

# After-Action Report

Fire Drills for Dean B. Ellis Library, ASU Museum and Education & Communications Buildings  
August 15, 2018

## Summary

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On August 10, 2018, University Safety & Emergency Management and the Jonesboro Fire Department conducted fire drills in conjunction with building safety committees in the Dean B. Ellis Library, ASU Museum and the Education & Communications building on the A-State campus. The drill was announced to occupants via A-State Info Daily Digest and flyers placed on entry doors.

The following report includes timing information and areas for improvement identified during the drills and their follow-up activities, along with steps to address the issues noted. Issues have been forwarded to the appropriate department for remedy or repair.

## Library & Museum

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- Time required for total evacuation(s): 5:06
- Total Occupants Evacuated: 84
- Fire Code Violation: No signage identifying floor level in central stair
  - o Action Step: Install signage where appropriate
  - o Responsible Party: Facilities Management Sign Shop
- Equipment Issue: Participants reported alarm not audible in children's book area and behind the circulation desk in room 236
  - o Action Step: Assess audibility coverage during annual test
  - o Responsible Party: University Safety & Emergency Management
- Procedural Observation: Empty wheelchair placed in building to practice assisting persons with disabilities, moved by participant to central stair on level 3
- Procedural Observation: Floor sweepers in the museum donned reflective vests in order to help lead evacuation
  - o Action Steps (Optional): Consider purchase of reflective vests for floor sweepers. Alternatively, vests can be provided to employees who complete the A-State CERT training course.
  - o Responsible Parties: Library Safety Committee, University Safety & Emergency Management.

## Education & Communications

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- Time required for total evacuation(s): 2:58
- Total Occupants Evacuated: 33
- Fire Code Violation: No signage identifying floor level stairwells
  - o Action Step: Install signage where appropriate
  - o Responsible Party: Facilities Management Sign Shop

- Procedural Observation: Empty wheelchair placed in building to practice assisting persons with disabilities, but was not moved to an enclosed stairwell
  - o Action Step: Reiterate shelter-in-place procedures for persons with mobility impairment to occupants
  - o Responsible Parties: Education & Communications Safety Committee, University Safety & Emergency Management
- Procedural Observation: Two actors were not evacuated
  - o Action Step: Recruit floor sweepers from faculty and staff occupants
  - o Responsible Party: Education & Communications Safety Committee
- Procedural Observation: Floor sweepers in the museum donned reflective vests in order to help lead evacuation
  - o Action Steps (Optional): Consider purchase of reflective vests for floor sweepers. Alternatively, vests can be provided to employees who complete the A-State CERT training course.
  - o Responsible Parties: Library Safety Committee, University Safety & Emergency Management.