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STATE OF NEW JERSEY
DEPARTMENT OF LABOR & INDUSTRY

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EXIT DRILL CODE
FOR INDUSTRIAL ESTABLISHMENTS

1. Exit drills are intended for the protection and safety of the occupants of buildings, and in order to make them effective every person taking part must realize his or her own responsibility and assist in conducting them in an orderly manner.

Exit drills shall be conducted once in every calendar month and all occupants shall participate therein.

ORGANIZATION.

2. Every establishment shall appoint, train and maintain the following organization for the purpose of conducting exit drills:

Chief of Exit Drill	Searchers
Floor Chiefs	Monitors
Room Captains	Inspector
Exit Guards	

Where two or more establishments jointly occupy a building wherein exit drills are required, the several establishments shall confer together and select two employees who shall be designated as chief of exit drill and assistant chief of exit drill respectively. They shall have the same duties as provided for those officers in establishments which are sole occupants of a building. Each particular establishment within such a building shall appoint their own floor chiefs and room captains, etc., whose duties shall be the same as provided for those positions in establishments which are sole occupants of a building.

DUTIES:

3. CHIEF OF EXIT DRILL. He will have general charge of all matters pertaining to exit drills and organization; fix the time for holding drills; enforce disciplinary measures for failure on the part of occupants to observe rules and requirements; see that overcrowding in rooms or elsewhere is prevented and that sufficient space is given to aisles and passageways to permit quick access of all the exits. He shall supervise the building alarm system.

- (a) He shall prepare and have conspicuously posted on each floor of each building a notice of the schedule of evacuation and the duties of occupants in case of an alarm.
- (b) He shall make a survey of the building to determine the capacity of all exit facilities in accordance with standard requirements.
- (c) He shall make a census of the regular occupants of the building and estimate the maximum number of visitors by rooms and floors in order to determine whether the required means of egress are adequate.

- (d) If the results of the survey and census show that the egress facilities are inadequate he shall advise the proper authorities of such discrepancy and indicate measures which would bring them up to the standard requirements.
- (e) He shall assign at least two exits for the occupants of each room in accordance with facts developed in the survey and the results of actual tests of exit time required. One of these should be the regular entrance.
- (f) If possible, one or more exits shall be reserved as entrances for firemen.
- (g) He shall assign elevators to certain floors depending upon the building alarm signal given.
- (h) When changes are made in the occupancy conditions he shall make such changes in the assignment of exits as may be necessary.
- (i) He will notify all members of the exit drill organization regarding the general plan of exit assignment and the details pertinent to their specific duties, and examine them orally as to their familiarity therein, going over the ground when necessary.
- (j) He shall be responsible for planning the shutting off of electricity, power, gas, oil, etc., in case of alarm or fire.

Note: This position is differentiated from that of Chief of Fire Brigade, as the duties of the two officers have opposite purposes; ~~one~~ conducts persons away from the scene of a fire, while the other assembles men and apparatus to fight fire.

4. FLOOR CHIEF: He shall have immediate charge of all occupants on his floor in all matters pertaining to exit drills. He shall be responsible for the enforcement of rules and will report in fractions to the chief of exit drills.

- (a) He shall personally supervise the sounding of the general building alarm on his floor, and see that each movement corresponding to the alarm signal is promptly and properly executed.
- (b) He shall be responsible for the condition of all aisles and passageways, and shall see that chairs, benches and stock in transit are promptly removed to insure unobstructed passageways.
- (c) He shall select and designate the exits to be used by the occupants on his floor.

Note: It is required that he instruct the occupants in the use of all means of egress so that they will be familiar with all routes.

5. ROOM CAPTAINS: Whenever floors are subdivided into two or more rooms there shall be captains in each room who will see that each movement corresponding to the alarm signal is promptly executed. He will report to and obey the floor chief on his floor.

Note: Assistants should be designated for each of these positions capable of assuming the full duties thereof and in sufficient number to insure adequate supervision of exit drills in all parts of buildings. In large rooms it is advisable to have an Assistant Room Captain for every 50 occupants.

6. EXIT GUARDS: Exit Guards are subject to the orders of the floor chief or room captains. They shall see that the march from the rooms and in stairways is orderly, without crowding and at uniform speed, with careful observance of spacing between files; they shall be especially watchful to prevent stumbling, trampling or conditions which would require halting of exit march.

- (a) Guards shall be stationed as follows: (1) One guard on the room side of the exit door who shall see that it is opened promptly after the first signal and is kept open until all the occupants have left the room and then that it be closed; (2) at horizontal exit doors, in corridors and on stairway landings or turns. Guards will follow in the rear of the exit column and assist stragglers.

7. **SEARCHERS:** There should be at least one man and one woman searcher on each floor. Upon sounding of building alarm they shall visit the toilet rooms and any rooms used and frequented by their sex in which there may be occupants who cannot hear the signal. They shall look out for any people who may become hysterical and faint. They shall leave the floor as soon as possible after the last squad leaves.

8. **MONITORS:** Monitors shall have charge of squads of occupants, not to exceed 30 in any one squad; they shall see that the members of their squad quickly form in line, two abreast; they shall cause visitors in their territory to fall in with their squads. Monitors shall march at the head of their squads to the room exit assigned and then lead the march through corridors and stairways as directed by the exit guards.

- (a) When directed to the sidewalk, monitors shall preserve squad formation and lead them a safe distance away from the building.
- (b) When the proper signal is given they shall return to their respective floors at the head of their squads.
- (c) Monitors shall see that those in charge conduct themselves in an orderly manner. They shall see that aisles and passageways are cleared of obstructions.

9. **INSPECTOR:** He shall report to and obey the chief of exit drill. He shall examine each morning the condition of all doors, stairways, fire escapes and roof exits, if any, and report immediately to the chief of exit drill any obstructions or other unusual conditions. He shall test the building fire alarm system.

10. **SUBSTITUTES:** There shall be a substitute assigned to cover every position in the exit drill formation except the position of exit guards, for which there shall be one substitute for every two persons regularly assigned.

SELECTION OF PERSONNEL.

11. The chief of the exit drill should be some one whose position commands respect and insures compliance with all orders and instructions relating to exit drills. Previous fire department or military experience is desirable.

- (a) Floor chiefs should be men or women in responsible positions who have the trust and confidence of their associates, and self-possessed and capable of speaking the language of the occupants on their floor.
- (b) Room captains should possess qualifications similar to those of floor chiefs.
- (c) Exit guards should be strong men, alert, cool headed and capable of acting quickly in emergencies.
- (d) Searchers should be strong, cool headed men and women.
- (e) Monitors should be selected from among the occupants for their fitness as leaders and disciplinarians.
- (f) Inspectors should be active men, preferably those who have had fire department experience. In large establishments they should be uniformed.

DRILL EXERCISES.

12. The course of action to be followed by any persons discovering fire shall be to:-

1. Warn others who are or may become endangered, utilizing the available alarm system or such other means as may be at their disposal.
2. Notify public fire department or regularly organized fire brigade using alarm box if available,
3. Proceed in accordance with assigned duties in evacuation of occupants or use of fire fighting equipment.

For obvious reasons, drill exercises should follow the same routine, although sounding of public fire alarm may be simulated instead of actual. In large establishments where the discharging of crowds upon sidewalks might cause uninformed persons to turn in an alarm, under the impression that there was actual fire, arrangements should be to notify the local department regarding the time and place of exit drills.

13. It is advisable that the alarms announcing drills should originate on different floors in order to afford practice in changing the order of procedure for possession of stairways; excepting that drill evolutions may be so arranged as to take advantage of the additional time required for the descent of those from the upper floors by dismissing such of the lower floors as would not delay the egress of the former.

14. The marching speed should not exceed 130 steps per minute, without running.

SIGNALS.

15. **FIRE ALARM:** The building alarm will sound simultaneously throughout each building and may be so designed that it will indicate the general locality of the fire.

- (a) Fire alarm signals consist of gongs or horns.
- (b) **ARM SIGNALS:** These will be used to regulate line movements.
 1. **FORWARD**, raise the right arm vertically above the head;
 2. **MARCH**, lower the arm in the direction to be followed by the line,
 3. **HALT**, extend both arms horizontally across the line of march, holding this position until signal is obeyed.
- (c) As soon as the fire alarm gongs or horns operate, the first stroke of the building alarm, all occupants are to cease work. The succeeding movements of all occupants of the building will be as follows:
 1. Each occupant will remove any stock, chairs or benches nearest him in the aisles, placing same either under or on top of the work table, machine or desk.
 2. Squads will form double lines facing the exit to be used, each couple joining hands and monitors will take positions at the end of lines nearest exit.
 3. Lines to move with their respective monitors to the door of exit passage. Each file will move forward, observing a one-pace interval on the level and allowing one clear stair tread between files on stairways. The subsequent line movements will be controlled by arm signals of either the room captain or floor chief. After leaving room, movement will be directed by arm signals of exit guards.