WISCONSIN HEALTHCARE ENGINEERING ASSOCIATION

WHEA Lunch & Learn
April 13, 2017

FIRE PLANS & DRILLS

Welcome to
This
Presentation By

The WHEA Education &
Professional Development
Committee

Lauzon
Life Safety
Consulting

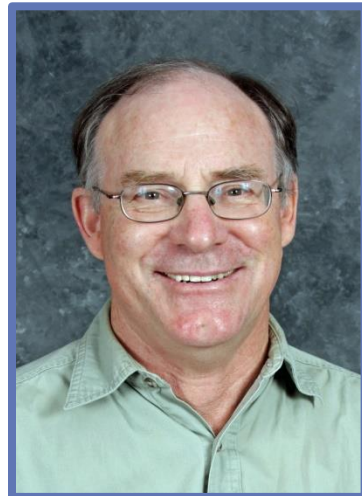Healthcare Survey
Protection
Your Protective Shield in the Code War

Lauzon Life Safety Consulting
HLauzonWerner@gmail.com
262-664-9071

Welcome to This Presentation By

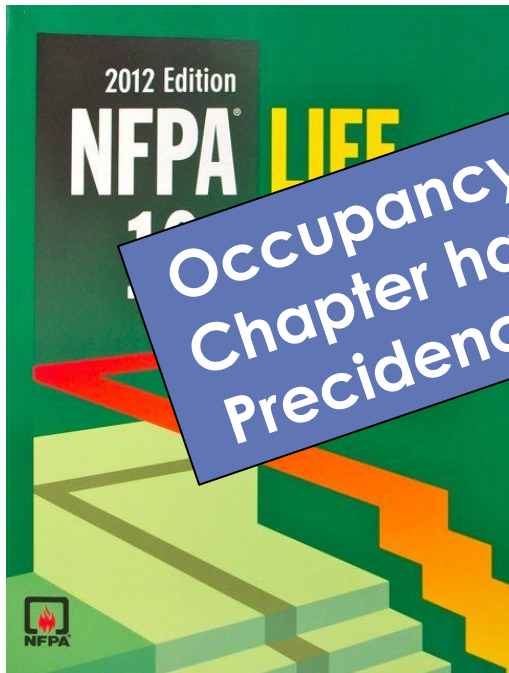Bill
Lauzon, PE

Heather
Lauzon Werner

This SESSION

FIRE PLANS & DRILLS

1. Fire Plan Codes
2. Fire Plan Example
3. Fire Training
4. Fire Drill Code
5. Fire Drill Forms

Code Requirements
for
FIRE PLANS
are found in 2 Locations

Occupancy Chapter has Precidence

1. **Core Codes** – Chapter 4

2. **Occupancy Chapters** – Chapter 12-42

2012 Edition
NFPA LIFE
NFPA

4

"Core" Code Requirements

LSC §4.8 applies <u>ONLY</u> when directed by the occupancy chapter, x.7.x

3 Situations

2.Have Own Requirements

- Health Care (18/19)
- Ambulatory (20/21)
- Detention (23/24)
- Apartments (30/31)
- Board & Care (32/33)

1.Follow 4.8 Requirements

- Assembly (12/13)
- Education (14/15)
- Day Care (15/16)
- Hotels & Dorms (28/29)
- Mercantile (36/37)
- Business-Hi-Rise (38-39)

3.No Requirements

- 1 & 2 Family (24)
- Lodging/Rooming(26)
- Industrial (40)
- Storage (42)

There are "Core" code requirements

LSC §4.8 applies ONLY if dir____ by the occupancy ch____ x.7.x

Depts Usually Found in Health Care

2.Have Own Requirements

- Health Care (18/19)
- Ambulatory (20/21)

1.Follow 4.8 Requirements

- Assembly (12/13)

- Business-Hi-Rise (38-39)

3.No Requirements

- Lodging/Rooming(26)
- Industrial (40)
- Storage (42)

4.8.1 – <u>Where Required</u>
- per Occupancy Chap
- Per AHJ

- **Assembly (12/13)**
- **Business-Hi-Rise (38-39)**

4.8.2 – <u>Plan Requirements</u>
- Procedures for reporting emergencies
- Occupant & staff response
- Evac procedures per occupancy
- Appropriate use of elevators
- Design & conduct of drills
- Type & coverage of fire protection systems
- Other items per AHJ

4.8.2 – <u>Plan Review</u>
- Submit to AHJ for review
- Review & update per AHJ

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All "Core" code requirements are **<u>superseded</u>** by requirements within the Occupancy Chapter

Chapter Rules
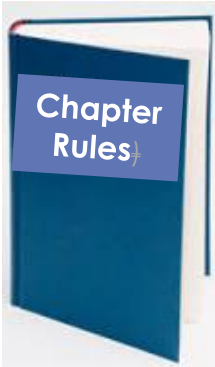
Follow the rules

2.Have Own Requirements
- Health Care (18/19)
- Ambulatory (20/21)

18/19.7.1.1 – <u>EVACUATION & RELOCATION PLAN</u>
Health Care facilities shall have a plan:

1. For the protection of all persons in a fire
2. For evacuation to areas of refuge
3. For evacuation from the building if necessary

- **Must be a Written plan**

Fire Policy

Same Requirements in both New & Existing

18/19.7.1.3 – <u>AVAILABILITY</u>

- Readily available at all times in the telephone operator's position or the security center

- **Plan available to all supervisory staff**
  (18/19.7.1.1)

MUST be the current plan

18/19.7.1.2 – <u>TRAINING</u>

- Employees periodically instructed & kept informed to their duties
- Staff instructed in use of & response to fire alarms

- Staff instructed in life safety <u>procedures</u> & <u>devices</u>
(18/19.7.1.8)

18/19.7.2.1.2 – <u>BASIC RESPONSE IN CASE OF FIRE</u>
Plan shall describe:

1. **<u>Remove</u>** all occupants near fire
2. **<u>Alarm</u>** Transmission to warn occupants and summon staff
3. **<u>Confinement</u>** of fire by closing doors to isolate the fire area
4. **<u>Extinguish</u>** small fires

↳ **RACE**

Fire Emergency Response

R **R**escue

A **A**larm

C **C**ontain

E **E**xtinguish

18/19.7.2.2 –FIRE SAFETY PLAN shall include:

MUST HAVE ALL 9 ELEMENTS

1. Use of <u>alarms</u>
2. <u>Transmission</u> of alarm to fire department

NEW 3. Confirmation <u>Call</u> to fire department
4. <u>Response</u> to alarms
5. <u>Isolation</u> of fire

Add this Mandatory
<u>Confirmation Call</u>
to Your Fire Response Plan

NEW IN 2012 - <u>Call</u> to fire department

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18/19.7.2.2 –FIRE SAFETY PLAN shall include:

MUST HAVE ALL 9 ELEMENTS

1. Use of <u>alarms</u>
2. <u>Transmission</u> of alarm to fire department
3. Confirmation <u>Call</u> to fire department
4. <u>Response</u> to alarms
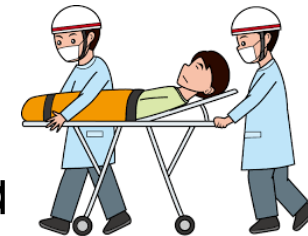5. <u>Isolation</u> of fire
6. Evacuation of <u>immediate</u> area
7. Evacuation of <u>smoke</u> compartment
8. <u>Preparation</u> of floors & building for evacuation
9. <u>Extinguishment</u> of fire

NEW

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NEW IN 2012 – Store (But Remove) **items in corridor**

Now legal to store equipment in corridor,

but **must** **have** **removal** specifically in your plan Per 18/19.2.3.4(4)(b)

Add this Mandatory **Removal** to Your Fire Response Plan

18/19.7.2.3 – <u>CODE PHRASE TRAINING</u>

CODE RED ← Example

Staff instructed to use a code phrase for when:

1. The person who discovers a fire must go to aid of an endangered person

2. If fire alarm system malfunctions
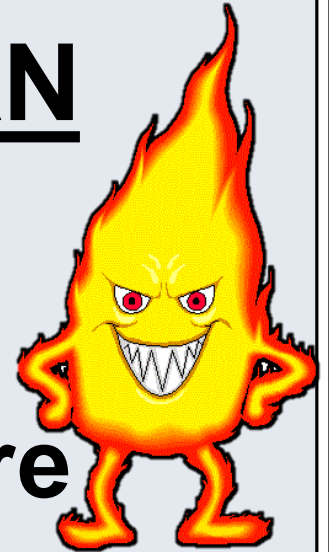
CALL OUT

When staff hear the code phrase, they must
- Activate the nearest fire alarm pull
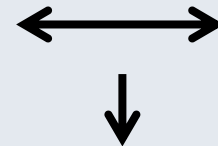- Immediately execute fire duties

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FIRE RESPONSE PLAN

KEY POINTS

To cover

18

FIRE RESPONSE PLAN

1. Response <u>at</u> the Fire

2. Response <u>near</u> the Fire

3. Evacuation

- **Horizontal Evacuation**
- **Vertical Evacuation**
- **Building Evacuation**

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FIRE RESPONSE PLAN

Code Response Requirements Vary for various types of facilities:

Business
ASC
Nrsg Home
Hospital

FIRE RESPONSE PLAN

Difference:
Based on Ability of Occupant to Get Out

Able to Move with LITTLE HELP	Able to Move with MUCH HELP

Business
CBRF ('A' classes)

CBRF ('C' classes)
ASC
Nursing Homes
Hospitals

FIRE RESPONSE PLAN

EVAC !

DEFEND-IN-PLACE !

LITTLE HELP

Business
CBRF ('A' classes)

MUCH HELP

CBRF ('C' classes)
ASC
Nursing Homes
Hospitals

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Stay in Building During a Fire?

DEFEND-IN-PLACE !

Sounds Crazy

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Stay in Building During a Fire?

Difficult & Dangerous
to move patients/residents down stairs or outside of building

1. Injury during moving
2. Medication disruption
3. Keeping track
4. Outside weather
5. Where to go once outside

DEFEND-IN-PLACE !

Not so Crazy ?

Stay in Building During a Fire?

Health Care Has:
- Rated Construction
- Exit Access Corridors
- Emergency Power
- Full Fire Alarm
- Sprinklers
- Trained Staff
- Fire Drills   } Fire Plan & Drills

DEFEND-I~~~~~~~~ !

No~~~~~~~~

Not Crazy at all !

FIRE RESPONSE PLAN

Fire Department must review LTC Plans (DHS 132.92(3)(c)2

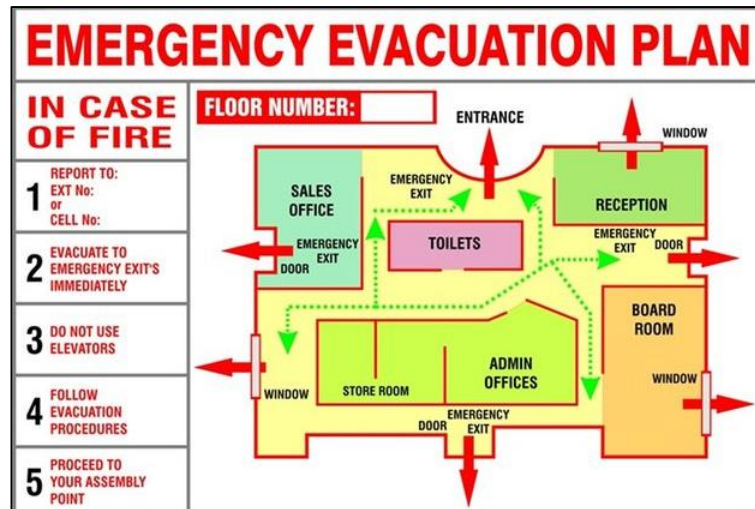Tips to Get the Fire Department to Participate:

1. Avoid terms like "certification"
2. Your Problem is Not Their Problem
3. Understand the Limits on FD Man-power
4. If FD can't participate, hire a private inspector
5. Request far in advance

6. Don't be Demanding
7. Listen, Listen, Listen
8. Follow, Follow, Follow
9. DHS does not fund fire depts
10. Show Appreciation

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If you already have a Fire Plan
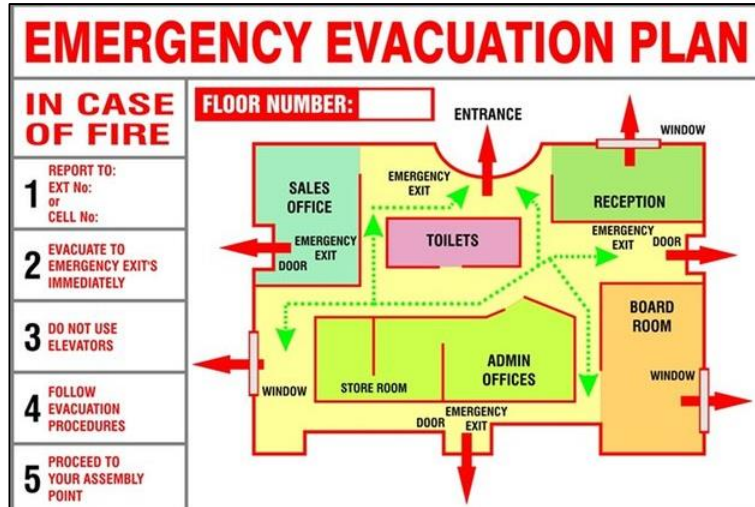
Evaluate <u>Your</u> Fire Plan to confirm it:

1. Contains **all** Elements

2. Plan is quickly found

Mandatory Elements in Plan
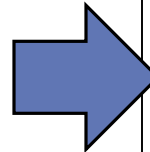1. Use of <u>alarms</u>
2. <u>Transmit</u> alarm to fire dept
3. Emerg <u>Call</u> to fire dept
4. <u>Response</u> to alarms
5. <u>Isolation</u> of fire
6. Evac of <u>immediate</u> area
7. Evac of <u>smoke</u> comp
8. <u>Prep</u>aration for evac
9. <u>Extinguishment</u> of fire
10. Use of a <u>Code Phrase</u>

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EMERGENCY EVACUATION PLAN

- **Be Detailed**
- **Be Specific**
- **Be Critical**
- **Be Obvious**

Many citations are given because plans:

- do **not contain** one or more of the mandatory elements
- They are too **vague**
- They can't be **found**

Mandatory Elements in Plan
1. Use of <u>alarms</u>
2. <u>Transmit</u> alarm to fire dept
3. Emerg <u>Call</u> to fire dept
4. <u>Response</u> to alarms
5. <u>Isolation</u> of fire
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7. Evac of <u>smoke</u> comp
8. <u>Prep</u>aration for evac
9. <u>Extinguishment</u> of fire
10. Use of a <u>Code Phrase</u>

FIRE POLICY

Procedure in case of fire:

If you discover fire remember **RACE**

Weak procedure for #1,5,6,9

RESCUE: Anyone in immediate danger.
ALERT: Pull nearest fire alarm. Report origin of fire to Charge Nurse.
CONTAIN: Close room door and doors to adjoining rooms.
EXTINGUISH: Return to the fire and extinguish if feasible.

CHARGE NURSE

Weak procedure for #7

1. Page CODE RED and location of fire. If exact location is unknown but is sounding, go to alarm locator at Nurses station and page area of fire.
2. Call Outagamie 911 for fire department dispatch.
3. Remain at Nurses station and issue orders until fire department arrives.
4. If fire is uncontrollable or develops dense smoke, implement evacuation plan.
5. Designate a nurse to meet the fire department.
6. Designate someone to communicate to other departments.
7. Initiate call in tree as appropriate.
8. Assign removal of charts as appropriate.
9. After fire department arrives, assist per Fire Chief's instructions and announce "clear" per Fire Chief's direction.

Okay procedure for #4

CNA'S

1. One CNA must stay on each Wing. Count the # of residents starting at the end of the hall working your way to the front. Give count to Charge Nurse at Nurse's Station.
2. All other CNA's report to location of the fire.
3. If the fire is small, attempt to extinguish it by smothering (covering) with sheets or clothes, or by using a portable fire extinguisher.
4. Evacuate rooms directly across hall and rooms adjacent to the fire.
5. Turn off O2 concentrators or remove O2 tanks in those rooms evacuated.
6. If fire contained behind fire doors (room doors 2 hr fire rating) stuff wet rags, towels, etc. under doors.
7. Close all doors of evacuated rooms and place linen on the door to signify room is evacuated.

Here's an example of a policy that ONLY MARGINALLY contains the mandatory elements

NOT RECOMMENDED

Okay procedure for #4

Okay procedure for #9

Okay procedure for #5

ALL OTHER STAFF

1. Close doors to your work area. One staff member remains is work area for further instructions, everyone else report to the fire and/or Nurses station.
2. KITCHEN: Turn off all gas jets and fans.
3. LAUNDRY: Turn off ceiling fans and dryers.
4. ACTIVITIES & THERAPY: Count the residents in your care and report # of residents to the Charge Nurse.

AFTER THE FIRE IS OUT

After the fire is out, do not attempt to clean up any debris until a complete inspection has been made by the Fire Chief, insurance inspectors and the Executive Director, unless ordered to do so by person in charge.

THINGS TO KEEP IN MINED UPON FIRE DISCOVERY

Call aloud "Code Red" and location. Rescue & Alert (pull fire alarm).

1. If the fire is suspected to be within an enclosed space, check the door to the room suspected of being on fire. Use the back of your hand to feel high up on the entry door. If heat is detected, sound the alarm and clear the immediate area around the room.
2. Enter the room only if victims are suspected to be in the affected room.
3. Obtain a fire extinguisher and another employee to assist you.
4. Open the door very slowly while standing off to the side next to the wall.
5. If the intensity of the heat becomes greater, pull the door shut and await the fire department.
6. If there is no increase in the intensity of the heat, enter the room low to the ground and see if any victims can be located.
7. Utilize a fire extinguisher only if the fire is small enough and there is no threat of endangering yourself or others.
8. When in doubt, clear the area of residents beyond the smoke compartment closing the door behind you.
9. Await the Fire Department.

Fire Extinguisher Use: - Remember-

P – Pull Pin
A – Aim
S – Squeeze
S – Sweep at base of fire

Extinguishing of Fires

In order to put out a fire you must understand exactly what is burning. There are three classes of fires that may occur in this facility. They are classified as A,B, and C class fires.

Class A Fire: Fires in ordinary combustibles such as wood, paper, cloth, rubber and Many types of plastics.

Class B Fire: Fires that have a flammable liquid as a fuel, gasoline, fuel oil, heavy oil, grease, alcohol, paints and thinners are some examples of this type of fuel. **DO not use water on a Class B fire.**

Class C Fire: Fires involving electrical equipment, where a dangerous electrical shock hazard may be encountered by the operator of the extinguishing equipment. In electrical equipment both class A and class B fires may be encountered. Fires in and around electrical equipment require a extinguishing agent that is non conductive.

Class K Fire: The kitchen is equipped with a K-class type extinguisher. Class K fires are fires that involve vegetable oils, animal oils, or fats in cooking appliances. The range hood extinguishing system must be activated before using the class K extinguisher to eliminate the fuel source. The class K extinguisher is to be used on this type of fire only.

Use only dry chemical extinguisher where provided

Do not use water on a Class C fire.

Our facility is equipped with ABC Extinguishers which means these extinguishers may be used on all types of fires except on a person. Always smother flames on a person using a blanket or rolling them on the ground.

In order to use an extinguisher it is important to follow the P.A.S.S. procedure

P. Pull the pin
A. Aim the nozzle at the base of the fire.
S. Squeeze the lever
S. Sweep the nozzle from side to side.

When attacking a fire with an extinguisher stay back 15 to 20 feet from the fire and do a test squeeze to ensure the extinguisher is working and then while sweeping the nozzle side to side at the base of the fire you may approach the fire. Once the fire is extinguished slowly walk backwards away from the fire and place the extinguisher on its side to signify that the extinguisher has been used. Never turn your back to the fire.

ALL OTHER STAFF

1. Close doors to your work area. One staff member remains is work area for further instructions, everyone else report to the fire and/or Nurses station.
2. KITCHEN: Turn off all gas jets and fans.
3. LAUNDRY: Turn o
4. ACTIVITIES & TH
   residents to the Char

AFTER THE FIRE IS OU

After the fire is out, do no
has been made by the Fire Ch
ordered to do so by person in

THINGS TO KEEP IN MI

Call aloud "Code Red" and
1. If the fire is suspected to
   suspected of being on fire
   door. If heat is detected,
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2. Enter the room only if vic
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7. Utilize a fire extinguisher
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ne, fuel oil, heavy oil,
ples of this type of fuel.

erous electrical shock
extinguishing
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fats in cooking
ust be activated before
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nguishers may be used
on using a blanket or

edure

e fire and do a test
e nozzle side to side at
d slowly walk
nify that the
extinguisher has been used. Never turn your back to the fire.

Mandatory Elements in Plan
1. Use of alarms (Weak)
2. Transmit alarm to fire dept **X**
3. Emerg Call to fire dept **X**
4. Response to alarms (Okay)
5. **Isolation of fire (Good)**
6. Evac of immediate area (Weak)
7. Evac of smoke comp (Weak)
8. Preparation for evac **X**
9. **Extinguishment of fire (Good)**
10. Use of a Code Phrase **X**

Here is an **example** of a Recommended Fire Response Plan for health care facilities

It <u>Clearly</u> Contains all the Mandatory Elements

IT'S ALL INCLUDED

Use the example (if you choose)

Mandatory Elements in Plan
1. Use of <u>alarms</u>
2. <u>Transmit</u> alarm to fire dept
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10. Use of a <u>Code Phrase</u>

Written Fire Plan For _____

Page 1

The objective of the _____ Fire Plan is to provide proper, prompt and appropriate care in an orderly fashion. This plan is a guide on how to react in a Fire situation. The actions taken in the first few minutes of a fire can result in life or death.

USE OF ALARMS: 1

In order to properly deal with a fire emergency it is important to follow the R.A.C.E procedure. If you notice a fire in the facility, follow these important steps.

R. **RESCUE** patients in immediate danger.

A. **ALARM** the rest of the facility of the danger by pulling a pull station. By doing this the rest of the staff is alerted to the emergency.

C. **CONFINE** the fire by closing doors. By closing doors you stop the fire from spreading to adjacent areas. Once you've closed the door on a fire do not reopen it.

E. **EVACUATE** the patients to a safe compartment of the facility or out of the facility per fire department request.

The pull stations located at each exit door are wired into the main fire panel.

TRANSMISSION OF ALARM TO THE FIRE DEPARTMENT 2

The facility's alarm system is wired in to dial a monitoring company who receives each alarm and then contacts the _____ to alert them that we have an alarm. The only information they give to the dispatcher is that an alarm has been activated.

EMERGENCY PHONE CALL TO THE FIRE DEPARTMENT 3

In order to give the fire department as much information as possible our protocol is for the person in charge to call 911 whenever a fire is discovered and give the dispatcher all the information that we have regarding the location and status of emergency procedures that we have followed.

Multi-Page Plans can be difficult to locate all 10 of the required items

Best to show Elements as main headings

Mandatory Elements in Plan
1. Use of alarms
2. Transmit alarm to fire dept
3. Emerg Call to fire dept
4. Response to alarms
5. Isolation of fire
6. Evac of immediate area
7. Evac of smoke comp
8. Preparation for evac
9. Extinguishment of fire
10. Use of a Code Phrase

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ISOLATION OF FIRE 5 2

After patients have been rescued from immediate danger and the alarm has been sounded then we must stop the fire from spreading. Our facility was built under stringent life safety codes that were put in place to protect fire from spreading. By closing the door on a fire, we are able to contain it in that room long enough for the fire department to arrive and put it out. Once the door has been closed, blankets may be placed at the bottom of the door to prevent smoke from filling the corridor. After the door has been closed on a fire do not open it.

EVACUATION OF IMMEDIATE AREA 6

Wherever the fire emergency is located your first priority is the removal of occupants directly involved with the fire emergency. Before the entire compartment is evacuated we must first get the people out of the immediate danger area. This is done by quickly removing occupants out of danger by placing them anywhere that is not immediately in the danger area until we can evacuate them into the next smoke compartment.

EVACUATION OF SMOKE COMPARTMENT 7

The Schoolhouse method of everyone reporting outside during a fire alarm is the most widely know method of building evacuation. This method is impractical for our type of facility because some residents are incapable of self preservation. This is why we practice horizontal evacuation. Horizontal evacuation removes patients from the smoke compartment of the building where the fire is and then relocates them to another smoke compartment safely behind compartment doors. Patients should be lined up on each side of the hallway facing the entrance of the next unaffected smoke compartment. Patients and staff should never cross the fire area. If the fire area blocks the normal route to the opposite wing than use an alternate route. **The patients should be lined up on each side of the hall way facing the Exit door in case further evacuation is needed.**

PREPERATION OF BUILDING FOR EVACUATION 8

If it becomes necessary to evacuate the entire building and the evacuation of smoke compartment policy has already been put in place then the patients are prepared to be escorted out the exit door and then taken to a safe area outside the facility. If inclement weather take a blanket from the residents bed or a jacket from the closet to protect the resident from the cold.

RESPONSE TO ALARMS 4 3

Person in Charge
Once the fire department arrives on the scene they are completely in charge of operations. The nurse supervisor is in charge during fire situations unless the Administrator, DON or Maintenance Director assumes command.

Fire Emergency Command Location
The person in Charge will stage themselves on the safe side of the affected compartment. This location is in a safe area so that additional staff may report there and wait for orders from the person in charge.

Charge Nurse Duties
Late 2nd shift and 3rd shirt fires will require the same response however when evacuation procedures are implemented the fire department will be a majority of the manpower needed to evacuate the compartments.

1. Pull the pull station alarm and announce over the PA system CODE RACE (location of affected area or water flow) and then repeat.
2. Report to Fire area and ensure the proper procedures are being followed. If a working fire is located immediately call 911 and inform the dispatcher all information concerning the location of the fire.
3. Disperse personnel as required
4. Meet the fire department and transfer information such as missing residents, census, injuries, etc.
5. After the fire department declares everything all clear announce "Code Race All Clear" over the PA system.
6. Notify Administrator, DON, and Maintenance Director if off shift.

Unit Nurse Duties
Depending on which wing the fire is on will change duties. If the fire is located on the wing the unit nurses will assist in resident head count and removing patients from the immediate danger area and then once patients are relocated to a safe compartment the following steps will be taken.
1. Delegate to a C N A to locate missing residents on the opposite wing and report information back.
2. Prepare medical records for transport to a safe area.
3. If missing patients are not found report that information to the Charge Nurse who will notify the Fire Department.

Extinguishment of Fire: 9

4

In order to put out a fire you must understand exactly what is burning. There are three classes of fires that may occur in this facility. They are classified as A, B, and C class fires.

- **Class A Fire:** Fires in ordinary combustibles such as wood, paper, cloth, rubber and many types of plastic.

  Because these fuels leave glowing embers, only two types of extinguishing agents should be used. Any agent containing water for cooling or agents that will adhere to the fuel and provide a fire retardant effect such as a multi – purpose dry chemical should be used.

- **Class B Fire:** Fires that have a flammable liquid as a fuel, gasoline, fuel oil, heavy oil, grease alcohol, paints and thinners are some examples of this type of fuel.

  This class of fire requires extinguishing agents that will reduce the oxygen content below that necessary to sustain combustion.

  Use ONLY dry chemical extinguishers where provided.

  Do not use water on a class B fire.

- **Class C Fire:** Fires involving electrical equipment where a dangerous electrical shock hazard may be encountered by the operator of the extinguishing equipment. In electrical equipment, both class A and class B fires may be encountered. Fires in and around electrical equipment require an extinguishing agent of a non conductive type.

  Whenever possible, shut off electrical current before using an extinguisher.

  Use only dry chemical extinguishers where provided.

  Do not use water on a Class C fire.

Our facility is equipped with ABC extinguishers which means these extinguishers may be used on all types of fires except on a person. Always smother flames on a person using a blanket or rolling them on the ground.

In order to use an extinguisher it is important to follow the P.A.S.S procedure

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5

- P. **Pull the Pin**
- A. **Aim the nozzle at the base of the fire.**
- S. **Squeeze the lever**
- S. **Sweep the nozzle from side to side.**

When attacking a fire with an extinguisher stay back 15 to 20 feet from the fire and do a test squeeze to ensure the extinguisher is working and then while sweeping the nozzle from side to side at the base of the fire you may approach the fire. Once the fire is extinguished slowly walk backwards away from the fire and place the extinguisher on its side to signify that the extinguisher has been used. Never turn your back on the fire.

This facility has fire protection equipment that all staff is familiar with. This equipment and the staff's knowledge of how to use and understand it is vital to our patients' safety.

FACILITY LIFE SAFETY SYSTEMS 7

Smoke Compartments: The facility presently has six smoke compartments. Each compartment is separated by a fire rated door or by a smoke rated door. The facility has three smoke compartments on the first floor and three smoke compartments on the second floor.

- First Compartment located on the first floor is from door #5 to door by the time clock.
- Second Compartment located on the first floor is from laundry room to the dining room door between wing 5.
- Third Compartment located on the first floor is from dining room door to door #8.
- First Compartment located on the second floor is from door #1 to door #3.
- Second Compartment located on the second floor is from center smoke doors to the door between wing 2 and wing 4.
- Third Compartment is from door #4 to door #8.

- ❖ Smoke Compartments
  - Wing #2 is A smoke compartment
  - Wing #4 is A smoke compartment
  - Wing #5 is A smoke compartment
  - The maintenance hallway is A smoke compartment
- ❖ The smoke doors are located between wing #2 and wing #4; and wing #2 and wing #'s 1 and 3 on the second floor
- ❖ The smoke doors are located between wing #5 and the dining room and between the maintenance hallway and the laundry room. See Evacuation Plan
- ❖ Kitchen has smoke door between the dining room and the kitchen.

Fire Extinguishers: Extinguishers are located throughout the facility at various places. Extinguishers are to be used by staff to put out small, manageable fires that are not larger than wastebasket or similar size. During orientation and each year there is an

6

in-service on how to properly extinguish a fire. Never use an extinguisher on a person, use blankets to smother the flames on a person's body.

Hood System: The hood above the stove in the kitchen will automatically dispense an extinguishing agent if the temperature gets hot enough to melt the link that holds back the agent. To automatically dispense this agent you may pull the ring at the automatic station.

Alarm Panel: The enunciator panel located in the boiler room. This is our communication center for our fire detection equipment. We have four zones. Upper and lower smoke, pull station and sprinkler.

Pull Stations: Pull stations are located at each exit and are the quickest way to alert the rest of the staff that we have an unreported fire. If you see smoke or flames, rescue patients in immediate danger and then pull a pull station. If there is another person within ear shot alert them to pull the station while you help the patient. Never yell Fire as this will cause panic. Just ask for help to pull a station or use the code phrase "Code Race." Upon hearing this phrase you should immediately begin RACE Procedures.

10

Smoke Detectors:
- **Hard wired smoke detectors** are located throughout the building if set off the fire alarm will automatically sound.
- **Battery operated smoke detectors** are also located throughout the facility. If a battery operated smoke detector activates you must go to the nearest pull station and pull.

**Sprinkler System:** Portions of the building are sprinkled.
- Wing 4
- Activity room on wing 3
- Laundry area
- Boiler room
- Boiler room number 2

7

Emergency Evacuation Maps: There are maps that are keyed with location of pull stations and fire extinguishers throughout the facility. These maps also give a primary and secondary means of evacuation. The primary route will get you to a safe area outside the affected compartment and the secondary route will lead you outside the facility.

Fire Chemistry: In order to react appropriately during a fire it is important to understand the chemistry of fire. Fire occurs when 3 items come together. These items are oxygen, heat and fuel. If any of the items are taken away then the fire is extinguished. For example if there is a fire burning in a garbage can and a tight lid is placed over the can the fire will burn up its oxygen supply and the fire will go out. Another example is if a gas leak on a pipe is ignited you can remove the fuel by turning off the gas and the fire will go out. And finally by placing water on a flame you eliminate the heat of the fire and it will go out.

7

Good to have a life safety plan

Should show Smoke Compartments

7
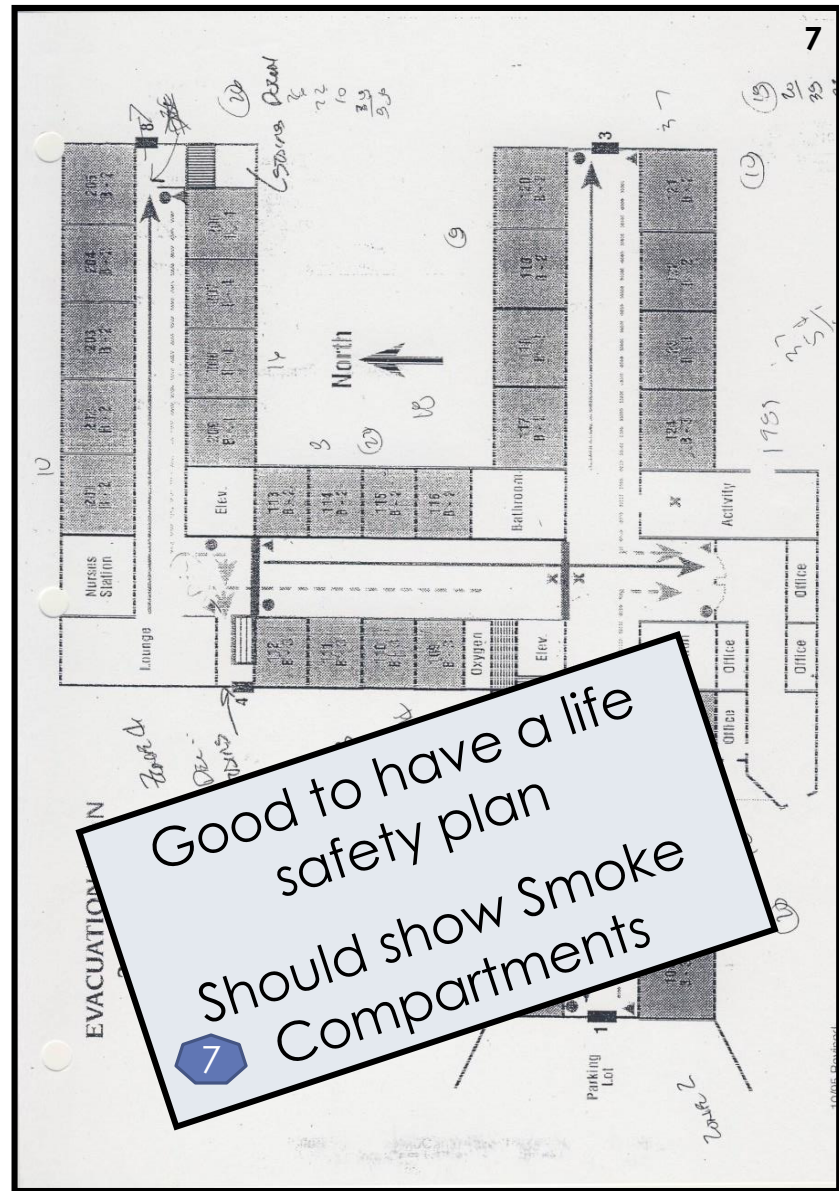
Fire Plan Example

LLSC Form 6B

FIRE REPONSE PLAN
Policy #

Revision Date: mm/dd/yyyy   Original Date: mm/dd/yyyy

PURPOSE :
To implement and maintain a comprehensive fire response plan for the health facility that:
1. Establishes effective and efficient response procedures fire emergencies;
2. Establishes procedures for fire drills;
3. Defines the expectations for staff and volunteers for fire response education; and
4. Establishes procedures for the monitoring, evaluation, and revision of the plan.

POLICY:
1. All staff and volunteers shall know and implement fire response policies and procedures; participate in fire drills; and attend educational sessions on fire response procedures.

2. Response to Discovering a Fire. Any staff member or volunteer who discover a fire, regardless of its size, shall immediately use the RACE procedures,

IF YOU DISCOVER A FIRE: Follow R.A.C.E. procedures, individually or as a team:

(6) R Rescue: Remove all people in the same room as the fire. If any person requires rescue, the discoverer shall go to the aid of that person, calling aloud "code red" (or other code phrase) for a fellow worker to pull the alarm.

(1) A Alarm: Pull the nearest fire alarm station AND call 52828 to provide the precise room location and a brief description of the fire situation.

(5) C Contain: Close the door to the room of the fire and adjacent rooms on both sides of it

E Evacuation/Extinguish: Prepare to Evacuate to the adjacent smoke compartment (if ordered) and/or Extinguish the fire only if you have been trained and can do so safely.

(4) 3. Response to an Alarm. All staff and volunteers, when notified of a "Code RED", shall immediately initiate fire response procedures, based on their proximity to the fire scene. Note: In Business Occupancies, staff should evacuate the building and congregate at a location that is identified in the department specific procedures.

A. IF A FIRE IS IN YOUR or A NEIGHBORING (beside/above/below) SMOKE COMPARTMENT: Follow C.H.E.E.R. procedures
C Clear: Remove all equipment and materials from the corridor.

H Help: Assist any neighboring zone that is in a fire emergency. This may Include sending staff or equipment

E Extinguisher: Bring extinguishers from your zone to the entry of the neighboring zone, in case they are needed.

Available for free download to members of LLSC "Code Central"

...atory Plan Elements

Mandatory Elements in Plan
1. Use of alarms
2. Transmit alarm to fire dept
3. Emerg Call to fire dept
4. Response to alarms
5. Isolation of fire
6. Evac of immediate area
7. Evac of smoke comp
8. Preparation for evac
9. Extinguishment of fire
10. Use of a Code Phrase

E **Encourage** patients and visitors to be calm. Assure them that steps are being taken for their safety. They should stay where they are until instructions are given to them.

R **Relocation Prep**: Prepare for possible horizontal evacuation from a neighboring smoke compartment, per the facility Evacuation Policy #____.

(8) In Patient Care Treatment/Procedure Areas: Prepare patients for possible evacuation by disconnecting patient from wall O2 and reconnect to mobile O2 cylinder. Turn off medical gas valves in the fire zone, if applicable, and after patient safety is confirmed. Unplug electrical equipment and maintain patient support manually, as necessary. A staff member will stay with the patient at all times and maintain a calm environment.

Notify the Fire Department of any missing staff or visitors.

B. IF A FIRE IS IN ANY OTHER LOCATION: Follow the following procedures:
  L **Listen**: Listen for instructions from supervisor, Code Red Team, or overhead PA system
  A **Assure**: Assure patients and visitors that steps are being taken for their safety. They should stay where they are until instructions are given.
  P **Prepare**: Prepare for potential building evacuation by reviewing the facility Evacuation Policy #____.

4. **Emergency Code Phrase**. All staff and volunteers shall know and use the term "Code Red" to communicate about fire emergencies to other staff whenever the fire alarm system is unavailable or out of order, or if the discoverer of a fire situation is busy rescuing persons within the fire area.

(8) 5. **Evacuation**. Evacuation from the room of the fire location is automatically accomplished as part of RACE, along with preparation for potential evacuation from the same smoke compartment.

(7) a) Actual evacuation from the smoke compartment is performed only when directed by a supervisor, the Code Red Team, or Fire Department using the evacuation procedures of the EVACUATION POLICY, #_____.

b) The normal steps of evacuation are 1). Horizontally from the zone with the fire emergency to the adjacent smoke compartment, 2). Vertically downward to the floor below, and, 3). Evacuation from the building, as a last resort. Each step is performed separately, with a separate order.

(9) 6. **Extinguishment of the Fire**. Only staff that are trained on the proper and safe use of hand-held portable fire extinguishers shall help fight the fire using portable fire extinguishers. Extinguishers are only used on small incipient stage fires when entering the fire scene does not endanger them or others, facilitate the spread of smoke and fire, or interfere with the evacuation process. To operate a

---

fire extinguisher, remember:

  P **PULL** the pin.
  A **AIM** the extinguisher at the base of the fire.
  S **SQUEEZE** the handles.
  S **SWEEP** side to side across base of fire.

7. **Code Red Team**. The Code Read Team shall consist of all members of the Facility and Environmental Service Departments. The Code Red Team will respond to all fire situations and assist with fire response activities, under the direction of the local Fire Department. All staff and volunteers will immediately comply with the directions of Code Red Team Personnel, Security Officers, or Fire Department officials during actual or simulated fire situations.

(2) Use of the Fire Alarm System and Transmission of Signal. The fire alarm system shall be used to report all fires and to notify staff of fires. All staff shall know the location of the nearest manual fire alarm box (pull station) in their usual work areas and shall be trained on how to use it. The fire alarm will automatically transmit an alarm signal to the local Fire Department. All staff and volunteers shall know and use the term "Code Red" to communicate about fire emergencies.

(3) Confirmation Phone Call. The _____ Department shall place a 9-1-1 call during all Code Red situations to confirm that the fire department has been notified, and to provide the fire department with critical information about the building, the fire and the location of the occupants.

10. **Fire Alarm & Paging System.** Upon activation of a fire alarm, the fire alarm system will automatically sound an audible signal and a flashing light will be visible. As a secondary means of communication to staff and the public, the switchboard operator will use the public address to announce 3 times the location (building, floor, room) from which the alarm originated.. When the fire emergency has been resolved, a PA message stating, CODE RED -- ALL CLEAR will be announced.

11. **Incident Command.** When a situation requires the use of incident command to manage the response and resolution of the event, either an Administrator or Admin. Rep. will contact the appropriate staff to implement the incident command process and establish an incident command center.

10. **Documentation**. All fire incidents (drills, false alarms, equipment malfunctions, and actual events) shall be documented. Copies of all documentation will be forwarded to the _____ Department.

11. **Plan Availability.** The health care facility shall have in effect and available to all supervisory personnel, this written plan for the protection of all persons in the event of a fire, for their evacuation to areas of refuge, and for their evacuation from the building when necessary. A copy of this plan shall be readily available at all times in all departments and in the Security Operations Center.

12. <u>Training.</u> All employees shall be periodically instructed and kept informed with respect to their duties under this plan. All staff and volunteers are expected to know the following basic fire response information.

- Fire Response Plan and Procedures
- Location and operation of fire alarm pull stations: located at all fire exits and instruction for activation on each station.
- Location of smoke compartments, fire exits and stairwells in their normal place of work:
- In fire situations DO NOT USE ELEVATORS.
- Evacuation procedures / routes: per Emergency Evacuation Policy #_____.
- Only trained staff shall use fire extinguishers. Patient care staff priorities are patients, visitors, and staff.
- Location and operation of oxygen shut-off valves (if applicable)
- Department/unit specific fire plan (i.e., know the specific hazards present due to the type of operations performed or patient served in the department, and the procedures developed to mitigate those hazards in a fire emergency).

13. <u>Department Directors</u> are responsible for Inventorying the unique conditions in their department that have a higher than normal risk of a starting a fire, or require special procedures to respond to a fire to the function of the department.

   a) Developing supplemental department / unit specific fire response procedures if the information in this policy requires additional clarification, and
   b) Ensuring all staff are trained in, and can effectively implement, both the facility and department specific fire response procedures.

14. <u>Fire Drills.</u> All staff and employees shall participate in regularly scheduled fire drills and follow the same procedures as they would for actual events to assess staff and volunteer knowledge of fire response procedures and to test / evaluate fire safety systems and equipment.

   a) Fire drills are intended to test and evaluate the efficiency, knowledge, and response of personnel in implementing this fire response plan and must be conducted as if there was an actual fire, except that drills will be announced over the PA system as CODE RED – DRILL.
   b) Fire drills on all shifts shall include the transmission of a fire alarm signal and simulation of emergency fire conditions.
   c) Infirm or bedridden patients shall not be required to be moved during drills to safe areas or to the exterior of the building.
   d) Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency
   e) Fire Drills in the health care facility shall be conducted quarterly on each shift to familiarize all personnel with the signals and emergency action

required in accordance with elements of this plan. When drills are conducted between 9:00 P.M. and 6:00 A.M., a coded announcement (Code Red) shall be permitted instead of audible alarms, but transmission of the alarm is still required.

   f) There can only be a limited observable pattern in the time and location of drills. During any 12 month period on the same shift no more than two "days" can be within the same week of the month, two "times" may be within 1 hour of each other, and locations cannot be duplicated.
   g) False alarms and actual fire incidents may be substituted for required drills, provided the alarms system was activated, a Code RED response implemented, a full written record is generated, and the non-pattern frequency/location requirements of drills is accomplished.
   h) Fire drills in business occupancies shall be conducted on an annual basis if there are more than 500 persons in the building, or more than 100 in the basement or on floors above the 1st floor.
   i) The _____ Department is responsible for conducting the actual drill. The drill director will simulate a fire situation for staff and volunteers and request them to respond appropriately by initiating emergency fire response activities. The drill director will evaluate the response and provide any education to staff and volunteers to correct deficiencies noted.
   j) Documentation will be prepared by the drill director on all fire related incidents including: drills, false alarms, equipment malfunctions, and actual events. Copies of all reports related to the fire incidents will be sent to the Safety Director.
   k) The Safety Director will compile the results of the drill from the documentation and take any action necessary to correct/resolve identified problems. A written record of the drill shall be completed. The Safety Director will review all documentation of fire incidents and make adjustments, resolve issues, revise procedures, etc., as necessary. Summaries of all fire incidents, fire drills, fire safety training or other matters related to the fire safety program of the health care facility, including revisions, corrective actions, etc. will be reported, on a regular basis, to the appropriate Council of the Health care facility Safety Committee by either the Safety Director or the Security Manager.

ORIGINATOR & APPROVAL:

FIRE TRAINING

Mandatory Training Requirements

1. Staff Duties
   - Use & Response to Alarms
   - Life Safety Procedures

2. Life Safety Devices

1. Staff Duties

Extract from your Fire Plan

12. **Staff Knowledge & Training**.

- All employees shall be periodically instructed and kept informed with respect to their duties under this plan. All staff and volunteers are expected to know the following basic fire response information.

- Fire Response Plan and Procedures

- Location and operation of fire alarm pull stations: located at all fire exits and instruction for activation on each station.

- Location of smoke compartments, fire exits and stairwells in their normal place of work:

- In fire situations DO NOT USE ELEVATORS.

- Evacuation procedures / routes: per Emergency Evacuation Policy xxxx

- Only trained staff shall use fire extinguishers. Patient care staff priorities are patients, visitors, and staff.

- Location and operation of oxygen shut-off valves (if applicable)

- Department/unit specific fire plan (i.e., know the specific hazards p...
due to the type of operations performed or patient served in the department, and the procedures developed to mitigate those hazar...
fire emergency).

Make sure each is covered in your training

41

1. Staff Duties

- **Fire Response Type Duties**

- **Life Safety Procedures**

- **Life Safety Devices**

- **Dept Specific Duties**

12. **Staff Knowledge & Training**.
- All employees shall be periodically instructed and kept informed with respect to their duties under this plan. All staff and volunteers are expected to know the following basic fire response information.
- Fire Response Plan and Procedures
- Location and operation of fire alarm pull stations: located at all and instruction for activation on each station.
- Location of smoke compartments, fire exits and stairwells in their normal place of work:
- In fire situations DO NOT USE ELEVATORS.
- Evacuation procedures / routes: per Emergency Evacuation Po
- Only trained staff shall use fire extinguishers. Patient care staff priorities are patients, visitors, and staff.
- Location and operation of oxygen shut-off valves (if applicable)
- Department/unit specific fire plan (i.e., know the specific hazard due to the type of operations performed or patient served in the department, and the procedures developed to mitigate those hazards in a fire emergency).

1. Staff Duties

- **Fire Response Duties**

FIRE RESPONSE

→ Auto Race

AT THE FIRE

AWAY FROM THE FIRE

R-A-C-E

P-A-S-S

C-H-E-E-R

43
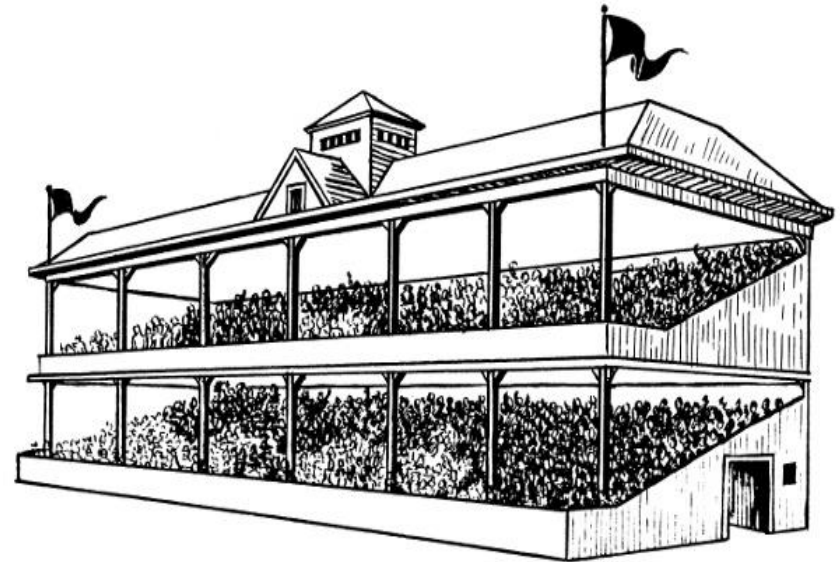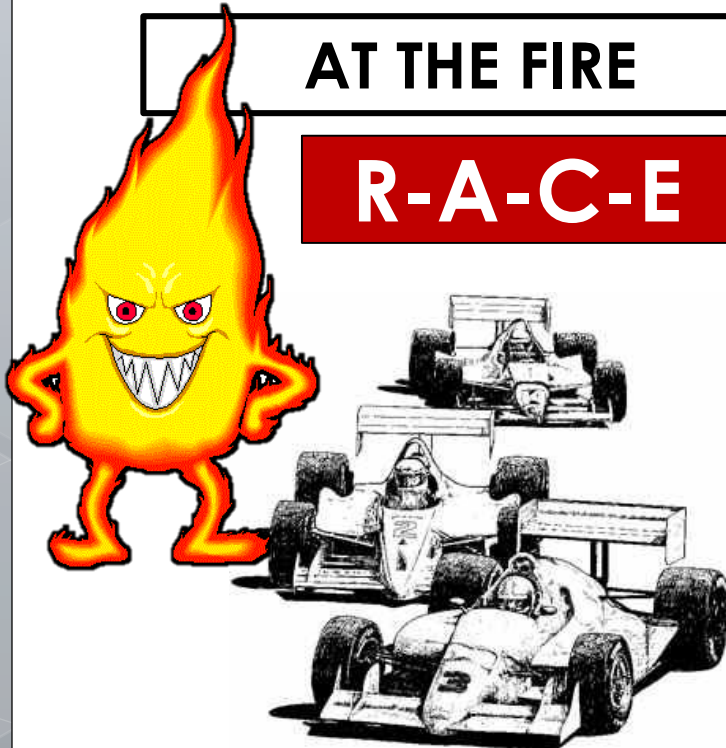
1. Staff Duties

- **Fire Response Duties**
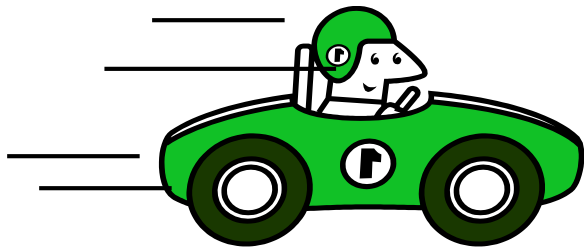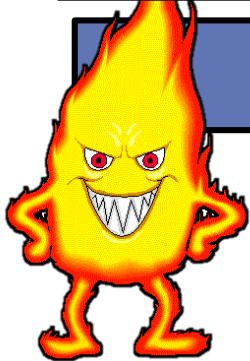
AT THE FIRE (race)

R — **Remove** People in Same Room as the Fire

A — Activate the **Alarm**

C — **Confine** the Fire by closing the door to the Room

E — **Extinguish** the Fire if capable and it's small

R-A-C-E

1. Staff Duties

- **Fire Response Duties**
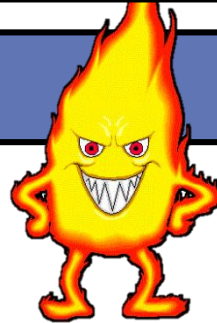
AT THE FIRE (race)

P   **Pull** the Pin

A   **Aim** at the Base of the Fire

S   **Squeeze** the trigger

S   **Sweep** the Fire, slowly

P-A-S-S
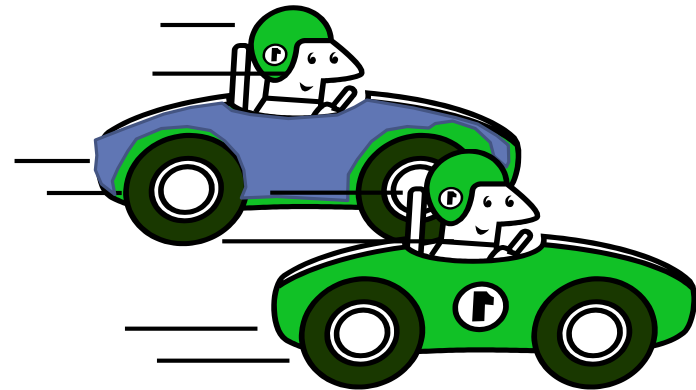
Fire Training

1. Staff Duties

- **Fire Response Duties**

AT THE FIRE (race)

P   **Pull** the Pin

A

-S-S

S

...gger
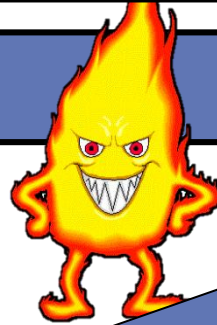
S   **Sweep** the Fire, slowly

Fire Extinguisher Training only given to those who authorize to use them

46
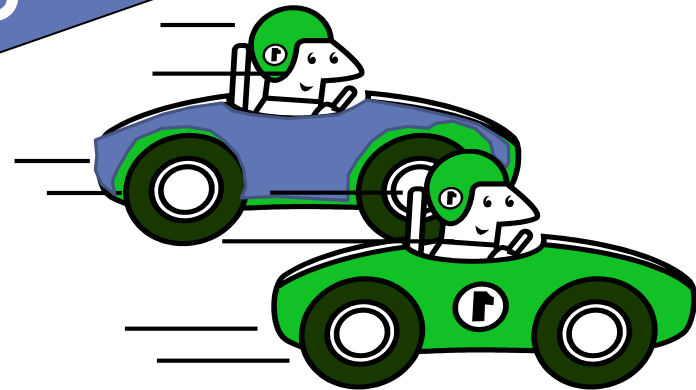
1. Staff Duties

- **Fire Response Duties**

AWAY FROM FIRE

C-H-E-E-R

47

1. Staff Duties

AWAY FROM FIRE

- **Fire Response Duties**

C — **Clear** the Corridors

H — **Help** neighbor zone

E — **Extinguisher** brought

E — **Encourage** Patients & Visitors

R — **Relocate Prep**

C-H-E-E-R

48

1. Staff Duties

- **Life Safety Procedures**

**Follow Evacuation procedures
per Facility Evac Policy**

DEFEND-IN-PLACE !

49

1. Staff Duties

- **Life Safety Procedures**

Staff MUST know about:

- Smoke Compartments
- Smoke Barriers
- Fire Alarm Sys
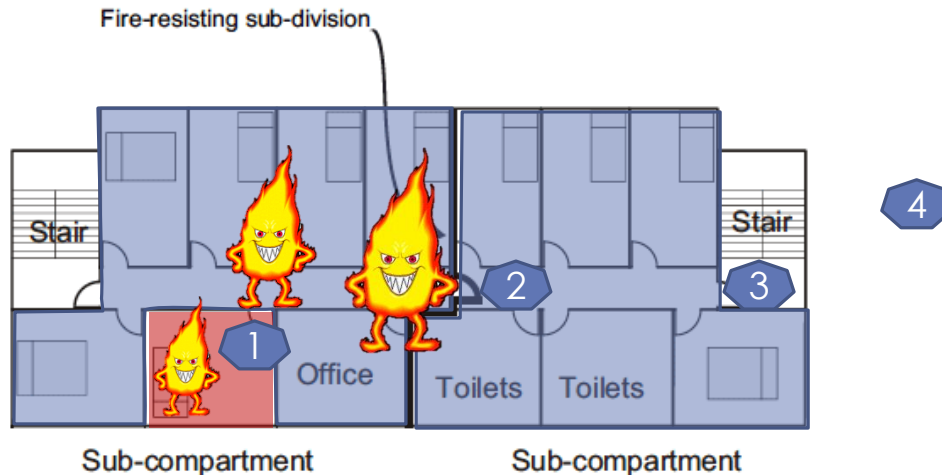- Smoke Detectors

- Their Part in the Plan

DEFEND-IN-PLACE !

1. Staff Duties

• Life Safety Procedures

4 Typical Evac Levels

1. Room of Fire (Race) (no rating)
2. **Smoke Compartment** (1 hr rating)
3. **Floor** (1 or 2 hr rating)
4. **Building**

Fire-resisting sub-division

Stair

Stair

Office

Toilets Toilets

Sub-compartment   Sub-compartment

1. Staff Duties

Vertical Exits

Staff should to trained on LOCATIONS of:

PRAIRIESIDE
A BUILDING

You are Here

Vertical Exit Paths

Pull Stations & Fire Extinguishers

Smoke Barriers

Horizontal Exit Paths

Their Own & Adjacent Smoke Compartments
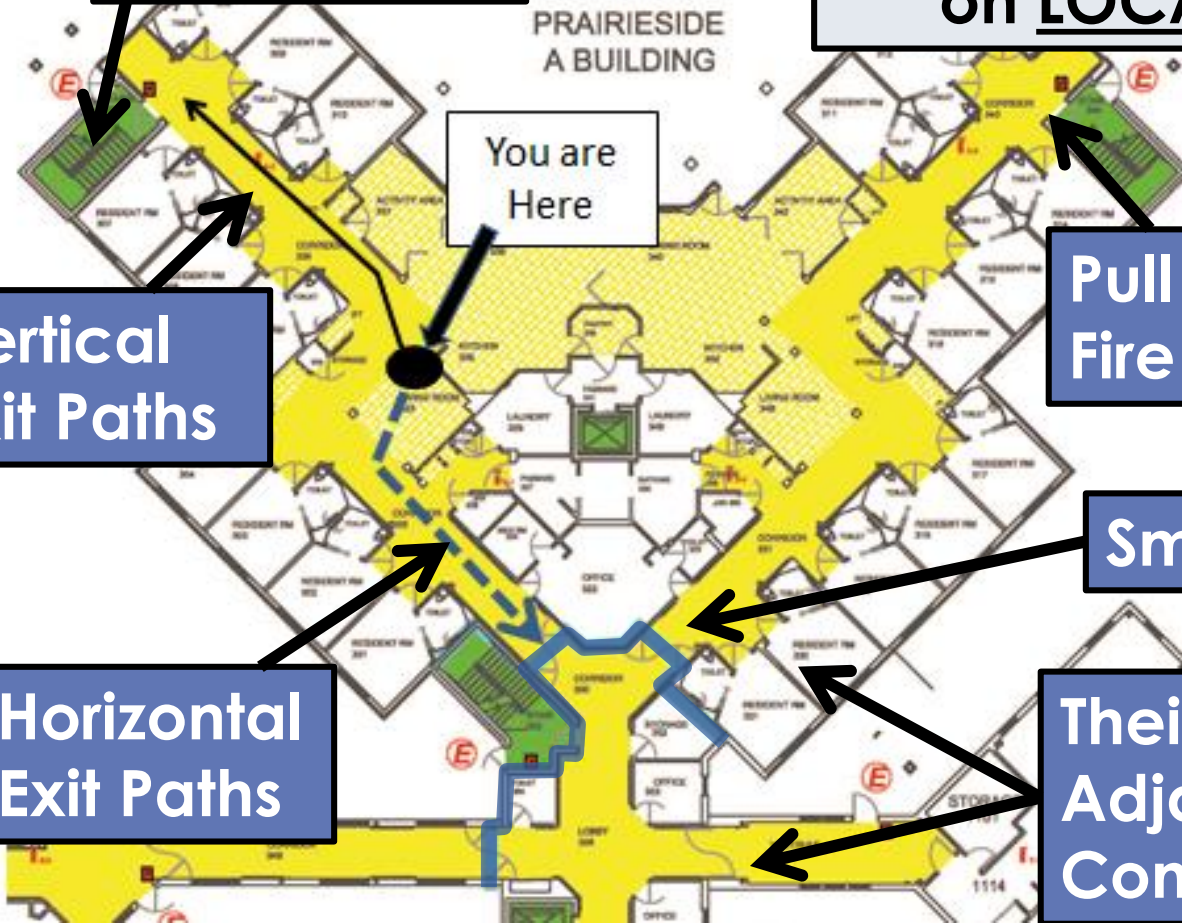
1. Staff Duties

- **Life Safety Procedures**

In fire situations, DO NOT use elevators

Why Not?

- Stranded if Loss of Power

- Elevator Buttons may "fuse" in a fire & cause elevator to go to the fire floor

- Smoke in the shaft

- Very slow method to evac large numbers

1. Staff Duties

• Life Safety Devices

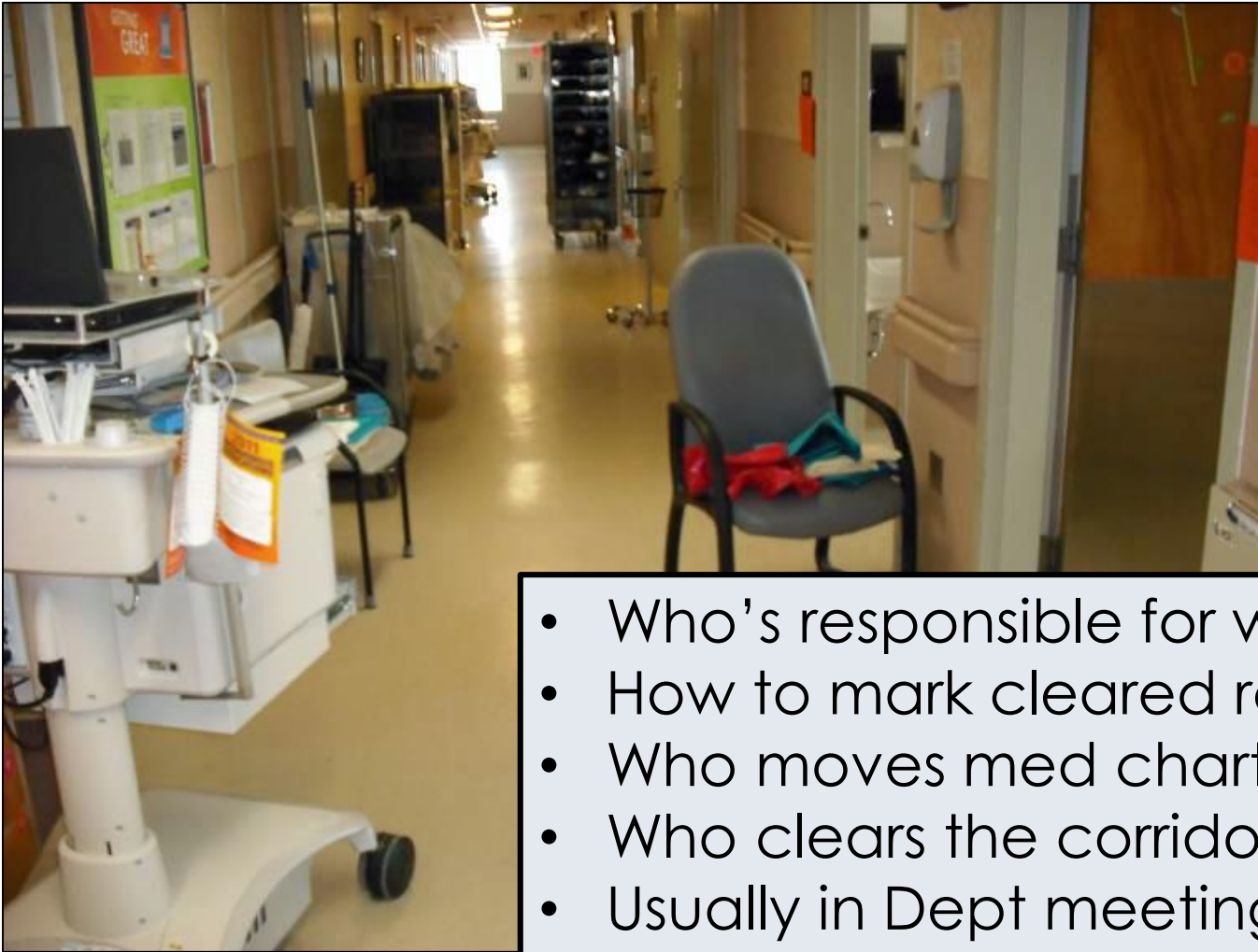**Staff should be trained on LOCATIONS & How/When to operate Med Gas Zone Valves**

1. Staff Duties

• Dept Specific Duties

- Who's responsible for what
- How to mark cleared rooms
- Who moves med charts & meds
- Who clears the corridors
- Usually in Dept meeting

Specifically show program content contains these items

IN-SERVICE TRAINING RECORD
RETAIN FOR THREE YEARS

Mandatory Training Requirements
1. Staff Duties
2. Use & Response to Alarms
3. Life Safety Devices
4. Life Safety Procedures
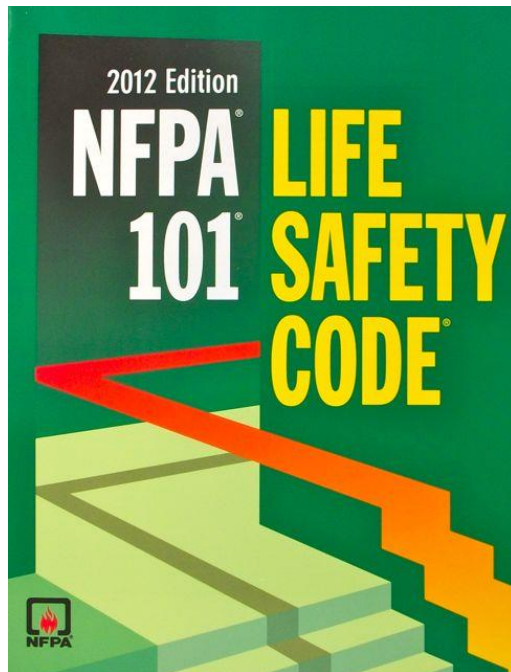
Have Training Documents on hand

Fire Drill Requirements

Code Requirements
for
FIRE DRILLS
are found in 2 Locations

1. **Core Codes** – Chapter 4

2. **Occupancy Chapters** – Chapter 12-42

NFPA 101 LIFE SAFETY CODE
2012 Edition

There are Core Drill Requirements

But LSC 4.7 applies ONLY if directed by the occupancy chapter, x.7.x

1.Follow 4.7 Requirements

- Assembly (12/13)
- Education (14/15)
- Day Care (15/16)
- Hotels & Dorms (28/29)
- Mercantile (36/37)
- Business-Hi-Rise (38-39)

2.Has Own Requirements

- Health Care (18/19)
- Ambulatory (20/21)
- Detention (23/24)
- Apartments (30/31)
- Board & Care (32/33)

3.No Requirements

- 1 & 2 Family (24)
- Lodging/Rooming(26)
- Industrial (40)
- Storage (42)

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4.7.1 – Where Required
- Purpose: Emergency egress & Relocation
- per Occupancy Chapter
  - **Assembly (12/13)**
  - **Business-Hi-Rise (38-39)**
- Per AHJ
- Designed in Cooperation with local Fire Dept

4.7.2 – When Frequency
- per Occupancy Chapter
- Per AHJ
- Sufficient to familiarize occupants will procedures as a matter of routine
- All persons subject to the drill participate

Fire Drill Codes

- **Assembly (12/13)**
- **Business-Hi-Rise (38-39)**

4.7.3 – Orderly Evacuation
- Emphasis on orderly evac rather than speed

4.7.4 – Simulated Conditions
- Held at expected & unexpected times
- Held under varying conditions to simulate the unusual conditions that can occur in an actual emergency

4.7.5 – Relocation Area
- Participants shall relocate to a predetermined location
- Remain at this location until recall is given

4.7.6 – Record
- Written record by responsible person

60

FIRE DRILLS records are checked
During **every** Health Care inspection

DON'T MISS ANY !

18/19.7.1.6 – <u>FIRE DRILLS.</u>
- Conducted quarterly on each shift
- To familiarize staff with signals and emergency actions

1st Quarter **2nd Quarter** **3rd Quarter** **4th Quarter**

12

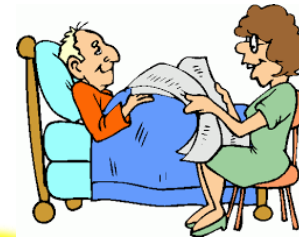**18/19.7.1.4 – FIRE DRILLS. Shall include:**
Simulation of emergency fire condition

Same Requirements in both New & Existing

18/19.7.1.5 – <u>FIRE DRILLS.</u>

- Infirm or bedridden patients shall **<u>not be</u>** required to be moved during drills to safe areas or to the exterior of the building

Same Requirements in both New & Existing
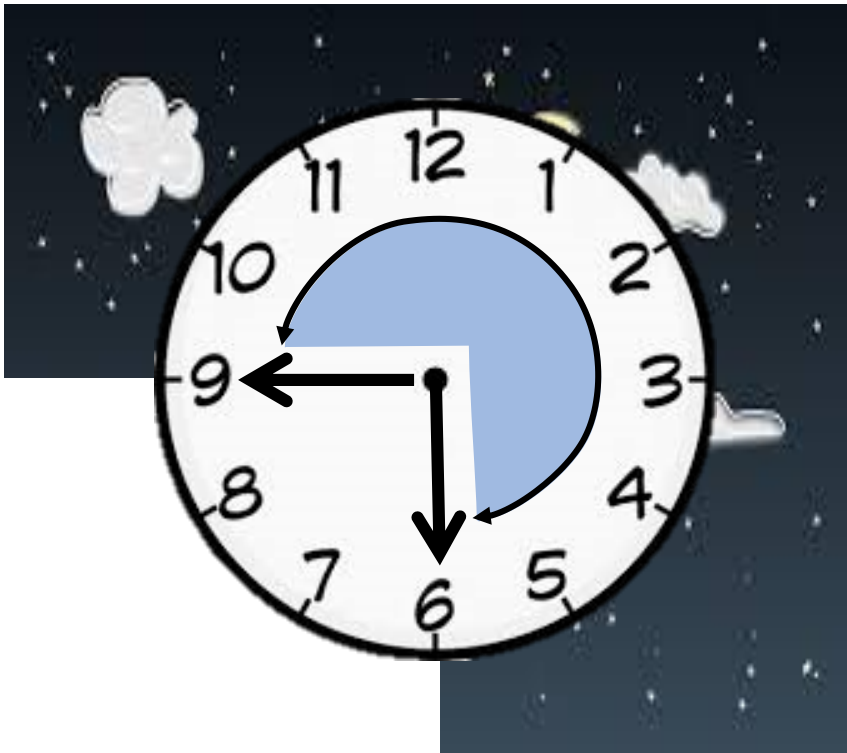
64

18/19.7.1.4 – <u>FIRE DRILLS.</u> Shall include:
1. Transmission of signal

Facility
Control Panel

Monitoring
Company

Fire Department

Facility
Pull, Smoke,
Water Flow

Same Requirements in both New & Existing

65

18/19.7.1.7 – PM <u>FIRE DRILLS.</u>

- If conducted between 9 pm and 6 am, a coded announcement shall be permitted instead of audible alarms

Still Need to Operate Visuals & Transmit Alarm

66

FIRE DRILL FORMS

FIRE DRILLS POLICY

Steps:

1. Introduce fire indicator to the group (towel, cone, etc)
2. Familiarize staff with the annunciator panel (if applicable)
   - Show staff how panel relates to physical building
   - Demonstrate how lights correspond to triggerfs in various building locations
3. Train staff on operation of door latches (both positive and roller latches)

Perform a fire drill

1. Inform fire station / monitoring company of the test
2. Place commonly recognized fire indicator in the zone of the trigger device that will be activated
3. Test the system by activating a smoke detector, pull station, or other trigger in the proper zone
4. Maintenance staff should verify activation at the fire department / monitoring company
5. Staff in the zone of origin should systematically inspect each room to find the fire, ensure doors are clos
6. Staff in other zones should calm residents, let them know it's only a drill, and _____ rs until the drill is over
7. After fire is located, suspend the drill, silence the alarms, and notify the facil_____ concluded
8. Have maintenance staff reset the alarm system
9. Call fire station / monitoring company and let them know the test is concluded

Verify operation of the alarm system (during drill)

1. Confirm that annunciator panel(s) indicated the proper zone of the fire
2. Conduct a walk-through inspection checking the following items
   - Strobes and alarms can be seen and heard in all areas of the building
   - Magnetically operated smoke doors closed with no gaps

The drill is meant to test the staff:

(not maintenance)
- On how to activate the fire alarm &
- On how to respond to alarms

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Doc.Rev Checklist

Fire Drills

Specific Tag Requirements

1. **1/Shift/Quarter**
2. **Varied Days (max 2 within a day of each other)**
3. **Varied Times (max 2 within an hr of each other)**
4. **Varied Locations (none in same smoke compart)**
5. **Staff/auto activate alarm**
6. **Include Transmission of Alarm**
7. **Include Back Up Call to FD or Monitoring**
8. **Documented staff participation**
9. **Documented evaluation of drill**

FIRE DRILL GRID

Shift	(January-March) Quarter 1	(April-June) Quarter 2	(July-September) Quarter 3	(October-December)
1	Date_____ Time 22:15 14:19 Relay Station Time_____ Person_____	Date_____ Time 1200 Relay Station Time_____ Person_____	Date_____ Time ____ 100 Relay Station Time_____ Person_____	
2	Date_____ Time 14:19 22:15 Relay Station Time_____ Person_____	Date_____ Time 1600 1800 Relay Station Time_____ Person_____	Date_____ Time 18:07 Relay Station Time 18:07 Person SAN	
3	Date 0140 Time_____ Relay Station Time_____ Person_____	Date_____ Time_____ Relay Station Time_____ Person_____	Date_____ Time 0430 Relay Station Time_____ Person_____	

Doc.Rev Checklist

14. Fire Drills

Specific Tag Requirements

1. X 1/Shift/Quarter

2. Varied Days (max 2 within a day of each other)

3. Varied Times (max 2 within an hr of each other)

4. Varied Locations (none in same smoke compart)

5. Staff/auto activate alarm

6. Include Transmission of Alarm

7. Include Back Up Call to FD or Monitoring

8. Documented staff participation

9. Documented evaluation of drill

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FIRE DRILL GRID

	1st Quarter	2nd Quarter	3rd Quarter	4t
1st Shift 6am-2pm	1/5/09 2:30pm	4/10/09 9:00am	7/13/09 1:00am	10 7:
2nd S 2 1	2/2/09	5/6/09	8/11/09	11 5:
3				12
10pm-6am	3:00am	12:00am	10:00pm	5:

Drill was conducted after the 1st shift was over & must be counted as a 2nd shift drill, which leaves no drill on 1st shift during the 1st Quarter

Doc.Rev Checklist

14. Fire Drills

Specific Tag Requirements

1. X 1/Shift/Quarter
2. Varied Days (max 2 within a day of each other)
3. Varied Times (max 2 within an hr of each other)
4. Varied Locations (none in same smoke compart)
5. Staff/auto activate alarm
6. Include Transmission of Alarm
7. Include Back Up Call to FD or Monitoring
8. Documented staff participation
9. Documented evaluation of drill

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FIRE DRILL GRID

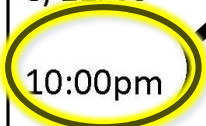|	1st Quarter	2nd Quarter	3rd Quarter	4t
1st Shift	1/5/09	4/10/09	7/13/09	10
2nd Shift 2pm-10pm	2/2/09 4:45pm	5/6/09 7:00pm	8/11/09 10:00pm	7:
3rd Shift 10pm-6am	3/3/09 3:00am	6/10/09 12:00am	8/11/09 10:00pm	12 5:

A drill during a shift change *cannot* be counted as a drill for both shifts, which leaves one of the shifts without a drill

Doc.Rev Checklist

14. Fire Drills

Specific Tag Requirements

1. X 1/Shift/Quarter
2. **Varied Days (max 2 within a day of each other)**
3. **Varied Times (max 2 within an hr of each other)**
4. **Varied Locations (none in same smoke compart)**
5. **Staff/auto activate alarm**
6. **Include Transmission of Alarm**
7. **Include Back Up Call to FD or Monitoring**
8. **Documented staff participation**
9. **Documented evaluation of drill**

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FIRE DRILL GRID

Qrt.	Month	7-3	3-11	11-7
First Quarter	Jan.	1/7/06 Zone 11 Time 1:30PM		
	Feb.		2/23/06 Zone 12 Time: 3:15pm	
	March			3/6/06 Zone 4 5:45 AM
Second Quarter	April		4/22/06 Zone 2 Time: 3:00PM	
	May	5/2/06 Zone 1 Time: 1:35PM		
	June			6/5/06 Zone 7 5:15 AM
Third Quarter	July	7/15/06 Zone 4 Time: 2:50PM		
	Aug.		8/19/06 Zone 3 Time: 7:00PM	
	Sept.			9/18/06 Zone 8 5:00 AM
Fourth	Oct.	10/21/06 Zone 9		
	Nov.		11/20/06 Zone 10 Time: 6:00PM	
	Dec.			12/23/06 Zone 11 5:30 AM

Grid, by itself, does not include all info to demonstrate compliance

Doc.Rev Checklist

14. Fire Drills

Specific Tag Requirements

1. ✓ 1/Shift/Quarter
2. ✓ Varied Days (max 2 within a day of each other)
3. Varied Times (max 2 within an hr of each other)
4. Varied Locations (none in same smoke compart)
5. Staff/auto activate alarm
6. Include Transmission of Alarm
7. Include Back Up Call to FD or Monitoring
8. Documented staff participation
9. Documented evaluation of drill

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FIRE DRILL GRID

Qrt.	Month	7-3	3-11	11-7
First Quarter	Jan.	1/7/06 Zone 11 Time 1:30PM		
	Feb.		2/28/06 Zone 12 Time: 3:15pm	
	March			3/6/06 Zone 4 5:45 AM
Second Quarter	April		4/22/06 Zone 2 Time: 3:00PM	
	May	5/2/06 Zone 1 Time: 1:35PM		
	June			6/5/06 Z 7 5:15AM
Third Quarter	July	7/15/06 Zone 4 Time: 2:50PM		
	Aug.		8/19/06 Zone 3 Time: 7:00PM	
	Sept.			9/18/06 Zone 8 5:00 AM
F	Oct.	10/21/06 Zone 9		
			11/20/06 Zone 10 Time: 6:00PM	
				12/__/06 Zone 11 5:30 AM

Grid, by itself, does not include all info to demonstrate compliance

Doc.Rev Checklist

14. Fire Drills

Specific Tag Requirements

1. ✓ **1/Shift/Quarter**
2. ✓ **Varied Days (max 2 within a day of each other)**
3. X **Varied Times (max 2 within an hr of each other)**
4. **Varied Locations (none in same smoke compart)**
5. **Staff/auto activate alarm**
6. **Include Transmission of Alarm**
7. **Include Back Up Call to FD or Monitoring**
8. **Documented staff participation**
9. **Documented evaluation of drill**

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RECOMMENDED FIRE DRILL GRID

FIRE DRILL LOG FOR YEAR _____

	1st SHIFT			2nd SHIFT			3rd SHIFT		
	Date	Time	Loc	Date	Time	Loc	Date	Time	Loc
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									

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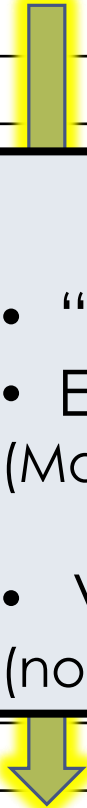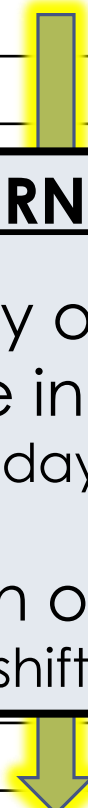
RECOMMENDED FIRE DRILL GRID

FIRE DRILL LOG FOR YEAR _____

	1st SHIFT			2nd SHIFT			3rd SHIFT		
	Date	Time	Loc	Date	Time	Loc	Date	Time	Loc
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									

NO PATTERN WITH DATES

- "Same" day of month
- Early or late in month

(Max 2 within a day of each other)

- Vary Month of Drill

(not always 1st shift in 1st month, etc.)

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RECOMMENDED FIRE DRILL GRID

FIRE DRILL LOG FOR YEAR _____

	1st SHIFT			2nd SHIFT			3rd SHIFT		
	Date	Time	Loc	Date	Time	Loc	Date	Time	Loc
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									
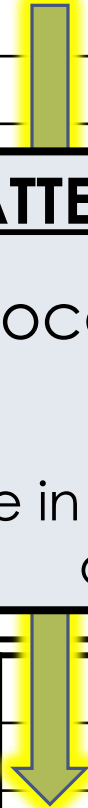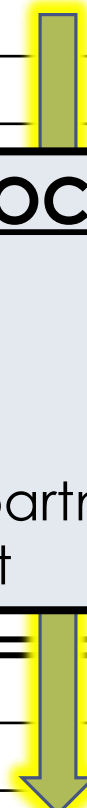
NO PATTERN WITH TIME

- "Same" time of day

(Max 2 within an hour of each other)

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RECOMMENDED FIRE DRILL GRID

FIRE DRILL LOG FOR YEAR _____

	1st SHIFT			2nd SHIFT			3rd SHIFT		
	Date	Time	Loc	Date	Time	Loc	Date	Time	Loc
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									

NO PATTERN WITH LOCATION

- Vary locations

None in same compartment
on same shift

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RECOMMENDED FIRE DRILL GRID

FIRE DRILL LOG FOR YEAR _____

	1st SHIFT			2nd SHIFT			3rd SHIFT		
	Date	Time	Loc	Date	Time	Loc	Date	Time	Loc
Jan Feb Mar	One Valid Drill = Okay			One Valid Drill = Okay			One Valid Drill = Okay		
Apr May Jun	One Valid Drill = Okay			**12**			One Valid Drill = Okay		
Jul Aug Sep	One Valid Drill = Okay						One Valid Drill = Okay		
Oct Nov Dec	One Valid Drill = Okay			One Valid Drill = Okay			One Valid Drill = Okay		

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LLSC Form #6CA

FIRE DRILL LOG

Your Logo Here

| Q | FIRE DRILL LOG |

Facility:

FIRE DRILL LOG: For each fire drill enter the date, time it started, and precise location (floor & room name). Although drills must be unannounced, they should be pre-planned to ensure the drills are held are varying times, locations, and circumstances. Key CMS checkpoint are shown below

| LSC-2012 §18/19.7.1 | TJC-EC.02.03.03 EP 3 |

1. Date, time, AND location must vary so that no pattern is detectable in either the same day or shift. The Log makes it easy to spot patterns when viewing up/down or accross the 12 boxs
2. Must vary month of drill so not always on 1st shift in 1st month; 2nd shift in 2nd month; ect.
3. Must vary date so max of two within a 7 days of each other;
4. Must vary time of drill so only 2 of the 4 times in the same shift can be within an 1 hour of each other.
5. Drills held at the change of shift can only be counted for one shift
6. Must vary location of drill so there is only drill per smoke compartment per shift per year
7. All fire drills, including 3rd shift, must include activation of the fire alarm system and transmission to the monitoring company, with a post-drill call-back verification of receipt of the alarm and documentation on the fire drill report form.
8. Each of the 12 sections of the Log must have at least one drill to satisfy the basic requirement of one drill per shift per quarter.

Month	FIRST SHIFT			SECOND SHIFT			THIRD SHIFT		
	Date	Time	Location	Date	Time	Location	Date	Time	Location
Jan									
Feb									
Mar									
April									
May									
June									
July									
Aug									
Sept									
Oct									
Nov									
Dec									

RECOMMENDED FIRE DRILL GRID

- Code Ref
- Checkpoints
- Grid

Available for free download to members of LLSC "Code Central"

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FIRE DRILL REPORT FORM

Many Forms are Available

There isn't a "Best" Form

Use one that fits facility culture

Make sure it contains **Key Checkpoints**

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FIRE DRILL REPORT

FACILITY   LLSC Form #6CB

facility Logo Here

Fire Drill Report
Year:_____ Qtr:_____
Shift: _____

Drill Date		Drill Start Time		AM / PM
			Floor		Shift
Smoke Compart.		Dept		Room Name / #	

☐ Drill ☐ Actual
☐ False A ☐ Other

DESCRIBE FIRE SCENARIO

EVALUATION of FIRE AREA	Overall Eval (circle)	Explain Problems & Corrective Actions
(R) Remove those in immediate danger	OK / Not OK	Name of who Performed_____
(A) Alarm Activated — Method: ☐ Smoke ☐ Pull ☐ Sprinkler	OK / Not OK	Name of who Performed_____
(C) Confine fire by closing door/kept closed	OK / Not OK	
(E) Extinguish Fire (only if small; by Trained)	OK / Not OK	

EVALUATION of OTHER AREAS	Overall Eval (circle)	Explain Problems & Corrective Actions
(C) Cleared Corridors	OK / Not OK	
(H) Help from Neighboring Areas	OK / Not OK	
(E) Extinguishers Brought	OK / Not OK	
(E) Encouraged Visitors/Residents	OK / Not OK	
(R) Relocation/Evac Prep	OK / Not OK	

EVALUATION of SYSTEMS	Overall Eval (circle)	Explain Problems & Corrective Actions
Confirmation Call Made to Fire Dept	OK / Not OK	ID of FD Contact:_____; Time Confirmed:_____; By
Fire Alarm Transmission Confirmed	OK / Not OK	ID of Monitoring Contact:_____ Time Confirmed:_____; By_____
Fire Alarm Signals Heard Throughout	OK / Not OK	
Fire Doors Closed Throughout	OK / Not OK	
Code Red Team Response per Policy	OK / Not OK	
PA Announcement (backup)	OK / Not OK	
Other (describe)	OK / Not OK	

Drill Conducted By:
Drill Attendance (attach sign-in sheet)

---

recommended **FIRE DRILL REPORT FORM**

Doc.Rev Checklist

14. Fire Drills

Specific Tag Requirements

1. 1/Shift/Quarter
2. Varied Days (max 2 within a day of each other)
3. Varied Times (max 2 within an hr of each other)
4. Varied Locations (none in same smoke compart)
5. **Staff/auto activate alarm**
6. **Include Transmission of Alarm**
7. **Include Back Up Call to FD or Monitoring**
8. **Documented evaluation of drill**
9. **Documented staff participation**

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FIRE DRILL ATTENDANCE

FACILITY

LLSC Form #6CB

facility Logo Here

Fire Drill Report
Year:_____ Qtr:_____
Shift: _____

| Drill Date | | Drill Start Time | | AM PM | Floor | | Shift | |

I participated in the above fire drill:

	Name	Department
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

Attached additional sheets as necessary

recommended **FIRE DRILL REPORT FORM**

Doc.Rev Checklist

14. Fire Drills

Specific Tag Requirements

1. 1/Shift/Quarter
2. Varied Days (max 2 within a day of each other)
3. Varied Times (max 2 within an hr of each other)
4. Varied Locations (none in same smoke compart)
5. **Staff/auto activate alarm**
6. **Include Transmission of Alarm**
7. **Include Back Up Call to FD or Monitoring**
8. **Documented staff participation**
9. **Documented evaluation of drill**

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FIRE PLANS & DRILLS

1. Fire Plan Code
2. Fire Plan Example
3. Fire Drill Code
4. Fire Drill Forms