

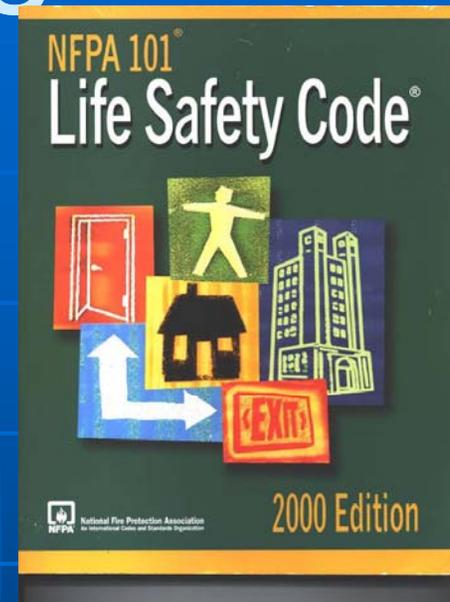
How to Conduct and Document a Fire Drill

In Health Care Occupancies

The Codes

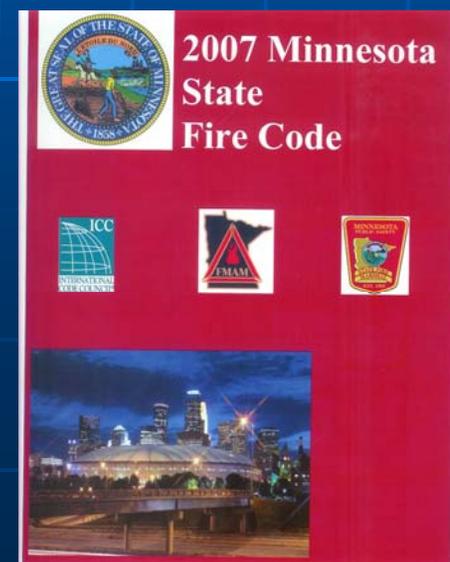
2000 Life Safety Code *(LSC)*

Required by Centers for
Medicare/ Medicaid Services
(CMS)



2007 Minnesota State Fire
Code *(MSFC)*

Required for State Licensure



Fire Plans are Required

(LSC 18.7.1.1, 19.7.1.1 & MSFC 404.2)

- Administration is responsible to have a written fire plan *(LSC 19.7.1.1)*
- Fire plans must be available to all supervisory staff *(LSC & MSFC)*
- A copy of the fire plan shall be readily available at the telephone operator's desk or at the security center ***at all times*** *(LSC)*



Updating of Fire & Evacuation Plans

- Plans shall be reviewed and/or updated
 - Annually, or
 - When changes in
 - staff duties,
 - occupancy, or
 - the physical arrangement of the building *(MSFC 404.4)*
- Copies shall be furnished to the fire code official for review upon request *(MSFC 404.5)*

Fire Plans Must Include

(LSC 18.7.1.1 & 19.7.1.1)

- Protection of all persons
 - The basic concept is defend –in-place
- Evacuation to areas of refuge
- Evacuation of the building when necessary

Fire Plans

(LSC 18.7.2.2 & 19.7.2.2)

A written fire safety plan for Healthcare shall provide for the following:

- 1) Use of alarms
- 2) Transmission of alarm to fire department
- 3) Response to alarms
- 4) Isolation of fire
- 5) Evacuation of immediate area
- 6) Evacuation of smoke compartment
- 7) Preparation of floors / building for evacuation
- 8) Extinguishment of fire

Conducting a Fire Drill Includes Exercising the Fire Plan



- Use of alarms
 - Pull Stations
 - Room Smoke Detectors
 - Other
- Transmission of alarm to fire department
 - Includes a call to 911
- Response to alarms
 - Duties of staff
 - Many facilities break these down by staff type and /or job duty

Conducting a Fire Drill Includes Exercising the Fire Plan

- Isolation of fire
 - Close doors
 - Automatic sprinkler systems
- Evacuation of immediate area
 - Rescue anyone in immediate danger
- Evacuation of smoke compartment
 - Move people through smoke barrier doors
 - Move people to specified areas



Conducting a Fire Drill Includes Exercising the Fire Plan

- Preparation of floors and building for evacuation
 - Gather Medical records
 - Residents: Patients glasses, hearing aids, walkers, wheel chairs, etc.
 - How are you getting from here to there
- Extinguishment of fire

The Basic Response

- R.A.C.E.
 - Rescue – Move anyone in danger to an area of safety
 - Alarm - sound alarm and call the fire department
 - Confine – CLOSE ALL DOORS
 - Extinguish – Fight the fire if safe to do so

Minnesota State Fire Code

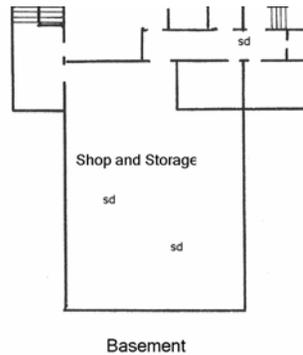
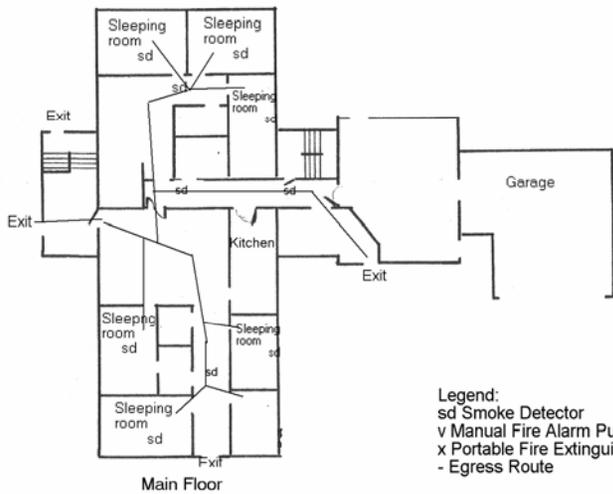
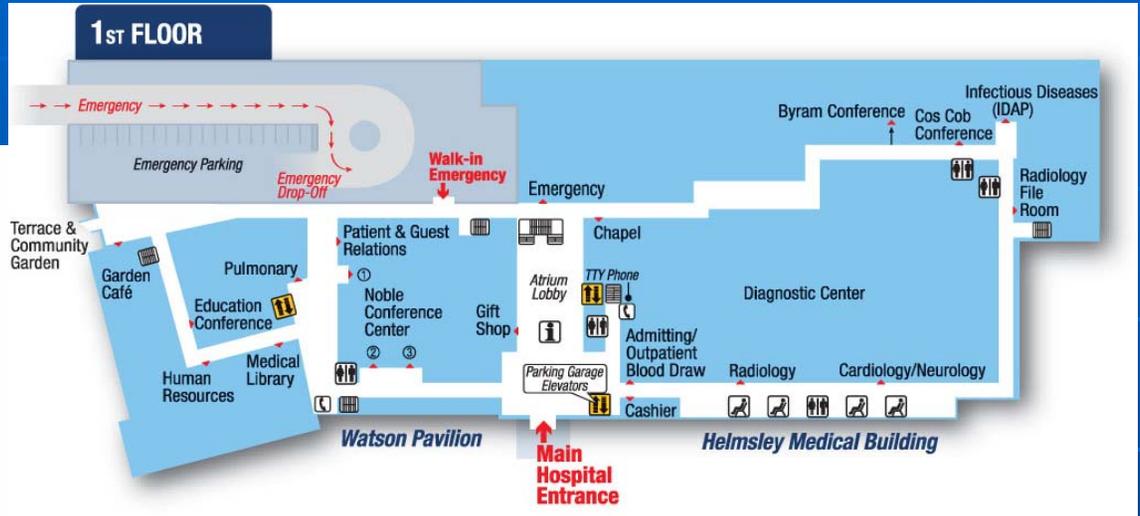
Fire Plans *(MSFC 404.3.2)*

- How to report a fire or other emergency
- Strategies to notifying, relocating, or evacuating occupants
- Site plans should indicate:
 - The assembly point
 - The locations of fire hydrants
 - The routes of fire department vehicle access

MSFC Fire Plans (MSFC 404.3.2)

- Floor plans include locations of:
 - Exits
 - Evacuation routes
 - Accessible egress routes
 - Areas of refuge
 - Manual fire alarm boxes
 - Portable fire extinguishers
 - Occupant-use hose stations
 - Fire alarm enunciators and controls

MSFC Fire Plans



Legend:
 sd Smoke Detector
 v Manual Fire Alarm Pull Station
 x Portable Fire Extinguisher
 - Egress Route

Type V(111)
 Sprinkler Protected
 Built in 1982 Garage added 1986

MSFC Fire Plans *(MSFC 404.3.2)*

- List of major fire hazards
- Identification and assignment of personnel responsible for maintenance of systems and equipment
- Identification of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources

Training Is Required

(LSC 18.7.1.3, 19.7.1.3, 18.7.2.3, 19.7.2.3 & MUFC 406.3)

- All staff shall have periodic training
- Training must include all life safety procedures and devices
 - Including the use of and response to fire alarms

Training

(LSC 18.7.2.3, 19.7.2.3 & MSFC 406.3)

- Staff shall be instructed in the use of code phrases for alarms
 - This is to ensure that the alarm is transmitted under the following conditions:
 - When the individual who discovers a fire must go to the aid of a person in immediate danger
 - If the fire alarm system is malfunctioning



Training

(LSC 18.7.2.3 & 19.7.2.3)

- Personnel hearing the announced code shall first activate the building fire alarm and then shall immediately execute their duties under the fire safety plan

Fire Drills Are Required

(LSC 18.7.1.2, 19.7.1.2 & MSFC 406.3)

- For all Staff
- To familiarize facility personnel with the signals and emergency action required under varied conditions
- To test the efficiency, knowledge and response of staff



FIRE DRILL.

The Nurses, Domestic Staff and Porters have periodical instruction in Fire Drill.

Conducting Fire Drills

(NFPA 18.7.1.2, 19.7.1.2 & MSFC 405.2)

- Fire drills are to be conducted quarterly on each shift
- Schedule drills at varying times
- Transmission of the fire alarm signal to the monitoring company
- Simulate fire/smoke conditions

Fire Drills

(LSC 19.7.1.2 & MSFC 408.6.1)



- Shall include simulated movement of patients to another smoke compartment
- Infirm or bedridden patients shall not be required to be moved during drills
- Relocation can be practiced using staff or other volunteers patients or empty wheelchairs

Fire Drills

- The Life Safety Code allows a coded announcement to be used instead of audible alarms between 9:00 p.m. and 6:00 a.m. *(LSC 19.7.1.2)*
- The Minnesota State Fire Code allows a coded announcement instead of audible alarms after visiting hours or when patients or residents are expected to be asleep *(MSFC 408.6.2)*

Fire Drills

- Shall be held often enough to familiarize occupants with drill procedures and to make a fire drill a matter of routine

(LSC 4.7.2 & MSFC 405.2)

- Include procedures to ensure that all persons participate

(LSC 4.7.2)

- Evacuation drills shall be designed in cooperation with the local authorities wherever possible

(LSC 4.7.1)

Fire Drills

- Responsibility for the planning and conducting of drills shall be assigned only to competent, qualified persons

(LSC 4.7.3 & MSFC 405.3)

- Emphasis shall be placed on orderly evacuation rather than on speed

(LSC 4.7.4 & MSFC 405.3)

- Drills shall be:

- held at expected and unexpected times
- under varying conditions

(LSC 4.7.5 & MSFC 405.4)

Conducting Fire Drills

- The following 4 slides are one way to conduct a fire drill and are not a requirement of the Codes.

It is just one way to conduct a fire drill.

Conducting Fire Drills

- Pick a staff person to assist you
 - This person will be the VICTIM!
- Call the Monitoring Company and/ or the Fire Department
 - Let them know that you are doing a drill
 - Do not do "surprise" alarms
- Insure you have all tools needed to reset the alarm
 - Keys, Screwdrivers, Allen wrenches
 - Glass rods or other parts

Conducting Fire Drills

- Place a sign, flashing light, or other indicator at the location of the "fire"
- Locate the "Victim", in a bed, chair or on the floor
- Wait for Staff to discover the "fire"



Conducting Fire Drills

- If the room has a smoke detector, wait 30 seconds and activate the room smoke alarm
- If the room does not have a smoke detector, wait 2 minutes than activate the corridor smoke detector nearest the room
- OR ask a staff person to go through their duties when they find a fire

Conducting Fire Drills

- Observe staff response
- A sleeping room smoke detector that is not on the fire alarm system REQUIRES staff to activate the fire alarm without delay and to respond to the room (CMS 05-25)



Fire Drill Records

(MSFC 2007 405.5)

- Records shall be maintained for all required emergency evacuation drills and shall include the following information:
 - 1) Identity of the person conducting the drill
 - 2) Date and time of the drill
 - 3) Notification method used
 - 4) Staff members on duty and participating
 - 5) Number of occupants evacuated
 - 6) Special conditions simulated
 - 7) Problems encountered
 - 8) Weather conditions when evacuating outside
 - 9) Time required to accomplish complete evacuation

- 2. Date and time of the drill
- 1. Identity of the person conducting the drill
- 3. Notification method used

5. Number evacuated

4. On back or second sheet
List staff names on duty
and Participating in the dr



Fire Drill Report

Facility Name: _____

Address: _____

Date: _____ Time: _____ Shift: _____
(24 Hour Clock)

Person conducting the drill: _____
(Name & Title)

Fire Alarm Activation Method: _____
(Between 9:00 p.m. and 6:00 a.m.: A coded announcement can be used instead of audible alarms)

Drill location and simulated conditions: _____

(Bedridden patients shall not be required to be moved during drill MSPC 408.6.1)

Unusual Conditions: _____
(weather , remodeling, temporary exits)

Number of occupants evacuated: _____ Total Time of Drill: _____

Fire alarm system reset?: _____ Sprinkler System restored?: _____

Critique: _____

Fire alarm system tested: _____ Verified by: _____

Monitoring company received signal at: _____ Verified by: _____
(24 hour clock)



Fire Drill Report

Facility Name: _____

Address: _____

Date: _____ Time: _____ Shift: _____
(24 Hour Clock)

Person conducting the drill: _____
(Name & Title)

Fire Alarm Activation Method: _____
(Between 9:00 p.m. and 6:00 a.m.: A coded announcement can be used instead of audible alarms)

Drill location and simulated conditions: _____

(Bedridden patients shall not be required to be moved during drill MSFC 408.6.1)

Unusual Conditions: _____
(weather, remodeling, temporary exits)

Number of occupants evacuated: _____ Total Time of Drill: _____

Fire alarm system reset?: _____ Sprinkler System restored?: _____

Critique: _____

Fire alarm system tested: _____ Verified by: _____

Monitoring company received signal at: _____ Verified by: _____
(24 hour clock)

6. Special Simulated Conditions

8. Weather conditions when evacuating outside

9. Time required to complete

7. Problems encountered

Digital Alarm Communicator Transmitter (DACT)

Testing per NFPA 72

Fire Drill Records

- Notes
- Fill out forms completely
- Be consistent
- Use the 24 hour clock
- Standard shift times are
 - 7am to 3 pm (0700 to 1500)
 - 3 pm to 11 pm (1500 to 2300)
 - 11pm to 7 am (2300 to 0700)

QUESTIONS?

- September 11th
- August 13, 2013

- This date is an absolute
There will be NO
time extensions
granted

