



Veterinary Health Center

A T K A N S A S S T A T E U N I V E R S I T Y

OFFICIAL PROTOCOL

FIRE EVACUATION PLAN

- I. If you see fire or smoke in any location of the building, immediately evacuate and pull the fire alarm on your way out. Close (but do not lock) doors as you leave. Go to the designated safe grass area outside of the building.
- II. Hospital personnel will direct clients to follow them outside to a safe area where you will not obstruct emergency personnel. Please avoid use of elevators. Desk personnel are responsible to lock the cash boxes in the Cash Drawer and take the Cash Drawer key with them during the evacuation.
- III. Leaving critical patients in ICU or patients in surgery is a decision that is made by the clinician on duty.
- IV. Other faculty, house officers, students and staff in the VHC should:
 - a. Secure patients in cages or stalls.
 - b. Transfer Small Animal patients to roll cages as time and circumstances permit.
 - c. Transport Small Animal patients in roll cages to safety
 - d. Direct clients or guests to follow them to designated safe area.
 - e. Stay in the designated grass area until an "all clear" by emergency personnel, at which time they are permitted to re-enter the building.
- V. Once outside in safe area Emergency Desk personnel will complete the emergency call list on the Emergency Response Guide in the event of a true alarm. This list is located in the Emergency boxes in the bottom drawer at the Emergency Desk.
- VI. Whenever a fire alarm sounds in any area of the three buildings (Mosier, Trotter and Coles), the KSU 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.

<https://www.k-state.edu/police/emergency/>



Updated 10/8/2020

*Approved by Christine Duvendack, Hospital Administrator
Diane Beets, Director of Client Services*