

Facility:	Illinois College of Optometry and Illinois Eye Institute
Policy:	Fire and Explosion Response
Manual:	Environment of Care
Effective:	July 2000
Revised:	July 2007 (V.Conrad)
Review Dates:	March 2002 (V.Conrad) March 2008 (M.Butz) November 2015 (M.Butz)

FIRE AND EXPLOSION RESPONSE

PURPOSE:

To provide a safe environment for patients, students, staff and others.
 To decrease the chance of injury or loss of life in the case of fire or explosion.

POLICY:

The following procedure shall be implemented in the case of a fire and/or explosion in any building on campus. The procedure includes elements to protect all persons, equipment, the institution, etc.

PROCEDURE:

What to do in case of fire and/or explosion:

A fire is considered to be any uncontrolled flame and/or smoke. When in doubt, respond as if a fire exists. “**R A C E**” is the acronym used to represent the fire plan and describe the response to fire, smoke or activation of the fire alarm.

- R = Rescue** – Rescue people from smoke/fire only if this does not put you in danger.
- A = Alarm** – Pull the nearest fire alarm and notify Security and/or dial 911.
- C = Contain** – Close the fire doors in order to contain the smoke/fire.
- E = Extinguish** – Extinguish the fire if you are near the point of origin and it is safe to try to do so and you have been trained in the use of the extinguisher.

Notification of a fire or explosion may be by the sounding of the fire alarm, announcement over the PA system or the use of the emergency notification system. If an employee is in the building when the alarm code is activated, he/she should follow **RACE** and comply with instructions from Security or College leadership. Every person should familiarize themselves with the nearest exit. You should assume that you will not be returning to the area, so take your purse, keys, coat or other necessary items *only if they are easily accessible and will not interfere with your ability to leave the building quickly.*

As we have multiple buildings there is no specific gathering point for particular buildings. Persons should make their way outside to a safe area near the College if feasible. Persons should wait for further instructions from Security or College leadership.

The senior level person present should take the responsibility of ensuring all patients, students or employees in their area leave the building e.g. the professor in the classroom

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or laboratory, the attending doctor in an examination area, the Coordinator in a patient care area. Every effort should be made to close doors, especially fire doors, as the last person leaves.

Never use the elevators. The Chicago Fire Department will assist ICO/IEI staff, if necessary, in removing patients or staff unable to use the stairs to leave the building. Every employee should follow any directions issued by fire department officials.

The Security office will serve as the communication center during a fire alarm. The security officer on duty should remain at the entrance of the building to guide fire officials to the site of the fire and/or explosion.

If smoke and/or heat conditions are encountered while evacuating, remember to stay low to the floor and exit by the nearest door. In the event of a major fire, evacuation may have to be delayed until the fire is actually brought under control and/or extinguished. If this situation exists, remain calm and shield yourself from the fire. If you are unable to escape, stuff clothing, rags, etc. in or around all cracks to help keep the smoke from entering the room you are in. It is most important to try and notify someone of your location. If the telephone is out of service, try to get someone's attention by yelling or making noise. Above all, REMAIN CALM until help arrives.

Wheelchair bound or persons with limited mobility on the upper floors should be moved to areas of relative safety within the building. These safe areas would be places away from the fire and smoke, areas separated by fire walls or fire doors and areas that facilitate rescue such as areas with windows. Persons should not be moved to any areas that may impede the evacuation of other persons from the building. These areas would include:

- Outside the security office for fire in the IEI
- Near the north elevator on the stairwell platform in the IEI for fire in the college building
- North or south stairwell platforms on the third floor which ever is farthest from the fire
- the east or west stairwell platform of the first, second or third floors of Brady Hall, whichever is farthest from the fire.

A member of the staff, either faculty, security or facility personnel, should inform the rescue personnel the location of these persons. **There are evacuation chairs available in the north and south stairwells of the IEI that can be used to take wheelchair-bound persons down the stairs if it becomes necessary.**

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No one should re-enter the building unless directed to do so by the security officer on duty. The security officer on duty will only allow re-entry on the orders of the Chicago Fire Department personnel in charge.

Fire Extinguishers:

Fire extinguishers are provided, in accordance with NFPA 10 and City Code, in areas throughout the institution. In order to ensure that extinguishers function properly, they are regularly inspected and receive regular maintenance. Fire extinguishers should be used by employees to extinguish a fire only if they feel it is safe to do so.

Fire Drills:

Fire drills are conducted at least once a year. Fire drills are conducted for the following reasons: drills allow personnel to practice how they will respond to a fire, test equipment and reinforce fire safety education. A log of fire drills will be kept by the Security office. This log will contain an evaluation of the performance during the alarm, transmission of an alarm, employee knowledge of the procedure and use of the fire alarm system, etc.