Section	Hospital Protocol- Safety Procedures	Date of Issue	12/14/2018
Part	Fire Evacuation Plan	Issued by	Administration
Pages	2		

Introduction:
It is the standard operating procedure for all employees to be aware of the emergency procedure plans in this hospital.

The procedures for fire evacuation plan is as follows:

General Requirements:
- Evacuation plans for the building are posted on the walls in all areas of the clinic. They show the location of exits and fire extinguishers. Employees may receive training in the use of fire extinguishers if needed.

    1. If you discover a fire, notify another person immediately. Call or have them call 911 and the supervising veterinarian.

    2. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may attempt to put it out with a fire extinguisher.
    There are two types of fire extinguishers in the building. One is specifically for fires in kennels, the other may be used for small fires outside of kennels.

    3. If the fire grows or there is thick smoke, **do not continue to fight the fire!**

    4. Notify other employees in the area to evacuate, utilize the "all" page on the phone if available

    5. If in surgery when a fire starts, stabilize and close up the patient as soon as possible, and then evacuate.

    6. Do not attempt to take the patients with you, leave them inside the hospital. (You can return to the patients once it is deemed safe to re enter the building).

    7. Go to the designated gathering point outside the building (in the front parking lot).

8. If you are a supervisor notified of a fire, instruct the employees to evacuate to the designated gathering location. Ensure that all employees have been evacuated from the area.

9. Verify that 911 has been called.

10. Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees attempting to fight the fire.

11. Go to the designated gathering point and verify that all employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.