



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



Section: **Clinical Research Center**

Date Created: **March 3, 2008**

Title: **Fire**

Version Date: **January 1, 2023**

SOP Number: **EP06**

Clinical Research Center

Emergency Procedure-Fire

- The Clinical Research Center (CRC) staff will follow Nebraska Medicine system plan for fire safety.
- 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 402-559-5555 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.

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.
 - b. Vertical location is used only as a last resort.



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- c. Routes of evacuation:
 - i. CRU-UT: located in the yellow Emergency Procedure flip chart is located at the front desk.
 - ii. CRU-GCHS: posted on the wall
 - iii. ECI: posted on the wall outside of ECI 2020
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

REFERENCES

Nebraska Medicine:

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



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Department Approval

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Signed *Katie Penas*
Clinical Research Manager

Date: 1/3/2023

Signed *Serena Gaines*
Research Nurse Manager

Date: 1/4/2023

Signed *[Signature]*
Assistant Vice Chancellor for Clinical Research

Date: 1/16/2023