

# FIRE DRILL PLANNING

## Step 1: Review Company Stats

<b>EMPLOYEES</b>	<b>SITE/LOCATION</b>
Different shifts:	Hot spots where lots of workers are regularly located:
	Mobile workers moving around the site with no regular work location:
Different seasons:	Travel time from regular work areas to assembly point:
Managers on site:	Location of Supplies and Equipment (i.e. first aid supplies, high visibility vests, tables, umbrellas/tents, etc.):
<b>GUESTS</b> Guests on site:	Barriers to egress:
	<b>PREVIOUS RELATED INCIDENTS</b>
Location of guests:	Serious incidents:
	Common incidents:
Guest abilities and knowledge (i.e. accessibility, language barriers, age, etc.):	Near misses or potential/anticipated incidents:

## Step 2: Review Drill Objectives

### **FIRE EVACUATION DRILL**

- ✓ Ensure evacuation procedures are effective
- ✓ Test internal emergency communication channels
- ✓ Ensure staff know their role before, during and after evacuation (for their safety and the safety of guests)
- ✓ Practice and refresh safe evacuation routes and assembly points
- ✓ Identify any barriers or areas for improvement

## Step 3: Develop the Drill

### IDENTIFY DATE/TIME TAKING INTO CONSIDERATION:

- ✓ Regular scheduled operation
- ✓ Individuals onsite: managers, first aid attendants, emergency response team members, fire wardens, assembly point leaders, guests\*, etc

### IDENTIFY SCENARIO SPECIFICS

#### SPECIFIC BARRIERS OR CHALLENGES YOU WANT TO TEST

Communication challenges:

Access to equipment and supplies:

#### FIRE INCIDENT DETAILS

What:

#### REPORTING (\*note: ideal reporting as per procedures)

Who is calling 9-1-1 (don't actually call for drills):

Where:

What (i.e. fire incident details, site location/address, personnel details):

When:

How (communication type):

How:

✓ "Drill, drill, drill" announcement

#### INITIAL RESPONSE

Who will respond and to where (i.e., first aid attendants and front desk agents to assembly point):

#### SECONDARY ASSISTANCE

Additional personnel:

Additional supplies or equipment:

Supplies and equipment:

Who's meeting with the FD:

Who's notifying higher management?

Additional reporting (i.e. to WorkSafeBC for fires and explosions, other governing agencies, etc.):

- ✓ Consider the continuance or suspension of regular tasks
- ✓ Safety during emergency drill (other staff, guests)

## Develop the Drill (continued)

### IDENTIFY DRILL PERSONNEL

Participants (i.e. workers, supervisors, managers, simulated guests, etc.):

First Aid Attendants:

Observers and note takers:

Safety officers (if applicable):

Assembly point leaders:

Worker Check In's:

Guest Check In's:

Fire wardens and evacuation guides  
(if applicable):

Debrief facilitator:

## Step 4: Communicate Drill Plan to Involved Parties (listed above)

- Ensure the drill is taken seriously by communicating management support and regulatory requirement
- Ensure everyone knows their role and responsibilities
- Identify the participants (guests, workers, etc.), observers, note takers, safety officers, fire wardens and evacuation guides for everyone to know
- Communicate psychological impacts of drills and let participants know they can stop at any time if they experience psychological impacts or triggers
- Mention the debrief

## Step 5: Perform the Drill!

- ✓ Initiate Drill
- ✓ Have observers and bystanders take notes for debrief
- ✓ Let the drill play out without intervention (unless safety is compromised or a real injury/incident occurs)
- ✓ Demobilize the drill, gathering all personnel and equipment deployed during the drill including those on stand-by to stand-down

## Step 6: Document the Drill

- ✓ Complete the drill report
- ✓ Schedule follow up on corrective actions
- ✓ Review with JHSC or Worker H&S Reps and management
- ✓ Review with Senior Management

## Step 7: Debrief the Drill

### SET THE TONE

- ✓ Gather all involved parties
- ✓ Frame the conversation as a constructive, non-judgemental session to identify improvements and encourage honest feedback
- ✓ Explain available psychological supports and resources for workers experiencing triggers or stressful reactions related to the drill

### REVIEW THE SCENARIO

- ✓ Revisit the scenario details
- ✓ Have everyone introduce themselves and their role

### EVALUATE KEY OBJECTIVES

- ✓ Was the evacuation completed within the expected time frame, and if not, what caused any delays?
- ✓ Was the assembly point organized and effective, or were there any issues or overcrowding?
- ✓ Did everyone involved understand their role and execute it as planned?
- ✓ Were instructions and updates communicated clearly throughout the drill, and was there any confusion or lack of understanding during the process?

### ACKNOWLEDGE WHAT WENT WELL

- ✓ What went well?
- ✓ What strengths can be identified?
- ✓ Who performed well under pressure?
- ✓ Did you meet ideal response times?
- ✓ Was there effective teamwork?

### IDENTIFY AREAS FOR IMPROVEMENT

- ✓ What was challenging?
- ✓ What would you do differently next time?
- ✓ Were there issues with communication?
- ✓ Was the procedure followed as written?
- ✓ Is there a need/want for more training or drills?

### DEVELOP CORRECTIVE ACTIONS

- ✓ Use the Hierarchy of Controls
- ✓ Think outside the box
- ✓ Assign responsibility and timeline

### WRAP IT UP

- ✓ Thank everyone for their participation
- ✓ Encourage self-reflection beyond debrief
- ✓ Ensure corrective actions will be taken

### \*ADDITIONAL CONSIDERATIONS FOR DRILLS:

- ✓ Weather conditions for assembly points
- ✓ Involvement and impacts on guest and regular operation