

OFFICE FIRE CHECKLIST

Before a fire occurs

- Designate an evacuation route.
- Identify a location to meet after evacuation.
- Post the evacuation plan (including floor plan with locations of extinguishers).
- Periodically inspect fire-suppression and extinguishing equipment.
- Hold periodic fire drills.
- Assemble off-site necessities kit.
- Arrange alternate office site.
- Store back-up copy of medical records and schedules off site.
- Assign responsibilities for actions during a fire:

Responsibilities

Names

Coordinates evacuation (runs checklist)

Alerts office staff and patients

Calls EMS and fire department

Tends to wounded

Accounts for all patients and staff

During a fire

Remember RACE: First **R**emove patients, then **A**larm/**A**lert the fire department, then **C**ontain the fire (**C**lose the doors), then **E**xtinguish the fire.

- Ensure that patients are safely evacuated.
- Alert the fire department (911).
- Alert office staff and patients.
- Close office doors.
- Contain or extinguish the fire.
- Triage wounded patients and staff members.
- Obtain a charged cellular phone; forward calls to it.
- Isolate the patient record area.
- Access off-site medical records and schedule.
- Alert office staff (if off-hours).