

Beaumont

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Applicability **All Beaumont Hospitals**

Laboratory Fire Safety

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

- A. The Fire Safety procedure provides information for the response to a fire, how to prevent and control fires and employee fire safety education.
- B. General instructions are given in this procedure for employees' response during a fire or other reasons for evacuation. Additional instructions are listed in the *Quick Reference Emergency Response Procedures flip chart* (red binder), which can be located in each Laboratory department. Non-hospital sites follow building fire and evacuation procedures.

II. GENERAL POLICIES:

- A. Laboratory employees will participate in fire safety education and review.
- B. If circumstances arise that cannot be immediately controlled and renders all or a portion of the laboratory or hospital building unsafe, or prevents the delivery of services, then evacuation of the area is necessary.

III. PROCEDURE:

A. Fire Response

1. If you discover a fire or smoke, use the words RACE and PASS to remember what to do:
 - a. **R.A.C.E.:**
 - i. **Rescue** - remove anyone in immediate danger or extinguish a fire that is intimate to a person.
 - ii. **Alarm** - alert others with the phrase "Code Red", activate a fire

pull station, and call the campus Security department. Fire alarm pull stations are red color that display "FIRE ALARM" on the front and are located at building exits and stairwell doors.

- iii. **Contain** - Close doors to contain the spread of smoke and fire.
 - iv. **Extinguish** - Extinguish a small fire by smothering, turning off electricity or use a fire extinguisher.
- b. Activities should be performed in the order presented. Activities may be performed out of order or conjointly as necessary. Example: Alerting other staff and telling them to pull the alarm at the same time rescue is started.
- c. **P.A.S.S.** - How to Use a Fire Extinguisher (Use a portable fire extinguisher for small fires only, usually one item on fire):
- i. **Pull** the pin after twisting and breaking the seal.
 - ii. **Aim** the nozzle at the base of the flames.
 - iii. **Squeeze** the handle.
 - iv. **Sweep** back and forth.

- 2. Reference section of this procedure contains each hospital campus Fire (Code Red) policy.

B. Fire Extinguishers

- 1. "ABC" multiple-purpose extinguishers are located in Laboratories to manage Ordinary Combustibles, Flammable Liquids or Electrical Equipment.

C. Evacuation Plan and Fire Escape Routes

- 1. Evacuate the area if a fire cannot be immediately controlled by available fire extinguishers, if noxious fumes are being generated by the fire, or if otherwise told to evacuate for another type of emergency.
- 2. Escape routes are included in the *Quick Reference Emergency Response Procedures flip chart*.
- 3. Physical evaluation of the fire escape routes, inspection that the fire exit corridors and stairwells are clear and that all fire exit doors open properly, is performed by the Environment and Life Safety department as outlined in the policy: [Fire Safety Management Plan](#).
- 4. Laboratory employees will report to their department managers if a blocked fire escape is discovered.

D. Fire Prevention

- 1. Managers/supervisors/designees periodically evaluate the working conditions in their department to identify and eliminate fire risks.
- 2. Employees report suspected fire hazards, including frayed cords and wires to their department manager/supervisor.
- 3. Keep aisles and exits accessible and clear of debris.

4. Storage room and fume hoods are arranged neatly and clear of debris.
5. Maintain ceiling clearance for sprinkler systems:
 - a. Storage is no higher than 18 inches below the ceiling so that items do not block the effectiveness of the sprinkler system.
6. Additional information on fire safety can be found in the below policies:
 - a. [Flammable Liquids in the Laboratory](#)
 - b. [Laboratory Precautions and Control Measures for Handling Chemicals](#)
 - c. [Laboratory Electrical Safety Related Work Practices](#)
 - d. [Hazardous Chemical and Waste Management](#)

E. Fire Safety Training and Annual Review:

1. New personnel are trained on fire safety:
 - a. New hire laboratory employees receive fire safety instructions during their department orientation as outlined in the Laboratory new hire policy: [Laboratory Education - New Hire Orientation](#) .
2. All employees are required to complete the annual Health Stream module "Work Place Safety", which includes fire safety.
3. Department specific annual fire safety review is accomplished through review of the *Quick Reference Emergency Response Procedures flip chart* and documenting the Fire Drill Evaluation form located in the policy: [Fire Drill Policy](#). The department manager retains the original copy of the Fire Drill Evaluation form and a copy is sent to the campus Laboratory Safety Officer.

IV. REFERENCES:

- A. [Fire Safety Management Plan](#)
- B. [Fire Drill Policy](#)
- C. [FIRE \(CODE RED\) Beaumont Hospital, Dearborn](#)
- D. [FIRE \(CODE RED\) Beaumont Hospital, Farmington Hills](#)
- E. [FIRE \(CODE RED\) Beaumont Hospital, Grosse Pointe](#)
- F. [FIRE \(CODE RED\) Beaumont Hospital, Royal Oak](#)
- G. [FIRE \(CODE RED\) Beaumont Hospital, Taylor](#)
- H. [FIRE \(CODE RED\) Beaumont Hospital, Trenton](#)
- I. [FIRE \(CODE RED\) Beaumont Hospital, Troy](#)
- J. [FIRE \(CODE RED\) Beaumont Hospital, Wayne](#)
- K. College of American Pathologists (CAP) Laboratory General Checklist Fire Prevention and Protection

Approval Signatures

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