Actual Fire	In case of a fire:

	1. Say: **"Code Red, Somebody Pull the Alarm!"**
	       DO NOT yell "Fire!"
	
	2. Utilize the **"R.A.C.E."** acronym:
	  R - Rescue coworker/construction contractor from the fire
	     • Consider your safety while performing this activity
	
	  A - Alarm/Activate the Fire Alarm Pull Station
	     • Fire Alarm Pull Stations are located at all marked fire exits, nurse stations and reception areas (Know at least 2 locations).
	
	  C - Contain the fire
	     • Close the door to the fire area**,** or seal off the general area
	
	  E - Extinguish/Evacuate
	     Extinguish:
	     • Stand 6-8 feet from the fire
	     • Utilize **P.A.S.S.:**
	       P - Pull the pin on the extinguisher
	       A - Aim the nozzle at the base of the fire
	       S - Squeeze the handle
	       S - Sweep the nozzle side-to-side across the base of the fire
	
	    ** If you are not confident to use a fire extinguisher, then close door to the impacted area and evacuate. Do not attempt to extinguish a fire larger than a card table/coffee table. Always have a backup, do not fight the fire alone. Never put a fire between you and your exit.
	
	     Evacuate:
	     • Evacuate the building immediately and go to an area of refuge (Rally Point) outside of the building.
	                Do Not use elevators
	     • Clear any equipment or temporary barrier, such as visqueen barriers or Environmental Containment Units (ECU), from corridors or exits.
	     • Move away from the building and stay clear of the Fire Department or other Emergency Responders(s) access.
	     • Once outside the building, account for construction contractors.
	     • **If unable to safely evacuate the building, shelter in place (enclosed stairwell) until Emergency Responders arrive.**
	
	    ** If the fire is behind a closed door, feel the door with the back of your hand. If it is hot to the touch, do not open. Evacuate the area. If it is cool to the touch, stay low and on the hinge side of the door and open the door slowly.

	3. Dial your Emergency Number to report the fire to Emergency Responders:
	    <u>Provide the following information:</u>
	          • Your name
	          • Location of the event include building, floor and room number
	          • Description of the fire (size, electrical fire, equipment fire, etc.)
	
	4. Await Emergency Responders. Full cooperation with firefighting authorities is required by all Caregivers and Contractors.
	
	5. Report event to the Global Security Operations Center (GSOC) or your Security Personnel (Main Campus and Akron only).

Smoldering Fires	If a fire can be extinguished with no more than a glass of water, it is considered a smoldering fire. Extinguish the fire and notify GSOC or your Security Personnel. **There is no need to pull the fire alarm**.
Smell of Smoke	If you smell smoke, dial your Emergency Number to report the incident to the fire department and notify the GSOC or your Security Personnel. The incident will be investigated. **There is no need to pull the fire alarm**.
In Case of a Fire Alarm	• Determine location of the alarm. • Investigate if alarm is on the floor, floor above, or floor below of the construction project. • If construction project is on Main Campus, call (216) 444-2222 or 4-2222 to see if alarm is an actual fire. • If construction project is at a Regional site, call the building's security or building's Facilities department.
Type of Fire Alarm	Know the type of Fire Alarm for the building. Examples of the types of alarms could be a Coded Alarm, a Voice Alarm or a basic Non-Coded Alarm. **<u>Voice Alarm:</u>** It will sound a **series of three tones**, and then will follow with "**Code Red Team, report to ……"** The system is floor specific to the Remote Fire Annunciator Panels or Fire Alarm Display Devices which is utilized for determine the specific location of the fire. **<u>Coded Alarm:</u>** It will sound a **series of tones (3 sets of tones)** identifying the building, floor and location of where the alarm was activated.
Annual Fire Safety Training	All Cleveland Clinic Construction Contractor are required to take the Environment of Care module located on the Cleveland Clinic Learning Center (CCLC) annually. This course will specifically educate about fire, smoke and suspicious smell.
Fire Safety & Extinguisher Training	Fire Safety and Extinguisher training is available upon request, by calling the Environmental Health and Safety Department (216) 444-6588 or the facility's appropriate authority.