

**HACKETTSTOWN REGIONAL MEDICAL CENTER
RADIATION ONCOLOGY POLICY AND PROCEDURE**

FIRE EMERGENCY/EVACUATION

=====

Effective Date: January 2005

Policy No: ADMIN 56

Cross Referenced:

Origin: Radiation Oncology

Reviewed Date: December 2011

Authority: Executive Director

Revised Date: 12/11, 3/14

Page: 1 of 2

SCOPE

Staff guidelines for evacuating staff, patients and visitors within the Radiation Oncology Center

PURPOSE

To establish guidelines for all staff members to follow in a fire/smoke emergency situation within the building or within the Radiation Oncology Center.

POLICY

If a Fire Alarm is activated within the Cancer Center, the director or acting supervisor shall instruct all staff members to meet at the departmental front desk for instructions. If patients are on active treatment and or receiving a PET or CT scan during the fire emergency, the procedures set forth in this policy are to be followed as guidelines.

PROCEDURE

1. Director/Supervisor shall delegate staff to specific areas of the department, to ensure all persons are removed from specific areas.
2. Staff is instructed to close all doors within the Cancer Center.
3. Patients/Visitors within the waiting room shall be escorted out of the Cancer Center through the main entrance or one of the other exits to an area outside of the building.
4. If the **fire is not** in the Cancer Center or in the immediate area, staff present will assess the situation upon learning of the fire's location and use the following as guidelines before exiting the Center:
 - a.) If a patient is receiving radiation treatment the treatment is to be completed.
 - b.) If a patient is having a PET scan then the tech must determine if the patient should receive the full scan or stop the scan and remove the patient.
 - c.) If a patient is receiving a CT, the scan or simulation shall be terminated.
5. If the fire emergency is within the Cancer Center the staff will determine the location and pull one of the Fire Pull Alarms and call **X6000 to report it to the Switchboard and call for a Dr. HELP to assist with the evacuation of the patients.**

**HACKETTSTOWN REGIONAL MEDICAL CENTER
RADIATION ONCOLOGY POLICY AND PROCEDURE**

FIRE EMERGENCY/EVACUATION

=====

Effective Date: January 2005

Policy No: ADMIN 56

Cross Referenced:

Origin: Radiation Oncology

Reviewed Date: December 2011

Authority: Executive Director

Revised Date: 12/11, 3/14

Page: 1 of 2

- a.) **The Fire Pull Alarms are located in two areas: 1. on the wall opposite the HDR room and, 2. the other alarm is OUTSIDE the waiting area in the hallway adjacent to the elevators;**
 - b.) **Three fire extinguishers are located: one adjacent to the Fire Alarm Pull across from the HDR room; one in the area of the nursing station; and one in the Administrative Hallway toward the waiting area.**
6. Emergency Procedures for the Linear Accelerator should be followed to stop treatment and retrieve patient to exit the Center.
 7. Staff will exit with the patients by doing the following:
 - a) If the fire is in the main corridor/waiting room area, all individuals shall be evacuated through the EMERGENCY EXIT, in the rear of the department, which exits at the side of the hospital across from the Physician Parking Lot by the Emergency Room entrance.
 - b). If the fire is in the back in the clinical/treatment area, the staff is instructed to evacuate patients/visitors and themselves through the EMERGENCY EXIT, through the front or rear entrance of the Cancer Center to the stairwell and up one flight of stairs to the exit door on the left or exit to the right to the vestibule of the West Wing.
 - c). If there is time to grab a blanket to protect the patient from poor weather conditions, staff will take blankets from the storage room for the patients.
 8. If a patient is wheelchair/stretchers bound, support staff will assist in moving the patient out of the building/area via the Main entrance, if this is NOT feasible due to the fire location, the patient will be physically carried to and through the emergency exit.
 9. A head count of staff, patients, and visitors shall be conducted once the evacuation is complete.
 10. The Director/Acting Supervisor will inform the Administrator On-call or the Nursing Administration Supervisor of all patients and staff that have been evacuated from the center.
 11. Before the Center may be used by staff and patients, a complete safety check of all equipment must be conducted by the appropriate engineers and medical physicists and verified safe for clinical use of the space and equipment.
- ** Fire Pull Alarms are located throughout the Cancer Center in the event a staff member believes that a fire exists.