

Fire and Earthquake

Fire

Fire alarm pull stations and extinguishers are located
and

All staff will learn this information during their orientation period at the clinic.

In the event of a fire in the building, take the following steps:

- Immediately sound the fire alarm by activating one of the fire alarm pull stations.
- At your discretion, attempt to control the fire with available extinguishers.
- If you are not able to control the fire, leave the building by the nearest exit and IF POSSIBLE, ISOLATE THE FIRE BY CLOSING ALL DOORS.
- Dial 911 (ask for Fire) if necessary. Confirm that help is on the way.
 - » State your name.
 - » Give address where fire is:
 - » Give information about fire: (e.g.: computer - front lobby).
- Meet the fire department at [location] to give updated information and assistance.
- STAY CALM. DO NOT PANIC.

In the event of a fire alarm sounding in the building, take the following steps:

- Take count of arrived patients in the EMR if possible, to allow for a headcount later.
- Advise everyone in the clinic exit via the emergency exits and proceed to the muster point. The muster point is located
- Ensure any non-ambulatory patients are taken to safe areas for fire department rescue.
- Clinicians should end any consultations or procedures underway and instruct patients to leave by the nearest Emergency Exit or safe area. Staff should assist patients in exiting when needed.
- Close all doors behind you as you leave and proceed in a quiet, orderly manner. When you leave the building, move away from the door to allow others behind you to emerge from the exit.

- Do not use elevator.
- Walk. Do not run.
- Do not re-enter the building for any reason.
- Only return to the building when you are advised by the fire department when it is safe to do so.

Earthquake

The following policies and preventative measures have been instituted in order to prepare and protect our staff and patients in the event of an earthquake:

- The patient beds must always be in the locked position when in use.
- Stretchers must always be in the locked position, with the side rails up.
- Flashlights and batteries are kept in every room in the clinic.
- An emergency supply of water and dry, imperishable foods are kept on site.

In the event of an earthquake, take the following steps:

- At the first sign of any shaking or swaying, everyone should take cover under a desk, table, or doorway and instruct any patients or other clinic visitors to do the same.
- If there are any non-ambulatory patients in mid-procedure and not immediately movable, the clinician should first cover the patient with a drape or blanket, then proceed to take cover.
- Once the shaking has subsided, we will follow our fire protocol for ending the procedures, and evacuating the premises.

More information on earthquake preparedness can be found on the Government of BC's website:

- » [Get prepared for an earthquake](#)