

## Fire Evacuation Drill Procedures

### I. Frequency

Georgia Tech Greek houses are required to undergo (1) fire evacuation drill each academic term (Fall, Spring, and Summer) which results in (3) drills annually. Greek community fire drills will be scheduled for a 2-hour time block within the first (10) days of classes for the term. The Office of Fraternity & Sorority Life will communicate the drill date and time window with the house manager, house director, and house corporation contacts on file.

### II. Preparation

Prior to the drill:

1. Confirm that the Office of Fraternity & Sorority Life has an updated roster for house residents including name, GTID number, and emergency contact info.
2. Watch the Campus Life Fire Safety Training Video with your chapter:  
<https://youtu.be/GWFh3XehNNg>
3. The alarm should be in good working order. This includes being plugged in/new batteries, with no existing trouble signals or silences alarms on the panel as this signifies an issue with the system.
4. If your system is monitored by a third-party company, notify them of the date of the drill.

### III. Procedures

1. GT Fire Safety Office staff will activate and reset the alarm. When the alarm is sounded, evacuate the residence in an orderly manner at the nearest exit.
2. Head to the (approved) designated meeting place and remain there until released by GT Fire Safety Office staff.
3. All persons who are in the building at the time of the drill should participate in the drill (ex. chef, cleaner, etc.)
  - a. Persons with special needs/mobility issues or religious observances may choose to remain in place during a fire drill. They must be advised about the fire drill and GT Fire Safety Office must know why they are choosing to remain in the building during the fire drill.
4. GT Fire Safety Office staff will conduct a head count at the assembly point.
5. The entire fire drill should take less than (5) minutes from activation to reset.
6. Alarms should be verified to have been received by the monitoring company.

### IV. Assistance

If you have questions or concerns regarding your fire alarm system or the fire drills, please contact the GT Deputy Fire Marshal [Jake LeJeune](mailto:jake.lejeune@gatech.edu) or email [firesafety@gatech.edu](mailto:firesafety@gatech.edu) and someone will contact you.

**Fall 2022 Greek Fire Evacuation Drill Rotations**  
**Tuesday September 6, 2022 | 3:00-5:00pm**

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|------------------------|-------------------|------------------|
| 1. Pi Kappa Alpha      | Kappa Sigma       | Alpha Epsilon Pi |
| 2. Phi Mu              | Phi Gamma Delta   | Alpha Phi        |
| 3. 220 Ferst Dr.       | Alpha Gamma Delta | Alpha Delta Pi   |
| 4. Phi Kappa Theta     | Alpha Sigma Phi   | Alpha Chi Omega  |
| 5. Zeta Tau Alpha      | Delta Chi         | Chi Psi          |
| 6. Sigma Phi Epsilon   | Delta Upsilon     | Alpha Delta Chi  |
| 7. Alpha Tau Omega     | Tau Kappa Epsilon | Phi Kappa Tau    |
| 8. Sigma Alpha Epsilon | Phi Sigma Kappa   | Delta Sigma Phi  |
| 9. Delta Tau Delta     | Kappa Alpha Theta | Sigma Chi        |
| 10. Beta Theta Pi      | Psi Upsilon       | 792 Techwood Dr. |
| 11. Sigma Nu           | Alpha Xi Delta    | Kappa Alpha      |
| 12. Phi Delta Theta    | Theta Chi         | Phi Kappa Sigma  |
| 13. Chi Phi            | Zeta Beta Tau     | Theta Xi         |

