**Perioperative Fire Safety Committee**

This worksheet will assist perioperative personnel in establishing a Perioperative Fire Safety Committee, the interdisciplinary team that is responsible for developing a fire safety plan that is specific to the perioperative area.

Table 1 includes suggested committee representation for different types of facilities (eg, small hospital, large hospital, ambulatory surgery center) to assist with committee member selection.

**Table 1. Potential Perioperative Fire Safety Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **Small Hospital Team Members** | **Large Hospital Team Members** | | **Ambulatory Surgery Team Members** |
| * RN Circulator * Scrub Personnel * Surgeon * Anesthesia Professional | | * Educator * Sterile Processing Personnel * Environmental Services * Local Fire Department | |
| * Facility Administration/ Departmental Administration * Engineering/ Facilities/Maintenance * Quality/Risk Management/ Security Department * Preoperative Admitting * Preoperative Holding/Postanesthesia Care Unit | * Facility Administration * Departmental Administration * Engineering/Facilities/ Maintenance * Security Department * Quality/Risk Management * Anesthesia Assistants * Preoperative Admitting * Preoperative Holding * Postanesthesia Care Unit | | * Departmental Administration/Facility Administration/ Quality/Risk Management * Engineering/Facilities/ Maintenance/Security * Preoperative Admitting/   Postanesthesia Care Unit |

1. Select committee members. Committee size will vary with the size of the facility and availability of interdisciplinary representation.

|  |  |
| --- | --- |
| **Name** | **Department** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Set a schedule for committee meetings.

|  |  |
| --- | --- |
| **Frequency (eg, monthly, quarterly)** |  |
| **Day (eg, 1st Monday, 15th of the month)** |  |
| **Time** |  |
| **Length** |  |

1. Determine committee structure. This is specific to the governance structure of the facility but can include:

|  |  |
| --- | --- |
| Chair |  |
| Co-chair (optional) |  |
| Recorder (optional, for meeting minutes) |  |
| Other role(s): |  |

1. Develop and oversee implementation of the perioperative fire safety plan. The list of items below is based on the perioperative fire safety plan components recommended in the AORN Guideline for a Safe Environment of Care. *This list should be adapted to meet the needs of the facility.*

* Review the *NFPA 99 Health Care Facilities Code* and the *NFPA 101 Life Safety Code.*
* Define perioperative team members’ roles in fire prevention and management (see “Perioperative Team Member Roles During a Fire” in the AORN Fire Safety Tool Kit).
* Describe
  + strategies for fire prevention and
  + methods to contain and extinguish a fire.
* Develop processes or procedures for
  + team communication,
  + fire risk assessment (eg, when, who, how),
  + management of different fire scenarios (eg, airway, nonairway),
  + fire alarm activation,
  + evacuation, and
  + reporting fire events and near misses.
* Design cognitive aids (eg, algorithms, checklists, posters) to support fire risk assessment, prevention, and management interventions.
* Determine the required content, methods (eg, classroom lecture, simulation training), and frequency of fire safety education.
* Establish the frequency of and procedures for fire drills.