

Org:	<i>WVU Physicians of Charleston</i>	Policy #:	<i>Safety & Health --Fire and Evacuation</i>
Dept:	<i>Administration; Health & Safety Committee</i>	Effective Date:	<i>04-01-2011</i>
	<i>Page: 1 of 3</i>	Revision Date(s):	

Policy:	<i>FIRE & EVACUATION PROTOCOL</i>
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I. PURPOSE

To establish a fire plan for WVUPC operated locations, and to facilitate the safe and expedient evacuation of worksite locations whenever necessary.

II. COMMAND & CONTROL

In the event a fire at any WVUPC location is detected, the individual who discovers the fire or his/her supervisor shall notify the Security Office for the specific clinical location as quickly as possible. Clinical locations operated by WVUPC within CAMC facilities must contact CAMC Security. Other WVUPC operated offices or locations should call 911. Supervisors of each WVUPC operated location are responsible for posting relevant emergency numbers at readily visible locations throughout their worksite.

III. POLICY

The processes outlined in this Policy shall be followed by all WVUPC personnel in the event of a fire in order to protect the safety and health of all staff, patients and visitors.

IV. PROCEDURE

- a. Each clinical location or other worksite location operated by WVUPC is responsible for documenting an evacuation plan specific to their location and for providing a copy of such plan to the WVUPC Safety Officer. Each such plan shall contain information regarding expedient routes for evacuation of the premises during a fire emergency.
- b. All employees are responsible for gaining familiarity with the fire plan that exists at their worksite, and those special assignments which apply to their service.
- c. Upon discovering a **fire**, the employee's responsibility will be to:
 - i. **R**escue patients, employees, or others in immediate danger of fire to a safer area;
 - ii. **A**ctivate the nearest fire alarm pull box by pulling the lever down all the way.
 1. Never shout "FIRE" or in any way create panic or fear.
 2. If applicable, shut off oxygen in the room where the fire is discovered.
- d. **C**ontain fire and smoke by closing all doors and windows throughout the building.
- e. **E**xtinguish, or attempt to control, the fire with an extinguisher or other available means. If possible, disconnect electrically powered equipment which is not essential to a patient's care.

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	Page: 2 of 3	Revision Date(s):	

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- f. During an emergency situation in which evacuation becomes necessary, WVUPC personnel should assist in the evacuation of patients, and/or should perform other duties as instructed by the appropriate Security official. The following are general guidelines for evacuation:
 - i. The welfare of patients is our primary concern. Remove any patient in immediate danger.
 - ii. Identify special needs in any area (wheelchairs, stretchers, etc.) and facilitate their exit from the location as needed.
 - iii. Appropriately direct patients and visitors in the evacuation as per the location's fire and evacuation plan.
 - iv. Check every room for patients, visitors and/or employees. As rooms are checked and vacated, turn off lights, computers and other electronics that are easily accessible. Close doors.
 - v. Do not use elevators unless approved by the fire chief on the scene.
 - vi. Follow the direction of fire fighters or Security personnel as indicated.
- g. Departmental supervisors shall be responsible for reviewing their worksite location's specific fire evacuation plan with each new employee, and with all employees on not less than an annual basis.

V. AMENDMENT OR TERMINATION OF THIS POLICY:

This policy may be amended or terminated at any time.

VI. REFERENCES: Related Policies or Laws

29 C.F.R. 1910.33-39 ("*Exit Routes, Emergency Action Plans and Fire Prevention Plans*")

VII. QUESTIONS OR PROBLEMS:

List person responsible for interpretation or maintenance of this policy

Name:	Tiffany Edwards, MBA, FACHE
Title:	WVUPC Security Officer
Phone number:	304-388-4615
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	<i>Page: 3 of 3</i>	Revision Date(s):	

Policy: *FIRE & EVACUATION PROTOCOL*

VII. RESPONSIBILITY:

List the highest authority, officer or group authorizing this policy:

Name:	WVUPC Health & Safety Committee
Title:	Tiffany Edwards, Safety Officer
Phone number:	304-388-4615