



## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	<b>Fire Drills</b>
<b>Policy Number:</b>	AF 08-005
<b>Policy Administrator:</b>	Vice President of Administration and Finance
<b>Policy Initiator:</b>	Chief of Police
<b>Authority:</b>	<b>NFPA Handbook, Campus Evacuation and fire Drill Procedures</b>
<b>Effective Date:</b>	August 20, 2012
<b>Revised Date:</b>	July 31, 1997
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

### **Purpose:**

This policy ensures reasonable and consistent protection of persons in and on properties administered by the Academy.

### **Scope:**

This policy applies to all students and employees.

### **Responsibility:**

The Chief of Police is responsible for conducting and coordinating drills in the administrative areas. The Director of Housing and Residential Life is responsible for conducting drills in the residence halls. All managers are responsible for informing their employees of emergency procedures. This policy requires adherence to and compliance with all laws, regulations, codes, and good practices pertaining to fire safety and protection.

### **Policy:**

One annual evacuation drill will be conducted in campus administrative areas, and four annual evacuation drills, two per semester, will be conducted in the residence halls.