	APPLIES TO: Staff working within the physical boundaries of Edward G. Miner Library	APPROVED BY: SR. LEADERSHIP TEAM
	SECTION: SAFETY	DATE: OCTOBER 8, 2002
	Fire Safety & Emergency Evacuation	PAGE: 1 of 3

Background

The 2002 Strong Health Mandatory In-Service Education Manual states “Knowing what to do in a fire situation can save lives, control fire spread, and reduce property loss.” Toward that end, staff should remember the acronym “RACE”: Rescue/Relocate, Alarm, Confine, and Evacuate/Extinguish.

It is the responsibility of all staff to minimize the effect to patients and visitors when emergencies occur.


General Procedures

Rescue anyone in immediate danger and **relocate** him/her to a safe area. Fire, smoke, and toxic gases develop very fast and can spread quickly if unchecked. Severe smoke and toxic gases form below the heat and initially extend down to approximately waist level. Below this, the air is relatively cool and clean, allowing for escape by staying low and moving quickly toward an exit.

Alarm everyone whenever there is evidence of fire, regardless of size; activate a fire alarm (pull station) immediately before making an attempt to extinguish the fire. This step provides a warning to other building occupants, automatically closes corridor fire doors, and alerts emergency personnel who are trained in dealing with fire situations. A “Condition 3-0,” followed by the numerical grid number (i.e., G-6200) will be paged; Security and other internal emergency staff will respond. Get to a safe location and telephone University Security (dial x13). When calling, say, “This is (*your name*). There is a (*state nature of problem*) in (*exact location*).” Do not hang up unless told to do so; be prepared to give directions. As soon as Security receives your back-up phone call, a “Condition 1-3” will be paged and Security will contact the Rochester Fire Department. Time is important. Waiting for Security or other emergency personnel to respond and confirm a fire will result in a delay in contacting the fire department.

Confine fire by closing, but not locking, all doors immediately upon discovery of fire. Of great importance is the door leading to the room of origin. This door should be closed immediately and kept closed until emergency personnel arrive. All other doors should be kept closed as well. Do not open windows. Do not use elevators.

Evacuate immediately. Never use elevators; use stairs. Relocate and reconvene horizontally beyond one set of fire doors. (For example, beyond the fire doors at either end of the Todd Hall of Honor atrium.) Attendance will be taken at the relocation site to determine if any staff are missing. Names of missing staff will be reported to the Director and to the emergency responders at the Command Post. The Command Post location is determined by Security. The Command Post location will be paged on the overhead page system. Any staff member with knowledge of the fire should report to the Command Post and identify themselves to Command Post personnel. Re-entry into the Library will not be allowed until authorized by the Rochester Fire Department on scene, or University Security on scene.


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If staff must **evacuate** the library, taking additional measures to check whether other staff and/or patrons are out of the basement- and ground-level stacks by shouting (NOT going up and down each isle) would be beneficial, provided there would be no personal safety risk to do so.

Attempts to **extinguish** a small, contained fire should be made only if you will not endanger yourself or others and the “RACE” procedure has been followed. Never attempt to extinguish a large fire. A clear exit path should be maintained to prevent being trapped by rapidly spreading fire. Choosing the proper extinguisher is very important. If you know how to use a fire extinguisher, and the fire is small and contained, use the entire contents of the fire extinguisher. If the fire is not out in 30 seconds, do not continue or attempt to use a second extinguisher.

Specific Procedures

FIRE CONDITION/ALARM	PROCEDURE
<ul style="list-style-type: none"> ■ Audible emergency overhead page code only (no alarm in building*) 	a) Remain alert to pages, but follow business as usual. <small>*The Medical Center/Hospital is divided into 6 different alarm buildings: 1) Ambulatory Care; 2) SMH; 3) Medical School (includes Miner) (sub-divided into several alarm areas by numerical grid numbers); 4) R-Wing; 5) Medical Research Building; 6) 11000 Building.</small>
<ul style="list-style-type: none"> ■ Overhead alarm sounds ■ Emergency overhead page announces “Condition 3-0” (fire investigation) <u>outside</u> the building*. 	a) Remain alert to pages, but follow business as usual.
<ul style="list-style-type: none"> ■ Overhead alarm sounds ■ Emergency overhead page announces “Condition 3-0” (fire investigation) <u>inside</u> the building*. 	a) If location <u>is</u> within close proximity to Miner’s boundaries (for example, 1-6200, 1-6300, or 1-5300 corridors on first floor): <ul style="list-style-type: none"> ■ Close all perimeter doors and clear corridors. ■ Avoid telephone use unless it is an emergency. ■ Do not use elevators, especially if they’re in vicinity of fire alert. ■ Remain calm and reassure any concerned patrons. ■ Stay where you are unless instructed to do otherwise or unless job responsibilities require a specific response on your part. ■ When “All Clear” page sounds, resume normal activities. b) If location <u>is not</u> within close proximity to Miner’s boundaries: <ul style="list-style-type: none"> ■ Remain alert. ■ Listen carefully for further overhead pages.

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<ul style="list-style-type: none"> ■ Overhead alarm sounds ■ Emergency overhead page announces “Condition 1-3” (fire confirmation) <u>outside</u> Miner’s physical boundaries, but within the “building”*. 	<ul style="list-style-type: none"> a) Close all perimeter doors and clear corridors. b) Avoid telephone use unless it is an emergency. c) Do not use elevators, especially if they’re in vicinity of fire alert. d) Remain calm and reassure any concerned patrons. e) Stay where you are unless instructed to do otherwise or unless job responsibilities require a specific response on your part. f) When “All Clear” page sounds, resume normal activities.
<ul style="list-style-type: none"> ■ Overhead alarm sounds ■ Emergency overhead page announces “Condition 1-3” (fire confirmation) <u>inside</u> Miner’s physical boundaries. 	Follow “RACE.”
<ul style="list-style-type: none"> ■ Fire is observed 	Follow “RACE.”
<ul style="list-style-type: none"> ■ Smoke is observed 	Follow “RACE.”

**The Medical Center/Hospital is divided into 6 different alarm buildings: 1) Ambulatory Care; 2) SMH; 3) Medical School (sub-divided into several alarm areas by numerical grid numbers); 4) R-Wing; 5) Medical Research Building; 6) 11000 Building.*

References

2002 Strong Health Mandatory In-Service Education Manual
 SMH Policy 2.4 “Fire and Internal Emergency Evacuation”

History

10/02 Reviewed and approved by Fire Marshal’s Office
 10/02 Reviewed and approved by Health Science Libraries and Technologies Sr. Leadership Team