



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**  
Occupational Therapy and Recreation Therapy Department

**POLICY AND PROCEDURE**

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| <b>SUBJECT: DEPARTMENTAL FIRE PROCEDURE</b> | <b>Policy No.: 610</b><br><b>Revised: January 2020</b><br><b>Supersedes: November 2015</b><br><b>Page: 1 of 3</b> |
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**PURPOSE:**

To ensure that staff is prepared to take appropriate measures in the event of a fire.

**POLICY:**

- A. All new employees to the department will be oriented to the department's fire procedure and attend the medical center's Fire, Disaster and Hazardous Materials training program.
- B. All employees of the department will attend the Fire Training session annually.
- C. Each clinical area will review fire procedures in a monthly in-service or via self-study, to include evacuation plan for the area, no less than once annually.

**PROCEDURE:**

- A. In case of fire in an OT or RT area:
  - 1. **Rescue**
    - a. Assist anyone in immediate danger, removing them to a safer location, closing all doors.
  - 2. **Alarm**
    - a. Pull closest fire alarm.
    - b. Dial 522 to initiate Code Red.
    - c. Give exact location, including building room number.
    - d. Give nature of fire (if known).

3. **Contain**

- a. Contain the fire by closing all windows and doors.

4. **Evacuate**

- a. Evacuate as necessary, patients, visitors or staff from adjoining rooms to a safer location beyond the fire/smoke doors on the same floor within the building.
  - b. In patient care areas, do not evacuate outside building, unless instructed to do so.
  - c. Use designated fire exits unless it is not possible to do so.
  - d. Go to pre-designated meeting area.
  - e. Have someone check any restrooms adjacent to the area to make sure that patients and visitors are evacuated.
  - f. Have someone notify the nursing units and give names of patients and their whereabouts.
  - g. Stay with patients until the Fire Department deems it safe to return to the area or until they are relocated to another safe area.
5. Report fire to the Clinical Manager of the area as soon as possible. If not available, report the fire to the OT/RT office at x57464 stating location and severity of the fire. After normal working hours, on holidays or Saturdays, call the Rancho operator and ask for the Administrative Nursing Supervisor.

B. **In case of fire outside of an OT/RT area:**

- 1. On hearing the fire alarm, close doors and windows and post someone to listen to the PA (public address) system for the location of the fire.
- 2. If the fire is on a patient unit in the building, send one person to determine if person power help is needed to evacuate patients.
- 3. Remain in the OT/RT area unless instructed to evacuate by the Fire Department. If told to do so, evacuate to the designated area and remain with patients.

4. If it is necessary to evacuate, remain with the patients and have someone notify the nursing units of patients who are under OT/RT supervision until it is safe to return them to the unit.
5. Listen for the "all clear" announcement on the overhead page system.
6. Complete Event Notification if fire started in immediate work area.

Reference: Fire Manual.

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Director, Occupational Therapy and Recreation Therapy Department

Rev:MB

