I. PURPOSE
This procedure establishes the steps required to be performed to complete a fire drill for River Campus Academic, Support, Assembly, Residential Life Buildings, Eastman School of Music Academic, Support, Assembly, Residential Life Buildings, Medical Center non-patient care areas, Eastman Dental Center, Helen Wood Hall and Medical Research Buildings.

II. PERSONNEL AFFECTED
Fire Safety Coordinators
University Security Services

III. DEFINITIONS
Academic Buildings: Buildings housing areas that provide learning techniques for students.
Assembly Buildings: Buildings that provide areas for people to assemble for lectures, concerts or other means.
Support Buildings: Buildings that provides maintenance or other services
Residential Life Buildings: Buildings that provide rooms for students to sleep and live during the academic school year.

IV. RESPONSIBILITIES
The Fire Safety Coordinator conducting the drill for the specific area will contact the University Security Communications Center and advise them that a fire drill will be conducted for the specific area.

The Fire Safety Coordinators for River Campus and the Fire Safety Coordinator for the Medical Center proper, Eastman Dental, Eastman School and Research Buildings will send out the annual drill schedules to their respective areas as required and reference the All Building Information list that has the building occupant contact information.

V. PROCEDURES
Based on the occupancy classification of the building, fire drills will be conducted quarterly, semi-annually, annually or as required by New York State Code. Other drills may be conducted based on the fire safety coordinators drill schedule. The table below shows the occupancy and drill frequency.
### Fire Drills – Non Patient Care

<table>
<thead>
<tr>
<th>Occupancy</th>
<th>Frequency</th>
<th>Participation</th>
</tr>
</thead>
</table>
| **Group A**<br>
One drill shall be held between September 1 and December 1. Where summer sessions are conducted, at least one drill shall be held the first week of such session. At least one of such required drills shall use fire escapes, where provided. | Three annually  | All occupants |
| **Group B**<br>
One drill shall be held between September 1 and December 1. Where summer sessions are conducted, at least one drill shall be held the first week of such session. At least one of such required drills shall use fire escapes, where provided. | Three annually  | All occupants |
| **Group B**<br>
Buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge. | Two annually | All occupants |
| **Group R-2**<br>
One drill shall be held between September 1 and December 1. Where summer sessions are conducted, at least one drill shall be held the first week of such session. At least one of such required drills shall use fire | Four annually | All occupants |
All occupants in the building with an activated fire alarm participate in the drill.

Fire drills are used to evaluate the effectiveness of the University Fire Safety Policy (R.A.C.E.) as well as evaluating employees and students response to a fire alarm condition and orderly building evacuations.

Once the proper contacts are made, the Fire Safety Coordinator will report to a pre-determined section of their respective building and activate the fire alarm system (usually via a manual pull station). They will reset the manual pull station so the panel can be reset after the drill.

Shortly after the alarm activation, the Fire Safety Coordinator will proceed to walk each floor of the building to ensure occupants have evacuated or are evacuating, checking if fire doors have closed and are not obstructed, fire alarm notification appliances are operational and corridors are not obstructed.

For larger buildings, there may be 2 or more Fire Safety personnel doing the floor by floor checks to help expedite the process.

An approximate count of the building occupants will be taken when the building is cleared.

The fire alarm system is reset once the count of occupants is taken and all occupants can return inside.

Fire drills for other buildings or areas may be conducted in a similar method or by using the fire drill evaluation form designed for that building or area. Some drills may incorporate simulated or actual occupant evacuations depending on the area.

Each Fire Safety Coordinator has fire drill evaluation forms for their respective areas and will be filled out upon completion of the drill.

All fire drill forms shall be filed in the University Fire Marshals Office as required by New York State Code and University record retention policy.

VI. REFERENCES
Fire Code of New York State Chapter 4 Section 408.
VII. APPENDICES/FORMS

Can be found on computer network drive - ehs_data/fire/fire drills/individual folders

VIII. REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/24/10</td>
<td>New</td>
<td>Initial development of policy</td>
</tr>
<tr>
<td>8/22/11</td>
<td>1</td>
<td>Updated procedures section</td>
</tr>
<tr>
<td>10/26/11</td>
<td>2</td>
<td>Added drill frequency table</td>
</tr>
</tbody>
</table>