DEPARTMENT OF LABORATORY MEDICINE

UNIVERSITY OF WASHINGTON MEDICAL CENTER

HARBORVIEW MEDICAL CENTER

EMPLOYEE FIRE SAFETY TRAINING

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*IF YOU DISCOVER A FIRE IN YOUR AREA:* ***R-A-C-E***

**R**ESCUE, **A**LARM, **C**ONTAIN, **E**VACUATE

(Steps 1-4 should be carried out at the same time by more than one person, if possible)

1. If the area is safe to enter, **RESCUE** patients, visitors, and staff from immediate danger.
2. Activate the **ALARM**

Pull the nearest fire alarm and, if safe, remain by the alarm to direct firefighters. The alarm connects to telephone SWITCHBOARD and the FIRE DEPARMENT.

Call the emergency number for your facility and report

a. **Who** is calling

b. **Where** the fire is located

c. **What** is burning.....if known

d. **Size of Fire**.....has it been extinguished?

1. **CONTAIN** the fire by closing doors and windows.
2. **EVACUATE** whenever the fire alarm is sounding Code Red in your area. Proceed via established evacuation route to assembly site. Remain there until instructed otherwise All Clear.

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*WHEN FIRE IS NOT IN YOUR IMMEDIATE AREA:*

1.**CLOSE ALL** corridor **DOORS AND WINDOWS** to stop air movement.

2.**REMAIN** in your **AREA** unless you receive instructions to go elsewhere.

3.**EVACUATE** if the fire alarm is sounding Code Red in your area.

Proceed via established evacuation route to assembly site. Remain there until instructed otherwise All Clear.

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*REGARDLESS OF FIRE LOCATION:*

1. DO NOT use elevators.

2. DO NOT use telephones except calls pertaining to the fire alert.

3. KNOW the emergency phone numbers for your building.

KEEP THIS INFORMATION FOR FUTURE REFERENCE