

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 3/1/2018
Due Date: 3/31/2018
Implementation: 2/26/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Fire Emergency Plan SGAH.SA12 v2 <i>This has been converted to a system SOP</i>
Description of change(s):
<p>The changes are minor. This update is intended to refresh your knowledge of safety practices.</p> <p>Header: add other sites</p> <p>Section 3: updated director job title</p> <p>Section 5: updated SGMC policy number</p> <p>This revised SOP was implemented on February 26, 2018</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	Fire Emergency Plan	
Prepared by	Bryan Mason	Date: 2/1/2011
Owner	Robert SanLuis, Stephanie Codina	Date: 2/12/2018

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

Document:SGAH.SA12[2] Status:RELEASED,Effective:2/26/2018, Check Version Before Use

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	3
6. RELATED DOCUMENTS	3
7. REFERENCES	3
8. REVISION HISTORY.....	3
9. ADDENDA AND APPENDICES	3

1. PURPOSE

This document will refer to the internal hospital policy document detailing fire preparedness procedures at the laboratories of Quest Diagnostics at Germantown Emergency Center, Shady Grove Medical Center and Washington Adventist Hospital.

2. SCOPE

This document applies to all laboratory employees.

3. RESPONSIBILITY

Laboratory management is responsible for ensuring compliance with this SOP.

The Laboratory Services Director or designee is responsible for review and revision of this SOP as needed.

4. DEFINITIONS

None

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5. PROCEDURE

A. Washington Adventist Hospital

The following policies are specific to WAH fire preparedness, and will be adhered to by all Quest Diagnostics staff as written (all Policies available on the Hospital Intranet):

Name	Policy number
Fire Management Plan & Fire Prevention Plan, Code Red	3800 & Appendix E

B. Shady Grove Medical Center and Germantown Emergency Center

The following policies are specific to SGMC and GEC fire preparedness, and will be adhered to by all Quest Diagnostics staff as written (all Policies available on the Hospital Intranet):

Name	Policy number
Code Red / Fire Prevention Response Plan	HSE0037

6. RELATED DOCUMENTS

None

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes Fire Emergency, dated 3/1/2004		
000	1/18/16	Section 1 & 2: remove Nichols Institute Chantilly Section 3: update job titles Section 5: update Shady Grove facility name Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	L. Loffredo
1	2/12/18	Updated owner Header: added other sites Section 3: updated director job title Section 5: updated SGMC policy number	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

None

Form revised 3/31/00