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Owner:	*Carolyn Wicht: Area Safety Manager*
Area:	*Administrative*
References:	*EOC*

Fire Response Plan - Code Red

VALUES CONTEXT

We work together to be effective and efficient in the use of resources and to provide a safe environment.

PURPOSE /EXPECTED OUTCOMES

This policy was developed to provide an emergency response plan in the event of a fire (Code Red) incident at Santa Rosa Memorial Hospital and related environs. The scope of this policy applies to all locations on the hospital license, among others. The policy delineates procedures to be followed at the "*Point of Origin" or "Away from the Point of Origin."* This policy applies to all employees, Licensed Independent Practitioners, volunteers, contractors, and all staff. Please refer also to the Emergency Evacuation/Relocation Plan.

POLICY

Employees, Licensed Independent Practitioners (LIPs), staff, volunteers and contractors receive training and implement the following procedures in the event of a fire. Employees, LIPs, staff, volunteers and contractors are required to collaborate with Fire Department authorities.

PROCEDURE

A. "*POINT OF ORIGIN*" Fire Response

Roles and Responsibilities of personnel including LIPS, contractors, volunteers, all staff in response to a fire:

1. Notifications:
    When there are visible flames, visible smoke, or other indications of fire do the following:

    a. **For Off Campus Locations**:
       Pull the fire alarm (if building so equipped) and Dial 911 to report a fire. Follow Department procedures including R.A.C.E. (see below).

    b. **Hospital Locations:**
       Pull the fire alarm and then Dial *9. The switchboard operator will immediately answer. Do not dial "0". State "Code Red" and the exact location, e.g. "Code Red, Room 219, 2 East, Second Floor."

    c. **Sotoyome Med Surg Unit:**
       Pull fire alarm; then follow unit specific guidelines.

2. If you see visible flames, visible smoke or other indications of a fire in your department/area/building follow the acronym R.A.C.E.:

R =	Remove:	Rescue any patients/personnel, LIPs, volunteers, visitors from immediate danger.
A=	Alarm:	**Notify** co-workers and activate the nearest **fire alarm pull station. Then dial * 9**

		on the nearest hospital phone and tell the operator to announce Code Red and the exact location of the fire. Example: announce "Code Red, Room 219, 2 East, Second Floor." Use the fastest method to sound the alarm. **Off campus locations**, pull the fire alarm and dial 911.
C=	Contain	**Close** all doors, especially cross corridor double doors. **Clear** the corridors of all obstructions. Clear the corridors of all equipment and place behind closed doors. Be prepared to direct the Fire Department to source of fire when they arrive in your area. Follow Fire Department directions and collaborate for life safety.
E=	Extinguish/Evacuate:	**Extinguish** the fire using a portable fire extinguisher, if the fire is small and you have been trained. Follow PASS: Pull Pin, Aim at base of fire, Squeeze handle and Sweep side to side. Evacuate patients/persons from area if instructed to do so by Fire Officials or Hospital Leadership – know your evacuation routes. (See below.)

B. If evacuation from your department/area is necessary:

1. **Use stairs, do not use elevators.**

2. First evacuate patients/personnel horizontally to adjacent smoke control zone. (For example from 4 West to 4 North.)

3. Next, evacuate patients/personnel vertically to floor below if you are above floor #1. (For example from 3West to 2 West) and to the floor above if you are at the basement level (for example Basement to Floor 1).

4. ED Annex, if evacuation needed, evacuates directly up the nearest stairs.

5. Off-site locations, upon hearing Fire Alarm or Code Red activation, proceed to evacuate to Designated Meeting Location, usually outdoors. Refer to departmental policy.

6. Take patient and employee list to be able to ensure all have been evacuated. Advise the Fire Department of anyone needing assistance to evacuate and give their location.

7. Please refer to the hospital Evacuation/Relocation Plan.

C. *"AWAY FROM THE POINT OF ORIGIN" Fire Response*

If a "Code Red" is announced on the overhead paging system in another department/area of the hospital, you are "*away from the point of origin."* of the fire location and you should respond as follows:

1. Close doors and windows in departments and notify any co-workers that may not have heard the overhead page. Clear the corridors of all equipment/obstructions and store behind closed doors.

2. Be alert for either an overhead page of "Code 100" (All Clear) or further "Code Red" or Code Triage/Internal announcements.

3. Keep all patients and visitors in rooms until directed to do otherwise. Prepare to evacuate if it becomes necessary and/or provide additional help at the fire *Point of Origin.* (i.e. additional help required to evacuate patients from fire point of origin.)

4. If the fire is in the department immediately adjacent to your department, (i.e. directly above, below or to either side), and you are not involved in direct patient care, and are able to respond to the location of the code red, do so and proceed with fire procedures.

5. If "Code Red 151 Sotoyome" is paged overhead, the above response ("Away from the point of Origin") is not required at the main 1165 Montgomery hospital.

D. Fire Extinguisher Types:

Location/Services Provided	Fire Extinguisher Types
Patient Care Units, Hospital Corridors, general	ABC
Surgery Corridors-by Scrub Sinks	CO_2

Server Room/Data Closets/Telecom rooms	Halon
MRI	Clean Guard - non-magnetic
Kitchen - cook line and Cafeteria	K - portable
Kitchen Hood	ANSUL
Helipad	B/C

E. DEPARTMENTS WITH SPECIAL FIRE RESPONSE RESPONSIBILITIES

ENGINEERING FIRE RESPONSE

A. Engineers will respond to all Code Red alerts as staffing allows. Note for: PM/NOC shift, high pressure boiler watch, the boilers cannot be unattended. In the absence of Engineering personnel, Security and the Santa Rosa Fire Department will direct the fire response.

B. Engineers and the Fire Department are the only authorized persons permitted to call PBX and authorize a Code 100 "All Clear" to end the Code Red.

ADMINISTRATIVE SUPERVISOR OR DEPARTMENT MANAGER/ Lead RN Fire Response

1. Responds to the *Fire Point of Origin as soon as possible.* Note: The Administrative Supervisor may have more than one emergent situation occurring at a time. In patient care areas, the manager or lead RN on the unit assumes these responsibilities until the Administrative Supervisor arrives on scene.

2. Directs the evacuation procedures if necessary.

3. Has the authority and responsibility to direct respiratory therapy to shut off medical oxygen valve(s) in any life threatening situation.

4. Notifies the Administrator On Duty (AOS) and activates opening the Command Center as necessary.

Respiratory Therapy Fire Response:

1. At least one Respiratory Therapist on shift respond to all Code Red fires and assist with fire procedures.

2. Oxygen shutoff valves are located throughout the hospital and are clearly marked including the areas they serve as per NFPA 99. Upon direction from Administrative Supervisor/Department manager/Lead RN, respiratory therapists enact emergency procedures to shut off oxygen zone valves in the event of a fire. Respiratory Therapists provide bottled oxygen to dependent patients if required.

Ancillary Staff Fire Response:

1. Respond to the "Code Red" using the "Point of Origin" fire response if the fire is in your area. Follow RACE procedures.

2. Assist with fire evacuation and or fire containment and extinguishment at the "Point of Origin" if trained to do so.

3. Assist with any clean up or other duties as a result of code red.

Security Services Fire Response:

1. Security Manager/Director/Designee must ensure all Security Staff are trained on initial hire in Fire Extinguisher use and the RACE and PASS procedures. Retraining to be provided as needed.

2. Security Services provides New Employee Orientation training on Fire Extinguisher use and RACE.

3. Assists with RACE procedures during Fire Response.

Environmental Services

1. Environmental Services Lead, Supervisors and Manager, on all shifts respond to all "Code Red" Point of Origin, throughout the hospital.

2. Assist to clear corridors of all obstructions.

3. Follow direction of Engineer or Fire Department.

4. Assist with any clean up or other duties as a result of the Code Red condition..

Licensed Independent Practitioners

At Point of Origin and Away from Point of Origin, follow directions of Lead Nurse or Administrative Supervisor

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References: NFPA 99; NFPA Life Safety Code 101

Reviewed/Revised by:
Area Manager Safety (6/16) (3/17) (9/17)(4/18)(10/18)(4/19)
Chief Engineer (6/16) (4/19) Regional Director Security (9/17)
EC,LS.EM Committee (4/19)

Approvals:	Distribution: All Hospital Departments
Policy and Procedure Routing Committee 9/21/17 EOC-Safety12/13; 6/15; 9/15; 6/16; 7/16; 9/17;6/18;10/18 Medical Executive Committee 12/13/16, 10/17/17 Board of Trustees 12/16/16, 10/24/17	

Attachments:

No Attachments

Approval Signatures

Approver	Date
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