

**University of Kentucky Hospital
Fire Drill Evaluation Form**

Floor/Area	<input type="checkbox"/> Drill Site <input type="checkbox"/> Adjacent Site—Same Floor <input type="checkbox"/> Area Above or Below Drill Site <input type="checkbox"/> Operating under ILSM
Department	Date/Time of Drill

Facility Readiness		
	Yes	No
1. Was the fire alarm audible in the area?		
2. Was the "Green Grass" announcement audible in the area?		
3. Did the fire alarm strobes flash?		
4. Did fire doors close and latch completely?		
5. Did smoke doors close completely?		
6. Were exits clear of obstructions prior to beginning of drill?		
7. Were fire extinguishers unobstructed and inspected monthly?		

Employee Response		
	Yes	No
8. Did employees check rooms and close doors that line corridor?		
9. Did employees clear all objects from corridors?		
10. Did employees alert visitors to alarm and provide appropriate instructions?		
11. Did employees from the work area use elevators during alarm?		

Employee Knowledge
Choose an employee and assess his/her knowledge of basic fire response procedures.

Employee	Department/Job Title		
	Yes/NA	Somewhat	No
1. Does employee know and <i>understand</i> the RACE procedure?			0
2. Does the employee understand why corridor doors close when the fire alarm sounds?			0
3. Does the employee know location of the closest fire alarm pull station?			0
4. Does the employee know the location of the closest fire extinguisher?			0
5. Does the employee know how to use a fire extinguisher?			0
6. Does the employee know the area of refuge?			0
7. Does the employee know his/her role in evacuation?			0
8. Does the employee know location of medical gas valves and procedures for shutting them off?			0

Additional Observations:	Score: (Out of 100) Standard: 90% or above
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Recommendations:

Signature of Evaluator:

Attention Service Director or Manager:
The score for your area has been sent to your administrator for follow up.
Please review this evaluation and complete the Problem Reconciliation section on back.
 Updated 9/04

