

MEMO

To: All Staff, Professional Staff, Learners, & Volunteers

From: Ryan Sears, Code Red Executive Sponsor

Date: October 6, 2025

RE: Fire Prevention Week Code Red Policy Reminder

For circulation to All Staff, Professional Staff, Learners, & Volunteers

We recognize Fire Prevention Week™ annually. This October 5–11, the National Fire Protection Association® theme is "Charge into Fire Safety™: Lithium-Ion Batteries in Your Home." It highlights how important it is to buy, charge, and recycle lithium-ion batteries safely. If not used correctly or if damaged, lithium-ion batteries can overheat, start a fire, or even explode. For more information about Fire Prevention Week and lithium-ion battery safety, visit the iNtranet [here](#) or the dedicated website www.fpw.org.

This is also a good time of year to remember fire safety in general here at the Hospital.

Actions Required:

1. Read this memo and the attached Code Red Safety Huddle.
2. Managers to ensure that the most up to date [Code Red – Fire \(EMER-30\)](#) policy and departmental sub plan are in their area's emergency binder.

Code Red Reminders:

- Always follow **REACT**:
 - R** - Remove persons in immediate danger
 - E** - Ensure doors are closed to confine fire or smoke
 - A** - Activate the fire alarm by pulling the nearest pull station
 - C** - Call Switchboard at 55 to report the location of the fire
 - T** - Try to extinguish the fire if trained or continue to evacuate
- Code Red sub plans provide important department specific instructions to supplement the policy that must be reviewed at least once annually by the department manager.
- Code Red applies to the Hospital building (980 Oliver Rd) only. For external buildings see [Emergency Planning & Response to External Buildings \(EMER-200\)](#).

If you have any immediate fire safety concerns, please contact Nicole Moffett, Manager, Emergency Preparedness, Switchboard & Security. For Maintenance or equipment concerns, please contact Allan Korol, Manager, Facilities & Biomedical Services. For general questions, please contact me.

Thank you,

Ryan Sears, Director, Capital & Facility Services (Code Red Executive Sponsor)