PURPOSE OF THE PROCEDURE
To ensure that fire drills are conducted in accordance with the New York State Education Law and performed as specified in the NYC Fire Code. Such drills shall be conducted to assist university personnel and students prepare for an actual emergency situation. Fire Drills shall be conducted under the supervision of a person holding the required NYC Fire Department certification.

SCOPE OF THIS PROCEDURE
It shall be the duty of the person in charge of every public or private college or university within the state, to instruct and train the students by means of drills, so that they may in a sudden emergency be able to leave the college or university building in the shortest possible time and without confusion or panic. Such drills shall be held at least three times in each year, one of which required drills shall be held between September first and December first of each such year. In buildings where summer sessions are conducted, one of such required drills shall be held during the first week of such summer session. At least one of such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one additional drill shall be held in each year during the hours after sunset and before sunrise in college or university buildings in which students are provided with sleeping accommodations.

WHO NEEDS TO KNOW THIS PROCEDURE
All New York University academic, administrative, facility and student housing personnel.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety
EHS – Fire & Life Safety shall be responsible for reviewing Student Housing Fire Drill reports and addressing deficiencies cited therein.

Directors or Department Chairs
Shall ensure that all administrative staff, faculty and students participate in required fire and emergency drills.

Facilities and Construction Management (FCM)
Facility Managers shall be responsible for scheduling and recording fire drills in academic and office facilities under their supervision.

Facility managers shall ensure that all Student Housing fire drills are recorded in the appropriate log book.
Facility personnel shall be responsible for taking the building fire alarm system off line for duration of drill and placing the system back on line at conclusion of drill.

To initiate the drill facility personnel shall supervise activation of a fire alarm device so that occupants become familiar with the audible and visual alarm notification devices.

**Office of Residential Life and Housing Services**

Student Housing shall be responsible for scheduling fire drills in dormitory facilities. Student Housing shall notify facility managers of scheduled drills. Upon completion of fire drill student housing shall forward a report to EHS documenting the particulars of the drill.

**Department of Public Safety**

Public Safety shall provide support to facility managers and student housing as required. Support includes crowd management, access control upon completion of drill and general safety of faculty and students.

**Complaint Response**

Concerns regarding fire drills will be addressed by EHS-Fire & Life Safety or directed to the associated FM or PM for resolution.

**PROCEDURE DEFINITIONS**

**FIRE DRILL:** A training exercise by which building occupants are familiarized with and/or practice the procedures for the safe, orderly and expeditious sheltering in place, in-building relocation, partial or full evacuation, or any combination thereof, in the event of a fire, in accordance with the emergency preparedness plan for the premises.

**EVACUATION.** The emptying of a building or part thereof of building occupants in response to a fire or non-fire emergency.

**IN-BUILDING RELOCATION.** The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to a fire or non-fire emergency.
UNIVERSITY PROCEDURE

Academic Buildings

A minimum of two drills shall be conducted per year, one in each the Fall & Spring semesters. The Fall drill must be held between September first and December first.

If the Academic building has a summer session, three drills must be conducted where the third is conducted during the first week of the summer session.

Student Housing

As per NYS Education Law a minimum of four drills shall be conducted per year, one of which must be held between September first and December first.

If the student housing facility hosts a summer session students, one of the three remaining drills must be conducted during the first week of the summer session.

If the Housing building has a fire escape, at least one of the four drills must include the use of the fire escape.

At least one drill per year must be conducted during the hours after sunset and before sunrise.

Facilities with Two Way Voice Fire Alarm Systems

Fire drills in academic facilities with two way voice fire alarm systems shall be conducted by NYU approved vendor every six months.

A written record of these drills shall be kept on the premises for a period of three years and be readily available for inspection by the fire department.

Fire Drill Procedures

Ideally, drills should be unscheduled, and employees and occupants of the building should not know the time of day they are taking place. However, depending on the building or occupancy, the Fire and Emergency Drill Conductor may choose to inform building occupants that a drill will be taking place on a particular day so that their workload or schedule can be adjusted to ensure their participation in the drill.

Alarm system must be taken off line with central station provider and alarm system should be activated so occupants become familiar with audible and visual notification devices.

Ensure that occupants requiring assistance have been addressed. These occupants and their designated assistants should be directed to the designated area of refuge or provided directions regarding evacuation. (They are not required to evacuate).

Upon conclusion of the fire drill facility manager shall ensure that alarm system has been placed back on line with central station provider.
Record Keeping

A complete written record of all fire drills shall be kept in a solid bound log book by the individual building managers and be available for inspection by the Fire Department.

RELATED POLICIES
NYU EHS Fire Safety Policy

Relevant Resources
NYC Fire Code Chapter 4
NYS Education Law