



**Stony Brook University Hospital**  
 Environmental Health & Safety  
 Policy & Procedure Manual



Title: **Fire Drills**

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**PURPOSE:** To provide guidelines for the implementation of a fire drill program that will both instruct and evaluate staff on their responsibilities as outlined in the Fire Response Plan.

**SCOPE:** Hospital wide.

## **PROCEDURES:**

### **I. General**

The Hospital, Ambulatory Surgery Center, Ambulatory Care Pavilion, and off-sites shall receive fire evacuation drills as required by NFPA 101 Life Safety Code. Staff in all areas of the Stony Brook University Hospital's health care system where patients are treated or housed, participates in drills as per the facilities' fire response plan. The primary purpose of the drills is to evaluate whether the staff is knowledgeable in the implementation of the fire evacuation plan, with the goal of providing for the life safety of patients, visitors, and staff during fire emergencies. In addition, drills are used as an opportunity to educate, instruct, and reinforce staff on the concepts of fire evacuation.

### **II. Drill Frequency and Locations**

- A. In the Hospital health care occupancy areas, Ambulatory Surgery Center, Ambulatory Care Pavilion, drills will be conducted quarterly on each shift.
- B. In areas of the hospital, per the Basic Building Information, that are classified as Business Occupancy, drills shall be conducted annually.
- C. Off-site facilities are classified as a Business Occupancy and will have fire drills conducted annually.

- D. The Off-site facilities manager and Off-site Environment of Care Coordinator shall keep the Fire Safety office advised of any new buildings, or departments that have moved.

### III. Fire Drill Procedures

- A. In the Hospital, the Drill Team will consist of a minimum of four personnel.
1. A Fire Marshal will be in the alarm room located in the Health Sciences Center, Level 1 monitoring the drill progress, as well as the status of the building fire alarm system.
  2. Three persons will be conducting and evaluating the drill, and evaluating staff actions. One person shall be on the fire floor, one above, and one below, each one evaluating their respective areas.
- B. The Fire Marshal staffing the alarm room will place the Simplex system in “fire drill” mode, thereby disabling the alarm signaling devices on non-fire drill floors as well as the connection to the University Police (UPD). Since the hospital fire alarm system will be in a quasi-unsupervised mode, the following procedure will be strictly followed:
1. The alarm room Fire Marshal shall maintain radio contact with the Drill Team as they progress throughout the hospital, noting their exact location as they pull the drill.
  2. If an alarm comes in from a zone that has not been activated by the Drill Team, the following shall be initiated immediately:
    - a. Remove the building from fire drill mode, allowing the fire alarm system to cycle back into normal mode to activate all audibles and send a signal to UPD.
    - b. Advise Drill Team via radio of an actual fire alarm, stating location.
    - c. Call 911 advising the UPD of an actual alarm, stating the location.
  3. If a break is needed, the Fire Marshal in the alarm room, shall notify the Drill Team to suspend the drills until further notice. The fire alarm system will then be placed back in normal mode by taking it out of fire drill mode. At no time will the alarm room be left unmanned with the Simplex system in fire drill mode.
- E. Drills will be accomplished by Fire Marshals giving staff a fire scenario, then allowing them to ring the fire alarm system and call 321 or 911 as appropriate. For off-site facilities that are occupied by non-hospital tenants, the drill will be a silent drill. (Fire Marshals shall not activate the fire alarm system themselves.)

- F. The Drill Team will take note of any fire protection system or fire door problems observed during the drill. Any noted deficiencies will be entered into the Physical Plant's work order system for immediate correction.
- G. No more than 50% of drills will be pre-announced.

#### **IV. Drill Evaluation**

- A. During fire drills, staff knowledge is evaluated for the following:
  - 1. When and how to sound fire alarms,
  - 2. When and how to transmit for offsite fire responders,
  - 3. Containment of smoke and fire,
  - 4. Transfer of patients to areas of refuge,
  - 5. Fire extinguishment, and
  - 6. Specific fire response duties
- B. The effectiveness of fire response training according to the fire response plan will be evaluated annually.

#### **V. Post Drill Follow-up and Recordkeeping**

- A. Immediately after the drill, the Drill Team will perform a post-drill critique, reviewing any deficiencies observed during the drill as well as positive staff performance.
- B. Drill critique forms will be filled out for each area and shift drilled, with the original form filed in the Hospital EH&S office for a period of three years.
- C. A copy of the drill critique form will be forwarded to the Nurse Manager, and/or department head of each area drilled, highlighting any required improvement or corrective actions.

#### **VI. Roles and Responsibilities**

- A. Fire Wardens are specially trained staff, tasked with taking charge of their areas during fire and fire alarm situations. They will investigate all fire alarms within their area by first inspecting the annunciator panel located closest to their area. Fire Wardens take the lead in coordinating an evacuation for their area, directing where patients will be evacuated to, and keeping account of who has moved.
- B. Nurses take a lead role under the direction of the Fire Warden in the evacuation and accountability of patients.

- C. Doctors will assist the nursing staff and act under the direction of the Fire Warden, clearing halls, closing doors, and evacuating patients. They will then remain in the evacuation area, providing care as appropriate to the evacuated patients.
- D. Volunteers will assist the nursing staff and act under the direction of the Fire Warden, clearing halls, closing doors, and evacuating patients. If at the time of fire alarm activation they are responsible for patients, the volunteers will stay with those patients and assist in their evacuation under the guidance of the Fire Warden.
- E. All other hospital staff present on the unit will remove items such as housekeeping, food, and linen carts from the corridors. They will assist in patient evacuation if necessary, or evacuate the floor or area if not needed.
- F. Medical Students will evacuate the area unless they are specifically tasked by the Fire Warden to assist in patient evacuation.

**INQUIRIES/REQUESTS:**

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**RELATED FORMS:****RELATED DOCUMENTS:**

Hospital Fire Response Plan, Policy 2-1  
Ambulatory Surgery Center Fire Response Plan, Policy 2-2  
Ambulatory Care Pavilion Fire Response Plan, Policy 2-3  
Hospital Off-sites Fire Response Plan, Policy 2-4  
Fire Warden Program, Policy 5-7  
NFPA Life Safety Code 101-2000  
Joint Commission Resources Hospital Accreditation  
Standards EC.5.30