

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.

Fire Alarm Procedure Evaluation Form

Floor/Unit Evaluated _____

Name - Print	Signature	Title
Cleared the Elevator lobbies and corridors		
Closed all doors		
Did not use elevators		
PA announcement clear and audible		
Familiar with nearest pull station, fire extinguisher		
Heard PA announcement of "Code Red All Clear"		