



# STANFORD UNIVERSITY

**ENVIRONMENTAL HEALTH AND SAFETY  
FIRE MARSHAL'S OFFICE**  
ESF – 480 Oak Road  
Stanford, CA 94305-8007  
650.725.2129; fax: 650.723.1373  
Sufmo.stanford.edu

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## PLANNING AND SCHEDULING A BUILDING EVACUATION DRILL

1. Consult with senior management in your unit about the planning and implementation of a Building Emergency Evacuation Drill protocol for your department's building(s) as part of the Department Emergency Plan. California Code requires owners of buildings of specific occupancies, such as our student residential buildings and high rise buildings, to conduct evacuation drills. The Stanford University Fire Marshal Office recommends that all buildings have planned annual evacuation drills.
2. Coordinate with appropriate building manager(s) for your department. Pick a date about 1-2 weeks in advance. Choose a time that will not disrupt classes or special events. However, choose a time when the majority of building occupants are in residence so that you will maximize the building participation. Notify building occupants in advance (post fliers, send email) that a drill is planned for a window of time, but do not announce the exact date or time. Include evacuation instructions for your building in your announcement (e.g. evacuation is mandatory whenever the building alarm sounds, take personal belongings and emergency kits with you, go to the EAP, etc.)
3. To schedule a building evacuation drill, submit a request form for this service. The SUFMO Service Request form can be found on the web at:  
[http://www.stanford.edu/dept/EHS/prod/general/fire/fire\\_protect\\_request.html](http://www.stanford.edu/dept/EHS/prod/general/fire/fire_protect_request.html)  
You must include an account number for the charge of \$89.50 for the Fire Alarm Technician. Call the Stanford University Fire Marshal's Office at 725-2129 to confirm your drill has been scheduled on the date and time you requested.
4. Drill your Department Emergency Team by having them practice the following:
  - a. Alert building occupants to the need to evacuate the building quickly.
  - b. Evacuate with all emergency supplies.
  - c. Direct occupants to the EAP.
  - d. Communicate using walkie-talkies.
  - f. Use "follow me" signs.
  - g. Conduct "check-in" procedure using department roster.
5. Hold a follow-up meeting with the Department Emergency Team to review the drill evaluation, identify problem areas, and confirm drill functions that went well. A copy of the evaluation will be provided to the Building Manager at the conclusion of the drill.