

FIRE DRILL Requirement / Report

Date: _____

JOINT BASE SAN ANTONIO / FIRE EMERGENCY SERVICES - Fire Prevention

IAW DAFMAN 91-203 (25 March 2022), 6.2.12.1. Facility Managers/Supervisors shall establish an emergency action plan. Note: Employees shall know primary and secondary escape routes for every area of the building. 6.2.12.2. Consult the installation F&ES Flight to determine requirements for practicing fire evacuation drills. IAW NFPA 1, 10.5; Emergency egress and relocation drills conforming to the provisions of this Code shall be conducted as specified, or by appropriate action of the AHJ. Drills shall be designed in cooperation with the local authorities. 10.5.2 Drill Frequency. Emergency egress and relocation drills, shall be held with sufficient frequency to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate. Note: AHJ = JBSA Installation Fire Chief (IFC) as delegated by Installation Fire Marshal (IFM).*

The Following Occupancy Classifications shall conduct emergency evacuation training for their assigned personnel; "Evacuation" drill may not be required:

- A. **Assembly Occupancies:** Crowd Manager (appointed facility manager) shall ensure staff are trained in the duties they are to perform in case of fire, panic, or other emergency to effect orderly exiting.
Evacuation = Not Required
- B. **Education Occupancies (K-12):** Not less than one egress drill shall be conducted every month the facility is in session. All occupants of the building shall participate in the drill. All emergency drill alarms shall be sounded on the fire alarm system.
Evacuation: Required
- C. **Day-Care Occupancies:** Not less than one egress drill shall be conducted every month the facility is in session. All occupants of the building shall participate in the drill. All emergency drill alarms shall be sounded on the fire alarm system.
Evacuation: Required
- D. **Health Care Occupancies:** Drills shall be conducted quarterly on each shift to familiarize facility personnel (nurses, interns, maintenance engineers, and administrative staff) with the signals and emergency action required under varied conditions. Infirm or bedridden patients shall not be required to be moved during drills to safe areas.
Evacuation: Required (except for assisting patients)
- E. **Ambulatory Health Care Centers:** Drills shall be conducted quarterly on each shift to familiarize facility personnel (including but not limited to nurses, interns, maintenance engineers, and administrative staff) with the emergency action required under varied conditions. Patients shall not be required to be moved during drills to safe areas or to the exterior of the building.
Evacuation: Required (except for assisting patients)
- F. **Hotels/Lodging:** Employees of hotels shall be instructed and drilled in the duties they are to perform in the event of fire, panic, or other emergency.
Evacuation: Not Required
- G. **Dormitories/Barracks:** Emergency egress and relocation drills shall be held with sufficient frequency to familiarize occupants with all types of hazards and to establish conduct of the drill as a matter of routine. Drills shall be conducted during peak occupancy periods and shall include suitable procedures to ensure that all persons subject to the drill participate.
Evacuation: Required

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H. **Mercantile Occupancies:** Employees shall be periodically trained on fire reporting and emergency evacuation procedures.

Evacuation: Not Required

I. **Business Occupancies:** Drills. In all business occupancy buildings occupied by more than 500 persons, or by more than 100 persons above or below the street level, employees and supervisory personnel shall be periodically instructed and shall hold drills periodically where practicable.

Evacuation: Not Required

J. **Storage/Warehouse Occupancies:** Employees shall be periodically trained on fire reporting and emergency evacuation procedures.

Evacuation: Not Required

Reference: NFPA 101 Life Safety Code, Annex A

Organization/Unit:

Building Number(s):

Facility Manager(s):

Yes No N/A

1. How many occupants participated?
2. Did occupants contact the fire department?
3. Was the fire drill conducted in an orderly manner?
4. Was the fire drill carefully planned to simulate fire conditions?
5. Did all occupants meet at a predetermined location?
6. Did the occupants conduct an accountability?
7. Did participants receive instruction prior to evaluation of egress?
8. Was the fire alarm system activated?

General Impression:

Excellent

Acceptable

Needs Improvement

Start Time:

Notes:

Evacuation Time:

Fire Inspector(s):

For coordination on fire evacuation drills, please contact JBSA 902d CES / Fire & Emergency Services Administrative lines and request to speak to a Fire Inspector at one of the following locations:

JBSA OL-LAK: (210) 671-2921 / 2922 / 2046
 JBSA OL-FSH: (210) 221-2772 / 9331 / 2006
 JBSA OL-RAN: (210) 652-6915 / 6916