



Date: September 22, 2026

To: Bureau of Fire Services

From: Brian Bertram, Director of Campus Planning & Facilities

Re: Fire drill & training compliance submission

Attached to this letter is a series of documents illustrating our compliance with state regulations for fire drills and training requirements.

The first set of documents consists of the completed College/Dormitory Fire Safety Drill Requirement forms for both our Main Campus and our south county extension, the Whitman Center. The second document is a copy of our Annual Fire/Tornado Drill Schedule for the 2026–2027 Academic Year, which was distributed as a notification and attachment to all employees through our campus-wide Teams Announcement channel.

Our Human Resources department assigned a mandatory training course to all faculty and staff through Vector, our online training management system, requiring them to view our fire safety training video.

If you would like to view our fire safety training video, it can be accessed using the following link:

<https://www.youtube.com/watch?v=oB5IZktDymo>

We consider this video a dynamic teaching tool and will continue to update it as necessary to ensure it provides the most current information possible.

I trust that the provided information demonstrates our compliance with state fire safety regulations for higher education institutions. If you require any additional information or further clarification, please do not hesitate to contact me.

Sincerely,

Brian Bertram

Director of Campus Planning & Facilities

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