



Stony Brook University Hospital
 Environmental Health & Safety
 Policy & Procedure Manual



Title: **Hospital Off-sites Fire Response Plan**

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EH&S – 2-4

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PURPOSE: To provide an action plan for Hospital operated or staffed off-site (satellite) facilities to follow in case a fire evacuation is needed.

SCOPE: Hospital Off-site Facilities.

PROCEDURE:

I. General

Off-site facilities are classified as business occupancies under NFPA's Life Safety Code, and as such, do not have inside areas of refuge into which patients can be evacuated to. During fires and fire alarms, all occupants will evacuate to the outside.

II. Discovery of Fire

A. Follow **R.A.C.E.** procedures as follows:

1. **R = Remove**
Remove any individuals from immediate danger.
2. **A = Alarm**
Activate the fire alarm system and call the local fire department by dialing 911 or the appropriate phone number, giving the exact location of the emergency.
3. **C = Contain**
Close the door to the room with the fire.
4. **E = Extinguish or E=Evacuate**
Properly trained staff member should attempt to extinguish fire (one extinguisher only) after calling the fire department **AND**

All personnel, patients and visitors must exit the building and remain outside until the fire department authorized re-entry.

III. Fire Code Phrase

- A. The phrase “**Code Red**” shall be used to ensure transmission of an alarm under the following conditions.
 - 1. When the individual who discovers the fire must immediately go to the aid of endangered person.
 - 2. During a malfunction of the building’s fire alarm system, if provided.

IV. Responsibilities (Offsite)

- A. Facility Administrator or Building Manager - Upon notification of a confirmed fire and after persons have evacuated and the fire department notified, contact Environmental Health and Safety (EH&S) Fire Marshal office at 444-6783 during duty hours. After duty hours and weekends, contact University Police for them to contact a University Hospital Fire Marshal.
- B. A Fire Marshal will respond to assist with fire investigation and reporting of an actual fire. EH&S is not a first responder agency to any of the off-site facilities.
- C. Facility staff will take responsibility for the evacuation of patients and visitors to the outside, assuring none are left unaccounted for in treatment rooms or bathrooms.

V. Additional Procedures

- A. Once on scene, the local fire department has complete control over the incident and will not be interfered with in the commission of their duties, nor will occupants reenter the building without their authorization.
- B. Medical Gas shutoff and other hazardous locations should be provided to the Incident Commander.
- C. In the event that the fire department does not allow re-entry, the Facilities Manager will notify the AD, the Nurse Manager for Ambulatory Care and the Department Head affected, if not already present, and a determination will be made as to the disposition of the department’s activities.

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RELATED FORMS:

RELATED DOCUMENTS: