

The following is an excerpt from the International Fire Code (2012) (IFC) with the modifications of the State Fire Marshal's Office Rules and Regulations 120-3-3 included. It is the Fire Code (law) in Georgia for fire drills for Educational (Group E) Occupancies. The highlight and web address are added to footnote (e) under Table 405.2 to add emphasis and clarification for the requirement to report evacuation drills electronically to the State.

SECTION 405 EMERGENCY EVACUATION DRILLS

405.1 General. Emergency evacuation drills complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2 or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

405.2 Frequency. Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

TABLE 405.2 (As modified by 120-3-3) **Fire & Evacuation Drill; Frequency & Participation**

Group or Occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B (c)	Annually	Employees
Group E (e)	Monthly (a)	All Occupants
Group F & H	Annually on each shift	Employees
Group I (b) (g)	Quarterly on each shift	Employees (b) (g)
Group R-1	Quarterly on each shift	Employees
Group R-2 (d)	Quarterly	All Occupants
Group R-3	Monthly (f)	All Occupants
Group R-4 (b)	Quarterly on each shift	Employees (b) (g)
High Rise Buildings	Annually	Employees

- (a) The frequency shall be allowed to be modified in accordance with Section 408.3.2.
- (b) Fire and evacuation drills in (Group I-1 and Group R-4) residential care facilities, residential board and care facilities, personal care homes, and assisted living communities shall include resident participation in accordance with Section 408.6.5 or 408.11.5, as may be applicable. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program. "Personal Care Homes" and "Residential Board and Care occupancies" are defined in Section 120-3-3-.03 of Chapter 120-3-3 of the Rules and Regulations of the Safety Fire Commissioner.
- (c) Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- (d) Applicable to Group R-2 college and university buildings in accordance with Section 408.3.
- (e) Drills shall be reported electronically to the Office of the Safety Fire Commissioner [School Reports | Office of the Commissioner of Insurance and Safety Fire \(georgia.gov\)](http://www.safetyfire.com)
- (f) Or, as otherwise directed by the authority having jurisdiction as set forth in 404.2, 9.

- (g) Health care facilities include "Limited Care Facilities" and "Limited Care (Custodial Care) Facilities," as defined in Section 120-3-3-.03 of the Rules and Regulations of the Safety Fire Commissioner.

405.3 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

405.4 Time. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

405.5 Record Keeping. Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish completed evacuation.

405.6 Notification. Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.

405.7 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

405.8 Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

405.9 Recall and reentry. An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

SECTION 408 USE AND OCCUPANCY-RELATED REQUIREMENTS

408.3 Group E Occupancies and Group R-2 College and University Buildings. Group E occupancies shall comply with the requirements of Sections 408.3.1 through 408.3.4 and Sections 401 through 406. Group R-2 College and university buildings shall comply with the requirements of Sections 408.3.1 and 408.3.3 and Sections 401 through 406.

408.3.1 First emergency evacuation drill. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

408.3.2 Emergency evacuation drill deferral. In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency specified in Section 405.2.

408.3.3 Time of day. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. In Group R-2 college and university buildings, one required drill shall be held during hours after sunset or before sunrise.

408.3.4 Assembly points. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.