



Title: Fire Warden Program			
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PURPOSE: To train an organized group of Fire Wardens and Alternates to assist in the search for location of fires, reporting this information to emergency personnel, and guiding patients, staff, and visitors to safe areas during an alarm or actual fire.

SCOPE: Hospital, Ambulatory Surgery Center, and Ambulatory Care Pavilion.

PROCEDURES:

I. General

- A. All departments will have a designated Fire Warden and Alternate for each work shift. These persons will receive annual Fire Warden training. In the event that the Fire Warden or Alternate leaves their position or will be out for an extended period of time, it is the responsibility of their supervisor to appoint a replacement.
- B. In the absence of a Fire Warden or Alternate, the Charge Nurse of the affected department will assume the responsibilities of the Fire Warden.
- C. Fire Wardens will investigate all fire alarms within their area by first inspecting the annunciator panel. The annunciator panel is located in the elevator lobby of the tower floors or in the stairwells of the network levels. When an alarm is activated, the panel will display either a red or amber light indicating where the alarm is occurring.

II. Hospital Tower Floors (Levels 8-19)

- A. Fire Wardens will investigate a fire bell by initially determining which tower, north or south, has the alarm by checking the annunciator panel. Both the North and South towers will hear the bells.
- B. Fire Wardens and other staff appointed by the Fire Wardens will:
 1. Inspect all rooms for signs of smoke or fire, clear the corridor, and close doors after each search is completed. If time permits, it is important for Fire

Wardens to explain what is happening to patients and visitors.

2. All visitors should either evacuate the area or be placed into a patient room behind a closed door. All non-critical staff, visitors, etc. will be instructed to move safely behind a set of "fire doors" in the tower opposite the active alarm area.
2. If the fire is not on their tower, inform staff members of its location and gather available staff to stand by if the evacuation of patients to your tower is necessary.
3. Meet emergency personnel to describe what actions have been taken and the condition status. Be ready for further instructions from emergency personnel, until a "Code Green" is announced over the Public Address System.

III. Hospital Network Levels (Levels 1 – 5)

- A. Fire Wardens and other staff appointed by the Fire Wardens from the zone with the bells and strobe lights will:
 1. Inspect all rooms for signs of smoke or fire, clear the corridor, and close doors after each search is completed. If time permits, it is important for Fire Wardens to explain what is happening to patients and visitors.
 - 2a. **Levels 1 – 3** – Initiate a complete evacuation from the building.
 - 2b. **Levels 4-5** – Instruct all non-critical staff, visitors, etc. to move safely behind a set of fire doors.
 3. Meet emergency personnel to describe what actions have been taken and the condition status. Be ready for further instructions from emergency personnel, until a "Code Green" is announced over the Public Address System.

IV Ambulatory Surgery Center (ASC) and Ambulatory Care Pavilion (ACP)

For ASC or ACP Fire Warden responsibilities, refer to Policies 2-2 and 2-3, Emergency Response for Ambulatory Surgery Center and Emergency Response for the Ambulatory Care Pavilion.

V. Evacuation

If it is necessary to evacuate an area due to a fire creating untenable conditions, the Fire Warden will coordinate this action utilizing the fire evacuation plan which shows the areas of refuge for each compartment. They will direct all available staff members in the actions to take for the evacuation.

INQUIRIES/REQUESTS:

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

RELATED FORMS:

RELATED DOCUMENTS:

Hospital Fire Response Plan, Policy 2-1
Ambulatory Surgery Center Fire Response Plan, Policy 2-2
Ambulatory Care Pavilion Fire Response Plan, Policy 2-3
Code Red, Policy 5-15