

Policy Name:	Evacuation Drills
Originating/Responsible Department:	Facilities Management and Planning
Approval Authority:	Senior Management Committee
Date of Original Policy:	October 2002
Last Updated:	October 2018
Mandatory Revision Date:	October 2023
Contact:	Assistant Vice-President (Facilities Management and Planning)

Policy:

Evacuation drills will be conducted at least once per year for all campus buildings and more frequently for certain buildings as required by the Ontario Fire Code. The drills require the evacuation of all building occupants when the fire alarm is initiated.

Purpose:

The Ontario Fire Code requires that owners conduct evacuation drills for all buildings.

Evacuation drills are necessary to:

- Ensure building occupants are educated and familiar with building evacuation procedures and routes
- Confirm there are sufficient designated building emergency staff (fire safety wardens) to assist in the evacuation
- Assist in the evaluation of emergency plans
- Ensure measures are in place for persons requiring assistance to evacuate, and
- Identify potential issues with the buildings means of egress

Scope:

This policy applies to all occupants of Carleton University buildings.

Procedures:

1. Drills are scheduled and conducted by the Environmental Health and Safety Office and coordinated with Facilities Management and Planning and Campus Safety Services.
2. Advance notification of drill periods will be provided to Building Authorities. Requests for special considerations will be accommodated where possible during the scheduling process; however evacuation drills must be conducted during the calendar year.
3. Building occupants must cooperate with fire safety wardens and respond to their instructions.
4. Notification and evacuation procedures for persons with disabilities will be followed during drills.
5. Environmental Health and Safety Office will monitor and maintain records of the drills, providing feedback to the Building Authorities and Chief Fire Safety Wardens to enhance the effectiveness of future evacuation drills.

Related Policies:

Building Authorities Policy

Contacts:

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