

FIRE DRILL EVALUATION

Unit/Section	Date	Time	Activity Fire Marshal's (Drill Leader's) name
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SECTION I - AT THE SOUND OF THE FIRE ALARM (ALL AREAS)

	Yes	No	N/A
1. Alarm could be heard in all areas.			
2. Person in charge provided leadership.			
3. CODE RED announcement of the fire location could be heard.			
4. Smoke/fire doors automatically closed.			
5. Strobe lights were flashing and exit signs illuminated.			
6. Obstacles were removed from the corridor. (e.g., signs and carts.)			
7. Staff knew drill procedure (i.e., R.A.C.E. and P.A.S.S.)			
8. Patients were reassured and given direction.			
9. Rooms were checked and doors closed.			
10. Staff responded with sense of urgency.			
11. Everyone evacuated using closest exit and met at assembly point. (Exception: See Section II, below.)			
12. Staff and patients reentered building only after "All Clear" was announced.			

SECTION II - DEFEND IN PLACE (OR / PACU / SDS)

1. Staff notified the information desk (7-8741) of the number of staff and patients remaining on the unit.			
a. ____ staff defended in place during the drill.			
b. ____ patients remained on the unit during the drill.			
c. ____ patients and staff remained due to _____ procedure (e.g., Gastro and CT.)			
2. Staff were standing by for further instructions.			
3. Staff discussed horizontal evacuation procedure, checked stairwell for litters.			
4. Staff and patients defended in place until "All Clear" was announced.			

SECTION III - ADMINISTRATIVE (ALL AREAS)

1. Roll call (of staff participants) was taken at the assembly point.			
2. The results of this evaluation were discussed with the staff. (Successes and problem areas.)			
3. This evaluation was forwarded to the Safety Office within 24 hours.			

SECTION IV - STAFF PARTICIPATING IN THE DRILL (MILITARY GRADE / MR / MS & LAST NAME)

SECTION V - PROBLEMS NOTED AND CORRECTIVE ACTIONS TAKEN

Signature of activity supervisor	Forward the original of this evaluation to the MEDDAC Safety Office within 24 hours of the fire drill. Maintain a copy in the activity's files.
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