

Laboratory Response to Fire Alarms

DECEMBER 2016

Action Plan

The key to safety when a fire alarm sounds is to know the steps of an action plan.

After reviewing this information, you will be able to remember the steps to follow when a fire alarm sounds.



Fire Response Plan

In the event a fire does occur, follow the **RACE** steps. These steps are:

R - Rescue any patients, visitors or employees

A - Alarm - Pull the nearest fire alarm

C - Contain the fire

E - Evacuate or extinguish the fire if this can be done safely.

1. Call the Employee Emergency phone number 3333.
2. They will alert the city fire department and the rest of the Medical Center.
3. Alert other employees in the immediate vicinity of the emergency. Use the laboratory phone paging system to alert the entire laboratory. Announce “Code Red _____ Lab”. The word “STAT” will only be included when there is an actual fire.

UNDERSTAND BASIC FIRE FIGHTING CONCEPTS

RACE

upon discovery of fire or smoke

R **Rescue:** Remove persons in immediate from danger!

A **Alarm:** Alert others and Emergency Services.

C **Contain:** Contain fire and smoke (close doors)

E **Extinguish:** Extinguish &/or Evacuate.

Fire Response Plan

If the fire is in another area other than your department:

1. Close all doors and windows.
2. Limit phone use.
3. Keep elevators clear.
4. If you are in another area, return to your department as soon as possible.
5. Continue with your normal duties unless instructed otherwise by your manager, coordinator, supervisor or lead.

Fire Drills

UnityPoint Health – Methodist/Proctor will conduct one fire drill per shift, per building, per quarter. **Drills require participation by all Lab employees.**

1. During fire drills, a red flashing light will be set off in the department indicting a simulated fire. Staff shall immediately follow R.A.C.E.
2. Upon hearing the announcement, employees should leave work stations and proceed using the established fire routes. (Keep the hallways clear)
3. The Laboratory Manager(s), Laboratory Coordinators and/or Lead Techs must pick up a copy of the day's schedule (as would be needed in the case of a real evacuation) as they proceed out of their section.
4. All doors and windows must be closed to prevent the fire from spreading.



Fire Extinguishers

1. Know the location of fire extinguishers.
2. To use, remove the extinguisher from its bracket and follow these steps:
 - P** - Pull the pin
 - A** - Aim the nozzle
 - S** - Squeeze the handle
 - S** - Sweep across the base of the fire
3. Do not be alarmed by the "blast" when you squeeze the handle; this is normal.
4. All extinguishers have a limited discharge time and every ounce must be used effectively.



Fire Alarm Locations

Alarms are located:

Methodist –Wall outside of General Laboratory
Next to exit door in General Lab Hall
Next to exit door to Crescent Street
Wall opposite bathroom in pathology hallway
Wall next to Crescent Stairwell

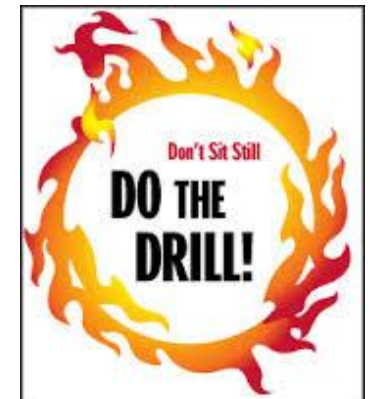
Proctor – Phlebotomy collection
Hallway to Professional building, west exit.



Things to Remember

The purpose of regular fire drills is to prepare staff to respond quickly and safely during an actual fire.

- Always assume a Fire Alarm means it is REAL!
- All laboratory employees must respond to a fire drill.
- Review and familiarize yourself with the laboratory policy guideline on: “Fire Prevention, Control and Drills”
- RACE – Rescue/Alarm/Contain/Extinguish or Evacuate
- PASS – Pull/Aim/Squeeze/Sweep



Thank You



UnityPoint Health