



# EMERGENCY RESPONSE SERIES

## ON THE WEB

Download a PDF version of this checklist at [www.outpatientsurgery.net/forms](http://www.outpatientsurgery.net/forms)

### Scenario 1: Small Fire Controllable by Hand

#### Surgeon

- Tries to smother the fire with a wet towel or gloved hand.

#### Anesthesia provider

- Stops the flow of oxygen and converts to room air until the fire is under control.

#### Scrub tech

- Grabs a saline-water mix from the back table and pours it onto the fire.
- Smothers the fire with wet towels.
- Pushes the back table away from the sterile field.

#### Circulator

- Activates the fire alarm.
- Sends STAT page for help.
- Extinguishes burning materials.

#### OR supervisor

- Pulls the fire alarm if it hasn't already sounded.
- Helps the anesthesia provider turn off the oxygen.
- Directs personnel to close all OR doors.
- Unplugs electrical devices.
- Grabs a fire extinguisher if it's needed.
- Informs the nurse manager and surgical department director of the fire event.

#### Clinical assistant

- If assigned to room, reports to circulator.
- If not assigned to room, begins clearing hallway to facilitate possible evacuation and remains available to assist in the evacuation efforts.

### Scenario 2: Endotracheal Tube Ignites (Airway Fire)

#### Surgeon

- Immediately stops ignition source.
- Assesses patient injury.
- Prepares for emergency tracheotomy.

#### Anesthesia provider

- Stops flow of oxygen.
- Converts to room air until fire is under control.
- Removes endotracheal tube.
- Removes residual materials from airway.
- Checks airway to ensure flame is extinguished.
- Restores the patient's breathing with room/medical air.

#### Anesthesia tech

- Obtains new endotracheal tube.
- Obtains emergency tracheotomy tray.
- Assists with airway management.

#### Scrub tech

- Pours saline-water mix onto fire or drops a wet towel on endotracheal tube.
- Pushes back table away from sterile field.

#### Circulator

- Activates the fire alarm.
- Sends STAT page for help.
- Extinguishes burning materials.
- Notifies OR supervisor.
- Files incident report.

#### OR supervisor

- Pulls fire alarm if not already done.
- Helps anesthesia turn off main oxygen valve outside of room.
- Directs personnel to close all doors, unplugs electrical devices and grabs fire extinguisher.
- Informs nurse manager and department director of the fire event.

#### Clinical assistant

- If assigned to room, reports to circulator.
- If not assigned to room, begins clearing hallway to facilitate possible evacuation and remains available to assist in the evacuation efforts.

### Scenario 3: Fire Spreads to the Drapes and Patient

#### Surgeon

- Removes burning material from patient and discards it onto the floor.

#### Anesthesia provider

- Takes charge of team response effort.
- Stops flow of oxygen.
- Converts to room air until fire is controlled.
- Releases drapes from IV pole.

#### Anesthesia tech

- Assists anesthesia provider.

#### Scrub tech

- Pours saline-water mix onto discarded burning material on floor.
- Does not attempt to stamp out flames.
- Pushes mayo stand out of the way.

#### Circulator

- Immediately disconnects monitor cords from patient.
- Activates fire alarm.
- Sends STAT page for help.
- Extinguishes burning materials.
- Notifies OR supervisor.
- Files incident report.

#### OR supervisor

- Pulls alarm if not already done.
- Helps anesthesia turn off main oxygen valve outside of room.
- Directs personnel to close all doors, unplugs electrical devices, grabs fire extinguisher.
- Informs nurse manager and department director of the fire event.

#### Clinical assistant

- If assigned to room, reports to circulator.
- If not assigned to room, begins clearing hallway to facilitate possible evacuation and remains available to assist in the evacuation efforts.

### Scenario 4: Large Fire, Evacuation Necessary

#### Surgeon

- Covers open wound with a sterile barrier drape or sterile towels.
- Helps move the patient to a predetermined evacuation area.
- If OR table failure occurs, moves patient on procedure table linen to nearest stretcher or directly to designated evacuation area.

#### Anesthesia provider

- Tells the circulator when to close the oxygen shut-off valve.
- Announces the need for evacuation.
- Disconnects the breathing circuit from the patient.
- Turns off the oxygen flow.
- Converts to room or medical air.
- Releases the surgical drapes.

#### Anesthesia tech

- Assists anesthesia provider with ventilating patient during evacuation.
- Obtains necessary monitoring equipment, oxygen tanks and additional equipment needed to support evacuated patient.

#### Scrub tech

- Helps surgeon cover the open wound.
- Assists staff with moving the patient.

#### Circulator

- Activates the fire alarm.
- Disconnects the patient from all equipment.
- Sends STAT page for help.
- Notifies the OR supervisor.
- Keeps involved room's doors closed.
- Files an incident report.

#### OR supervisor

- Notifies the surgical manager and other personnel of the fire event.
- Assesses possible evacuation destinations.
- Decides on a location.
- Notifies engaged team of the evacuation location.
- Alerts staff in evacuation area of impending arrival of patient.
- Directs staff to close the surgical department's doors.
- Grabs a fire extinguisher if it's needed.
- Informs the nurse manager and surgical department director of the fire event.

#### Clinical assistant

- If assigned to room, reports to circulator.
- If not assigned to room, begins clearing hallway to facilitate possible evacuation and remains available to assist in the evacuation efforts.