

LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER

FIRE PLAN
NON-CLINIC- BUSINESS OCCUPANCY BUILDINGS

Purpose: To provide procedures to follow in order to minimize risks to employees and visitors should a fire occur in any non-clinic business occupancy building not specified in the Hospital Safety Manual.

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

1. **R**escue
2. **A**larm
3. **C**onfine
4. **E**xtinguish

I. If the Fire Is In Your Area

- A. Remove from immediate danger anyone in close proximity to fire and smoke and take to a place of safety.
- B. Confine the fire by shutting the door leading into the room in which the fire is located.
- C. Immediately sound the nearest fire alarm, if the building is equipped with fire alarm pull stations.
- D. Call the Shreveport Fire Department (911) and give the exact location and type of fire (example: Chevy-land 2627 Linwood Ave. - fire in trash can – caller's name). Next notify the LSUHSC-S University Police (675-6165).
- E. 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.
- F. 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.

- G. All personnel and visitors will evacuate the area by proceeding to the 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.
- H. The departmental supervisor is responsible to see that all personnel and visitors have evacuated to the outside and are accounted for.
- I. Supervisors in buildings will assist other staff in moving employees and visitors to safety and will evacuate with everyone to a safe area.
- J. Volunteers and students will be treated as visitors and asked to go into a designated room and stay until the "all clear" is announced or order for evacuation is given.

II. University Police

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