



**ENVIRONMENTAL
HEALTH & SAFETY**

EHS Standard Operating Procedure for Fire Drill
Compliance

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ACRONYMS & DEFINITIONS

AHJ	Authority Having Jurisdiction
All Clear	Signal that danger or difficulty is over, and occupants may enter the building.
Announced fire alarm activation	All occupants of the building are notified in advance of the fire alarm activation date and time.
Building Coordinator	Chief source of information for building occupants is the liaison between building occupants and various campus services.
Building Occupant	A person that lives in, occupies, or has workspace in a building.
EHS	Environmental Health & Safety
IFC	International Fire Code
NFPA	National Fire Protection Association
Observer Report	UNM (University of New Mexico) EHS Fire Alarm Activation observer report
SFMO	New Mexico State Fire Marshal's Office
UNMPD	University of New Mexico Police Department
Unannounced fire alarm activation	occupants are not notified of the date and/or time. They may know one or the other, but not both pieces of information.

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1. PURPOSE

To ensure that fire alarm activations on campus are conducted and documented in accordance with NFPA 101 Life Safety Code 1997 and IFC 2003 as required by the New Mexico State Fire Marshal's Office (the Authority Having Jurisdiction).

2. OBJECTIVE

The objective of this Fire Drill SOP is to train and prepare building occupants on the correct way of exiting a building during a fire or related building emergencies. The fire drill will also serve to identify building-related evacuation problems. The fire alarm activation shall be conducted once per calendar year, unless an issue arises where a secondary test needs to be completed.

3. SCOPE

This procedure applies to all UNM Buildings and Branch Campuses; the only exception to this policy is the Dormitories which have their own policy in place for Fire Drills.

4. AUTHORITY

State laws and regulations require annual fire alarm activation for each building that holds occupancy.

5. RESPONSIBILITIES

5.1. EHS

- 1) EHS shall coordinate each fire alarm test, assist with the evacuation, and complete the fire alarm test
- 2) EHS shall schedule the buildings with alarms for an annual test and serve as the main point of contact for the building coordinators, IT Alarms, UNM PD, and any other entities that may be required for conducting the test.
- 3) EHS shall notify the building coordinator of the date and time of the fire alarm test.
- 4) EHS may need assistance by Building Coordinators in conducting the fire alarm activation, securing exits of each building, and ascertaining that all occupants have vacated the premises.

5.2. Building Coordinators

- 1) Building coordinator(s) shall notify building occupants of fire alarm activation test procedures.
- 2) The building coordinator(s) shall notify EHS of any dates and/or times that are critical and disruption of classes and/or research is impractical. The building occupants shall vacate the building in an orderly fashion when the fire alarm signal is given and not return until the "ALL CLEAR" signal is given by Staff.

- 3) Building Coordinators are responsible for assisting occupants out of the building during fire alarm activation. Once the Building Coordinator is out of the building, they should account for everyone reporting to their muster station and report this information to public safety on scene.

5.3. Building Occupants

- 1) Occupants must participate fully in fire alarm activation.

5.4. IT Alarm Personnel

- 1) IT alarm personnel must place fire alarm panel in test mode.

5.5. Fire Alarm Vendor

- 1) Fire Alarm Vendor must be present to operate the fire alarm panel.
- 2) Fire Alarm Vendor shall operate the fire alarm system and reset it when instructed at the test's end.

6. PROCEDURE

6.1. Fire Alarm Activation

1. After the system has been placed into test, Fire Alarm Vendor will initiate the fire alarm and check the operation of the fire alarm panel.
2. If a fire alarm system is not installed in the building, an EHS employee will walk up to an occupant of the building and state to them there is a fire by your work area. It will be the duty of the employee to start notifying their coworkers and evacuate as if the situation were real.
3. Building occupants must evacuate upon hearing or seeing the fire alarm and gather at their designated muster point. Any persons found in the building shall be identified immediately and their name shall be documented on the EHS fire alarm activation observer report (Appendix A) and given to the appropriate supervisor for further action, if warranted.
4. If available to assist during fire alarm activation, UNMPD will help to ensure people evacuate, move away from the building exits, and do not enter back into the building until the "All Clear" signal is given by EHS personnel.
5. EHS will observe the evacuation, facilitate participation, complete EHS fire alarm activation observation report (Appendix A) and do a follow up on observations after the fire drill is completed by meeting with the building coordinator.
6. After complete fire evacuation and fire alarm equipment checks - Fire Alarm Vendor will stop the alarm and restore any tripped devices. After fire alarm and device test, UNM IT will place the fire panel back to normal operating condition. UNMPD dispatch and UNM IT will be notified that test is complete.

6.2. Record Keeping

1. Any fire alarm equipment deficiencies found during the fire alarm activation will be noted by the vendor; EHS will then submit a ticket through IT Alarms.
2. The observer report of fire alarm activation shall be maintained by EHS digitally; this will be assigned by the Manager of Safety.

APPENDIX A

Fire/Evacuation Drill

Observer's Report

Instructions: Please forward completed report form to the Office of Safety Health and Environmental Affairs,

Drill Date:	Drill Time:
Drill Location:	Type of Drill <input type="checkbox"/> Planned <input type="checkbox"/> Alarm
Building Number:	

List all participating departments:

Scenario or special circumstances:

Observers responsibility for the drill:

Was alarm heard throughout the building? Yes No

Were all alarm devices operating correctly? Yes No

If no, note locations _____

Did all occupants evacuate the building? Yes No

If no, note room numbers _____

Did occupants assemble in designated areas? Yes No

Please rate the overall effectiveness of the drill:

Speed of Evacuation Acceptable Needs Improvement

Effectiveness of Procedures Acceptable Needs Improvement

Communication during Drill Acceptable Needs Improvement

Total time required to evacuate building: _____ Minutes _____ Seconds

Additional comments:

Time "All Clear" given:	Alarm system reset by:
Observer report completed by: Name _____ Email _____ Phone _____	Supervisor/Bldg. Manager: Name _____ Phone _____












Fire Drill SOP R5.2

Final Audit Report

2023-07-05

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