The Duke Clinical Research Institute (DCRI) 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 as well as the DCRI Emergency Response & Evacuation Plan.

Fire Drill & Evacuation Procedures

ALL PERSONNEL ARE REQUIRED TO EVACUATE THE BUILDING DURING A FIRE ALARM EVENT DURING THE HOURS OF 6:00 A.M. – 7:00 P.M. AFTER 7:00 P.M AND ON WEEKENDS, THE OUTCOMES CALL CENTER INTERVIEWERS CAN CONVENE IN THE ELEVATOR LOBBY FOR THE EVACUATION. Once there, use the phone in the lobby to call Duke Police 919-684-2444 and let them know you have evacuated to the elevator lobby for the fire alarm activation and stand by for further instruction.

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 DCRI Emergency Response & Evacuation Plan.

IF YOU HEAR THE FIRE ALARM ACTIVATE:
1) Initiate the DCRI Emergency Response & Evacuation Plan and evacuate the building.
**General Fire Information**

**Evacuation**
There are two types of evacuation that may be utilized in DCRI:

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

There are two stairs provided for egress during an emergency, Stair 1 and Stair 2. Each occupant should follow the directional exit signs that indicate where to exit the building. Both stairs require you to exit at the lower level.

**ONCE YOU ARE IN THE STAIRWELL, DO NOT RE-ENTER THE BUILDING ON ANY FLOOR. READ THE SIGNAGE THAT DIRECTS YOU TO EXIT AT THE LOWER LEVEL.**

The stairwells are 2-hour fire rated smoke compartments. Once you exit the compartment, follow the signage to the egress door and gather at the Emergency Assembly Point (EAP).

If any occupant is unable to freely exit the building down stair 1 or stair 2, you are to report to the smoke corridor (passenger elevator lobby) and wait for assistance from Durham Fire Department or other designee assigned to evacuate you from the building. If you need an advocate to accompany you to the passenger elevator lobby it is your responsibility to inform your supervisor. The passenger elevator lobby is known as the area of refuge for occupants unable to freely egress the building.

**If you require assistance in evacuating the building, it is your responsibility to inform your supervisor that you will be egressing to the elevator lobby so you will be accounted for. It is also your responsibility to inform your supervisor if you move work locations in the building.**

If the area of refuge or elevator lobby is the source of the fire alarm activation, you will need to proceed into Stair 1 or Stair 2 and wait for assistance.

**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

Occupants 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.

The designated EAP’s are as follows:

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

The Departmental Head or his/her designee is responsible for verifying that all personnel are present at the assigned Emergency Assembly Point (EAP) and if necessary report missing person(s) to the DCRI Safety Monitor(s) assigned to the EAP.
**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 extinguisher 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 extinguisher training is offered at the North Pavilion each October.

**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 is outlined on each Fire Drill Evaluation Form. Departments 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 DCRI Emergency Response and Evacuation Plan, evacuate the building, and listen for further information.

In order to provide proper accountability, Safety Monitors shall;

- Safely evacuate floors
- Report missing persons EAP Safety Monitor
- EAP Safety Monitor reports missing persons to security desk.

**Site Specific Fire Plans**
OESO-Fire Safety Division, in collaboration with DCRI, 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

| 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