

Approved By: Board of Directors	Adopted Date: 1/23/18
Distribution: All Staff	Revision Date(s):
Category: Administration & Governance	Reviewed Date(s):

Printed copies are for reference only. Please refer to the electronic copy of this document for the latest version.

PURPOSE:

In the event of a fire, patient and staff safety is of utmost importance. This Policy defines the roles and responsibilities for staff in the event of a fire.

POLICY:

Open Door Community Health Centers is committed to protecting the safety of its staff and patients in regard to fire safety.

Routine self-inspection of facilities will include fire safety evaluation. Inspections will include, but not be limited to: clearly marked exits and posted exit routes; maintaining clear hallways, stairwells, and emergency exits; maintaining safe storage of combustible items; safe electrical cord usage; and removal of any faulty equipment for repair.

Routine inspection and maintenance of fire suppression systems will be coordinated and maintained by Corporate Services.

Each health center will be responsible for coordinating simulated fire drills at least semi-annually. All fire drills will be recorded and critiqued after the drill. Records of the drills and critiques will be maintained by the Operations Department

All staff will receive annual fire safety training outlining how to respond to a fire and how to use a fire extinguisher.

Fire emergency response is defined by the acronym **R.A.C.E.**:

R. Remove all patients and staff in immediate danger to safety.

- Zone Evacuation: Remove patients and staff away from the immediate danger to areas within the same fire zone.
- External Building Evacuation: Remove all patients and staff from the building to the designated Assembly Area.
 - Reception desk should bring the printed daily patient schedule to count patients evacuated, a staff list, and a Rainbow Chart.
 - Inform the roll taker and your buddy that you are present.
 - Do not return to the building until you are given permission from the Fire Authority.

A. Activate manual pull, notify others by calling a CODE RED, and have someone call **911**. When calling give the dispatcher the location of the building, location of the fire, type of fire, and your observations of the fire.

C. Close all doors to prevent the spread of the fire and to contain the smoke.

E. Extinguish or Evacuate.

Approved By: Board of Directors	Adopted Date: 1/23/18
Distribution: All Staff	Revision Date(s):
Category: Administration & Governance	Reviewed Date(s):

Printed copies are for reference only. Please refer to the electronic copy of this document for the latest version.

If you are comfortable with the use of the fire extinguisher then **P.A.S.S.**

P. Pull the pin on top of the fire extinguisher to break the plastic seal

A. Aim the nozzle at the base of the fire

S. Squeeze the handles together to activate the extinguisher

S. Sweep the nozzle back and forth at the base of the fire.

- Remember to keep an open exit at your back to facilitate a quick exit from the area. Never turn your back to a fire.
- If you are not comfortable with fighting the fire then evacuate to the designated Assembly Area.

REFERENCES:

Columbia University, Environmental Health and Safety Manual, Fire Safety, 2011

Texas Tech El Paso Ambulatory Clinic Policy, Fire Plan, 2009

Duke University, Site Specific Fire Plan, Clinic, 2010

Title 22, Division 5, Chapter 7, section 75057

ASSOCIATED DOCUMENTS:

OD Form 5 Fire Drill & Evacuation Evaluation Check List

ODCHC Emergency Operations Plan

ODCHC Rainbow Chart – Fire-Code Red page

ODCHC Emergency Paging Codes – Code Red

KEY WORDS:

Fire, RACE, PASS, extinguisher, evacuation