

**Beth Israel Deaconess Medical Center
Environment of Care Manual**

Title: Fire Response “Code Red” Policy

Policy #: EC-36

Purpose:

The purpose of this policy and procedure is to provide a uniform Fire Plan to be followed by staff in the event of a fire or smoke related emergency (Code Red).

Policy Statement:

Beth Israel Deaconess Medical Center shall assure adherence to the Life Safety and safe response to fire hazards as described in the Life Safety/Fire Safety Management Plan.

This procedure shall address the process of safely responding to fire related emergencies including those that may require the assistance of external agencies.

Beth Israel Deaconess Medical Center (BIDMC) uses R.A.C.E. Fire Plan to standardize the procedures to be taken in the event of a fire, so that the preservation of life safety and property can be maintained.

Scope:

The Fire Response “Code Red” Procedure applies to all properties and facilities owned, occupied, or managed by Beth Israel Deaconess Medical Center (BIDMC), including clinical, research, and administrative areas on the main campus and at off-site locations. In some cases, certain responsibilities under the Fire Response “Code Red” Procedure are shared with or delegated to local managers and/or outside parties such as landlords, tenants, or contractors. As applicable to particular locations, the Fire Response “Code Red” Procedure also covers BIDMC patients, employees, clinical or research staff, and visitors present in these locations.

Procedure(s) for Implementation:

Code Red alarm activation may be initiated as a result of multiple factors including a detected fire or smoke event, malfunction of suppression system; malfunction of detection system; scheduled drill activity and vandalism. All staff must respond to all fire alarms as if they were real. The fire alarm will be in effect until the situation is cleared by the Fire Department or the EH&S Department Safety Officer

A. Immediate Code Red Response: Responsibility - All Employees

I. All Employees

A. Employees are expected to respond to an actual or suspected fire or

smoke emergency by implementing the BIDMC Code Red response plan, **RACE**. Steps include:

- **Rescue** – Rescue people in immediate danger if you can do so without endangering yourself.
- **Alarm** – Sound the Alarm by activating a pull station, and call the Code Line 2-1212 (9-911 if off-site) from a safe distance to notify responders of the precise location of smoke/fire. When contacting the Code Line, employees must be prepared to give the following information: Type of Code (Code Red); Location of emergency (building, floor, room number); caller's name and call back number.
- **Contain** – Contain the fire by closing all doors, windows and other openings. Re-assure patients and visitors by stating this is an event that we will be verifying, assure patients/visitors that we will keep them informed regarding next steps. Shut off the piped compressed gas (only by clinician or upon order of BFD). Action required only if the gas is in immediate vicinity of fire and after assuring that all patients on life saving gas are properly supplied.
- **Extinguish**- Use appropriate portable fire extinguishers to put out small fires, if trained and can be done safely. Fire Extinguisher use is not required of employees. All buildings are fully protected by sprinkler.
- **Evacuate**- Execute your specific department evacuation plan including taking direction from the Floor Marshal, Boston Fire Department and /or Safety Officer. This may include horizontal evacuation of occupants to another zone, evacuation of the whole area either horizontally or vertically. Do not use elevators unless authorized by Boston Fire Department.

B. Use of Fire Extinguisher:

Extinguish the fire only if you have been trained, if the fire is small enough to fight safely and if you know you have the right extinguisher type. Implement the **PASS method**:

1. **Pull** the safety pin at the top of the extinguisher
2. **Aim** the nozzle, horn or hose towards the base of the flame
3. **Squeeze** Stand approximately 8 feet away from the fire and squeeze the handle to discharge the extinguisher. If you release the handle, the discharge will stop.
4. **Sweep** the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite.

II. Floor Marshals (FM)

Department/Unit Floor Marshals (FM) are responsible for carrying out specific department evacuation plans as well as the following directions upon alarm

activation on their floor. Check with your manager to see what constitutes activation of your floor. Some buildings are floor of and above while others are full building activation upon alarm.

- Assume role/declare self as Floor Marshal
- If the event is in your area call the Code Line to report the specific location 2-1212 (9-911 for off sites) Direct staff to follow **RACE** or if the location is not immediately known direct staff to assess area to determine cause of event. For business occupancy areas staff should be directed to immediately follow RACE without looking or waiting for the cause of the alarm.
- Move to a location where you can identify yourself as FM to all first responders
- Maintain “Situational Awareness” throughout the event and present immediate status of situation to first responders and BFD (e.g. location or unknown, what reported such as smelling smoke, other).
- Give direction to first responders entering area
- Assure that an appropriate clinician with knowledge of patient needs or BFD assesses if gas shut off is indicated for areas directly impacted by fire. Shut off of the gas should only occur if in immediate vicinity of fire but after assuring that all patients on life saving gas are properly supplied (refer to [EC-71 Emergency Shut-Down of Oxygen, Vacuum and Other Medical Gases](#)) Utilize Public Safety first responder to receive radio information on status of event and to communicate needs to public safety dispatch based on event.
- **Evacuation may also be required for inpatient areas when containment has not been effective and/or the nature of the event demonstrates an immediate or expected threat to the life or safety of occupants.**
- **For those areas that do not require immediate evacuation as part of the plan, the decision will ultimately be made by Boston Fire Department (BFD). In extreme situations, it may be initially decided by the Floor Marshal or Safety Officer prior to BFD arrival (refer to [EC-30 Evacuation Policy](#))**

III. Department Managers

Department managers are responsible for developing department evacuation plans and assuring all staff are appropriately trained in hospital and department specific fire safety and response, initially upon hire, after a job change and annually thereafter. Department managers are also responsible for assigning a Floor Marshal for their area(s) and having them attend all educational and training programs.

IV. MASCO Call Center Representatives

MASCO Services is responsible for answering the Code Line (2-1212) and following the following steps to initiate internal response:

- Operator will ask if caller has activated the pull station. If not activated,

Operator will instruct caller to activate pull station ASAP from a safe location in the event area.

- Assure notification of Public Safety Dispatch
- Activate Code Red pagers, “Code Red, location” (See Appendix A below)
- Deliver overhead page “Attention please, Code Red (bldg/floor& room number if available)” 3 times. If the specific location is not initially identified, the first overhead and code red page will identify the building and "standby for additional information". The second overhead and page will provide specific location information.
- Once notified by Public Safety of “All Clear”, initiate All Clear Notification:
 - Activate “ALL CLEAR CODE RED, location” via Code Red pagers.
 - Deliver overhead page “Attention please, All Clear Code Red (bldg/floor/room number) 3 times

V. Public Safety Dispatch

- The Public Safety dispatch office will monitor all fire alarm activity receiving notification of alarm activation via the electronic system (printer/panel).
- If a report of a Code Red event has been placed through the Code Line (2-1212), Public Safety will be notified via the MASCO communication operator and the Code Red (All Code) Pager.
- Once the public safety dispatcher is notified of a Code Red event, the following procedures shall be followed:
 1. Notification of Boston Fire Department to confirm receipt of alarm. Give specific address of alarm location.
 2. Radio officers and maintenance personnel with location of Code Red.
 3. Assure MASCO has initiated Code Red notifications.
 4. Assure MASCO is notified to announce “All Clear”.

VI. Public Safety/Security Responders

- **#1 Officer** will initially respond to the building fire control panel to identify specific floor location if initial alert only for building. #1 Officer shall enter the smoke compartment of the area of event and identify himself or herself to the floor marshal or designee. Officer will maintain contact with the Floor Marshal at all times to support communication of event to and from Dispatch.
- Officer # 1 and Floor Marshal will meet BFD upon arrival to provide immediate status of event.
- **#2 Officer** will respond to the floor above the event and identify self to Floor Marshal. # 2 Officer will stay with Floor Marshal and keep FM apprised of the status of the event, communicate to dispatch with floor needs and assist with evacuation.

- **# 3 Officer** to identify specific location via fire control panel and be available to meet Boston Fire Department and escort them to Code Red event location. Clear parking or have others clear parking for BFD as needed.
- Complete Code Red report as per Public Safety/Security procedures. Forward copy of report to the Environmental Health & Safety (EH&S) email account: EnvironmentalHealth&Safety@bidmc.harvard.edu.
 - **#4 Officer (if staffing permits)** shall remain at the event floor exterior of the smoke compartment. Information shall be relayed from the #1 primary responder to the # 4 secondary responder. # 4 Officer to screen entry of personnel as well as inform responders of status. The # 4 responder shall also consult with Maintenance operations for details of cause and necessary follow-up action including “All Clear” notification.

VII. Maintenance Operations

- Respond to Code Red event location, report to # 1 or # 2 Officer and provide assistance as needed to the area. Assistance may include following RACE & to assist staff in immediate actions including locating fire, containment and extinguish if possible.
- Maintenance personnel shall remain in smoke compartments receiving details of cause & necessary follow-up action from FM, Public Safety/Security # 1 & 2 responders.
- Maintenance personnel shall check the floor above and below to ensure fire systems are working correctly.
- Maintenance personnel shall assist Public Safety, FM and staff as necessary.
- Maintenance assures fire safety vendor resets the system once “All Clear” is announced. Public Safety personnel will be responsible when Maintenance not available.
- Assure the Director of Maintenance, IS Help Desk and other affected departments are alerted when a fire alarm event causes significant damages or systems becomes impaired. If any equipment or piece of infrastructure is damaged notify the appropriate manager.

VIII. Administrative Clinical Supervisor (off shifts and weekends)

- Respond to the Code Red location to provide general assistance to unit. Upon arrival, receive status report from FM, Public Safety and/or Maintenance and ascertain specific clinical or administrative support needs. ACS will assume role of FM as needed.
- Assure Administrator on Call (AOC), or equivalent, is alerted of any event requiring evacuation of patients or adversely affecting patient care or business operations.

IX. Environmental Health & Safety (normal business hours)

- Respond to Code Red location to provide general assistance. Upon arrival, receive status report from Public Safety, Maintenance and Floor

Marshal. Provide assistance as necessary including assuming role of Floor Marshal.

- Immediately notifies Administrator on Call (AOC), Emergency Management and other key departments as appropriate.
- Review reports from Maintenance & Public Safety/Security
- Assure drill critiques/reports are completed properly and that corrective actions/repairs are properly addressed. Verify proper response from all department staff and responding Code Red groups.
- Assure Director of Environmental Health & Safety, or equivalent, is alerted of any details relating to fire events or life safety deficiencies noted during event.
- Notifies Health Care Quality Department to determine if event requires reporting to other regulatory agencies.
- EH&S on-call person will call in to Public Safety during off-hours to receive Code Red event information and respond appropriately.

B. Secondary Responder Responsibilities: To be on-site outside the event zone to assist primary responders with resources based on nature of the event.

I. Environmental Services (EVS)

- Manager on duty (MOD) from Environmental Services (24/7) will respond to Code Red by reporting to the event location and check in with PS and await further instructions.
- Based on the nature of the event, Environmental Services to provide necessary staff and transport equipment if applicable.

Attachments:

Appendix A: Code Red Pager and Radio Contact List

Approved By:

Vice President Sponsor:

**Walter Armstrong, Sr. VP Capital
Facilities and Engineering**

EOC Committee: 4/11/12

**W. Armstrong & K. Sands
Co-Chairs**

Requestor Name: Gary Schweon, Director EH&S

Original Date Approved: 6/98

Next Review: 4/15

Revised: 8/04; 12/05, 10/07, 4/09, 9/09, 4/12, 8/12

Eliminated:

Appendix A: Code Red Pager List

The following groups will receive Code Red notification via Code Red pagers.

Public Safety/Security dispatch

Environmental Health and Safety Dept. all staff

Environmental Services Manager on Duty (MOD) Code Red pager

Administrative Clinical Supervisor/Clinical Advisors (All Code pager)

Code Red Radio Notification

Maintenance staff will be notified by 2-way radio by Public Safety Dispatch