

**BEEP Checklist for Planning and Conducting Fire Evacuation Drills**

This checklist is designed to assist with the planning and conducting of your building fire evacuation drill. Contact the Environmental Health and Safety Office if you need further guidance or have questions regarding building evacuation.

 Evacuation Plan distributed and reviewed with building occupants

 Drill Planning Group identified

 Establish date and time for drill exercise

 EHS contacted for help if planning audible exercise

**Discussion Based**

 Create scenario to present to the group for discussion

 Contact EHS for ideas or request for attendance

 Discuss actions to be taken given the presented scenario and any questions or concerns that may arise

**Silent Drill**

 Date and time communicated to key individuals

 Work areas conduct drill

 Observe evacuation

 Discuss drill with participants

**Audible Alarm Drill**

 Approximately 1 week prior to drill, Contact EHS with date and time of drill being requested

 Will an electronics tech be needed?

 Will an elevator tech be needed?

 Will a Police Officer be needed?

**Day of Drill**

 OPP Technician(s) on site (if needed)

 Other support personnel on site (Police, EHS, safety officers)

 Notification to Campus Police that drill is beginning

 Observers (Safety Officer, Building Emergency Coordinator, EHS, Police) in position to observe evacuation

 Fire Alarm activated

 Occupants evacuate and report to designated meeting site

 Accountability check completed

 Fire alarm system silenced and reset following total evacuation

 Discuss evacuation procedure with occupants

 Notification to Campus Police that drill has concluded

**After Drill**

 Discuss drill outcomes with planning group and edit the evacuation plan if needed

 Redistribute the evacuation plan if edited

8/23/16 – STG

EHS Document Control Procedure - Attachment E (EHS-0008ate)