

Section Clinical Research Center

Date Created: March 3, 2008

Title: Fire

Date Last Reviewed/Modified: April 1, 2019

SOP Number: SOP- 44

Version Number: 2

Clinical Research Center

Emergency Procedure-Fire

- The Clinical Research Center (CRC) staff will follow Nebraska Medicine system plan for fire safety.
- CRC Staff are encouraged to participate in annual fire extinguisher demonstration training.
- CRC Staff must maintain their Fire Safety competencies annually.

Response to Initial Detection

1. The fire alarm must be activated whenever a fire is detected, regardless of the size or extent.
2. Personnel at the fire's point or origin should
 - Rescue anyone in immediate danger by removing them from the area
 - Alarm: dial 9-5555 and inform the operator of the exact location of the fire or pull the nearest alarm pull station
 - Contain the smoke/fire by closing doors and windows.
 - Extinguish the fire if possible without endangering yourself.
3. Instructions for the use of portable fire extinguishers
 - Pull the pin from the extinguisher
 - Aim the nozzle of the extinguisher at the base of the fire.
 - Squeeze the handle to discharge the contents of the extinguisher
 - Sweep the nozzle from side to side to ensure the fire is fully extinguished
4. Personnel away from the fire's point of origin should immediately return to their assigned work area and remain there until
 - Called upon for assistance
 - Instructed to evacuate
 - The "all clear" is given.

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Evacuation Procedures:

Once a decision to evacuate is made, CRC will:

1. Assign Critical Roles as needed
2. Define location for evacuation:
 - a. Horizontal location is first choice: “Defend in Place” beyond smoke compartment. See fire evacuation routes posted in the yellow Emergency Procedure flip chart located front desk of the CRC.
 - b. Vertical location is used only as a last resort. See fire evacuation routes posted in the yellow Emergency Procedure flip chart located front desk of the CRC.
3. Transport to evacuation location
4. Track patients & families
5. Track staff members

Notification

If an alarm or fire detections device is activated anywhere in the system, a voice will state “attention, an emergency condition exists in the building. Please stand by for further instructions.”

Fire Drills

- Will be conducted throughout the hospital as prescribed by the fire code and regulatory standards, in accordance with Nebraska Medicine fire management plan.
- All personnel are expected to respond to a fire drill or false alarm in the same manner that they would be if there were an actual fire situation.
- CRC staff participating in a fire drill must complete a Fire Drill Critique Form (Nebraska Medicine [EC55 Fire Drills Attachment 2](#)).

ASSOCIATED FORMS:

Department Safety Poster



**Center for Clinical and
Translational Research
Standard Operating Procedure**



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REFERENCES

Nebraska Medicine:

- [MP-FS07 – Fire Management Plan](#)
- [EC55- Fire Drills](#)
- [EC06 – Fire Extinguishers](#)
- [EC67 – Fire Response Policy](#)
- [EC25 - Life Safety & Statement of Conditions](#)

Staff Accountability:

Developed By: Director of Research Clinical Operations, Clinical Research Center
Associate Vice Chancellor for Clinical Research, Clinical Research Center

Reviewed By: Director of Research Clinical Operations, Clinical Research Center

Department Approval

Signed 
Director of Research Clinical Operations

Signed 
Medical Director of Clinical Research Center

IN THE EVENT OF AN **EMERGENCY** ON CAMPUS: **DIAL 9-5555**



Nearest Fire Extinguisher:

Hallway on West wall across from Exam 2. North back wall across from Lab UH3493.

Nearest Stair Tower Exit:

Turn left when exiting the CRC's front door. Turn left when exiting the CRC's back door.



Nearest Fire Pull Station:

Turn left when exiting CRC's main front door between rest room and stairwell on North wall. Turn left when exiting CRC's back door between back door of clinic and stairwell on West wall.

Severe Weather Safe Area:

Level 1 tunnel. Turn left when exiting the CRC's front door.



Nearest AED Device:

UH 3483 **Exam #4** in beige rolling cart (2nd drawer) marked AED.

Muster Point:

In front of the Michael Sorrell building

