

EMERGENCY RESPONSE PROCEDURES AT THE NEURO

CODE RED (Fire)

If you detect a fire in your area:

Follow RACE protocol (Remove, Activate, Contain, Evacuate)

1. **REMOVE:** Remove people in immediate danger.
2. **ACTIVATE:**
 - a. Alert emergency services - activate a manual pull station.
 - b. Contact 55-555; give location (building floor and room number).
 - c. Alert your coworkers in the same room
3. **CONTAIN:** If possible without risk to yourself, attempt to extinguish or contain the flame with the appropriate fire extinguisher.
4. **EVACUATE:** if appropriate, move to a safe location (define in your departmental plan). Identify yourself to emergency personnel.
5. Complete an incident report.
6. Attend hot debriefing session.

When you hear the fire alarm and/or a code red is called

1. **ALERT:** Make sure everyone in your area is aware of the alarm (working in closed rooms near noisy equipment can obscure the sound of the alarm).
2. **STAND BY:** The code red is a standby alert, unless staff is concerned for their immediate safety. (A code green would be called if an evacuation is ordered.)
 - Listen to public address system for instructions or “all clear”.
 - Do not start new work.
 - Prepare to stop ongoing work if the “all clear” is not called within a few minutes. Turn off any source of flame (or any other potentially dangerous equipment).
 - Close windows and doors of vacant rooms.
 - Make sure corridor fire doors are closed, if present.
 - If you are not in your work area, remain in or proceed to a designated holding area.
 - Although a code red signals “stand by”, use common sense. If you feel threatened, you may leave at any time, but all personnel from your immediate unit should move together to a safe location, as defined in your departmental plan.
3. **CODE GREEN:** If an evacuation order (code green) is called for your area, you **MUST** leave immediately. No excuses. **See EVACUATION (CODE GREEN).**
 - Never use an elevator. Follow the evacuation route using the stairs. If you are not able to use stairs or have other disabilities, please discuss your particular situation with your supervisor and with security **BEFORE** an incident occurs to obtain specific instructions.
 - Keep out of the way of emergency personnel.
 - Have an evacuation plan for your area. Also designate a meeting place for your personnel outside of the evacuated area and make sure everyone is accounted for.