HS14 – Fire Drills

These records relate to fire drills in University facilities.

Content & Scope
The Ontario Fire Code requires that fire drills be conducted regularly in University facilities.

The records include fire drill reports.

Responsible Unit
Safety Office; Early Childhood Education Centre

Information Steward
• University Secretary
• Dean of the Faculty of Arts

Privacy Classification
Confidential

Retention
2 years

Disposition
Secure Destruction

Authority
O. Reg. 213/07: Fire Code, s. 2.8.3; Regulation 262: General, s. 27 (1) under the Day Nurseries Act

Retention Rationale
The retention period is based on the Fire Code which requires that records of fire drills be kept for 12 months after the fire drill (O. Reg 213/07, s. 2.8.3.2.(3)) and the general regulation under the Day Nurseries Act which requires fire drill records to be kept for at least 2 years after the drill (O.Reg 262, s. 27 (1) (e)).

Approval Date(s)
December 19, 2011