

<b>TITLE:</b>		
Fire Plan – Code Red		
<b>FACILITY:</b>	<b>FUNCTION:</b>	<b>ORIGINATING DEPT:</b>
St. Vincent's East		
<b>HOSPITAL SHARED POLICY?</b>		<b>EFFECTIVE DATE:</b>
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<b>APPROVAL DATE:</b>		<b>RETIREMENT DATE:</b>

<b>SCOPE:</b>
<b>PURPOSE:</b>
<b>DEFINITIONS:</b>
<p>Code Red – Fire. Associates should call the Emergency Code line at 3500 and state that a “Code Red” needs to be announced and state the location of the fire. Once the fire has been contained a “Code Red Clear” will be paged overhead by Protective Services.</p> <p>Pull Station (Pull Box) (Fire Alarm Box) - A device mounted on walls throughout the facility that is used to activate a fire alarm - the device also causes audible and visual fire alarm signals to operate. (Horns, chimes, strobe lights). The Pull Station is used in conjunction with calling extension 3500 to report the fire.</p> <p>Smoke Compartment - is any area that is closed off by barriers (smoke doors / fire doors or walls) for the purpose of restricting the movement of smoke. (Example: when all doors on both ends of 7 East are closed, 7 East then becomes a “smoke compartment”)</p> <p>Fire Response Team - personnel who have been designated by their supervisor to be members of the facility Fire Response Team and to respond to the affected area when a “Code Red” is paged.</p>

*The contents of this document rescind any previous document covering similar material.  
The online version of this document is deemed current.*

Oxygen Shut Off - Oxygen shut off valve locations are used to cut off the flow of oxygen to a general area (Example: 7 East) NOTE: When the oxygen shut off valve is used this valve will shut off all oxygen to the unit on which it is located.

Detector – Devices that are located throughout the facility to detect heat, fire, smoke. Devices are located in all patient care areas, rooms, air handling equipment.

**POLICY:**

**PROCEDURE:**

**FIRE SYSTEM:**

The systems for fire protection of the building include an automatic visual and audible alarm, manual and automatic fire extinguishers as appropriate for the areas served, automatic fire door closing system, a sprinkler system and fire hoses throughout the building.

Locations of fire alarm pull stations, oxygen shut off, exits, fire hoses and extinguishers, and evacuation routes for each floor of the hospital are posted in areas adjacent to all elevators and along exit routes. These maps also indicate the locations of all exits to be used in the event of a fire alarm.

**TRAINING:**

It is required that all hospital associates and staff attend the fire safety section of Orientation upon employment and complete online training on an annual basis. Specific unit and department training remains the responsibility of the respective department and unit supervisors or designees.

**GENERAL PROCEDURES:**

1. Remove patient from the fire/smoke source and close door R
2. Pull the alarm (pull station) and call 3500  
Announce that a Code Red needs to be paged overhead and state the location of the fire A
3. Close all doors, including any automatic doors that do not close for whatever reason C
4. Extinguish the fire if safe to do so (Attachment A) E
5. Relocate patients beyond smoke barriers to another "smoke compartment" or outside if necessary.
6. When responding as part of the Fire Response Team, each member should respond to the affected area with a fire extinguisher as quickly as possible. However,

do not run in the hospital.

**NURSING UNITS:**

**Before a Fire Occurs:**

1. One person should be assigned from each patient unit and department to act as a member of the Fire Response Team. Another person should be assigned to secure a fire extinguisher at his or her location and be ready to respond to the affected area.
2. One person should be assigned to monitor the telephone to answer any emergency calls or relay messages.
3. One person should be responsible for ensuring that all room doors are closed.
4. A list of patients should be available so that all patients are accounted for.
5. Every associate working in a patient care area should become familiar with the facility fire plan.

**In the Event of a Fire:**

1. Carry out immediate emergency response.
2. Clear exits and elevator areas.
3. If a fire is in your area, (Example: Oxygen fueling the fire or open flames near oxygen lines) ensure that all oxygen and medical gases in operation are shut off in a safe manner.  
(Nursing personnel are responsible for shutting off oxygen on their unit, if necessary. Anesthesiology is responsible for shutting off oxygen in the O. R., if necessary). Oxygen shut off valves are located as indicated on floor plans.
4. If the fire is not in the area, nursing managers should be prepared to use their personnel to care for patients transferred to the area or dispatch personnel to other areas to provide necessary assistance.
5. Reassure patients who may become disturbed by the commotion.

**DEPARTMENT MANAGERS;**

**Before a Fire Occurs:**

1. Become familiar with the facility fire plan.
2. See that associates in their departments have been instructed as to their respective duties in case of a fire.

**In the Event of a Fire:**

1. See that these duties are carried out.

2. Immediately upon hearing the alarm, ensure that all doors in the area are closed.

PLANT OPERATIONS

Before a Fire Occurs:

1. Become familiar with the facility fire plan.
2. Designate appropriate personnel as members of the Fire Response Team.

In the Event of a Fire:

1. Carry out immediate emergency response.
2. Regulate air-handling equipment.
3. Secure electrical rooms, boiler rooms, and other maintenance areas, as may be necessary.

ENVIRONMENTAL SERVICES:

Before a Fire Occurs:

1. Become familiar with the facility fire plan.
2. Designate appropriate personnel as Fire Response Team members.

In the Event of a Fire:

1. Carry out immediate emergency response.
2. All other environmental service personnel remain in their work areas and assist when directed.
3. If necessary, assist with moving any patient to a safe area as directed.

DIETARY:

Before a Fire Occurs:

1. Become familiar with the facility fire plan.

In the Event of a Fire:

1. Carry out immediate emergency response.
2. If fire or smoke is in the area, close all doors, turn of gas and electrical machinery.
3. Personnel are to remain in the department.
4. If necessary, remove any person to a safe area.
5. Await instructions and be prepared to assist whenever needed.

PROTECTIVE SERVICES:

Before a Fire Occurs:

1. Become familiar with the facility fire plan. Become familiar with Protective Services Services Department Procedures for Code Red and Code Red Drills.

In the Event of a Fire:

1. St. Vincent's East Protective Services Department has enabled a 24 hour monitoring service tied into the fire alarm system. In the event of a fire, this system includes direct and automatic transit to the fire department once the call loop has been exhausted. The call loop consists of the following path: 1) Protective Services Dispatcher 2) Hospital Switchboard 3) Protective Services Manager cell phone 4) Safety Officer cell phone 5) If no answer directly to the Fire Department.
2. If the fire has been reported or a fire alarm is activated, one Protective Services officer will be dispatched to the specific location. One Protective Services officer will be dispatched to meet the Fire Department at a designated area (normally the front entrance of the hospital) and direct fire department personnel to the affected area.
3. When dispatched to a specific or general location, all Protective Services personnel will respond S.T.A.T. picking up fire extinguishers on the way to the affected area.
4. Upon arriving at the scene the first protective services officer must evaluate the situation and determine as soon as possible if there is actually a fire.
5. If there is an actual fire, the Protective Services officer will insure that all patients have been removed from any immediate danger.
6. Maintain radio communications with the dispatcher to advise fire department of which entrance to use.
7. Fight the fire with hand extinguishers until help arrives, if safe to do so.
8. If there does not appear to be a fire, but the fire alarm is activated, the first Protective Services Officer should supervise the search for the activated detection device.
9. All patient rooms in the fire zone (smoke compartment) should be checked first, then all other areas within the zone (smoke compartment) should be checked.
10. After the activated device has been located and there appears to be no danger to life or property, the Protective Services officer in charge will notify the dispatcher to page 'CODE RED - CLEAR'.
11. The Protective Services personnel should reset the activated device.
12. After the device has been reset and is back on line, the Protective Services officer in charge will notify the dispatcher to reset the system.

ALL OTHER DEPARTMENTS:

Before a Fire Occurs:

1. Become familiar with the facility fire plan.

In the Event of a Fire:

1. Carry out immediate emergency response.
2. Personnel are to remain in their departments.
3. If necessary, remove any person to a safe area.
4. Close all doors.
5. Clear all corridors and exits.
6. Do not use telephones except in extreme emergencies.
7. Station one person at the telephone to relay messages.
8. Be prepared to follow the evacuation route, a copy of which is posted in each work area and in the plan included at the end of this manual.  
DO NOT remove patients until you have been instructed to do so.
9. Await instructions and be prepared to assist wherever needed.

**REFERENCES:**

**ATTACHMENTS:**

**APPROVAL ROUTING:**

**REVIEW HISTORY:**

**REVISION HISTORY:**