

**OLIVE VIEW-UCLA MEDICAL CENTER  
PATIENT ACCESS  
POLICY & PROCEDURE**

**NUMBER: 774  
VERSION: 1**

**SUBJECT/TITLE: FIRE/LIFE SAFETY PROCEDURES**

**POLICY:** To ensure the safety of all patients and employees who may be in the Patient Access Division in the event of a fire or other life threatening event.

**PURPOSE:** It is the purpose of these procedures to establish criteria for our Department so that everyone involved in its operation will perform their assigned duty with minimal danger to their personal health and / or physical safety.

**DEPARTMENTS: PATIENT ACCESS**

**DEFINITIONS:**

**PROCEDURE: EMPLOYEE:**

1. If a fire erupts in the area, call 113.
2. Inform operator of the following:
  - A. Your name.
  - B. Your location.
  - C. Location of fire, if different.
  - D. Type of fire.
3. OVMC uses the “SAFE” method of fire response.
  - S Safety of life
  - A Activate the alarm
  - F Fight the fire
  - E Evacuate as necessary

**NOTE: It is not necessary to evacuate the facility unless the Code Red is called for your assigned location.**

4. Maintain fire safety procedures.
  - A. Notify supervisor or safety police of any violation of non-smoking policy.

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- B. Notify supervisor or facilities division of any smell of smoke, burning wires, or other electrical situations that may result in fire or fire hazards.
- C. Be aware of the Departments evacuation pattern and location of fire extinguishers.  
(See Attachment)
- D. Attend Fire / Life Safety training at designated intervals.

**SUPERVISOR:**

1. Periodically review Unit / Section files to ensure that all employees are up to date on Fire / Life Safety training.
2. Schedule existing employees to receive refresher Fire / Life Safety training, as appropriate.
3. Schedule new employees to attend mandatory Fire / Life Safety training.
4. Inform all employees of location of evacuation routes and fire extinguishers.
5. Ensure all employees know who is the Departments Safety Coordinator and Fire Captain on all shifts.
6. Receive reports of potential fire hazards.
7. Take appropriate action to correct safety issues.
8. Instruct employees to follow general safety rules in addition to those indicated in this procedure.

References:	
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