
SOUTH CAMPUS FIRE ALARM RESPONSE PLAN

Section: 6-3

Purpose: To effectively manage a fire alarm incident.

Scope: All South Campus Buildings

Policy: Upon discovery of a fire or smoke condition, take the following action:

1. If a person is involved in the fire, the discoverer should go to the aid of the person while calling aloud "PULL THE FIRE ALARM". Any person in the area and upon hearing the call for help shall activate the fire alarm by means of the nearest manual pull station.
2. If no rescue is needed, the discoverer should close the door to the area involved and then activate the fire alarm by using the nearest manual pull station.

Manual fire alarm pull stations are located at the normally staffed areas and in proximity to the stairwells.

When a manual pull station is activated, it performs the following functions:

1. Notifies the HARTFORD FIRE DEPARTMENT.
2. Notifies the SECURITY DEPARTMENT of the alarm location.
3. Activates the internal alarm chimes.
4. Closes all hallway fire doors and selected other doors throughout the building.

Personnel, upon hearing the fire alarm signal, should immediately:

- If in another area, such as their office, cafeteria, etc. Stay there until the drill or emergency is over and 'All Clear' is paged.
- If in the hall or corridor, go to the nearest patient unit without going thru smoke or fire doors, and check in, to be available for any medical emergencies that may occur.
- Repeat the original page announcement if the area is equipped with an intercom system.
- Close all doors and windows.
- Have all patients and visitors remain in the Day Room.
- Short term students, volunteers, and others are requested to go into the Day Rooms, and stay until the drill or emergency is over.
- Physicians and other LIP. If with patients, accompany the patient to the Day Room and be available for any medical emergencies that may occur.
- Remove items from hallway and place in a unoccupied/unused room.

- With the exception of performing the above tasks and the response to life-threatening emergencies, travel through fire doors is strictly prohibited.
- Any pertinent information will be announced over the Hospital page system.

Personnel in the fire alarm area should immediately:

- Assist any person in immediate danger from the fire.
- Isolate the fire by closing the door to the area.
- Announce the situation over the intercom.
- Have all patients and visitors remain assemble in the Day Room and horizontally evacuate to the adjacent Patient Unit.
- Short-term students, volunteers, and others assemble in the Day Room and horizontally evacuate to the adjacent Patient Unit.
- Physicians and other LIP. Assemble in the Day Room and horizontally evacuate to the adjacent Patient Unit.
- Remove items from hallway and place in a unoccupied/unused room.
- With the exception of performing the above tasks and the response to life-threatening emergencies, the travel through fire doors is strictly prohibited.
- Call the SECURITY DEPARTMENT at extension 5-2147 to verify the alarm and provide any additional information.

Donnelly Building Unit or Area Evacuation

- Patients directly exposed to the fire condition should be moved first.
- Patients should be moved to the adjoining nursing unit.
 1. Patients from the North area should be moved into the South area.
 2. Patients from South area should be moved to the North area.

Occupants in non-patient care areas should evacuate through the nearest exit.

EVACUATION

The decision to evacuate will be made by the senior fire department official, in consultation with Hospital Administration, Nursing Administration, and the Security supervisor.

Once the order to evacuate has been received, all areas will proceed through the stairwell as directed and assemble outside. Alternate refuge will be designated after determining the length of time the building will be vacated.

NON PATIENT BUILDINGS

Upon activation of the fire alarm in the buildings listed below, the following procedures shall be implemented:

1. Assist any person in immediate danger.

2. Evacuate all areas through the stairwells.
3. Have all employees meet in front of the building to provide a count for the Security Department.

In the event of a fire alarm in one of the following buildings an immediate evacuation shall be implemented:

Braceland Building	Staunton/Williams Building
Burlingame Building	Thomlinson Building
Research Building	White Hall
Campus Lodge	Buckingham
Carolina Cottage	The Chapel
Fuller Building	Butler Building
Stearns Building	Essex St. Building
Commons Building	Gengras Building
Golf House	Maintenance Building
Huntington Building	Netherwood Building
Massachusetts Cottage	Brigham Building
Terry Building	Thompson Building
Center building/Todd Program	

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