

SECTION VI – Fire/Evacuation Policies/Procedures

It is the policy of the Trinity Health System School of Nursing to maintain a fire safe environment by having a prepared plan to follow in case of fire.

The academic wing of the school has been designed with fire reporting features that will insure safety to all occupants. This includes fire extinguishers and pull alarm stations. Each student is required to learn their individual role in the event of a fire to minimize injury, loss of life, or property damage that might result. They are also required to know the locations of pull alarm stations, fire extinguishers and fire exits. Fire drills will be held periodically and without notice during the school year. All employees and students are required to respond to all fire alarms as if a real condition exists.

The telephone at the Receptionist's desk (740) 283-7462 will be used as a direct line of communications during all fire situations.

PROCEDURE: "CODE RED"

All employees, students and vendors must respond immediately to the Fire Alarm according to these departmental instructions.

FIRE IN YOUR AREA – GENERAL INSTRUCTIONS:

"KEEP CALM – DO NOT SHOUT – FOLLOW INSTRUCTIONS - REMEMBER R.A.C.E.

1. **Rescue** – and remove all employees/students/guests from immediate danger.
2. **Alarm** – activate nearest fire alarm pull station and call Operator at 7911 and notify the Receptionist at (740) 283-7462.
3. **Contain** – the fire by closing all windows and doors. Use pillows and blankets under doors to block smoke.
4. **Extinguish** – the fire by using the proper fire extinguisher if your safety can be assured. Await arrival of fire team.

Other Duties:

- A. Turn off electrical equipment/appliances if possible.
- B. Close doors but do NOT lock.
- C. Alert occupants by knocking on doors.
- D. Turn lights off.
- E. Keep corridors clear.
- F. Coordinator, Student Affairs/Receptionist will be stationed at the Receptionist's desk.

Evacuation:

In the event that an evacuation becomes necessary either due to a facility CODE EXIT or school emergency; the following procedures will be utilized to assure an orderly, safe and efficient evacuation by students from the CLINICAL LABS (DORMITORY) AND ACADEMIC WING of the facility.

- A. Evacuation will occur at the direction of the Director or by designated personnel.
- B. Such notification will be communicated by one or more of the following methods; One Call Now TM or verbal command.
- C. Once notified, students will exit the building via the nearest exit using the stairs. Use of the elevators is prohibited.
- D. Evacuation signs are posted in the classrooms, library, and student lounges. Additional signs are posted throughout the building as well.
- E. Upon exiting, students should remain calm and listen for further instructions. There is to be as little talking as necessary so that instructions can be understood.
- F. The last person exiting the room will turn off the lights and close the door.
- G. Once outside, students should assemble at the patio on the EAST side of the school for roll call. Any change in the assembly location will be communicated at the time of evacuation.
- H. Classes should line up alphabetically for roll call. Roll call shall be conducted by the ranking class officer, an assigned monitor or faculty member.
- I. Students will be instructed to return to the building once an “all clear” is announced by the Director or designated personnel.

Testing of the evacuation procedures is conducted annually at the direction of the Director.

Fire Extinguishers Are All “Class ABC” And Can Be Used On All Fires Locations:

Ground Floor

1. Behind main lounge door across from Receptionist’s desk
2. Top of steps (stairwell) south exit door out of Business Office
3. In kitchen by Receptionist’s desk at end of counter
4. Stairwell, north end
5. Outside of library front door
6. Library – hall – next to office
7. Classroom hall next to lecture room #1
8. End of classroom hall next to lecture room #4

Basement

1. South exit wall by steps
2. Middle of basement
3. Luncheon Area
4. On wall next to window
5. North end stairwell

Academic

- 1. On wall between the 2 gym doors in Academic Hall
- 2. Faculty Kitchen on floor in kitchen next to microwave

Gym

- 1. Next to light switch and sport equipment room

First Old Hall

- 1. N. West End next to School exercise room
- 2. End of hall next to Office #13

First New

- 1. On wall next to shampoo room
- 2. North end stairwell
- 3. South end stairwell

Second New

- 1. On wall next to shampoo room
- 2. North end stairwell
- 3. South end stairwell

Third New

- 1. On wall next to shampoo room
- 2. North end stairwell
- 3. South end stairwell

Second Old

- 1. North west end of hall next to lounge and Hospital door
- 2. Middle of hall next to room 232

Third Old

- 1. North west end of hall next to lounge and Hospital door
- 2. Middle of hall next to room 331

Manual Pull Station Locations:

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| 1. Receptionist’s Desk | Ground Floor |
| 2. Business Office | Ground Floor-South Exit |
| 3. First New Skills Lab | North & South End of Hallway |
| 4. Second New Dormitory | North & South End of Hallway |
| 5. Third New Dormitory | North & South End of Hallway |
| 6. First Old Dormitory | Top of Stairs – Northwest Exit
Southwest Exit |
| 7. Second Old Dormitory | Top of Stairs – Northwest Exit
Southwest Exit |

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| 8. Third Old Dormitory | Top of Stairs – Northwest Exit
Southwest Exit |
| 9. Library Hall | Ground Floor |
| 10. Ground Floor | End of Classroom Hall |

Fire Exit Locations:

1. Main Entrance – Ground Floor
2. Classrooms – Ground Floor at End of Hallway
3. North Exit – Ground Floor
4. N. W. Stairs - Ground Floor
5. South Exit – Basement at End of Hallway
6. Southwest Landing – Landing between Ground and First Floor
7. Northwest Landing – Landing between Ground and First Floor
8. West Landing – Landing between Ground and First Floor