POLICY FOR FIRE DRILL PREPARATION, RESPONSE AND CLOSE OUT

Purpose: The purpose of this procedure is to provide for the proper response to fire drills.

Policy: Fire drills within Vanderbilt University Medical Center are held to ensure the safety of patients, visitors and staff within this institution. Additionally, fire drills are mandated by national, state, and local codes that govern Vanderbilt University Medical Center. Additionally, The Joint Commission Environment of Care standards require that fire drills be run on a routine basis. The Department of Facilities Management plays a critical role in both the execution and response to these drills. The steps outlined below are intended to guide the Facilities Management staff in their role in these drills.

Procedure: When requested by the Vanderbilt Environmental Health & Safety (VEHS) Medical Center Safety Officer or his/her designee, the appropriate personnel in the Delta Operations Center and the S.E.R. Shop shall prepare for, respond to and close out fire drills in the following manner:

Preparation:
Preparation for the execution of a fire drill shall be the responsibility of the S.E.R. Shop, and shall consist of:

1. The S.E.R. technician calls the local Central Station (Simplex) and VUPD, to notify them that we are about to run a fire drill. The S.E.R. technician shall give the Central Station the building account number and passcode where the fire drill will be held and the approximate duration of the drill. That individual shall also remind the Central Station operator that this is a drill and they are to respond to the alarm as they normally would with the exception of notifying the local fire department.
2. The S.E.R. technician shall take the necessary precautions to ensure that the fire drill causes minimal disruption to those areas not involved in the drill. These precautions shall include such steps as disabling the elevator capture system within the affected building.

Response:

All Facilities Management Shops and Delta Operations Center: It shall be the responsibility of the Delta Operations Center and all Facilities Management Shops to respond to a fire drill as they would any fire alarm. The Delta Operations and S.E.R. Shop staff will be notified in advance of the fire drill.

Responsibility:

S.E.R. Shop: It shall be the responsibility of the S.E.R. technician coordinating the fire drill to accompany the VEHS Safety Officer to the location of the drill. This technician is then responsible for (1) putting the appropriate fire alarm initiating device into the alarm condition to simulate an actual alarm and (2) ensuring Facilities Management staff and/or contract workers, where applicable, are notified of the fire alarm in the event the particular building has been put into the "Test" mode for any reasons applicable under Facilities Management Policy #42.

Close-out:

The responsibility for the proper close-out of a fire drill shall be the sole responsibility of the S.E.R. technician coordinating the fire drill with the VEHS, Safety Officer as outlined below:

1. When instructed by the representative from Environmental Health & Safety, the S.E.R. technician shall either reset the fire system themselves or request that it is done through the Delta Operations Center.

2. After the fire alarm system has been reset, the S.E.R. technician shall restore any overrides that were engaged to reduce patient and staff disruption (Elevator Capture, Audible Volume, etc.).
3. The S.E.R. technician shall confirm Central Stations receipt of the alarm signal and gives the time confirmation to the VEHS Safety Officer to document.

4. Finally, the S.E.R. technician shall call the local Central Station and inform them that the fire drill is complete and the Central Station should resume normal monitoring of the building and zone in question.

References: None