

Meridian Health  
 Jersey Shore University Medical Center  
 Laboratory  
 Neptune, New Jersey 07754

SUBJECT: SAFETY	TITLE: Fire/Evacuation /Emergency Response
EFFECTIVE DATE: January 2001	SECTION: General Laboratory
APPROVED:	POSITION RESPONSIBLE FOR REVIEW: Laboratory Director or Designee

**Purpose:**

In the event of a fire or any other emergency situation that requires evacuation from the main Laboratory located on Mehandru 3, all staff members are to follow the procedure listed below.

**PROCEDURE:**

1. In the event of a fire or any other emergency situation that requires rapid evacuation from the main laboratory, the first employee present at the emergency will immediately notify all staff of the emergency by calling out and contacting the hospital operator by dialing 88.
2. All staff will immediately stop activities and the safety officer / designee will secure biohazard materials in the appropriate container, cabinet or locker.
3. Proceed to evacuate the department immediately unless otherwise directed by department manager/designee. Evacuation of the department will be completed by following the procedure:
  - a. Walk quickly, calmly and quietly out the main laboratory door or any emergency exit closest to you. Follow the primary exit route posted in your department. In the event the primary exit route is not available, a secondary route can be obtained by locating a posted floor plan by any emergency pull station.
  - b. Proceed immediately to the emergency assembly point (EAP). The EAP for the laboratory is: **the main hallway passed the Mehandru elevators towards the Brennan building.** Please be sure to be beyond one set of double smoke doors.
  - c. **The secondary EAP will be the main corridor passed the old Trauma elevator towards the Ackerman building.**
  - d. Turn off all lights and close all doors (do not lock).
  - e. The department manager/designee will provide a secondary check of all office areas, bathrooms, classrooms and storage areas.
  - f. The Department Manager/designee will take an immediate head count upon exiting the department to assure all employees have been evacuated.
  - g. A “buddy” will accompany individuals with disabilities during the evacuation.
4. If staff members are missing from the group the manager/designee will notify emergency personnel and senior administration that will assist in locating the missing individual.

**REFERENCES**

Fire Safety Plan, May 2012 (JSUMC)  
 CAP General Checklist 6/17/2010 GEN. 70800

Revised:	Reviewed:
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