

TTUHSC FIRE RESPONSE PROCEDURE

USO Required Training Report

Departmental Unit Safety Officers are required to review fire response procedures with department employees at least once each year and/or have employees complete emergency fire response training online. Confirmation of this training should be sent to the Lubbock Safety Services office using this form or using the form available to Unit Safety Officers through their Administrative Controls on the Safety Services web site: app4.ttuhscl.edu/safety/uso.

The following items must be reviewed with faculty and staff in the department:

1. Correct fire emergency response including:
 - a. RACE procedure
 - i. **Rescue** persons in danger
 - ii. **Activate** the fire alarm system
 - iii. **Contain** fire by closing doors
 - iv. **Evacuate** to a safe area
 - b. Pull station locations
 - c. Phone numbers to call
 - d. Primary and secondary evacuation routes and the location of the assigned meeting area
2. Patient and visitor movement.
3. Fire Drills
4. Fire Extinguishers (See Attachment D)
 - a. Location
 - b. Types
 - c. Proper Use
 - i. Training
 - ii. **PASS** procedure

NOTE: Fire Alarms at TTUHSC require occupants to evacuate.

Department: _____ USO: _____

Location: _____ Date: _____

The personnel listed below participated in Fire Response Procedures Review.

1. Name: _____	Employee number _____
2. Name: _____	Employee number _____
3. Name: _____	Employee number _____
4. Name: _____	Employee number _____
5. Name: _____	Employee number _____
6. Name: _____	Employee number _____
7. Name: _____	Employee number _____
8. Name: _____	Employee number _____