The Higher Education Opportunity Act (HEOA Public Law 110-315) signed into law by President George H. Bush on August 14, 2008 and effective July 1, 2010 requires institutions with on campus student housing facilities to provide information about Fire Drills to enrolled students and current employees.

FIRE DRILLS/EMERGENCY EVACUATION DRILLS

The following is taken directly from the “International Fire Code New Jersey Edition 2006”

**Definition:** An exercise performed to train staff and occupants and to evaluate their efficiency and effectiveness in carrying out emergency evacuation procedures.

**405.1 General.**
Emergency evacuation drills complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2 or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

**405.2 Frequency.**
Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

**405.3 Leadership.**
Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

**405.4 Time.**
Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

**405.5 Record keeping.**
Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.
### TABLE 405.2
FIRE AND EVACUATION DRILL
FREQUENCY AND PARTICIPATION

<table>
<thead>
<tr>
<th>Group or Occupancy</th>
<th>Frequency</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>Quarterly</td>
<td>Employees</td>
</tr>
<tr>
<td>Group B *c</td>
<td>Annually</td>
<td>Employees</td>
</tr>
<tr>
<td>Group E</td>
<td>Two Drills per month</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group R-2 *d</td>
<td>Four Annually</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group overnight stay</td>
<td>At the start of each night’s activities</td>
<td>All occupants</td>
</tr>
</tbody>
</table>

* c. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

* d. Applicable to Group R-2 college and university buildings in accordance with Section 408.3.

### 408.3 Group E occupancies and Group R-2 college and university buildings.

Group E occupancies shall comply with the requirements of Sections 408.3.1 through 408.3.4 and Sections 401 through 406. Group R-2 college and university buildings shall comply with the requirements of Sections 408.3.1 and 408.3.3 and Sections 401 through 406.

#### 408.3.1 First emergency evacuation drill.
The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

#### 408.3.2 Emergency evacuation drill deferral.
In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency specified in Section 405.2.

#### 408.3.3 Time of day.
Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. In Group R-2 college and university buildings, one required drill shall be held during hours after sunset or before sunrise.

#### 408.3.4 Assembly points.
Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.