LIFE SAFETY SYSTEM – TROUBLE-FIRE DRILL DEFICIENCIES RESPONSE

Purpose: To establish a process for insuring 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 not fire drill 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 will address Plant Services' response to deficiencies of this type.

Delta Operations Center Response:
When a life safety system deficiency is reported to the staff of the Delta Operations Center (D.O.C.) by representatives of Vanderbilt Environmental Health and Safety (VEHS), the following steps will be followed:

1. When a life safety system deficiency is reported to the Delta Operation Center, the staff of the D.O.C. will immediately dispatch the appropriate Plant Services technician if one is on site. If none are available, the D.O.C. should contact the on-call technician to come in and make the necessary repairs.

2. The staff of the D.O.C. will then enter a trouble call into the Plant Services work management system with the specified 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 staff will enter a detailed description of the deficiency as relayed to them by the VEHS representative.
c. ASSIGNMENTS: In the assignments field, staff will enter the shop technician to whom they dispatched the call.

d. REQUESTER: The D.O.C. staff member will enter their name in this field.

e. All other trouble call fields will be filled out as they normally are with special care being taken to enter as much detail as possible into the LOCATION and ROOM# fields.

Plant Services shop Response:
1. When the D.O.C. dispatches a deficiency to the on-call shop technician, that individual assumes the responsibility for assuring that the deficiency condition is resolved as soon as is reasonably possible. When making repairs to any life safety deficiency condition the following steps must be observed:

   a. Whenever the D.O.C. dispatches a deficiency to the on-call shop technician, that technician 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 should do so. If not, the steps listed below will apply.

   b. Deficiencies that can adversely impact the life safety system's ability to protect the occupants of a building must be repaired before the end of business on the day the deficiency was reported by the life safety systems. 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 manager and the appropriate Interim Life Safety Measures must be implemented. Additionally, any affected patient care areas must be properly notified as well by consulting with the nurse manager or charge nurse over the area affected.

   c. All other life safety deficiencies must be repaired within 72 hours of the deficiency being reported by VEHS. If this cannot be accomplished for any reason other than part delivery delays, the shop must seek the assistance of the life safety systems original equipment manufacturer’s representatives.

   d. If the nature of the deficiency is such that the assistance of personnel from other Plant Services shops is required, it will be the responsibility of the shop manager to work with the manager of the shop in question to insure that this assistance is made available.

Administrative Follow-Up:
In order to assure that these processes are working as designed, the following administrative activities will happen 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 Operations Center supervisor, the VEHS Medical Center Safety Officer and the Plant Services Director of Operations and Compliance for daily review and tracking. Trouble calls not meeting the criteria spelled out elsewhere in this report will be discussed amongst these four individuals. From this discussion, a proper response will be developed to efficiently resolve the deficiency.

2. Weekly reporting – Each week the Director or Operations and Compliance reviews all outstanding deficiencies during the weekly staff meeting. 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 any VUMC life safety system to comply with this policy in its entirety.

References: None