TITLE: MercyOne Fire Plan

Policy Number: EPP.004 **Dept: Dept: Emergency Preparedness**

PURPOSE:
Plan for the management of fire and the safety of patients and staff during a fire-related event.

GENERAL INFORMATION:
Fire Codes
- **Red Alert:** Indicates a fire or smoke has been reported.
- **Red Alert All Clear:** Resume all normal activities. The "all clear" will be determined by Security and/or the Environmental Safety Officer.

Extinguishers

Class ABC: The majority of the extinguishers on campus are Class ABC. They can be used for fires around electrical equipment, wood, paper, textiles, flammable liquids, etc.

Class K: Class K extinguishers are used in the Nutrition Department for cooking oil and grease fires.

CO2: CO2 is used for patient fires in surgery and cath lab only.

<u>**DO NOT USE WATER ON ELECTRICAL FIRES**</u>

Employee Responsibilities:
1. Acquaint yourself with the location of firefighting equipment, alarm boxes and evacuation routes. All hospital employees should be familiar with the location of portable fire extinguishers and pull boxes. Pull boxes are centrally located at each nurse's station and at each stairwell that exits to the outside.
2. Report fire hazards to your supervisor or the Environmental Safety Officer.
3. Self-closing fire doors to stairwells should be kept closed at all times. Do not wedge them open.

PROCEDURE:
Discovery of a Fire or Smoke

R. **Remove** persons from immediate area of the fire beyond two sets of fire doors.

A. **Alert** the building by all of the following:

1.   Pull the alarm nearest to the fire.
2.   **DIAL 22**. Tell the operator **WHO** you are, **WHERE** you are and **WHAT** you are reporting.

C.   **Close** the door to **confine** the fire to the smallest area.

E.   **Extinguish** the fire as appropriate OR **evacuate** as necessary.

All departments staffed with three or more persons should respond to the area of the "Red Alert" to assist employees in the impacted area.   Fire extinguishers should be brought to the scene if available.

Evacuation of Patients
1.   Refer to the *Shelter-in-Place, Evacuation & Hospital Abandonment (EPPP.010)* policy.
2.   The President or designee (e.g., Hospital Incident Commander) will make the decision regarding hospital wide evacuation in consultation with Dubuque Fire Department.
3.   All personnel are authorized to take immediate patient/resident relocation or sheltering actions in response to a life safety emergency.

Fire Drills
1.   Plant Engineering will conduct fire drills throughout the hospital. These drills are required to be unannounced. These drills will simulate a "red alert" event in every way including activating the fire alarm and following through with actual fire response procedure. Plant Engineering notifies the Fire Department prior to a drill.
2.   Fire drills must be held at minimum once per quarter per shift to acquaint employees with their responsibilities.
3.   Visitors are allowed to proceed as usual during a fire drill.