



High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 585
VERSION: 1

SUBJECT: FIRE RESPONSE AND LIFE SAFETY

PURPOSE: To provide the procedures to be followed to protect patients, visitors, staff and property in the event of a real or suspected fire.

POLICY:

- All personnel are responsible for knowing fire response procedures including, methods for activating the fire alarm, fire response procedures (R.A.C.E.), fire extinguishing procedures (P.A.S.S.) and evacuation procedures.
- The department director, manager, and personnel are responsible for coordination of activities in the event of any internal emergency.
- All personnel are responsible for providing for patient safety as the first priority.

PROCEDURE:

- In the event of a fire the following procedure will be followed:
- The proper response to fire or smoke is **RACE:**
 - R** = Rescue individuals immediately from fire or smoke area.
 - A** = Alarm- Activate the fire alarm and notify others in the affected area to obtain assistance. Call facility emergency number to report the fire.
 - C** = Contain the smoke or fire by closing all doors and windows.
 - E** = Extinguish the fire (if safe to do so) or Evacuate.
 - **Rescue** individuals from the immediate fire or smoke area. Always rescue people before pulling the fire alarm.
 - **Alarm**-Pull the fire alarm and call the emergency number to report the fire. Be sure to take this step immediately after rescuing, so that the appropriate emergency response personnel are notified and can start to the scene of the fire.

- **Contain** the fire and smoke by closing all doors and windows in the affected area.

- **Extinguish/Evacuate** After all doors and windows are closed in the fire area, attempt to extinguish the fire, only if it is safe to do so and you have received the proper training on the use of a fire extinguisher.

Additional response activities:

- Use the fire extinguisher to suppress the fire, only if you are trained and it is safe to do so.

- **Using a Fire Extinguisher:** To help remember how to properly and safely use a fire extinguisher, use the acronym P.A.S.S. PASS stands for:

P - Pull the pin
A - Aim the extinguisher at the base of the flame
S - Squeeze the handle to discharge the contents
S - Sweep the nozzle from side-to-side always aiming at the base of the fire.

- Begin immediate evacuation of building

- The department manager, or designee, shall be responsible for the orderly evacuation of the area check every room close every door. Evacuate to the designated area as defined in the HDHS Emergency Operations Plan,

- Department managers/supervisors will direct activities of staff members within their area.

- Calm and reassure any patients/visitors who may be in your area.

- Place all explosive and flammable gases in a safe area.

- Turn off all gas and electrically operated equipment and valves, except lights.

- Remove carts from corridors.

- Department managers or designee are responsible for ensuring everyone is evacuated, doors and windows are shut and that everyone is accounted for.

FIRE SAFETY

Oxygen in itself is not flammable, however, oxygen supports combustion. Be sure to follow the procedures in the HDHS Compressed Medical Gas Cylinder/Tank/Bottle Safety, Storage & Use policy in order to minimize the potential for fire.

REFERENCES:

HDHS Compressed Medical Gas Cylinder/Tank/Bottle Safety, Storage & Use
HDHS Emergency Operations Plan

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