

**ATTACHMENT TO POLICY C3-22
CODE RED – FIRE RESPONSE PLAN
MANUAL: ADMINISTRATIVE POLICY/PROCEDURE MANUAL**

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VALUES CONTEXT

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

PURPOSE\EXPECTED OUTCOME(S)

This policy was developed to provide an emergency response plan in the event of a fire (Code Red) incident at Santa Rosa Memorial Hospital's facilities that delineates employee procedures to be followed at the "Point Of Origin" or "Away From The Point Of Origin".

POLICY

Employees receive training and implement the following procedures in the event of a fire.

"POINT OF ORIGIN" Fire Response

If you discover a fire or there is a fire in your department/area, remember the acronym R.A.C.E.

- R** = **Remove:** Any patients/personnel from immediate danger.
- A** = **Alarm:** Notify co-workers and activate the nearest fire alarm pull box or dial star 9 (*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" for Room 219, Second East. Use the fastest means available to sound the alarm.
- C** = **Contain:** Close all doors and windows, especially cross corridor double doors. Be prepared to direct fire department to source of fire when they arrive in your area.
- E** = **Extinguish:** Assess your ability to extinguish the fire using a portable fire extinguisher. Aim, pull pin and shoot at the base of the fire.

If evacuation from your department/area is necessary:

1. Evacuate patients/personnel horizontally first to adjacent smoke control zone which is to another smoke compartment on the other side of cross corridor double doors (i.e. from 4 West to 4 North).

2. Evacuate patients/personnel vertically second to floor below if you are above floor #1 and floor above if you are at the basement level (i.e. 3 West to 2 West).

“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 should respond as follows:

1. Close doors and windows in department and notify any co-workers that may not have heard the overhead page.
2. Be alert for either an overhead page of “Code 100, All Clear”, or further “Code Red” or Triage/Internal announcements.
3. 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 for fire point of origin).
4. If the fire is in the department immediately adjacent to your department, (i.e. directly above, below, or 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.

DEPARTMENTS WITH SPECIAL RESPONSIBILITIES

Engineering / Fire Response Plan

1. All engineers on all shifts respond to all code red fires and direct the code red response.
2. Engineers are the only staff permitted to call PBX and authorize a Code 100 “All Clear” to end a Code Red.

Respiratory Therapy / Fire Response Plan

1. All Respiratory Therapists on all shifts respond to all code red fires and assist with fire procedures.
2. Respiratory Therapists are responsible in coordination with Engineering for knowing where oxygen (O₂) shutoff valves are throughout the hospital and enacting emergency procedures to shut off oxygen zone valves in the event of a fire and provide bottled oxygen to dependent patients.

Service Partners / Fire Response Plan (day shift)

1. Respond to the “Code Red” using the *“Point Of Origin”* fire response if the fire is in your area.
2. Assist with fire evacuation and/or fire containment and extinguishing at the *“Point of Origin”*.

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

Environmental Services / Fire Response

1. All Environmental Services personnel, on all shifts respond to all “Code Red” throughout the hospital.
2. Assist with the fire evacuation and/or fire containment and extinguishing at the “*Point of Origin*”.
3. Assist with any clean up or other duties as a result of the code red condition.

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References:	
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