

# FIRE EMERGENCIES

All fire and chemical emergencies are handled by the **NIH Fire Department 116**. This policy is for use by OFM staff. Any request for fire information should be referred to the Clinical Center Safety Office to obtain an emergency handbook.

## FIRE IN OUR OFFICE

- Remove anyone in immediate danger, call out to others for help.
- Activate the building fire alarm.
- Confine fire by closing all doors.
- Extinguish if possible or evacuate the area.

## OFFICE PROCEDURE CALL IN REPORT

- If someone calls to report a fire or odor, write down the location and type of emergency, then tell the caller to **dial 116** to report the emergency to the Fire Department.
- Call the Fire Department on 301-496-2372 to report the call that you received.

## PROCEDURE IF CALLED BY FIRE DEPT.

- Record the type of emergency and location.
- Page Chief and Deputy Chief, Office Facilities Management (OFM).
- If no response, overhead page Chief and Deputy Chief, OFM.
- Inform the Clinical Center Safety Office of the situation, 301-496-5281.
- Make sure that sufficient staff are in the office to cover the phones and help until emergency has ended.

## DOCUMENT RECORD OF EMERGENCY RESPONSE

All cases that involve an emergency should be recorded. Entries should include the time, the person who reported the emergency and necessary actions that were taken to resolve the problem.

Concurrence:

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Chief, Office of Facilities Management, Clinical Center, Office of the Director