

NUMBER: BUSA 5.00
SECTION: Business Affairs

SUBJECT: Fire Drills

DATE: November 1, 2006

Policy for: All Campuses
Procedure for: Columbia Campus
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Issued by: Environmental Health and Safety (Fire Safety)

I. Policy

The University requires that health care and/or child facilities hold at least ten (10) fire drills each year. Residential occupancies shall hold at least two (2) fire drills each year. Business occupancies, with fire alarms, (classroom, laboratories etc.) will have at least one (1) fire drill each year.

II. Procedure

A. Health or Child Care Facilities

1. Each residence hall, health or child care facility will conduct at least ten (10) fire drills each year.
2. Drills will be scheduled by Fire Safety in cooperation with Housing Services.
3. The drills will be a joint operation between Fire Safety and supervisory persons in the building being drilled.
4. Fire Safety has the responsibility for required reports and notification of other agencies as required.

B. Residence Halls

1. Each residence hall will conduct at least two (2) fire drills each year.
2. Drills will be scheduled by Fire Safety in cooperation with Housing Services.
3. The drills will be a joint operation between Fire Safety and supervisory persons in the building being drilled.
4. Fire Safety has the responsibility for required reports and notification of other agencies as required.

III. Reason for Latest Revision

The latest policy revision reduces the number of residence hall fire drills (with EH&S Fire Safety participating) to two (2) drills per year. Housing is encouraged to perform one (1) additional drill per semester. The health or child care facility fire drills increased from at least four (4) drills each year to at least ten (10) drills each year. The business and other occupancy fire drills decreased from at least two (2) drills each year to at least one (1) drill each year. All of these changes are required by the International Fire code regulations. The responsibility of fire drills also moves from the Office of Environmental Services to the Office of Fire Safety.

Send comments to [Tom Syfert](#)
