

**VETERINARY HEALTH CENTER at KANSAS STATE UNIVERSITY
OFFICIAL PROTOCOL**

FIRE ALARM PROCEDURES

Whenever a fire alarm sounds in any area of the three buildings, the Police Department will receive the alarm and respond to it by checking the problem area, and call the Manhattan Fire Department, if needed. The lights and horns will sound and remain sounding until the area is checked and then silenced by the Fire Department, Police Department, or Facilities personnel. When the alarm is sounding all personnel should vacate the building until an "all clear", at which time they are permitted to re-enter the building.

If anyone actually sees a fire or smoke in any location of the building, please report it immediately to the campus police at 911. Emergency Desk personnel will complete the emergency call list in the event of a true alarm. This list is located in the Emergency boxes in the bottom drawer at the Emergency Desk.

Handling of critical patients in ICU or patients in surgery is a decision that is made by the clinician on duty.

CATEGORY Administration, Clinical Sections, House Officers, Staff and Students

APPROVED 10/22/13, VHC Administrator