

## LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER

### **FIRE PLAN Women's & Children's Building Ambulatory Care Building**

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

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

- A. Remove from immediate danger any patient 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 in your immediate area. Pull the lever on the box down and the alarm will sound. If the alarm doesn't sound, do not waste time - immediately go to the next alarm box on your floor.
- C. Call University Police at 56165 to give the exact location and type of fire (Women's & Children's Clinic), - 2nd floor - room 37 - fire in trash can – caller's name). Staff will then page Code Red and fire location on the building over head paging system.
- D. Make every attempt to confine the fire to as small an area as possible and extinguish fire, if possible, by use of fire extinguisher.
- E. The charge nurse on the floor on which the fire is located will undertake immediate evacuation of the area.
  1. Ambulatory patients will be evacuated first - they shall be evacuated down the nearest stairwell to ground level.
  2. Non-ambulatory patients will be placed on stairwell landing and evacuated by in-house personnel and/or fire department personnel.
  3. All rooms will be **re**checked to ensure that no one is left in the area.
  4. The charge nurse will be responsible for head count after the evacuation is complete.

#### II. If the Fire Is On Another Floor

- A. Alert all personnel on duty to stand by for instructions and prepare to evacuate.
- B. Station one person at the telephone to relay instructions. Keep the telephone open for official use only.
- C. Do not evacuate patients until you have instructions.
- D. Stop all movement of patients and visitors in halls and stairways until "All Clear" is announced.
- E. Close all doors to rooms, offices, etc.
- F. Station someone at stairwell and exit doors to prevent movement in halls and stairways.
- G. Do not use elevators.
- H. Keep all patients and visitors in treatment rooms with door closed or in the waiting areas.
- I. If any evidence of fire/smoke immediately proceed to evacuate

### 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 a 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 patient 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** expect to use the elevators. They will not be used.

### IV. Nursing Personnel Instructions

- A. Clinic Nursing Supervisor will report to the scene of the fire and supervise the evacuation of patients and visitors.
- B. Nursing personnel on duty shall report to their duty station and remain there for instructions by the supervisor.
- C. If patients or visitors know of the existence of fire, reassure them that the alarm has been turned in and that the emergency plan is in operation. Let everyone know the situation is well in

hand and that **THERE IS NO CAUSE FOR PANIC.**

- D. 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. Physicians, Volunteers and Students

1. Physicians in clinic buildings will assist other staff in moving patients and visitors to safety and will evacuate with other staff.
2. Volunteers and students will be treated as visitors, and asked to go into a room and stay until the "all clear" is announced or order to evacuate is given.

B. University Police

1. University Police Officer on duty in the building will report to scene of fire.
2. University Police Officer will page for total evacuation if necessary.
3. University Police Officer will page the all clear in the affected building..
4. UPD dispatcher will notify Hospital Administrator, Safety Office and Physical Plant.

C. 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.