

Fire

PROCEDURES

AEG Vision Emergency Response Team is here to protect its Associates and Doctors, patients, visitors, and property in the event of a fire emergency. Fire is always unexpected. Each year in the United States, 70,000 to 80,000 serious fires occur in the workplace. These fires cause the death of nearly 200 and injure another 5,000 employees.



It is helpful for businesses and employees to have and know the emergency plan, because the event of a fire demands fast decisions and quick action in an environment that could be loud, smoke-filled, dark, and hot.

Major Causes of Fires in Office Buildings:

There are three major causes of fires within workplaces. It is important to know what steps to take to help prevent them.

<p>Arson: This is the largest single cause of fires in general office buildings.</p> <p>Associates and Doctors should watch out for any unusual activity and alert authorities.</p> <p>Be diligent about keeping dry vegetation cleared from the sides of buildings.</p> <p>Keep doors and windows locked after business hours, especially in alleys and loading docks.</p> <p>Keep areas well lit.</p>	<p>Wiring and appliances: Keep all electrical appliances away from anything that can catch fire.</p> <p>Designate Associates and Doctors to turn off or unplug all appliances - including coffee makers - at the end of each workday.</p> <p>Do not overload outlets, and make sure to replace any broken or cracked electrical cords.</p> <p>Never run extension cords under carpets or anywhere they can be pinched under or behind furniture.</p> <p>Avoid overloading electrical sockets and plugging extension cords together.</p>	<p>Smoking: In areas where smoking is allowed, use large, non-tip ashtrays, and make sure everything inside is extinguished before they are emptied.</p> <p>Be sure that no one leaves smoldering cigarettes on furniture or in a wastebasket.</p>
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Develop a Plan:

Identify the fire and life safety systems present, including:

- Fire alarm system
- Smoke detectors
- Voice alarm system
- Sprinklers
- Fire extinguishers
- Manual pull alarms
- Fire doors

Consider the building occupants, and note any special needs that individuals may have, such as non-English-speaking or physical disabilities.

- **Create a map:** Design a basic plan for each floor. Indicate the location of all fire exits, manual pull stations, and extinguishing equipment. Post the floor plan throughout the building. Mark "you are here" according to the location of the posted plan. Then, mark the two closest fire exits. Also, note that elevators must not be used as a fire exit. You will find it in the Evacuation Plans Tab.
- **Evacuation procedures:** Associates and Doctors are to stop what they are doing and evacuate the building whenever the fire alarm sounds. DO NOT USE an elevator during an evacuation. Determine the closest stairs to use during an emergency evacuation. Move away from the building to the designated meeting place. This is where Associates and Doctors can assemble and make headcount in a safe location. The meeting place should be far enough away from the building to keep Associates and Doctors out of the way of firefighting activities and away from falling glass and debris.

- **Schedule regular Employee training:** Local fire departments can aid with planning fire safety training for Associates and Doctors and help conduct fire drills. The evacuation plan should be reviewed annually, and necessary updates should be made at that time. You will find in the Self-Inspections, Drills, Training Tab.

CHECKLIST

DURING AND AFTER A FIRE

Treat every alarm as a real emergency, even if the initial source is unknown. Never wait to investigate the situation before notifying the local fire department.

WHEN A FIRE OCCURS	YES	NO	N/A
In the event of the discovery of a fire, evacuate all individuals from the immediate area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the fire department immediately, then leave the area quickly. Close, but do not lock, doors when exiting the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close all doors to contain the fire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the fire is small, attempt to contain it by using a fire extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check rooms are empty, and doors are closed as you exit the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Emergency Response Team or designee will provide any special information to arriving emergency personnel such as size and location of fire and location of any flammable or explosive items and will relinquish control of the situation to the local authorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVACUATION	YES	NO	N/A
If there is smoke, crawl low underneath it, and test doors for heat before opening them. If the primary escape route cannot be used quickly, go to the second available exit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist in the evacuation process and account for all Associates and Doctors, patients, and visitors. To expedite the evacuation process, all patients and visitors are evacuated first, followed by staff members who will assist all others in evacuation. Consider the building occupants, and note any special needs that individuals may have, such as non-English-speaking or physical disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All persons will be evacuated and assembled at a location that is pre-determined by each Practice location as the designated evacuation assembly area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have one person assigned to notify on-scene firefighters of any persons remaining in the building or otherwise unaccounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SHELTER IN PLACE	YES	NO	N/A
<p>If Associates and Doctors are unable to leave the building, create an area of refuge:</p> <ul style="list-style-type: none"> • Seal the room: Use a wet cloth to stuff around cracks in doors and seal up vents to protect against smoke. • Do not break windows: Flames and smoke can come back in from the outside. If air is necessary, only open the window slightly. • Stay low under smoke: The freshest air is near the floor. Keep a wet cloth over the nose and mouth, breathing through the nose only. • Signal for help: Use the telephone or hang something in the window. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFTER THE FIRE	YES	NO	N/A
The fire department will be the final authority in determining building re-entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the facility cannot be re-occupied, the designated Associates and Doctors in charge of managing the Practice/location will manage, through consultation with the Emergency Response Team, the continuation of essential services, as per those procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Health & Emergency Response Team will be notified as soon as possible of the incident and a Critical Incident Report will be completed and processed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>