

Virginia Commonwealth University Health Systems

FIRE SAFETY Emergency Evacuation Procedures

In the event that smoke or flame is present or the building alarm activates, staff should follow the five steps as listed below. The acronym **R. A. C. E. R.** will serve as a reminder of the steps to follow.

- **Remove** anyone in immediate danger. If the fire is in a patient care or visitor area, remove all people from that area.
- **Activate the alarm** by pulling the nearest fire alarm pull station. Call the emergency number, *50, and give any information that you have.
- **Close all doors** as the areas are evacuated.
- **Extinguish the fire if possible**. Use a portable fire extinguisher, if the fire has not spread beyond the point where it started, and you know how to operate a fire extinguisher.
- **Relocate patients to a safe area**. Follow the evacuation plan and routes for your work area

Emergency Evacuation and Patient Relocation

Ambulatory patients and visitors should be evacuated first.

The emergency evacuation team should direct people to the nearest exit. Use stairways, DO NOT use the elevators.

Non ambulatory patients under going medical treatment should be stabilized in the event evacuation is required. Non ambulatory patients not receiving medical treatment should be relocated to the nearest stairway.

The Fire Department will assist in evacuation. An Evacuation Assistant should stay with each patient or group of patients to await assistance in evacuation.

When evacuation of patients requiring immediate medical care is necessary move patients to the second floor of the Ambulatory Care Building. Transport patients through the catwalk to the third floor of the Ambulatory Care Building and use the elevator to move down to the second floor

Transport all persons that may have been exposed to smoke or flame to the Main Hospital Emergency Room. . **(this is specific for only Nelson -- I hope it's not used for all building!)**

Evacuation Team Membership and Responsibility

A. Floor Monitors

Each department should appoint at least one Floor Monitor and one backup for their area. These persons are identified by red armbands and will be responsible for ensuring their assigned area is evacuated. They should follow the five-step protocol as listed:

1. When the alarm sounds, go door-to-door telling everyone in your section to leave (or prepare non ambulatory patients to leave) the building.
2. Direct people to the nearest available exit.
3. Call the emergency number, *50.
4. Report to the Evacuation Coordinator outside the building.

Report any of the following:

- a. Your area is clear.
 - b. There is someone in your area that is unable to evacuate.
 - c. There is someone in your area that refuses to evacuate.
 - d. Any other information - visible smoke, flame, etc.
5. Once you are outside, direct people away from the building to the assigned assembly area. **Be sure to account for everyone.**

B. Evacuation Assistants

Evacuation Assistants should be assigned in all areas where non-ambulatory patients may be present. They should follow the protocol as listed:

IF NO FIRE OR SMOKE IS PRESENT

Instruct staff to stabilize or move all non-ambulatory patients to the nearest stairway door AND await instructions from a VUU Police Officer or the Richmond Bureau of Fire.

IF FIRE OR SMOKE IS PRESENT

Evacuate all non-ambulatory patients that are in immediate danger.

Once outside the building, relocate patients to other buildings as directed by the fire department or the VCUHS on scene Incident Commander.

Once your patient has been relocated, report to the Evacuation Coordinator.

C. Evacuation Coordinator

An Evacuation Coordinator should be appointed with at least one backup person for each position. The coordinators should follow the seven-step protocol as listed:

1. Call the emergency number, ***50**.
2. Go to a designated areas outside the building to meet the floor monitors as they finish evacuating their sections.
3. Keep track of which floor monitors have reported.
4. Give the fire department any information that you have, including:
 - a. which areas have not been evacuated.
 - b. the location of anyone who is unable to evacuate.
5. Instruct the floor monitors to help keep people away from the building.
6. Inform the VCU Police if there is anyone who refuses to evacuate.
7. After the emergency, obtain permission from the fire department before reentering the building.

D. Evacuation Procedures for Individuals with Disabilities

- A disabled individual is defined as anyone with a permanent or temporary disability, who, for whatever reason, is unable to evacuate a building using a stairwell.
- Evacuation Assistants should be appointed for anyone that is physically disabled and unable to evacuate due to fire.

E. Fire Extinguishers

Fire extinguishers are to be used only after the evacuation plan of the building is

underway. The VCU Office of Environmental Health and Safety offers classes on how to use a fire extinguisher. Call 827-0357 to schedule a class for your department. If you know how to use a fire extinguisher, locate and identify the ones in your area before you need them. OEHS supplies and maintains several types of fire extinguishers:

- Class A: For wood, paper, and cloth
- Class B: For grease, paint and liquid flammables
- Class C: For fires involving electric equipment
- Class ABC: For all fires, except combustible metals
- Class D: For combustible metals