

DISASTER DRILL REVIEW FORM

- 1. For medical or police emergencies does staff know what number to call? yes no # _____
- 2. For loss of power does staff know the landlords emergency number? yes no # _____
- 3. Wher are MSDS's (Material Safety Data Sheet) kept for this site? _____
- 4. Does staff know where to obtain back-up MSDS information? yes no
Poison Control 275-3232
- 5. Does staff know who to contact for curtailment of services? yes no
Clinical Director of Ambulatory Care
- 6. Does staff know who to contact for loss of phone service? yes no _____
- 7. Does staff know who to contact for loss of computer service? yes no _____

INSTRUCTIONS FOR COMPLETING FIRE DRILL/ DISASTER DRILL EVALUATION FORM

JCAHO mandates that off-site facilities which are classified as "Business Occupancies" must conduct a minimum of one Fire Drill and one Disaster Drill per shift annually. Even sites which may have only one employee, such as a blood draw station, must conduct and document both drills. For fire drills you do not have to activate the building fire alarm (this just needs to be simulated). The following form will guide the employee(s) through the proper response and test their knowledge of general fire and disaster safety.

Staff Responses:

Staff responses to the scenario should be actually implemented whenever possible. Patients and visitors however, are not required to be moved or evacuated. Not all facilities have fire alarm systems, and in some cases cannot be activated because the alarm may affect other occupants in the building. If an actual alarm is to be activated be sure all appropriate personnel have been notified, such as the alarm company and/or fire department. For the purpose of the drill the back up call to the emergency number shall be simulated to avoid an accidental response. All staff need to participate and is recommended that they sign the area marked participants on the drill forms.

Filing and submitting the Fire Drill Reports:

Maintain one copy of the drill evaluation report on site for review by Strong Hospital Safety Representatives or by regulatory outside agencies. Mail one copy via intra-mural mail to the University of Rochester Fire Marshal's Office at RC Box 278878 or fax it to 274-0001, if there are any questions please call our office at 275-3241.