

Fire Safety

- The Department of Pathology adheres to and utilizes [UMHHC Policy 05-03-028 Fire Safety Program](#).

1. General Fire Prevention

- **Prohibit** and report the following:
 - Blocking open and defeating the latching mechanism on doors
 - Storing materials, equipment or supplies under roll-down fire doors, in fire exit corridors and doorways
 - Storing materials within 18 inches or less of the ceiling or in such a manner as to prevent the flow of water from a sprinkler head
 - Unsecured gas cylinders
- Label chemicals appropriately so that Flammable is clearly marked
- Use Safety Cans for storage and disposal of absolute alcohol and 95% alcohol
- Be aware of special precautions for areas where oxygen is used or stored
- Report the following electrical hazards:
 - plugs that fit too loosely in a socket
 - equipment that gives you a shock
 - equipment that has frayed, cut or cracked insulation on cables or insulation pulled loose from strain reliefs
 - equipment that does not have a safety sticker
- Avoid the following:
 - placing liquids on electrical equipment
 - pulling plugs out of receptacles by the cord
 - rolling equipment over power cords
- Do not use or store flammable liquids or gases in the presence of ignition sources
- Enforce No Smoking Policy

2. Fire Response Procedure

- In Case of **Fire** or if you "**See Smoke**" (**CODE F**)
 - R - **Rescue**
 - A - **Alarm**
 - Dial 911
 - Activate fire pull alarm station

- Alert staff using “Code F”
- C - **Contain**
- E - **Extinguish** (if safe to do so)
 - **Rescue:** Remove all persons from immediate danger. Close the door to the room or area to contain fire/smoke.
 - **Alarm:** Report the fire: Dial 911 on any phone, report the exact location and activate a Pull Alarm. Pull Alarm Stations are located near fire exits or designated areas.
 - **Contain:** Close all doors and windows, clear corridors.
 - **Extinguish** if safe to do so using PASS.
 - P – **P**ull the pin
 - A – **A**im at the base of the fire
 - S – **S**queeze the handle
 - S – **S**weep from side to side, starting at the front edge and moving toward the back edge
- **“Smell of Smoke” incidents**
 - Call Hospital Security 6-7890

3. Fire Instruction Cards

- Each respective laboratory’s Safety Committee representative is responsible for developing and updating [Fire Instruction Cards](#).
- The cards shall be reviewed annually, dated accordingly, and revised/resubmitted to Safety Management Services, as necessary.

4. Fire and Safety Tack Boards

- Each laboratory is required to maintain a Fire and Safety information tackboard which contains information relating to emergency codes, fire instruction cards, fire extinguishers, evacuation route plan, tornado watch/warning, and safety newsletters.
- Fire and Safety tackboards must conform to the standardized format which is available on the [Fire and Safety Tackboard website](#).
- Each respective laboratories Safety Committee representative is responsible for maintaining their laboratory’s tackboard as needed.

5 Fire Safety Training

- All employees shall be responsible for the following:
 - Receive orientation to fire safety procedures before beginning work through Human Resources’ new employee orientation. In-service education about fire safety procedures is required upon hire and annually thereafter through the institutional mandatory program and

an in-service conducted by each respective laboratory Safety Committee representative.

- Know the information in their respective laboratories fire Instruction Cards.
- Know the location of fire extinguishers, fire pull alarms, and gas valve shutoff valves (if applicable).
- Know applicable exits and the evacuation plan for the building and immediate work area.
- Know staff response to fire using RACE as a guide and how to use fire extinguishers using PASS.
- All students and volunteers shall be responsible for the following:
 - Participate in fire safety training awareness orientation before beginning work.
 - Dialing 911 and reporting the location of the fire, alerting occupants, and pulling alarm in case of fire.
 - In emergency situations students and volunteers should report to a supervisor for direction.
- Chief Technologists/Supervisors are responsible for staff compliance with orientation, the mandatory competency, and annual in-service requirements for fire safety education and training.

6. Fire Drills

- Safety Committee members are responsible for ensuring that **ALL** faculty and staff participate annually (at minimum) in a fire drill.
- The fire drill should consist of (but not limited to):
 - Walking primary and secondary fire escape routes with meeting location upon exiting the building. It is **required** that both fire escape routes be physically walked
 - Identifying pull box location(s)
 - Identifying fire extinguisher(s) and fire blanket(s) location(s)
 - Demonstrating knowledge of Fire Instruction Card information
 - Identifying gas valve shutoff valve location(s), if applicable
 - Demonstrating knowledge of response to fire using RACE as a guide and PASS for fire extinguisher use
- Upon completion of participation in an annual fire drill, Safety Committee members shall document staff/faculty participation utilizing the Department of Pathology Annual Fire Drill Participation Logsheet (see below). Participants must personally initial the form. Completed forms are to be maintained by laboratories Chief

Technologist/Supervisor upon completion by their respective Safety Committee representative.

7. Fire or Fire Drill Critique Forms

- [Fire Critique Forms](#) will be completed by the unit of origin, units in adjacent smoke compartments, and units in the smoke compartments above and below the unit of origin (if applicable).
- All completed critique forms are to be printed and sent to the Administrative Coordinator for documentation purposes.

8. Additional Fire Safety Requirements

- All laboratories within the Department of Pathology are equipped with automatic fire detection and alarm systems.
- Each laboratory is equipped with a fire alarm system that is audible throughout the department. Additionally, a flashing strobe light is activated to alert those that are hearing impaired.

References

College of American Pathologists (2006, April 6). *Laboratory General Checklist*.

Gile, T. J. (2007, April). *Complete Guide to Laboratory Safety* (2nd ed.).
Marblehead, MA: HCPro, Inc.

NCCLS. *Clinical Laboratory Safety; Approved Guideline—Second Edition*.
Document GP17-A2 (ISBN 1-56238-530-5).

[Fire Safety](#) via SMS

[UMHHC Policy 05-03-028 Fire Safety Program](#)

Approved by: _____



Craig Newman, MS, MBA, MT(ASCP)
Administrative Coordinator

Date: January 1, 2008

Reviewed by: _____



Brenda Schroeder, BS, MT, CHSP
Administrative Coordinator

Date: July 11, 2008

