	Organization Name		Document No:	QUXAT/SOP/70
	Title	Code Red - Fire Safety Mock Drill	Page No:	Page 1 of 5

**1) PURPOSE:**

- a) To ensure compliance fire safety guidelines across the hospital – through conduct of Fire Safety Mock Drill – Code Red

**2) ABBREVIATIONS:**

- a) IP – Inpatient services
- b) OP – Outpatient services
- c) CSO – Chief Safety Officer
- d) FSO - Fire Safety Officer
- e) MCP – Manual Call Points
- f) ER – Emergency Room

**3) SCOPE:**

- a) Hospital wide

**4) RESPONSIBILITY:**

- a) Security Staff
- b) Nursing In-Charge
- c) Medical Superintendent
- d) Nursing Staff
- e) Doctors
- f) Administrative staff
- g) Management Staff
- h) Local Fire Safety Authority


**5) DISTRIBUTION:**

- a) Hospital wide

**6) PROCESS DETAILS:**


- a) The Hospital facility should be in compliance with the local fire safety guidelines as prescribed by the Local Fire Safety Authority. Relevant approvals and permissions should be obtained from the said local authority for ensuring fire safety in the hospital
- b) It is the responsibility of every manager, supervisor and employee to observe, report and check any condition or act that may be a potential cause of fire in any of the organization. The slogan “**Prevention is better than cure**” is equally applicable to fire.
- c) Fire Safety Mock Drill – Code Red is conducted at least twice every year
- d) The responsibility for carrying out Fire Mock Drill (Code Red) in the hospital rests with the management of the hospital
- e) The Local Fire Authority - Fire Safety Officer (FSO) visits the hospital on invitation from the hospital management to ascertain the type of fire appliances, fire alarm systems, sprinkler system, fire pumps and other types of fire protection equipments that are available in the hospital

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	Organization Name		Document No:	QUXAT/SOP/70
	Title	Code Red - Fire Safety Mock Drill	Page No:	Page 2 of 5


- f) Table top mock exercise under the guidance of the local fire safety officer and hospital management should be conducted before conducting actual mock fire drill to facilitate group analysis of an emergency situation in an informal, stress-free environment
- g) The Table top exercise is designed for examination of operational plans, problem identification, and in-depth problem solving prior to actual conduct of the mock drill
- h) The tabletop exercise under the guidance of the local fire safety officer and hospital management is essentially a group brainstorming session centered on a scenario narrative and problem statements or messages that are presented to members of the group
- i) The Local Fire Safety Authority - Fire Officer should verify the fire and emergency drill record book and attest same with his signature, name and date on completion of the fire mock drill
- j) The Local Fire Safety Officer interacts with the senior hospital officials - Administrative Officers, and engineering team members to discuss with them about the level of preparedness of their staff to effectively tackle any fire related emergency situation in the hospital
- k) The hospital administration should ensure that all the hospital staff should attend fire safety drill instruction at least twice a year
- l) The Local Fire Officer should record his findings of inspection of fire safety measures in the hospital
- m) The Local Fire Officer should explain the object of fire mock drill, pointing out that the responsibility for the prevention and prompt extinction of fires rests equally on every staff member regardless of their rank
- n) The senior hospital officials are motivated to give the instructions/continuous training to staff
- o) The Fire Officer should start with explaining the purpose of drill, position of exits, methods of rescue, equipments of firefighting, prevention of fire in hospital by explaining about the common causes of fire in hospitals.
- p) The model instructions should be as detailed below:
  - 1. On discovering a fire: Call for help and reach to the nearest fire extinguisher and try to extinguish the fire. Activate the internal fire alarm system by activating the code and activating the manual call points, remove patients from the proximity of the fire, ensure that the fire brigade has been called, endeavor to extinguish the fire with the appliances provided
  - 2. Calling the fire service: All fires, suspected fires or potential fires should be reported immediately to the Fire Service Station by the quickest method available. It is the duty of the Chief Security Officer to ensure that the fire service is called for support
- q) At conspicuous positions in all parts of the hospital building printed notices should be exhibited stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. The fire instruction notices should be brief, clear, prominent, legible and appealing to the readers
- r) Steps of Fire Mock Drill to be conducted under the supervision of senior management and local fire safety officer:

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	Organization Name		Document No:	QUXAT/SOP/70
	Title	Code Red - Fire Safety Mock Drill	Page No:	Page 3 of 5

1. Alarm Operation – effectively raising code red in the hospital using the public address system and activating the fire alarm system
2. Power: Stopping central A.C units, isolating power supplies as per instructions of the fire safety officer
3. Call the fire brigade: Precise instructions that needs to be followed
4. Evacuation: Two stage instructions – (i) closing of doors and windows, search of toilets etc. (ii) Responsible persons for carrying out the patients by various rescue methods
5. Assembly – Away from premises – under cover at safe assembly zones
6. Roll Call – Staff Registers and patients list. Duty security officer reports to Fire Brigade Officer about any missing patient/staff based on roll call
7. Attacking the Fire - Circumstances will dictate whether firefighting operations should be attempted
8. Testing of installations and equipment - During the Drill, the real performance of all the available firefighting installations and equipment (e.g., Hose Reel, Wet Riser, Downcomer, Yard Hydrant system, Fire Extinguishers, Emergency Lighting, Automatic Detection and alarm system, Sprinkler system, Smoke management system, Fire Doors, Water tanks, Fire Pumps, etc. have to be tested and deficiencies if any shall be recorded in the Fire Mock Drill Check List
9. It is the responsibility of the Hospital Management to rectify the deficiencies immediately to ensure fire safety of the hospital premises
10. Practice Fire and Emergency drill - By staff (Using other staff as patients)
  1. Evacuation of bed patients to a place of safety using various evacuation methods under the supervision of fire safety officer
  2. Discovery of a fire in a room adjacent to a ward / bedroom raise alarm - patients / residents evacuated attacking fire with fire fighting appliances available if safe to do so
  3. Discovering a fire in kitchen or electrical fire usual closing of door etc., and attack on fire as appropriate, foam, dry powder, CO2, and fire blanket
  4. Smoke spreading from corridor to a ward alarm given evacuation commenced investigate smoke and source of fire and attack fire
  5. Practice fire mock drill across all areas of the hospital, simulating conditions in smoke in which one or more escape routes are obstructed by smoke
  6. During these drills the fire alarm should be operated by a member of the staff who is informed of the planned drill and thereafter
  7. Fire mock drill routine should be rehearsed as fully as circumstances allow under the supervision of the fire safety officer and as per hospital management instructions
  8. The principles of fire, drills and procedures should be taught to Doctors, Medical Students, Nurses, Nursing Students and staff members to ensure maximum preparedness in the hospital for any fire incident/eventuality

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	Organization Name		Document No:	QUXAT/SOP/70
	Title	Code Red - Fire Safety Mock Drill	Page No:	Page 4 of 5

11. Evacuation of Patients (demonstrated by trained firefighting trainer/staff) by people designated for evacuation should know basic methods of evacuation. They should be taught the following methods of evacuation by a trained firefighting certified trainer/staff:

1. 2 and 4 handed lifts
2. Fireman's lift from the bed
3. Human Crutch
4. Blanket removal
5. Wheel Chair
6. Pick a back
7. Fore and Aft method
8. Removal by stretcher / with or without wheels


12. Evaluation of Fire Mock Drill

1. The evaluation of fire mock drill consists of two factors
  1. Performance of the staff in a fire mock drill
  2. Effectiveness of the behavior in accordance with the fire emergency plan
2. The successful evacuation of the patients/staff/attenders to reach a place of safety / designated assembly point outside the building within reasonable time before the spread of smoke, fire and heat is the essence of evaluating the fire mock drill
3. Fire safety education and practice of evacuation procedures by the hospital employees will determine the success of a fire mock drill in a hospital
4. Completion of Fire Mock drill check-list / documentation and Fire mock drill Register

## 7) DOCUMENTS:

S No	Record	Responsibility	Review after (Years)
1	List of Fire Extinguishers	CSO	1
2	Fire Extinguisher – Maintenance Record	CSO	1
3	Fire Safety – Mock Drill Register	CSO	1
4	Fire Alarm System – Maintenance Register	CSO	1

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	Organization Name		Document No:	QUXAT/SOP/70
	Title	Code Red - Fire Safety Mock Drill	Page No:	Page <b>5</b> of <b>5</b>

5	Public Address System – Maintenance Register	CSO	1
6	Facility Safety Rounds - Register	CSO	1
7	Fire Drill Checklist	CSO	1

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