

# Fire Drill Instructions

## Frequency

Chapters in the Greek Sector need to complete THREE fire drills per year. One in the summer (if the house has residents), one in August (immediately after rush), and one in January (during and immediately after rush).

## Scheduling

Kylie Corcoran in the Office of Greek Affairs will schedule the Drill for your chapter. You need to click on the link sent out and CONFIRM the time of your Drill. That representative (usually a house manager or chapter president) must submit their contact information to confirm.

If your chapter can not complete your drill at the scheduled time, please contact [Kylie@gatech.edu](mailto:Kylie@gatech.edu) to be rescheduled.

## Preparation

- You need to have access to the panel (i.e. keys to unlock mechanical or designated alarm room).
- Your alarm should be in good working order (this includes being plugged in, with no existing trouble signals or silenced alarms on the panel as this signifies an issue with the system).
- You need to contact the monitoring company (if the system is monitored by a 3<sup>rd</sup> party) and notified them of the drill.
- You should know how to initiate the drill, either through the panel or by activating a pull station. If a pull station is used, they should ensure that they have the proper keys to unlock it and place it in the reset position at the conclusion of the drill. You may need to ask your house corporation for assistance with this.
- Your members will be asked to return to their rooms prior to the drill taking place. Remember, **50% of the house residents must be present for the drill.**
- After the alarm is sounded, students should head to their (approved) designated meeting place and remain there until released by a house representative or GTFSO staff.

## For Assistance

Contact Brandon Shaw ([brandon.shaw@ehs.gatech.edu](mailto:brandon.shaw@ehs.gatech.edu)) before the drill time with specific questions. You can also speak to Larry Labbe ([larry.labbe@ehs.gatech.edu](mailto:larry.labbe@ehs.gatech.edu)) in the Fire Safety Office for additional help.

Your house corporation board president may also be able to assist you.