

PALOMAR COMMUNITY COLLEGE- EMERGENCY DRILL INSTRUCTIONS

Actions to take when a building fire alarm sounds are as follows:

Staff, Faculty, Students and visitors:

Fire Drill Procedures

- ❖ A Fire drill will be conducted at the _____, _____ during normal business hours
- ❖ During the drill, all building occupants must exit the building. **ALARM (=) equals evacuate**
 - Immediately evacuate the building using the nearest available exit. Walk, do not run
 - Instructors should verify all class participants exited the classroom
 - **DO NOT USE THE ELEVATORS**
 - If a door handle is hot, **DO NOT** open door
 - Building occupants must not obstruct fire lanes
 - Assemble at your building's evacuation point (Assembly Area – _____) and remain there for further instructions from emergency personnel. Do not re-enter the building
 - If you are trapped or your egress is blocked by smoke or fire, go to a window and signal for help
 - Crawl or stay low to the floor in a smoke-filled environment
 - If your clothes catch fire, **STOP** where you are, **DROP** to the ground, and **ROLL** over to smother the flames
 - In the event some building occupants are hurt or trapped in the building, report their location to your assembly area coordinator, and or emergency responders
 - If a person with impairments needs assistance exiting the building, either lend assistance or move the person into a protected stairwell. Inform emergency response personnel, and or assembly area coordinator of the location of the person so a rescue can be conducted immediately

Campus Police, Environmental Health and Safety, Facilities Services & _____ Emergency Responders

- You will be notified of the time and location of the drill 24 hours prior to initiation
- A fire alarm pull station will be activated to initiate the drill
- _____ responders will assist in the building evacuation and will stand by at the _____ assembly area once the building is evacuated. Once the "all clear" is given, the responders will direct the occupants to re-enter the LL building
- Facilities responders will assist in the building evacuation. Once the building is evacuated they will report to the staging area located by the field Incident Command (IC) post and standby for further instructions from competent authority
- Campus Police, the EH&S Department (IC until Fire Department arrives), and the Facilities Director will meet at the field command post
- A written after action report of the fire drill will be prepared immediately following the fire drill

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Roles & Responsibility:

- The Supervisor of the Environmental Health and Safety (EH&S) Department has the authority for establishing a fire drill procedure that meets the needs of the Palomar Campus, and is in compliance with the applicable federal and state regulations
- The Director of Facilities is responsible for and has the authority to maintain the College's Fire alarm systems in all Campus buildings. Appropriate maintenance personnel shall assist in conducting all fire drills for the purpose of panel activation and reset, and identification of device operations
- The Chief of the Palomar Police will provide law enforcement officers at all scheduled drills to assist with evacuations and related duties unless preempted by other priority calls. Campus Police should record and document all fire drills as part of the daily activity log
- Building Administrators shall serve as a liaison to Palomar's Emergency Management team
- Building Administrators shall provide accurate and current information to building occupants
- Building Administrators shall provide damage information following an incident

Recordkeeping:

- The Office of Environmental Health and Safety shall maintain records of all fire drills
- Campus Police shall maintain records of all fire drills consistent with other documentation processes