

# UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: FIRE RESPONSE TEAM TRAINING

Procedure No: LS-08-004

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## PROCEDURE STATEMENT

The University of Toledo Health Science Campus shall have, maintain and train a fire response team, composed of Environmental Services, Facilities Maintenance and HSC Security Personnel.

## PURPOSE OF PROCEDURE

To assure quick response to any Code Red situations and to provide for maximum containment of fire until the arrival of the Toledo Fire Department (TFD).

## PROCEDURE

The fire response team shall receive fire fighting training from the Environmental Health and Radiation Safety department as needed. It includes training on the following topics:

CAUSE OF FIRE (Fire Triangle): Heat, fuel and oxygen must be present for fire to occur.

### TYPES OF FIRES

- Type A: Paper, wood or textile
- Type B: Chemical, gas, alcohol, cooking oil
- Type C: Electrical

### FIRE EXTINGUISHER USE

- Determine the type of fire
- Locate the nearest fire extinguisher
- Set the fire extinguisher on the floor/ground
- Break the seal on the fire extinguisher and pull out the pin
- Aim the fire extinguisher at the base of the fire
- Squeeze the handle of the fire extinguisher and move the extinguisher nozzle from side-to-side in a sweeping motion
- Fire Extinguishers designed for use in the MRI suite are located outside both MRI rooms for use on that space.

New employees in the Environmental Services, HSC Security and/or Facilities Maintenance Departments will receive fire response/fire safety training, using the R.A.C.E. and P.A.S.S acronyms as the primary response protocol.

### FIRE PROCEDURE

#### R.A.C.E.

**R**escue - if you see a fire near a patient, rescue the patient if it does not put your life in danger.

**A**larm – activate the nearest red pull station alarm and warn your co-workers.

**C**onfine - confine the smoke and fire, by closing the door to the fire room.

**E**xtinguish/Evacuate - use a fire extinguisher if it is safe to do so, and the fire is not out of control, or evacuate the area if the fire is too large.

#### P.A.S.S.

**P**ULL the pin after breaking the plastic seal on the extinguisher.

**A**IM the nozzle of the extinguisher at the base of the fire.

**S**QUEEZE the handles together.

**S**WEEP from side-to-side until the fire is extinguished.

Overall coordination of the fire response team shall be the responsibility of the University Police Officer on scene until the Toledo Fire Department arrives.

Code for Fire: **CODE RED**

When a CODE RED is announced the team will:

- Listen for the location of the fire.
- Report to the location of the fire with fire extinguisher in hand.
- Be prepared to fight/contain the fire.
- If there is an evacuation, do so under the supervision of the Toledo Fire Department or University Police Officer.

Fire Response Team members will evacuate the area last, after all patients, visitors and other employees have cleared the area.

## EVALUATION

Each drill or actual fire event is evaluated at the conclusion of the exercise. Documentation of any recommendations or retraining is provided in a summary report to the managers/department heads.

Source: Safety & Health Committee

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