

TRAINING UPDATE

Lab Location:	GEC, SGMC & WOMC	Date Distributed:	2/11/2020
Department:	All staff	Due Date:	3/1/2020
		Implementation:	2/19/2020

DESCRIPTION OF REVISION

Name of procedure:
Fire Emergency Plan SGAH.SA12 v3
Description of change(s):
<p>Section 5: updated WOMC & hospital policies</p> <p>This revised SOP will be implemented February 19, 2020</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:

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1. PURPOSE

This document will refer to the internal hospital policy document detailing fire preparedness procedures at the laboratories at Germantown Emergency Center, Shady Grove Medical Center and White Oak Medical Center.

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

5. PROCEDURE

A. White Oak Medical Center

The following policies are specific to WOMC fire preparedness, and will be adhered to by all laboratory staff as written (available on the Hospital Policy Manager website):

Name	Policy number
Coe Red / Fire Prevention Management Plan	SAFE 4.0

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 laboratory staff as written (available on the Hospital Policy Manager website):

Name	Policy number
Code Red / Fire Response Plan	HSE0037
Fire Safety Management Plan	HSE0273

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
2	1/23/20	Header & section 1: changed WAH to WOMC Section 5: updated WOMC & hospital policies	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

None