

STOCKTON UNIVERSITY



PROCEDURE

Fire Drills

Procedure Administrator: Director of Risk Management and Environmental/Health/Safety
Authority: International Fire Code 2006 – Table 405.2 and sections 405.4, 405.5 and 408.3.3
Effective Date: July 25, 1983; July 15, 2010
Index Cross-References: Policy VI-94: Safety Program
Procedure File Number: 6907
Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To outline the procedure for conducting fire drills for employees and occupants in University operated buildings.

II. PROCEDURE:

- A. Fire and emergency evacuation drills shall be held at intervals and times as specified in Table 405.2 and sections 405.4 and 408.3.3 of the International Fire Code 2006, New Jersey Edition, or more frequently where necessary to familiarize all occupants with the drill procedure.
- B. It is the responsibility of the Department of Risk Management - Environment/Health/Safety- Safety and Health Compliance Coordinator to communicate the drill requirements to respective stakeholders and schedule the drill events. Records shall be maintained of the required drills per section 405.5 of the referenced code.

Approval History:

	Date
President	7/15/10