

## Fire

Each employee is responsible for knowing the location of fire extinguishers, fire alarms and fire exits. Employees must be knowledgeable in the operation of fire extinguishers.

**Review response to fire alarm – Everyone is responsible!** Do not rely on one person to respond! Putting out a fire, real or drill, requires teamwork. Use RACE to walk through response.

### 1. Dr. Red/Dr. Red Major

**Dr. Red means** either:

- a. A real fire or smoke has been detected by either a person or a sensor
- b. A drill
- c. A problem with the fire detection system or false alarm

### 2. What to do if a Dr. Red is announced

- a. The **entire tower or building** is on alert, i.e. if Dr. Red 1<sup>st</sup> floor DTRC tower is called, all occupants of the DTRC should evacuate if possible, institute fire watch, and make preparations to “protect in place” for evacuation.
- b. At the sound of the bells, go to an area where you can hear the intercom system. Listen for details.
- c. Close all doors and windows.

### 3. If the fire is in your building but not in your area,

- a. BE ALERT.
- b. Stay off the phone.
- c. Look/smell for any signs of smoke.
- d. Close all doors.
- e. Have a designated person at the time of the alarm (whomever goes out to hallway) to maintain watch and alert other occupants of any further announcements.

### 4. If the fire is in your area:

- a. **R** Rescue anyone in danger. Also, during fire drill, just as with a real fire, remove people from fire area and **do not walk through or near fire area** to activate alarm, get extinguisher, or evacuate.
- b. **A** Sound the alarm: (1) at the pull station and (2) call operator at ext. 3499 with details. ***Pull the pull station 1<sup>st</sup> to notify campus and fire dept; then call 3499 to give exact location, i.e. room number, to operator so that fire response team will know exactly where to go.***
- c. **C** Contain the fire by closing all doors and windows.
- d. **E** Extinguish the fire if possible (or Evacuate, if fire or smoke is overwhelming)
- e. Use correct extinguisher and the PASS technique:
  - i. **P** Pull the pin.
  - ii. **A** Aim the nozzle at the base of the fire
  - iii. **S** Squeeze the handle to release the extinguishing agent.
  - iv. **S** Sweep the stream from side to side.
- f. The SJCRH Emergency Response Team will respond within 2 minutes and the Memphis Fire Dept. should respond soon after.

**5. What to do if (1) instructed to evacuate, (2) it is obvious that evacuation is necessary, or (3) if a Dr. Red Major is announced:**

- a. Evacuate vertically down a floor or horizontally to another smoke compartment or to an area specified by the Fire Response Team.
- b. If necessary, evacuate to your designated collection point outdoors:  
**ALSAC tower:** lawn south side of PCC tower  
**PCC:** northwest side of PCC tower north of Pavilion  
**DTRC:** lawn north of IRC  
**Chili's:** parking lot west of main entrance  
**Kay Research & Care Center (KRCC):** east side of the KRCC  
(see Section 7.0 Evacuation for details)  
**ZZ Building** (Pathology file/block storage): north side of building  
**Shared Resource Building:** north side of building
- c. Remain until Fire Dept. or General Safety Officer tells you to return.
  - i. NOTE: Do not forget to close all doors.
  - ii. PBX Operator will announce "Dr. Green/All Clear" once it has been determined that the fire hazard has been eliminated.

**6. Natural Gas Cut-off Training**

**(There are no natural gas valves on DTRC 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floor)**

**Who** can turn off the gas? Trained personnel

**Why** do we turn off the valves? To prevent explosions

**Where** are the valves located? In the corridors labeled with "Natural Gas Shut-Off Valves"

**When** do you turn off the gas valves? In the event of a fire in the immediate vicinity

**How** do you turn off the valves? Turn handle to the Off position, flip sign to display "Gas turned off"

**6.11 Natural Gas Cut-off Valves**

Zone cut-off valves are located in the corridors and are clearly marked. These valves should be turned off only by trained personnel, the Fire Response Team, or the Memphis Fire Department. They should only be turned off in the event of a fire.

**7. HOW TO REACT TO THE FIRE BOX (see photo below):**

- a. Treat the fire box as an actual fire.
- b. You do not unplug/turn off the fire box at all. Treat the box as an actual fire. The Drill observers will unplug the box when they think that the "fire" has been extinguished.
- c. Follow the RACE formula - pull the alarm/call operator before/simultaneously extinguishing the fire.
- d. Attempt to close ALL doors and windows after any fire alarm in the building.
- e. Find the nearest fire extinguisher and demonstrate the P.A.S.S. technique. Do not actually discharge the extinguisher - just go through the motions.



## Tornado

### Tornado Response Plan - section ER-04

1. Laboratory personnel should refer to hospital plan for instructions. <https://home.stjude.org/ehs/Policies/er-04.pdf>. (Read this for quiz answers)
2. Tornadoes move quickly and staff must respond immediately to shut down processes and move to safety.
3. Patients are moved to safety by nursing staff during an active tornado warning, so nursing staff are busy keeping patients and themselves safe. All patient movement is stopped. Staff must evacuate the laboratory to protect themselves.
4. When a Tornado Warning is issued for Shelby County and downtown Memphis is in the projected path of the storm, the Director of Security (or designee) immediately instructs the PBX Operator to make the following announcement over the institution's and the TTU building's intercom systems and to repeat it once each minute for 5 minutes: **"YOUR ATTENTION PLEASE! A TORNADO WARNING HAS BEEN ISSUED FOR SHELBY COUNTY AND DOWNTOWN MEMPHIS IS IN THE PROJECTED PATH OF THE STORM. PLEASE MOVE AWAY FROM EXTERIOR WINDOWS, CLOSE ALL DOORS, AND MOVE TO YOUR BUILDING'S PLACE OF SHELTER."**
5. The Director of Security (or designee) also emails this same message to *Everyone at St. Jude* and utilizes the SJ ALERT system to text this message to all cell phones in the system.
6. Each St. Jude owned building has an area designated as the Tornado Shelter for that building's occupants. Some of our multi story buildings have primary, secondary and tertiary shelter areas. Employees in these buildings are responsible for escorting any patients, family members, vendors or other visitors to the designated shelter area. Departmental staff should take their cell phones and weather radios with them when moving to shelter areas in order to monitor developments and to receive warning cancellations or expirations.
7. Evacuation to the basement / plaza level is always the safest location. However, should immediate safe areas of refuge be needed, they are listed in order of Primary Shelter, then Secondary Shelter, and Tertiary Shelter:
  - a. **PCC, Shadyac/ALSAC Tower, DTRC, IRC, Chili's Care Center, Kaye Research & Care Center**  
**Primary shelter - corridors on the Plaza level**  
**Secondary shelter -stairwells without glass exterior**  
**Tertiary shelter - central corridors or rooms without exterior windows (ex. restrooms) on any floor**
    - i. 3rd floor Shadyac/ALSAC Tower - plaza level (primary), stairwell (secondary), C3014 and restrooms (tertiary)
    - ii. 4th floor Shadyac/ALSAC Tower - plaza level, stairwell, interior labs without windows and restrooms
    - iii. 5th floor Shadyac/ALSAC Tower - plaza level, stairwell, C5024, C5029, C5001A, restrooms
    - iv. Blood Donor Center, PCC tower - plaza level, stairwell, B1122A, B1122B and B1122C,
    - v. St. Jude Biorepository, D1054/D1053, DTRC - plaza level, stairwell (given the number of exterior glass windows, doors, and ceiling in this building, the tertiary shelters may not be safe)
    - vi. Clinical Genomics, Chili's Care Center - plaza level, one stairwell with no windows northeast corner of the building (given the number of exterior glass windows and doors in this building, the tertiary shelters may not be safe)

## Fire Response & Evacuation/Tornado Warning Response Training 2020

- vii. DTRC 4th floor Pathology Research - plaza level, stairwell, D4035, D4035A, D4029, D4026A, D4047A (given the number of exterior glass windows, doors, and ceiling in this building, the tertiary shelters may not be safe)
- viii. KRCC, IA2215, Frozen Section Lab - plaza level, stairwell in CCC, (given the number of exterior glass windows and doors in this building, the tertiary shelters may not be safe)
- ix. ZZ Building (Pathology file/block storage) and Shared Resource Building: interior corridors