LIFE SAFETY SYSTEM – TROUBLE – FIRE DRILL DEFICIENCIES RESPONSE

Purpose: To establish a process for ensuring that Life Safety deficiencies noted during fire drills are resolved in a safe, expeditious manner. NOTE: While this policy is intended to address deficiencies discovered during routine fire drills, this procedure will also be used to address deficiencies discovered during actual fire alarm situations that are fire system related.

Policy: Located within the medical center are several systems designed to provide life safety protection for our patients, staff and visitors. These systems may be fire alarm systems, automatic sprinkler systems, pre-action systems, etc. From time-to-time, during regularly scheduled fire drills, due to equipment failure, construction activities, etc. these life safety systems may be found to be either partially or completely non-functional. Examples include, but are not limited to:

- Fire alarm system devices not functioning such as speakers and strobes.
- Fire doors not closing and latching
- Building public address system not working properly
- Fire alarm resets not working properly

This policy addresses Facilities Management’s response to deficiencies of this type.

Procedure:

A. Delta Operations Center Response:

When a life safety system deficiency is reported to the staff of the Delta Operations Center (DELTA) by representatives of Vanderbilt Environmental Health and Safety (VEHS), the following steps are followed:

1. When a life safety system deficiency is reported to the staff of the DELTA, the DELTA staff member immediately dispatches the appropriate Facilities Management technician, if one is available.

2. The DELTA staff will enter a trouble call into the Facilities Management work management system with the specific information being placed in the fields identified below:

   a. DESCRIPTION:

      Using the pull down feature, select the descriptor with the following text; “Fire Drill Issue Resolution”.

   b. COMMENT:
In the comment field, enter a detailed description of the deficiency as described by the SER technician or VEHS Safety Officer.

c. ASSIGNMENTS:
   In the assignments field, enter the shop technician to whom the call is dispatched. (i.e. Carpenter to adjust a door issue)

d. REQUESTER:
   The DELTA staff member will enter their name into this field

e. Other Trouble Call Field:
   All other trouble call fields will be completed as they normally are with special care being taken to enter as much detail as possible into the LOCATION & ROOM# fields.

B. Facilities Management Shop Response:

When the DELTA dispatches a deficiency to the on-call shop technician, that individual assumes the responsibility for resolving the deficiency condition as soon as reasonably possible. When making repairs to any life safety deficiency condition, the following steps must be observed:

1. The technician dispatched is responsible for checking the field device, system, etc., from which the deficiency originated. If the device, system, etc., can be repaired immediately (unless an overriding facility emergency takes precedence), the shop technician does so. If not, the steps listed below will apply.

   a. Deficiencies reported by the Life Safety System:
      a. Deficiencies are repaired before the end of the business on the day the deficiency was reported by the life safety system. When this is not possible, due to conditions beyond the control of the shop technician (such as part lead times, etc.), this condition must be reported to the shop managers and the appropriate Interim Life Safety Measures are implemented.

   b. Deficiencies reported by VEHS (during a fire drill):
      a. Deficiencies reported by VEHS during a fire drill must be repaired within 72 hours of being reported to the DELTA. If this cannot be accomplished for any reason other than part delivery delays, the shop managers must seek the
C. Administrative Follow-Up:

In order to assure that these processes are working as designed, the following administrative activities will happened at the intervals specified:

1. Daily Reporting: Each night at midnight, a 52 week history of all trouble calls pertaining to life safety deficiencies will be sent to the shop managers, the DELTA manager, the VEHS Medical Center Safety Officer, and the Facilities Management Assistant Director of Compliance and Work Management for daily review and tracking. Trouble calls not meeting the criteria spelled out elsewhere in this report will be discussed amongst these individuals. From this discussion, a proper response will be developed to efficiently resolve the deficiency.

2. Weekly Reporting: Each week the Facilities Management Assistant Director of Compliance and Work Management reviews all outstanding deficiencies. The focus of this review will be difficult to resolve issues and how best to resolve them.

Responsibility: It is the responsibility of each person who works on a VUMC Life Safety System to comply with this policy in its entirety.

References: None