



Hospital
Non-Patient Care
FIRE AND
Relocation /
Evacuation PLAN

**UNIVERSITY OF CALIFORNIA
DAVIS**



UCDAVIS
HEALTH SYSTEM



Surgery and Emergency Services Pavilion

2nd Floor, Pathology SESP Lab

2315 Stockton Blvd

Sacramento, CA 95817

**HOSPITAL (Non-Patient Care) AREA NAME:
PATHOLOGY SESP LAB**

This Fire and Relocation / Evacuation Plan is to be used by staff to protect visitors and themselves from fire or other emergencies requiring evacuation from the building. In conjunction with the fire evacuation signs posted throughout the building, this plan satisfies the requirements of Section 3.09 of the California State Fire Marshal's Regulations and meets the requirements of The Joint Commission.*

** Staff includes all UC Davis Health System employees, faculty, licensed independent practitioners, contract workers, etc.*

Report all fires, even if fire is immediately contained.
Dial 911 from a landline or **734-2555** from a cellular phone.

AREA SPECIFIC FIRE PROTECTION COMPONENTS

This section is filled in by UCDHS Fire Prevention Department

Fire Component	Yes	No
Area is constructed of non-combustible structural materials, principally concrete and steel.	X	
Corridor doors should be in the closed position during a fire emergency.	X	
Automatic Fire Sprinklers are installed in area. <input checked="" type="checkbox"/> Fully sprinklered <input type="checkbox"/> Partially sprinklered; Define areas with sprinklers: _____	X	
Smoke Detectors are installed in the area.	X	
Manually activated red fire alarm pull stations are located in the exit routes of this area.	X	
Audible fire signal installed in building. <input checked="" type="checkbox"/> Type = (fill in) <u>Chimes</u> e.g. Chime, automatic voice message	X	
Visual fire signal (e.g. strobe lights) installed in area.	X	
Fire Extinguishers in area. <input checked="" type="checkbox"/> <u>A / B / C Type</u> (for use on most fires) <input type="checkbox"/> Other (fill in) _____; for use on (fill in) _____	X	

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Familiarization

Become familiar with the floor plan for the area and know the locations of:

- Manual Pull Stations (MPS), fire extinguishers, and telephones
- Exit routes and exit doors.
- Adjacent smoke compartments.

TRAINING

The **Fire and Relocation/Evacuation Plan** consists of two essential elements, both of which must be present for it to succeed:

1. **Written guidelines & posted information** - The plan contains general information applicable to the entire building, as well as specific guidelines and floor plans for each clinic within the building. Fire evacuation signs located in each building and near the exit stairwells are designed to complement the plan.
2. **Employee training** - Your training is essential to the success of this plan. Without training the fire plan will not work for you or your associates, so take time to learn and practice the procedures on a regular basis.

GENERAL FIRE PROCEDURE

If a fire occurs, you should follow the **R.A.C.E.** procedure:

- R - RESCUE**
- A - ALARM**
- C - CONFINE**
- E - EXTINGUISH**

Rescue

- *Rescue* anyone (this includes yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other staff of the fire and its location. **Know where alternate exits are located.**

Should an individual's clothing catch fire, the following steps are recommended:

1. Move to a safe location away from other materials/areas on fire.
2. If within hearing distance let others know your clothing is on fire.
3. Stop, Drop and Roll until the fire is out.
4. Should other personnel be available to render assistance, below are some recommended actions:
 - a. Assist person on fire by using lab coats or other heavy clothing to smother the fire.
 - b. Use water from a nearby sink to extinguish the fire.

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- c. Located and use the fire extinguisher.
 - i. When using the fire extinguisher, ensure you are at least 5-6 feet away and spray only long enough to put the fire out.
 - ii. Avoid mouth and nose area.
5. Call 9 -1- 1

Alarm

- If you are the first person to discover a fire, communicate your discovery to other staff in the area, activate the closest fire *alarm* activating device; **call 9-1-1 from the nearest safe location. If you are involved in rescue, send someone to call 9-1-1.**

Confine

- *Confine* the fire by closing all of the doors in and around the fire area. This will help keep fire and smoke from contaminating the exit paths during evacuation. It also helps to keep the fire to a much smaller area and aids in preventing it from spreading to other areas.

Extinguish

- There is no better time to control and *extinguish* a fire than in its early stage. Utilize fire extinguishers, acronym **P.A.S.S.**, if you discover a fire in its earliest stage. If a fire is well developed, however, the best thing to do is close the doors around it and get out. Do not place yourself at unnecessary risk—your greatest value is as a rescuer, not as a firefighter.

- | | |
|-------------------------|--|
| <u>P-PULL</u> | Stand back from the fire and <i>pull</i> the pin. |
| <u>A-AIM</u> | <i>Aim</i> the nozzle at the base of the flame |
| <u>S-SQUEEZE</u> | <i>Squeeze</i> the handle |
| <u>S-SWEEP</u> | <i>Sweep</i> the nozzle from side to side at the base of the flames until the fire is completely extinguished. |

The **Sacramento Fire Department** is responsible for extinguishing fires at the **Medical Center**. You should never hesitate to call **9-1-1**. ***Remember that a fire, even a small fire, presents an extreme risk to patients and staff, so don't hesitate – act immediately!***

As a Reminder:

- All fires will require an investigation as to the cause.
- A report must be taken by UCDHS Fire Prevention Department investigator after each event.
- Wait for an ALL CLEAR from UCDHS Fire Prevention or the Sacramento Fire Department before re-occupying a building/area after a fire.

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Hospital Unit/Area Relocation/Evacuation Procedure

To be filled in by Unit or Area Manager
in consultation with UCDHS Fire Prevention

BUILDING ASSEMBLY AREA

Primary Relocation Site*:	PATH Bldg.- 4400 V Street, Sacramento, CA 95817
Alternate Relocation Site:	Front Courtyard of the Education Building
Evacuation Assistance Area**	Hospital Emergency Room
Evacuation Assembly Area	Outside the main entrance of the Cancer Center

* Adjacent or other smoke compartment(s) identified for relocation with adequate resources and utilities to manage patients.

** Area for persons in need of rescue assistance

If you are the first person to discover a fire or other emergency necessitating a building evacuation, **call 911** (from a landline) or 916-734-2555 (from a cellular phone). Communicate your discovery to other staff in the area and activate the closest fire alarm device. For response to criminal activities, refer to 1.a. below. **If you are involved in rescue, send someone to call 9-1-1.**

- a. For criminal activities, such as a bomb threat, active shooter, or hostage situation, call 911 from a land line. Unless directed by emergency responders (fire or police), **do not activate** the fire alarm system.
 - i. For a bomb threat, turn off all two-way communication devices, such as two-way radios, cell phones, and Vocera.

Code Green, Internal must be initiated for any incident that triggers the relocation or evacuation of patients.

RELOCATION / EVACUATION PROCEDURE (for areas with no direct patient care)

1. OFFICE AREAS AND SUPPORT SERVICES

If a unit must relocate, office and support services employees who are not required to assist with patient movement will relocate/evacuate to areas shown on the department Fire and Evacuation Plan.

2. Department / Unit Coordinator

- a. If there is time and it is safe to do so, instruct staff to forward phones to Voicemail or to their cell phones. If the department has an essential service phone line that was not forwarded before

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evacuation, contact Technical Operations Center (4-4357) after evacuation to forward the line remotely

- b. Vacate area and go to Relocation Site (within hospital) or Evacuation Assembly Area (outside hospital).
- c. Account for all staff; if staff are not accounted for, attempt to contact and verify location.
- d. Report any persons known to be in the building to on-scene Incident Commander.

3. All Staff will:

- a. Take personal belongings, such as purse or wallet, car keys, and cell phone, *if items are immediately available*.
- b. Proceed to Relocation Site (within hospital) or Evacuation Assembly Area (outside hospital), as specified by area manager.
- c. Exit the building using the nearest available exit or stairs.
- d. To the extent it is safe to do so, direct visitors to evacuate the building using the nearest available exit or stairs and to gather at the Primary Assembly Area (or secondary area if primary area is unsafe or unavailable).
- e. Note: The on-scene Incident Commander may designate another assembly area, based on the nature of the emergency.
- f. Assist any person needing rescue assistance, such as those persons in a wheelchair, to the Evacuation Assistance Area(s).
 - i. Staff must report on the status and location of all persons needing rescue assistance to the Building Coordinator.
- g. Gather at the Assembly Area
 - i. All staff **MUST** report to their Department/Unit Coordinator for roll call and instructions.
 - ii. Account for all visitors from their area(s), if possible.
 - iii. Do not leave the Assembly Area until told to do so by your Department/Unit Coordinator.
 - iv. Inform your Department/Unit Coordinator if you have specific information regarding the emergency or about persons needing evacuation assistance.
 - v. Do not re-enter the building until the ALL CLEAR from the Incident Commander is called. Notification to all employees to re-enter the building will be from the Incident Commander through the Building coordinator.

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COMMUNICATION PLAN

To be filled in by Unit/Area Manager

Nursing Supervisor

Name
Pager Number

Nursing Supervisor
916-816-5364

Other – fill in

Name Armando Tiong
Phone Number 916-734-2793
Cell Phone 650-722-4857
E-mail Address ationg@ucdavis.edu

Name Erin Estacio
Phone Number 916-734-0375
Cell Phone 916-747-8174
E-mail Address eestacioi@ucdavis.edu

Relocation Site CONTACTS - if applicable

Relocation Site PATHOLOGY BUILDING/DEPARTMENT
Contact Name Wendy Widmann
Phone Number 916-734-6324
Cell Phone 916-968-2363
E-mail Address wjwidman@ucdavis.edu

Relocation Site SPECIALTY TESTING CENTER (STC)
Contact Name Rebecca Scott
Phone Number 916-734-3017
Cell Phone 707-631-9930
E-mail Address rebscott@ucdavis.edu

Relocation Site
Contact Name
Phone Number
Cell Phone
E-mail Address

Relocation Site
Contact Name
Phone Number
Cell Phone
E-mail Address

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DEPARTMENT CONTACT LIST
To be filled in by Unit/Area Manager

UNIT / AREA CONTACTS

Unit Name SARC – Specimens and Receiving Center
Name Thomas Roscovich
Phone Number 916-734-3025
Cell Phone 916-452-4670
E-mail Address tsroscovich@ucdavis.edu

Unit Name CHEMISTRY
Name John Frey
Phone Number 916-734-2109
Cell Phone 916-548-9149
E-mail Address jmfreyjr@ucdavis.edu

Unit Name BLOOD BANK
Name Rosa Perry
Phone Number 916-734-2190
Cell Phone 916-508-1272
E-mail Address reper@ucdavis.edu

Unit Name PM SHIFT
Name Jennifer Jeffries
Phone Number 916-734-3021
Cell Phone 916-803-2105 (pager 916-816-3694)
E-mail Address jjjeffries@ucdavis.edu

Unit Name PM SHIFT
Name Mildred Weaver
Phone Number 916-703-6702
Cell Phone 801-528-2431
E-mail Address maweaver@ucdavis.edu

Unit Name NIGHT SHIFT
Name Brandon Thomas
Phone Number 916-734-6678
Cell Phone 916-275-5704
E-mail Address bjzthomas@ucdavis.edu

Unit Name NIGHT SHIFT
Name Carlton Matthews
Phone Number 916-734-3025
Cell Phone 916-213-3217
E-mail Address cjmathewsjr@ucdavis.edu

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Unit Name	FROZEN SECTION – 3 rd Floor SESP
Name	Wendy Widmann
Phone Number	916-734-6324
Cell Phone	916-968-2363
E-mail Address	wjwidman@ucdavis.edu

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SACRAMENTO CAMPUS EMERGENCY CONTACT INFORMATION

UC DAVIS FIRE PREVENTION

Phone Number – Front Desk (916) 734-3036
Phone Number - Emergency Only 911 (landline)
Phone Number - Emergency Only (916) 734-2555 (cellular phone)

UC DAVIS POLICE DEPARTMENT

Phone Number – Landline 911
Phone Number – Cellular Phone (916) 734-2555

MEDICAL CENTER SAFETY (EH&S) CONTACT:

Name Bob Lawson
Phone Number (916) 734-2740 or (916)-734-3355
E-mail Address robert.lawson@ucdmc.ucdavis.edu

MEDICAL CENTER EMERGENCY PREPAREDNESS CONTACT:

Name Glynis Foulk
Phone Number 916-734-8261
E-mail Address glynis.foulk@ucdmc.ucdavis.edu

UCDMC UC DAVIS PARKING & TRANSPORT

Phone Number (916) 734-8117
Pager Number (916) 762-1230

UCDMC IT/TELECOMMUNICATION

Phone Number (916) 734-8700
Hospital Operator (916) 734-7020

UCDMC PATIENT ESCORT

Phone Number (916) 703-4315

***** Delete for Buildings with no Academic or Research Staff *****

SAC RESEARCH & ACADEMICS SAFETY (EH&S) & EP CONTACT:

Name UC Davis Campus Safety Services
Phone Number 530-752-1493

SOM LABORATORY SAFETY OFFICER (DAVIS):

Name Shawn Rasmussen
Phone Number (916) 761-7582 cell
E-mail Address serasmussen@ucdavis.edu