

FIRE DRILL

<u>Site:</u>	<u>Evacuation Time:</u>
<u>Date:</u>	<u>Location of Simulation:</u>
<u>Time of Drill: AM/PM</u>	<u>Location of Sensor Tested:</u>

<u>First Names of Clients:</u>	<u>First & Last Names of Staff:</u>
<u>Shift (circle one):</u> DAY SWING NIGHT	<u>Sig of Drill Facilitator:</u>

FIRE SYSTEMS TEST:

1. Test each emergency lamp for 30 seconds monthly and indicate “OK” or “FAIL”. *Additionally* complete the Monthly Emergency Light Test form.

INITIAL	DATE

2. Check each fire extinguisher for seal and charge. Sign and initial back of each extinguisher tag.

INITIAL	DATE

3. Visually inspect each fire sensor to ensure they are not damaged.

INITIAL	DATE

4. Check each “battery operated” smoke detector is tested (push button) for functioning.

INITIAL	DATE

<u>Fire Extinguishers Checked for Charge:</u>		<u>Staff Initials:</u>	<u>Date:</u>
1.	2.	3.	4.
6.	7.	8.	9.
11.	12.	13.	14.
			15.

Remarks/Comments:

FIRE DRILL

1. All staff and clients should be instructed about evacuation plans and fire escape routes upon admission/hiring. Exit routes should vary based on the location of the simulation of the fire. Any resident failing to evacuate the building unassisted within the established time period shall be provided specialized individual training.
2. Schedule fire drills at the beginning of each month; if problems occur, you will still have time to re-schedule the drill that month.
3. All completed fire drill forms are to be submitted to the Safety Manager by the first of the following month. Keep a copy for your in-house records for Fire Marshall visits.
4. The Fire Marshall requires that each shift perform a fire drill on a monthly rotational basis. They also recommend that each staff have an opportunity to perform a drill also on a rotational basis. Mark your calendar and review your old drills for planning purposes. (For Residential Facilities: By following the sequence, AM shift, PM shift, Night shift, you'll meet the requirements of a night drill at least quarterly. A night drill is anytime between 10pm –6am. Keep in mind Night drills are supposed to be unannounced and conducted once clients are asleep.)
5. Parts of the fire system must be tested each month and documented.
 - Note the **Location of the Sensor Tested** in the space provided (such as bedroom #1, kitchen, entryway, etc). Use a Liquid Smoke product and the approved tube attachment with which to spray the fire sensor. Heed the “2 Foot, 2 Second Rule”; spray for only 2 seconds, 2 feet away then wait for the fire sensor to activate. Initiate the fire drill by testing a different sensor or pull station each month. This test assures all sensors are working.
 - Note the **Location of the Simulation** of the fire. Have staff stand in the location of the fire to ensure staff and clients use alternate escape routes.
 - Sign and initial the back of the tag on each **fire extinguisher** each month. Check each extinguisher for seal (there are no leaks) and charge (arrow is in the green). If you have a fire extinguisher that needs re-charge or has a broken seal, submit a work order to the Arras Safety Officer immediately. Initial next to the number of each fire extinguisher on the fire drill form each month.
 - Visually **inspect each fire sensor/pull station** to ensure there is no damage or evidence of tampering.
 - **Check fire system Panel Box(es) for activity at each shift each day.** If you notice a trouble light or no lights active on your fire panel, submit a work order to the Arras Safety Officer immediately.