

Policy:

Employees of the Physical Plant are to remain familiar with the facility fire safety procedures and be able to respond in the appropriate manner.

Prevailing Codes and Standards:

General Safety Manual, TJC EC 02.05.01 (9)

Procedure:

I. WHAT TO DO IF YOU DISCOVER FIRE

- A. **Rescue** - Remove all persons from the area. Offer to assist nursing staff.
- B. **Alarm** - Go to the nearest red pull station and activate the alarm by pulling down the white handle. Call University Police at 5-6165 and give them your name, exact location of fire, and type of fire.
- C. **Confine** - Contain the fire by closing all windows and doors as you leave the room. Shut off any oxygen source to the room.
- D. **Extinguish** - Fight the Fire - Extinguish by use of portable fire extinguisher

II. DEPARTMENTAL RESPONSIBILITIES

- A. During normal operating hours, Zone Maintenance personnel will respond immediately to the scene of the fire to lend assistance.
- B. On weekends, holidays and after hours, the on-duty General Maintenance person will respond to the scene of the fire to lend assistance.
- C. During normal operating hours, the hospital switchboard will notify Physical Plant Maintenance Control who in turn will notify Zone Maintenance, the Physical Plant Director and/or Associate Director and/or Assistant Director. Maintenance Control also will notify the Facility Maintenance Managers and/or the supervisors with "on-call" status. They will either respond or designate appropriate personnel.
- D. When responding to the fire, inform the person monitoring the "fire door" that you represent Physical Plant and need access to the scene of the fire.

III. GENERAL INFORMATION

- A. Personnel will not use elevators during a fire alert.
- B. In addition to the alarm system, notification of a fire in the hospital will be broadcast by the Switchboard Operator over the public address system by the message "**PAGING DR. RED**".
- C. The fire alarm will sound in the area of the fire, the adjacent area and the floors above and below.
- D. When the fire alert is terminated, the Switchboard will page "All Clear".
- E. Fire extinguishers used in the hospital are class A-B-C (general use) and may be used on all types of fire.

Exceptions:

- Nutritional Services - Class K
- Medical School Labs - CO2
- Pathology - CO2
- Operating Rooms - Water Mist