

Fire Evacuation Drill After-Action Report

Arkansas State University
Arkansas Biosciences Institute
November 15, 2017

Summary

On November 15, 2017 at 8:50 am, staff in the Arkansas Biosciences Institute (ABI) participated in an emergency procedure drill focused on fire evacuation. The building-specific procedures were written by ABI staff, and the drill was designed by University Safety & Emergency Management. Evaluators and building evacuation leaders noted proper sounding of alarms in all locations, and all other automated systems associated with the alarm functioned properly. Evaluation measures included timing, adherence to evacuation procedures, and occupant compliance. An empty wheelchair was placed in the building to simulate emergency procedures for aiding persons with disabilities.

Evaluation

Five regular ABI staff members participated in the exercise, along with one evaluator from the Jonesboro Fire Department, and two evaluators from the university representing Safety & Emergency Management (USEM). University Police officers and Facilities Management personnel also supported the exercise and participated in hot wash discussions. The drill was conducted in an orderly and efficient manner, with a satisfactory time for evacuation recorded at 3 minutes 41 seconds. An occupant located the wheelchair and moved it to an enclosed stairwell. A custodial staff member reported the chair's location to two of the ABI staff members leading the drill. A total of 23 persons evacuated the building, and none sheltered in place.

Hot Wash

USEM coordinator conducted a post-exercise hot wash to get immediate thoughts on improvement. UPD officers were informed of a process to identify hazardous materials in the building. In order to provide a clearer picture of chemical locations and associated risks, USEM will work with Environmental Health & Safety to create lists and floor plans to facilitate hazard communication to emergency responders. Discussion also included reiteration of the procedure to help an individual in a wheelchair get to an enclosed fire-rated stairwell, and notifying responding authorities of their location. These procedures can be found on page 10 of the Emergency Procedures Handbook, online at www.astate.edu/Emergency-Procedures.