

FIRE SAFETY

I. INTRODUCTION:

Fire hazard is significant in the department and the campus due to the severity of the consequences.

II. GOALS:

The procedures and regulations that follow are intended to ensure that fire hazard is minimized in the Pathology Department and that responses to fire situations are appropriate.

III. ENFORCEMENT:

Supervisors and Section Directors are responsible for enforcement of the regulations. Compliance is verified by the Departmental Safety Survey.

IV. Fire Response Procedures:

Important! Note the procedural differences between campuses.

Charity Campus and all areas within the Hospital

1. In Zone of origin - R.A.C.E. (on smell of smoke or detection of fire):

Rescue - remove anyone who is in immediate danger (this relates more to patient areas). Begin the evacuation procedure.

Alert - alert those in the area, initiate the reporting system by using the pull-boxes in the halls (see map) or by dialing 2-5000 from any phone. Remember, the code for fire at the Medical Center: **CODE RED**. The pull-boxes are preferred since they automatically close the doors, sound the alarm, activate the smoke control systems and notify the Central Alarm Station.

Contain- contain the smoke and / or fire by using the fire door system.

Extinguish- Attempt only if fire can be easily handled and poses no immediate threat. Use the appropriate extinguishing method. The dry chemical (B and C) extinguisher is appropriate for laboratory fires.

or

Evacuate if the fire or smoke poses an immediate danger. Go horizontally behind the smoke doors. Close all doors, check all rooms and offices for personnel, patients and visitors and evacuate all to another sector on the floor which is behind smoke barrier door. **Defend-in-place. Do not go to the elevators!**

Assist all handicapped individuals as follows:

Hearing impaired:

or

} Assign an escort to accompany and lead the

Visually impaired:

handicapped person through the entire evacuation process.

Physically handicapped: Assign an escort to assist and accompany the person through the horizontal phase of evacuation. Assemble a carry team to evacuate vertically. Carry the person in the chair with sufficient personnel lifting the wheels and the rear of the chair. Evacuate down the stairwell to a safe floor.

A Fire team made up of personnel from many Hospital Departments will report to the alarm site to take charge and perform their duties. All pathology employees must follow the instructions of the fire team.

2. Instructions for adjacent areas: Defend -in- place. (adjacent areas are zones on the same floor, the floor above or the floor below)

THE SENIOR LABORATORY SUPERVISOR /STAFF MEMBER IS THE COORDINATOR AND IS IN CHARGE UNTIL HE / SHE IS RELIEVED BY THE FIRE TEAM!

* At the alarm, check the nearest fire alarm zone indicator to determine the source of the alarm. If the fire doors close on your floor then you know that the fire is on your floor or on an adjacent floor.

* Assemble all personnel (including visitors and patients) inside your work area and close the door. Prepare to receive other personnel.

* Monitor the directions given on the P.A. system and use the fire phone or 2-5000 to report, should your status change. Should you begin to see smoke, utilize the RACE procedure as if the fire were in your sector.

All personnel must remain calm and quiet so that all instructions may be heard. Reassure all patients and visitors to prevent panic. You may be asked to report the status and you may do so with the fire phone.

With the Fire Team's assistance, an evacuation scenario will be determined according to need as dictated by the situation. If for some reason communications are cut off and there is doubt concerning fire status, the assembled personnel may simply evacuate to ground level via the stairwell.

3. Response to CODE RED in another (non-adjacent) area of the Hospital:

Close all doors and windows and report to supervisors for communication and further instructions via administrative channels.

University Campus Medical Office Building lab

Rescue - remove anyone who is in immediate danger. Begin the evacuation procedure. Escort any victims to the Emergency Room at the hospital.

Alert - alert those in the area, initiate the reporting system by using the pull-boxes in the halls. Remember, the code for fire at the Medical Center, **CODE RED**. Announce the evacuation using the paging system (intercom #38) and send someone to alert all departments and personnel (including bathrooms).

Make the announcement properly:

1. Give Name: This is [Your Name]
2. Location of the fire: There is a Code Red in [Department]
3. Announce the evacuation: Evacuate the building by using the stairs.

Contain- contain the smoke and or fire by closing the doors.

Extinguish- Attempt only if fire can be easily handled and poses no immediate threat. Use the appropriate extinguishing method. The dry chemical (B and C) extinguisher is appropriate for laboratory fires.

or

Evacuate if the fire or smoke poses an immediate danger. **Do not go to the elevators!** If you are trapped use a chair to break a window and use the chain ladders provided.

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or

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Visually impaired:

handicapped person through the entire evacuation process.

Physically handicapped: Assign an escort to assist and accompany the person through the horizontal phase of evacuation. Assemble a carry team to evacuate vertically. Carry the person in the chair with sufficient personnel lifting the wheels and the rear of the chair. Evacuate down the stairwell to a safe floor.

Proceed to the assembly area — South Johnson and Tulane along the side of the lot in front of the parking building. Supervisors or ranking charge persons are responsible to see that all employees and visitors are evacuated and accounted for in the assembly area. Report any missing personnel or visitors to the fire response personnel,.

V. Regulations (to minimize fire risk):

1. Electrical equipment must not be used if power cords are frayed or if control switches are not in good working order. If in doubt, contact the maintenance or Biomedical Equipment Maintenance Dept. (Biomed) for service.
2. Smoking is strictly prohibited in the laboratories and at the Medical Center (except in the UMOB restaurant).
3. Access to all fire safety equipment, extinguishers, blankets, hoses, alarm boxes, etc. must be kept clear and free. All such equipment must be mounted and in plain sight. Extinguishers are maintained by the Fire and Safety Department. Chain ladders at the UMOB are kept at the widows. Access, mounting and condition of these items are verified on the Departmental Safety Survey.
4. Evacuation routes must be posted in each laboratory. This is verified on the Departmental Safety Survey.
5. Bunsen burners and other open flame devices must never be left unattended. When lighting such devices, the match or igniter must be struck first - before the gas is turned on.
6. Festive decorations and electrical devices must not pose a fire danger, either by nature of combustibility (e.g. wax candles, decorations of excessive size, etc.) or by blocking or impeding the operation of doors and passageways.
7. Flammable liquids must be stored in the designated flammable cabinet (either a specially-designed or well-ventilated cabinet. Small quantities of flammables (one gallon or less) may be kept on the bench for use. Flammables must never be stored in household type refrigerators; they must be stored in explosion-proof refrigerators which are properly marked.
8. Flammable liquids must never be heated with an open flame, hot plate or non-insulated resistance heaters. They must be heated using a heating mantle, steam bath, or hot water bath.
9. If electric motors are used for stirring flammables, they must be explosion-proof.
10. All personnel must be trained in use of fire protective equipment and in the reporting and reaction procedures.
11. Supervisors should periodically review fire safety procedure with employees. An annual safety meeting on fire response — coordinated as a quarterly safety meeting — is held and documented.

12. In case of electrical fire, use only the fire extinguishers marked BC. Water must not be used!

13. If electrical equipment performance is suspect (burning smell, electrical spark, unusual heat etc.), disconnect the power by unplugging (if possible) or use the switch at the breaker panel (preferable) and contact Biomed for service.

14. Fire drills for most areas of the department are administered by the Fire and Safety Department and reports are maintained by Fire and Safety Department. Fire drills for the Medical Office Building are performed as part of the Quarterly Safety Meetings.