

UNIVERSITY OF TOLEDO

SUBJECT: CODE RED - FIRE RESPONSE PROCEDURE

Procedure No: LS-08-001

PROCEDURE STATEMENT

All fire emergencies will be designated as "Code Red." All personnel will respond accordingly.

PURPOSE OF PROCEDURE

To assure maximum safety of all patients, visitors, students, faculty, volunteers and employees.

PROCEDURE

- I. Any person suspecting or discovering a fire shall implement the actions described in the R.A.C.E. acronym:
 - A. **RESCUE**: any person in immediate danger from the fire if it does not endanger your own life.
 - B. **ALARM**: sound the alarm by activating the nearest pull station (these are red boxes located on the wall in main exit corridors).
 - C. **CONFINE**
controlling the situation.

III. Alarm Activation

Upon activation of a fire alarm notification/detection system, the smoke compartment doors (if applicable) on that floor will close immediately to trap smoke and fire, and prevent their migration. In addition, depending upon the location of the fire and its size, fire suppression systems (such as sprinklers) may deploy to extinguish the fire. Pull stations, which are small red boxes located in main exit/fire corridors, are activated by simply pulling the handle straight towards you, or pushing the plunger on the larger style pull station straight down. Pull stations are simple and fool-proof to activate/operate, and they send an additional fire notification alarm throughout the building where the activated pull station is located. In addition, smoke detectors throughout building areas act as another layer of notification of a potential fire situation. When a smoke detector is activated, it not only automatically closes the smoke compartment doors in the immediate area (if applicable), but it sends an alarm to dispatch that a possible fire situation is developing.

IV. Evacuation

The UTMC House Supervisor, or building contact, as applicable, in consultation with the UT Police/Health Science Campus Security Officer/Local Jurisdiction, and the Senior Fire Department Officer, and, as possible, the Medical Director and the Administrator On-Call shall make the decision concerning evacuation and supervise the evacuation. UT follows the universally-accepted "lateral, vertical, total" model for unit or buildor b9 (a)11.3 (c)-2 (u)0..5 (i)-1.8 (l

GUIDELINES - DIALYSIS UNIT

Evacuation of the dialysis unit shall be dictated by the nature and location of the fire, but should follow the “lateral, vertical, total” model for evacuation.

1. If patients are in no immediate danger and time permits, dialysis staff should immediately terminate the dialysis procedure by returning the blood to the patient, clamp access lines and disconnect the patient from the machine. The patient should then be moved to a safe area.
2. If patients are in immediate danger, terminate dialysis by shutting the blood pump off, clamp lines, and disconnect patient. Evacuate patient to a safe area.
3. After evacuation to a safe area, patients should be assessed for vital signs and appropriate attention given to access needles or cannulas.
4. A fire plan and evacuation route is posted in the unit.

GUIDELINES – OPERATING ROOM (Main Hospital and George Isaac)

Surgical cases won't start if a Code Red situation exists in the O.R., or anywhere in the Hospital. If a fire situation starts after surgical cases have begun, surgeries should be finished as quickly as possible. Patients whose surgery has not yet begun should be evacuated to the Recovery Room, as should patients whose surgery was completed after the start of the fire. (Refer to specific Operating Room procedures.) An annual drill will be conducted in the operating rooms located in The University of Toledo Medical Center and in George Isaac Outpatient Surgery Center. Refer to Policy [3364-124-27](#).

GUIDELINES - RUPPERT HEALTH CENTER AND DANA CANCER CENTER

Evacuation of a Department or Zone in the Ruppert Health Center and Dana Cancer Center shall be automatic upon the determination of an actual fire situation. NOTE: If a fire is of such small nature that it could be extinguished immediately by use of a fire extinguisher, this is an acceptable response.

1. When an alarm is activated by a smoke detector or pull station, a University Police Officer along with HSC Security will be dispatched to the building.
2. The Unit Manager or designee will check their area(s) to determine if a fire exists at their location.
3. If it is found to be an actual fire situation, a Code Red will then be called.
4. The Department or Zone shall be immediately evacuated following the fire exit signs placed around the building. Patients at risk will evacuate through the exit doors located at each end of the building. The decision to evacuate other areas will be made in consultation with the University Police Officer or the University Police Officer.

GUIDELINES - COMPREHENSIVE CARE CENTER (CCC)

Evacuation of a Department or Zone in the Comprehensive Care Center shall be automatic upon the determination of an actual fire situation. NOTE: If a fire is of such small nature that it could be extinguished immediately by use of a fire extinguisher, this is an acceptable response.

1. When an alarm is activated by a smoke detector or pull station, a University Police Officer along with HSC Security will be dispatched to CCC. Personnel in that building should evacuate immediately. Evacuation should be via stairwells (not elevators) and exit through either the north or south exit doors.
2. The Unit Manager or designee will check his/her area(s) to determine if a fire exists at their location.
3. If the building is evacuated, the Unit Manager or designee will initiate measures to determine if all of the staff and patients have been evacuated.
4. During working hours, the Administrator On-Call and Director of Ambulatory Services will be notified by hospital operator. After hours, on weekends and holidays, the Administrator On-Call will be notified by hospital operator.
5. The decision to end the Code Red is made by the University Police supervisor, Senior Fire Department Official and Senior On-Site Manager.

GUIDELINES - EDUCARE CENTER

Upon discovery of a fire, staff should locate and activate the nearest pull station and evacuate the building immediately.

Source: Safety & Health Committee

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