

Policy on Fire Exit Drills

Policy Title	Policy on Fire Exit Drills
Policy #	02.107.1
Policy Owner	Coordinator, Fire & Life Safety
Contact Information	Questions about this Policy should be directed to the Coordinator of Fire & Life Safety (401) 874-7994
Approved By	Administrative Policy Committee
Effective Date	February 3, 2020
Next Review Date	June 30, 2023
Entities Affected by Policy	This policy shall apply to all buildings on URI property whether owned or leased. All URI employees, contractors, and vendors shall be required to comply with the provisions of this policy.
Who Needs to Know About this Policy	All University of Rhode Island academic, administrative, facilities, and student housing personnel. In addition, University contractors and vendors are required to comply with the provisions of this policy.
Statutes, Regulations, and Policies Governing or Necessitating This Policy	State of Rhode Island Fire Safety Code [450-RICR] National Fire Protection Association Standard (NFPA 101, Life Safety Code, Section 4.7)
Reason for Policy/Purpose	To ready building occupants for the exiting of a building during a fire or related building emergency, where evacuation is necessary. Fire drills will be used as an avenue to: <ul style="list-style-type: none"> • Assess the occupants' knowledge of fire drill procedures, location of fire exits, and the sound of the fire alarm. • Identify problems with fire alarm components. • Monitor the evacuation of the building. • Provide information on the amount of time it takes to evacuate a building. To meet the requirement made by the State of Rhode Island Fire Safety Code for the conduct of fire drills.
Forms Related to this Policy	None

Policy Statement

The University of Rhode Island will carry out a program of regular fire drills that meet or exceed requirements of the State of Rhode Island Fire Safety Code. The Coordinator of Fire & Life Safety shall plan and conduct fire drills according to the occupancies of each building, and shall design them to educate occupants as well as test their knowledge of evacuation procedures. The Department of Public Safety shall maintain written records of all drills conducted including a critique of the event.

Drill Design Guidelines

Drills shall include suitable procedures to make sure that all persons in the building, or all persons subject to the drill, participate.

Drills should be carefully planned to simulate actual fire conditions. Not only should they be held at varying times, but different means of exit should be used based upon an assumption that if some given stairway is unavailable by reason of fire or smoke, all the occupants must be led out by some other route. Fire exit drills should be designed to familiarize the occupants with all available means of exit, particularly emergency exits that are not habitually used during the normal occupancy of the building.

Frequency of Fire Drills

The Division of Fire & Life Safety shall hold fire exit drills with sufficient frequency to familiarize all occupants with the drill procedure and to have the conduct of the drill a matter of established routine. The Coordinator of Fire & Life Safety shall determine the frequency of fire drills for each type of occupancy on campus and shall work with Alarm Services and other partners to schedule all fire drills.

Record Keeping

The Division of Fire & Life Safety shall maintain all University fire drill records for a period of not less than three (3) years or as otherwise required by applicable provisions of the State of Rhode Island Fire Safety Code as amended.

Exceptions

None