

ODNR FIRE/TORNADO DRILL PROCEDURE	
Effective	April 18, 2011
Purpose	To provide direction to divisions/offices on how to proceed when a fire or tornado drill is in effect.
Authority	<u>ORC 1501.01</u>
Reference	<u>State Fire Marshal</u> <u>ODNR Fountain Square Procedures</u>
Resource	ODNR Health and Safety Coordinator

In an effort to prepare employees at the Fountain Square office complex, the Health and Safety Coordinator (HSC) will periodically conduct fire and tornado drills to give employees the opportunity to familiarize themselves with the basic evacuation process.

At least ten (10) minutes prior to a fire drill, the Office of **Information Technology (OIT)** shall be notified. They will, however, participate in the drill.

The Facilities Management staff and the HSC will take up stations in Buildings A- E. On the signal of the HSC, the manual alarms in A-E will be activated at the alarm box or pull stations and the alarms in F - I will be activated from the control box in the Facilities Management.

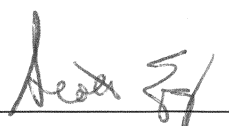
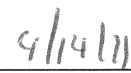
All employees should be evacuated from the building within five (5) minutes after the drill sounds. Employees should use stairwells. No elevators shall be used. Employees physically unable to use the stairs should:

1. Contact Division/Office Chief and/or designated health and safety coordinator for the floor on which the employee is located for assistance in getting to a safe area, or
2. Contact Security at ext. 7095 for assistance in getting to a safe area.
3. It is suggested that the employee form a "buddy system" to aid in alerting and assisting the employee in getting to a safe area.

After all buildings are emptied and on the signal of the HSC, the alarms will be turned off and the employees allowed to return to their work stations.

In the event of a real fire, the Facilities Management Staff would call the fire department, turn off the electricity in the affected building(s), and check the elevators for passengers.

In case of a tornado drill, employees are to immediately leave their work stations and report to the innermost hallway of the ground floor of their building away from exterior windows and doors. Tornado drills will be coordinated by the HSC.

Office of the Director:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
 _____ David Mustine	 _____ Date	