

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

[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. THEY DO NOT NEED TO TAKE A FIRE EXTINGUISHER TO THE POINT OF ORIGIN!]

- 1) Gather as many staff as are available to participate in the drill in your respective area/unit.
- 2) Using the FIRE DRILL EVALUATION REPORT FORM, complete the top portion--the Point of Origin will be provided in the Notice;
 - a) Provide YOUR location—indicate building and floor number where you are located;
 - b) Provide the name of your department and name of the Unit Manager;
 - c) Provide the name of the person who is evaluating the drill;
 - d) Provide date, day, shift;
 - e) 'Time Start' is provided in the Notice and/or is the time a drill begins;
 - f) Whatever time you complete the drill is the 'Time Terminated'.
- 3) Ask staff the questions on the form, i.e., do you know the UAB FIRE PLAN, do you know what each letter of the acronym R A C E means, do you 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.
- 4) IF QUESTIONS ARE ANSWERED CORRECTLY, CIRCLE 'YES'; IF NOT, 'NO'. 'IN-SERVICE' IS CIRCLED 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.).'NA' 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).
- 5) There are items on the form that are considered critical areas and they are marked with an asterisk. If a 'NO' response is indicated for a critical item, the drill will receive an unsatisfactory rating and must be repeated.
- 6) Items 17 - 24 are to be completed by the Point of Origin ONLY.
- 7) Ask everyone participating in the drill to sign the STAFF PARTICIPATION FORM and indicate their unit/area next to their name.

If you have questions at any time concerning the above information or Fire Drills conducted at UAB Hospital, please contact Ted Rorrer or Vickie Reynolds in Hospital Safety at 934-1247 or 975-6693.