

 Office of Mental Health	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 2	Section # A-3030
	Section: Administration			
	Directive: Fire Evacuation Drills			
	Policy Owner: Director, Administrative Support Services Group			
Official Policy Manual				

A. Fire Evacuation Drills

In order to provide a safe and secure environment, it is necessary to conduct fire evacuation drills. The purpose of these drills is to instruct, evaluate and document knowledge on how to evacuate safely. The purpose of these drills is not to time an evacuation or hurry evacuations to meet deadlines.

Fire Evacuation Drills are held periodically to conform with rules and codes, including the National Fire Protection Association #101 Life Safety Code, the New York State Family of Building Codes and regulations set forth by the Joint Commission for Accreditation of Healthcare Organizations.

Documentation for these drills is to be completed on the standardized fire Evacuation Drill Report Form developed and distributed by the Office of Mental Health. It is the policy of the Office of Mental Health that all occupants of the building at the time of the drill will participate in the drill to the extent as outlined in the Facility written fire/evacuation plan.

B. Safety Department Roles and Responsibilities:

Safety Supervisors	<ul style="list-style-type: none"> • Establishes a schedule for drills to be completed. • Ensures Officers are trained and competent to conduct drills. • Assigns or designates Officer to complete drill. • May inform Officer designated to conduct drill as to the date, time, and location of drill. • Ensures drill times are spaced as required by The Joint Commission. • Ensures Officers are using the proper OMH Fire Evacuation Drill Report. • Receives and reviews completed fire evacuation drill reports. • Ensures reports have been completed and all questions have been answered. • Signs the report as the reviewer attesting that the report is complete. • Follows up on deficiencies noted. • Files original report in the Safety Department.
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	<ul style="list-style-type: none">• Forwards or files additional copies as required by Facility Policy.
Safety Department Staff	<ul style="list-style-type: none">• Checks schedule for fire evacuation drill assignment.• Secures copy of proper OMH Fire Evacuation Drill Report.• Determines proper evacuation category to be utilized in completing drill.• Notifies alarm receipt location as appropriate.• Instructs person in designated area of drill to sound the alarm. (or simulate the alarm during hours allowed by code).• Observes evacuation.• Evaluates staff knowledge of those present at drill.• Calls an end to the drill and ensures reset of the alarm system.• Verifies receipt of the alarm at the receiving location.• Evaluates and completes the OMH Fire Evacuation Drill Report.• Obtains appropriate staff signatures on the report.• Signs the report.• Submits completed report to the appropriate Safety Supervisor.