

# LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: <b>FIRE DRILLS</b>		Original Issue Date: 1993	Policy # <b>SP 113</b>
		Supersedes: March 2019	Effective Date: March 2022
Departments Consulted:	Reviewed & Approved by:  (Signature on File)  Safety Officer	Approved by:  (Signature on File) Director, Facilities Management	

## **PURPOSE**

To ensure that all employees are familiar with the Emergency Response Procedures and to identify deficiencies.

## **POLICY**

The LAC+USC Medical Center facilities shall comply with local Fire Codes, The Joint Commission standards, and applicable laws and regulations by conducting periodic fire drills.

## **PROCEDURE**

Work force members shall participate in fire drills in accordance with the facility's fire response plan. The Fire Drill Coordinator shall test staff knowledge of fire safety, including the following:

- Use and functioning of fire alarm systems
- Notification
- Containment of smoke and fire
- Relocation to areas of safe refuge
- Use of fire extinguishers
- Specific fire-response duties
- Preparation for building evacuation

All fire drills must be recorded. Records shall include the date, time, area, and sign-in sheets of participants. All records shall be maintained for a period of three years.

## **REFERENCE**

- Los Angeles City Fire Code Section 409

**REVIEW/REVISION DATE** – 02/99, 11/03, 07/04, 11/07, 12/10, 03/13, 03/16, 03/19, 03/22