



**EAST TENNESSEE CHILDREN'S HOSPITAL**

<b>Category:</b>	Administrative
<b>Department:</b>	Administration
<b>Policy No.:</b>	A00110
<b>Former Policy No.:</b>	CODE RED
<b>Page:</b>	1:7
<b>Effective Date:</b>	1/12

**TITLE: CODE RED – FIRE PLAN – ETCH CAMPUS**

**PURPOSE:** To provide detailed instruction to the staff in the event of a fire to decrease the risk of personal injury and property damage.

**SCOPE:** All hospital employees, medical staff, and volunteers

**POLICY:**

Anyone who discovers a fire will take action as described in procedures and departmental plans.

**RELEVANT FACTORS:**

**DEFINITIONS: N/A**

**PROCEDURE:**

**I. ACTIVATION**

**A. In Case of Fire in Your Department:**

1. Keep calm. Shout "Code Red" (alerting co-workers to put the fire plan into action).
2. Direct or move patients, visitors or staff to safety.
3. Close the door to the room containing the fire.
4. Activate the nearest fire alarm pull-station.
5. Dial "333" - Report the fire to the PBX operator: Give Details - Location - Extent.
6. If directed, shut off O<sub>2</sub> at zone shut-off valve in corridor. Be prepared to further shut off O<sub>2</sub> in other zones as directed.
7. Close all hall and room doors in your area.
8. Fight the fire with the proper extinguisher, wet towels, blankets.
9. Prepare appropriate records for transport - anticipating the need to move patients.
10. If help is needed to move additional patients to safety, dial "333" and ask for the administrative person in charge. Say, "Help is needed to move patients to safety" – give location.

**B. In Case of Fire in other Department:**

1. The fire code - "Code Red" - and the location are paged overhead.
2. Close all hall and room doors in your area.
3. Get sheets and towels ready to seal cracks (smoke).
4. Make no calls to PBX operator, except in an emergency.
5. Prepare appropriate records for transport - anticipating the need to move patients.



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6. **Make no routine transport of patients until the "All Clear" is given.**
7. **Stand by for request to help move patients to safety - Stretchers ready – Personnel picked.**

**II. PERSON IN CHARGE:**

The person in charge will be the Safety Director or Safety Chairman during the normal workday. If the fire occurs after the close of the normal workday, the Nursing Coordinator will take charge until relieved of this responsibility. The Fire Chief will have ultimate responsibility and authority on the premises.

**III. FIRE EXTINGUISHERS:**

Learn the location of your nearest fire extinguisher and the type to use on different fires. The fire extinguisher will tell you whether it is for Class A, B, C, or all types of fires. A is for ordinary combustibles and fires that may be put out by lowering their temperature by using a water based extinguisher.

B is for flammable liquids and fires that are put out by smothering them. The extinguisher contains carbon dioxide.

C is a chemical based extinguisher for electrical equipment. Cut off power as quickly as possible.

Three other items will help you remove the cause of fire. These are SHUTTING OFF THE AIR SUPPLY, REMOVING THE SOURCE OF FUEL, AND ELIMINATING HEAT IF POSSIBLE. That is why it is important that you shut all doors, close all windows, and shut down any items that help to create a draft. In addition, wet towels, wet blankets, etc. stuffed under the edges of doors or around cracks will prevent smoke from entering your area.

**IV. DEPARTMENTAL PLANS:**

Listed below are more general duties of each department. Become familiar with these general duties of the individual departments so that you will know what to do in case we do have a fire. The PBX operator will play a vital role in how well we communicate our needs to the outside. For this reason, whenever you hear the fire code announced, please refrain from using all in-house phones and intercoms other than for emergency usage. In addition, each department will have more specific details defining fire fighting and evacuation duties.

Remember the success of how well we do depends upon each of YOU. Only YOU can be alert to reporting fires. Only YOU can help calm the patients and visitors in the hospital and prevent panic. Don't forget that PANIC and FEAR may cause more harm than the actual fire itself.

**A. Central Services:**

1. **Station one person at telephone for information.**
2. **Prepare to issue supplies as needed.**
3. **Be prepared to turn off autoclave and other equipment as directed.**
4. **Close all doors and windows.**
5. **Stand by in department for further instructions.**



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- B. Food & Nutrition Services:**
  - 1. Station one person at telephone for instructions.
  - 2. Close all doors.
  - 3. Turn off all electrical, gas and ventilation if directed.
  - 4. Stand by in department for further instructions.
  - 5. Station one person in cafeteria and request that customers remain in area.
  
- C. Neurology Lab:**
  - 1. Turn off equipment as directed.
  - 2. Be prepared to move patients as directed.
  - 3. Close doors.
  - 4. Station one person at telephone for information transmission.
  
- D. Emergency Department:**
  - 1. Station one person at telephone for instructions.
  - 2. Close all doors.
  - 3. Turn off all medical gas if directed.
  - 4. Be prepared for possible burn or shock cases.
  - 5. Stand by nursing station for further directions.
  
- E. Environmental Services:**
  - 1. Housekeepers on the patient floors will remain on the floor and assist in shutting doors, clearing the corridors and report to the nursing stations for further instructions from the Nurse Manager.
  - 2. All other Housekeeping personnel report to Environmental Services Department for further instructions.
  
- F. Laboratory:**
  - 1. Close all doors.
  - 2. Turn off electrical machinery, if directed.
  - 3. Be prepared to remove patients, if directed.
  - 4. Be prepared to provide blood or plasma if called for.
  - 5. Station one person at telephone for information transmission.
  - 6. Stand by in department for further instructions.
  
- G. Laundry:**
  - 1. Report to Environmental Services office.
  - 2. Be prepared to shut down equipment as directed.
  - 3. Be prepared to dispense blankets, linens, etc.
  - 4. Stand by in department for further instructions.
  - 5. Verify the door to the linen chute room is closed.



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**H. Engineering:**

- 1. Report immediately to the scene of the fire, procuring the appropriate extinguishers.**
- 2. Be prepared on a directive from the person in charge to turn off gas and electrical current.**
- 3. When directed, reset the Fire Alarm System.**

**I. Medical Records:**

- 1. Close all doors.**
- 2. Station one person at telephone for information.**
- 3. Be prepared to remove index card files if ordered.**
- 4. Stand by in department for further instructions.**

**J. Surgery and Recovery Room:**

- 1. Notify all personnel, doctors and nursing in your department of the fire situation as directed.**
- 2. Close all doors.**
- 3. Be prepared to go to auxiliary power.**
- 4. Be prepared to receive cases.**
- 5. Remove any patients awaiting surgery to safer locations if conditions warrant.**
- 6. If area must be vacated, be prepared to relocate cases to ICU for continuation and closure of the case.**
- 7. Turn off all machines, electrical devices as soon as possible as directed.**
- 8. Be prepared to remove any special equipment and respiration equipment as directed.**
- 9. Assign personnel as available to staff the Emergency Department if there is not a surgical case at the time of the fire code.**
- 10. Assign one person to stand by phone for further information.**

**K. PBX:**

- 1. When an alarm comes from the Fire Alarm System, page "Code Red" with that location. When a call comes in from the 333 phone line with a specific location, if different or more detailed, page "Code Red" again with the details.**
- 2. On receipt of notice of a fire, announce "Code Red" on the public address system as follows:**
  - "Attention hospital personnel":**
  - "Code Red" - (give location)**
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  - "Code Red" - (give location)**
- 3. For an actual fire, telephone Fire Department and give exact location of fire. (Red phone will only work after it has been cleared at 911 Center).**



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4. **Waveware Security and Nsg Coordinator.**
  5. **Phone the individuals as listed in the PBX roster only at the direction of the administrative person in charge.**
- L. Pharmacy:**
1. **Lock all narcotics and prepare narcotic records for transfer if necessary.**
  2. **Close all windows and doors.**
  3. **Stand by station. One person stands by telephone for further instructions.**
- M. Purchasing Department:**
1. **Close all doors.**
  2. **Be prepared to issue emergency supplies requested.**
  3. **Assemble records and invoices for transfer if necessary.**
  4. **Stand by phone and await further instructions.**
- N. Respiratory Care:**
1. **Close all doors.**
  2. **Turn off all electrical equipment if directed.**
  3. **Stand by in department for further instructions.**
- O. Radiology:**
1. **Turn off electrical machinery as directed.**
  2. **Be prepared to remove patients as directed.**
  3. **Close all doors.**
  4. **Station one person at telephone for information or instructions.**
  5. **Stand by in department for further instructions.**
- P. Administration or Person in Charge:**
1. **Upon notice of fire, ascertain if the Fire Department has been notified.**
  2. **Establish Information Center.**
  3. **Assign personnel to direct firemen to location of fire.**
  4. **Assign personnel to prevent visitor admissions that may arrive from entering the lobby.**
  5. **Be prepared to notify police and ambulance assistance if needed.**
  6. **From the Information Center, make assignments of other personnel.**
  7. **Assume responsibility for the evacuation of patients to other areas if needed. Refer to Code E.**
  8. **Assure the "ALL CLEAR" signal has been given when the fire is under control or the exercise has ended.**



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**Q. Nursing Personnel:**

1. Turn off medical gasses in the area immediate to the fire if directed.
2. Assist in keeping the patients calm and instruct visitors as to ways they may help if evacuation is necessary.
3. Assist in the closing of all doors.
4. Personnel on duty should report to their respective station and remain there for instructions from the nurse in charge and/or supervisor.
5. Anticipate implementation of Code E.
6. Maintain someone at the nursing station telephone for transmitting information. Keep all lines open except for emergency use.
7. Personnel off duty shall report to the last place of duty unless instructed otherwise by administrative person in charge.

**R. Nursing Coordinator and/or Person in Charge:**

1. During the evening and night hours, the administrative duties will be the responsibility of the person in charge.
2. Report to fire alarm area to assess the situation.
3. Assign personnel on patient floors to proceed as follows:
  - a. All exits are checked and are available for movement of patients.
  - b. Telephone is covered.
  - c. List of patients and conditions readily available.
  - d. Keep Control Center posted on condition of fire.

**PRECAUTIONS: N/A**

**SUPPORTIVE DATA: N/A**

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<b>Policy Owner:</b>	Safety Officer
<b>References:</b>	
<b>Related Policies:</b>	
<b>Origination Date:</b>	
<b>Revision Dates:</b>	3/06, 4/10, 12/10, 1/12
<b>Last Review Date:</b>	1/12
<b>Next Review Date:</b>	1/15
<b>Date Retired:</b>	
<b>Approved:</b>	6/15/12