

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

Title: Fire Response “Code Red” Plan

Policy #: EC-36

Purpose:

In order to provide safe patient care, as part of the hospital’s mission, the purpose and objectives of the Fire Plan are to provide a Fire Safety Program which will reduce risks to employees, patients, physicians and visitor by addressing:

- Facility-wide needs in response to fire;
- Departmental policies and procedures related to this plan; and,
- Training and education for all employees, licensed independent practitioners, volunteers, students and other non-staff as appropriate

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 the acronym “R.A.C.E.” as a 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.

All staff is trained at least annually on Code Red and the proper use of fire extinguishers. In addition, staffs are instructed to review their department Evacuation Plan that includes written descriptions of emergency equipment, their locations and primary and secondary evacuation routes.

The blocking, tampering or covering of the following is prohibited by life safety code and fire prevention regulations:

1. Fire alarm pull stations, alarms, strobes, announcement devices, fire extinguishers, gas shut offs, smoke detectors, electrical panels and other similar fire safety and alarm equipment.

Scope:

The Fire Response “Code Red” Policy applies to all properties and facilities owned, occupied, or managed by 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, licensed independent practitioners and visitors present in these locations.

Procedure(s) for Implementation:

Code Red alarm activation may be initiated as a result of multiple factors, including any of the following: an actual fire or smoke event, a malfunction of the detection or suppression system; a scheduled drill activity, or vandalism. All staff and licensed independent practitioners 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.

A. Staff in Area of Fire/Smoke - Immediate Code Red Response:

I. The following is a further explanation of this method of staff response to a fire:

A. R.A.C.E Code Red Response

Employees and LIP's are expected to **respond** immediately to an actual or suspected fire or smoke emergency by stopping what you are doing, listening to the alarm signal and overhead announcement, and immediately responding to the event if in your area by following **R.A.C.E.** LIP's are required to follow all of the BIDMC Code Red procedures and take direction from the event area employees, floor marshal and/or first responders. All employees including LIP's receive Code Red training annually through the Employee Comprehensive Education (CORE Training). Steps include:

- **Rescue** – or remove people in immediate danger. If practical, they should be sent to a safer location on the same floor.
- **Alarm** – For all locations, **activate** the nearest fire alarm box by pulling the alarm handle. **For BIDMC Main Campus also Call the Code Line 617-63(2-1212)**. When contacting the Code Line, employees must be prepared to give the following information: Type of Code (Code Red); location of emergency (campus-East /West, building, floor, and room number); caller's name and call back number.

For off-sites, Sound the Alarm by activating the pull station and follow the site specific plan to notify first responders of the **precise location of smoke/fire.**

- **BIDMC Bowdoin Street Health Center- call 9-911 (Boston Fire)**
- **BIDH Chelsea – call 9-911 (Chelsea Fire)**
- **BIDH Chestnut Hill – call 9-911 (Newton Fire)**
- **CLS Building – call 9-911 (Boston Fire)**
- **BIDH Lexington – call 9-911 (Lexington Fire)**
- **BID Cancer Center – call Needham Hospital Code line 3-3737.**

- **BIDH Arnold Pain Management Center 99 Brookline Ave – call 9-911(Brookline Fire)**
- **Renaissance Building - call 9-911 (Boston Fire)**
- **Research North - call 9-911 (Boston Fire)**

- **Contain** – Contain the fire by closing all doors, windows and other openings. **Clear** corridors of all equipment to allow for unobstructed evacuation. Re-assure patients and visitors by stating this is an event that we will be verifying and keep them informed regarding next steps. Shut off the piped compressed gas, only by clinician or upon order by Boston Fire Department (BFD)/local fire department. 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-** only attempt to extinguish very small fires with portable fire extinguishers.

Evacuate- Execute your specific department evacuation plan and take direction from the Floor Marshal, BFD/local fire department, Safety Officer, and/or Public Safety. This may include horizontal evacuation of occupants to another zone or evacuation of the whole area either horizontally or vertically. Do not use elevators unless authorized by the fire department.

- Situational awareness and further direction from Floor Marshal, first responders and fire department is critical during the first few minutes of an event.
- If smoke and fire cannot be easily contained in the area by closing doors, staff is to immediately mobilize to evacuate patients in immediate danger. Primary and secondary evacuation routes are described in each department’s posted Evacuation Plan. This is generally the wing closest to the event.
- Evacuation priority is to first move patients horizontally to an adjacent zone (behind fire/smoke doors in halls) utilizing the patient’s own ambulatory ability, while in bed, or use of any other readily available transport means.

B. BIDMC Cooperation with Fire Department First Responders

- The Fire Department, upon arrival, has ultimate authority in the event of a fire.
- Staff are to immediately notify arriving firefighters of the nature of the event, location, type patients in area and if there are any

patients/others injured and/or in immediate danger.

- The Fire Department's priorities are 1) rescuing persons in immediate danger, 2) Address fire, smoke or dangers of the event and, and 3) Ensure the event risk is completely neutralized.
- Staff should pay attention to the Fire Department's direction. This may include but not limited to: immediate evacuation of an area, wing or unit; shut off medical gas; permission to use elevators for evacuation; request additional resources to assist with evacuation, shutting down electrical feeds.
- Firefighters will assume ultimate command authority; at no time "care for the patients" is on their list or responsibilities. This stays with the hospital. The Floor Marshal or other person in charge of the area must stay in charge of the staff and the patients during an event.

C. Use of Fire Extinguisher:

Implement the **P.A.S.S. method:**

- **Pull** the safety pin at the top of the extinguisher
- **Aim** the nozzle, horn or hose towards the base of the flame
- **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.
- **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.

D. Additional Responsibilities during a fire alarm:

Department Manager/Unit Resource/Floor Marshal (FM) directly in fire alarm site are responsible for directing staff to follow specific department code red response. These steps include:

- Assume role/declare self as the FM.
- Take direction from first responders upon alarm activation on your floor.
- Check with your manager to see what constitutes activation of your floor. Some buildings evacuate floor of and above while others are full building activation upon alarm.
- If the event is in your area call the Code Line to report the specific location 2-1212 (for off-sites, follow site specific plan). Direct staff and LIP's in area to follow **R.A.C.E.** or if the location is not immediately known, direct staff and LIP's to fan out and assess the area to determine the cause of event, rescue anyone in immediate danger and contain the fire as best as possible by closing the door. For business occupancy areas, staff should be directed to immediately follow R.A.C.E. 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. Work with Boston Fire Department/local fire department officer in charge to respond to situation in a cooperative manner.

- Maintain “Situational Awareness” throughout the event by receiving feedback from staff and presenting immediate status of situation to first responders.
- Gas shut off should only occur if in immediate vicinity of fire and after assuring that all patients on life saving gas are properly supplied. Upon order by Boston Fire Department (BFD)/local fire department, only clinicians with a thorough knowledge of the medical gas requirements of all patients on a floor or unit may shut off the control valves for the affected area. Refer to [EC-71 Emergency Shut-Down of Oxygen, Vacuum and Other Medical Gases](#).
- Utilize the Public Safety first responder to receive radio information on status of event and to communicate needs to public safety dispatch based on event.
- **For those areas that do not require immediate evacuation as part of the plan, the decision will ultimately be made by the local fire department. In the event that 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, it may be initially decided by the FM or Safety Officer to direct an evacuation prior to the local fire department arrival (refer to [EC-30 Evacuation Policy](#)).**

II. Department Managers

Department managers are responsible for developing department Evacuation Plans in collaboration with EH&S 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 will serve as the FM or they may assign others to serve as a FM.

III. Public Safety/Security Responders

- **Officer #1** will initially respond to the building fire control panel to identify specific floor location if initial alert only for building. Officer #1 shall enter the area of event and identify himself or herself to the FM or designee. Officer #1 will maintain contact with the FM at all times to support communication of event to and from Dispatch Assistance may include following R.A.C.E. & to assist staff in immediate actions including locating fire, containment, extinguishing if possible and evacuation. Officer # 1 and FM will meet BFD upon arrival to provide immediate status of event.
- **Officer #2** will respond to the floor above the event and identify self to FM. Officer #2 will stay with FM and keep FM apprised of the status of the event, communicate to dispatch with floor needs and assist with evacuation.
- **Officer #3** to identify specific location via fire control panel and be available to meet BFD and escort them to Code Red event location. Clear parking or have others clear parking for BFD as needed.

- Complete Code Red report after each event per Public Safety/Security procedures and forward copy of report to EH&S.
- **Officer #4 (if staffing permits)** shall remain at the event floor exterior of the smoke compartment. Information shall be relayed from Officer #1 to the Officer #4. Officer #4 to screen entry of personnel as well as inform responders of status. The Officer #4 shall also consult with Maintenance operations for details of cause and necessary follow-up action including “All Clear” notification.

IV. Public Safety Dispatch

- For the Main Campus, Public Safety dispatch office will monitor all fire alarm activity and will receive notification of alarm activation via the electronic system (printer/panel). For off-sites, follow site specific plan.
- If a report of a Code Red event has been placed through the Code Line 617-63(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:
- Notification of BFD to confirm receipt of alarm. Give specific address of alarm location.
- Radio officers and maintenance personnel with location of Code Red.
- Assure MASCO has initiated Code Red notifications.
- Assure MASCO is notified to announce “All Clear”.

V. Maintenance Operations

- A. Respond to Code Red event location, report to Officer # 1 or Officer # 2 and provide assistance as needed to the area. Assistance may include following R.A.C.E. & to assist staff/LIP’s in immediate actions including locating fire, containment, extinguishing if possible and evacuation. For off-sites, follow site specific plan.
- B. Maintenance personnel shall remain in the area to receive details of cause and necessary follow-up action from FM, Public Safety/Security Officers # 1 and #2.
- C. Maintenance personnel shall check the floor above and below to ensure fire systems are working correctly.
- D. Maintenance personnel shall assist Public Safety, FM and staff as necessary.
- E. Maintenance shall assure fire safety vendor resets the system once “All Clear” is announced. Public Safety personnel will be responsible when Maintenance is not available.
- F. 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.

VI. Administrative Clinical Supervisor (ACS) (off shifts and weekends)

- G.** 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. For off-sites, follow site specific plan.
- Assure Administrator on Call (AOC), or equivalent, is alerted of any event requiring evacuation of patients or adversely affecting patient care or business operations.
- **Environmental Health & Safety (normal business hours and on-call)**
 - A.** Respond to Code Red location to provide general assistance. Upon arrival, receive status report from Public Safety, Maintenance and FM. Provide assistance as necessary including assuming role of FM, and to assist staff/LIP's in immediate actions including locating fire, containment, extinguishing if possible and evacuation. For off-sites, follow site specific plan.
 - B.** Immediately notify AOC, Emergency Management and other key departments of any event requiring evacuation of patients or adversely affecting patient care or business operations.
 - C.** Obtain event details/status updates from Maintenance and review Public Safety/Security reports.
 - D.** Ensure drill/event critiques and reports are completed properly and that corrective actions/repairs are properly addressed. Verify proper response from all department staff and responding Code Red groups.
 - E.** Ensure Director of EH&S or equivalent is alerted of any details relating to fire events or life safety deficiencies noted during event.
 - F.** Notify Health Care Quality Department to determine if event requires reporting to other regulatory agencies.
 - G.** EH&S on-call person will call in to Public Safety during off-hours to receive Code Red event information and respond appropriately.

VII. MASCO Call Center Representatives

For BIDMC Main Campus, 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, the Operator will instruct the caller to activate the pull station as soon as possible 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 (building/floor and 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:
 - A. Activate “ALL CLEAR CODE RED, location” via Code Red pagers.
 - B. Deliver overhead page “Attention please, All Clear Code Red (building/floor/room number)” 3 times.

VIII. Licenses Independent Practitioners (LIP’s)

- Due to the nature of LIP work, individuals may not be familiar with the evacuation details for the area that they are in. Therefore, LIP’s are required to stop what they are doing, execute RACE including taking direction from the person in charge (described above)
- If not in the fire area, maintain situational awareness by listening for additional alarms, overhead announcements and/or direction from unit staff.
- Stay with the patient and stop/do not advance any procedures in case further action including evacuation is required;
- Reassure patient and await further direction from the staff, floor marshal, first responders and local fire department.

IX. Environmental Services (EVS)

- A. Manager on Duty (MOD) from EVS will respond to Code Red by reporting to the event location and check in with Public Safety and await further instructions.
- B. Based on the nature of the event, EVS shall provide necessary staff and transport equipment.

X. Secondary Responder Responsibilities:

- To report to the person in charge of the fire area or be on-site outside the event zone to assist primary responders with resources based on nature of the event. For off-sites, follow site specific plan.

XI. All Staff including LIP’s NOT in Fire Area (away areas):

- Do not move around the alarm building or use the elevators
- Remain in your department, and await further instructions from your supervisor
- If you are transporting a patient when the alarm sounds, do not board the elevators. Return the patient to the originating location if

possible, or get the patient to a safe area. Remain with the patient until the alarm clears or further instructions are given.

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: 4/10/19

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

Requestor Name: Gary Schweon, Director EH&S

Original Date Approved: 6/98

Next Review: 4/2022

**Revised: 8/04; 12/05, 10/07, 4/09, 9/09, 4/12, 8/12, 4/15, 9/17, 4/18, 6/18, 10/18,
1/19, 4/19**

Eliminated:

Appendix A: Code Red Pager List

For the main campus, 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)

For off-sites, notification will be site specific.

Code Red Radio Notification

For main campus, Maintenance staff will be notified by 2-way radio by Public Safety Dispatch.