

## **KSFM 2024-004 - KSFM Prevention Information Release**

**To: All Building Owners**

**Subject: Fire Drills:**

The purpose of a fire drill is to practice the swift removal of all building occupants to a safe area of refuge.

### **BEFORE THE DRILL**

- Remember that all exits are to be unlocked and unobstructed.
- Designate specific staff members to be responsible for the planning and scheduling of fire drills.
- Designate a safe area at least 50 feet from the building. This area should be safe from dangers of fire, fire department operations, and public vehicles.

### **CONDUCTING THE DRILL – *Keep it as real as possible.***

- Conduct drills on different days of the week and at different times of day.
- Use the fire alarm system to initiate the fire drill.
- Remember to use a different initiating device each month.
- Don't announce the drills ahead of time.
- All occupants must participate (***Exceptions for healthcare occupancies***).
- Utilize scenarios to gain staff participation.
- If any fire alarm equipment is found to be inoperable during the drill, it should be repaired immediately.
- After it is verified that a successful evacuation has taken place, the building may be occupied.

### **SCHOOLS**

- An emergency preparedness drill must be held 9 times during the whole school year.
- The drills are divided up as follows:
  - Four (4) fire drills, two (2) tornado drills and three (3) crisis drills. Crisis drills shall include, but are not limited to, intruder response drills and lockdown drills.
  - These nine (9) drills must be completed during the school year.
- After the alarm sounds, students should proceed in an organized manner to their area of safety, using a designated evacuation route.
- Staff should account for the children upon reaching the safe area.
- After the evacuation, faculty and staff should verify that all occupants have evacuated.
- Restrooms and other closed areas should be checked out by sight and voice.

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## **HEALTHCARE**

- A fire drill must be held once per shift per quarter.
- A silent drill may be conducted between the hours of 9:00PM and 6:00AM.
- A coded announcement may be used instead of the audible alarm.
- Once the fire emergency is discovered, the following steps need to be taken:
  - the basic response of staff shall include the removal of all residents directly involved with the fire,
  - provide notification to other building occupants,
  - close all doors to try and confine the fire,
  - the relocation of residents to another protected area
- After the evacuation, faculty and staff should verify that all occupants have evacuated.
- Restrooms and other closed areas should be checked out by sight and voice.

## **DOCUMENTING THE DRILL**

- Completely fill out the drill form (forms on KSFM website).
- Each building must have its own separate drill record.
- Keep copies for 2 years.

**For questions and to assist you in complying with the requirements, the KSFM has a section on its website.**

**Please visit [www.firemarshal.ks.gov/documentcenter](http://www.firemarshal.ks.gov/documentcenter) In the “Resources” section.**

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