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

Procedure: When requested by the Medical Center Safety Officer or his/her designee, the appropriate personnel in the Delta Operations Center, and the SER, HAR and Electric Shops 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 SER Shop, and shall consist of:

1. The SER technician calling the local Central Station (Simplex), and notifying them that we are about to run a fire drill. The SER technician shall give the Central Station the building location and zone number(s) 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 SER technician shall take the necessary precautions to insure that the fire drill causes a minimum of disruption to those areas not involved in the drill. These precautions shall include such steps as disabling the elevator capture system within the effected building.

Response: **HAR Shop, Electric Shop and Delta Operations Center:** It shall be the responsibility of the Delta Operations Center, and the HAR and Electric Shops to respond to a fire drill as they would any fire alarm they received either via the fire pager system or other notification. The Delta Operations staff *will* be notified in advance of the fire drill; HAR and Electric shop personnel *will not* be notified in advance of the fire drill.

Responsibility: **SER Shop:** It shall be the responsibility of the SER technician coordinating the fire drill to accompany the personnel from the **Vanderbilt Environmental Health and Safety** 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) insuring that VUPD and Plant Services staff are notified of the fire alarm in the event the particular building has been put into the "Test" mode for any reasons applicable under Plant Services Policy #42.
Close-out: The responsibility for the proper close-out of a fire drill shall be the sole responsibility of the SER technician coordinating the fire drill with the Department of Environmental Health & Safety as outlined below:

1. When instructed by the representative from the Department of Environmental Health & Safety, the 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 technician shall reset any precautionary measures taken to reduce patient and staff disruption (Elevator Capture, Audible Volume, etc.).

3. Finally, the 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