

LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: FIRE RESPONSE PROCEDURES		Original Issue Date: 1993	Policy # SP 115
		Supersedes: March 2019	Effective Date: March 2022
Departments Consulted:	Reviewed & Approved by: (Signature on File) Safety Officer	Approved by: (Signature on File) Director, Facilities Management	

PURPOSE

To provide proper emergency response for LAC+USC Medical Center facilities in case of a fire.

POLICY

The LAC+USC Medical Center facilities shall develop emergency fire response plans to notify appropriate persons, departments, and the Fire Department in the event of a fire.

PROCEDURE

Fire Response Plans shall contain the following elements,:

- Basic fire procedures S.A.F.E.
 1. Safety of Life
 - a. Remove patients and staff from immediate danger.
 - b. Close doors and, if possible, windows in the affected area. If the fire is located between the windows and the exit to safety, DO NOT attempt to close windows.
 2. Alarm: Report Fire/Smoke
 - a. Notify Operator*
 - Dial Extension 111.
 - Give operator your name, location and if known, what's burning.
 - b. Activate the nearest Fire Alarm Box. If the box is not immediate area of fire, remain at the box until Security or Fire Department arrives.
 3. Fight Fire with Proper Extinguisher
 - a. Do not use water on flammable liquids or electrical fires.
 - b. Aim extinguisher at the base of the flames.
 - c. **Always stay between the fire and the exit to safety.**
 - d. Crouch low to avoid smoke and heat.
 - e. Avoid inhaling smoke and gases.

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Facilities Director's Initials: (Signature on File)

4. Evacuation

- a. When fire and smoke threatens to spread to additional areas, all should evaluate that area.
 - b. Close entrance doors and pulled down fire doors after patients and staff have been evacuated.
- An employee's first responsibility in the event of a fire is SAFETY OF LIFE. All fires are reported by activating the Fire Alarm Box and dialing 111.
 - Manager/supervisor shall instruct their employees to their safe refuge areas.
 - Respiratory care personnel should assist with medical gas shut off at fire location as needed.
 - Telephone operator shall notify the Fire Department, Sheriff's Deputies and Building Engineer upon notification of a fire.
 - *Telephone Operator will page "CODE RED TO WARD/ROOM (identifies the location)" three times at 15-second intervals. All wards on that floor will send one (1) person to assist.
 - All employees are required to complete Emergency Preparedness Training classes. As an employee of the LAC+USC Medical Center, you have a responsibility to familiarize yourself with the proper methods for responding to a fire. Your supervisor will instruct you on the proper procedure for responding to a fire in your specific area.

REVIEW/REVISION DATE – 02/99, 11/03, 07/04, 11/07, 12/10, 03/13, 03/16, 03/19, 03/22