

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section V - Safety

SUBJECT: FIRE AND EMERGENCY ACTION PLAN

REVIEWER(S): Safety Committee Chair

I. POLICY

To provide appropriate procedures to be followed by students and employees in the event of fire or other emergency conditions, and to comply with applicable safety regulations.

II. PROCEDURES

A. Identify and Report the Emergency

In the event of fire, smoke, the smell of something burning or other emergency situation, students and employees are instructed to follow the emergency procedures outlined below. These procedures represent the preferred means of reporting fire and other emergency situations:

1. If you first see and identify the emergency:
 - Pull the nearest Fire Alarm Pull Station, or advise a co-worker to do so while you begin the next step.
 - Advise those around you to begin immediate evacuation, if appropriate for the particular emergency. Close doors as you evacuate.
 - Dial 911 **AND THEN CALL SECURITY (355-3333)** to let them know that the Fire Department is on the way. **(NOTE: If the particular circumstances warrant, evacuate first, and call from a pre-determined, nearby location.)**
2. After dialing, give the following information:
 - Your name
 - Street address (1200 Blythe Boulevard - Rankin Building)
 - Description of the emergency situation
3. Evacuate the building exiting through the nearest exterior door.
4. Go to the pre-designated meeting place, based on assigned wing. These assigned areas are at least 100 feet away from the building. Move away from the exit doors and avoid congregating close to the building.

B. If you hear the emergency alarm in the building, or if you are advised of an emergency situation, take the following action:

1. If requested to do so, pull the nearest fire alarm pull station. Fire alarm pull stations are located near exits. All employees and students must know these locations.
2. Advise others of the emergency situation and the need to evacuate if appropriate. Close the doors as you exit.
3. Evacuate the building using the closest door.
4. Go to the pre-designated meeting place, based on assigned wing. Move away from the exit doors and avoid congregating close to the building.

The following are pre-designated meeting places:

Wing	Meeting Place	Inclement Weather
A (rooms 151-174, 190, 170 & 171-Sim lab, Lobby)	Front of Rankin	Florence Crittendon lobby
B (rooms 201-226)	Rankin Parking Lot	Carolinas Rehabilitation lobby
C (rooms 101-148)	Front of Rankin	Florence Crittendon lobby

D (rooms 172 & 200 –Sim lab, 230 -260)	Rankin Parking Lot	Carolinas Rehabilitation lobby
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- C. An employee is designated to be the Wing Commander for each wing to assure that all persons have exited the building. The following individuals and back-ups are assigned:

Wing	Wing Commander	Back-Up
A (rooms 151-174, 190, 170 & 171-Sim lab, Lobby)	Susan Bass	Rhoda Rillorta
B (rooms 201-226)	Martha Robinson	Kim Bradshaw
C (rooms 101-148)	Pat Lewis	TBA
D (rooms 172 & 200 –Sim lab, 230 -260)	Sue Roux	Patty McCrary

- D. All personnel should assist in accounting for all employees/students following any emergency evaluation procedure. Faculty who are teaching classes are responsible for accounting for all students present.

E. Medical and Rescue Duties

Employees at this facility are not expected to perform rescue and/or medical duties. If required, rescue and/or medical duties will normally be performed by members of the Charlotte Fire Department or other trained medical rescue personnel who may respond. Fire extinguishers in this building are intended for use by trained emergency responders.

- F. The Fire and Emergency Action Plan policy will be reviewed and/or updated bi-annually.

III. APPROVAL:

Name: _____ Title: President Date: _____