



Fire & Emergency Evacuation Drills

Rockwall Fire Marshal Division



191 E Quail Run • Rockwall TX 75087 • Phone (972) 771-7774

Website: www.rockwall.com/firedepartment •••• Email: fireinspections@rockwall.com

Emergency Evacuation Drills

Frequency

Group or Occupancy	Frequency	Participation
Group A – Assembly/theatres, worship, library, sports, etc.	Quarterly	Employees
Group B – business	Annually	Employees
Group E – Educational	Monthly (may be modified by fire code official)	All occupants
Group F – Factory	Annually	Employees
Group I – Institutional/hospital, child care, prison, group home	Quarterly on each shift	Employees *residential care assisted living complete evacuation.
Group R-1 – Transient residential/hotel	Quarterly on each shift	Employees
Group R-2 – Nontransient residential/apartment	Four annually	All occupants
Group R-4 – Care residential 5-16 occupants	Quarterly on each shift	Employees *residential care assisted living complete evacuation.
High-rise buildings	Annually	Employees

Emergency Evacuations Drills

Identify person in charge of the drill
Record Keeping – maintain a record of the drill. Use our worksheet or create your own.
Identify the assembly point(s)
Notify the Fire Prevention Division of the Rapid City Fire Department two weeks before the drill, when required – when do we require?
Start the fire drill with the fire alarm, when present.
As occupants arrive at the assembly point, efforts are made to determine if all occupants have been successfully evacuated or have been accounted for.
No one shall reenter the premises until authorized to do so by the person in charge. That person shall give a signal telling the occupants they may reenter the building. The signal must be different than the signal to evacuate.



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Fire & Emergency Evacuation Drill Record

Person conducting the drill:	Date and time of the drill:
Number of occupants evacuated:	Notification method used (activated fire alarm, announcement):
Time required to accomplish complete evacuation – suspect all participants are at assembly point/building appears to be evacuated:	Accountability complete (effort is made to account for all participants):
Special conditions simulated:	
Weather conditions when occupants were evacuated:	
Problems encountered:	
Staff members on duty and participating (attach a separate sheet if needed)	