



February 9, 2007

FIRE DRILL PROGRAM

OFFICE OF PRIMARY RESPONSIBILITY

Duke OESO-Fire Safety Div (Garry Hathcock)
(919) 668-3232

Certified By: Director, (Fred J. Knipper)
(919) 668-3231

Supersedes Duke Hospital Fire Drill Procedures dated 4/15/00

Pages: 3

This instruction establishes policy and procedures and assigns responsibilities and requirements to ensure a comprehensive Fire Drill policy and program exists for Duke University and the Duke Health System. It applies to all Duke employees, contractors, and tenants on Duke premises.

1. Objective

- 1.1. The objective of the Fire Drill Program is to ensure that employees and volunteers working in a facility will know how to make an efficient and orderly escape while assisting others such as patients and visitors

2. Purpose

- 2.1. Fire Drills are conducted in Duke University and Duke Health System facilities to avoid confusion and ensure the evacuation of all occupants during a fire
- 2.2. Fire Drills are used to familiarize employees with the audible and visible evacuation signal and the exit routes available to use in the event of a fire or other situations that requires immediate evacuation
 - 2.2.1. Primary and alternate routes should be established, and all employees should be familiar with both routes
- 2.3. Fire Drills are used to evaluate:
 - 2.3.1. the performance of the employees in a fire incident
 - 2.3.2. the effectiveness of the behaviors used in accordance with the fire drills and the Emergency Plans/Site Specific Fire Plans

3. Fire Exit Drill Requirements

3.1. Duke Health Care Facilities

- 3.1.1. Fire drills are conducted quarterly on all shifts in each building defined by the LSC as the following:
 - 3.1.1.1. Ambulatory health care occupancy
 - 3.1.1.2. Health Care occupancy

- 3.1.2. Fire Drills are conducted annually in all freestanding buildings classified as a business occupancy as defined by the *LSC* where patients are seen or treated
- 3.1.3. At least 50% of the required drills will be unannounced

3.2. Duke University Campus Facilities

- 3.2.1. Fire drills are conducted semi-annually in all residential living facilities
- 3.2.2. Fire drills will be conducted annually in all campus facilities not specifically mentioned above in this Operating Instruction

4. Fire Drill Procedures

4.1. Duke Health Care Facilities

- 4.1.1. **Fire Drills will only be initiated by a representative of the OESO-Fire Safety Division**
- 4.1.2. Fire drills will be initiated by providing a scenario description to an employee of the area/facility being evaluated with at least the following information
 - 4.1.2.1. **THIS IS A CODE RED DRILL**
 - 4.1.2.2. **THERE IS A FIRE IN (ROOM, AREA, CORRIDOR, ETC.)_____**
 - 4.1.2.3. **THE ITEM(S) BURNING INCLUDE (Trash can, linen, electrical cabinet, bedding, etc.)**
 - 4.1.2.4. **CARRY OUT CODE RED PROCEDURES**
- 4.1.3. All fire drills will be conducted and evaluated using the proper **RACE** and Site Specific Fire Plan procedures for each area being evaluated
 - 4.1.3.1. Staff in all areas of every building where patients are housed or treated participates in drills to the extent called for in the Site Specific Fire Plan
 - 4.1.3.2. Actual evacuation of patients during the drills is not required
 - 4.1.3.3. Inform patients that this is only a drill and ask them to remain in their rooms, and inform the patients if they need assistance during the drill, to use the call button
- 4.1.4. At the conclusion of the Code Red Drill, an announcement will be made using the overhead speaker system terminating the Code Red. At this time, employees may return to their assigned work areas and doors may be reopened and conditions returned to normal

4.2. Duke University Campus Facilities

- 4.2.1. **Fire Drills will only be initiated by a representative of the OESO-Fire Safety Division**
- 4.2.2. Fire drills will be initiated by providing a scenario description to an occupant of the area/facility being evaluated with at least the following information
 - 4.2.2.1. **THIS IS A FIRE EXIT DRILL**
 - 4.2.2.2. **THERE IS A FIRE IN (ROOM, AREA, CORRIDOR, ETC.)_____**
 - 4.2.2.3. **THE ITEM(S) BURNING INCLUDE (Trash can, linen, electrical cabinet, bedding, etc.)**
- 4.2.3. **CARRY OUT FIRE DRILL PROCEDURES**
- 4.2.4. All fire drills will be conducted and evaluated using the proper **RACE** and Site Specific Fire Plan procedures for each area being evaluated

- 4.2.5. Occupants will remain clear of all facilities until the “ALL CLEAR” is given. At no time will anyone re-enter the facility prior to the “ALL CLEAR” signal being given.
NOTE: SILENCING THE AUDIABLE DEVICE IS NOT AN “ALL CLEAR” SIGNAL

5. Fire Drill Evaluation

- 5.1. All fire drills will be critiqued to identify deficiencies and opportunities for improvement
- 5.2. All fire drills will be evaluated using the appropriate checklist
- 5.3. Any fire drill rated “Unsatisfactory” will be rescheduled and reevaluated at a later date