

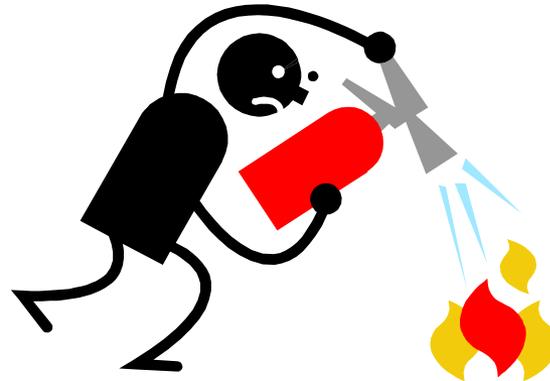


Washington State Patrol

Office of the State Fire Marshal

Serving Washington Since 1901

Fire Drills Done Right



“What” is a fire drill?

- A planned event.
- An unannounced event.
- Held at various hours.



- Simulates emergency conditions.
- Is evaluated and documented.

“Why” do a fire drill?

- Required under WAC 212-12-044.
- Required under the 2009 International Fire Code.
- Enhances the safety of residents, employees, and other occupants.
- Evaluate the response readiness of staff.
- Identify response complications of occupants.
- Ensure the proper functioning of fire protection systems.
- Proactive risk management.



“Who” is responsible for conducting fire drills?

- Facilities licensed by the Washington State Department of Social and Health Services:
 - Skilled Nursing facilities
 - Boarding Homes
 - Group Care Facilities
 - Residential Treatment Facilities
- Facilities licensed by the Washington State Department of Health:
 - Hospitals
 - Ambulatory Surgical Centers
 - Birthing Centers
- Facilities licensed by the Washington State Department of Early Learning
 - Child Care Centers/Providers
- Other facilities as identified in the 2009 International Fire Code



“When” are we required to conduct a fire drill?

- For Group “I”, Group “E”, and Group “R2” occupancies a minimum of 12 planned unannounced fire drills shall be held every year.
- Drills shall be held quarterly for each shift in Group “I” and Group “R2” occupancies.
 - “Each Shift” means conducting drills during the actual hours of the day that encompass the *Day, Swing, or Night/NOC* shift.
 - This also results in a minimum of 12 drills annually.
- Drills shall be held monthly in Group “E” and Group “I4” occupancies.

Consider the R.A.C.E. acronym.

- R – Rescue / Remove the residents/occupants from area of danger.
- A – Activate the alarm system.
- C – Confine/Contain the fire to the room/area of origin.
- E – Extinguish or Evacuate.



“HOW” to conduct a fire drill.



1. Determine who will be responsible for the drill.

- The staff person should be familiar with the facility and the fire protection systems.
- The person's primary responsibility is the execution and evaluation of the drill.
- The person will serve as primary record keeper of the drill.



2. Familiarize yourself with your emergency procedures manual.

- Ensure that your procedures are current and align with local fire department preferences.
- Ensure that procedures incorporate your fire protection systems.



3. Provide 'In-Service' training for your employees.

- Discuss what each person's individual role will be.
- If possible, provide 'hands-on' tools to familiarize staff with systems.
- Present multiple "What if..." scenarios.
- Consider written tests to ensure retention.



4. Select a date and time for the drill.

- Do not pre-announce the drill.
- Prepare yourself to take notes of your observations.
- Select an inconspicuous location to observe staff response to the drill.



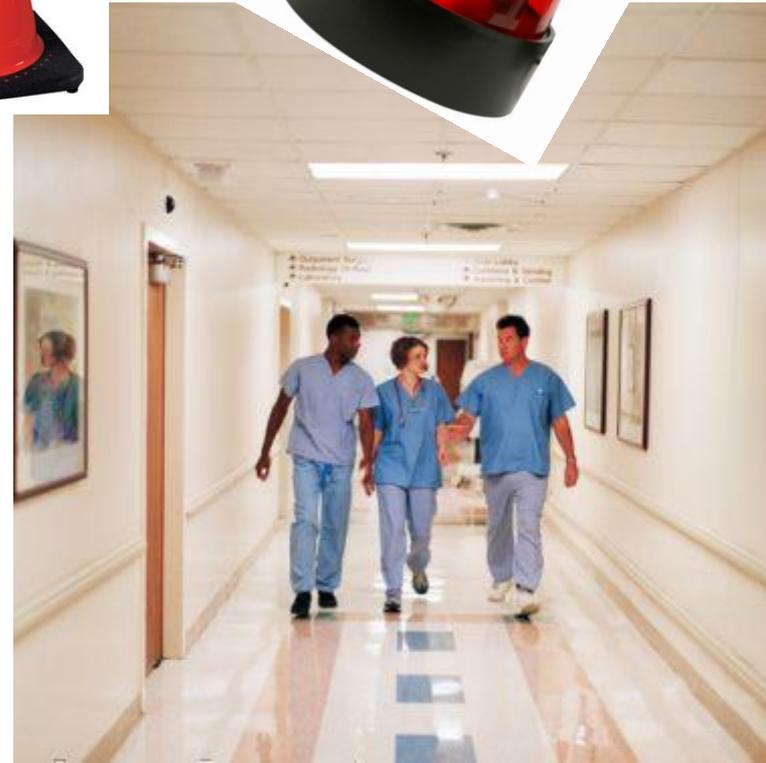
5. Contact the monitoring station.

- Advise that you are preparing to conduct a fire drill, and need to have the signal temporarily placed in “Fire Drill Only” mode.
- Agree to a pre-determined time period when regular service will automatically be restored.
- Verify system restoration after the drill is complete.



6. Plan your fire drill scenario.

- Consider using something that represents 'fire' such as a flashing beacon, traffic cone, etc.
- Place it in a high traffic location where staff is likely to encounter it.
- Observe for staff responding properly upon discovery.
- Look for staff trying to evade the scenario.



7. Activate the alarm system.

- Simply activate the alarm by:
 - Introducing ‘canned smoke’ at a smoke detector.
 - Using a manual pull station/box anywhere on the system.
 - Using the test mode at the fire alarm control panel.



8. Observe system response.

- Is the fire alarm in “General Alarm” mode?
- Are strobes and horns functioning properly?
- Are fire doors releasing from magnetic hold-opens?



**CAUTION
IN CASE OF FIRE
DOORS CLOSE
AUTOMATICALLY**

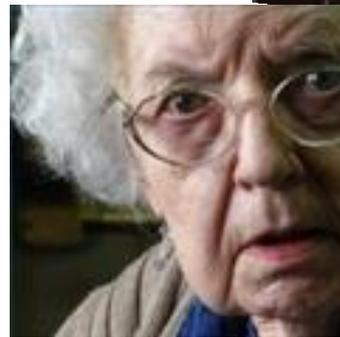
9. Observe staff response.

- Do staff members respond properly to the alarm?
- Are staff members clear as to their response role and move with purpose?
- Do staff members simply ignore the alarm?
- Do staff members purposely evade the alarm?



10. Observe occupant response.

- Are residents/occupants apathetic?
- Are residents/occupants anxious or fearful?
- Do resident/occupant disabilities diminish their ability to respond?
 - Ambulation?
 - Hearing concerns?
 - Vision concerns?
 - Medicated elderly residents?
 - Oxygen dependent?
- Does age affect the ability for self-preservation?



11. Record your observations.

- Identify where repairs are needed (doors, alarm devices, etc.) and generate work orders.
- Identify staff response issues:
 - Knowledge
 - Tools
 - Promptness
 - Readiness



12. Have employees record their participation.

MONTHLY FIRE DRILL REPORT

Fire drills shall be conducted quarterly for each shift. Each drill shall be in accordance with the facility evacuation plan. Fire drills shall be initiated by the activation of the fire alarm system or a coded public announcement. Records shall be maintained and available for review by the Washington State Fire Marshal.

USF

Facility Name: Olympia Gardens Address: Olympia WA 98501 Shift: Day Night

Date: Jan 14 2011 Time: 3:45 Type of drill: SIMULATED FIRE DRILL

Location of simulated incident: Laundry Room

Type of alarm device initiated: Yes No N/A

Alarm monitoring company notified before initiation of fire alarm? Yes No N/A

Fire alarm system reset and back in service? Yes No N/A

If no, describe actions taken:

Residents removed from room of origin? Yes No N/A

Resident room doors closed and latched? Yes No N/A

Residents moved to a safe area of refuge? Yes No N/A

Residents announced to identify location of fire? Yes No N/A

Coded announcement initiated (simulated)? Yes No N/A

Backup 911 call initiated (simulated)? Yes No N/A

Staff outside of fire area responded and assumed duties in accordance with fire evacuation plan? Yes No N/A

Fire and smoke barrier doors in corridor closed? Yes No N/A

Exit corridors cleared of all equipment and obstructions? Yes No N/A

Time fire drill concluded: 4:00 PM

Critique of fire drill:
New staff Pat & Chris were not confident about their responsibility.

360-450-053 9/02



13. Review and improve the process for future drills.

- Score and evaluate staff performance.
- Identify shortcomings in the existing emergency plan.
- Modify the plans as needed.
- Maintain detailed records.
- Survey staff to identify additional areas of improvement.
- Develop future 'In Service' training for staff.



Follow Up Actions

- Meet with your local fire officials to review and update your emergency plans to best suit their response plan.
- Share your successes with other facilities in your company.



QUESTION & ANSWERS

