

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: <b>FIRE RESPONSE</b>	Original Issue Date: October 1, 2002	Policy #: <b>622</b>
	Supersedes: November 13, 2008	Effective Date: September 8, 2011
Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)

## **PURPOSE:**

To ensure a well-organized system for managing a fire or smell of smoke

## **POLICY:**

Faculty, staff, and students must report fire or smell of smoke.

Fire Procedure is:

- Implemented upon notification of a fire (“Code Red”) or smell of smoke
- Posted in designated areas throughout the College, including each classroom and by each elevator.

## **PROCEDURE:**

In the event of a fire or smell of smoke, implement the following:

- Ssafety of Life:**
1. Remove anyone from immediate danger
  2. Close all windows and doors (if safe to do so)

- Alarm:**
1. Activate the nearest alarm box and remain there until Los Angeles Sheriff’s Department or firefighters arrive (if safe to do so)
  2. Dial x111 and give operator location and type of fire

- Fight the Fire:**
1. Turn off all electricity, except lights (if safe to do so)
  2. Use appropriate fire extinguisher (or Type ABC for all fires)
  3. Extinguish the fire (if safe to do so):
    - Pull the pin**
    - Aim the hose at the base of the fire**
    - Squeeze the handle**
    - Sweep the fire from side to side**

- Evacuate:**
1. Check for remaining persons and evacuate
  2. Evacuate to another area on same floor (horizontal), to another floor (vertical), or outside the building  
Know the evacuation routes posted in the area

- Other:**
1. Do not use elevators
  2. Employees in adjacent areas shall respond with a fire extinguisher
  3. Report all fires and smell of smoke
  4. Continue procedure until all clear is given by the Medical Center Engineer

Subject:  
**FIRE RESPONSE**

**REFERENCES:**

LAC+USC Safety Manual Policy #115: Fire Response Procedure  
College Policy # 620: Safety Education  
New Employee Orientation Checklists

**REVISION DATES:**

October 1, 2002  
July 14, 2006  
November 13, 2008  
September 8, 2011