

SOP Number :	210.03
Title :	Emergency Fire Procedure

Revision Chronology			
Version Number	Effective Date	Review Date	Reason for Change
210.01	August 3, 2021	January 21, 2022	Initial Version
210.02	January 24, 2022	July 14, 2022	Facility Name Change
210.03	August 11, 2022		Updated policies for ACC Approval

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 Director Signature

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 Date

## 1. Scope

This SOP describes the procedure to be followed in the event of a fire in the CenTRI facility.

## 2. Procedures

### a. Smoke Detection

- There are several signs that a potential fire is present before a fire occurs. Operators need to be aware of these signs to prevent injury to the patient and other experimental support personnel in the imaging area and the operator consoles during a radiographic acquisition. The three basic cases are outlined below:
  1. An irregular noise, such as, a loud popping sound or sudden stop of x-ray acquisition. It is imperative that the operator determines the cause of the noise before continuation of the image acquisition.
  2. A subtle detection of the odour of smoke.
  3. Observation of small amounts of smoke, which may not be enough to set off the detector. It is always important to be aware of the possibility of smoke. If anyone in the operator or radiographic imaging areas detects smoke, even if the smoke detector has not been triggered, an emergency fire procedure must be followed.
  4. Smoke detector has been triggered and an alarm has started in the radiographic suite.
- In any of the above circumstances, the operator must:
  - Abort current acquisition.
  - Remove the patient from the scanner.
  - Investigate source of irregular noise, odour, or smoke.
  - If a fire is located within the immediate area, proceed below to the Emergency Fire Procedure.
  - Immediately notify the CenTRI manager, or facility director.
- Any smoke or odour caused by heat may contain chemicals that are harmful if inhaled. Limit your exposure by ensuring the door to the radiographic suite is closed to prevent noxious fumes from spreading to the rest of the building.

### b. Emergency Fire Procedure

- If the fire alarm sounds and a fire is detected within the immediate area of the radiographic suite within the CenTRI, proceed below to the Emergency Fire Procedure.

- If the fire alarm sounds and no fire/smoke is detected within the immediate area of the radiographic suite, it is up to the operator to safely determine whether or not to abort the scan and evacuate.
  - Radiographic equipment operators choosing not to evacuate the suite MUST notify the Western Emergency Dispatch Team by dialing 911.
  - The radiographic equipment operator will inform the Western Emergency Dispatch Team that a patient, or animal in the corresponding room is being scanned. The dispatch team will allow the procedure to continue as long as the area is safe. If safety status of the area changes, the equipment operator will be notified immediately.
  - The room numbers are as follows: angiography – 1253, computed tomography – 1254, digital tomosynthesis – 1255, weight-bearing CT – 2253, and radiostereometric analysis – 2251.
  - Radiographic equipment operators choosing to evacuate the CenTRI facility must follow the guidelines set out in the [Western Fire Safety Procedures](#).

### c. Procedure for Controllable Fires

- Remember to use common sense! There are three basic steps to follow:
  - Ensure your own safety.
  - Ensure the safety of the patient in the radiographic imaging area, and others in the facility.
  - Contain the fire, if possible. If it is not possible to contain the fire, follow the procedures in Section D: Emergency Fire Procedure for Uncontrollable Fires (below).
- Shut off the electrical power to the system by pressing the associated “Emergency Stop” buttons shown in Section G.
  - There are numerous Emergency Stop buttons in the CenTRI suites, most are located near operator consoles or on the radiographic equipment.
- Remove the patient from the radiographic imaging system.
  - If the patient is not responding, not breathing, and does not have a pulse, follow the procedures set out in *CenTRI SOP # 205 Emergency Code Blue Procedure*.
  - In CT scanner, open the magnetic door to the couch top emergency release lever to remove the couch manually from the gantry.
- Contain the fire.
  - Fire extinguishers can be found outside of room 1255 (digital tomosynthesis), and across from room 2253 (weight-bearing CT).

- If it is not possible to contain the fire, follow the procedures in Section D: Emergency Fire Procedure for Uncontrollable Fires.
- Close the radiographic suite door.
- Notify Western Emergency Dispatch by dialing 911 and explain there was a small controllable fire that has been extinguished in the CenTRI facility at Robarts in the corresponding room.
- The room numbers are as follows: angiography – 1255, computed tomography – 1254, digital tomosynthesis – 1253, weight-bearing CT – 2253, and radiostereometric analysis – 2251.
- Notify the CenTRI facility manager or facility director, and Robarts Security (ext. 24041) **immediately** following the incident. The facility staff must then file an appropriate Robarts incident report of the situation (Contact Ron Vander - ext. 24111).

#### d. Procedure for Uncontrollable Fires

- Always remember to:
  - Ensure your own safety.
  - Ensure the safety of the patient in the radiographic imaging area, and others in the facility.
- Shut off the electrical power to the system by pressing the associated “Emergency Stop” buttons shown in Section G.
- Remove the patient from the radiographic imaging system.
  - In CT scanner, open the magnetic door to the couch top emergency release lever to remove the couch manually from the gantry.
- Close the radiographic imaging suite door.
- Find the closest fire exit and evacuate the building.
  - Pull fire alarm on route to fire exit (pull stations labelled in Section F).
- If the patient is not responding, not breathing, and does not have a pulse, follow the procedures set out in CenTRI *SOP # 205 Emergency Code Blue Procedure*.
- Notify the CenTRI facility manager or facility director, and Robarts Security (ext. 24041) **immediately** following the incident. The facility staff must then file an appropriate Robarts incident report of the situation (Contact Ron Vander - ext. 24111).

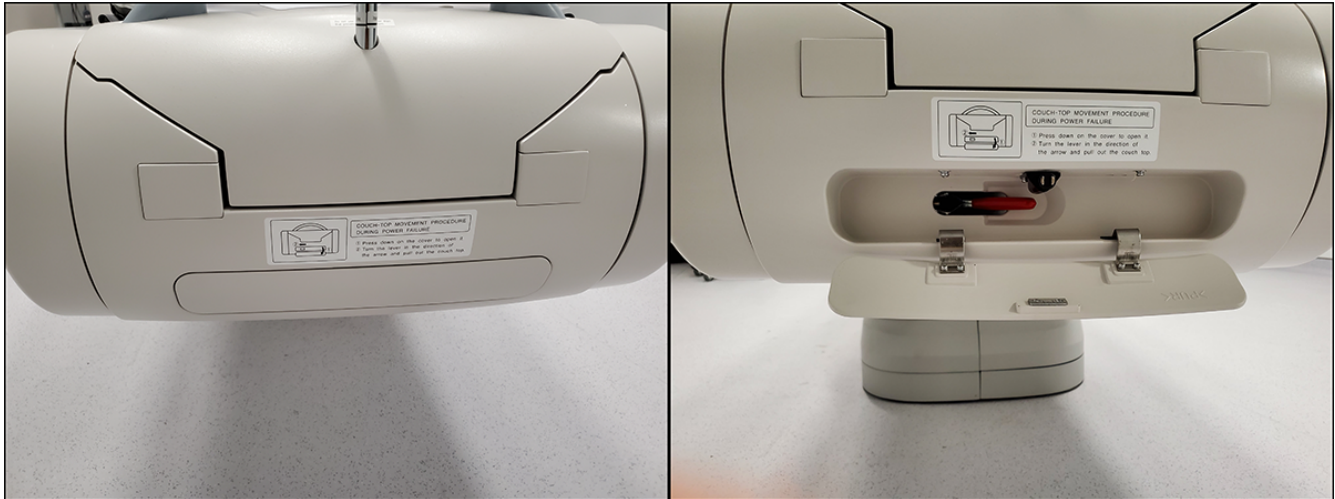


Figure 1: Magnetic door for couch top emergency release lever

e. **Robarts Research Institute Accident/Incident Investigation Report**

- This form can be accessed at [http://www.uwo.ca/hr/form\\_doc/health\\_safety/form/aiir.pdf](http://www.uwo.ca/hr/form_doc/health_safety/form/aiir.pdf).
- Paper copies are available at the back of section 8 of the CenTRI SOP Binder.

f. Map of Fire Exits, Fire Extinguishers, and Emergency Pull Stations within CentTRI

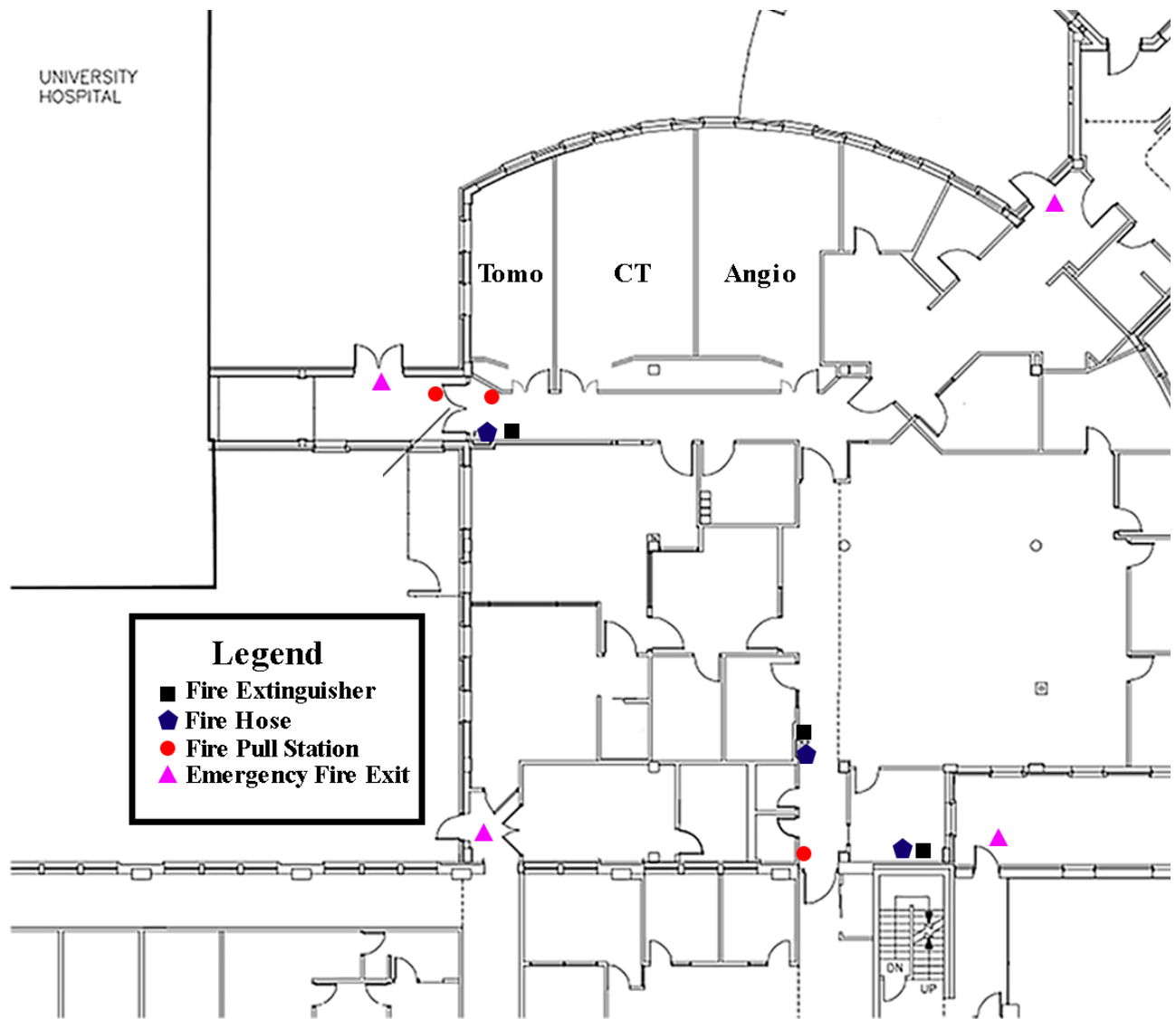


Figure 2: 1st Floor

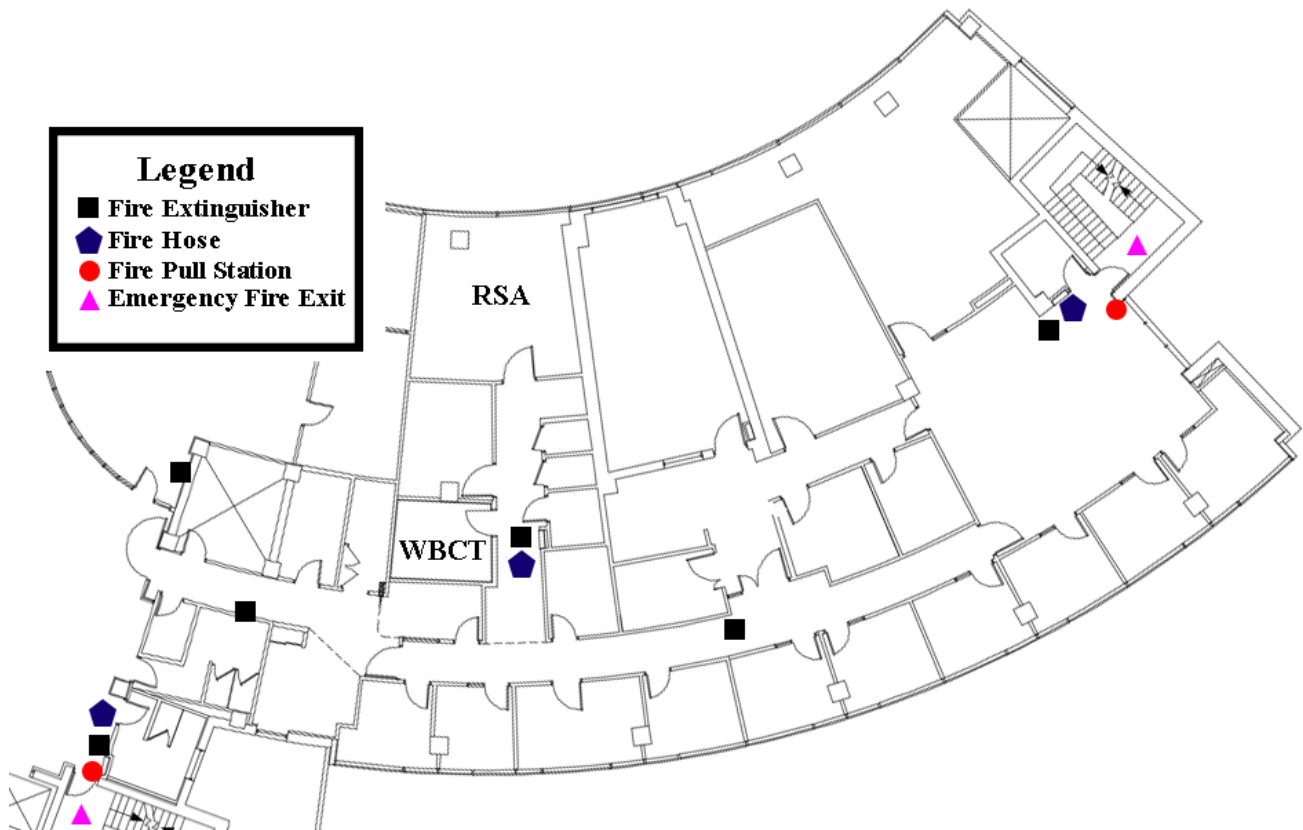


Figure 3: 2nd Floor

g. Emergency Stop Buttons



Figure 4: CT Suite





Figure 5: Angiography Suite



Figure 6: Tomosynthesis Suite

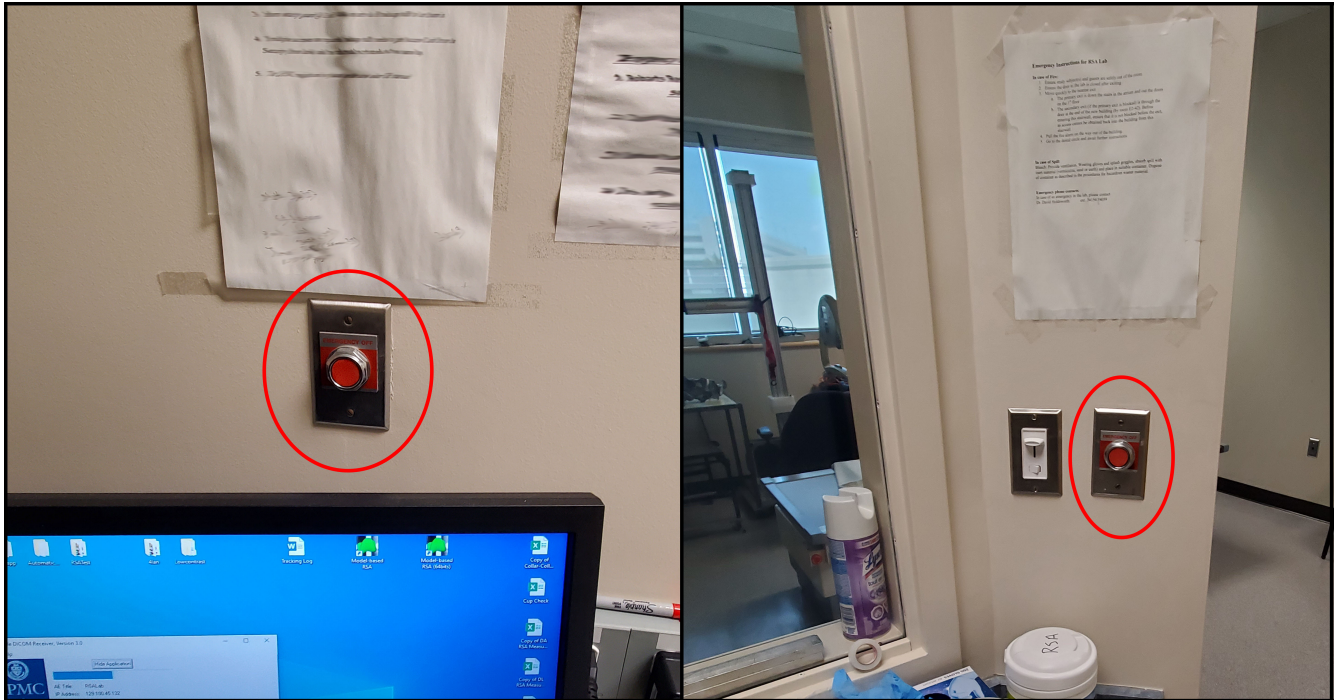


Figure 7: RSA Suite



Figure 8: Weight-bearing CT Suite