Policy and Procedure
Fire Safety Protocol

Responsible Party: Dental Office Manager

Policy:

It is imperative that dental clinic personnel respond quickly and effectively when alerted to threat of fire. Upon the discovery of a fire or activation of fire alarms, we must remain calm, do not panic, but be aggressive and thorough in order to preserve life and minimize facility damage.

Procedure:

I. Remove patients from immediate fire area quickly.

II. If the fire is small, (size of a small trash can), try to extinguish the fire using a fire extinguisher.

III. If the fire is uncontrollable:

   A. Pull the fire alarm if the automatic alarm has not been activated.

   B. Commence evacuation procedures;
      1. Proceed to the nearest exit using a route farthest from the fire.
      2. Close internal doors as you exit.
      3. Clinic personnel should escort all patients and visitors.

   C. Reception personnel will evacuate people in the reception area and adjoining rest rooms.

   D. Assistants will evacuate those people in the treatment and support areas.

   E. The senior dentist will check all rooms and areas of the clinic to ensure that it is completely evacuated before leaving the unit.
F. All patents and personnel are to exit and meet at the northwest corner of the parking lot.

G. Personnel are to stay together to ensure that everybody is accounted for.

H. Do not return to the building until the fire department has declared it safe.

IV. Training on fire safety procedures and protocols will be conducted semiannually.

V. Things to remember:
   A. Know where fire alarms are located.
   B. Know where fire extinguishers are located.
   C. Know escape routes ahead of time.
   D. Do not shout “fire.”
   E. The smoke may carry toxic fumes, stay low and hold hands with patient.
   F. Before opening closed door, feel to see if it is hot.
   G. Keep the phone lines clear.
   H. Keep all exit doors clear.

Approved: ______________________________

Date initiated: ___________________________

Date reviewed/revised: ____________________

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