

OCCUPATIONAL & ENVIRONMENTAL SAFETY OFFICE (OESO)

Fire & Life Safety Division

SITE-SPECIFIC FIRE PLAN - Part II

Duke Cancer Center, Duke Medicine Pavilion, and Duke Central Tower

General Statement

All personnel are responsible for the knowledge and compliance with this policy as well as their own departmental specific policy described below:

Maintenance of this document thereof:

- The on-site Supervisor, Department Head, or their designated representative in their absence, is responsible for the implementation of this document and the safe evacuation of all employees, volunteers, patients, and visitors from the area
- The information is on-line at <http://www.safety.duke.edu/fire-life-safety/site-specific-fire-plans>
- Each SSFP is reviewed triennially and updated as necessary

Note: All patient care areas must keep on-site a copy of the **SITE-SPECIFIC FIRE PLAN PART I & Part II**

Fire Procedures:

IF YOU SEE SMOKE OR FIRE - follow the **R.A.C.E.** procedures:

- R** = Remove all persons in immediate danger to safety
- A** = Activate manual pull station AND call or have someone call **9-1-1**
- C** = Close doors and fire shutters to prevent the spread of smoke and fire
- E** = Extinguish the fire

R: REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY

There are four types of response to all fire alarm activations that may be utilized in the facilities:

• ***Defend-in-Place:***

Movement of personnel and patients away from immediate danger to areas within the same Fire Zone

• ***Horizontal Evacuation:***

Movement of personnel and patients horizontally to Designated Evacuation Zone(s) on the same floor / level

• ***Floor Evacuation:***

Movement of personnel and patients to another floor, generally to the floor below the affected area

• ***External Building Evacuation:***

Movement of all staff, employees, visitors, and patients completely out of the building and to the designated Emergency Assembly Point (EAP)

Note: Only the Hospital Administrator (Operations Administrator-OA) and / or the Fire Department Incident Commander of the fire scene can order an External Building Evacuation (a rare occurrence only used in extreme emergency)

Floor Evacuation Plans

The Floor Evacuation Plans shall be kept in the Red Book (where applicable) and depict:

- Primary and secondary exits
- Manual Fire Alarm Pull Stations
- Fire Extinguisher Cabinets
- Special locking arrangements
- Fire alarm annunciator panels
- Horizontal exits (to allow for horizontal evacuation)

Note: All staff shall know their building number, floor / level, fire zone location

Evacuation Equipment

If relocation is necessary, utilize the following equipment and information regarding life support and transportation:

- Code Blue Cart located in the designated area for your department / unit
- Phone number for Respiratory Therapy Shift Leader: (919) 599 - 7336
- Phone number for Patient Transport services: (919) 681 - 2400

Emergency Assembly Point (EAP)

In the event of an emergency that requires external building evacuation:

- All departments in all facilities shall report to their designated Emergency Assembly Point (EAP) outside of the building as indicated on their **SITE-SPECIFIC FIRE PLAN PART I** and as depicted on the *DCT Evacuation Site Plan*.

Note: Inclement weather or other factors may necessitate staying on or near hard surfaces

Note: Visitors *are not* required to go to the EAP(s), but must evacuate along with facility staff, employees, patients, and others participating in the emergency operations

A: ACTIVATE MANUAL FIRE ALARM PULL STATION AND DIAL 911

Manual Fire Alarm Pull Stations:

- Are located throughout the facility – usually at or near an exit
- Activate the building fire alarm system
- Shall be pulled in the event of a fire emergency

In addition to activating the manual fire alarm pull station call have someone call **9-1-1** and provide to emergency dispatcher:

- All pertinent information to include your name, location (building, floor / level, zone)
- Type of fire and your observations of the situation - Stay on the line until released by the emergency dispatcher

Note: All staff shall know where each manual pull station is located in their immediate work area

C: CLOSE ALL DOORS TO PREVENT THE SPREAD OF SMOKE AND FIRE

Closing all doors (fire doors, smoke doors, patient room doors, office doors, etc.):

- Is crucial to prevent the spread of fire and smoke through containment
- Corridor fire / smoke doors close automatically, ONLY between the activated fire zone and the adjoining fire zones

Note: If corridor doors fail to close automatically, they shall be closed manually and the failure reported to Engineering & Operations (E&O) and to OESO - Fire & Life Safety Division

E: EXTINGUISH THE FIRE

Fire Extinguishers:

- Are located throughout the facility
- Any Duke employee may use the fire extinguisher to reduce the size of or extinguish a fire

Note: All staff shall know where each fire extinguisher is located in their immediate work area

The acronym, **P.A.S.S.** defines the proper procedure for using a fire extinguisher:

- P** = Pull the pin breaking the plastic seal
- A** = Aim at the base of the fire
- S** = Squeeze the handles together
- S** = Sweep from side to side

Automatic Fire Alarm Activation & Response

Fire Alarm Initiating Devices

Four types of initiating devices are utilized in the facility:

- Manual pull stations
- Smoke Detectors
- Heat Detectors
- Water-flow Indicators

Note: Activation of any of these devices in any part of the building sends a signal to the Building Automated Systems (BAS) central monitoring station control room on the 0 Level of Duke North

Fire Alarm Notification Appliances

Two types of notification appliances are utilized in the facility:

- Strobe
- Speaker / Strobe

Fire Alarm Activation Process

When the fire alarm signal is received in the BAS the following occurs:

- Information is immediately transmitted to the Durham Fire Department (DFD) and the Duke University Police Department (DUPD) as well as other essential emergency response personnel
- Corridor smoke doors automatically close between the Fire's Origin / Activated Fire Zone and the adjoining Fire Zone(s)
- Ventilation system automatically changes to exhaust in order to remove any smoke from the activated zone
- Air pressure in activated zone becomes negative and air pressure in the surrounding zones becomes positive
- The result is that any smoke in the affected zone is vented to the outside of the building and not into any area surrounding the fire zone
- Voice messages are announced over the emergency notification system

Note: All staff shall be responsible, regardless of where they travel in the facility, to listen for fire alarm activations announced over the emergency notification system

Fire Alarm Activation Announcement 1 (Code Red Announcement)

The following message will sound three (3) times *throughout the facility*:

*"May I have your attention please, Code Red, **Facility Name**, Level ____, Zone ____"*

Fire Alarm Activation Announcement 2 (The "Move" Message)

The following message will sound three (3) times *ONLY in the activated fire zone*:

"May I have your attention please, a Code Red has been reported in your zone. If relocation is needed, please move to your designated evacuation zone."

Note: Strobes will only flash in the activated fire zone

Note: "Adjoining Units" means the designated evacuation zone(s) for this Fire Zone(s) as indicated on the cover page:
SITE-SPECIFIC FIRE PLAN PART I

Air Handler Unit System (AHU)

Procedures involving the Air Handler Unit System:

- E&O personnel responding to fire emergencies will consult with Durham Fire Department personnel for air handler shutdown actions

Note: Clinical personnel are instructed **NOT** to touch AHU Shutdown Emergency Stop Button(s)

Fire Drills

Mandatory Code Red Fire Drill Program

The objective of the Mandatory Code Red Fire Drill Program is to educate employees and volunteers working in a properly configured patient care facility on how to perform the proper procedures during a fire emergency.

During a fire drill all staff shall adhere to the following:

- Respond to each drill efficiently and orderly as if there were an actual fire
- Be familiar with audible and visual evacuation signals
- Know the fire safety features of the building
- Know the egress routes available

Note: All fire drills conducted in patient care and clinical areas will be unannounced

Fire Drill Frequency

Mandatory Code Red Fire Drills will be conducted in healthcare occupancies:

- Quarterly and at varying times to cover three shift schedules

Note: Interim Life Safety Measures (ILSM) requiring additional fire drills may occasionally be necessary

Fire Drill Staff Roles and Responsibilities (Simulated Fire Origin and Activated Zone)

Procedures in the **simulated Fire Origin and Activated Zone:**

- Follow **R.A.C.E.** procedures
- Clear the hallways of all equipment
- If necessary, turn off medical gas supply according to policy (actual fire event only)
(**DO NOT** shut off medical gases during a fire drill)
- Standby for evacuation instructions from the Charge Nurse
(During an actual fire emergency move patients to designated evacuation zone(s) as stipulated in the **SITE-SPECIFIC FIRE PLAN PART I**)
- Complete the standby fire drill form online at <http://www.safety.duke.edu/fire-life-safety/fire-drill-program>

Note: The Charge Nurse, in conjunction with Respiratory Therapy, is responsible for shutting off medical gases

Fire Drill Staff Roles and Responsibilities (Simulated Designated Evacuation Zone{s})

Procedures in the **simulated Designated Evacuation Zone(s):**

- Clear the hallways of all equipment
- Prepare to receive patients from simulated fire's origin and activated zone
- Assist moving patients as instructed
- Complete the standby fire drill form online at <http://www.safety.duke.edu/fire-life-safety/fire-drill-program>

Note: The OA will respond to all fire alarm activations to support the Charge Nurse's decisions in the activated zone

Fire Drill Staff Roles and Responsibilities (Simulated Standby Zone{s})

Procedures in the **Simulated Standby Zone(s)**:

- Personnel should remain on standby until an “All Clear” message has been announced
- Area leadership should conduct a simulated fire scenario with their staff to include a realistic fire scenario and appropriate response in accordance with the guideline (R.A.C.E. and P.A.S.S.) but shall not activate any alarms.
- Complete the standby fire drill form online at <http://www.safety.duke.edu/fire-life-safety/fire-drill-program>

Fire Drill Roles and Responsibilities (Visitors, Volunteers, or Licensed Independent Practitioners)

Procedures in **all Simulated Zone(s)**:

- Visitors should remain with their family member and await further instructions
- Volunteers, licensed independent practitioners and others should report to the Charge Nurse for instructions

Fire Drill Evaluation Procedures

The following procedures are utilized by OESO Fire & Life Safety staff for Mandatory Code Red Fire Drill:

- Selection of a unit / area for formal evaluation
(These locations are tracked to ensure that all areas are evaluated over time)
- Determines effectiveness by observing staff performance based on adherence to the **SITE-SPECIFIC FIRE PLAN PART I & PART II**
- Compliance will result in a passing evaluation
Departments which fail will be rescheduled within 30 days for a follow-up fire drill; additional fire drills are required until a passing evaluation is obtained

Information Telephone Numbers - OESO Divisions / Others

Fire & Life Safety	(919) 684 – 5609	Biological Safety	(919) 684 - 8822
Chemical Safety / Waste Pick-up	(919) 684 – 2794	Occupational Hygiene (Industrial Hygiene)	(919) 684 - 5996
Ergonomics	(919) 668 – 3746	Radiation Safety	(919) 684 - 2194
Lab Safety	(919) 684 – 8822	Laser Safety	(919) 684 - 2194
Safety Training	(919) 684 – 2794	Hearing Conservation	(919) 684 - 5996
Employee Occupational Health Services (Clinic)	(919) 684 - 3136	Student Health & Wellness Center	(919) 681 - 4646

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