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| **Fire Drills**  |
| **Purpose** | This procedure provides instructions for FIRE DRILLS. |
| **Policy Statements** | Fire drills test laboratory staff’s knowledge about the use and function of the fire alarm system, containment of smoke and fire, evacuation to areas of refuge, extinguishing fires, assignment of specific duties, and preparation for building evacuation; as well as how to report unsafe conditions or practices. Fire drills allow staff to practice a plan of action that focuses on a safe outcome for employees, patients, and visitors. |
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| **Materials** | **Form*** Fire Drill Quiz/Observer form
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| **Procedure** | **Facility Responsibility** |
|  | * The hospital Safety Manager will conduct the fire drills
	+ The scenario will begin in the laboratory, in an adjacent department or on a floor above the laboratory
	+ Not all fire drills are evacuation events, some are defend-in-place drills
* Observers appointed by the hospital safety department will complete a Drill Evaluation form to assess the staff on their performance
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|  | **Laboratory Staff Responsibility** |
|  | * All laboratory staff will participate in at least one fire drill or actual fire event annually
* Staff will proceed as if the emergency were real, except for employees performing critical patient testing
* Fire Response: **RACE**
* **R**escue
	+ Staff will communicate to patients and families, if applicable, that a drill is in progress
* **A**lert
	+ Call out “FIRE” to other employees
	+ Pull the nearest fire alarm box
	+ Dial the emergency phone number, identify yourself, identify location of fire and what is burning
	+ Emergency phone numbers
		- **Minneapolis: 5-7777**
		- **St. Paul: 1-8899**
		- **Police/Fire department: 911 or 9-911**
* **C**onfine
	+ Close all doors
	+ Leave lights on
* **E**xtinguish
	+ Know locations of fire extinguishers in the laboratory
		- Reference posted Safety Equipment Maps
		- Reference [SA 3.01 Code Red – Fire Safety Plan](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/SA/207204.pdf)
		- To use a fire extinguisher: **PASS**
			* **P**ull extinguisher pin
			* **A**im at base of fire
			* **S**queeze extinguisher handles
			* **S**weep side to side from front of fire toward back of fire
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|  | **AND/OR*** **E**vacuate
	+ Horizontal relocation to the adjacent smoke zone or smoke compartment passing through the fire/smoke doors
		- Minneapolis
			* Main Lab
				+ Primary – corridor near Histology
				+ Secondary – corridor near main elevator (B) lobby
			* Histology
				+ Primary – corridor near main lab
				+ Secondary – corridor near main elevator (B) lobby
			* Morgue
				+ Primary – basement freight elevator lobby
				+ Secondary – Green parking ramp, move at least 100 feet away from the Children’s Specialty Center (CSC) building
			* CSC Outpatient Lab
				+ Primary – relocate via tunnel into Children’s Hospital
				+ Secondary – basement freight elevator lobby
		- St Paul
			* Main Lab
				+ Primary – United Hospital corridor
				+ Secondary – corridor at the bottom of stairwell (A)
			* Garden View Medical Building (GVMB) Outpatient Lab
				+ Relocate via the Red parking ramp stairwell to the bottom level of the Red parking ramp. Meet at the front of the Red ramp entrance.
	+ The manager, operations supervisor, or designee will account for patients, visitors and staff at the relocation/destination site.
* Do not use elevators
* Listen to overhead paging for instructions – further evacuation, all clear, etc.
* Check for fire code violations and correct as necessary
	+ Blocked access to fire extinguishers
	+ Obstructed access to escape routes
	+ Storage too close to ceiling or sprinkler heads (at least 18 inches of clearance)
	+ Extension cords
	+ Door wedges
* Complete Fire Drill Quiz/Observer form after conclusion of fire drill or actual fire event as a means to document participation and fire safety education
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|  | **Laboratory Safety Officer Responsibility** |
|  | * Maintain fire safety procedures
* Maintain evacuation procedures
* Ensure all laboratory staff have been informed regarding their role in a fire emergency
* Ensure all laboratory staff have been informed regarding evacuation routes
* Document participation in at least one annual fire drill or actual fire event for all laboratory staff
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| **Related Documents** | [SA 1.03.a1 Mpls Lab Safety Equipment Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207198.pdf)[SA 1.03.a2 Mpls Histo Safety Equipment Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207199.pdf)[SA 1.03.a3 CSC Lab Safety Equipment Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207200.pdf)[SA 1.03.a4 Stp Lab Safety Equipment Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207201.pdf)[SA 3.01 Code Red – Fire Safety Plan](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/SA/207204.pdf)[908.00 Fire Safety Plan](http://khan.childrensmn.org/manuals/policy/900/005308.asp)[909.00 Shelter-In-Place, Relocation & Evacuation Plan](http://khan.childrensmn.org/manuals/policy/900/005309.asp)[934.00 Life Safety Management Plan](http://khan.childrensmn.org/manuals/policy/900/005329.asp) |
| **References** | * OSHA, 3404-11R 2011, *Laboratory Safety Guidance*, 2011.
* CLSI. *Clinical Laboratory Safety; Approved Guideline-Third Edition.* CLSI document GP17-A3,

Wayne, PA: Clinical and Laboratory Standards Institute: 2012. |
| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Carol Cram | 10/1997 | Initial Version |
|  | 2 | Kerstin Halverson | 07/01/03 |  |
|  | 3 | Kerstin Halverson | 10/13/09 |  |
|  | 4 | Carol Buhl | 11/22/11 | Added fire response (RACE and PASS) language. Clarified fire drill event expectations. |
|  | 5 | Carol Buhl | 03/16/12 | Updated evacuation routes. Reformatted. |
|  | Carol Buhl | 03/07/14 | Renumbered from 2.1.1.Deleted annual review section. |
|  | 6 | Carol Buhl & Lab Safety Committee | 03/16/17 | Added Police/Fire department number (911).Added manager responsibility to account for staff at relocation site. |
|  | 7 | Andrew Fangel & Lab Safety Committee | 06/09/23 | Updated from “code” to “plain” language.Updated GVMB evacuation location: front entrance of Red ramp.  |