

FIRE SAFETY PROCEDURES AND EQUIPMENT

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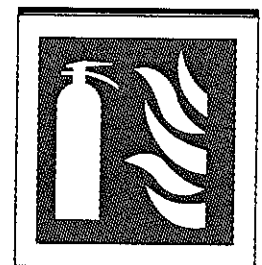
In a fire emergency, you must remember four things:

- R** **Rescue** anyone in immediate danger
- A** **Alert**, call 9-911 and activate the fire alarm
- C** **Contain** the fire; close doors, windows, etc.
- E** **Evacuate** the area and assemble at the designated location;
Extinguish if safe to do so

Please make note of the following emergency telephone numbers:

- All San Francisco locations except Mt. Zion & SFGH: 9-911
- Mt. Zion: 83
- SFGH: 206-8522

- " If you discover a fire, leave the room, shut the door and go to a safe place to report it.
- " If you are in the hospitals, evacuate patients at the fire location. Evacuation should be horizontally through the fire doors. All other patients should be defended in place. Let them know an alarm has been activated, reassure them of their safety and close the door.
- " If you are not at one of the hospitals, evacuate the building to the safe area predetermined in your disaster plan.
- " Remain calm and identify yourself when reporting the fire. Give the location and nature of the fire emergency. Answer the questions the dispatcher or operator asks you as directly and completely as possible. Do not hang up until the dispatcher terminates the call.
- " In the hospital, be prepared for the overhead page of Dr. Red. Warn others in the immediate area. Notify all fellow employees.
- " Activate one of the manual fire alarms located nearest the site of the emergency. Try to have someone pull the fire alarm while calling the emergency phone number.
- " After you have sounded the building alarm and called the emergency number, if the fire is still very small (no larger than a wastebasket), and you know how to use a fire extinguisher and have one nearby, you may choose to try and extinguish the fire. Always keep your back to an exit. If the extinguisher is emptied and the fire is not completely out, evacuate immediately.
- " Walk to the nearest exit, closing all doors as you go, and evacuate to your emergency assembly area (EAA).
- " Keep clear of all emergency vehicles and wait for further instructions.



FIRE EXTINGUISHERS

A, B, C type fire extinguishers are located at strategic points around all of our buildings. They are designed to be effective against type A, type B, and type C fires, and they are the first line of defense against ordinary fires. Should you be in an area with a different type of extinguisher, know the appropriate type of fire since the extinguisher may not work for that specific fire:



Paper, wood, ordinary combustibles



Flammable liquids



Electrical

If you elect to attempt to extinguish a fire using an extinguisher, remember the acronym "PASS":

- P** Pull the retaining pin
- A** Aim the nozzle at the base of the flames
- S** Squeeze the handle completely
- S** Sweep from side to side

Avoid breathing smoke. A fire can generate a great amount of smoke and fumes. Depending on the materials being burnt, some combustion by products are hazardous. Be very careful. Smoke inhalation is the major cause of fire deaths in this country. Cover your mouth and nose whenever possible with a wet cloth. Heat and smoke rise, so stay low to the floor if necessary to avoid smoke inhalation.

Begin evacuation procedures if it is not safe to use an extinguisher or if one extinguisher will not put out the fire. Close as many doors and windows as possible to contain the fire to the smallest area. In all circumstances, notify the appropriate emergency personnel by calling the emergency number.

SPRINKLERS

Some of our buildings have a water sprinkler system. To work properly, there must be at least 18 inches of clearance between the sprinkler head and the top of any object to avoid blockage of the water spray pattern. If you are in a building without sprinkler systems, there must be at least 24 inches of space between the ceiling and the top of any objects.

FIRE ALARMS

A new fire alarm system is being installed in all buildings on the Parnassus Campus. If an evacuation is necessary, you will hear a pulsating fire tone, see a flashing strobe light and hear pre-recorded emergency instructions over a public address system.

The fire alarm system is connected to the fire alarm pull boxes, sprinkler system, smoke and heat detectors. When any of these devices are activated, an alarm will sound to alert building occupants. Simultaneously an alarm is activated at the UCSF Police Communications Center and the location is displayed on a fire alarm panel. The UCPD Communications Center notifies the San Francisco Fire Department (SFFD).

The UCPD Communications Center is the designated receiving and transmitting point for all UCSF campus police and fire emergency activities. The SFFD is responsible for extinguishing fires at the UCSF campus.

TRAINING

EH&S offers fire safety and fire extinguisher training. Contact the Campus Fire Marshal at 476-0570 for additional information.