



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

TTUHSC EL PASO FIRE DRILLS

Faculty, staff and students are required to participate in fire drills.

Facility drills are conducted to test employees on correct procedures and allow observation of the facility egress system during simulated emergency conditions. The TTUHSC El Paso Fire Marshals will identify and correct all fire drill deficiencies. Fire evacuation drills are generally conducted each calendar year. TTUHSC El Paso employees should know two separate ways from their work area for evacuation purposes. Employees should leave the building using the stairs to the designated area outside. Elevators are not intended for emergency egress.

Exceptions:

1. Patients and visitors are not required to evacuate for fire drills.
2. Personnel actively involved with *direct patient care* or laboratory experiments that require constant attendance are also excused from the drill.
3. It is acceptable for an employee to remain for incoming phone calls and to supervise patient waiting areas.

Patient care, as defined below, should not be interrupted for fire drills.

- (1) **Definition: Active patient treatment:** Personnel actively involved in face-to-face treatment, movement or conference with a patient. Activities such as phone calls, dictation and note writing, where there is no direct interaction with the patient, are not included in this definition. Patients waiting in exam rooms should be notified of the fire drill and allowed to remain in the exam room during the drill.

Fire Drill Frequency

TTUHSC El Paso Fire Marshals will conduct Fire Drills at least annually. Additional drills may be conducted in any area where participation is poor or where incorrect fire alarm response is apparent to the Fire Marshal.