

Methodist Health Services Corporation & UnityPoint Health Methodist Proctor	Page # 1 of 2	Section: UPPIA LA: General Safety	Policy #: 05.008 Formerly: F: 08
	LABORATORY	Approved by: see signature block at end of document	Date 2/20/17
	Administration	Date Revised: Supersedes : 2/20/17, 7/14/16, 10/27/15 8/10/13, 8/14/12, 8/22/11, 6/11/10, 7/7/08, 1/16/06, 8/8/04, 10/17/02, 7/18/00, 12/5/97, 6/30/96, 9/9/94, 9/17/92	
		Date Reviewed: 8/22/14	
		Policy/Revision Submitted by: Richard Borge/Jerry Turpin	
	CAP STANDARD: 751.00 Gen Admin B-6.1		
POLICY GUIDELINE ON: Fire Prevention, Control and Drills			

I. POLICY:

All personnel should know the location and operation of all fire safety equipment located in the laboratory and know fire safety.

II. PURPOSE:

To establish a safe & effective method to protect staff and others within the departments. To outline how to respond to a fire and know the location and operation of all fire safety equipment in the laboratory and to outline the fire drill process.

III. GENERAL INFORMATION:

A. In the event of a fire in the laboratory, immediate steps taken by a knowledgeable employee could mean the difference between a small incident and a major fire.

IV. PROCEDURE:

A. FIRE PREVENTION

1. Know the location of all extinguishers, alarms, hoses, and fire blankets.
2. Learn the different types of fires and the types of extinguisher to use on each classification of fire.
3. Extinguishers are not to be obstructed or obscured from view.
4. Smoking is prohibited on both campuses.
5. Clean up all spills immediately.
6. Do not use flammable liquids in the presence of ignition sources – and conversely – keep ignition sources away from areas where flammable liquids are used and/or stored.
7. Flammable liquids give off vapors which may also burn or explode. Be sure flammable liquids are properly stored.
 - a. Quantities of one gallon or over in safety cans.
 - b. bulk storage should be in a safety cabinet.
 - c. small quantities "in use" should be stored in well ventilated areas.

B. FIRE CONTROL

1. 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.
 - a. Call the Employee Emergency phone number 3333.
 - b. They will alert the city fire department and the rest of the Medical Center.
- c. 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.

- d. If evacuation is necessary, make sure all doors are closed. The Laboratory Manager, Laboratory Coordinators, and Lead Techs should pull the staffing schedules. METHODIST Staff will file out into the main hallways and proceed toward the exits and out of the building. Employees should gather on the grassy area in front of the MDC building or in the upper crescent parking lot PROCTOR Staff should gather outside the building in front of the Proctor Medical Building.
- e. Make a realistic appraisal of the situation and don't panic.
- f. **If the fire is in another area other than your department:**
 - i. Lab administration, supervisor, and lead/charge should check all hallways to ensure they are clear of all obstructions and check all fire doors.
 - ii. Both campuses staff will close all doors and windows in departments.
 - iii. Limit phone use.
 - iv. Keep elevators clear.
 - v. If you are in another area, return to your department as soon as possible.
 - vi. Continue with your normal duties unless instructed otherwise by the department head, supervisor or lead

C. USE OF FIRE BLANKETS

1. Victim should be immediately wrapped in a fire blanket or brought to the nearest emergency shower.
2. For fire blankets that are attached to the walls, the door of the blanket's container should be opened and the rip cord pulled.
3. Wrap the blanket snugly around the victim.
 - a. Drop the victim to the floor and roll to extinguish the fire.
4. Immediately seek medical attention in the Emergency Room for the injured person.
5. Fire blankets are located: Methodist – Microbiology: center wall
Hematology: back hall next to 4H exit door
Histology: inside 1st door to the left.
Proctor – West Exit, outside grossing room

D. FIRE EXTINGUISHERS

1. Know the location of fire extinguishers.
2. To use, remove the extinguisher from its bracket and follow these steps:
 - a. 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" (especially with carbon dioxide extinguishers) when you squeeze the handle; this is normal.
4. All extinguishers have a limited discharge time and every ounce must be used effectively. ABC type may be used on any fire.

E. FIRE DRILLS

UnityPoint Health – Methodist/Proctor in accordance with National Fire Protection Association (NFPA), The Joint Commission (TJC) and Occupational Safety & Health Administration (OSHA) 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 department indicating simulated fire. Staff, licensed independent practitioners (LIPs), and volunteers shall immediately follow R.A.C.E.
2. The hospital conducts periodic fire drills by non-lab personnel and the lab is monitored for compliance. Those compliance reports are available from the safety officer.
3. Upon hearing the announcement, employees should leave work stations and proceed using the established fire routes.
4. 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.

- a. Doors to main corridors should be closed as a means of fire spread control.
- 5. Employees will be quizzed by the hospital employee monitoring the evacuation on the proper procedure in the event of a real fire. The proper procedure for the person spotting the fire is detailed in section IV-B
- 6. 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.

V. MAINTENANCE AND STORAGE

- A. All policies and procedures are reviewed every two years, (except for Safety procedures which are yearly) by Laboratory Administration and or the Medical Director of the Laboratory or designee. There are changes in practice standards, or requirements.
- B. All policies and procedures are reviewed every two years (except for Safety procedures which are yearly) by staff or at the time new or revised ones are put in effect.
- C. All policies are retained 8 years after being discontinued or revised.
- D. All procedures are retained 2 years after being discontinued or revised

REVISION HISTORY (began tracking 2012)			
Rev	Description of Change	Author	Effective Date
1	Combined UnityPoint Methodist and Proctor procedures (Methodist previously F:08 Fire Prevention & Control and F:09 Fire Drills) and Proctor previously Fire Prevention and Control)	R. Borge	11/1/15
2	Updated location of fire blankets, and pull alarms	R. Borge	7/14/16
3	Added responsibility of ensuring that hallways are clear	J. Turpin	2/20/17

Reviewed by

Designee	Date	Laboratory Director	Date
		<i>Richard J. Borge</i>	11/1/15
		<i>Richard J. Borge</i>	7/14/16
Jerry Turpin	2/20/17	<i>Richard J. Borge</i>	2/20/17