



HOSPITAL AND HEALTH SYSTEM  
FIRE RESPONSE PLAN AND PROCEDURE

DEPARTMENT(S): CW Fox Valley Neenah 2<sup>nd</sup> Floor Ambulatory

<b>HOSPITAL &amp; MAIN CAMPUS FIRE RESPONSE PLAN</b> <small>Egress/Fire Protection Plan: Q:\P&amp;P - Safety\Fire Plans &amp; Egress Plans\Egress Floor Plans</small>	<b>ADDITIONAL DEPARTMENT SPECIFIC RESPONSE</b>
<b>I. Staff Response at fire scene - RACE</b>	
<b>NFPA Occupancy Type:</b>	Business
<b>Special Notes:</b>	Required to evacuate upon fire alarm on floor
<b>R=RESCUE – RACE</b> 1. Remove patient and staff that are immediately in danger. 2. Call out to fellow staff members to activate fire alarm system if you cannot immediately initiate by yourself.	
<b>A=ALARM - RACE</b> 1. Activate the nearest fire alarm pull station. 2. Dial “88” and give operator location of fire. 3. Security places follow-up phone call to fire department to verify alarm received.	<b>Location of fire alarm pull stations:</b> 1. Stairwell 17 (North Lobby) 2. Stairwell 18 (West) ThedaCare waiting room N216 (outside of therapy hallway double doors take an immediate left into waiting area)
<b>C=CONTAIN - RACE</b> 1. Close doors isolating smoke and/or fire. 2. Leave lights ON. 3. Turn off all unnecessary equipment if the situation permits. 4. If medical gases are in the room where actual fire is located, isolate gases once all patients on O2 have been safely transferred to portable units. (See below for details)	
<b>E=EXTINGUISH - RACE</b> 1. Extinguish fire using proper fire extinguisher 2. Fires larger than a small waste basket or producing large volume of smoke should be contain and area evacuated. 3. Extinguisher Operation -PASS a. Pull the pin. b. Aim the nozzle at the base of the fire. c. Squeeze the handle to discharge the contents d. Sweeping motion with the nozzle. 4. If unable to extinguish fire, contain fire and evacuate to a safe area.	<b>Location of fire extinguishers:</b> 1. Stairwell 17 (North) 2. Inside stairwell 18 (West) 3. Outside Room T211 4. Outside T220 Outside Room T258
<b>E=Evacuate - RACE</b> Entire building evacuation 1. Incident Command and/or the Fire Department will make the decision to evacuate entire facility or shelter- in-place for area not in the immediate fire zone. 2. Refer to CHW <i>Evacuation or Shelter-in-Place policy and procedure</i> for evacuation details. Outpatient Clinics & Business Centers (Non-Hospital Buildings) 1. Evacuate all patients and staff to the exterior of the building. 2. Notify Administration of evacuation. 3. Meet if predefined exterior location (if applicable) to verify everyone is out.	The Clinic and offices occupants should be evacuated to the exterior of the facility via the north and west stairwells.  The 2 hour horizontal exit is located in the therapy hallway and may also be used as an evacuation route by exiting the double doors, taking an immediate left into the waiting room and using stairwell 6 to exit to the first floor. Take two left turns upon exiting the stairwell to enter corridor to public exit.

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	Staff need to ensure all employees, patients and their families are evacuated and accounted for by meeting at the back of the V3 Visitor parking lot on the grass.
<b>Staff Responders to Fire Scene (Hospital, Clinic Building, &amp; Corporate Center)</b> <ol style="list-style-type: none"> <li>Designated responders to fire situations are Security and Facilities Operations.</li> <li>Other staff needed at scene will be communicated through the Administrator on Call, Patient Care Manager, or Incident Command.</li> <li>Responders will ensure activation of all fire plan components.</li> <li>Report extent of fire to the fire control room and probability of containment.</li> <li>Request additional support if needed.</li> <li>Once fire has been extinguished or contained responders will await arrival of fire department and communicate current condition and probable cause.</li> <li>Once fire department has established that the cause and risk of fire has been removed, the responder will contact the fire control room to initiate an "All Clear" once the systems have been reset.</li> </ol>	
<b>Management of Allied Health Care Providers</b> <ol style="list-style-type: none"> <li>Physicians, Licensed Independent Practitioners (LIP), volunteers, and students should follow the direction of the charge nurse or incident command.</li> </ol>	
<b>Management of patients and families (Hospital Only)</b> <ol style="list-style-type: none"> <li>Staff needs to communicate to patients, families, and visitors at scene of the situation.</li> <li>If area is to be evacuated, instructions on process should be provided.</li> <li>Inform incident command of patient name and location evacuated patients have been moved to.</li> </ol>	
<b>Control of Medical Gasses (Hospital and Clinic Building)</b> <ol style="list-style-type: none"> <li>Nursing, with the input from Facilities Operations and/or Fire Department will determine the need to shut of medical gases to an area with an active fire.</li> <li>Nursing will evaluate patients that are affected by the shut off and transfer patients to portable O2 tanks prior to shutoff.</li> <li>Label on medical gas zone valve will identify all rooms that will be affected by closing valve.</li> <li>To shut off medical gases: Locate plastic panel with ring. Pull the ring and turn the valve.</li> <li>Contact Materials Management to have standby tanks available.</li> </ol>	No piped medical gas systems are located within the clinic or office space.
<b>Management of Egress Corridors</b> <ol style="list-style-type: none"> <li>Equipment and other obstacles in corridors need to be removed and placed in non-occupied rooms.</li> <li>Ensure smoke and fire separations doors are not obstructed and in closed position to limit the spread of smoke and/or fire.</li> </ol>	
<b>II. Staff Response Away From Fire Scene</b>	

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<p><b>CLINIC Floor (2<sup>nd</sup>)</b>            The clinic requires total building evacuation when the fire alarm is identified within the 2<sup>nd</sup> floor space occupied by the clinic. If alarm is in a different area or building on campus, evacuation is not necessary unless directed by Incident Command or Fire Department.</p>	
<b>III. Fire Situation Return to Normal Operations</b>	
<p>Actual Alarm –All Clear</p> <ol style="list-style-type: none"> <li>1. Building and staff will remain in “<i>fire alarm response</i>” until the event has been cleared by the fire department.</li> <li>2. Upon Fire Department approval, operator will be instructed by Facilities Operations to issue “Fire Alarm All Clear”</li> <li>3. Upon “<i>Fire Alarm All Clear</i>” staff can resume normal operations.</li> </ol> <p>Unintended Alarm - Return to Normal Activity</p> <ol style="list-style-type: none"> <li>1. An unintended occurs when the response team has clearly identified the source of the alarm and it is not related to an actual fire event.</li> <li>2. Facilities Operations will instruct the operator to announce “Fire Alarm Return to Normal Activity”.</li> <li>3. Staff not in the immediate area of the fire alarm may return to normal activities.</li> <li>4. The fire alarm system will not be reset. Doors will remain closed, stair fans continue to run, HVAC system will remain in a fire control mode, and strobes will continue to flash.</li> <li>5. Full systems reset will not occur until the fire department has arrived and given final approval to call an “All Clear.”</li> <li>6. Security staff member will hold an elevator for transportation of responding fire department.</li> </ol>	
<p>Event Debriefing</p> <ol style="list-style-type: none"> <li>1. Departments involved in the fire alarm location should complete the “<i>Fire Drill Activation Team Observer Response Form</i>” attached to the Fire Drill Policy and return to Facilities Operations.</li> <li>2. Facilities Operations will review event and report finding to the Safety Committee.</li> <li>3. Facilities Operations is responsible to complete state reporting of fire events.</li> </ol>	<p>Clinic staff will complete the fire drill evaluation form and submit to clinic leadership. Clinic leadership is responsible to submit the Fire Drill response form to the ESO following a fire drill or actual alarm event.</p>