



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

Number:  
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 Phrases**

- 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.
- B. The phrase **“Code Green” will indicate “all clear”**.

### **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) at 444-6783.
- B. EH&S 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. Off-site will take responsibility for the evacuation of patients and visitors to Facility, 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 Fire Chief.
- 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.

**INQUIRIES/REQUESTS:**

Environmental Health and Safety  
L1-059 HSC  
Zip 8017  
Main Office: 444-6783  
FAX: 444-6845

**RELATED FORMS:**

**RELATED DOCUMENTS:**