

SECTION 11.1

CODE RED: FIRE

PROCEDURES TO BE FOLLOWED IN THE EVENT OF A FIRE OCCURANCE AT LOMA LINDA UNIVERSITY HEALTH

RESPONSE

The basic fire plan:

R - RESCUE

Remove persons from danger.
Close doors to affected area.

A - ALARM

Pull fire alarm nearest fire.
Dial 911 and give:

1. Exact location - building, floor and room number.
2. Nature and extent of fire.

Post someone in main corridor to direct emergency responders to the fire.

NOTE: If you hear the fire alarm, check your unit/department to see if a fire is burning in one of your unoccupied rooms. If so, initiate the fire plan.

C - CONTAIN

Close doors and windows.

E – EXTINGUISH or EVACUATE

Use proper extinguisher: water for ordinary combustibles, CO2/Halon for electrical and flammable liquids, or ABC for all types of fires.

Use the fire extinguisher according to the P.A.S.S. acronym:

- P** – Pull the pin
- A** – Aim at the base of the fire
- S** – Squeeze the handle
- S** – Sweep side to side

If fire is too large for fire extinguisher, evacuate.

Building, floor zone (alarm activation)

The Loma Linda University Health Fire Alarm System is designed to be activated by any one of the following methods:

1. Fire alarm pull box
2. Smoke detector
3. Heat detector
4. Fire sprinkler
5. Halon system
6. Fire protection dry chemical system (kitchen hood)

When a fire alarm is activated by one of the above methods, the signal is received at the main fire control panel, located in the Security Control Center (B404), and the dispatcher contacts the fire department and the LLUH emergency response team.

Two additional functions also happen simultaneously:

1. On the floor/level of the point of origin, and the floors directly above and below, strobe lights will start to flash.
2. A fire emergency alert tone (chime) will sound. This fire alert tone is designed only to alert the staff to a possible fire emergency, and does not require immediate evacuation. When the tone is heard, personnel should check their areas, especially storage rooms, closets, bathrooms, etc., to see if the fire is in their department. If so, initiate the fire plan. If not, close your doors and be alert to the situation.

Alternating with the alarm will be a "code red" announcement that will be heard throughout the entire building and will give the room number of the fire. The message will be, "Code Red (location)." This message also is only to alert staff and is not a message that would require evacuation of the floor or building.

When a fire is discovered, personnel at the point of origin will follow the fire response plan (RACE) and instructions specific to their Department/Unit. Those in other areas who hear the alert tones are to remain in their work area and listen to the code red announcements to determine the location of the fire. They will make sure all employees are aware of the alarm and prepare to institute the fire plan specific to their area should the fire emergency require additional action.

If evacuation is required, one or more of the following will do notification:

1. Voice instruction from the security control center via the alert tone

speaker system.

2. Direct verbal instructions from the senior administrative person and/or the fire command officer on the scene.

For further information on evacuation refer to section VII.2 of the LLUH Emergency Operations Plan.

Once the fire department has verified that the alarm condition or the emergency is over, an all-clear message will be given. The message will be "Code red (location) all clear."

The area identification plan shows area numbers. If you hear "Code red, 1617", you will know that the fire incident is on the first floor, in the 600 wing (Schuman Pavilion).

Alarm – Security Control Center – notification

- I. Upon receipt of a fire alarm on the fire panel:
 1. Notifies San Bernardino County Communications Center (ComCenter) by means of the "Direct Ring Down" line.
 - A. If the "Ring Down" line fails calls ComCenter
 - B. If ComCenter cannot be reached, contacts Loma Linda Fire Dept. directly.
 2. Stays on the phone until ComCenter has confirmed the report.
 3. Dispatches the beat officer to the location of the fire alarm.
 4. Notifies the emergency response team using the "FIRE ADMIN" group. The emergency response group includes:

Administration	Respiratory Care
Nursing Admin.	Clinical Engineering
Security	Environmental Services (EVS)
Engineering Services	Environmental Health & Safety (EH&S)
Campus Engineering	Student Services
	Campus Housekeeping

5. Dispatches an officer to the fire lane near the building under alarm to meet arriving fire department personnel to direct them to the scene.

6. Continues to make "Code Red" announcements, as specified in #3 above, every 3-5 minutes until the condition is cleared.
 7. Makes the "Code red (location) all clear" announcement after confirming the fire system has reset and there is a green "Normal" indicator light on the panel, and/or upon fire dept. approval.
- II. Upon receipt of a phone call reporting a fire:
1. Asks the caller where the fire is located. Gets an exact location and nature of the fire.
 2. Gets the name and call back number of the caller.
 - A. Dispatcher to observe the extension number on phone readout.
 3. Follows steps 1-7 above.

PREPARATION

Education & Training

Faculty and staff are educated to provide a safe and secure environment for students and visitors. This includes information on preventing fires, as well as what to do if a fire occurs:

- New Employee Orientation
- Annual BLUE (Basic Learning Units for Employees) Book competency
- In-service training
- Drill exercises
- Fire Extinguisher Training

MITIGATION

Preventive Considerations

1. Fire Protection Systems
 - a. Gaseous (CO₂, Halon) (semi-annual inspection)
 - b. Wet Agent (Kitchen hoods) (semi-annual inspection)
 - c. Sprinklers (semi-annual inspection)
 - d. Extinguishers (monthly check, annual service)
2. Life Safety Features
 - a. Smoke compartments
 - b. Cross-corridor fire doors
 - c. Exit pathways
 - d. Fire detection systems (duct, smoke, heat)
 - e. Fire notification systems (pull boxes, audible/visual alarms)
3. Flammable materials storage (limit quantities, locations)
4. Smoking is not allowed within LLUH and its related facilities.

RECOVERY

1. The Loma Linda Fire Department in conjunction with the LLUH Administrator and/or the Emergency Management Team determines

- when to return to normal operations.
- Upon approval by the Fire Department, a staff member from Environmental Health & Safety (EH&S) or a Security officer requests that the alarm be silenced. Also, that the “All Clear” notification be delivered to the Fire Notification Page Group.
 - Investigation and follow-up are conducted by EH&S in collaboration with Security and the fire department, with status and outcomes communicated to the LLUH Safety Committees.
2. Campus Engineering, with the assistance of the Fire Department, will be responsible for resetting the fire alarms and reactivating the fire sprinkler systems as needed. They will also replace with standbys any fire extinguishers, which may have been used, until they can be recharged.
 3. Facilities Management, Campus Engineering, EVS, and Housekeeping, with the assistance of the Fire Department, will be responsible for issues such as smoke evacuation, water cleanup, restoration of services, etc.
 4. Facilities Management, Campus Engineering, EVS, and Housekeeping will be responsible for final cleanup of the area.
 - All reusable equipment shall be decontaminated as appropriate prior to reuse.
 - Damaged equipment shall be removed from service and either repaired or discarded as appropriate.
 6. EH&S shall be responsible for seeing that any discharged fire extinguishers are recharged as appropriate.
 7. Documentation of the event shall be maintained by Risk Management/EH&S.