

**UNIVERSITY OF ROCHESTER  
ENVIRONMENTAL HEALTH & SAFETY**

<b>Policy No.: FS041</b>	<b>Approved by: Mark Cavanaugh</b>
<b>Title: Strong West - Fire Drills</b>	<b>Date: 06/23/2020</b>
<b>Revision No.: 1</b>	<b>Page 1 of 6</b>
<b>Prepared by: Scott Miller</b>	

**I. PURPOSE**

This procedure establishes the steps to perform a fire drill for the URMIC Strong West ER and ASC located at 156 West Ave. Brockport.

**II. PERSONNEL AFFECTED**

Fire Safety Specialist/Fire Safety Inspector II for patient care areas  
Building maintenance personnel and staff members

**III. DEFINITIONS**

Drill Coordinator is the person responsible for scheduling and conducting the drill. This person is usually the Fire Safety Specialist/Fire safety Inspector II from EH&S.

**IV. RESPONSIBILITIES**

The Drill Coordinator will contact the Central Monitoring Center (Strong West 800-333-1830 Passcode 211319) and advise them a fire drill will be conducted for the building and to ignore alarms from the property until further notice. Contact information is located in fire alarm disconnect/reconnect procedure. Document the name of the Central Monitoring Center Operator whom you spoke with, including date and time. Notification Beikirch Facilities at 585-831-0364 that a fire drill will be conducted at Strong West.

**V. PROCEDURES**

- a. Drills shall be conducted once per quarter as required.
- b. Contact Central Monitoring Center (Strong West 800-333-1830 Passcode 211319) and
- c. advise them you are performing a fire drill and to ignore alarms. Document whom you
- d. spoke with at Central Monitoring Center, including date and time.
- e. At least 50% of the drills will be unannounced per Joint Commission requirements.
- f. Verify there has been a significant time difference between the time you are performing this drill as compared to the time you performed the last drill. At least 1-hour difference, is required per JC.
- g. All personnel, including independent practitioners, in the area of the drill with an activated fire alarm participate in the drill.

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- h. Drills shall be used to determine the fire readiness of staff, their knowledge on the use and operation of the fire alarm system, the transmission of the fire alarm, the proper response, containment of smoke and fire, horizontal and vertical evacuation techniques (no actual evacuation) and fire extinguishment techniques. Drills shall evaluate the effectiveness of the fire plan (R.A.C.E). Drills shall be used to determine staff training needs. In addition, drills will test the communication between staff, outside services (fire/police/EMS) where applicable, and the building Command Post.
- i. All staff, with the exception of staff involved in patient care will be expected to participate in each drill and carry out the procedures called for in R.A.C.E, with the exception of actually moving patients. Patients and visitors should be moved out of the corridor, doors will be closed and the corridors cleared of any obstructions.
- j. The drills for Strong West will be day drills in ASC and evening and night drills in ER. The time of the drills will be shifted at different times.
- k. Proceed to the drill site and pick out a staff member and give them the drill scenario. The information should be specific in nature so they can have a better understanding of “what they are seeing.”
- l. Observe staff actions throughout the drill. If staff performs inadequately, the drill coordinator should step in to guide the staff through the procedures. Do not prompt staff unless absolutely necessary or they are about to perform an unsafe act.
- m. Depending on staff actions, expand the drill scenario (i.e. light/heavy smoke in corridor, fire extension, ineffective use of the fire extinguisher, etc.) This will allow staff to make further decisions on what additional action might be required. (i.e. evacuate, protect in place, etc.)
- n. If the drill escalates to a declared evacuation, have staff walk you through the appropriate procedures and carries. Do not use patients for demonstrating any fire drill technique.
- o. There is the option to use Rescue Randy, a mannequin designed to have staff demonstrate sheet drags & carries to reinforce skills required, if an evacuation was declared.
- p. At the conclusion of the drill, conduct a brief critique of the drill with staff. Bring both positives and areas for improvement to light. Have participating staff and other personnel sign the Environmental Health & Safety Training form and attach it with the drill report.

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<b>Revision No.: 1</b>	<b>Page 3 of 6</b>
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- q. Reset the fire alarm system. Notify Central Monitoring Center that the fire drill is complete and to regard all alarms as actual conditions. Document whom you spoke with at Central Monitoring Center, including date and time.
- r. The drill coordinator will complete the appropriate fire drill evaluation form and rate the performance.
- s. Corrective actions should be directed to the Clinical Chief or Nurse Manager via email describing the problems and submit copies of the fire drill evaluation to them as well.
- t. Records of drill critiques shall be available for review for 3 years per New York State & Joint Commission requirements.

**VI. REFERENCES**

New York State Fire Code Chapter 4  
JC ECC Standards

**VII. APPENDICES/FORMS**

Appendix 1: Fire Drill Evaluation  
Appendix 2: Environmental Safety Training attendance form

**VIII. REVISION HISTORY**

Date	Revision No.	Description
1/27/2017	New	Initial development of this policy
6/23/2020	1	Triennial review and added clarifying language

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**Appendix 1**

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Date			
Drill Conducted by			
Department Name/Unit Number			
Name of Charge Person			
Shift			
Start Time			
End Time			
Scenario			
<b>&gt;&gt;STAFF FAMILIARIZATION&lt;&lt;</b>	<b>Possible</b>	<b>Awarded</b>	<b>Comments</b>
1. R- Rescue anyone in immediate danger**	C		
2. A- Activate the fire alarm/Called Security**	C		
3. C- Confine the fire/close doors**	C		
4. E- Evacuate or Extinguish**	C		
5. Importance of Compartmentation**	C		
6. Location of fire extinguishers**	C		
7. Location of exits**	C		
8. Location of pull stations**	C		
9. Staff key for exiting/ fire ext/fire alarm**	C		Score for Behavioral Health drills only
10. Responsibilities for medical gas shutoff	1		
11. Location of medical gas zone boxes	1		
12. Location of Emergency Preparedness Manual	1		
13. Location of horizontal receiving site	1		
14. Location of vertical receiving site	1		
15. Operation of fire extinguishers P.A.S.S.	1		
16. Location of stairwell door key/window tool	1		
17. Removal of all equipment from the halls	1		
18. Visitors and patients informed	1		
19. Rescue Randy used for patient carries	1		
20. Location of chalk/markings used on doors	1		
<b>&gt;&gt;SECURITY SUPPORT&lt;&lt;</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
1. Security Responded			
2. Command Post Location			
3. Command Post established by			
4. Proper over-head paging made			
<b>&gt;&gt;BUILDING SYSTEMS&lt;&lt;</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Fire Alarm tones audible			
Fire Alarm strobes visible			
Over-head paging system audible			
Hold open doors closed on fire alarm			
<b>&gt;&gt;SCORING&lt;&lt;</b>	<b>Score based on items #1 - #20</b>		
	Pass	No additional action required	
	Critical Fail	Requires an In-Service training	
	Fail	Requires an In-Service training and Re-Drill	
	** Must complete all blue shaded areas and receive at least 10 points to pass		
	Enter N/A for items not applicable to the drill site or for questions not asked		
<b>&gt;&gt;CRITIQUE&lt;&lt;</b>			
Shift schedules:	Days	0700-1500	
	Evenings	1500-2300	
	Nights	2300-0700	

