



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-GEN-012 JA1

DOCUMENT TITLE:

Site Specific Fire Plan for Stem Cell Laboratory Plan I

DOCUMENT NOTES:

Document Information

Revision: 01

Vault: STCL-General-rel

Status: Release

Document Type: STCL-SOPs

Date Information

Creation Date: 23 Oct 2012

Release Date: 01 Dec 2012

Effective Date: 01 Dec 2012

Expiration Date:

Control Information

Author: WATE02

Owner: WATE02

Previous Number: None

Change Number: STCL-CCR-085

OCCUPATIONAL AND ENVIRONMENTAL SAFETY OFFICE
FIRE SAFETY DIVISION

SITE-SPECIFIC FIRE PLAN
FOR

Building # 7593
North Pavilion
Stem Cell Response & Evacuation Plan
General Policy Statement

The Stem Cell / Carolinas Cord Blood Bank also adheres to the Duke University Safety Manual (<http://www.safety.duke.edu>). All personnel are responsible for the knowledge and compliance with this policy.

Fire Drill & Evacuation Procedures

ALL PERSONNEL ARE REQUIRED TO EVACUATE THE BUILDING DURING A FIRE ALARM EVENT.

It is the department's responsibility to ensure that all employees respond to fire alarms and assist any visitors, volunteers, or others who may not be familiar with the exit routes or evacuation procedures.

IF YOU DISCOVER A FIRE, SEE FLAME OR SMOKE:

1) Follow the RACE procedures:

R = Remove all persons in immediate danger to safety.

A = Activate manual pull station AND call or have someone call **911**.

C = Close doors and fire shutters to prevent the spread of smoke and fire.

E = Extinguish the fire. •

2) Initiate the Stem Cell / Carolinas Cord Blood Bank Emergency Response & Evacuation Plan.

IF YOU HEAR THE FIRE ALARM ACTIVATE:

1) Initiate the Stem Cell / Carolinas Cord Blood Bank Emergency Response & Evacuation Plan and evacuate the building.

General Fire Information

Evacuation

There is one type of evacuation that may be utilized in Stem Cell / Carolinas Cord Blood Bank:

- **External Building Evacuation:** Movement of occupants completely out of the building and to the designated Emergency Assembly Point (EAP).

There are two exits provided for egress during an emergency, Stair 1 and the entrance front circle. Each occupant should follow the directional exit signs that indicate where to exit the building. Stair 1 requires you to exit at the lower level.

Evacuations Plans

Evacuation Plans are strategically located throughout the facility on each floor and can be useful in planning for evacuation. The Floor Plan depicts your current location, the nearest exits and the location of:

- Fire Extinguishers
- Manual Fire Alarm Pull Stations
- Fire Hose and Sprinkler Valve Cabinets

Staff should know the location of the floor plan(s) for their area.

Emergency Assembly Point (EAP)

Visitors are asked to evacuate to an EAP during a fire alarm. They are not required to go to the EAP, but must evacuate the building. It should be recognized approximately 80% of the building will evacuate immediately during a fire alarm, while the majority of the ASC remains in the building.

The designated EAP's are as follows;

- Pratt St EAP – grassy area at the corner of the entrance to the North Pavilion by Pratt Street (away from the building)
- Fulton St EAP – grassy area by Fulton Street

Each employee is expected to group together with their entire floor and report to their area's Safety Monitor. The safety monitor will verify all persons are accounted for and if necessary report missing person(s) to the security guard's desk on the Plaza Level entrance to the North Pavilion.

If any occupant is unable to freely exit the building down the stairs, you are to exit to the front circle unless it is compromised by smoke or fire then you would wait in the stairwell. If you have to wait in the stairwell, have a co-worker report your location to the security desk or fire department.

Fire Alarm Pull Stations

Fire alarm pull stations activate the building fire alarm system and are located throughout the North Pavilion. Pull stations are usually located at or near an exit and staff should know where each pull station is located in their immediate work area. Fire alarm pull station locations are shown on the evacuation plan drawings located on each floor.

Although activation of a manual fire alarm pull station will activate the building fire alarm and automatically notify Duke Police and other emergency personnel, it is important to call or have someone call 911 and provide all pertinent information to include your name, location, type of fire and your observations of the situation.

Fire Extinguishers

Fire extinguishers of the appropriate size and type have been installed throughout the North Pavilion. Any Duke employee may use the fire extinguisher to reduce or extinguish a fire. The acronym, PASS, defines the proper procedure:

- P = Pull the pin breaking the plastic seal;
- A = Aim at the base of the fire;
- S = Squeeze the handles together; and
- S = Sweep from side to side.

Fire Alarm Activation

There are four types of devices that will initiate a fire alarm utilized in the North Pavilion

- manual pull stations;
- smoke detectors;
- heat detectors; and
- water-flow indicators.

Activation of any of these devices in any part of the building sends a signal to the Building Automated Systems (BAS) Control Room in the Duke Hospital North.

When the fire alarm signal is received in the BAS Control Room, the following occurs:

- Information is immediately transmitted to the Durham Fire Department and Duke University Campus Police;
- Corridor smoke doors will automatically close on the floor of origin and the floors above and below;
- Voice messages are announced over the public announcement system three times.

Fire Alarm Announcement

The following message will sound three (3) times, on all floors during an alarm: “May I have your attention please, a Code Red has been reported in your area, please follow your emergency plan”.

The term “Code Red” is used for all fire messages in the North Pavilion. All employees are expected to respond to fire drills in their area as if there were a real fire. It is the employee’s responsibility, regardless of where they travel to listen for fire alarms.

Fire drills are conducted for three reasons:

1. To allow personnel to practice fire response (training),
2. To reinforce fire safety practices (education)
3. To allow for evaluation of staff knowledge (evaluation)

To ensure that drills provide the maximum benefit, personnel should respond to each drill as if there were an actual fire. All fire drills conducted in patient care and clinical areas will be unannounced. Fire drills will be conducted as if there were a real emergency.

Fire Drill Frequency

According to North Carolina State Law, fire drills will be conducted at least quarterly in the North Pavilion per shift. Areas under renovation or construction requiring Interim Life Safety Measures (ILSM) may require additional fire drills.

Fire Drill Evaluation

The OESO-Fire Safety Division utilizes a Fire Drill Form and database to determine the effectiveness of each actual fire drill by evaluating the staff participation and understanding of the fire response (RACE), as well as, site-specific fire response issues in the area or zone where the fire alarm was initiated. Each unit participating in an actual fire drill is given a score to determine whether it “passed” or “failed”. Pass or Fail criteria are outlined on each Fire Drill Evaluation Form and must pass the fire drill with a score of 90% or more. Those departments who fall below this 90% score will be rescheduled within 30 days for a follow-up fire drill. Additional fire drills are required until a passing score is obtained.

Staff Roles and Responsibilities

Initiate the Stem Cell / Carolinas Cord Blood Bank Emergency Plan, evacuate the building, and listen for further information.

Site Specific Fire Plans

OESO-Fire Safety Division, in collaboration with Stem Cell / Carolinas Cord Blood Bank, is responsible for the development and maintenance of the Fire Emergency Plan. The Fire Emergency Plan is submitted to the Duke University Safety Committee for approval prior to implementation.

Interim Life Safety Measures (ILSM)

Interim life safety measures are a series of temporary administrative actions required during construction to provide the level of life safety that existed prior to construction start-up. Interim life safety measures apply to all personnel (including construction workers), must be implemented upon project start-up, and must be continuously enforced through project completion. Each interim life safety measure action must be documented through written policies and procedures.

OESO-Information Telephone Numbers:

Biological Safety	684-8822
OESO Fire Safety	684-5609
Chemical Safety/Waste Pick-Up	684-2794
Employee Occupational Health Services	
Pickens Clinic	681-6204
Duke Clinic	684-3136
Student Health Clinic	684-3180
Ergonomics	286-1722
Hearing Conservation	684-5996
Laser Safety	668-3157
Occupational Hygiene (Industrial Hygiene)	684-5996
Radiation Safety	684-2194
Safety Training	684-2794

Signature Manifest**Document Number:** STCL-GEN-012 JA1**Revision:** 01**Title:** Site Specific Fire Plan for Stem Cell Laboratory Plan I**STCL-GEN-012 JA1 Fire Plan STCL Lab****Author Approval**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		07 Nov 2012, 08:58:41 AM	Approved

Manager Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		07 Nov 2012, 08:59:21 AM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		07 Nov 2012, 09:40:31 AM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		08 Nov 2012, 09:51:20 AM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		30 Nov 2012, 09:06:05 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		30 Nov 2012, 09:06:06 AM	Email Sent
Betsy Jordan (BJ42)		30 Nov 2012, 09:06:06 AM	Email Sent
Sharon Hartis (SH259) (RB232) for Linda Sledge (SLEDG006)		30 Nov 2012, 09:06:06 AM	Email Sent