

# Code of the Month



## In Case of Emergency:

- Remain Calm
- Dial 55555
  - State situation and/or emergency code
  - State location (building/zone, level, room number, common name of department)
  - Stay on the line until operator confirms all the necessary information
- Ensure your personal safety and the safety of others
- Be available to responders on their arrival to provide information, answer questions and receive further instructions
- Inform your leader

## Code Red – Fire

A [CODE RED](#) will be announced in the event of an activated fire monitoring device or a reported fire situation. Hospital staff and affiliates should be thoroughly familiar with fire response procedures and become proactive in fire prevention by recognizing fire safety hazards and eliminating them.

### What should you do if you hear fire alarm bells but no overhead announcement yet?

- Search your immediate area to determine if the fire is in your location.
- Begin closing doors in your location
- Begin clearing any obstructions in the hallways
- Follow **R.E.A.C.T.** procedure if the fire is found in your location

### What should you do if notice a fire or signs of smoke?

In the event of fire or smoke in your area, unit or department remember to **R.E.A.C.T.**:

- R** – Remove persons in immediate danger
- E** – Ensure all windows and doors are closed
- A** – Activate the nearest fire alarm pull station
- C** – Call 55555 to report the fire and provide the location (building, zone, level, room number and name of your department or area)
- T** – Try to extinguish the fire, if you are trained, until help arrives

When using a fire extinguisher always remember **P.A.S.S.**:

- P** – Pull the pin located at the top of the extinguisher
- A** – Aim the black nozzle at the base of the fire
- S** – Squeeze the lever
- S** – Sweep side to side with the black nozzle

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