

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 739
VERSION: 1

SUBJECT/TITLE: FIRE PROCEDURES

POLICY: Facilities Division employee shall follow these procedures and those in the Facilities Division fire manual to provide for the safety and protection of patients, employees, and visitors at Olive View – UCLA Medical Center in the event of a fire.

All Facilities Division employees are required to attend a “Fire/Life Safety Training” course every four (4) years. This course is designed to educate employees on the different types of fires, correct usage of fire fighting equipment, and correct evacuation procedures.

PURPOSE: To state the procedures to be followed by Facilities Division employee in the event of a fire.

INFORMATION: In the event of a fire in the hospital, a fire alarm will be sounded. The first signal is a “March Time” chime over the emergency paging system. The chime will be interrupted by a verbal announcement of “Code Red” with the fire location by room number and area description repeated three times.

PROCEDURE: If fire or smoke is discovered in your area:

1. Safety of Life
 - Remove all people in the immediate fire
2. Alarm (Notification)
 - Pull the nearest fire alarm pull station and report the fire by dialing **113**.
 - Relay the location and type of fire to other employees.
3. Fight Fire
 - Close doors leading to all other areas – adjacent rooms and fire doors.
 - Return to the fire with a proper extinguisher. If possible and practical, use the fire extinguisher until the arrival of the fire department.
4. Evacuate as Necessary
 - Remove patients and visitors from the adjoining area. Make sure that all fire doors and doors to patient rooms remain closed until patients/visitors are to be moved or rescued.

Other Considerations

SUBJECT/TITLE: FIRE PROCEDURES

Policy Number: 739

Page Number: 2

- Shut off all natural gas equipment in the area, if safe to do so.
- Turn off all electrical equipment, if safe to do so.
- Leave lights on
- Medical gas valves are to be shut off by Respiratory Therapy staff.

Facilities Fire Brigade: Your duty when you hear the fire alarm is to:

- Report to the site of the fire with fire fighting equipment
- Move all endangered patients under direction of nurse in charge
- Fight the fire, using the proper extinguisher
- Stay until you are released by the person in charge

All Other Facilities Employees

- If the fire is not in your area, be alert and await instructions
- Remain at or return to your assigned work area immediately
- Keep telephones clear for emergency calls
- One electrician, A/C mechanic, and plumber will be sent to assist

Evacuation Procedures – Hospital

1. Complete evacuation procedures are found in the Facilities Division Fire Manual. See Fire Manual for instructions on partial, horizontal, vertical, and complete evacuation plans.
2. Evacuation routes are found in the Facilities Fire Manual and are posted in the center of each corridor of the hospital.
3. The order to evacuate the hospital will be initiated by the Fire Captain or Hospital Administrator.
4. When the Fire Department arrives, then and **ONLY THEN**, will the elevators be used for evacuation, and this will only be done under the supervision of the Fire Chief.

Evacuation Procedures – Facilities

1. Promptly evacuate and assemble at a safe distance to the rear of the Facilities Buildings (Parking Lot).
2. Report to the area Fire Marshal to ensure that all personnel are accounted for Facilities Fire Marshal is the Office supervisor.

When the fire emergency is over, “**All Clear – Code Red**” will be announced over the Public Address System.

DEPARTMENTS: FACILITIES

DEFINITIONS:

SUBJECT/TITLE: FIRE PROCEDURES

Policy Number: 739

Page Number: 3

References:	
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