

Fire Drill Fact Sheet

The following document encompasses information regarding fire drill procedures across the UAH campus. For further questions, please contact OEHS at OEHS@uah.edu.

- Fire drills are to be conducted for the entire campus as they are a legal requirement.
- Announcements of upcoming fire drills are sent out with a week's notice. They typically are limited to the Building Ambassadors and Floor Captains. This ensures that a more realistic drill is conducted for each building.
- Building Ambassadors are appointed by Facilities & Operations.
 - For more information about this process, please see the F&O/OHES Building Ambassador Policy.
- Once a fire alarm system is activated, all occupants must leave the building regardless of circumstance.
 - Exit the building in calm and orderly fashion to an outdoor evacuation area. While exiting the building, be sure to close office/lab/classroom doors behind you.
 - The evacuation area must be at least 50 feet away from the building. Additionally, this area should not interfere with emergency vehicles/personnel.
 - Fire drills typically take between 5 and 15 minutes, depending on speed of evacuation and building size.
 - Mobility impaired individuals should take special care to pre-plan evacuation routes. In the event that an individual physically cannot evacuate, they should evacuate to the nearest stairwell. Additionally, any individuals that know of a mobility impaired individual stuck inside during an activated alarm should notify emergency personnel/OEHS personnel.
- Once the alarm has stopped, a designated OEHS staff member will advise when the building can be reoccupied. Do not re-enter the building until given the all clear.
- It is to everyone's advantage that all individuals occupying a building participate. In the event of a real emergency, being complacent or not evacuating at all puts the lives of emergency personnel at risk, as well as creating a liability for UAH.
- Records of the following information are kept by UAH for each fire drill conducted:
 - Personnel conducting the drill
 - Date and time of the drill
 - Notification method used
 - Number of occupants evacuated
 - Special conditions simulated
 - Evacuation issues encountered