

Fire Drills:

Why They Matter in Your Office

What is a Fire Drill?

A **fire drill** is an exercise that helps you become familiar with fire safety procedures, without leaving the building.

During a Fire Drill:

- The fire alarm is activated.
- **Floor Wardens** quickly check in with the Fire & Life Safety Director (FLS Director).
- **Floor Searchers** search the floor and direct tenants toward the exit stairwells
- The drill is conducted via **two-way public address announcements** by the FLS Director.
- Everyone practices their steps, without exiting, so they know what to do in a real emergency.

Why We Do Fire Drills

- **Get comfortable with stairwells and exits.** Buildings must do drills frequently.
 - New buildings: **every 3 months** for the first 2 years.
 - After that: **every 6 months**.
- **Practice roles:** Floor Wardens learn to call the FLS Director fast and lead safely.
- **Build confidence:** Quick communication through the PA system helps everyone prepare.

How the Drill Works, Step by Step

1. Alarm rings.
2. Searchers clear the floor.
3. Floor Wardens report “all-clear” to FLS Director.
4. FLS Director gives live instructions via PA system.
5. Staff practice what they’d do, using stairwell familiarity, moving safely, and listening closely.

What the FDNY Requires in New York City Offices

- **Trained staff:** Must have certified Fire Safety Director, or Drill Conductor with a Certificate of Fitness.
- **Live instruction:** Drills run floor by floor, with clear audio and visuals as needed.
- **Safety for all:** People who need help must be included and plans made for them.

How You Can Help

- Treat drills seriously!
- Listen and follow the Floor Warden or FLS Director.
- Help observe stairwell safety and note any hazards.
- Ask questions if you’re unsure, better to be informed now.

Did You Know?

- A fire drill is not just “practice,” it’s a legal requirement under the NYC Fire Code.
- Over time, drills make everyone faster, smarter, and safer.

Stay Safe, Stay Ready

Fire drills help keep our office protected. Thanks for taking part and paying attention—it makes a real difference!

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