

## **JOHNSON DEVELOPMENTS GENERAL INSTRUCTIONS FOR FIRE SAFETY PLAN**

### **PURPOSE:**

The purpose of this plan is to establish specific instructions to be forwarded in case of an actual fire, fire drills, and during any period that the fire alarm system is inoperative because of preventive maintenance, repairs, or failures.

### **RESPONSIBILITY:**

Senior Administrative Managers are responsible for ensuring that each employee becomes thoroughly familiar with the contents of this Fire Safety Plan and is prepared to respond in a professional and timely manner. The Safety Officer for Sacred Heart Hospital shall conduct periodic tests, drills, and in service training to develop and maintain an increased level of awareness concerning fire emergencies.

### **POLICY:**

The following procedures shall be forwarded in case of fire emergency. All employees of the Medical Office Building- Pensacola shall receive training regarding Fire Safety and the Fire Safety Plan.

### **PROCEDURE:**

The acronym **RACER** provides a simple means for remembering what to do in case of an actual fire.

- R - **Rescue** - patients, guests and staff from immediate danger
- A - **Alarm** - Report the fire by calling 3333 for Medical Group employees or 911 for all other employees on the nearest phone. Inform other staff members in the immediate vicinity of the fire. Verbally communicate to them in a normal voice level and tone to avoid alarming patients and other guest.
- C - **Contain** - the fire by closing all doors, covering refuse containers, etc.
- E - **Extinguish** - the fire if possible. Do so without endangering lives.
- R - **Relocate** to an assigned area when instructed to do so.

The acronym **PASS** provides a simple means for remembering how to properly use a fire extinguisher.

- P- **Pull** the ring
- A- **Aim** the fire extinguisher at the base of the fire
- S- **Squeeze** the trigger to activate the release of chemical fire retardants
- S- **Spray** the chemical fire retardants in a sweeping motion across the base of the fire

Additionally:

- a. Shut off oxygen/air/vacuum if applicable.
- b. Carry out other specific duties as assigned by the Department Manager, including, but not limited to, initiating steps to evacuate the building should it become necessary.

## **II. General Fire Instructions For Employees**

### **A. When the alarm is sounded or fire or smoke is detected**

1. Remain clear of the fire area
2. Do not open corridor fire doors except for required passage, after passing through the door, ensure that it closes.
3. Avoid panic and help keep guests/patients away from the site of the fire.
4. In accordance with the Evacuation Plan personnel remain at their stations until status of alarm is received or until five (5) minutes have passed with no communication regarding status of alarm.
5. If the situation warrants, evacuation of the Building shall be initiated by your Senior Administrative Managers.
6. Be aware of the location of the nearest fire extinguisher, exit, and telephone; know how to use extinguisher. Refer to acronym **PASS**.
7. Use stairwell to exit. **DO NOT USE ELEVATORS**.
8. Employees not responsible for patient evacuation or other specifically assigned tasks shall:

- > Close all doors and windows
- > Disconnect or turn off all non-essential electrical equipment
- > Keep telephone lines clear of non-essential calls
- > Listen closely to management for instructions

- B. Should a fire originate in your clinic or department, go to the nearest stairwell and pull the fire alarm (red pull station). This will automatically alert the hospital switchboard and the hospital facilities department to the location. Then, have another employee go to a safe phone away from the area of danger and dial 3333 (for SH Medical Group Employees), or 911 (for all other groups) to confirm the authenticity of the alarm.

IF IT IS SAFE TO DO SO, use the PASS instructions for extinguishing the fire.

## **III. Procedure For Fire**

Johnson Development, Management for the MOB, is responsible for the fire safety of the building itself. Sacred Heart Health System works in partnership with the tenant locations to ensure proper education and practice is provided. The Facilities/Safety Manager of SHHS will notify each tenant of scheduled drills for the building and the protocol for the drills. A

Drill Audit Report is delivered to each tenant prior to the drill for accuracy. Making certain that all tenant locations maintain an increased level of awareness concerning fire emergencies.

The manner of the fire drill protocol is such so as to cause as little disruption to patient care a possible. When you hear a fire drill announced, rather than evacuate your suite, the following should be done.

- < Two secretaries on the 6th floor shall each (one in the North stairwell and one in the South stairwell) walk the entire evacuation route to ensure accessibility and disposal to a safe area. From the Main Lobby they will call the operator to report clearance of obstruction.
- < All other staff should review the fire safety protocol set forth in the Disaster Plan.
- < All other staff should demonstrate their knowledge of the location of the fire extinguishers and fire pull stations both within the suite and the nearest stairwell.
- < All staff should demonstrate their knowledge of the nearest evacuation route
- < When "All Clear" is given, employees shall resume normal activities and /or carry out directions of Supervisors/Managers:

#### **IV. Instructions For Evacuation**

- A. When it is determined that evacuation of the building is necessary, an announcement Utilizing Code E, will be made via the overhead paging system to inform occupants of the decision to evacuate the building.
- B. All occupants in the MOB shall exit the building utilizing the nearest stairwell leading to a safe exit. First floor personnel will remain on the 1st floor to direct and escort evacuees to the First Level of the North 9th Avenue Parking Garage.

#### **V. Re-entrance**

- A. The Sr. Administrators shall inform all evacuees of an "All-Clear" upon notification from Sacred Heart Security.
- B. All staff shall lead patients and visitors in an orderly manner back into the building utilizing the elevators and stairwells.
- C. The operator shall send an "All Page" announcing termination of the Code E

## **GENERAL INSTRUCTIONS FOR HURRICANE PREPAREDNESS**

In the event of a hurricane warning in our area the following steps should be taken:

### **By Tenants of the Medical Office Building-**

1. Have your Emergency Management Team for your practice and their responsibilities in place.
2. Prepare and maintain a hurricane kit consisting of:
  - A. Heavy-duty trash bags to cover all workstations and printers throughout the clinic.
  - B. Enough duct-tape to adequately secure bags around the equipment.
  - C. Flashlight and adequate supply of batteries.
  - D. Emergency contact list to include vendors.
  - E. NOAA Weather Radio (Battery backup).
3. Move all items away from windows and door ways.
4. Close blinds completely on all windows in suite.
5. Take necessary precautions for items stored in refrigerators (medications, lab supplies, etc.) in the event you loose power.

### **By Building Manager-**

1. During hurricane watch monitor t.v. or radio to keep track of storm and new developments.
2. Assure that all tenants are preparing for the storm.
3. Check all suites which are not staffed to make certain all precautions have been taken
4. Make certain all outdoor items (benches, ashtrays, trash cans, mats, etc.) are removed from around the building.
5. Make certain front windows, sliders, and glass entrance doors are taped for safety.
6. Keep in contact with Safety Officials of hospital for any new pertinent information.

## WEATHER TERMINOLOGY

**Tropical Disturbance-** A moving area of thunderstorms in the Tropics that maintains its identity for 24 hours or more. A common phenomenon in the tropics.

**Tropical Depression-** An area of low pressure, rotary circulation of clouds and winds at the surface with the highest constant wind speed of 38 miles per hour.

**Tropical Storm-** Counter clockwise circulation of clouds and winds between 39 and 73 miles per hour. The storm is assigned a name.

**Hurricane-** When a Tropical Storm reaches winds of 74 miles per hour or more, it is classified as a Hurricane. Hurricanes, or tropical cyclones, are counter-clockwise rotating wind systems that usually originate between June and November. An average Hurricane has a gale force wind diameter of 200 miles and an eye of 10-15 miles in diameter. Wind velocities of 100 to 150 miles per hour are found just outside the eye, although the maximum storms (Category 5), wind velocities of over 200 miles per hour are found. Hurricane storm systems move at a speed of 10-20 miles per hour. Hurricane Watches are issued by the National Hurricane Center in Miami, when there is a threat of hurricane conditions to a coastal area within 24 to 36 hours. Hurricane Warnings are issued for a coastal area when hurricane conditions are expected in 24 hours or less. Hurricane conditions include sustained winds of 74 miles per hour (64 knots) and/or dangerously high tides and waves.

**Storm Warning-** Wind velocities of 55 to 74 miles per hour are expected. If a hurricane is expected to strike a coastal area, storm warnings will not usually precede hurricane warnings.

**Hurricane Watch-** A hurricane may threaten a coastal area within 24-36 hours. Preparedness measures should be in progress.

**Hurricane Warning-** A hurricane is expected to strike a specific coastal area within 24 hours or less. Take additional/final precautionary actions immediately.

**Storm Surge-** Strong winds associated with hurricanes create a dome of water often 50 miles across where the eye of the hurricane makes landfall. The tidal heights depends on the strength of the storm, the direction of landfall and whether it is normal high or low tide. The storm surge is the most dangerous part of a hurricane. Storm surges of up to 24 feet above main sea level have been recorded. The hammering waves of a surge are the cause of 9 out of 10 hurricane fatalities.

## HURRICANE SEVERITY CATEGORIES

CATEGORY	WINDS(mph)	STORM SURGE	DAMAGE
1	74-95	4-5 feet	Minimal
2	96-110	6-8 feet	Moderate
3	111-130	9-12 feet	Extensive
4	131-155	13-18 feet	Extreme
5	156+	18+ feet	Catastrophic

## **NATIONAL ALERT INITIATION**

### **WITHIN 72 HOURS**

Within 72 hours of expected landfall, the Acting Management Team for your office shall begin monitoring the weather via the National Weather Service. Once the National Weather Service issues an official hurricane/weather advisory all employees should be alerted. The Management Team shall make a recommendation on how you and your staff will manage the emergency.

### **WITHIN 48 HOURS**

Within 48 hours of the National Weather Services' prediction of a hurricane striking the vicinity of Pensacola, the Management Team shall notify employees of the increased potential for severe weather, heavy rains, and high winds and begin reviewing policies and checking your supplies. The Emergency Plan should be completely in place at this point for your office.

### **WITHIN 24-36 HOURS**

Within 24-36 hours of the initial announcement, issued by the National Hurricane center in Miami, of a Hurricane Watch, the Management Team should make a decision regarding moving all computers and other electronic equipment to the interior rooms and above floor level.

### **WITHIN 24 HOURS OR LESS**

Within 24 hours or less of the initial announcement, issued by the National Hurricane Center in Miami, of a Hurricane Warning the Management Team should make a decision whether to close the clinic or operate in a limited capacity. Set up communications with the Building Manager, for security purposes, informing them of office closure. Make arrangements for all backups of information on your servers. All evacuation plans must be in place at this point.

## **INSTRUCTIONS FOR EVACUATION**

Please find the following instructions valuable in removing employees, patients and visitors from the building in a safe and timely environment.

1. Know the two routes to exit the building in an emergency situation. The two routes are the north stairwell and the south stairwell.
2. Never use the elevators to exit building during an emergency.
3. Familiarize yourself in knowing where the nearest emergency and regular exit signs are located. Be aware of where the Fire Extinguishers and the Red Fire Stations are located.
4. Implement an assembly area once you exit the building during the emergency. Assign one person to do a head count prior to the evacuation and thereafter.



## **POST-HURRICANE**

### **RE-ENTRY OF THE BUILDING**

An information chain will be set up between the Building Owner, Safety Officials, and Sacred Heart Hospital to deem the building safe for re-entry. All pertinent personnel will be involved in this task to ensure safety and to regain business as quickly as possible.

The Emergency Management Team for your Practice shall notify appropriate persons to report to a central location. At that time the safety of the building will be discussed and examined for damage and potential dangers. When all is cleared and deemed safe from appropriate Safety Officials the building will be reopened at that time for business.