

# UW Whitewater Police



## Fire Drills

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## I. Purpose

The purpose of this General Order is to establish a plan and method for conducting fire drills for every building.

## II. Policy

It is the policy of UW-Whitewater Police Department (UWWPD) that Residence Hall Officers will, in conjunction with supervisors, conduct fire drills of all non-residence hall campus buildings once per year to ensure compliance with Department of Administration, Office of Continuity of Government, Directives. It is the policy of UWWPD that officers will, in conjunction with the supervisor and complex directors, conduct fire drills of all residence hall buildings once each Academic Year to ensure compliance with DOA, Office of Continuity of Government, Directives.

## III. Procedure

### A. Elements of a Fire Drill

1. Sound the alarm.
2. Evacuate the building.
3. Assemble the evacuated (people) in the designated gathering area or areas.
4. Conduct a head count. Once a head count is complete and the fire system is reset, the staff/students can return after the all clear is given to reenter the building.
5. Conduct an evaluation.

B. Officers shall work in conjunction with building contacts/supervisors/complex directors to ensure that fire procedures are written, posted and distributed to all employees and residents, in each building.

C. Officers, in conjunction with staff, shall schedule fire drill testing to occur once per year for every non-residence hall building.

1. If done in the fall, fire drills typically take place in October during National Fire Prevention Week.
2. Building contacts and supervisors in the building will be notified by UWWPD personnel a few weeks prior to testing taking place.

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- D. Officers, in conjunction with complex directors and University Housing supervisors, shall schedule fire drills testing to occur once per year for every residence hall building. This will normally occur during the Fall Semester.
- E. Officers will be present for all elements of a fire drill, as listed above.
- F. Officers will work with complex directors and University Housing supervisors to implement any changes needed to the building's Emergency Action Plan identified during the evaluation.
- G. Officers, in conjunction with complex directors and University Housing supervisors, will file a brief report of the results of their drill with their immediate supervisor to include, but not limited to:
  - 1. Name and/or address of the building,
  - 2. Date of the drill,
  - 3. Approximate number participating,
  - 4. Brief summary of any issues, problems or questions that arose during the drill.
- H. Risk Management and Safety, Facilities Planning and Management, Dispatch and Whitewater Fire Department shall be contacted with any concerns and informed of issues that occurred during the fire drills.