

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: FIRE RESPONSE	Original Issue Date: October 1, 2002	Policy #: 622
	Supersedes: March 12, 2015	Effective Date: October 26, 2017
Individuals / Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To ensure a well-organized system for managing a fire or smell of smoke

POLICY:

Faculty, staff, and students must report fire or smell of smoke.

Fire Procedure is:

- Implemented upon notification of a fire (“Code Red”) or smell of smoke
- Posted in designated areas throughout the College, including each classroom and by each elevator.

PROCEDURE:

In the event of a fire or smell of smoke, implement the following (if safe to do so):

- Ssafety of Life:**
1. Remove anyone from immediate danger
 2. Close all windows and doors

- Alarm:**
1. Activate the nearest alarm box and remain there until Los Angeles County Sheriff’s Department or firefighters arrive
 2. Dial x111 (or 323-227-0410 from a cell phone) and give operator location and type of fire

- Fight the Fire:**
1. Turn off all electricity, except lights
 2. Use appropriate fire extinguisher (or Type ABC for all fires)
 3. Extinguish the fire
 - Pull the pin**
 - Aim the hose at the base of the fire**
 - Squeeze the handle**
 - Sweep the fire from side to side**

- Evacuate:**
1. Check for remaining persons and evacuate
 2. Evacuate to another area on same floor (horizontal), to another floor (vertical), or outside the building
Know the evacuation routes posted in the area

- Other:**
1. Do not use elevators
 2. Employees in adjacent areas shall respond with a fire extinguisher
 3. Continue procedure until all clear is given by the Medical Center Engineer

Subject:

FIRE RESPONSE

REFERENCES:

LAC+USC Safety Manual Policy #115: Fire Response Procedure
College Policy # 620: Safety Education
New Employee Orientation Checklists

REVISION DATES:

October 1, 2002
July 14, 2006
November 13, 2008
September 8, 2011
March 12, 2015
October 26, 2017