

University Hospital

Fire Alarm Procedure Evaluation Form

PLEASE BE SURE TO COMPLETE TOP PORTION OF FORM

Complete form and submit to the Safety Officer - Room A-220 or Fax to 1445 during the shift of the fire alarm activation.

Floor/ Area Monitored:

Date:

Evaluator:

Time:

#	Item	Observation	Yes	No	N/A	Comments	Action Taken
1	Corridors & Elevator Lobbies	Clear of patients, visitors, volunteers, vendors, & staff					
		Staff directing all persons to return to patient rooms, waiting rooms, etc. until "Code Red All Clear"					
2	Smoke Barrier doors - Automatic closing on Fire floor, above and below as applicable	Released and closed properly					
3	Doors	Staff closed all doors, smoke, fire, patients, bathrooms, offices, etc.					
4	Fire alarm	Audible/Visual Strobes in all areas - working					
5	PA Announcement	Audible & clear					
6	Stairwells & corridors	Unobstructed/Clear of storage					
7	Stairwells & corridors	Doors closed properly & functional					
8	Lighting	Adequate throughout					
9	Fire alarm pull station	Unobstructed /operable					
10	Fire Extinguishers	Unobstructed/inspected/ mounted					
11	Elevators	NOT in use					
12	Magnetically locked doors	Released and opened					
13	Exit signs	Illuminated/adequate lighting					
14	Evacuation Plan	Current posted in English & Spanish					
15	Identification Badges	Identification visible					
16	Staff Response	Satisfactory/Cooperative					
17	Knowledge of :	Location of nearest Pull Station					
18	Knowledge of:	Egress route					
19	Knowledge of:	Nearest Fire Extinguisher					
	Knowledge of:	Area of Refuge					
20	Knowledge of:	RACE					
21	Knowledge of:	PASS					

Between the hours of 9 p.m. and 6 a.m audible devices are not required to be activated during fire drills as not to disturb sleeping patients.

Strobes & audible devices will be activated during all fire alarm activations with the exception of fire drills held between 9 p.m. and 6 a.m.

