

Policy on Fire Exit Drills

Policy Title	Policy on Fire Exit Drills
Policy #	02.107.2
Policy Owner	Director of Public Safety
Contact Information	Questions about this Policy should be directed to the Director of Public Safety (401) 874-4910
Approved By	Administrative Policy Committee
Effective Date	June 6, 2023
Next Review Date	No later than June 30, 2028
Entities Affected by Policy	This policy shall apply to all buildings on University of Rhode Island property whether owned or leased. All University of Rhode Island students, employees, contractors, and vendors shall be required to comply with the provisions of this policy.
Who Needs to Know About this Policy	All faculty, staff, and students at the University of Rhode Island.
Definitions	None
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.
Forms Related to this Policy	None

Policy Statement

The University of Rhode Island (also, University) 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 these drills to educate occupants and 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. They shall be held at varying times, and with different means of exit, to familiarize building occupants with multiple or alternate means of egress, particularly via those exits not habitually used during the normal occupancy of the building.

Frequency of Fire Drills

The Department of Public Safety shall hold fire exit drills with sufficient frequency to familiarize all occupants with the drill procedure and to make such egress 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.

Exceptions

None

Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

Policy #	Effective Date	Reason for Change	Changes to Policy
02.107.1	February 3, 2020	n/a	n/a
02.107.2	June 6, 2023	Scheduled Review	Policy owner changed to Dir. Public Safety; Changes to text for clarity