

Hospital Fire Drill Instructions

WHAT TO DO IF YOU WILL BE EVALUATING FIRE DRILLS IN YOUR AREA/UNIT OF THE HOSPITAL

[NOTE: A REPRESENTATIVE MUST BE SENT TO THE POINT OF ORIGIN TO PARTICIPATE IN THE DRILL FROM FLOORS/AREAS IMMEDIATELY ABOVE, BELOW and ADJACENT TO THE POINT OF ORIGIN. YOU MUST STILL COMPLETE A DRILL ON YOUR UNIT!]

- 1) Gather as many staff as are available to participate in the drill in your respective area/unit.
- 2) Use the [ONLINE FIRE DRILL EVALUATION REPORT FORM](https://www.uab.edu/ehs/hospital-safety), found on the Environmental Health & Safety Website, www.uab.edu/ehs/hospital-safety. Put your name as fire drill evaluator. Select your building and floor where YOU are conducting a drill from the drop down list.
- 3) Select the Point of Origin from the next drop down box. (The Point of Origin will be provided in the calendar invite/notice)
- 4) Provide your unit name, (i.e., HTICU, Emergency Department, Nuclear Medicine, Pharmacy etc.) The name of your unit or department manager, your unit phone number where you can be reached and select the shift the drill is taking place on.
- 5) If you are conducting a make up drill select 'yes' and then provide the date, time and shift of the drill this is a make up for. If it is not a make up drill select 'N/A'.
- 6) Test Staff knowledge on the UAB Fire Plan. Ask staff the questions on the form, i.e., do you know the UAB FIRE PLAN, RACE. Do you know what each letter of the acronym R A C E means.
 - Where are the medical gas shutoff valves? Who is authorized to shut them off? (Nurse Leadership)
 - Was the drill announcement audible?
 - Does the staff know the location of the nearest stairwell?
 - Can staff identify smoke compartments? (Through the double doors)
 - Does staff know what to do with items in the corridor? (In an actual fire all stretchers, carts, WOWs and other equipment should be removed from the corridor to allow first responder access.)
 - Were patients and visitors informed of the drill? It is important to let people know that a fire drill is taking place and where they should go in an actual fire.
 - Does staff know where the fire extinguishers are located in your area, do you know how to use a fire extinguisher/what is the acronym P A S S--what does each letter mean--...etc.

IF QUESTIONS ARE ANSWERED CORRECTLY, CLICK 'YES'; IF NOT, 'NO'. 'IN-SERVICE' IS SELECTED WHEN THERE IS A DEFICIENCY THAT IS CORRECTED DURING A DRILL (i.e., staff may not know where the oxygen shut-off valves are located and you take them to the locations of the oxygen shut off valves, etc.). 'N/A' MEANS A PARTICULAR QUESTION ON THE FORM DOES NOT APPLY TO YOU (i.e., there may not be medical gas shut off valves in your area).

Ask everyone participating in the drill to sign in on the ONLINE FORM and indicate their unit/area next to their name. Then click submit. There will be an option to print a pdf of the report for your records.

If you have questions at any time concerning the above information or Fire Drills conducted at UAB Hospital, please contact Ted Rorrer or Mike Boyle in Hospital Safety at 934-1247 or 975-9032.