building Emergency Evacuation Drill protocol for your department's building(s) as part of the Department Emergency Plan. California Code requires owners of buildings of specific occupancies, such as our student residential buildings, to conduct annual evacuation drills. The Stanford University Fire Marshal Office recommends that all buildings have planned annual evacuation drills.
2. Coordinate with appropriate building manager(s) for your department. Pick a date about 1-2 weeks in advance. Choose a time that will not disrupt classes or special events. However, choose a time when the majority of building occupants are in residence so that you will maximize the building participation. Notify building occupants in advance (post fliers, send email) that a drill is planned for a window of time, but do not announce the exact date or time. Include evacuation instructions for your building in your announcement (e.g. evacuation is mandatory whenever the building alarm sounds, take personal belongings and emergency kits with you, go to the EAP, etc.)
3. Call the Stanford University Fire Marshal Office (5-2129) to schedule a time for your evacuation drill. They will schedule a Fire Alarm Technician(s) and appropriate staff to observe and evaluate the evacuation. The evaluation includes the time it takes for all building occupants to evacuate, whether people assemble at the Emergency Assembly Point, whether all building alarms function, etc. A copy of the evaluation will be provided to the Building Manager at the conclusion of the drill.
4. You will be instructed to submit a request form for this service. It can be done over the telephone or by using forms on the web:
http://www.stanford.edu/dept/EHS/prod/general/fire/fire_req_form.pdf
and mailing or faxing the request (see attached). The request includes an account number for the charge of \$85.00 to cover the time for the technicians' work.
5. Drill your Department Emergency Team by having them practice the following:

Alert building occupants to the evacuation clearly and simply
Evacuate with all emergency supplies
Direct occupants to the EAP
Place "do not enter" caution tape across doorways
Communicate on walkie-talkies
Use Emergency Assembly Point "follow me" signs
Conduct "check-in" procedure using department roster
6. Hold a follow-up meeting with the Department Emergency Team to review the drill evaluation, identify problem areas, and confirm drill functions that went well.

Updated 12/08

Stanford University Fire Marshal's Office
SERVICE REQUEST FORM
PHONE # 650 725-2129
FAX # 650 723-1373

TODAY'S DATE _____ DATE NEEDED _____

REQUESTER'S NAME _____ PHONE # _____ PAGER # _____

QUAD & BLDG. # _____ BLDG. NAME _____ FL. _____ RM # _____

SCOPE OF WORK

ACCOUNT # _____ APPROVER'S NAME _____

*****SHUTDOWN INFORMATION*****

DATE NEEDED _____ TIMES NEEDED _____
CONTRACTOR NAME OR DEPT. NAME _____ PHONE # _____
CONTACT PERSON @ SITE _____ CELL # _____ PAGER # _____

*****FOR FIRE MARSHAL'S OFFICE USE ONLY*****

SERVICES REQ. # _____ TECH # _____ COMPLETION DATE _____