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| **Code Red – Fire Safety Plan**  |
| **Purpose** | This procedure provides instructions in the event of a CODE RED and provides guidelines for fire prevention. |
| **Equipment** | * Fire extinguisher
	+ ABC, used for all fire types (solid material, liquid, electrical)
	+ See Safety Equipment Maps for fire extinguisher locations
* Evacuation route maps

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| **Procedure** | If fire or smoke are ***seen*** in your immediate area: |
|  | **Fire Response: RACE** |
|  | **R**escue* Move anyone in immediate danger to a safe area

**A**lert * Call out ‘Code Red’ to other employees
* Pull the nearest fire alarm box
* Call the emergency phone number, identify yourself, identify location of fire and what is burning
	+ Emergency phone numbers
		- **5-7777 (Minneapolis)**
		- **1-8899 (St Paul)**
		- **9-911 (Police/Fire department)**

**C**onfine* Close all doors
* Leave lights on

**E**xtinguish* Fight fire with available equipment only if you are NOT placing yourself in danger
	+ To use a fire extinguisher: **PASS**
		- **P**ull extinguisher pin
		- **A**im at base of fire
		- **S**queeze extinguisher handles
		- **S**weep side to side from front of fire toward back of fire

And/or**E**vacuate/relocate* Horizontal relocation to the adjacent smoke compartment should be considered first.
* See Evacuation maps for specific routes.
* See [SA 8.01 Relocation and Evacuation](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/SA/204262.pdf) for specific instructions.
* The manager, operation’s supervisor, or designee will account for patients, visitors and staff at the relocation/destination site.
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|  | If alarm sounds in your area, but you are not threatened by smoke or fire: |
|  | * Alert others in your area and account for patients, visitors and staff.
* Close doors.
* Clear equipment from corridors, exit pathways and stairways.
* Standby and await further instructions.
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| **Evaluation of Fire Scene** | Clothing fire* Instruct person to Stop, Drop & Roll to extinguish flames

Wastebasket fire* Don’t tip
* Smother flames

Microbiology fire* All containers of infectious materials should be placed into incubators, refrigerators, or freezers for containment

Consider fighting fire only when all of the following is true:* Alarm has been sounded
* Everyone is safely out of laboratory
* Fire extinguisher available is full, in good condition and of the appropriate type to fight the fire
* Training in use of fire extinguisher is completed and you are confident in your ability to use it properly
* Fire is small and in a confined area such as a waste paper basket or hood
* When fighting fire with an extinguisher, one or both fire exit doors should be located behind you when you face the fire. If you are uncertain about what action to take, exit the laboratory, close the door behind you, and let the fire department handle the situation.
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| **Notification of Manager & Safety Department** | Notify laboratory manager about any damage.If fire extinguisher was discharged, notify hospital safety department so it can be inspected and recharged. |
| **Fire Risk Reduction** | * Keep only minimum quantities of flammable gases and liquids necessary for the work in progress in technical areas of the laboratory
* Store flammable liquids in explosion-proof cabinets and in safety cans
* Use flammable gases and liquids in well-ventilated areas, e.g. chemical fume hood
* Keep sources of ignition, e.g. micro incinerator burners, open flames, away from flammables
* Do not use alcohol or other highly flammable liquids for cleaning
	+ Exception: After bleaching, ethanol is utilized in biosafety cabinets in order to protect the surface from corrosion
* Keep aisles, doors, and access to emergency equipment unobstructed at all times
* Keep work areas uncluttered and clean frequently
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|  **Need to Know** | * Emergency phone number on each campus
	+ **5-7777 (Minneapolis)**
	+ **1-8899 (St Paul)**
* Nearest alarm pull station
* Fire extinguisher locations
* Relocation/Evacuation route
* RACE acronym
* PASS acronym
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| **Related Documents** | * [SA 1.03.a1 Minneapolis Laboratory Safety Equipment Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207198.pdf)
* [SA 1.03.a2 Minneapolis Histology Safety Equipment Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207199.pdf)
* [SA 1.03.a3 CSC Lab Safety Equipment Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207200.pdf)
* [SA 1.03.a4 St Paul Laboratory Safety Equipment Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207201.pdf)
* [SA 8.01.a1 Minneapolis Laboratory Evacuation Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207205.pdf)
* [SA 8.01.a2 Minneapolis Histology Evacuation Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207206.pdf)
* [SA 8.01.a3 CSC Evacuation Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207207.pdf)
* [SA 8.01.a4 St Paul Laboratory Evacuation Map](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/Res/207208.pdf)
* [SA 8.01 Relocation and Evacuation](http://khan.childrensmn.org/Manuals/Lab/SOP/Gen/Safety/SA/204262.pdf)
* [908.00 Fire Safety Plan](http://khan.childrensmn.org/manuals/policy/900/005308.pdf)
* [909.00 Shelter-in-Place, Relocation and Evacuation Plan](http://khan.childrensmn.org/manuals/policy/900/005309.pdf)
* [934.00 Life Safety Management Plan](http://khan.childrensmn.org/manuals/policy/900/005329.pdf)
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| **References** | * OSHA. *Laboratory Safety Guidance,* 3404-11R 2011, Occupational Safety and Health Administration: 2011.
* CLSI. *Clinical Laboratory Safety; Approved Guideline-Third Edition.* CLSI document GP17-A3,

Wayne, PA: Clinical and Laboratory Standards Institute: 2012. |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Carol Cram | 1999 | Initial Version |
|  | 2 | Kerstin Halverson | 12/24/03 |  |
|  | 3 | Kerstin Halverson | 05/09/06 |  |
|  | 4 | Carol Buhl | 03/07/14 | Expanded Evaluation of Fire Scene and Fire Risk Reduction sections.Reformatted.Added references and related documents.Renumbered from 9.0. |
|  | 5 | Carol Buhl | 03/05/15 | Removed references to fire blankets. |
|  | 6 | Carol Buhl & Lab Safety Committee | 03/16/17 | Added Police/Fire Department number: 911.Added manager responsibility to account for staff at relocation site. |