

## Assessment of Fire Evacuation Drills

The following criteria will be used to assess the performance of a building's occupants during the fire evacuation drills.

1. **Overall speed of evacuation.** Whilst it is important to get out as quickly as possible, please remember that this should not override other aspects of the procedure such as closing doors, directing guests, switching off equipment where appropriate, etc. It is also important that people do not run during the evacuation as this can lead to trips and falls. However, drills that are unacceptably slow will be repeated.
2. **Number of people who do not evacuate or need to be told to leave.** If anyone fails to evacuate immediately or if they re-enter the building before the stand down is given then this is likely to mean that the drill will have to be repeated. Everyone present has a legal duty to co-operate with the fire evacuation drill. Failure to do so could lead to disciplinary action.
3. **Direction given by staff to students and guests as they leave the building.** Departmental staff and lecturers are responsible for directing students and guests in the event that the building has to be evacuated. If this does not happen then the drill will take longer and will receive a lower rating in the assessment.
4. **The number of doors left open (especially fire doors).** The closing of fire doors is of crucial importance to peoples' safe evacuation from a building and so we will be looking to ensure that this happens. Failure to close doors is another factor that is taken into account when considering whether a drill should be repeated.
5. **Whether all exits are used/over use of the main entrance.** Failure of staff to use their nearest available exit is the main reason for drills not being completed in a reasonable time.
6. **Knowledge and use of the correct evacuation assembly point(s).** Gathering outside the building rather than going to the correct assembly point will result in the drill being given a lower rating. Where people have to cross roads to get to their assembly point they must exercise due care and attention when doing so. This is especially the case for occupants of the Mappin and Crookesmoor buildings.
7. **Personal belongings.** Everything other than coats & handbags (if they are immediately to hand) must be left in the building. If it is noted that evacuees are carrying food, drinks, furniture or any other unnecessary items as they leave then the performance of the drill will be penalised. Similarly stopping to collect or deliver post is unacceptable.
8. **Door guards.** All exits should be guarded by departmental staff to warn anyone wishing to enter of the danger of doing so and to deter opportunist theft.
9. **Knowledge of the correct means for raising the alarm.** In buildings where the alarm is raised by either a 4444 call to the Emergency Control Centre or by shouting FIRE, one of the building's occupants will be asked to go through the emergency procedure and initiate the evacuation. If the person asked is unsure of the correct action this will count against the drill as a whole.

In addition to the performance of the building's occupants Safety Services will also check whether escape routes are clear and unobstructed and that all routes out of the building are freely available. Any problems that are experienced by staff during the evacuation should be reported to a member of the Safety Team when the drill is complete.