

Fire Evacuation Drills

In accordance with Florida Statute (FS 633) and the Florida Fire Prevention Code, Florida State University buildings may be required to have routine fire evacuation drills conducted. Fire evacuation drills provide an opportunity for faculty, staff, students, and emergency responders to become familiar with the building fire safety features, to practice emergency procedures, and to ensure the efficient and safe use of exits. To ensure that this practice is adequate, drills will be arranged so that they simulate probable emergency conditions specific to the building.

Fire evacuation drills will be conducted throughout the first two weeks of each semester. Notifications will be sent via email to all departments on file. If the scheduled drill conflicts with a department's critical schedule, please notify FSU Fire Safety at 850-644-6535. Fire evacuation drills that are required on an annual basis will be divided up each semester (Spring, Summer, Fall). The drills shall be done in accordance with the following drill frequency table.

Facility Type	Minimum Drill Frequency
Residence Halls, Apartments, and Dormitories	Once per semester
Facilities classified as High Hazard (used for Educational purpose, containing notable amounts of hazardous materials, exceed 3 stories in height) or where required by the AHJ.	Annually
Newly occupied or majorly renovated facilities	Within 1 year of occupancy
Daycares	Monthly

Typically, drills will be held during normal operational hours to provide experience opportunity for the largest number of participants.

Due to the transitory nature of classroom buildings, it may not be possible for the building coordinator to inform every instructor in advance. It is important that all faculty and staff are prepared to promptly react to an evacuation notice regardless of location and planned class activities.

It is the intent that during a drill all classes evacuate and all laboratory operations shut down to a secured condition. It should be noted that there is a difference in urgency for a drill evacuation versus a true perceived emergency condition. In predetermined drill evacuations only, flexibility will be considered for special circumstances such as live animal procedures which need not end abruptly in a non-emergency condition. Such special circumstances will be noted on the drill report and the department staff verified to have a suitable contingency plan in place should a real event occur.

FSU Fire Safety staff will conduct or coordinate the emergency evacuation drills where necessary and strive to notify appropriate personnel when feasible in addition to email notifications. Prior to initiating the drill, the building should be surveyed for activities such as testing, meetings, seminars, etc. This will minimize disruptions to critical testing, lab experiments, and normal department activities. Please note once again, that emergency evacuation drills are required by State Statute (FS 633) and the Florida Fire Prevention Code.

Note: It is recommended that building management or assigned department personnel complete the Emergency Evacuation Plan form and submit it to the FSU Fire Safety Coordinator. More information can be found here: [Fire Emergency Evacuation Plans](#)

Management staff of facilities requiring more frequently occurring drills such as day cares and residential housing may schedule and oversee their own events with appropriate training and approval by FSU Fire Safety staff. The recommended [Fire Emergency/Drill Evacuation Report](#) should be completed and submitted to Fire Safety staff following each event.

Evacuation times will vary with building size and the complexity of ongoing operations. Most successful drills can be completed in less than 15 minutes for minimal disruption to the ongoing activities. Follow up drills will be required where evacuation performance needs improvement. Drills are generally rated as follows:

Evacuation Time	Rating	Cooperation
< 5-10 Minutes	Excellent	Prompt and orderly evacuation
< 10-15 Minutes	Average	Minor objections to leaving
> 15 Minutes	Needs Improvement	Notable delays and opposition

If approved by Fire Safety staff, an unscheduled fire alarm evacuation may be considered as a drill, once within a 2 year cycle if an "Excellent" rating is achieved and documented. A copy of the [Fire Emergency/Drill Evacuation Report](#) must be filled out by responsible staff, present at the event, and provided to the Fire Safety staff for consideration as a drill substitution.

All deficiencies identified during the drills must be promptly addressed. FSU Fire Safety staff will follow-up on identified system deficiencies and will report all Facilities related items to the Facilities Work Center.

For additional questions or concerns please contact Florida State Fire Safety at 850-644-6535.