

PCP:	Page 1 of 2
SUBJECT: Access/Safety	
POLICY AND PROCEDURE: Fire Safety and Prevention and Emergency Non-Medical Procedures	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

POLICY:

Site shall be maintained in a manner that provides a safe environment for all patients, visitors and personnel. Site shall meet all city, county and state fire safety and prevention ordinances. Site staff shall receive training and information on fire safety & prevention and emergency non-medical procedures.

PROCEDURE:

I. SAFE ENVIRONMENT

A. The provider/designee will ensure the following fire and safety precautions:

1. Lighting is adequate in all areas.
2. Exit doors and aisles are unobstructed and egress (escape) accessible.
3. Exit doors are clearly marked with "Exit" signs.
4. Clearly diagramed "Evacuation Routes" for emergencies are posted in visible locations.
5. Electrical cords and outlets are in good working condition.
6. At least one type of fire fighting/protection equipment is accessible at all times.

B. Staff will be responsible to correct any "unsafe" situation, and/or report the situation to the provider/designee who will make/arrange for correction.

II. INFORMATION AND TRAINING

A. Fire Safety & Prevention and non-medical emergency information will be available on site. Staff will be informed of the location of the information and how to use the information. Staff training on fire safety & prevention and emergency non-medical procedures will be verifiable and may be part of staff education documented in:

- Informal or formal inservices
- New staff orientation
- External training courses

B. Training topics will include:

1. Fire safety and prevention procedures including:
 - a. evacuation routes and exits for the exam rooms, office suite and building.
 - b. Evacuation procedures.

POLICY AND PROCEDURE: Fire Safety and Prevention and Emergency Non-Medical Procedures

- c. Location of fire alarms, extinguishers, sprinklers and smoke detectors.
- d. Emergency phone numbers.
- e. Work place violence procedures including emergency numbers.

ATTACHMENTS: Workplace Violence Protocol (Resource)
Emergency Earthquake Plan (Resource)
Emergency Fire Plan (Resource)
Site Evacuation Plan (Sample)

Workplace Violence Protocol

- I. Any staff member involved in an exchange with a patient or other visitor, which he/she perceives to be escalating will:
 - a. ask the visitor to remain calm. If the discussion continues to escalate he/she will notify the supervisor/practitioner.
 - b. ensure the safety of staff, patients and visitors.
 - c. if alone in the office, ask the visitor to leave.
 - d. if the situation continues to escalate, the visitor does not leave, or at any time the staff member feels threatened, **dial 911** to summon police.

- II. Any staff member who witnesses violence in the office will:
 - a. immediately dial 911.
 - b. notify the supervisor/practitioner.

APPROVED BY: Dr. _____ Date: _____

Emergency Earthquake Plan

STAY CALM AT THE FIRST SIGN OF AN EARTHQUAKE.

Instruct any patients and staff to duck and cover under a sturdy desk, table, or other furniture.

Hold onto it and be prepared to move with it.

Stay clear of windows.

Do not try to use stairs or elevators while the building is shaking or while there is danger of being hit by glass or falling debris.

Do not rush outside or crowd exits.

After the Earthquake, check for any employee or patient injuries.

- A. If person is not breathing, open the airway. If still not breathing, begin rescue breathing.
- B. If person is bleeding put pressure over the wound.
- C. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

Immediately clean up any spilled medicines, drugs, or other potentially harmful materials.

Office first aid kit is located _____

Flashlights are located (highly recommended) _____

Examine the area for fire hazards and call 911 if there is a fire hazard.

Outside meeting place is _____

APPROVED BY: Dr. _____ **Date:** _____

Emergency Fire Plan

STAY CALM AT THE SIGN OF FIRE.

To report a fire Dial 911 and spell the last name of the doctor as it is listed on the building. _____, M.D. Office # is _____.

Fire Extinguishers are located _____.

Employee _____ is

to immediately assist all patients in leaving the building and have them wait outside.

The designated outside meeting place for employees is _____
_____.

All employees are to review the emergency exit plan which is posted and to initial the plan.

APPROVED BY: Dr. _____ **Date:** _____

Sample Site Evacuation Plan

Draw diagram of your office with clearly marked exits and evacuation route