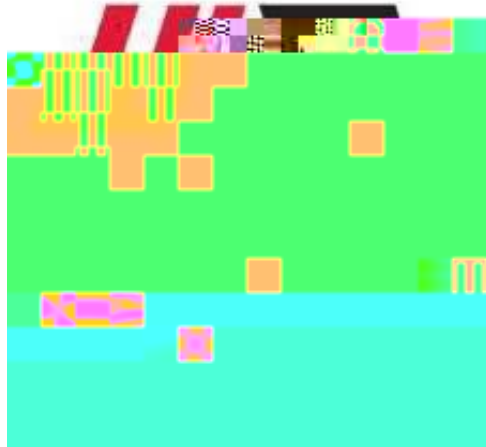


**LAMAR UNIVERSITY**  
A Member of the Texas State University System  
BEAUMONT, TEXAS



**FIRE DRILL INSTRUCTIONS AND  
FORMS**

2024



## EMERGENCY DRILL INSTRUCTIONS PRIOR TO DRILL

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Fire drills are required to be conducted in each residence hall at the minimum of twice a year. All drills should be pre-planned and unannounced. When scheduling a drill you should notify EHS/Risk Management and LUPD.



## RESIDENT ASSISTANTS

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### FIRST RESPONDER(S) to any incident (checklist)

1. Conduct a room check verification.
2. During drills, monitor stairwells, and elevators.
3. Know where the master keys are located and be able to find them quickly.
4. Communicate all information to your Residence Director and the on-call professional staff.
5. Advise the Residence Director/on-call staff every (3) minutes as you have something to report.
6. Document on the drill form anyone who refused to leave the room, with room number. Do not argue with them.
7. Keep people away from doorways so they do not impede fire fighters in an actual fire.

Remember: Building evact40Lou



## Fire Inspector Checklist Report

	YES	NO
1. Prior to system activation, did you ensure that necessary tools, keys, etc. were available to reset manual pull station(s) and access the main fire alarm control panel to reset the system? Note: (Notify maintenance to illustrate this if needed).		
2. Did you select initiation device to activate building fire alarm. Do you use different devices each time? Devices may be manual pull. Did you record location and device used?		
3. Did you have proper tool to reset the device?		

## FIRE DRILL REPORT FORM

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DATE OF DRILL: \_\_\_\_\_