

LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER  
**SCHOOL OF ALLIED HEALTH BUILDING**  
**FIRE PLAN**

**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/Announce**
3. **Confine**
4. **Extinguish/Evacuate**

**I. If the Fire Is On Your Floor**

- A. Remove from immediate danger any person 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. Sound the alarm at one of the **RED FIRE ALARM** boxes located by the stairwell exits and exterior exits. Pull the lever on the box down and activate the alarm.
- C. Staff will call University Police at 5- 6165 to give the exact location and type of fire (New Allied Health., - 2nd floor – Room Number - fire in trash can – Callers name).
- D. Make every attempt to confine the fire. If possible, use proper fire extinguisher to put out the fire.
- E. The Staff Manager or designee will be responsible to shut off Medical Gas connection in patient rooms or student training areas.
- F. The Staff Manager on the floor upon which the fire is located will undertake immediate evacuation of the area.
  1. Ambulatory patients, staff, and students will be evacuated first - they shall proceed down the nearest stairwell to ground level away from building.

2. Non-ambulatory patients, staff, or students will be brought, if possible, to Stairwell #1 landing on all floors where rescue assistance intercom can be used for communication to ground floor Security desk. Non-ambulatory patients, staff, or students will be evacuated by in-house personnel and/or fire department personnel.
- G. All rooms will be checked to ensure that no one is left in the area. All doors to rooms will be closed upon leaving the area.
- H. The Staff Manager will be responsible for head count after the evacuation is complete. All evacuated personnel will assemble in parking lots in front and on south side of building.

## **II. If the Fire Alarm is activated in Building**

- A. All patient, staff, and visitors will prepare to evacuate the building immediately.
- B. All building rooms will be emptied and all doors will be shut upon leaving the area.
- C. Ambulatory patients, staff, or students will be evacuated first - they shall proceed down the nearest stairwell to ground level and exit building to parking lots.
- D. Non-ambulatory patients, staff, or students will be brought, if possible, to Stairwell #1 landing on all floors where rescue assistance intercom can be used for communication to ground floor Security desk. Non-ambulatory patients, staff, or visitors will be evacuated by in-house personnel and/or fire department personnel.
- E. All rooms will be checked to ensure that no one is left in the area and all doors are closed.
- F. Do not use elevators.

### **III. General Instructions**

It is the direct responsibility of the Department Head and/or Supervisor to instruct every employee under his/her supervision as to the employee's duties in the event of a fire or fire drill. These instructions include specific duties, as well as knowledge of the exact location of all fire fighting equipment and alarm boxes in his area and how to use them.

- A. If a fire starts, remove any person from the room where it started; then close windows and doors and turn off all oxygen, gas, and electrical equipment.
  
- B. 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.
  
- C. DO NOT use the elevators.

### **IV. Instructions for Staff, Students, and Visitors**

- A. Staff Manager will report to the scene of the fire and supervise the evacuation on floor.
  
- B. If the order for evacuation is received from the person in charge, care must be taken that all personnel on each floor are accounted for. Evacuate down nearest stairway as instructed.

## **V. Other Personnel**

- A. In case of a fire alarm, Two University Police Officers will report to the building. One will go to the scene of the fire. The other will remain on the ground floor and assume control of the elevators and escort firemen.
1. University Police Officer at the scene of fire will remain in radio contact with Officer on Ground floor to relay pertinent information.
  2. University Police Officer on Ground floor will help control traffic flow into the building and direct fire department when they arrive at the scene.
  3. Should a fire occur during night hours or when employees, patients, etc., are not in Allied Health Bldg., the University Police will assume control of any emergency that may occur.
- B. Physical Plant
1. Physical Plant Department will respond to alarm by sending representative to scene.
  2. Physical Plant personnel will provide technical assistance such as location of valves, fire walls, material construction, etc.