

DUKE HOSPITAL FIRE DRILL PROCEDURES:

4/15/00

Fire drills are required by regulatory agencies. They are held, not only to comply with regulations, but also to ensure the protection of patients, visitors, and employees in the buildings. It is the employee's responsibility to know what to do in the event of a fire. The drills may be conducted at any time. All facilities are subject to fire drills.

The notification of a fire drill in Duke University Hospital buildings will be initiated by a representative of the OESO Fire Safety Division handing a note to an employee which states:

THIS IS A FIRE DRILL .

THERE IS A FIRE IN ROOM _____ .

CARRY OUT FIRE DRILL PROCEDURES .

Upon this notification that employee must:

- I. Proceed to the specified location and assess the situation.
- II. Report the incident by activating a manual fire alarm pull station and have designated person(s) report the fire drill by dialing 911. Report it as a "fire drill" and give the exact location as follows:
 - ?? Name of person calling and phone number
 - ?? Building and location
 - ?? Room number
 - ?? Floor
 - ?? Area
 - ?? Building Zone or Color Zone
- III. Notify other personnel working in the area so they can assist and then go to the designated location with a fire extinguisher.
- IV. Other employees shall assure patients that it is only a fire drill, ask them to remain in their rooms, and inform them that if they need assistance they should push the call button.
 - ?? Close doors and windows and return to the fire area to receive further emergency information for that location or to discuss fire evacuation procedures as they apply to your area.
- V. When the fire drill is over, an announcement, "May I have your attention please, drill (alarm numbers) – all clear," will be repeated three times over the speaker system. Doors may be reopened and conditions returned to normal.

Note: All Fire Drills will be critiqued by the OESO-Fire Safety Division Representative.