





**WASHINGTON STATE PATROL – FIRE PROTECTION BUREAU  
INSPECTION SECTION**

P.O. Box 42600, Olympia, WA 98504-2600  
Phone: 360-596-3906 Fax: 360-596-3934



## **Conducting A Fire Drill**

*Guidelines for staff of licensed care facilities to conduct a fire drill.*

The purpose of the Fire Drill is to test facility personnel in the following:

- **Efficiency**
- **Knowledge and**
- **Response to a Fire Emergency**

**1. A Written Procedure** - Facility written procedures shall require that all facility personnel participate during regularly scheduled fire drills. (WAC 212.12-044) Documentation is also required. (IFC Sec. 405.4 and WAC 212-12-044)

**2. When to Hold a Fire Drill –**

- A fire drill is required on each shift at least once each quarter. (IFC Section 408.6.1 and IFC Section 405.2 and WAC 212.12-044)
- Fire drills shall be held at unexpected times and under various circumstances that simulate actual fire conditions.
- It is recommended that fire drills be held in conjunction with the required monthly fire alarm tests (UFC Section 1001.5.2)(10g). For example, testing a smoke detector or fire alarm pull station could serve as both the test and the fire drill.

**3. Conducting a Fire Drill -**

- The person conducting the drill shall notify the monitoring agency (911 Center, fire department, etc.) by telephone PRIOR to the fire drill and again at completion of the drill.
- A simulated fire (cloth, sign, etc.) with written description of fire problem shall be placed at a predetermined location.
- Emphasize orderly action under proper discipline, rather than speed.
- Drill shall include transmission of fire alarm signals throughout the facility. Note: To avoid disturbing patients, drills conducted during night shift may use a coded announcement instead of an audible alarm.
- Drills shall include simulation of emergency fire conditions except that the movement of infirm or bedridden patients to safe areas or to the exterior of the building is not required. Note: patients who are mobile should be removed from involved zones lest their curiosity or anxiety hamper fire department activity or cause themselves injury. Visitors within the facility also need to be relocated to other zones or the exterior of the building, as appropriate.



**WASHINGTON STATE PATROL – FIRE PROTECTION BUREAU  
INSPECTION SECTION**

P.O. Box 42600, Olympia, WA 98504-2600  
Phone: 360-596-3906 Fax: 360-596-3934



**Fire Drill Scenarios for Licensed Care Facilities**

Fire Drill Scenarios for staff of licensed care facilities for use in regularly scheduled fire drills. It is suggested that an orange cone or red light may be used to simulate the fire location, or hand an employee one of the scenarios listed below.

**Fire Drill Scenario #1 – Trash Can Fire (Employee Portion)**

A fire is burning in a trash can. The fire is beginning to spread to nearby curtains. There is a single resident in the room of the fire. The patient is mobile, but is sick and needs assistance.

**Fire Drill Scenario #1 (Person Conducting the Fire Drill Portion)**

The fire is continuing to burn on the ceiling and is spreading to other combustible items. The next day, the fire department informs the facility that the fire was started by a burning cigarette discarded into the trash can. Should any action be taken?

**Fire Drill Scenario #2 – Bedding fire caused by electric blanket**

A fire alarm activation has alerted to a fire in an outlying area of the facility. Upon investigation you find a bedding fire in a resident room. The sprinkler head has activated and is spraying water on the area. The patient is still in bed and has just been awakened by the water. The bed is still burning but the fire has slowed.

**Fire Drill #3 – Combustibles/Clothing near a heat source**

A resident has alerted that there is a fire in his room. Upon investigation you find that an article of clothing has fallen in front of a wall heater and is burning.

**Fire Drill Scenario #4 – Recalled Powerstrip**

As staff enter the facility, there is a smell of smoke in the area. Upon investigation a fully loaded powerstrip is found smoldering in a staff area. Smoke is beginning to spread into corridors and hallways. You are informed by the fire department that the powerstrip in use was a recalled item.

**Fire Drill Scenario #5 – Cooking Fire**

An alarm activation has alerted to a fire in the building. You are informed by staff or by checking the fire alarm system annunciator panel of a fire in the kitchen area. Light smoke is coming into the corridor.

**Fire Drill Scenario #6 – Dryer Fire**

The fire alarm system activates. You are informed by staff of a fire in the laundry area. Upon investigation you discover a small fire and smoke coming from a clothes dryer.

**Fire Drill Scenario #7 – Electrical Fire**

There is a smell of smoke and of rubber burning in the staff area.

Upon investigation you find a light extension cord with a microwave oven plugged into it. The odor seems to be coming from the extension cord.

**Fire Drill Scenario #8 – Smoking Fire**

During room checks you are alerted to smoke coming from a resident room. Upon investigation you find the room partially engulfed in fire. There are two residents in the room.

Heavy smoke is coming from the room and fire is beginning to spread into the hallway.

**Fire Drill Scenario #9 – Popcorn in Microwave**

The fire alarm system has been activated.

You are informed by staff or by checking the alarm system annunciator panel of a fire alarm activation in a resident area hallway.

Upon investigation you find no smoke or fire of any sort.

**Fire Drill Scenario #10 – Intentional Fire**

The fire alarm system has been activated.

You are informed by staff that the annunciator panel indicates a fire in clothes on top of a bed.

**Fire Drill #11 – Combustible Materials**

The fire alarm has been activated.

You are informed by staff of a fire in the dining area. Upon investigation you discover a rapidly growing fire in a large stack of newspapers.

**Fire Drill Scenario #12 – Exterior Fire**

As you walk up to the facility from the parking lot you notice smoke rising from the ground near some shrubbery.

Upon investigation you find a fire in the beauty bark caused by a discarded cigarette. The fire is beginning to grow and is impinging on the outside of the building.