



SOUTHWEST  
WASHINGTON  
MEDICAL CENTER

# EMERGENCY PREPAREDNESS

**Title:** Fire Plan (Code Red)

**Originating Department:** Administration

**Effective:** 09/95

**Revised:** 1/08

**Reviewed:** 1/08

**Approved by:**

**Page:** 1 of 3

---

**PURPOSE:** To identify the plan for fire response (i.e. notification, suppression, and patient/employee evacuation).

- KEY:**
- R** **Remove** person(s) from immediate danger while calling out "CODE RED" for assistance
  - A** **Activate Alarm** - Stay in area to direct fire response team. Notify switchboard: Medical Center– 2199, Memorial Campus - 5199.
  - C** **Close door to contain** fire. Close all doors adjoining fire area. Close all remaining doors in fire zone
  - E** **Extinguish** only when fire has not spread from the point at which it started and when it does not put anyone in danger

## PROCEDURE:

- A. Immediate Fire Response
  - 1. Employees in immediate fire area shall:
    - a. Remove any patient/visitor/employee in immediate danger to a safer location
    - b. Activate alarm and call 2199 at the Medical Center or 5199 at the Memorial Campus to report the fire and location
      - 1) Other affiliated facilities dial 911 directly
    - b. Assist in rescue
    - c. When fire is small, extinguish
    - d. Shut doors to contain the fire
    - e. Assemble at predetermined locations in/near work area, but out of the fire danger area
    - f. The Department Manager/Supervisor on duty is responsible to:
      - 1) Account for patients and employees
      - 2) Give further instructions
      - 3) Work with the Fire Response Team in responding to the fire

### **KEYPOINT: Do Not Use Elevators**

- 2. The Fire Response Team shall report to the area designated by the Code Red overhead page
  - a. Fires in ancillary, non-patient care areas or non-occupied areas, the Fire Response Team includes:
    - 1) Engineering
    - 2) Respiratory Therapy
    - 3) Security (second officer on duty; first officer must meet and direct the fire department)
  - b. Fires in patient care areas the Fire Response Team includes:
    - 1) Emergency Department (RN, LPN, or EDT)
    - 2) 3 West (RN or LPN)
    - 3) 3 South/3 North (RN or LPN)
    - 4) 4 North (RN or LPN)
    - 5) Respiratory Therapy

- 
- 6) Engineering
  - 7) 2 North/2 South (RN or LPN)
  - 8) FBC (RN or LPN)
  - 9) When fire in ICU, remain on home unit and begin set-up to receive ICU patients
3. The Medical Center Emergency Incident Command System shall be activated by the Incident Commander
    - a. The Facility Unit Leader and Building/Grounds Officer shall:
      - 1) Report to the fire area
      - 2) Set up a Control Base just outside the fire area to provide communication with the Logistics Chief located in Incident Command/EOC
    - b. The Safety and Security Officer shall meet the Fire Department at the appropriate Entrance and direct them to the fire area by an alternate route from the evacuation flow
    - c.
- B. Evacuation
1. When patient risk is imminent, evacuation shall be designated by the area supervisor in collaboration with the Facility Unit Leader and the Fire Department
    - a. Initial evacuation of the area shall be through the next set of fire doors or horizontal exit
    - b. When additional evacuation is required, utilize the Evacuation Plan
    - c. The Incident Commander shall designate an alternate site when an entire unit is to be evacuated of patients and employees
- C. Staff response outside the immediate fire zone
1. When the fire zone is adjacent, above, or below the department, employees must observe for signs of smoke or fire  
**KEYPOINT:** Fire and smoke doors shall be closed to contain the fire and prevent spread from the primary fire site
    - a. The department supervisor must prepare for an evacuation in case of fire spread
    - b. Report to Incident Command/EOC any signs of smoke, heat, or fire
  2. When the fire zone is ***not*** adjacent, above, or below the department, employees shall close all doors and gather in the corridor outside their department
    - a. The department supervisor shall assess the fire proximity and danger
    - b. When no eminent danger from fire or smoke spread is identified, employees may return to normal duty as long as the designated charge monitors the fire status
  3. Fire Doors
    - a. Employees may ***not*** routinely pass through fire and smoke doors during a fire alarm occurrence ***when doors are adjacent or close to the fire area***
    - b. Employees responding to the fire or returning to their home department to assist with evacuation may pass through fire and smoke doors only when they have looked through the door window for smoke or fire, and felt the door for heat coming from the other side
      - 1) Passage is not permitted when smoke, fire, or heat is detected at the door
    - c. Employees ***may*** pass through fire and smoke doors during a fire alarm occurrence, ***when doors are NOT adjacent to the fire area***

- 1) The doors must always be closed following passage through the door
- 2) Employees should remain alert to changing fire locations