

FIRE

FIRE IN IMMEDIATE AREA

- RESCUE** – Rescue everyone in danger from the immediate area
ALARM – Pull fire alarm handle and call switchboard to notify of fire location
CONFINE – Close all doors and windows to contain the fire and smoke
EXTINGUISH – Bring fire extinguisher to the fire location

!Remember!
Turn off all oxygen sources in the immediate area

SWITCHBOARD/ED REGISTRATION WILL ANNOUNCE CODE

FIRE NOT IN IMMEDIATE AREA

1. Close all windows and doors
2. Clear hallways; place equipment in unoccupied rooms
3. Report to your assigned zone for further instructions
4. Outpatient staff remains with patients and continues providing care
 - Engineers and Custodians respond to fire location with fire extinguisher
 - Environmental Services Housekeepers will secure their cart; prevent usage of elevator and direct people to use stairwells
 - Inpatient departments account for all patients/residents
 - If patients/residents are with you outside of their inpatient area, notify the units which patients/residents are with you (Name and room number on armband)
 - Obstetrics – Place baby in bassinet and bring to their mother

ZONE 1 (SHCC 1 NURSES' STATION)	ZONE 2 (SHCC 2 NURSES' STATION)	ZONE 3 (MED/SURG NURSES' STATION)	ZONE 4 (SWITCHBOARD DESK)
<ul style="list-style-type: none">▪ Activities▪ Health Information Services▪ Laboratory Services▪ Nutrition Services	<ul style="list-style-type: none">▪ Accounting▪ Activities▪ Business Office (3rd Floor)▪ Chaplaincy▪ Human Resources▪ Social Services	<ul style="list-style-type: none">▪ Clinical Informatics▪ Infection Control▪ Pharmacy▪ Quality Improvement▪ Respiratory Therapy	<ul style="list-style-type: none">▪ Administration▪ Auxiliary/Volunteers▪ Business Office (1st Floor)▪ MIS

SWITCHBOARD/ED REGISTRATION WILL CLEAR CODE PER ENGINEERING CONFIRMATION OR INCIDENT COMMAND

Reporting department completes an Unexpected Event Report with Department Head/House Supervisor, submits copies to Safety Coordinator, Risk & PCSA