

STOCKTON UNIVERSITY



PROCEDURE

Fire Drills

Procedure Administrator: Director, Campus Public Safety

Authority: International Fire Code 2015 New Jersey Edition – Table 405.2 and sections 405.4, 405.5

Effective Date: July 25, 1983; July 15, 2010; August 13, 2021

Index Cross-References: Policy VI-94: Safety Program

Procedure File Number: 6907

Approved By: Dr. Harvey Kesselman, 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 section 405.4 of the International Fire Code 2015, New Jersey Edition, or more frequently, when necessary, to familiarize all occupants with the drill procedure.
- B. It is the responsibility of the Office of Campus Public Safety and Fire Safety and Prevention Officers 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.

Review History:

	Date
Procedure Administrator	06/09/2021
Divisional Executive	06/16/2021
General Counsel	07/16/2021
Cabinet	08/12/2021
President	08/13/2021