

SOP 302: Fire and Gas Emergencies

1 Summary

This document establishes procedures for fire and gas leak emergencies at the Notre Dame Human Neuroimaging Center (ND-HNC), located in the Lower Level of:

Veldman Family Psychology Clinic
501 North Hill St.
South Bend, IN 46617

2 Scope

These policies apply to all investigators, research assistants, and staff who use the ND-HNC.

3 Definitions

- **ND-HNC:** Notre Dame Human Neuroimaging Center, Lower Level of Veldman Family Psychology Clinic.
- **VFPC:** Veldman Family Psychology Clinic.

4 Notes

1. ND-HNC fire extinguishers are **NOT** MRI compatible.

5 Policies & Procedures

Procedures for building responses to fire and gas leak emergencies are detailed. For specific policies and procedures related to fire and gas emergencies in the MRI space and MRI Zones 3 and 4, please refer to SOP 101.5.1 and SOP 101.5.2.

5.1 Location of Fire Extinguishers and Fire Alarm Pulls

Fire extinguishers are located in hallways of common accessible areas in MRI Zones 1 and 2 in the following locations:

1. Laundry room near the loading dock (Fig. 1, E1).

2. Across from the elevator bay in the reception area (Fig. 1, E2).
3. Outside B21 the Neuro Prep Room (Fig. 1, E3).
4. South staff entrance (Fig. 1, E4).
5. MRI Zone 3 (B15, Fig. 1, E5).

Fire alarm pulls are located at exit points in MRI Zone 1:

1. Loading dock doors (Fig. 1, P1).
2. North and south stairwells (Fig. 1, P2, 4).
3. South staff entrance (Fig. 1, P3).

5.2 Fire or Gas Leak

1. Pull the nearest fire alarm (Fig. 1).
2. Call 911 to notify the South Bend Fire Department (SBFD) and say: “We have [fire, smoke, gas] in the MRI Center at Veldman Family Psychology Clinic, 501 North Hill Street”.
3. For small fires, fight fire only if:
 - 3.1 The Fire Department has been notified.
 - 3.2 The fire is not spreading to other areas.
 - 3.3 An escape route is available.
 - 3.4 The fire extinguisher is in working condition.
 - 3.5 You are trained to use the fire extinguisher.
4. Gather in the designated Safe Meeting Spot: Northwest corner of parking lot (Fig. 2).
5. If you are unable to evacuate, draw attention by yelling out.

6 Figures

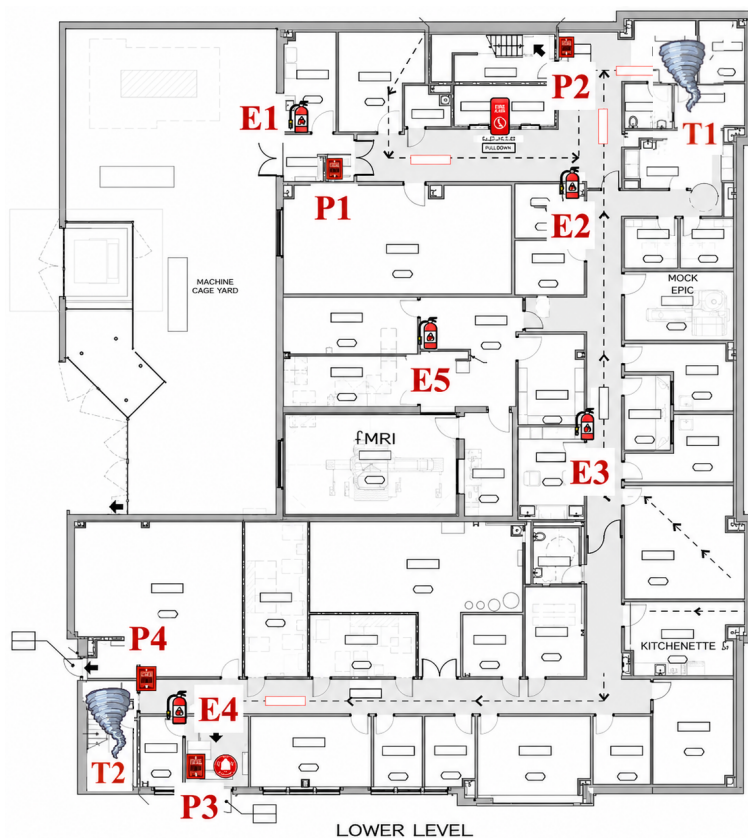


Figure 1: ND-HNC location of fire extinguishers (E1-5), alarm pulls (P1-4), and tornado shelters (T1-2).

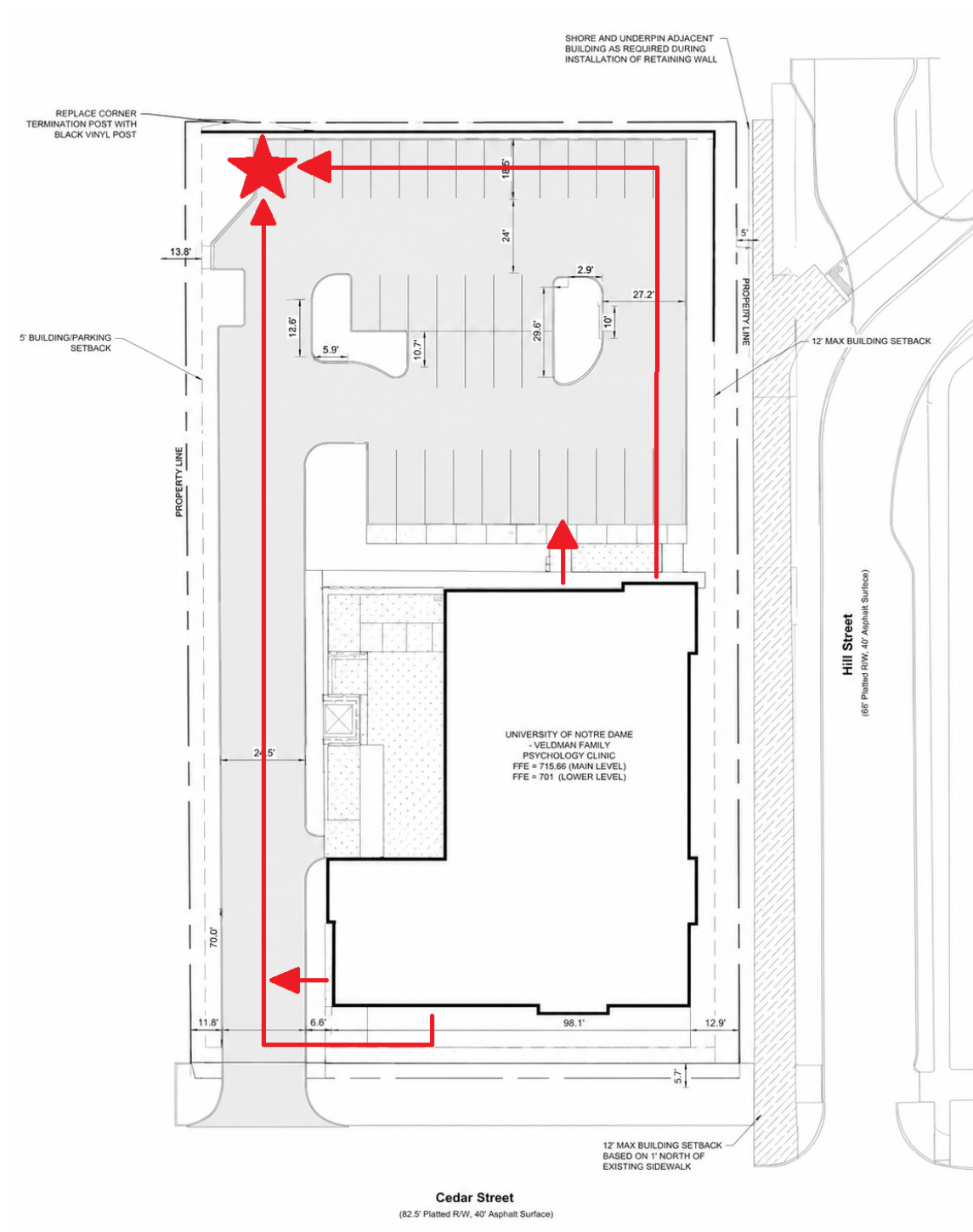


Figure 2: VFPC rendezvous location.