

# **West Carroll Health Systems**

## **FIRE PLAN**

August 11, 2003

## **INTRODUCTION:**

This plan is organized for the safety and well-being of the patients and employees of West Carroll Health Systems in the event of fire. Every employee must be very familiar with this Fire Plan and know his/her responsibilities if the plan is enacted. All employees will have inservice training covering all aspects of the Fire Plan and all fire fighting equipment in the hospital and nursing home.

## **IMMEDIATE ACTION IF FIRE IN YOUR AREA:**

1. Remove patients or residents from danger.
2. Notify ward clerk at nurses station giving the exact location of the fire, class of fire, and extent of fire. Ward clerk should announce "Code Red Zone X" four times over the intercom "0" that reaches the entire facility. If the assistant administrator is not in the building, the ward clerk should notify as soon as possible.
3. Set fire alarm if not already alarming. When the alarm is activated, the fire station will automatically be notified.
4. Close doors to danger areas.
5. Close all windows and doors in area.

## **ACTION IF FIRE IS NOT IN YOUR AREA:**

1. Close doors and windows to your department.
2. Shut off ventilation system and gas jets if applicable.
3. If there is a fire extinguisher in your department, bring it with you to your department's assigned area.
4. Report to your department's assigned area to await further instructions.

## **DEPARTMENT SPECIFIC INSTRUCTIONS IF FIRE IN ANOTHER AREA:**

### **ADMINISTRATION**

1. In the event of an alarm, the administrator or assistant administrator or designated representative in charge at the time will report to the nurses station and/or location of the fire and assume first command.

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2. See that fire department is notified.
3. Make the decision of whether or not to evacuate and when.
4. Dispatch employees to areas most needed, calling in any needed employees.
5. Notify police if help is needed to retain any crowds that may gather.
6. Keep all entrances and exits clear.

#### MAINTENANCE

1. Maintenance supervisor will determine necessary motors, gas lines and other mechanical and electrical equipment that should be turned off.
2. Shut down all ventilation systems.
3. Check emergency lighting provided by generator.
4. Check all exits and assure clearance.
5. Work closely with administration coordinating employee activity.

#### NURSING SERVICE

1. All nursing service employees that are available will report to their respective nurses station to await further instructions. Emergency Room personnel will stay in their area to render first aid if necessary. CNA's/PST's and housekeepers will report to the zone where the fire was reported with fire extinguisher and await further instructions.
2. The ward clerk is the employee designed to announce the Code Red and announce All Clear when instructed. The ward clerk should not leave the nurses station and should answer the incoming telephone calls.
3. If evacuation is necessary, follow evacuation routes and move patients as follows: (1) Patients receiving oxygen; (2) Bed-ridden patients; (3) Wheelchair and ambulatory patients. All patients should be accompanied by a hospital employee and after evacuation an accounting for all patients should be taken. If possible, patient charts should be evacuated securely with the patient.

#### LABORATORY

1. Turn off all electrical machinery and close doors and windows.
2. Laboratory personnel are to report to the zone where the fire was reported with fire extinguisher and await further instructions.

#### RADIOLOGY

1. Turn off all electrical equipment and close doors and windows.
2. Radiology personnel are to report to the zone where the fire was reported with fire extinguisher and await further instructions.

#### BUSINESS OFFICE

1. Turn off all electrical equipment and close doors and windows.
2. Switchboard should turn telephones over to the nurses station.
3. One or two designated individuals are to monitor front entrance of hospital, allowing no persons into the building, other than those involved in the Fire Plan.
4. All other personnel are to report to the nurses station and await further instructions.

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#### HEALTH INFORMATION

1. Turn off all electrical equipment and close doors and windows.
2. All health information personnel are to report to the nurses station and await further instructions.

#### DIETARY

1. Turn off all electrical and gas equipment. Cover all grease. Close doors and windows.
2. All dietary personnel are to report to the zone where the fire was reported with fire extinguisher and await further instructions.

#### PHARMACY

1. Turn off all electrical equipment and close doors and windows.
2. All pharmacy personnel are to report to the nurses station and await further instructions.

#### PHYSICAL THERAPY

1. Turn off all electrical equipment and close doors and windows.
2. If there are patients in the department, a designated individual will stay with the patients until an order has been given to evacuate.
3. All other physical therapy employees are to report to the zone where the fire was reported and await further instructions.

#### LAUNDRY

1. Turn off all electrical equipment and close doors and windows.
2. All laundry personnel are to report to the zone where the fire was reported with fire extinguisher and await further instructions.

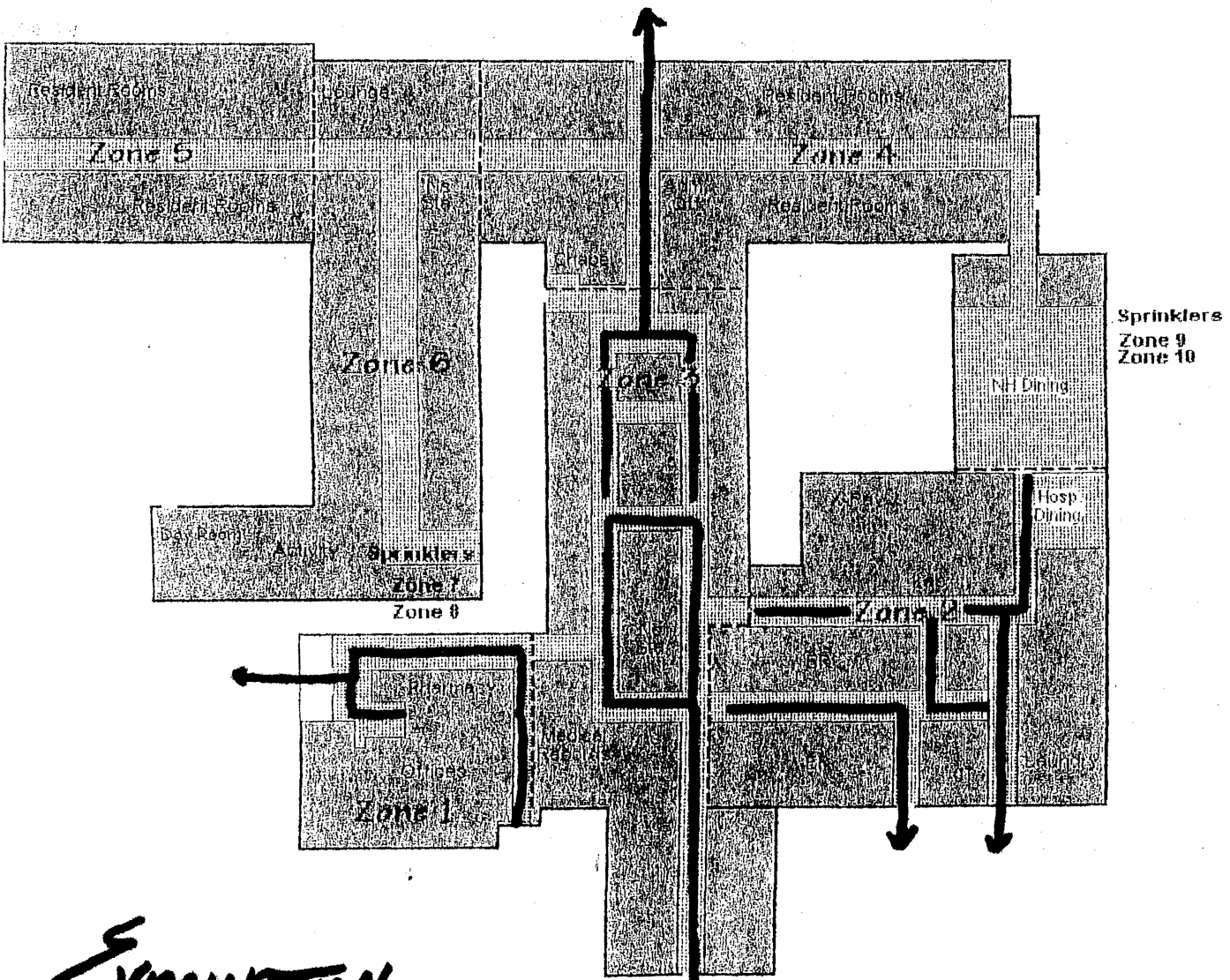
#### FLOOR MAINTENANCE

1. Turn off all electrical equipment and close doors.
2. All floor maintenance personnel are to report to the zone where the fire was reported and await further instructions.

#### **CLASS OF FIRES:**

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|---------|---|
| Class A | paper, wood, cloth, rubbish, mattresses, etc.             |
| Class B | burning liquids (gasoline, oil, paint, grease, etc.)      |
| Class C | electrical equipment (motors, switches, appliances, etc.) |

# West Carroll Memorial FIRE ALARM ZONES



*EVACUATION  
PLAN*

