



FIRE DRILLS

Scope: Residential Life

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I. PURPOSE

The Department of Residential Life will conduct periodic fire drills in traditional residence halls in support of the mandates from the Office of the State Fire Marshall.

II. POLICIES

Fire drills will be conducted in residence halls in accordance with the following schedule. For the fall and spring semester, one of the fire drills will be conducted after the hours of darkness.

1. Fall Semester: The first fire drill will be conducted during the first week of classes in conjunction with a safety and security program. The first drill will be announced. A second drill will be conducted during the first week of October and will be an unannounced drill. If there is a University-related scheduling conflict during the first week of October, the drill will be rescheduled for the following week.
2. Spring Semester: The first fire drill will be conducted during the first week of classes in conjunction with a safety and security program. The first drill will be announced. A second drill will be conducted during the first week of March and will be an unannounced drill. If there is a University-related scheduling conflict during the first week of March, the drill will be rescheduled for the following week.
3. Summer Semester: A fire drill will be conducted during the first week of classes in conjunction with a safety and security program.

Fire Drills will be scheduled by the Assistant Director for Construction and coordinated with the Office of Facility Services Control Shop to insure technical support is available for the drill and to reset the fire alarm panel. Immediately before the drill is initiated, the RLC will notify the LSU Police Department that the fire alarm is being activated for the purpose of conducting a fire drill.

Following the evacuation of the building, the RLC and staff will conduct a room-to-room check of the hall to insure that all residents evacuated in accordance with procedures. Any resident found not to have evacuated during the drill will be subject to judicial actions and a copy of the Incident Report will be forwarded to the judicial office for processing.

Each Fire Drill will be followed by the submittal of a Fire Alarm/Drill Report by the RLC as soon as the drill is over and should be given to the Assistant Director for Construction no later than 10:00 am the following day. If any violations of policy are observed during the Fire Alarm, the RLC will make sure that the incident is documented using the protocol. Additionally, a copy of the report will be forwarded to the Director for Housing for tracking of compliance with this policy.

Credit for a fire drill may be obtained if the hall had an actual alarm and evacuation procedures were followed, including the submittal of all appropriate documents. This credit will only be allowed when at least one of the drills/alarms for the semester occurred during the hours of darkness. Fire drills scheduled for October and March will not need to be conducted if this criteria is met.