



Subject: **FIRE DRILLS**

Policy No. 134

APPLICATION

All New York University academic, commercial and residential facilities.

PURPOSE

To ensure that the New York City requirements for fire drills, as specified in Fire Prevention Directive 9-64 (revised), are being met and to assist university personnel and students in preparation for an actual emergency situation.

POLICY AND GENERAL INFORMATION

1.0 Frequency of Drills

Periodic fire drills shall be conducted at various times throughout the year as a responsibility of the individual building managers and in accordance with the following requirements:

1.1 Academic Buildings

1.1.1 A minimum of three drills shall be conducted per year, one of which must be held between September first and December first.

1.1.2 If the Academic building has a summer session, one of the two remaining drills must be conducted during the first week of the summer session.

1.1.3 If the Academic building has a fire escape, at least one of the three drills must include the use of the fire escape.

1.2 Housing(Dormitory) Buildings

1.2.1 A minimum of four drills shall be conducted per year, one of which must be held between September first and December first.

1.2.2 If the Housing building houses summer session students, one of the three remaining drills must be conducted during the first week of the summer session.

ISSUE DATE	REPLACES	ORIGINATOR	APPROVAL
11/05	01/02	ENVIRONMENTAL SERVICES	SR. VP OPERATIONS AND ADMINISTRATION

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

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

1.3 Office Buildings

1.3.1 Drills shall be conducted every six months in buildings that have occupancy of 100 persons or more.

1.3.2 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.

2.0 Record Keeping

2.1 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 and/or the Environmental Services Department.