SECTION 11.1
CODE RED: FIRE

PROCEDURES TO BE FOLLOWED IN THE EVENT A FIRE OCCURS AT LOMA
LINDA UNIVERSITY

PREPARATION

Education & Training

Faculty and staff are educated to provide a safe and secure environment for students and visitors. This includes information on preventing fires, as well as what to do if a fire occurs:

- New Employee Orientation
- Annual BLUE (Basic Learning Units for Employees) Book competency
- In-service training
- Drill exercises
- Fire Extinguisher Training

MITIGATION

Preventive Considerations

1. Fire Protection Systems
   a. Gaseous (CO2, Halon) (semi-annual inspection)
   b. Wet Agent (Kitchen hoods) (semi-annual inspection)
   c. Sprinklers (semi-annual inspection)
   d. Extinguishers (monthly check, annual service)
2. Life Safety Features
   a. Smoke compartments
   b. Cross-corridor fire doors
   c. Exit pathways
   d. Fire detection systems (duct, smoke, heat)
   e. Fire notification systems (pull boxes, audible/visual alarms)
3. Flammable materials storage (limit quantities, locations)
4. Smoking is not allowed within LLUH and its related facilities.

RESPONSE

The basic fire plan:

R - RESCUE

Remove persons from danger.
Close doors to affected area.
A - ALARM

Pull fire alarm nearest fire.
Dial 911 and give:

1. Exact location - building, floor and room number.

Post someone in main corridor to direct emergency responders to the fire.
NOTE: If you hear the fire alarm, check your unit/department to see if a fire is burning in one of your unoccupied rooms. If so, initiate the fire plan.

C - CONTAIN

Close doors and windows.

E – EXTINGUISH or EVACUATE

Use proper extinguisher: water for ordinary combustibles, CO2/Halon for electrical and flammable liquids, or ABC for all types of fires.

Use the fire extinguisher according to the P.A.S.S. acronym:

P. – Pull the pin  
A. – Aim at the base of the fire  
S. – Squeeze the handle  
S. – Sweep side to side

If fire is too large for fire extinguisher, evacuate.

Building, floor zone (alarm activation)

The Loma Linda University Fire Alarm System is designed to be activated by any one of the following methods:

1. Fire alarm pull box
2. Smoke detector
3. Heat detector
4. Fire sprinkler
5. Halon system
6. Fire protection dry chemical system (kitchen hood)

When a fire alarm is activated by one of the above methods, the signal is
received at the main fire control panel, located in the Security Control Center (B404), and the dispatcher contacts the fire department and the LLU emergency response team.

When a fire is discovered, personnel at the point of origin will follow the fire response plan (RACE) and instructions specific to their Department. Make sure all employees are aware of the alarm and prepare to institute the fire plan specific to their area should the fire emergency require additional action.

Once the fire department has verified that the alarm condition or the emergency is over, an all-clear message will be given. The message will be "Code red (location) all clear."

### Alarm – Security Control Center – notification

**I.** Upon receipt of a fire alarm on the fire panel:

1. Notifies San Bernardino County Communications Center (ComCenter) by means of the "Direct Ring Down" line.
   
   A. If the "Ring Down" line fails calls ComCenter at 356-3811
   
   B. If ComCenter cannot be reached at 356-3811, contacts Loma Linda Fire Dept. directly at 796-3838.

2. Stays on the phone until ComCenter has confirmed the report.

3. Dispatches the beat officer to the location of the fire alarm.

4. Notifies the emergency response team using the "FIRE ADMIN" group. The emergency response group includes:

   - Administration
   - Security
   - Campus Engineering
   - Student Services
   - Campus Housekeeping
   - Environmental Health Safety

5. Dispatches an officer to the fire lane near the building under alarm to meet arriving fire department personnel to direct them to the scene.

6. Makes the "Code red (location) all clear" announcement after confirming the fire system has reset and there is a green "Normal" indicator light on the panel, and/or upon fire dept. approval.

**II.** Upon receipt of a phone call reporting a fire:
1. Asks the caller where the fire is located. Gets an exact location and nature of the fire.

2. Gets the name and call back number of the caller.
   A. Dispatcher to observe the extension number on phone readout.

3. Follows steps 1-7 above.

**RECOVERY**

1. The Loma Linda Fire Department in conjunction with the LLU Administrator and/or the Emergency Management Specialist determines when to return to normal operations.
   - Upon approval by the Fire Department, a staff member from Environmental Health & Safety (EH&S) or a Security officer requests that the alarm be silenced. Also, that the “All Clear” notification be delivered to the Fire Notification Page Group.
   - Investigation and follow-up are conducted by EH&S in collaboration with Security and the fire department, with status and outcomes communicated to the LLU Safety Committee.

2. Campus Engineering, with the assistance of the Fire Department, will be responsible for resetting the fire alarms and reactivating the fire sprinkler systems as needed. They will also replace with standbys any fire extinguishers, which may have been used, until they can be recharged.

3. Campus Engineering and Housekeeping, with the assistance of the Fire Department, will be responsible for issues such as smoke evacuation, water cleanup, restoration of services, etc.

4. Housekeeping and Campus Engineering will be responsible for final cleanup of the area.
   - All reusable equipment shall be decontaminated as appropriate prior to reuse.
   - Damaged equipment shall be removed from service and either repaired or discarded as appropriate.

6. EH&S shall be responsible for seeing that any discharged fire extinguishers are recharged as appropriate.

7. Documentation of the event shall be maintained by Risk Management/EH&S.