

LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER

FIRE PLAN
VIRAL DISEASE CLINIC
EYE CLINIC
MOLLIE E. WEBB
CLINICAL TRIALS
WIC CLINIC
NORTH WEST COALITION CLINIC

Purpose: To provide procedures to follow in order to minimize risks to patients, visitors and employees should a fire occur.

Policy: The basis of this fire plan is a four-step procedure:

1. **Rescue**
2. **Alarm**
3. **Confine**
4. **Extinguish**

I. If the Fire Is In Your Area

A. Remove from immediate danger anyone in close proximity to fire and smoke; take to a place of safety. Confine the fire by shutting the door leading into the room in which the fire is located.

B. Immediately sound the nearest alarm, red pull station if building is equipped with pull stations.

C. Call the Shreveport Fire Department (911) and give exact location and type of fire (example: Viral Disease Clinic – **6670 St. Vincent Ave.** - fire in trash can – **caller's name**).

Next notify the LSUHSC University Police (675-6165).

D. Make every attempt to confine the fire to as small an area as possible and extinguish the fire, if possible, by use of fire extinguisher using PASS –

P - pull the pin

A - aim low

S - squeeze the lever

S - sweep from side to side.

- E. All personnel will take immediate steps to evacuate. Turn off all appliances and equipment that require attending and observation for safe operation. Close the door to your room as you leave.
- F. All personnel, patients, and visitors will evacuate area by proceeding to nearest exit. Once outside move away from the building, not only for your own safety but also so that you will not impede the Fire Department's operations.
- G. The clinic nursing supervisor is responsible to see that all personnel, patients, and visitors have evacuated to the outside and accounted for.
- H. Physicians in clinic buildings will assist other staff in moving patients and visitors to safety and will evacuate with other staff.
- I. Volunteers and students will be treated as visitors and asked to go into room and stay until the "all clear" is announced or order for evacuation is given.

II. University Police

Upon notification of fire, they shall notify Hospital Administration and the Safety Office.