

# 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>
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Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

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

## **POLICY:**

Upon notification of a fire ("Code Red") or smell of smoke, the Fire Procedure shall be implemented.

The Fire Procedure shall be 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:

### **Safety 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 County Police 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):

**P**ull the pin

**A**im the hose (at the base of the fire)

**S**queeze the handle

**S**weep 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

## **REFERENCES:**

LAC+USC Safety Manual Policy #115: Fire Response Procedure