

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS022	Approved by: Mark Cavanaugh
Title: URM Surgical Center- Fire Drills	Date: 10/10/2022
Revision No.: 4	Page 1 of 5
Prepared by: Mark Militello	
EH&S Department Use Only: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

I. PURPOSE

This procedure establishes the steps to perform a fire drill for the URM Surgical Center located at 180 Sawgrass Drive.

II. PERSONNEL AFFECTED

Fire Safety Specialist/Fire Safety Inspector II for patient care areas
Building maintenance personnel and staff members

III. DEFINITIONS

Drill Coordinator is the person responsible for scheduling and conducting the drill. This person is usually the Fire Safety Specialist/Fire Safety Inspector II from EH&S.

IV. RESPONSIBILITIES

- 1) The Drill Coordinator will contact the Simplex Central Monitoring Center **1-888-746-7539** and advise them that a fire drill will be conducted for the building and to ignore alarms from the property until further notice. You will need to give them both the account number and passcode in order to take the account offline (see fire alarm procedure for 180 Sawgrass.) Contact information is located on the fire alarm control panel door and in the fire drill evaluation binder. Document the name of the Simplex Operator whom you spoke with, including date and time.

V. PROCEDURES

- A. Drills shall be conducted once per quarter as required.
- B. Contact Simplex Central Monitoring Center and advise them you are performing a fire drill and to ignore alarms. Document whom you spoke with at Simplex, including date and time.
- C. At least 50% of the drills will be unannounced per Joint Commission requirements.
- D. Drills shall be performed in the designated time blocks varying in each quarter as follows: 7:00am-9:00am, 9:00am-11:00am, 11:00am-1:00pm, and 1:00pm to 3:00pm. No drill shall be conducted in the same time block in the same calendar year or less than 1 hour from the previous 4 quarter drills.
- E. All personnel including independent practitioners in the building with an activated fire alarm participate in the drill.
- F. Drills shall be used to determine the fire readiness of staff, their knowledge on the use and operation of the fire alarm system, the transmission of the fire alarm, the proper response, containment of smoke and fire, horizontal and vertical evacuation techniques (no actual evacuation) and fire extinguishment techniques. Drills shall evaluate the effectiveness of the fire plan (R.A.C.E). Drills shall be

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used to determine staff training needs. In addition, drills will test the communication between staff, outside services (fire/police/EMS) and the building Command Post.

- G. All staff will be expected to participate in each drill and carry out the procedures called for in R.A.C.E, with the exception of actually moving patients. Patients and visitors should be moved out of the corridor and the corridors cleared of any obstructions.
- H. The drill coordinator will choose the site for the drill. The location and time will be shifted throughout the different departments so it is not held in the same area or at the same time so staff “know” when a drill occurs and other departments will receive experience.
- I. Proceed to the drill site and pick out a staff member and give them the drill scenario. The information should be specific in nature so they can have a better understanding of “what they are seeing.”
- J. Observe staff actions throughout the drill. If staff performs inadequately, the drill coordinator should step in to guide the staff through the procedures. Do not prompt staff unless absolutely necessary or they are about to perform an unsafe act.
- K. Depending on staff actions, expand the drill scenario (i.e. light/heavy smoke in corridor, fire extension, ineffective use of the fire extinguisher, etc.) This will allow staff to make further decisions on what additional action might be required. (i.e. evacuate, protect in place, etc.)
- L. If the drill escalates to a declared evacuation, have staff walk you through the appropriate procedures and carries. Do not use patients for demonstrating any fire drill technique.
- M. There is the option to use Rescue Randy, a mannequin designed to have staff demonstrate sheet drags & carries to reinforce skills required if an evacuation was declared.
- N. At the conclusion of the drill, conduct a brief critique of the drill with staff. Bring both positives and areas for improvement to light. Have participating staff and other personnel sign the Environmental Health & Safety training form and attach it with the drill report.
- O. Reset the fire alarm system. Notify Simplex Central Monitoring Center the fire drill is complete and to regard all alarms as actual conditions. Document whom you spoke with at Simplex, including date and time.
- P. The drill coordinator will complete the appropriate fire drill evaluation form and rate the performance.
- Q. Corrective actions should be directed to the Clinical Chief or Nurse Manager via email describing the problems and submit copies of the fire drill evaluation to them as well.

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- R. Submit work orders via email to Real Estate Services for any items that need to be corrected. Place a copy of the email with the fire drill report.
- S. Records of drill critiques shall be available for review for 3 years per New York State & Joint Commission requirements.

VI. REFERENCES

New York State Fire Code Chapter 4
JC ECC Standards

VII. APPENDICES/FORMS

Appendix 1: Fire Drill Evaluation- URMC Surgical Center 180 Sawgrass Drive
Appendix 2: Environmental Safety Training attendance form

VIII. REVISION HISTORY

Date	Revision No.	Description
5/24/2010	New	Initial development of this policy
6/18/2012	1	Added date/time of drill information to procedures
6/21/2016	2	Review procedure, and add Fire Safety Inspector II
6/5/2019	3	Added Phone# and procedures for quarterly scheduling
10/10/2022	4	Triennial review - Updated procedures

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Appendix 1

University of Rochester
Fire Marshal's Office

URMC Surgical Center
180 Sawgrass Drive

Fire Drill Evaluation

Date	_____		
Drill Conducted by	_____		
Department Name/Unit Number	_____		
Name of Charge Person	_____		
Shift	_____		
Start Time	_____		
End Time	_____		
Scenario	_____		
>>STAFF FAMILIARIZATION<<	Possible	Awarded	Comments
1. R- Rescue anyone in immediate danger**	C		
2. A- Activate the fire alarm/Called 9-1-1**	C		Verbalize calling 9-1-1
3. C- Confine the fire/close doors**	C		
4. E- Evacuate or Extinguish**	C		
5. Importance of Compartmentation**	C		
6. Location of fire extinguishers**	C		
7. Location of exits**	C		
8. Location of pull stations**	C		
9. Responsibilities for medical gas shutoff	1		
10. Location of medical gas zone boxes	1		
11. Location of Emergency Preparedness Manual	1		
12. Location of horizontal receiving site	1		
13. Location of vertical receiving site	1		
14. Operation of fire extinguishers P.A.S.S.	1		
15. Removal of all equipment from the halls	1		
16. Visitors and patients informed	1		
17. Rescue Randy used for patient carries	1	N/A	
18. Location of chalk/markings used on doors	1		
>>FACILITY SUPPORT<<	YES	NO	Comments
1. Administration/Facility Staff Responded	Y		
2. Command Post Location	Y		Fixed location- in main entrance of building
3. Command Post established by	Y		
4. Proper department contacts notified	Y		
>>BUILDING SYSTEMS<<	YES	NO	Comments
Fire Alarm tones audible	Y		
Fire Alarm strobes visible	Y		
Hold open doors closed on fire alarm	Y		
>>SCORING<<	Score based on items #1 - #18		
	Pass		No additional action required
	Critical Fail		Requires an In-Service training
	Fail		Requires an In-Service training and Re-Drill
	** Must complete all "C" critical questions and receive at least 9 points to pass		
	Enter N/A for items not applicable to the drill site or for questions not asked		
>>CRITIQUE<<			
Shift schedules:	Days	0700-1500	
	Evenings	1500-2300	
	Nights	2300-0700	

