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Owner Tammy Heck:  
Director of  
Clinical Support  
Services  
Area Safety-Fire Safety

## Fire Response at Northwest Kidney Centers Facilities, SAF-F9020

### Application:

All employees working in a NKC facility.

### Responsibility

The Safety Officer oversees the fire related programs for NKC and assures compliance with the Life Safety Code (NFPA 101) and local municipal fire codes.

### Procedure

#### 1. Primary Alarm Systems

All fires, including smoke, must be reported immediately without any need for authorization from the immediate supervisor or anyone else.

**Pull-Stations** are available for manual activation at many but not all NKC locations.

**Monitored Surveillance Systems** - All NKC locations are under continuous fire surveillance by third party monitoring companies. These companies will immediately notify the cognizant fire district or city fire department when a fire sensor activates in the building.

All fires or smoke must be reported to the manager or supervisor, who will alert the Administrator on Call (AOC) and Plant Operations.

If the alarm occurs after business hours, or during the evening, night or weekend shift, the following persons should be notified: the AOC and the duty Plant Operations technician by pager.

2. **Secondary Alarm System:**

Employees are authorized to call 911 without first notifying a supervisor if there is doubt whether the audible alarm or the monitoring company has alerted the fire department.

3. **Employee Fire Response:**

Remember the acronym R. A. C. E.

**Remove anyone in immediate danger.**

**Activate the fire alarm system (internal and call 911).**

**Contain the fire by closing doors and windows. Shut off all internal oxygen valves.**

**Extinguish the fire if you believe you can do it safely. Begin evacuation procedures if directed to do so by the manager / supervisor in charge.**

Application of R.A.C.E. Acronym: (Note: with the assistance of co-workers, these steps should be completed simultaneously.)

<b>Remove anyone in immediate danger.</b>	The first person to discover a fire should shout for help while removing anyone in immediate proximity to the fire. If there is more than one person in the room where the fire originates, and you can only remove one of them initially, leave the door open until you have returned to remove the other person(s). Do not close the door until all persons have been removed, or until the fire and smoke are too intense to allow re-entry to the room.
<b>Activate the fire alarm system (internal and call 911).</b>	You should always alert other people in the area by calling for help. In areas where a pull box is located, self-closing doors may also be activated. When activated, the fire alarm system automatically reports to the alarm monitoring company, who calls the Fire Department for that area. See Policy (SAF-F9021 - Fire Safety Equipment – Alarms, Sprinkler Systems, Extinguishers. 911 should also be called.
<b>Contain the fire by closing doors and windows and shut off oxygen valves.</b>	<p>The area of the fire should be contained by closing all doors and windows to decrease the oxygen supply to the fire, slow the spread of smoke, and contain the fire.</p> <p>Remember that a clinical area may have more than one oxygen valve to shut off.</p>
<b>Extinguish the fire. (See also Policy 4-2 for Fire Extinguisher use.)</b>	<p>Only use a fire extinguisher if you have been instructed in its use.</p> <p>If the door to the room containing the fire has not been closed, extinguish, or contain the fire, utilizing fire extinguishers, if you believe you can do it safely. If you do not believe you can safely extinguish the</p>

	<p>fire, the door must be closed.</p> <p>Once the door to a room containing a fire has been closed, the door must not be opened except by the Fire Department. The person closing the door is responsible for staying at the door to ensure that no one opens it (if they can stay in that area safely). The person closing the door may leave the area after they have been relieved by the Fire Department (Security or Plant Operations at HKC).</p>
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All staff are to stay in their work areas while waiting for direction.

#### 4. Evacuation

- a. **Routes** — Fire evacuation routes / floor plans are posted in all NKC work locations. Please refer to floor plans for proper evacuation routes.

The primary route will always involve horizontal movement as opposed to use of the stairway. If using stairway evacuate downwards not upwards. The fire department will designate a safe place for people to gather outside the building.

- b. **Order to Evacuate** — The order to evacuate may be given by the NKC area manager or the Fire Department.
- c. **Accountability of all patients / employees** — In the event that evacuation is needed, all staff and patients in the evacuated area must be accounted for. The clinical charge person is responsible to assure that patient and employee rosters for the current day shift are removed during the evacuation.

A head count of all patients and employees will be done once evacuation is completed and all patients / staff are assembled outside the building at the designated muster location.

- d. **Injuries during evacuation** — Any person injured during evacuation should be transported to the emergency room as soon as possible.

The disaster / evacuation box will be removed during the evacuation procedure for first aid use once outside the building.

- e. **Communication of evacuation between levels** — If evacuation is necessary at a multi-level NKC facility the supervisor in the affected area will notify managers and employees on other building levels of the current situation.

If only one level is being evacuated, all other units should send any available personnel to help with evacuation procedures.

- f. **Priority of Patient Evacuation** — Patients are evacuated in the following order:
  1. Ambulatory patients: to help clear the area.
  2. Patients who can be removed in wheelchairs, or with minimal assistance.

3. Patients who cannot help themselves. Push out in dialysis chairs, or gently lower patient to the floor and drag out on a blanket. Remember to protect the head from touching the ground during the drag. A two man swing carry may also be utilized. Seek assistance from the firefighters as needed.
5. **Communication During Fire Emergency**  
Telephones will be used on an emergency basis only during a fire emergency. Normal activities may resume when "all clear" is determined and announced.
6. **"All Clear" Determination**  
The "all clear" may only be determined and announced by the Fire Department.
7. **Procedure for Undetermined Fire**  
If an odor of fire or smoke is perceived, but no smoke or fire is seen, the fire alarm need not be activated; but the following persons should investigate the situation: the manager, supervisor, or Facility Systems Specialist (FSS); Plant Operations or Security.
8. **Quality Improvement Report**  
A report in the SAS system must be initiated for all fires, including investigation of **odor** of fire or smoke.

## Approval Signatures

Step Description

Approver

Date