



FIRE DRILL PROCEDURES

Fire drills are carried out as if it were a real fire. Refer to the campus fire plan or your department’s policy for specific instructions for your building. General procedures for all areas are: alert co-workers and ask them to assist you, activate the fire alarm pull station, call the Campus Operations Call Center to report fire drill, close door to the fire origin, and bring a portable extinguisher to the area.

EVACUATION PROCEDURES

Hospital, Central Building (2nd floor & A-Wing), OPC Surgical Suite, JEI Surgical Suite, MRI and Gamma Knife:

Evacuate as a last resort. Patients must be moved to or kept in their room. Close patient room doors. If evacuation is necessary, your first move is lateral [Horizontal].

Outpatient Clinics:

OPC, JEI, CI, IOA, JTS, FMC, Women’s Clinic (Freeway Medical Center), Women’s clinic (Pulaski County Health, Financial Centre Parkway Clinics and PET

Prepare patients for evacuation and evacuate unless the building fire evacuation plan allows a different scenario.

Campus Buildings:

Barton, Shorey, EdII, BMR 1 & 2, Bioventures, Ed South, COPH, Physical Plant, Computer Building, Bookstore, Westmark, Distribution Center, I Dodd Wilson, WCEP, PDC, CHP, Residence Hall, and any other campus buildings not specifically named here must be evacuated immediately upon activation of the alarm or notification of a fire emergency.

FIRE RESPONSE TEAM

Occupational Health & Safety686-5536

UAMS Police686-7777

Engineering & Operations Radio

Campus Housekeeping 686-5840

*Hospital Director-on-Duty686-5662

*Nursing Director-on-Duty 686-6090

*Respiratory Therapy 688-6306

*Clinical Housekeeping 686-5463

*Responds in Hospital,
E Wing, PRI - 5th & 6th Floors,
Central Building - A Wing and 2nd Floor.

**REFER TO THE CAMPUS FIRE PLAN
FOR SPECIFIC INSTRUCTIONS.**



CODE RED

Fire Brochure

RESCUE ALARM CONTAIN EXTINGUISH



PURPOSE AND PROCEDURES

The purpose of this brochure is to outline the general procedures to be followed in the event of fire so that staff, employees and students will know what is expected of them in a fire and/or smoke situation.

We use **CODE RED** to announce all fire and smoke situations. Do not shout fire! It may frighten patients and visitors.

We use the acronym **R.A.C.E. to express the steps to take in case of fire:**

RESCUE: Help anyone in immediate danger from the fire. This should be carried out before sounding the alarm, closing doors, or attempting to extinguish the fire.

ALARM: Report fire and/or smoke by activating the nearest fire alarm pull station without delay. And then call the Campus Operations Call Center at **686-5333 to report it by phone (this is a direct line for fire only). Be prepared to give information such as your name, building, floor, room number, what's burning and whether or not human life is at risk. Sound the alarm before attempting to extinguish the fire.**

CONTAIN: Close doors (and windows if applicable) to contain fire and/or smoke. This will significantly reduce the rate at which fire and smoke spread. Remember, smoke is the biggest killer in the event of fire.

EXTINGUISH: Attempt to extinguish the fire. Use whatever means available: fire extinguisher, water, blankets, pillows, etc. Do not put yourself at risk.

When using a fire extinguisher, always remember the acronym **P.A.S.S.**

P: Pull the pin.

A: Aim at the base of the fire.

S: Squeeze the trigger.

S: Sweep side to side.

Never position yourself where the fire is between you and the door; you could become trapped.

FIRE PREVENTION

Tobacco Products:

Improper disposal of smoking material is the leading cause of fire in health care facilities. UAMS is a smoke-free campus. Tobacco use on UAMS property by employees, students, faculty, visitors, and patients is prohibited.

Space Heaters:

Space heaters are a fire hazard if all safety precautions are not followed. Use of all space heaters on the UAMS campus must be approved by the Department of Occupational Health and Safety (OH&S). Space heaters are not allowed in patient areas.

Microwave Ovens:

Food, popcorn, etc., that is over-cooked seldom produce flames but do emit smoke which is the immediate danger in the event of fire. Use correct timer setting.

Decorations:

Holiday decorations may present a fire hazard. UAMS policy limits the type allowed on campus. Lighted candles and any heat generating decorations are prohibited. Live Christmas trees are prohibited. Decorations must not obstruct an exit.

Electrical Safety:

Check coffee pots and other appliances before the end of the work day. Employees and faculty are prohibited from using personal appliances in patient-related areas.

Reporting:

Report potential fire hazards promptly. Call the Campus Operations Call Center.

GENERAL SAFETY PRECAUTIONS

Elevators:

Do not use elevators in a fire emergency. Use the exit stairs. Fire can affect the electrical power to the elevator and trap you between floors.

Obstructions:

Keep corridors, halls, aisles, doors, and stairs free of obstructions. Never block an emergency exit. You don't know when a fire might occur. Obstructions may cause people to trip and "pile-up" in a hall or doorway.

Exit Stairs:

Exit stairs are designed to provide safe passage in a fire emergency. Stairs must be kept free of obstructions at all times and stair doors must remain closed when not in use. Do not prop open.

Fire Doors:

As a general rule, doors in and along corridors, stair doors, and doors to the outside are fire rated. These doors must not be left propped open. Do not place anything in the swing of these doors because most are either self or automatic closing. Call 526-0000 to report inoperable doors immediately.

Extinguisher Use:

When extinguishing a fire, don't position yourself where the fire is between you and the door; you could become trapped.

Electrical Fires:

Disconnect power! Remember; do not use water to extinguish an electrical fire. You could be shocked or electrocuted.