

# Beaumont

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Area: EOC-Fire  
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## Fire Drill Policy

Document Type: Policy

### I. PURPOSE AND OBJECTIVE:

To establish guidelines and criteria for the conduction, evaluation, and documentation fire drills.

### II. POLICY STATEMENT:

Beaumont Health will conduct, evaluate, and document fire drills in compliance with applicable codes and standards. Staff will participate to the extent called for in the facility fire response plan.

### III. DEFINITIONS:

- A. Annually – Every 12 months, plus or minus 30 days.
- B. Patient Care – Patients are seen or treated.
- C. Quarterly – Every three months, plus or minus 10 days within the quarter.
- D. Shift – An eight-hour work period, even if employees are scheduled for more than eight hours.
  - 1. Afternoon Shift - 3:00 p.m. – 11:00 p.m., Alternative 4:00 p.m. – 12:00 a.m.
  - 2. Day Shift – 7:00 a.m. – 3:00 p.m., Alternative 8:00 a.m. – 4:00 p.m.
  - 3. Midnight Shift – 11:00 p.m. – 7:00 a.m., Alternative 12:00 a.m. – 8:00 a.m.
- E. Assembly - A building, or portion of a building used for gathering for 50 or more people.
- F. Fire Drill - A repetitious exercise used to teach and perfect fire response.

### IV. PROCEDURE:

#### A. Frequency

Fire drills are to be conducted at least as often as listed in the table below.

Occupancy	Frequency	Evacuation	Participation
Assembly	Quarterly	No	Employees
Hospital, Ambulatory Care, Nursing	Quarterly	No	Employees

Home	On Each Shift		
Operating & Surgical Suites	Annually	No	Employees
Business Occupancy, Patient Care	Annually	No	Employees <sup>1</sup>
Business Occupancy Non-Patient Care	Annually <sup>2</sup>	Yes	Employees
Areas Occupied While Under Construction <sup>3</sup>	See the project ILSM evaluation <sup>3</sup>	See Above	Contractors And As Required Above

<sup>1</sup>Patients must participate if it is part of the facilities plan that they aid in preparing for evacuation (i.e. dialysis patients who are taught to disconnect from the dialysis machine in case of an emergency).

<sup>2</sup>Annually is recommended.

<sup>3</sup>See Interim Life Safety Measures for additional information.

#### B. Time

1. Fire drills are to be held at unexpected times and under varying conditions.
2. Shift overlap should be avoided, as it will give a false impression of the capabilities of staff.
3. Times for drills must vary by at least one-hour since the last drill on that shift.
4. Sites will use the standard shift times in the definition section, unless it opts to use the alternative times for all drills.
5. Vary days of the week and avoid patterns.

#### C. Initiation

1. If a fire alarm system is installed and under the control of Beaumont, it will be activated to initiate a fire drill.
2. From 9:00 p.m. to 6:00 a.m., when patients would normally be asleep, a coded message may be used instead of the audible alarm.
3. Fire emergency conditions will be simulated to test staff response and patients trained to aid in self-evacuation. Evacuation or relocation of patients is not required.
4. All quarterly fire drills must be unannounced.

#### D. Accountability

1. As occupants arrive at the assembly point, every effort will be made to account for all occupants.

#### E. Reentry

1. No one may reenter the premises until instructed to do so by the fire official, or in the absence of a fire official, the incident commander. The incident commander may be the building or property manager, Security, Safety or other authorized agent.

#### F. Evaluation and Records

1. All fire drills will be critiqued to evaluate fire safety equipment, building features, and staff response using an approved form. See attached.
2. Records of fire drills will be maintained by the responsible department for at least three (3) years. Use the Beaumont Health evaluation form. See attached.

3. Security will use the Fire Incident Response Evaluation Form when responding to document fire response and fire drills. See attached.
4. Fire drills will be recorded on the fire drill matrix and reported to the local Environment of Care Committee and other committees as appropriate. See attached.

## V. REFERENCES:

- A. Joint Commission Environment of Care EC.02.03.03
- B. Life Safety Code 2012
- C. International Fire Code
- D. NFPA 1, Fire Code

## Attachments

[Fire Incident Report & Drill Evaluation](#)  
[Completed Fire Drill Matrix](#)  
[Fire Drill Evaluation](#)

## Approval Signatures

Step Description	Approver	Date
VP Support Services	John Fragomeni: VP Support Services	6/4/2021
Policy and Forms Steering Committee Approval (if needed)	Amy Blazejewski: Dir, Env & Life Safety	6/4/2021
Policy and Forms Steering Committee Approval (if needed)	Gail Juleff: Project Mgr Policy	6/3/2021
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	Richard Pointe: Dir, Facilities Mgmt B	6/1/2021
	Timothy Rowlett: Dir, Facilities Mgmt B	6/1/2021
	Timothy Poszywak: Mgr, Construction Compliance	6/1/2021
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	Robert Becker: Supv, Facilities Maint MMT	6/1/2021
	Amy Blazejewski: Dir, Env & Life Safety	6/1/2021
	Amy Blazejewski: Dir, Env & Life Safety	6/1/2021

## **Applicability**

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Beaumont Corporate Shared Services, Beaumont Medical Group, Beaumont Pharmacy Solutions, Dearborn, Farmington Hills, Grosse Pointe, Post Acute Care, Royal Oak, Taylor, Trenton, Troy, Wayne

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