

# Fire Alarm Response **Department** Evaluation



Joint Commission (TJC) standard EC.02.03.03 EPs 1-5

Rescue Alarm Contain Evacuate

## EVALUATION – completed by Department

<b>Department Information</b>		Date of alarm/drill:	
Evaluation prepared by (Name/title)		Time of alarm/drill:	
Your department/location		Location of alarm (overhead announcement):	

Include specific details and explanation in feedback section as appropriate.

<b>Emergency Plan and Activation of Fire Alarm</b>	YES	NO	N/A	Follow-up Requested
<i>- Please provide explanations after the question(s) or in the feedback section below</i>				
1. Staff understands the fire emergency plan? R.A.C.E.? P.A.S.S.?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2. Staff knows where the nearest fire alarm pull station is located and when and how to activate?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3. All equipment operated as expected (i.e. communication equipment, electronics, windows, elevators)?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4. Fire/smoke doors, egress routes, oxygen shut-off valves, fire extinguishers, and fire alarm pull stations unobstructed at all times? (circle if obstructed at time of the alarm)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

<b>Fire Alarm</b>				
5. Alarm was visible (strobes) and audible (horns), <b>in the area(s) alarming?</b> (if no, contact Facilities immediately)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. In areas using overhead paging during a fire response, location of alarm was identified and was announced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. In areas using overhead paging during a fire response, announcements were understandable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. "All clear" was announced and understood (overhead page, verbal announcement, radio, supervisor, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

<b>Response to Fire Alarm</b>				
9. Corridors and egress routes unobstructed including exit signs?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10. All doors and windows were closed <b>in the area(s) alarming</b> (area secured immediately)?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
11. All automatic fire/smoke doors closed <b>in the area(s) alarming?</b> (if no, contact Facilities immediately)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Staff can explain emergency oxygen shut off procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. In preparation to evacuate if needed, occupants and patients requiring assistance were identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Evacuation plans were identified and adequate, including understanding how to use stair-chairs in the hospital or proper staging in areas of refuge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Staff understands horizontal and vertical evacuation procedures in the hospital and surgery center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### List any participant feedback including training requests or suggestions for improvement:

Question #	Opportunity for Improvement	Follow-up Action

\*\*\* Additional information on back\*\*\*

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**Additional comments:**

**Fire Safety, Remember ...**

<b>R</b>	<b>A</b>	<b>C</b>	<b>E</b>
			
<b>Rescue</b>	<b>Alarm</b>	<b>Confine</b>	<b>Evacuate</b>
Rescue and relocate occupants away from immediate danger.	If the fire alarm is not already <b>activated</b> , pull the nearest fire alarm pull station <b>AND in the hospital call "1-1-1-1"</b> . All other buildings call "9-1-1".	Confine and contain the smoke and fire by closing doors and windows. This provides more time to evacuate and safety to those who cannot evacuate on their own.	Extinguish Evacuate ALL occupants away from immediate danger using designated fire exits. Only extinguish a fire if safe to do so.

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**Fire Alarm Response - Department Participants (optional):**
