



# Fire Drill - Resident Briefing Guide

Before running a fire drill, take a few minutes to give residents a simple safety talk. This helps them understand the building's fire systems and what to do in an emergency. A quick briefing boosts participation and helps everyone stay calm and safe.

## QUICK OVERVIEW: BUILDING LIFE SAFETY FEATURES

Explain each feature and its purpose:

- ✓ **Smoke Alarms** – Local alarms in suites and common areas.
- ✓ **Secondary Smoke Detection** – For specific BCH facilities.
- ✓ **Heat Detectors** – Located in suites and service spaces.
- ✓ **Fire Alarm System** – Single-stage operation.
- ✓ **Alarm Monitoring** – Alerts external monitoring service.
- ✓ **Voice Communication** – Instructions via speakers.
- ✓ **Pull Stations** – Manual alarm activation.
- ✓ **Sprinkler System** – Automatic fire suppression.
- ✓ **Fire Doors** – Prevent fire/smoke spread.
- ✓ **Exit Corridors/Stairwells** – Safe evacuation routes.
- ✓ **Fire Extinguishers** – For small fires.
- ✓ **Hose Stations** – For trained personnel.
- ✓ **Standpipes** – Water supply for firefighting.
- ✓ **Emergency Lights** – Illuminate exits during power loss.

## DID YOU KNOW? 2024 FIRE STATISTICS (Source: Office of Fire Commissioner)

- ✓ 9,884 fires reported.
- ✓ 269 injuries, 61 deaths.
- ✓ Top causes: Cooking, lighters/matches, candles, and smoking

## QUICK OVERVIEW: WHEN EVACUATING...

- ✓ Activate the fire alarm.
- ✓ Do NOT use elevators.
- ✓ Walk calmly, close doors behind you.

- ✓ Leave walkers in suites to keep exits clear.
- ✓ Use alternate exits if smoke is present.
- ✓ Stay low if smoke is encountered.
- ✓ Crawl downstairs if needed.
- ✓ If exits are unsafe: return to suite, close door, call 911.
- ✓ Go to the common meeting area and wait for instructions.  
Do not re-enter until cleared by the fire department.

### **QUICK OVERVIEW: IF YOU DISCOVER A FIRE...**

- ✓ Activate the alarm via pull station and shout “FIRE!”
- ✓ Call 911 or ask someone to do so.
- ✓ Use a fire extinguisher only if:
  - ✓ Fire is small.
  - ✓ You are trained.
  - ✓ You are not alone.
  - ✓ Your escape route is clear.
- ✓ Evacuate using the nearest exit.
- ✓ Close doors behind you.
- ✓ Report to the common meeting area.

### **IMPORTANT: EVACUATION PLANS FOR PERSONS WITH DISABILITIES**

- ✓ Residents with disabilities are encouraged to create a PEEP (Personal Emergency Evacuation Plan)
- ✓ Identifies tools or support needed for independent evacuation.
- ✓ Voluntary program – contact your Fire Safety Director to arrange.

### **FINAL REMINDER**

- ✓ Participation in fire drills is strongly encouraged to improve readiness and ensure safety during real emergencies.

**Source:** National Fire Code 2020. This resource is based on the most current information available at the time of publication. **Questions?** Please contact your local fire safety authority.