



EDUCATIONAL RESOURCES

ASC Fire Drill Training and Procedures

Combining Code Requirements
and Practical Steps



AMBULATORY SURGERY CENTER



ACHCU IS A BRAND OF ACCREDITATION COMMISSION *for* HEALTH CARE



Welcome

- So glad you are here
- Let's do this workshop

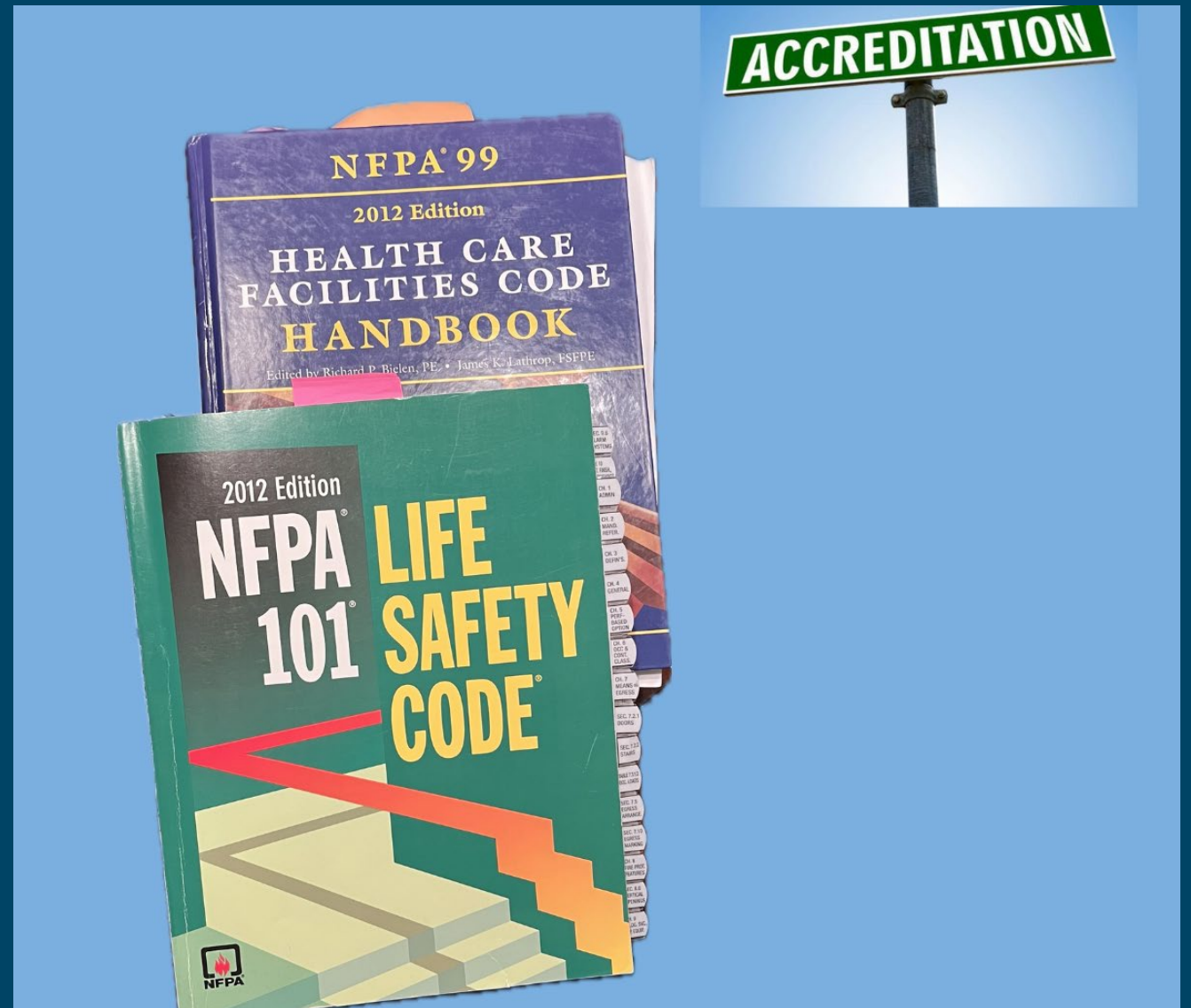
Overview

- Fire drills are essential for preparedness in Ambulatory Surgery Centers (ASCs). This training outlines the requirements of the 2012 NFPA 101, Section 4.7.
- CMS adopted 2012 NFPA 101 for CMS certification and deemed status organizations.
- All accrediting organizations have fire drill requirements.

Webinar Agenda

- Part 1 : Information on the requirements.
- Part 2 : How to conduct a fire drill to meet the requirements.

Part 1: The Requirements



Where Fire Drills Are Required (2012 NFPA 101 sec.4.7.1)

- Drills must be conducted as required by Chapters 11–43 of NFPA 101 or as directed by the Authority Having Jurisdiction (AHJ).
- Chapters 20/21 New and Existing Ambulatory Health Care
 - Section 7.1
- Collaboration with local emergency services is encouraged.
- Check with your accrediting organization for additional requirements.

Drill Frequency (20/21 7.1.6)

- Drills must be held often enough to:
- Familiarize all occupants with procedures
- Make participation routine

- NFPA 101 20/21 7.1.6 “Drills shall be conducted quarterly on each shift to familiarize facility personnel (nurses, interns, maintenance engineers, and administrative staff) with the signals and emergency action required under varied conditions.”

Orderly Evacuation (4.7.3)

- Focus on an orderly evacuation rather than speed.

- Emphasize:
 - Calm movement
 - Use of assigned roles
 - Accountability

Simulated Conditions (4.7.4)

- Drills should be conducted at varied times and conditions to simulate actual emergency situations.
- Utilize a fire scenario of some kind
- This helps prepare staff for unpredictable scenarios.

Relocation Area (4.7.5)

- Drill participants must relocate to a predetermined location.
- They must remain there until dismissed or recalled.

Documentation (4.7.6)

- Each drill must be documented by the person conducting it.

- Records should include:
 - Date and time
 - Participants
 - Observations
 - Improvements needed

Part 2: Conducting The Fire Drill



Step 1: Pre-Drill Planning

- Appoint a Drill Coordinator
- Review the Emergency Plan
- Set Drill Objectives
- Select Date and Time
- Be familiar with your Fire Alarm System Control Panel
- Be familiar with your manual pull stations & reset procedures

Step 2: Coordinate with Authorities

- Notify the fire department/dispatch (if required)
- Notify fire alarm monitoring company
- Inform building management if applicable
 - Multi tenant buildings challenges

Step 3: Prepare the Facility

- Ensure clear egress routes
- Check alarm systems. Is system showing “normal” status?
- Post drill notices if applicable(multi tenant buildings)

Fire Alarm Manual Pull Station



Fire Alarm Control Panel



Step 4: Conduct the Drill

- Activate the alarm system
 - Activate a pull station.
- Staff perform assigned duties
- Move to relocation area
- Account for all

Step 5: Monitor and Observe

- Drill coordinator notes performance
- Optional observers at critical points
- Keep roster of participants

Step 6: Conclude the Drill

- Announce 'All Clear'
- Resume normal operations safely
- Ensure fire alarm system back to “normal”
- May need to call monitoring and/or fire department dispatch

Step 7: Debrief Immediately

- Gather staff to discuss
- Identify strengths and areas for improvement

Step 8: Complete Documentation

- Record date, time, participants
- Include observations and improvements
- Keep records for surveyors to include information about scenario

Step 9: Update Plans & Training

- Modify emergency plan as needed
- Schedule follow-up training if gaps are found

Final Thoughts & Key Takeaways

- **Fire drills are more than a checkbox**—they're a vital part of maintaining a safe environment and meeting CMS requirements.- Schedule follow-up training if gaps are found
- **Know the Code:** Follow 2012 NFPA 101, Section 4.7 and Chapters 20/21 for ASCs and know your accrediting organizations requirements!
- **Practice matters:** Drills must be realistic, well-planned, and conducted **quarterly on each shift.**
- **Documentation is critical**—surveyors will ask for it, so keep it detailed and up to date.
- **Evaluate and improve:** Use every drill as a learning opportunity. Adjust your emergency plan and training accordingly.

Need Help?

- If your team needs help setting up fire drills, reviewing procedures, or staying compliant, I'm happy to assist.

Reach out any time!



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Thank you

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