

## GENERAL PLAN FOR FIRE EMERGENCY

If you discover smoke or flames, patients in the immediate area must be evacuated to an area of safe refuge. Alarming the building is of equal importance as this puts the hospital's emergency response team into action. The key word to remember is R.A.C.E. Life is your objective; you are responsible for patients.

<b>R - RESCUE</b>	REMOVE LIFE FROM THE IMMEDIATE AREA OF DANGER
<b>A - ALARM</b>	SOUNDING THE FIRE ALARM IS A CRITICAL PART OF THE FIRE EMERGENCY PLAN. PULL THE FIRE ALARM PULL STATION, AND CALL THE HOSPITAL OPERATOR, USING THE PHONE NUMBER SPECIFIC TO YOUR FACILITY.
<b>C - CONTAIN</b>	CONTAIN THE FIRE, CLOSE ALL DOORS. REMOVE ANY CARTS IN THE HALLWAYS INTO EMPTY ROOMS.
<b>E - EXTINGUISH</b>	UTILIZE A FIRE EXTINGUISHER IF TRAINED TO DO SO. IF NOT, STAND BY AS HELP IS ON THE WAY.

Those individuals designed as the Emergency Response Team on hearing the announcement 'CODE RED' will respond to the location of the alarm, bringing with them a portable fire extinguisher. Their mission will be to contain the fire until the arrival of the Fire Department. The response team will be under the supervision of the Safety Officer, Nursing Supervisor or the Security Supervisor on duty. The response team will consist of personnel from the Engineering/Facilities Department, Security, Nursing, Environmental Services, Respiratory Care Departments and any other departments whose staffing is such that a member can respond.

## GENERAL FIRE PROCEDURES DEPARTMENT FIRE PLAN

### FIRE LOCATED IN YOUR AREA:

1. Remember "R-A-C-E".
2. Avoid panic.
3. Close all doors and windows.
4. Reassure visitors.
5. If trained in fire extinguisher use, select the proper fire extinguisher and initiate extinguishment procedure.

### FIRE LOCATED ELSEWHERE IN THE HOSPITAL:

1. During evening and night shifts, one staff member from each unit (if possible) should respond to the fire scene with a fire extinguisher.
2. Close all doors and windows in your area.
3. Stand by for further announcements/instructions.
4. Stay in your area. Do not go to the scene unless directed to.
5. Stop all visitor traffic.
6. Do not use the elevators.
7. If asked questions by visitors, your response should be, "There is an emergency in the hospital and it is being addressed."

## EXTINGUISH THE FIRE

### This is How Most Fire Extinguishers Work

#### Learn How to Pass

1. Pull

Pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever or other motion.

2. Aim

Aim the extinguisher nozzle (horn or hose) at the base of the fire.

3. Squeeze

Squeeze or press the handle.

4. Sweep

Sweep from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reflash and reactivate the extinguishers if necessary. Foam and water extinguishers require slightly different action. Read the instructions.