

FIRE / DRILL REPORT

Type: Actual Fire Drill Other Fire Alarm **Total Staff Participating:** _____

Date: ___ / ___ / ___ **Time:** _____ am pm **Shift:** 1 2 3

Building Number: _____ **Division:** _____

Describe Fire / Drill Scenario:

People Involved: Unit/Area Staff Patients Security Maintenance Vendors
Housekeeping Nutrition Services Visitors Students Volunteers Others

Critique Actions Taken:

Yes No N/A (Write a brief description in box below for any "No" answers)

			Call for HELP
			Rescue anyone in immediate danger
			Yell CODE RED
			Pull fire alarm
			Dial 6 or 4911
			Say "There is a fire / drill in Bldg. _____, Unit _____", describe extent of fire & actions being taken, & state your name
			Confine fire compartment (close doors, windows, openings, etc.)
			Extinguish
			Unlock patient doors
			Line up patients at exit furthest from smoke/fire
			Evacuation to point of safety
			Coordination with HP & Fire Dept

Evacuation times

Time

Time Elapsed

Time of alarm: _____
 Time ready at staging point: _____ min
 Time evacuated to safety point: _____ + _____ min
 Total time to evacuate: _____ = _____ min

Follow Up:

Yes No N/A (Write a brief description in box below for any "No" answers)

			Patients returned to secure living quarters						Date: ___ / ___ / ___	Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
			Smoke vented from building							
			Maintenance resets alarms							
			Fire extinguishers replaced							
			Damaged material removed and/or replaced							
			Other							

Please print:

Building Fire Warden: _____ Div/Dept Fire Marshall: _____

Person Completing Report: _____ Ward: _____ Phone ext _____

Fire Inspections

Check appropriate box

Item	Yes	No	NA	Reported Deficiency to:
Electrical				
Receptacles in good repair				
Grounded plugs				
Extinguisher				
Pressurized (in the green)				
In place				
Accessible (not blocked)				
Access keys				
Evacuation Plan				
Displayed				
Current				
Exits				
Clear/ unobstructed				
Exit keys				
Signs fully lit				
Stairwell lights lit				
Oxygen signs posted				
Corridors clear				
Emergency Lights, Flashlights				
In place				
Working / Operational				
Fire Doors				
Closing Properly				
Unobstructed				
Combustibles properly stored				
Elevators sent down to the first floor				

Fire drills test staff knowledge of:

1. Use and functioning of fire alarm systems (where such alarms are available)				
2. Transmission of alarms (where such alarms are available)				
3. Containment of smoke and fire				
4. Transfer to areas of refuge				
5. Fire extinguishment				
6. Specific fire-response duties				
7. Preparation for building evacuation				

Please submit a work order for each deficiency.