

<b>ADMINISTRATIVE DIVISION</b> LESA Law Enforcement and Safety		<b>POLICY NUMBER</b> LESA 6.20 (formerly HESA 1.03)	
<b>POLICY TITLE</b> Fire Drills			
<b>SCOPE OF POLICY</b> USC System		<b>DATE OF REVISION</b> June 17, 2021	
<b>RESPONSIBLE OFFICER</b> Senior Vice President for Administration and Chief Operating Officer		<b>ADMINISTRATIVE OFFICE</b> Law Enforcement and Safety	

**PURPOSE**

The university requires that health care and/or child facilities hold at least twelve (12) fire drills each year. Residential occupancies shall hold at least two (2) fire drills per semester. Business occupancies, with fire alarms, (classroom, laboratories etc.) will have at least one (1) fire drill each year.

**PROCEDURES**

A. Health or Child Care Facilities

1. Each health or child care facility will conduct at least twelve (12) fire drills each year.
2. Drills will be scheduled by Fire Safety in cooperation with the office manager.
3. The drills will be a joint operation between Fire Safety and supervisory persons.
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 per semester.
2. Drills will be scheduled by Fire Safety in cooperation with Residential Life Department.
3. The drills will be a joint operation between Fire Safety and housing professional staff.
4. Fire Safety has the responsibility for required reports and notification of other agencies as required.

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
November 1, 2006	New policy approval

April 13, 2015	Policy revised to update the number of fire drills required by the International Fire code regulations. The policy oversight also moves from Business Affairs (BUSAs) to Health and Safety (HESA).