

University of Texas Medical Branch	Effective Date:	Aug 22
Pulmonary Function Clinic	Revised Date:	Aug 22
Policy 05-07 PFT Evacuation Plan	Review Date:	Aug 23

PFT Evacuation Plan

Audience All personnel in the Pulmonary Laboratories: Pulmonary Function Clinics.

Purpose Provide Evacuation plan for Pulmonary Laboratory.

Policy Policies listed below are applicable to the operations of the laboratory.

A. Fire Alarm Response

The procedures below expand upon the “IHOP Fire Alarm and Incident Response Policy”. The procedures shall be implemented when the IHOP policy states “follow department specific plan.”

1. All PFT employees are expected to be knowledgeable of:
 - a. The fire safety standards available on the UTMB Intranet in the *Emergency Operations Plan*- (http://www.utmb.edu/emergency_plan/).
 - b. The *UTMB Institutional Handbook of Operating Procedures (IHOP)* policies 8.1.5 *Fire Alarm Response Policy* and 8.1.14 *Decorations Safety Policy*.
 - c. The various, pre-recorded, coded announcements:
 - i. “Dr. Red to xxx floor” is an automatic message you will hear when the fire alarm system goes off. This will indicate where the fire alarm came from. The “xxx” will be replaced with the location.
 - d. Locations of pull stations and fire extinguishers: Pull stations are in front lobby. Fire extinguishers are in cabinets on the walls, scattered throughout the floor.
 - e. Know how to use a fire extinguisher (P.A.S.S.).
 - f. Know this plan and the R.A.C.E. concept.
2. Upon activation of the fire alarm notification devices (speakers and strobes), PFT personnel will respond as follows:
 - a. First alarm response - **defend-in-place** by:
 - **Shutting PFT Laboratory doors**. Reassure patients and their visitors while instructing them to stay in the PFT Laboratory.
 - **Clear the corridors**, to prepare for evacuation. Move all patient transport and lift equipment out of corridors.
 - **Report to your supervisor** (Alarm Area Leader) for directions
 - **Wait for further instructions** that will be transmitted via overhead announcements
 - b. If evacuating your smoke compartment, you will move to your primary Rally Point, which means you are going to horizontally evacuate. **Contact personnel at your rally point** – let them know you’re coming. This buys time for:
 - i. Emergency responders to arrive on-scene.
 - ii. Preparation of patients for move and arrival of additional resources to aid in the move.
 - c. When an evacuation is called for, personnel, patients, and visitors should **evacuate as per departmental procedures** with assistance from all staff – see

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listed primary and secondary evacuation routes which will be an adjacent smoke compartment. The most ambulatory patients should be moved first to prevent blocking of corridors, accidents, etc..

- d. **Prepare to further evacuate the building** – At this point, the *Institutional Emergency Operations Plan* will be active. See (http://www.utmb.edu/emergency_plan/). The Incident Command System will take over with regards to emergency responder activity, community assistance, etc.
- e. **Evacuate to the location determined by the Institutional Command Center.** In the absence of specific direction and during a condition with emergent/life threatening conditions, evacuate to ground floor or outside as appropriate. The parking lot in front of building will be designated final rally point.
- f. **All Clear** – At any point in the process, an “All Clear” may/will be given by Environmental Health and Safety – Fire and Life Safety Program, UTMB Police, and/or the local fire department when the incident is past. All-clear announcements will be made overhead across the fire alarm system.
- g. **After-action Follow-up** – The AAL will complete the Fire Alarm Response Report for all activations of the fire alarm system to which the staff responds. This report is a critique of staff response to the alarm

B. RACE Concept

Any occupant of a building owned or leased by UTMB shall follow the **RACE** concept upon discovery or evidence of a fire:

R Rescue anyone in immediate danger.

A Alarm the building occupants and UTMB Police by **calling 911** and activating the closest fire alarm pull station located by each stairwell entrance door or exit door. Be prepared to give your name, title, extension number, location, and the extent of the fire.

C Contain or Confine the fire or smoke by closing doors and windows. Do not lock doors.

E Extinguish the fire or **Evacuate** your area to your Primary Rally point, depending on conditions.

*Note: Call 911 if you notice a strange/suspicious smell or suspect a condition that might be hazardous to occupants but are unsure. Police Dispatch will call the local Fire Department to investigate with UTMB. Please do not call 911 to find out other information such as “Is this a drill?” 911 is UTMB’s internal “911 number” for fires. If you see smoke, obvious fire etc. **PULL YOUR PULL STATION and call 911.***

C. Fire Extinguishers and PASS Concept

How to use a fire extinguisher:

P Pull the pin. This unlocks the operating level and allows you to discharge the extinguishers.

A Aim low. Point the extinguisher nozzle or hose at the base of the fire.

S Squeeze the level below the handle. This discharges the extinguisher agent.

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S Sweep from side to side, moving carefully toward the fire. Keep the extinguisher aimed at the base of the fire, and sweep back and forth until the flames appear to be out. Watch the fire area to see if the fire reignites.

Note: All fires (even small ones put out) must be reported immediately to the fire phone number (911) and Environmental Health and Safety at 409-747-0515 (if after hours call the Page Operator (0)).

D. Evacuation Routes and Responsibilities

Fire Alarms (including drills)	During a fire alarm staff should shelter in the area defined within the fire response plan for their unit of assignment. Staff sheltering in place should remain at that location for the duration of the fire alarm until an “all clear” is announced over the intercom.
Primary and Secondary Evacuation Routes	If applicable, staff should be familiar with the primary and secondary evacuation routes for their unit(s) of assignment prior to an emergency. If a full evacuation is required by emergency personnel (local Fire Department, Police, Environmental Health and Safety), or if staff are in danger due to smoke or fire in the immediate area, the safest evacuation route (primary or secondary) will be executed. Staff will then notify their supervisor or designee of the evacuation as soon as it is safe to do so.
Alarm Area Leader	The Area Alarm Leader will be Nurse Manager or Director.
Alarm Area Designee	The Shift Supervisor will assign designees to fill in during absences from the department as needed but will default to the Charge Nurse or next supervisor in the area on-duty.
Additional Directions may be Given	During the course of any emergency, additional instructions may be given across the fire alarm system speakers from the local Fire Department, UTMB EHS or other emergency responder as conditions develop. Additionally, be alert to directions from first responders (i.e., UTMB Property Services, Fire Department and/or EHS).

E. Definitions

- **All Clear:** A signal that indicates that the incident has been resolved and departments may return to normal operations. The signal may be given by Environmental Health and Safety, UTMB Police or the Fire Department.
- **Area Alarm Leader (AAL):** Person(s) assigned responsibility for an area during a fire alarm. In healthcare areas, the Area Alarm Leader will generally be the Nurse Manager or Director.

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- **Department Specific Fire Response Plan:** Your (this) local fire response plan that compliments or modifies the general Institutional Handbook of Operating Procedures (IHOP) “Fire Alarm and Incident Response Policy.”
- **Fire Alarm:** Any fire alarm system activation to which all personnel responds. This may include fire drills, system malfunctions, system maintenance tests or accidental activations.
- **Fire Incident:** Any unscheduled activation of the fire alarm system upon detection of smoke, fire, smell of gas, electrical fire, or other burning odors.
- **Horizontal Evacuation:** A move to an adjacent Unit in another smoke compartment; this could be an adjacent building.
- **Imminent Danger Evacuation:** An evacuation performed to remove person(s) from the immediate source of danger that is obvious (e.g., visible smoke/fire).
- **Precautionary Evacuation:** An evacuation performed to put distance between occupants and the source of danger (i.e., move to the floor below during a fire on the floor above).

I. References

- Joint Commission standards, National Fire Protection Association Standards
- *Institutional Handbook of Operating Procedures*
- *UTMB Safety Manual*

UTMB Emergency Procedures Manual

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

Date	Approved by:	Signature
8/22	A. Duarte, MD Medical Director Pulmonary Function Laboratory New policy	
8/23	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to policy	