**OR Fire Drill Planning**

This worksheet is intended to assist the perioperative fire safety committee or perioperative personnel in planning and executing a fire drill in the perioperative area. Instructions should be adapted to fit the needs of the facility.

**General fire drill planning**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| According to local fire regulations and facility policy, the frequency of OR fire drills will be (select one):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Monthly | [ ]  Quarterly | [ ]  Semi-annually | [ ]  Annually | [ ]  Other:  |

 |
| Who will notify the fire department that a fire drill occur |  |
| How far in advance the fire department need to be notified before a drill occurs |  |
| How the fire department will be notified of a drill |  |
| The fire department’s role during a drill (eg, do they audit the drill, attend every drill, observe) |  |
| How will visitors and family members be made aware that a drill is occurring? |  |

**Complete the following for each fire drill**

|  |  |
| --- | --- |
| Type of fire drill | [ ]  Tabletop drill [ ]  Simulated fire [ ]  Other:  |
| Scope of the fire drill (select all that apply) | [ ] OR-only | [ ] Preop | [ ] PACU |
| [ ] CSPD | [ ] Facility-wide | [ ] Other:  |
| Date, time, and location |  |
| Other departments involved beyond the perioperative area |  |
| Scenario choice (see “Fire Drill Scenarios” in the AORN Fire Safety Tool Kit) |  |
| Include evacuation? | [ ]  Yes [ ]  No |
| Simulation method (eg, flash cards, lights, manikin simulator, virtual reality technology), if applicable |  |
| Designated observers |  |
| Describe observer participation level (eg, silent, provide coaching, hidden, visible to drill participants) |  |
| Observer documentation method (eg, evaluation tool) |  |
| Post-drill debrief time and location |  |
| Mandatory debrief attendance? | [ ]  Yes [ ]  No |
| Who is responsible for drill set up? |  |
| Resources and supplies needed for drill |  |