POLICY

Presence St. Mary’s Hospital will have a department level Fire Response policy per JCAHO Standards. This policy applies to the EMS Services department.

MISSION / VALUES RATIONALE

This policy is aligned with the Mission and Values for Presence Health. Our mission calls us to provide compassionate, holistic care with a spirit of healing and hope for all persons in the communities we serve. Our ministry is an enduring sign of our Core Values of HOPE, to instill us with integrity, inspire us to interconnect with each other, encourage us to honor diversity and dignity of each individual and empower us to always strive for exceptional performance to our patients/residents and to best serve those in need.

PURPOSE

To provide guidance to staff members on duties needing to be performed in the event of a fire.

SPECIAL INSTRUCTIONS/FORMS TO BE USED

N/A

PROCEDURE

I. A. Staff Response In the Area of the Fire or drill in the hospital or clinic is:

R - Rescue people from the fire room or area. Remove people from any room where a fire, smoke, or strong smoke smell exists. Close the door after everyone is out. Don’t remove patients from their room on beds, as this may jam a door or hallway. If patients are non-ambulatory, use a wheel chair, ordinary chair, or blanket drag; or lift and carry.

A - Activate the alarm. Pull the nearest fire alarm.

---AND---

Call the Operator using “71”. This is a redundant system, to insure the alarm is known.

C - Close Doors & Windows! Closing doors/windows is a critical step, even if smoke is not seen. Patients should be returned to their rooms, or into other rooms, with closed doors.

E - Extinguish the fire, if reasonably safe. If safe to do so, extinguish the fire.
B. **Relocation**: If the fire situation is such that smoke invades other rooms, or the Fire Department orders evacuation, patients will be relocated to areas beyond the fire and smoke doors. The patients should be moved inside rooms in the relocation destination, to protect them from smoke.

C. **Elevators** should not be used in the building where the fire is located **unless** directed by the Fire Department. If needed, elevators in adjacent buildings may be used to move patients to other floors.

D. **Keep Fire/Smoke Doors Closed**. The fire and smoke doors will close automatically, and should not be opened except to relocate patients. This is to reduce the spread of smoke and flame.

E. **DO NOT TURN OFF OXYGEN**, unless told to by the Fire Department, and ONLY after all oxygen dependent patients are provided with portable oxygen or moved to areas where they can be served.

II. **FIRE PLAN: STAFF AWAY FROM THE FIRE ZONE**

A. **Close doors**: This includes all room doors, smoke and fire doors, and doors to stairwells. As practical, minimize staff using fire and/or smoke separation doors until the activation is cleared.

B. **Check Equipment**: Check fire extinguishers and pull stations. Be sure all staff know where to find the equipment, and reinforce it’s use, and limits.

C. **Ensure Physicians, Students, Volunteers and other non-employed staff know their role**. These persons should stay in the area they are in and assist staff in the unit as needed, until the alarm is cleared. They may also be directed to the area of the emergency, if evacuation has been ordered, to assist with patient care.

III. **LOCATION OF FIRE EQUIPMENT IN THIS DEPARTMENT**.

A. **PULL STATIONS ARE LOCATED**:
   1. Outside of office, down hall towards surgery registration, right side wall before door to stairwell
   2. Outside of office, down hall towards surgery, right side wall before door to stairwell

B. **FIRE EXTINGUISHERS ARE LOCATED**:
   1. In Radiology hallway across from radiology waiting room.
Kevin Bernard
Department Representative

DATE: 03/29/2019

NOTE: Policies with original signatures are on file in Administration.

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