

# Children's Hospital and Health System Safety Policy and Procedure

This policy applies to the following entity(s):

Dialysis    Fox Valley Hospital    Milwaukee Corporate Center  
 Milwaukee Hospital    Specialty Clinics    Surgicenter

## **SUBJECT: Fire Alarm Policy**

### **Definitions**

#### **Milwaukee Campus:**

For the purpose of this policy, Milwaukee Campus refers to Milwaukee Hospital, Clinic Building, Corporate Center and Dialysis.

#### **Fox Valley Campus:**

For the purpose of this policy, Fox Valley Campus refers to floors two, three and four on the West Pavilion of the ThedaCare Neenah campus.

#### **Offsite Locations:**

For the purpose of this policy, offsite locations refers to business occupancies used for office functions and Ambulatory Outlying Clinics including all CMS provider-based locations.

## **POLICY**

1. Children's Wisconsin (CW) implements procedures to protect patients, staff, and visitors in the event of a fire. Staff response to fire situations and/or alarm events. Each department, clinic and/or offsite locations maintains a location specific fire plan that identifies response activities at and away from the fire scene.
2. Staff respond to fire situations or the activation of a fire alarm following the RACE system:
  - R = Remove or Rescue person(s) in immediate danger.
  - A = Activate fire alarm system or calling the fire department.
  - C = Confine or Contain the fire by closing doors.
  - E = Extinguish small fires using PASS or Evacuate area.
3. Staff educated in the use of a fire extinguishers should attempt to put out a small fire using the PASS Method:
  - P = Pull the pin on the neck of the fire extinguisher.
  - A = Aim at the base of the fire.
  - S = Squeeze the handle.
  - S = Sweep from side to side.

Original: 10/89

Revised: 10/12/2023

Effective: 10/18/2023

Fire Alarm /Process Owner: Environmental Safety Officer

4. During a fire alarm or event, a designated individual assumes fire command control and coordinated efforts until relieved by the local fire department, Environmental Safety Officer (ESO) or designee, or incident command related to a larger scale event requiring response beyond routine fire response such as evacuation.
    - a. Authorized designated Fire Command individuals include:
      - i. **Milwaukee Campus** - Facilities Operations leadership, Healthcare Maintenance Mechanic on-duty, or Public Safety Supervisor on 2<sup>nd</sup> shift, 3<sup>rd</sup> shift, weekends and holidays.
      - ii. **Fox Valley Campus** - CW-FV jointly responds to potential fire situations with ThedaCare Regional Medical Center – Neenah (TCN) staff. CW-FV has authorized TCN Security and Safety or designee to assume control of the fire response activities.
      - iii. **Offsite Locations** – Clinic or Offsite leadership or designated staff.
    - b. Responsibilities of Fire Command individual
      - i. Coordinate fire response, area or building evacuation.
      - ii. On offsite location place secondary call to 911 to verify fire response.
      - iii. Meet Fire Department and provide information related to alarm and status of evacuation if applicable.
      - iv. Notify CW Public Safety Dispatch of fire alarm or event
        1. **Milwaukee Campus and Offsite Locations** CW-MKE Public Safety Dispatch will:
          - a. Place secondary call to Fire Department
          - b. Notify Administrator On-Call for the appropriate entity
          - c. Notify CHW Facilities Operations On-Call Leader
          - d. Activate pre-established paging groups
        2. **Fox Valley Campus** – TCN Security will coordinate with CW-FV leadership at scene of event. CW-FV area leadership is responsible to notify CW Public Safety Dispatch of the event.
5. The local Fire Department has command of the scene upon arrival and will authorize when the alarm system can be reset or building/area re-entered.
  - a. **Milwaukee and Fox Valley Campuses** – CW-MKE Facilities Operations and TCN Security is authorized to allow staff to return to normal operations related to unattended alarms. System reset still requires Fire Department authorization. Unattended alarms include:
    - i. Maintenance or testing of Fire Protection systems and accidentally triggering an alarm condition.
    - ii. Detector set off by construction or maintenance activity that produce a high level of dust or disturbance of a device.
    - iii. High level of humidity in a Heating, Ventilation and Air Conditioning (HVAC) system or unconditioned space.
    - iv. Pull station accidentally activated by a child or other individuals.
6. The method utilized to evacuate during a fire situation or alarm is dependent upon the occupancy classification as defined by the 2012 NFPA 101 Life Safety Code and identified on department specific plans:

- a. **Healthcare or Ambulatory Occupancies** - Shelter in place and evacuate horizontally from smoke compartment to smoke compartment and then vertically to the exterior of the building.
  - b. **Business Occupancies** - Evacuate on the discovery of a fire situation or alarm vertically down the nearest stairwell to the exterior of the facility.
  - c. **Mixed Occupancies Buildings** - may have additional options for evacuation as identified on their location specific fire plan.
7. Staff receive ongoing education related to fire prevention and situation response at and away from the fire scene through general orientation, department orientations, annual safety education, fire drills and follow-up evaluations. Students, volunteer, vendors contracted staff and licensed independent practitioners are educated on how to activate a response and are instructed to follow the lead and directions of area leadership when an activated alarm or known fire event occurs.
  8. Fire drills are conducted based upon the requirements for each occupancy type.
    - a. All staff are required to participate in fire drills.
    - b. Fire drills are coordinated and conducted by CW -MKE Facilities Operations.
      - i. **Fox Valley Campus** - TCN Security and Safety has been authorized to coordinate and conducts fire drills and reports out finding to the CW ESO.
    - c. Drills are evaluated for effectiveness and for opportunities for improvement.
    - d. The EOC Committee monitors effectiveness and outcomes of all drills.
  9. After Action Fire Alarm Event form (Addendums A and B) should be completed:
    - a. **Milwaukee Campus** – Fire drills and events are evaluated by Facilities Operations and Public Safety utilizing a campus specific report format. A summary report of the evaluation and action items is managed by Facilities Operations Project Lead.
    - b. **Fox Valley Campus** – TCN Security prepares a report and submits to the CW ESO for review. The Charge Nurse for each inpatient unit and the Clinic Manager or designee should submit an After-Action Fire Event Form to the CW ESO.
    - c. **Offsite Locations** – The Clinic Manager or Department Manger should submit an After-Action Fire Event Form to the Facilities Operations Clinic Maintenance Manager.
  10. All fire alarms and situations are reviewed by the CW ESO:
    - a. Determines if additional reporting to Federal, State or local regulatory agencies is necessary and coordinates the notification.
    - b. Reports findings, trends and action items to the appropriate Environment of Care EOC Committee to monitor compliance and improvement activities.

## **SUPPORTING DOCUMENTS**

Fire Alarm After Action Report  
Location Specific Fire Plans

## **REFERENCES**

2012 NFPA 101 Life Safety Code  
2012 NFPA 99 Health Care Facilities Code

Approved by the Environment of Care Committee October 12, 2023

**Children's Wisconsin  
Fire Event After Action Report  
Healthcare and Ambulatory Surgery Occupancies  
(Addendum A)**

**Demographics**

<b>Event Type:</b>	<input type="checkbox"/> Fire Drill	<input type="checkbox"/> Actual Event	<b>Event Date:</b>	
<b>Location</b>				
<input type="checkbox"/> CHW Milw. Hospital	<input type="checkbox"/> CHW-FV Inpatient	<input type="checkbox"/> Surgicenter	<input type="checkbox"/> New Berlin MRI	<input type="checkbox"/> Mequon MRI
<b>Fire Event Location (where alarm was activated)</b>				
Building:	Floor:	Department:	Room:	
<b>Area being Observed:</b>				
Building:	Floor:	Department:	Room:	
Alarm Time:		All Clear Time:		

**Employee Response**

Item	YES	NO	N/A
Was RACE followed if area observed was the event location?			
If alarm was in area of building classified as Business Occupancy was area evacuated?			
Were the fire exit corridors cleared of unnecessary equipment?			
Did staff close all fire doors in the area, including patient room doors?			

**Employee knowledge**

Item	YES	NO	N/A
Did Staff Know R.A.C.E			
Did Staff Know location of fire extinguishers and P.A.S.S			
Did staff know how to activate the fire alarm?			
Did staff know where the fire exits were?			
Did the staff know where the smoke compartments are?			

**Life Safety Devices**

Item	YES	NO	N/A
Was the overhead page audible in area being observed?			
Did all Automatic Fire doors close and latch			
Where fire alarm devices functioning properly in area observed?			

**Additional Observations**

<b>Evaluator:</b>	
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2/2018

**Children's Hospital of Wisconsin  
Fire Event After Action Report  
Business Occupancies  
(Addendum B)**

**Demographics**

<b>Event Type:</b>	<input type="checkbox"/> Fire Drill	<input type="checkbox"/> Actual Event	<b>Event Date:</b>	
<b>Location</b>				
<input type="checkbox"/> CHW Milw. Clinic Building	<input type="checkbox"/> Corporate Center	<input type="checkbox"/> CHW-FV Neenah	<input type="checkbox"/> Outlying Clinic or Facility	
<b>Fire Event Location (where alarm was activated)</b>				
Building:		Floor:	Department:	Room:
<b>Area being Observed:</b>				
Building:		Floor:	Department:	Room:
Alarm Time:		All Clear Time:		

**Employee Response**

Item	YES	NO	N/A
Was RACE followed? (at fire scene, if applicable)			
Did staff use their notification process to notify other tenants or staff of situation?			
Were staff, patients and visitors evacuated to the exterior of the building?			
Were the fire exit corridors cleared of unnecessary equipment?			
Did staff close all fire doors in the area as they checked to make sure people were out?			

**Employee knowledge**

Item	YES	NO	N/A
Did Staff Know R.A.C.E			
Did Staff Know location of fire extinguishers and P.A.S.S			
Did staff know how to activate the fire alarm?			
Did staff know where the fire exits were?			
Did the staff know where the smoke compartments are? (if present)			

**Life Safety Devices**

Item	YES	NO	N/A
Was the overhead page audible in area being observed?			
Did all Automatic Fire doors close and latch?			
Where fire alarm devices functioning properly in area observed?			

**Additional Observations**

<b>Evaluator:</b>

2/2018