

UNIVERSITY OF TOLEDO

SUBJECT: CODE RED (FIRE) DRILLS

Procedure No: LS-08-002

PROCEDURE STATEMENT

The University of Toledo shall conduct fire drills in accordance with Joint Commission (JC) and NFPA mandates and have standard, established criteria in place to determine the efficacy of fire drills that are conducted.

PURPOSE OF PROCEDURE

To determine, by measurement against objective criteria, whether any deficiencies have occurred in the performance of a Code Red drill; to ensure that fire drills are conducted according to schedule.

PROCEDURE

Health Science Campus

1. The HSC Security Department will maintain a Fire Drill Schedule which is in accordance with the Joint Commission (JC) Environment of Care standards. Drills will be conducted according to this schedule. Drills will be initiated in areas with unique considerations (i.e. Operating Rooms, Hyperbaric Suite, and MRI Facilities).
2. The HSC Security Department will monitor the execution of each drill. All fire drills will be unannounced as to the time and location of the drill. All fire drills will be critiqued using the elements listed below as to what constitutes a proper drill, for the purpose of identifying deficiencies and opportunities for improvement in the conduct of drills.

Main Campus

1. All residence halls on the Main Campus will undergo four (4) Code Red drills, with full evacuation, each calendar year, while school is in session. The Department of Public Safety is responsible for conducting these drills. The fire/evacuation drills will be timed by staff, and the results of such drills, along with notations of any deficiencies noted during the conduction of the drill, will be sent to the local fire marshal as requested.
2. Any deficiencies noted during the conduction of a drill in a residence hall will be communicated by staff to the residence hall directors (or designees) for immediate follow-up and correction.
3. Code Red drills, to include full evacuation of the building, will be conducted in all non-residence hall buildings on the Main Campus on a rotating schedule. The same criteria will apply in terms of recording the time of evacuation and deficiencies: all Code Red drills will be timed for tracking/monitoring and improvement purposes, and any deficiencies noted during the conduction of the drill (for example, burned out exit lights or missing fire extinguishers) will be forwarded by staff to the department most responsible for eliminating those deficiencies (for example, Maintenance in the case of burned out exit lights).

Off Site Locations

1. The Department of Public Safety will work with the authority having jurisdiction, the building owner, and a UT fire tech to conduct these drills. The fire/evacuation drills will be timed by staff, and the results of such drills, along with notations of any deficiencies and corrective actions noted during the conduction of the drill, will be sent to the local fire marshal as requested.

Evaluations

1. A Code Red drill has been conducted properly if the following have occurred:
 - a. The *FIRE TONE* sounded on the floor
 - b. The *CODE RED* and *LOCATION* were announced clearly over the paging system (if applicable);
 - c. The *FIRE EXITS* were unobstructed
 - d. The *EXTINGUISHER CABINETS WERE UNOBSTRUCTED*
 - e. The *EXIT SIGNS* were lit
 - f. Unit or department personnel knew the location of the nearest *FIRE EXIT, FIRE EXTINGUISHER AND FIRE ALARM PULL STATION*, and how to use fire extinguishers and pull stations
 - g. All staff knew the R.A.C.E. acronym
 - h. Unit or department personnel knew the evacuation procedure AND THE 3 LEVELS OF evacuation
 - i. All unit or department personnel participated in the Code Red drill as appropriate
 - j. All *FIRE EXIT DOORS WERE CLOSED*
 - k. The *CODE RED COMPLETE* announcement (if applicable) was made and clearly heard in the building

A significant deficiency has occurred if:

- a. The fire tone did not sound on the floor
 - b. The Code Red and location announcement (if applicable) were not announced on the floor, or were not clearly audible
 - c. Personnel on the floor did not know the location of the nearest fire exit, fire extinguisher or fire alarm pull station.
2. Significant deficiencies will be corrected immediately upon completion of the drill, if possible. Employees will be instructed on appropriate response. Department heads/Nursing Directors will be apprised, immediately after the drill, of any significant deficiencies and advised of any needed corrective action. Issues that cannot be corrected immediately will be directed to the Chair of the Safety and Health Committee for resolution.

Source: Safety & Health Committee Effective Date: 10/1/91

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