

FIRE PLAN

- I. General Considerations: The hospital building was constructed with many safety features in order to permit containment of a fire should one occur. However, it is necessary that each employee give serious consideration to duties assigned by this plan and by departmental fire plans to ensure that any fire would not get out of control and also to prevent panic.
- II. Notification:
 - A. Upon discovery of a fire, the employee discovering the fire shall promptly take the following action:
 1. Remove any patient who may be in immediate danger.
 2. Pull the alarm on the wall nearest the scene of the fire.
 2. Dial 7999 and inform the switchboard operator of the exact location of the fire and the type of fire involved (mattress, electrical, trash can, etc.). Also tell the operator of any special assistance required at the scene other than the engineers with the fire cart and the fire department.
 - B. Upon notification of a fire, the switchboard operator shall immediately:
 1. Call the local fire department and apprise them of the situation.
 2. Announce over the public address system three (3) times, "Dr. Red" and state the location of the fire. (Example: "Dr. Red, Room 503, 5th Floor", or "Dr. Red, X-Ray".)
 3. Notify the hospital Director during normal working hours, or the Administrator on call, outside normal working hours.
 4. Call Central Communications, who will then call each department to ensure they are aware of the fire.
 - C. It should also be noted that our automatic fire alarms, once activated by heat or smoke, indicate the location of a fire by a code of bells. A list of these codes are shown in appendix 10. Each employee should remember to follow their departmental fire plans both when the fire bells are heard and/or when the Operator announces a "Dr. Red".
- III. Lines of Authority:
 - A. The senior employee present in the area of the fire shall assume control at the scene of the fire until the arrival of the Engineering fire fighting team and shall have the following action taken:

1. Have all fire extinguishers of the proper type for the fire involved (see paragraph IX) manned and used in an attempt to extinguish or control the fire. If water fire hoses are to be used, advise hose teams to extend the hose its full length prior to turning on water supply.
 2. Have telephone manned and establish contact with extension 7040 (hospital Director's Office). The employee establishing contact with extension 7040 should remain on the line and pass information to the administrative representative answering in order to keep Administration apprised of the situation and to relay orders or instructions from Administration to the person in control at the scene.
 3. Have someone stand by oxygen supply systems and electrical equipment (except lights) in order that they may be shut off immediately if necessary and if ordered by the person in control at the scene.
 4. Close all linen and trash chutes, trayveyor systems for Dietary and Central Service, and all windows and doors to prevent drafts.
- B. Control of the fire fighting efforts shall be assumed by Engineering personnel upon their arrival at the scene.
 - C. Upon arrival of the city fire department, the senior representative of that organization shall assume control of the fire fighting efforts, and his orders and recommendations shall be carried out.

IV. Engineering Department Duties:

- A. The Engineering Department shall be responsible for providing fire fighting equipment and personnel to the scene of the fire immediately upon the sound of the fire alarm.
- B. In order to prevent the spread of fire and smoke, Engineering personnel shall turn off the necessary ventilation systems.
- C. The Chief Engineer shall cause fire drills to be held at least monthly and ensure that each shift participates quarterly. He shall ensure records of drills and actual fires, including date, time and observations are maintained and critiqued. A complete report of all fires and drills shall be provided to the hospital Director by the Chief Engineer.

V. Evacuation:

- A. Other than the immediate removal of patients from danger areas, if evacuation is necessary, it shall be accomplished in accordance with the provisions of the Evacuation Plan of this manual, starting on page ____.

- B. During working hours, Housekeeping personnel, who are assigned by the Evacuation Plan to assist in the evacuation of patients, should report to the scene of the fire and stand by to assist should an evacuation be ordered. Dietary personnel assigned for evacuation shall report to the scene only when called for, and shall deliver pole litters to the scene which will be found stored in the storage closet in main corridor outside of Special Testing.
- C. Should an evacuation be ordered outside normal working hours, the Nursing Supervisor shall direct all hospital employees on duty and who are not urgently required at their place of duty to proceed to the scene of the fire to assist.

VI. Elevator and Traffic Control: (All working hours)

- A. Staff Elevators - The Security Department shall, at the sound of the fire alarm cause all staff elevators (service elevators) to be brought to the service floor and held there for the Engineering fire fighting party and other needs relating to the control of the fire.
- B. Visitor's Elevators - One member of the Security Department shall, at the sound of the fire alarm, cause all visitor's elevators (passenger elevators) to be brought to the first floor and held there for use by persons involved in official duties. Elevators should be operated with emergency control keys which are available at the Security desk located on the Service floor.
- C. Traffic Control - The Security Department shall cause one member of the Department, at the sound of the fire alarm, to proceed to the scene of the fire to maintain control of traffic.
- D. Visitors - All visitors who are in patient's rooms shall be asked to remain there until the all clear has been sounded.

Note: If the fire is near the vicinity of the elevators, permission should be obtained from the senior fire department representative or senior administrative person present before the elevators are used.

VII. Physicians:

Physicians will be requested to report to the scene of the fire if the senior administrative representative deems it necessary, and an announcement to that effect will be made over the public address system. House staff physicians residing in the staff quarters will be called to report when ordered by the senior administrative representative.

VIII. General Instructions:

- A. Employees shall make a special effort to remain calm and to reassure patients. Avoid shouting and loud talking.
- B. Walk - do not run.
- C. Personnel who are required to report to the scene of the fire should look for a fire extinguisher along the way and carry it to the scene for use if needed. These extinguishers will be turned over to the Engineering personnel at the scene in order to facilitate inspection and reloading prior to redistribution.
- D. All employees not having an assignment at the scene of the fire shall return to their place of duty and be prepared to assist if needed and called.
- E. All windows and doors shall be closed throughout the hospital.
- F. Practice good housekeeping and avoid accumulating junk or rubbish.
- G. Observe all regulations for the safe storage and transportation of ether, alcohol, film, oxygen and other flammable items.
- H. Observe all smoking regulations.
- I. Report over-heating of equipment, defective wiring or electrical plugs, etc., to Engineering.
- J. Use proper care in disposing of lighted cigarettes and matches.

IX. Types of Extinguishers Available:

- A. The following types of fire extinguishers are available at this hospital:

Water Hose - Located in cabinets throughout the hospital. Used for Class A fires (ordinary combustible material such as paper, mattresses and wood).

Water Stored Pressure Can - Located in cabinets throughout the hospital. Used for Class A fires.

Dry Chemical Can - Located on Engineering fire trucks. Used for Class B fires (flammable liquids, gases, or grease) and Class C fires (live electrical equipment).

Carbon Dioxide - Located in cabinets throughout the hospital. Used for Class C fires (live electrical equipment).

- B. All employees shall make themselves familiar with what type extinguishers are available in their areas of responsibility and shall learn to use them properly. Employees shall also review departmental fire plans and assignments periodically to ensure that they are familiar with duties, and shall learn the location of all fire alarm boxes within their areas of assignment.

X. Conclusion of Fire Plan Activity:

- A. When the fire has been extinguished, the senior administrative representative at the scene of the fire shall notify the switchboard operator.
- B. The switchboard operator shall announce over the public address system, "Dr. Red, All Clear" three (3) times.