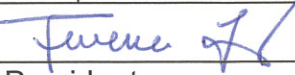


## BBCC ADMINISTRATIVE PROCESS

<b>Title:</b> Fire Drills	<b>AP 7715</b>	<b>Implementing Board Policy:</b> BP7700
<b>Originating Department:</b> Safety & Security	<b>Originated:</b>	<b>Effective Date:</b> 3/03/15
<b>Previous Revisions:</b>	<b>Approved:</b>  President	

### 1.0 Purpose

This procedure prescribes standards related to fire prevention and reporting on the campus of Big Bend Community College (BBCC). It also provides information on fire safety education and training.

### 2.0 Authority and References

- 2.1 Implementing Board Policy 7700
- 2.2 WAC 296-24-567, Employee Emergency and Fire Prevention Plans
- 2.3 20 U.S.C. § 1092(f), The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
- 2.4 Accreditation standards 17.1.4 and 17.1.5, International Association of Campus Law Enforcement Agencies (IACLEA)
- 2.5 Higher Education Opportunity Act (Public Law 110-315)
- 2.6 Higher Education Technical Amendment of 1991 (Public Law 102-26)
- 2.7 Higher Education Amendment of 1992 (Public Law 102-325)
- 2.8 Student Right-to-Know and Campus Security Act (Public Law 101-542)
- 2.9 The Handbook for Campus Crime Reporting (US Dept. of Education, 2011). See also AP 7710, Campus Crime Reporting (Clery Act)

### 3.0 Scope

This procedure applies to all persons on the BBCC campus.

### 4.0 Building Classifications and Fire Drill Requirements

- 4.1 Based on the 2009 edition of the International Building Code (IBC) used by the Grant County Fire Marshal's Office, BBCC buildings are classified as follows, along with the evacuation drill requirement for each type:

- 4.1.1 Administration Building 1400: Classified as Group B (Business). Fire drills required annually by the IBC.
- 4.1.2 Academic Instruction Buildings (1000, 1200, 1500, 1600, 1700, 1900, 3000, 4100, 7700): Classified as Group B (educational occupancies for students above 12th grade). Fire drills required annually by the IBC.
- 4.1.3 Professional/Technical Buildings (3300, 3400, 3500, 3600): Classified as Group F1 Moderate Hazard (assembly, disassembly, and/or fabricating).
- 4.1.4 Aircraft Hangars (3100, 3200): Classified as Group S1 Moderate hazard storage (aircraft hangars). Fire drills required annually by the IBC. 3200 is also Group B for the classrooms.
- 4.1.5 Gymnasium Building 2000: Classified as Group A4 (sports assembly without fixed seating). Fire drills involving employees only required quarterly by IBC.
- 4.1.6 Theater Building 1100: Classified as Group A1 (theater with fixed seating). Fire drills involving employees only are required quarterly by IBC.
- 4.1.7 Cafeteria/Dining Hall portion of Building 1800: Classified as Group A2 (assembly for food/drink consumption). Fire drills involving employees only are required quarterly by IBC.
- 4.1.8 Library portion of Building 1800: Classified as Group A3 (assembly – library). Fire drills involving employees only are required quarterly by IBC.
- 4.1.9 Childcare Facilities: Classified as Group E (Educational). Daycare facilities are required by the IBC to have monthly drills.
- 4.1.10 Residence Hall Dormitories: Classified as Group R2 (Residential) occupancy. Required by the County Fire Marshal to conduct fire drills four times per year.
  - 4.1.10.1 Dorms are required by the Clery Act to conduct at least one drill per year.

5.0 Procedure

- 5.1 Evacuation plan training is to be conducted for all new employees during orientation and for all employees at least annually.
- 5.2 Fire drills are to be conducted at unexpected times and under varying conditions and are to be initiated by activating the fire alarm system (Section 405.4 of the IBC).
- 5.3 Fire drills are to provide training in the following areas:
  - 5.3.1 Evacuations procedure and planning,
  - 5.3.2 Location and use of portable fire extinguishers (when assigned),

- 5.3.3 Alarm response duties,
- 5.3.4 Location of assembly point(s),
- 5.3.5 Reentry control and procedure.
- 5.4 A record of the drills, documenting the time, the name(s) of the drill administrator(s) and other necessary information listed in the code section is to be kept on site for review by the County Fire Marshal.
- 5.5 A building wide alarm will be initiated by Maintenance and Operations (M&O) personnel upon request of the Director of Campus Safety & Security. Prior to the alarm activation, a message will be sent via the Campus Alert System:  
  
*"A building wide fire and evacuation drill for Building will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire and evacuation drill procedures, please ask your colleague or other building occupant".*
- 5.6 Drill Administrator's Duties
  - 5.6.1 Schedule the drill with Campus Safety and M&O two weeks prior to the date of the drill.
  - 5.6.2 About one hour prior to the drill, contact Simplex Grinnell and MACC Dispatch and notify them that a drill will be conducted and to disregard any alarms for the time period of the drill.
  - 5.6.3 At the time of the fire drill, M&O will send an alarm tech who will activate the alarm system and then deactivate and reset the system when the drill is completed.
    - 5.6.3.1 Exception: Residence Hall staff can activate and reset alarms for drill in dorms.
  - 5.6.4 During the drill, drill administrators will walk the building and confirm that everyone has evacuated.
  - 5.6.5 When the drill is completed and the alarm is silenced, the drill administrator will give the "all clear" signal for normal building operations to resume. Building occupants will not re-enter the building until the all clear signal is given.
- 5.7 Building Coordinator/Staff Duties:
  - 5.7.1 Locate nearest exits to their respective areas prior to the drill.
  - 5.7.2 Prior to the drill, determine the location of a designated meeting place outside of the building. Preferably, the designated outside meeting place is to be near the fire-crew response location e.g., in front of but away from the main entrance.

- 5.7.3 Assist evacuating persons and assure all occupants are out of the building.
- 5.7.4 Account for all staff and inform responsible personnel of any missing persons, after evacuation. (Section 405.8 of the IBC states that as building occupants arrive at the assembly point, efforts are to be made to determine if all occupants have been successfully evacuated or have been accounted for).
- 5.7.5 Occasionally study the emergency evacuation plans the BBCC Multi-hazard Plan and also posted throughout all major campus buildings.

## 6.0 Recordkeeping

- 6.1 This procedure adopts section 405.5 of the IBC which states that records are to be maintained of required emergency evacuation drills and include the following information:
  - 6.1.1 Identity of the person conducting the drill.
  - 6.1.2 Date and time of the drill.
  - 6.1.3 Notification method used.
  - 6.1.4 Staff members on duty and participating.
  - 6.1.5 Number of occupants evacuated.
  - 6.1.6 Special conditions simulated.
  - 6.1.7 Problems encountered.
  - 6.1.8 Weather conditions when occupants were evacuated.
  - 6.1.9 Time required to accomplish complete evacuation.
- 6.2 All fire drill records shall be recorded on the approved Fire Drill Report form and filed by the Director of Campus Safety.

## 7.0 Exceptions

- 7.1 Fire evacuation monthly drills may be postponed, rescheduled or cancelled at any time for any reason. Usual reasons are inclement weather or scheduling conflicts.
- 7.2 Effort will be given to conduct those drills which are postponed, rescheduled or cancelled.