

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-MPP-DIS-P014-(01)	
TITLE/DESCRIPTION: FIRE AND SMOKE CONTAINMENT - MOBILE/PORTABLE RADIOGRAPHIC UNITS			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: DIS -QP-03	NO. OF PAGES: 1 of 4
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Multi Disciplinary	

PURPOSE: To provide procedures to follow in order to minimize risks to patients, visitors and employees should a mobile/portable radiographic unit fire occur.
DEFINITIONS: N/A
RESPONSIBILITY: Radiologist, Radiologic/X-ray Technologist, DIS Staff, Safety Officer
POLICY: <ol style="list-style-type: none"> The Safety Officer shall provide guidance and maintain an awareness of such activities to check compliance with the local fire safety policy. Trained Radtech - Safety Personnel normally be equipped with suitable monitors and protective clothing to safeguard them against anticipated risks. It is the duty of medical and administrative managers to ensure that their staffs receive both basic instructions in fire safety and further training appropriate to the specific needs of their workplace. Every member/staff in premises providing healthcare shall: <ol style="list-style-type: none"> Conducts regular inspection/check-up of units before utilizing. Understand the characteristics of fire, smoke and toxic fumes. Know the fire hazards involved in the working environment. Be aware of the significant findings of relevant fire risk assessments. Practice and promote fire prevention. Know instinctively the right action to take if fire breaks out or if smoke is detected. Familiar with the evacuation procedures and associated escape routes at their location and at their time of duty. Take part in practical training sessions, which should include evacuation techniques. Regular checking of electrical cables and cords for signs of wear and tear, and the immediate withdrawal from service of any suspect electrical equipment, which shall be reported to the officer responsible for electrical maintenance. Routine cleaning and preventive maintenance of portable radiographic units.



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-MPP-DIS-P014-(01)	
TITLE/DESCRIPTION: FIRE AND SMOKE CONTAINMENT - PORTABLE RADIOGRAPHIC UNITS			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: DIS -QP-03	NO. OF PAGES: 2 of 4
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Multi Disciplinary	

GUIDELINES

When staff notices smoke or fire coming from the radiographic unit, he/she shall:

1. Turn the unit off.
2. Remove the unit from the patient's room.
3. Move the unit to an unoccupied room.
4. If you are unable to remove the unit from patient's room.
 - 4.1 Remove the patient/s.
 - 4.2 Shut off any oxygen outlets in the room.
 - 4.3 Close all windows and doors in the fire area as you leave the room. This will contain the fire and smoke in the fire area.
5. Station one person at the telephone to relay instructions to Fire Safety Officer. Keep the phone open for official use only.
6. Have someone close the doors to all patients' room in the area.
7. The smoke is usually from the insulation on the wires that are burning off. ?
8. Do not put a wet blanket or throw water on the unit. This may cause electrocution.
9. Radiology Staff must make report of fire incident within her/his shift.
10. Radiology staff fills - out job order form for troubleshooting of the equipment.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-MPP-DIS-P014-(01)	
TITLE/DESCRIPTION: FIRE AND SMOKE CONTAINMENT - PORTABLE RADIOGRAPHIC UNITS			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: DIS -QP-03	NO. OF PAGES: 3 of 4
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Multi Disciplinary	

PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: <ol style="list-style-type: none">1. www.sh.lsuhs.edu/cps/diagnostic_radiology_policies.htm2. Space for Health – Information for Healthcare Premises3. Professionals;spaceforhealthcare Premises





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Ancillary Division		POLICY NUMBER: DPOTMH-MPP-DIS-P014-(01)	
TITLE/DESCRIPTION: FIRE AND SMOKE CONTAINMENT - MOBILE/PORTABLE RADIOGRAPHIC UNITS			
EFFECTIVE DATE: February 28, 2025	REVISION DUE: February 27, 2028	REPLACES NUMBER: DIS -QP-03	NO. OF PAGES: 4 of 4
APPLIES TO: Department of Imaging Sciences		POLICY TYPE: Multi Disciplinary	

APPROVAL:					
	Name/Title	Signature	Date	TQM Stamp	
Prepared by:	JOEY BRYAN G. JULOM Department of Imaging Sciences Supervisor		3/4/25		
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		3/4/25		
Approved by:	CHERYL O. TRINIDAD Department of Imaging Sciences Manager		3/4/25		
	JOJIE G. DE LIMA Safety Officer		3/13/2025		
	NOEL P. GARBO General Services Head		3/18/25		
	ROSARIO D. ABARING Ancillary Division Head		03-08-2025		
	JOSE PEPITO B. MALAPITAN, MD Medical Director		09-11-2025		
	MA. ANTONIA S. GENSOLI, MD VP-Chief Medical Officer		4-14-25		
	SOCORRO VICTORIA L. DE LEON VP/ Chief Operating Officer		04/16/2025		
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		04/24/25		

