FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Fire Safety Documents

Facility:

Directions: Not all areas are fillable blanks. Press the Tab key to move to the next fillable location.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Table of Contents

Tab 1: Sprinkler Systems

Tab 2: Backflow Preventers

Tab 3: Fire Alarm System

Tab 4: Kitchen Suppression System

Tab 5: Kitchen Hood Cleaning

Tab 6: Generator

Tab 7: Fire Doors

Tab 8: Fire/Smoke Dampers

Tab 9: Fire-resistance-rated Construction (Fire Walls, etc.)

Tab 10: Exit and Emergency Battery Lights

Tab 11: Carbon Monoxide Detectors

Tab 12: Fire Extinguishers

Tab 13: Fire Drills

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Tab 1

Sprinkler Systems

- Sprinkler Systems are required to be serviced annually. Place your annual report behind this tab.

- Sprinkler systems must have a 5 year internal pipe inspection. Place your last 5 year inspection report behind this tab.

- Sprinkler systems are required to be inspected quarterly. Place your quarterly inspection report behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Quarterly Documentation Record of Fire System Tests

The following procedures are to be used in conducting tests of the fire protection systems and equipment. **NOTE: All tests shall be conducted each quarter and documented below.**
These are minimum requirements. Check with your fire sprinkler contractor for the specific needs of your system. The following can be performed by a fire sprinkler contractor or by facility staff with proper training.

NOTIFY MONITORING AGENCY PRIOR TO CONDUCTING TESTS.

Facility: Year: Date	1St	2nd	3rd	4th
Main Drain Test Record the static water supply pressure in psi as indicated on the lower pressure gauge. Open the main drain and allow water flow to stabilize. Record the residual water supply pressure while water is flowing from the 2" main drain as indicated on the lower pressure gauge in psi. Close the main drain (slowly).				
Wet Pipe System Flow Alarm Test water flow alarms by opening the inspector's test valve. (Notify alarm company to avoid false alarms).				
Wet Pipe System Gauges Inspection & Alarm Test (monthly) Gauges are in good condition and normal pressures are maintained.				
Alarm Devices – Inspect exterior**.**				
Fire Department Connections Verify connection is visible and accessible, not damaged, caps or plugs are in place, identification sign is in place, and automatic drain is working properly.				
Hydraulic Nameplate If system was hydraulically calculated, assure nameplate is legible and securely attached to riser.				
Valves All Types – Visually inspect pressure reducing and relief valves.				
Dry Pipe System Flow Alarm Open the alarm bypass valve. (Notify alarm company to avoid false alarms). **Caution:** opening the inspector's test connection can cause the system to trip accidentally, allowing the pipes to fill with water and creating a potential for a serious freeze problem.				
Dry Pipe Priming Level Check dry priming water level by opening the test valve and checking for a small amount of water to discharge. If no water flows out of the test line, add priming water.				
Dry Pipe System Low-Air-Pressure Alarm Low air pressure alarms, if provided, shall be tested quarterly in accordance with the manufacturer's instructions.				
NOTIFY MONITORING AGENCY THAT TEST IS COMPLETED AND SYSTEM IS BACK IN SERVICE.				

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Tab 2

Backflow Preventers

- Backflow prevention assemblies are required to be serviced annually. Place your forward flow annual report behind this tab.

- Backflow prevention assemblies shall be inspected internally every 5 years to verify that all components operate correctly, move freely, and are in good condition. Place your last 5 year inspection report behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Tab 3

Fire Alarm Systems

- Fire Alarms are required to be serviced annually. Place your fire alarm annual servicing report behind this tab.

- Smoke detectors shall be tested for sensitivity every 2 years if no nuisance log is being maintained, every 5 year if a nuisance log is being maintained. Place your sensitivity report behind this tab.

- Place your Nuisance log behind this tab if being maintained.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Smoke Detector Caused Nuisance Alarms

Facility: _____ Year: _____

MONTH	# of Alarms	Location / ID of alarm	Zone / Area (if applicable)	Signature / Date signed
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Additional comments:

This log is for detector-caused nuisance alarms. In zones or areas where nuisance alarms show any increase over the previous year, calibration tests shall be performed.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Tab 4

Kitchen Suppression Systems

- Chemical agent kitchen hood suppression systems shall be inspected every 6 months. Place last two semi-annual servicing reports behind this tab.

- 904.1.1.1 Pre-engineered kitchen fire-extinguishing systems. A current ICC/NAFED certification for pre-engineered kitchen fire-extinguishing systems is required when performing design, installation, inspection/testing or maintenance on kitchen suppression systems. This standard went into effect 6/1/2021.

- Monthly hood system inspections shall be completed. If hood system has a monthly service tag, document monthly inspection on the tag, or use the form attached below. No certification will be required for monthly inspection.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Kitchen Hoods Monthly Testing

Facility: _____ **Year:** _____

7.2.1 Kitchen hoods need to be inspected on a monthly basis, inspection accordance with 7.2.2 and the owner's manual.

7.2.1.1 The system owner shall maintain the design and installation documents and maintenance manual or owner's manual on the premises and make them available for review, upon request, by authority having jurisdiction.

At a minimum, the inspection shall include verification of the following.

Requirement	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Date Completed												
The extinguishing system is in its proper location.												
The manual actuators are unobstructed.												
The tamper indicators and seals are intact.												
The maintenance tag or certificate is in place.												
No obvious physical damage or condition exists that might prevent operation.												
The pressure gauge(s), if provided, has been inspected physically or electronically to ensure it is in the operable range.												
The nozzle blowoff caps, where provided, are intact and undamaged.												
The hazard has not changed, including replacement, modification, and relocation of protected equipment.												

If any deficiencies are found, appropriate corrective action shall be taken immediately.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Tab 5

Kitchen Hood Cleaning

- Hoods, grease-removal devices, fans, ducts and other appurtenances shall be inspected at intervals specified below or as approved by the fire code official. Inspections shall be completed by qualified individuals.

Type of Cooking Operations	Frequency
High-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking	3 Months
Low-volume cooking operations such as places of religious worship, and seasonal businesses	12 Months
Cooking operations utilizing solid fuel-burning cooking appliances	1 Month
All other cooking operations **(Most Facilities)**	6 Months

- If during the inspection it is found that hoods, grease-removal devices, fans, ducts or other appurtenances have an accumulation of grease, such components shall be cleaned.

- Records for inspections shall state the individual and company performing the inspection, a description of the inspection and when the inspection took place. Records for cleanings shall state the individual and company performing the cleaning and when the cleaning took place. Such records shall be completed after each inspection or cleaning and maintained behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Tab 6

Generators

- Generators are required to be serviced annually. Place annual report behind this tab.

- Generators are required to be inspected weekly and run at full load for 30 minutes once a month. Place your log of weekly inspections and monthly full load tests behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

MONTHLY GENERATOR TEST LOG

MONTH _____ YEAR _____

WEEK	1	2	3	4	5
*DURATION					

*30-minute building load test conducted monthly.

Date Last Serviced _____ Serviced by _____
(from previous sheet)

WEEK	1	2	3	4	5
Date of Test					
Engine Crank Case Oil (Note Level and Color)					
Battery Fluid Level (Add distilled water as needed)					
Fuel Level (Indicate Fuel Type)					
Test Voltage (Should be 208V)					
Hertz (Should be 60Hz					
Run Time (Note total hours of Operation)					
Test					

Tab 7

Fire Door

- Fire doors shall have annual inspection completed and documented. Place Fire door inspection documentation behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Fire Door Inspections

Facility: _____ **Date:** _____

Inspector: _____

Indicate door number/location and whether the door passed or failed (P/F). Each door must pass all items listed.

Labels are present and legible.
No holes or breaks in door or frame.
Glazing and glass kit/glass beads are intact and securely fastened.
Door, frame, and hardware are in proper working order.
No missing or broken parts from original installation.
Door clearances are within allowable limits. Center 1/8"-wood, 1/16" steel, ¾ " bottom
Door closer/spring hinges are operational and door is self-closing and latches.
Coordinator ensures that door leaves close in proper sequence. (pairs only)
Door is self-latching in the closed position.
Opening is not equipped with auxiliary hardware items which interfere w/operation.
No field modifications have been performed that void the label.
Gasketing and edge seals, where required, are present, continuous, and of the proper type for a fire door.
Signage on door covers less than 5% of door face and is not attached with mechanical fasteners.

Door # / Location	Pass/Fail	Discrepancy
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Tab 8

Smoke/Fire Damper

- Each damper shall be tested and inspected 1 year after installation
- The test and inspection frequency shall then be every 4 years, expect in hospital, where the frequency shall be every 6 years.
- Local jurisdictions identify minimum testing qualifications.
- Place fire and smoke damper inspection documentation behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

FIRE DAMPER TESTS

Facility: _____ **Inspector:** _____ **Date:** _____

Damper Location	Pass/Fail	Deficiencies discovered	When and how the deficiencies were corrected
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		

Tab 9

Fire-resistance-rated Construction

- The owner shall maintain an inventory of all required fire-resistance-rated construction, construction installed to resist the passage of smoke.

- FC 701.2 defines fire-resistance-rated construction as:
  - Structural members
  - Exterior walls
  - Fire walls, fire barriers, fire partitions
  - Horizontal assemblies
  - Shaft enclosures

- Such construction shall be visually inspected by the owner annually and properly repaired, restored or replaced where damaged, altered, breached or penetrated.

- Records of inspections and repairs shall be maintained. Where concealed, such elements shall not be required to be visually inspected by the owner unless the concealed space is accessible by the removal or movement of a panel, access door, ceiling tile or similar movable entry to the space.

- Place fire wall inspection documentation behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

FIRE-RESISTANCE-RATED CONSTRUCTION INSPECTION

Facility: _____ **Inspector:** _____ **Date:** _____

Fire Wall Location	Pass/Fail	Deficiencies discovered	When and how the deficiencies were corrected
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
	☐P ☐F		
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FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

TAB 10

Exit and Emergency Battery Lights

- Emergency lighting shall be tested for 30 seconds once a month and 90 minutes annually. Place emergency lighting test documentation behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Emergency Lighting

Facility: _____ **Date:** _____

Inspector: _____

☐ **Monthly 30 second test** ☐ **Annual 90 minute test**

Serial # / Location	Pass/Fail	Corrective Action
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
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FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

TAB 11

Carbon Monoxide Detectors

- Single - and multiple-station carbon monoxide alarms and all connected appliances shall be inspected and tested in accordance with the manufacturer's published instructions at least monthly. Place carbon monoxide detector testing documentation behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Carbon Monoxide Detector Testing

Facility: _____ **Date:** _____

Inspector: _____

Serial # / Location	Pass/Fail	Corrective Action
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
	☐P ☐F	
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FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

TAB 12

Fire Extinguishers

- Fire extinguishers shall be serviced annually by a company. Place report behind this tab. This report will provide information if a tag is missing on an extinguisher.

- Fire extinguishers are required to be inspected monthly by facility staff. This can be documented on a separate log sheet.

    - What to check for:
        - Is the gauge needle in the green tab?
        - Is the pin and tamper seal still in place?
        - Is there a hose obstruction or damage to the fire extinguisher?
        - Take the fire extinguisher, turn it upside down, shake it, and place it back. This helps keep the chemical from compacting in the bottom.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

TAB 13

Fire Drills

- Fire Drills:
  - At least twelve planned and unannounced fire drills shall be held every year.

  - Fire drills are to be conducted so that there is one fire drill per shift per quarter. Place fire drill reports behind this tab.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

MONTHLY FIRE DRILL REPORT

Fire drills shall be conducted quarterly for each shift. Each drill shall be in accordance with the facility evacuation plan. Fire drills shall be initiated by the activation of the fire alarm system. When drills are conducted between 9 p.m. and 6 a.m., a coded announcement may be used instead of audible alarms. Records shall be maintained and available for review by the Washington State Fire Marshal.

Facility Name		
Address		
Date	Time _____ ☐ a.m. ☐ p.m.	Shift ☐ Day ☐ Swing ☐ Night
Name of Person Conducting the Drill		

SIMULATED FIRE DRILL

Location of simulated incident:			
Type of alarm device initiated:			
Alarm monitoring company notified before initiation of fire alarm?	☐ Yes	☐ No	☐ N/A
Fire alarm system functioned properly?	☐ Yes	☐ No	☐ N/A
Fire alarm system reset and back in service?	☐ Yes	☐ No	☐ N/A
If no, describe action taken:			
Residents removed from room of origin?	☐ Yes	☐ No	☐ N/A
Resident room doors closed and latched?	☐ Yes	☐ No	☐ N/A
Residents moved to a safe area of refuge?	☐ Yes	☐ No	☐ N/A
Coded announcement initiated to identify location of fire?	☐ Yes	☐ No	☐ N/A
Backup 911 call initiated (simulated)	☐ Yes	☐ No	☐ N/A
Staff outside of fire area responded and assumed duties in accordance with fire evacuation plan?	☐ Yes	☐ No	
Fire and smoke barrier doors in corridor closed?	☐ Yes	☐ No	☐ N/A
Exit corridors cleared of all equipment and obstructions?	☐ Yes	☐ No	☐ N/A
Time fire drill conducted			
Critique of fire drill			

Additional Comments

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

EMPLOYEE PARTICIPATION LOG

NAME	TITLE	SHIFT

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PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Conducting a Fire Drill

Guidelines for Staff of Licensed Care Facilities to Conduct a Fire Drill

The purpose of the Fire Drill is to test facility personnel in the following:

- **Efficiency**
- **Knowledge; and**
- **Response to a Fire Emergency**

1. **A Written Procedure** – Facility written procedures shall require that all facility personnel participate during regularly scheduled fire drills. (WAC 212.12-044) Documentation is also required. (IFC Sec. 405.4 and WAC 212-12-044)

2. **When to Hold a Fire Drill** –
   - A fire drill is required on each shift at least once each quarter. (IFC Section 408.6.1 and IFC Section 405.2 and WAC 212.12-044)
   - Fire drills shall be held at unexpected times and under various circumstances that simulate actual fire conditions.
   - It is recommended that fire drills be held in conjunction with the required monthly fire alarm tests (UFC Section 1001.5.2)(10g). For example, testing a smoke detector or fire alarm pull station could serve as both the test and the fire drill.

3. **Conducting a Fire Drill –**
   Procedures to protect the lives of all residents within the facility involve four basic steps for fire emergencies. The term R.A.C.E. is an easy way to remember these four basic steps.

   a. Rescue – Rescue residents in immediate danger if safe for staff to do so. These actions include assessing the fire as well as moving resident(s) in nearby rooms away from immediate danger.

   b. Alarm – Activate the fire alarm system. This includes calling for help and/or activating a manual fire alarm box if the fire alarm system has not been activated.

   c. Confine – Contain the fire to the room where the fire started or to the smallest area possible, if not within a room. Normally this is accomplished by closing the door to the room of the fire.

   d. Evacuate and extinguish – Relocate patients in the fire area and extinguish the fire. Assess the fire to determine if it is small enough for you to extinguish.

   Remember that resident safety is your number one priority. Residents and their families trust you to help protect them and to guard their safety, and the safety of people who, in many cases, cannot help themselves. Educate yourself and stay aware of potential fire hazards. Take fire drills seriously and above all, stay calm and collected during an emergency situation so you can provide the best protection for yourself and facility residents.

   - The person conducting the drill shall notify the monitoring agency (911 Center, fire department, etc.) by telephone PRIOR to the fire drill and again at completion of the drill.
   - A simulated fire (cloth, sign, etc.) with written description of fire problem shall be placed at a pre-determined location.
   - Emphasize orderly action under proper discipline, rather than speed.
   - Drill shall include transmission of fire alarm signals throughout the facility. *Note: To avoid disturbing patients, drills conducted during night shift may use a coded announcement instead of an audible alarm.*
   - Drills shall include simulation of emergency fire conditions except that the movement of infirm or bedridden patients to safe areas or to the exterior of the building is not required. *Note: Patients who are mobile should be removed from involved zones lest their curiosity or anxiety hamper fire department activity or cause themselves injury.* Visitors within the facility also need to be relocated to other zones or to the exterior of the building, as appropriate.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Fire Drill Scenarios for Licensed Care Facilities

Fire Drill Scenarios for Staff of Licensed Care Facilities to use in Regularly Scheduled Fire Drills

It is suggested that an orange cone or red light may be used to simulate the fire location, or hand an employee one of the scenarios listed below.

Fire Drill Scenario #1 – Trash Can Fire (Employee Portion) A fire is burning in a trash can. The fire is beginning to spread to nearby curtains. There is a single resident in the room of the fire. The patient is mobile, but is sick and needs assistance.
Fire Drill Scenario #1 (Person Conducting the Fire Drill Portion) The fire is continuing to burn on the ceiling and is spreading to other combustible items. The next day, the fire department informs the facility that the fire was started by a burning cigarette discarded into the trash can. Should any action be taken?
Fire Drill Scenario #2 – Bedding fire caused by electric blanket A fire alarm activation has alerted to a fire in an outlying area of the facility. Upon investigation, you find a bedding fire in a resident room. The sprinkler head has activated and is spraying water on the area. The patient is still in bed and has just been awakened by the water. The bed is still burning but the fire has slowed.
Fire Drill #3 – Combustibles/Clothing near a heat source A resident has alerted that there is a fire in his room. Upon investigation, you find that an article of clothing has fallen in front of a wall heater and is burning.
Fire Drill Scenario #4 – Recalled Power strip As staff enter the facility, there is a smell of smoke in the area. Upon investigation, a fully loaded power strip is found smoldering in a staff area. Smoke is beginning to spread into corridors and hallways. You are informed by the fire department that the power strip in use was a recalled item.
Fire Drill Scenario #5 – Cooking Fire An alarm activation has alerted to a fire in the building. You are informed by staff or by checking the fire alarm system annunciator panel of a fire in the kitchen area. Light smoke is coming into the corridor.

FIRE PROTECTION BUREAU – INSPECTION SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3906

Fire Drill Scenario #6 – Dryer Fire

The fire alarm system activates.

You are informed by staff of a fire in the laundry area.

Upon investigation, you discover a small fire and smoke coming from a clothes dryer.

Fire Drill Scenario #7 – Electrical Fire

There is a smell of smoke and of rubber burning in the staff area.

Upon investigation, you find a light extension cord with a microwave oven plugged into it. The odor seems to be coming from the extension cord.

Fire Drill Scenario #8 – Smoking Fire

During room checks you are alerted to smoke coming from a resident room. Upon investigation, you find the room partially engulfed in fire. There are two residents in the room.

Heavy smoke is coming from the room and fire is beginning to spread into the hallway.

Fire Drill Scenario #9 – Popcorn in Microwave

The fire alarm system has been activated.

You are informed by staff or by checking the alarm system annunciator panel of a fire alarm activation in a resident area hallway.

Upon investigation, you find no smoke or fire of any sort.

Fire Drill Scenario #10 – Intentional Fire

The fire alarm system has been activated.

You are informed by staff that the annunciator panel indicates a fire in clothes on top of a bed.

Fire Drill #11 – Combustible Materials

The fire alarm has been activated.

You are informed by staff of a fire in the dining area. Upon investigation, you discover a rapidly growing fire in a large stack of newspapers.

Fire Drill Scenario #12 – Exterior Fire

As you walk up to the facility from the parking lot, you notice smoke rising from the ground near some shrubbery.

Upon investigation, you find a fire in the beauty bark caused by a discarded cigarette. The fire is beginning to grow and is impinging on the outside of the building.