

# Tracer Protection Services

## Fire Procedures

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### **PURPOSE:**

The "Fire Protocol" is to provide a plan whereby patients, personnel, and property are safeguarded by a thorough understanding of the procedure involved in reporting a fire, fire and smoke containment, and Medical Center evacuation.

Fire safety is an extremely important concern in the plant area. Fire can strike at any moment. All personnel are responsible for knowing their individual roles in the fire protocol.

### **POINTS OF IMPORTANCE:**

1. Know the locations and how to operate the fire alarm boxes.
2. Know the locations and how to operate the fire extinguishers.
3. Know the location of the emergency escape stairways.
4. Keep duty areas clean and free from non-essential material and equipment.
5. Assure that all electrical equipment is checked regularly by an electrician or Bio-Medical Engineer.
6. Know and review frequently, the plan for fire evacuation.

### **GENERAL INSTRUCTIONS FOR PERSONNEL:**

Upon the detection of smoke or fire, CALMLY take the following steps:

1. Remove patients, visitors, and personnel from immediate danger.
2. Pull the nearest fire alarm.
3. Call the PBX Operator. Identify yourself and report the location of
4. Close all doors, especially the door to the fire zone area.
5. Shut off the oxygen valves in the fire zone area.
6. Attempt to extinguish the fire, using the appropriate fire fighting techniques (fire extinguisher, smothering).
7. Keep telephone lines open for emergency calls.
8. In case of smoke, place wet linens or blankets at the bottom of the doors.
9. Remain at your station until otherwise notified and remain clam.
10. Do not evacuate without instructions to do so.
11. Do not utilize the elevators.

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## ANNOUNCEMENT:

In the event of an actual fire or fire drill, the PBX Operator will make the following announcements:

1. **Fire Drill** – “Attention Please” (Repeat three (3) times), “Fire Drill” and location (Repeat three (3) times).
2. **Actual Fire** – “Doctor Red” and location (Repeat three (3) times).

## SPECIFIC INSTRUCTIONS FOR PERSONNEL IN THEIR WORK AREA:

If the fire occurs in your area, in addition to the “General Instructions”, be sure to carry out your area’s specific departmental duties.

Be sure to secure all records, valuables, and monies where necessary. Each departmental representative shall know the location of the following equipment in their area:

1. Fire Alarms
2. Fire Extinguishers
3. Oxygen shut off valves
4. Location of exits
5. Smoke detectors

If a fire occurs elsewhere, standby to receive and transmit telephone calls and to provide support as needed.

## SMOKE AND FIRE CONTAINMENT:

The basic techniques are:

1. Extinguish or control the fire by using available fire fighting equipment; i.e. fire extinguisher, blankets. Never try to use a water hose. Do not attempt to fight a fire if it endangers your life.
2. If it is impossible to subdue the fire, the door should be closed.
3. Place wet linens or blankets at the base of the doors to help confine the smoke and fire.
4. In the event of intense smoke, lie down on the floor and have others do the same.
5. Never open a door that feels hot to the touch.

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## EVACUATION

Evacuation of non-critical personnel shall be carried out in four steps as the situation may dictate.

### EVACUATION PROCEDURE #1 – IMMEDIATE AREA

Remove patients from immediate danger, close all doors, and shut off oxygen and electrical equipment.

### EVACUATION PROCEDURE #2 – HORIZONTAL OR LATERAL EVACUATION

If the extinguishments of the fire is not readily possible, patients are to be moved to the nearest and safest protected area on the same floor. The lateral movement must always be in the direction of the fire doors, enclosed stairwells, or “safe” elevators. Ambulatory patients should be moved first. They should be lined up outside their rooms, form a chain holding hands and follow the staff member to a safe area. Next to be moved are the bedridden patients. They are to be moved by wheelchairs, stretchers, and drag sheets (covers for the linen carts).

### EVACUATION PROCEDURE #3 – VERTICAL EVACUATION

If the fire continues to spread, the vertical phrase of the evacuation shall be ordered by the Plant Emergency Director or designee. Safe refuge may be found one floor below, where the patient shall be contained in a holding area. As in the previous procedure, ambulatory patients shall be moved first, followed by the injured personnel. Utilization of elevators should be through the direction of the Fire Department. If there is a remote chance that the elevator power may be affected, the elevator will not be used.

### EVACULATION PROCEDURE #4 – TOTAL EVACUATION

Evacuation to the outside is the last resort and would only be done by the order of the Plant Emergency Director, his designee, or the Baton Rouge Fire Department. This phase will include all of the procedures listed above. The floor involved will be evacuated first, next the upper levels, and finally the lower levels. Elevators in the area of danger will not be used.

#### ADDITIONAL NOTES:

1. Place the blanket from each patient’s bed around their shoulders.
2. Tag each room, “Completely Evacuated”, with a piece of tape around the outside handle.
3. The Vice-President of Patient Care Services or designee will account for all patients who are evacuated.
4. The covers on the linen carts should be used as a stretcher to drag a patient along the carpeted floors.
5. Do not block stairwells or corridors—keep patients on one side only.

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6. If patients are relocated, be sure to move their medical records.

## FIRE DRILL POLICY

The purpose of a “Fire Drill” is to make certain that all employees know what to do and how to react in the event of a real fire.

“Fire Drills” will be held once a quarter on each shift. The location of the “mock” fire will be rotated through all departments.

The Fire Committee Members shall decide on the date, time, and location of the drill each month. When the “Fire Drill” is in your area, you should:

1. Simulate removing the patients, visitors, or co-workers from the immediate fire area.
2. Pull the nearest fire alarm. This is done at the location of the “mock” fire under the direction of the Fire Committee Member present.
3. Call the PBX Operator (ext. 3333) and report “Fire Drill”, stating the location.
4. Close all doors and clear the corridors.
5. Simulate shutting off the oxygen, vacuum, air, and gas valves.
6. Bring fire extinguishers to the “Fire Scene”. **DO NOT ACTIVATE.**

Personnel should be prepared to answer questions about location and use of fire alarms, shutting off of valves, and evacuation routes.

When “Doctor Red” is not in your area, you should consult your Disaster Manual for your department duties and prepare yourself to carry them out.

## CANCELLATION OF ANNOUNCEMENT

When notified by administrative representatives or the Chairperson of the Fire Committee, the PBX Operator will announce the cancellation of the fire or a fire drill. The operator will announce after a fire “All Clear, Doctor Red” (repeat three (3) times). After completion of a fire drill, the operator will announce “All Clear, Fire Drill” (repeat three (3) times).

## FIRE KNOWLEDGE

These are three classes of fires:

1. CLASS “A” – Combustible (paper, wood, cloth)
2. CLASS “B” – Flammable liquids (gasoline, oil, greases) **DO NOT USE WATER.** Use CO2 extinguishers, baking soda, dry chemical, or a “A,B,C” extinguisher.
3. CLASS “C” – Electrical equipment (motors, wiring, batteries). Use dry chemical CO2 or a “A,B,C” extinguisher.

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“A,B,C,” FIRE EXTINGUISHERS MAY BE USED ON ALL FIRES.

Fire burns because of three elements:

1. Ignition or heat index
2. Fuel source (something to burn)
3. Oxygen

Take away any one of these elements and the fire is extinguished.