



**Research Medical Center - All Campus Locations
POLICY**

	RMC Policy Number	EC-342
	POLICY TITLE:	Code Red Fire Response
	Policy owner (TITLE ONLY)	Emergency Management Coordinator
	Designation:	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Department Guideline
	Manual:	<input type="checkbox"/> Patient Care <input checked="" type="checkbox"/> Environment of Care <input type="checkbox"/> Collaborative-Multidisciplinary <input type="checkbox"/> Dept specific (list): _____
	New or revise date:	10/2018
	Review cycle:	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Bi-annually <input type="checkbox"/> Tri-annually <input type="checkbox"/> Other:
Officer with oversight	<input type="checkbox"/> CEO <input checked="" type="checkbox"/> COO <input type="checkbox"/> CNO <input type="checkbox"/> CMO <input type="checkbox"/> CFO <input type="checkbox"/> MEDICAL DIRECTOR OF DEPARTMENT	

I. SCOPE:
 All RMC affiliated employees, physicians, vendors, on-site subcontractors, all HCA affiliated employees for any division working in or visiting RMC, affiliated physician practices, members of the medical staff or credentialed allied health professionals.

II. PURPOSE:
 The purpose of this plan is to have an immediate response in the event of a fire on the Research Medical Center, Brookside Campus and Research Psychiatric Center.

III. POLICY:
 The policy and procedure set forth will provide RMC personnel a controlled response to Fire emergencies.

IV. PROCEDURE:

I. DEFINITIONS

II. PROCESS

In the event of fire, remember **R.A.C.E.**

R – RESCUE: any person in immediate danger and close doors.

A – ACTIVATE: the alarm nearest the fire area or call PBX at 276-4444 and give location. The following will happen simultaneously: the fire alarm will sound throughout the building. Fire/smoke doors will close in appropriate areas based on the location of the alarm. The location of the fire alarm is depicted on the fire panel. Security dispatches officers to the scene. A “Code Red” is paged.

C – CONFINE: the fire by closing all doors and windows.

E – EXTINGUISH/EVACUATE

When using an extinguisher, remember the word **P.A.S.S.**

P – PULL: the pin

A – AIM: the extinguisher nozzle at the base of the fire

S – SQUEEZE: or press the handle.

S – SWEEP: from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for re-flash and reactivate the extinguisher, if necessary.

Types of Fires and Extinguisher Usage

- A. “A” – paper, wood, cloth, trash or any ordinary combustible use ABC Dry Chemical; water pressurized, water, other, or fire hose. Also blankets, pillows, sheets, etc.
- B. “B” – Gasoline, oil anesthetics, alcohol organic solvent, or any other combustible liquid, use ABC Dry Chemical; BC Dry Chemical; Carbon Dioxide (CO₂).
- C. “C” – Electrical motors, electrical equipment (while energized) use ABC Dry Chemical; BC Dry Chemical; CO₂.

Oxygen Valves During a Fire

During a code red event if fire is confirmed and the fire involves or threatens to involve oxygen devices or delivery systems, only Respiratory Therapy staff and the Floor Charge Nurse are authorized to shut off Oxygen Zone Valves after they have determined it is safe for the patients to do so. While this is being accomplished members should identify patients that are affected by that zone valve and the removal of those patients to an area that oxygen therapy can be continued or placement of those patients on portable oxygen devices should be done at the earliest possible time. Members of the responding team are to notify the Incident Commander of the Oxygen Zone Valve closure.

Preventive Measures

- A. Environmental – Keep areas clean and in good repair.
- B. No Smoking – this is a Tobacco Free Facility
- C. Flammable liquids – Read labels and heed the warnings. Use only recommended amounts and beware of vapors that can be extremely explosive.
- D. Electrical – All plugs and wires must be in good condition and properly grounded before plugging in. Do not overload any one circuit. Ensure outlet is adequate to

handle a heavy load before plugging in equipment. Do not delay electrical repairs. Report any defects immediately.

Research Medical Center Main Campus

Security, Plant Operations, Respiratory Therapy and a representative of Administration, will respond to all Code Red alarms. All other RMC personnel are to report to their respective units/departments and wait for further instructions from their supervisor.

- A. The Security Supervisor on duty at the time of the alarm will be the initial contact person until the Fire Department or an administrator arrives. In case of a fire, responding staff will function under the direction of the Security Supervisor in matters of firefighting and rescue until the arrival of the Kansas City Fire Department (KCFD) or the Administrator on Call (AOC). At that time, the responsibility for fire control and evacuation is turned over to the KCFD. The responding staff will then stand by, should the KCFD request assistance.
 1. The Security Supervisor is responsible for:
 - a. Proceeding to the alarm area, assessing the situation and taking immediate steps to eliminate the hazard or control/contain the spread of fire and smoke.
 - b. Determine if alarm is valid. If valid, they will contact PBX operator. PBX will contact KCFD via 911; this will be done even if fire has been extinguished. For invalid alarms they will contact PBX and advise all clear.
 - c. Directing the actions of others at the fire scene until the KCFD arrives; advising them of any known fire hazards.
 - d. Notify PBX when a fire emergency has been ended.
 - e. Complete an investigation into the incident taking pictures and preserving evidence.
 - f. At the direction of Respiratory therapy staff and the floor charge nurse, assist with Oxygen Zone Valve shut off.
 2. Other responding personnel will:
 - a. Respond immediately to the alarm area and proceed as directed.
 - b. All other personnel within are to return to their respective departments until the "all clear" is given or a request for assistance is issued.
 - c. Respiratory Services members responding to the incident work with the rest of the responding team to complete necessary tasks that may include: attending to patients requiring oxygen and assisting with moving patients if needed, being familiar with the location and function of Medical Gas Zone valves and may need to close them when necessary.

3. PBX will:

- a. Page the Code Red overhead.
- b. Activate their pull station if the Code Red was called in via phone.
- c. Monitor radio and phone for security notifications of valid or invalid alarm. If alarm is valid, PBX will contact Kansas City Fire Department via 911.
- d. If alarm is valid, PBX will activate Code Red via the EMHICS program.
- e. If alarm is invalid, the all clear will be paged overhead after confirmation from the security supervisor. For valid alarms, the incident commander will give all clear.
- f. Page the All Clear overhead.

4. RMC Security will:

- a. Respond to investigate the alarm. A second officer responds to the Main Lobby area to receive information and direct the incoming fire department.
- b. Work with plant operations with acknowledging, silencing and resetting the alarm panel as well as taking devices/loops out of service.
- c. Log all fire alarm occurrences on the daily log and pass on to the next shift.
- d. During actual fire emergencies, the Director of Plant Operations /Safety Officer and/or the Security Manager and Emergency Preparedness Coordinator will be notified immediately and will keep Research Medical Center's Administrative personnel advised of the situation. A communication link will also be established with other areas that may be affected by the fire or smoke.
- e. At the direction of Respiratory therapy staff and the floor charge nurse, assist with Oxygen Zone Valve shut off.

5. Administrative Representative may respond to the location of the alarm.

- a. Administrative representative/house supervisor in coordination with Emergency Preparedness staff and Fire command individuals will assume command initially at the location of the Fire command. (This is commonly with the KCFD Battalion Chief who is identified by wearing a white uniform.)
- b. If the event requires a larger scale of Hospital Incident Command System (HICS), a command center will be identified in a location safe from the event.
- c. The Administrative Representative will give the evacuation order. Upon the arrival of the KCFD, the evacuation responsibility will be coordinated with their chief officer in coordination with the Incident Commander of the facility. The security supervisor on duty will act as

- a liaison and provide other support services as requested.
 - d. At the direction of Respiratory therapy staff and the floor charge nurse, assist with Oxygen Zone Valve shut off.
6. Clinical personnel will assure:
- a. The R.A.C.E. concept is followed.
 - b. All stairwell, corridor and room doors are closed.
 - c. A list of patients and staff is available and that all persons are accounted for at all times.
 - d. All exits are available for use.
 - e. Lights in the corridors and nursing station are turned up for better visibility and smoke can be more easily identified at night.
 - f. All patients are assessed and then evacuated when ordered to do so. Inform the individual assisting in the evacuation of a patient of any special requirements needed.
 - g. At the direction of Respiratory therapy staff and the floor charge nurse, assist with Oxygen Zone Valve shut off.
7. Environmental Services / Transportation personnel at the direction of their Supervisor will:
- a. Send available personnel to the alarm to assist with movement of patients.
 - b. Help close windows and doors.
 - c. Reassure patients and visitors.
 - d. Assist staff with evacuation of patients if deemed necessary.
 - e. Remove environmental services equipment from the hallways and place in storage areas.
 - f. Assist staff with evacuation of patients if deemed necessary.
 - g. At the direction of Respiratory therapy staff and the floor charge nurse, assist with Oxygen Zone Valve shut off.
8. Plant Operations, to alleviate unnecessary false alarms or blocked egress, will:
- a. Coordinate with security any impending construction plans/work in progress so that plans may be reviewed to determine the effect on emergency egress and/or take certain fire alarm devices out of service while work is being done. If an egress route is affected, security will inform any departments affected and plan for rerouting. Security will also initiate a fire watch anytime the fire alarm system will be out of service for more than 4 hours. The Emergency Preparedness Coordinator will be notified of the activation and completion of fire watch.
 - b. At the direction of Respiratory Therapy staff and the floor Charge Nurse, assist with Oxygen Zone Valve shut off.

9. RMC staff will:
 - a. Return to their respective departments until the "all clear" is given or a request for assistance is issued.
 - b. At the direction of Respiratory Therapy staff and the Floor Charge Nurse, assist with Oxygen Zone Valve shut off.
10. Independent Practitioners will be:
 - a. Trained in code red situations and fire extinguisher use in orientation.

B. MRI, NUCLEAR MEDICINE and GAMMA KNIFE AREAS: Due to the unique characteristics of these areas, special precautions are needed for entry in the event of a fire or fire alarm.

1. **MRI:** MRI staff and shift supervisors/team leads are trained on the safe entry to the MRI unit. In the event of a fire, an Imaging Department staff member will go to the MRI area to ensure that no one who has not been screened or cleared has entry into the MRI suite. After hours the suite door is locked; the Imaging staff is aware of the key location if needed. Care is to be taken that no metal objects are brought into the scanner suite. Additional awareness is needed to ensure that if the magnet quenches, that facility personnel and other emergency responders are not placed in danger. The area is equipped with the appropriate and MRI safe fire extinguishers. Staff has been trained in their use. If the fire is in the magnet room itself and deemed to be larger than what a single fire extinguisher can handle, the most senior Imaging department personnel, hospital incident commander and/or the fire marshal in charge will authorize the quenching of the magnet. Until the magnet is quenched, fire responders will not be able to safely enter the magnet room to contain the fire.
2. **Nuclear Medicine:** The hot lab in Nuclear Medicine is a restricted area. Radio nuclides are stored exclusively in this area. In the event of a fire emergency, Security responds in addition to Plant Operations and other facility staff. In the event of an after-hours fire emergency, the Department Director, Assistant Director and/or the Radiation Safety Officer must be notified and if appropriate come to the facility to assist with any potential radiation issues that may arise from a fire in this area. At all times, the safety of all responders as well as the integrity of the possible radio nuclides located in the hot lab is the primary concern. If there is any concern about the exposure of any responder to radiation, the RSO and/or designee will perform a radioactive screening process to ensure that anyone leaving the hot lab is not contaminated by radiation. For the radiation storage areas on B level and in the Nuclear Medicine department, in the event of a fire emergency the process

is the same. The probability of a radiation exposure in these areas is less due to the decaying process however, the appropriate personnel still need to be notified to insure the integrity and security of the material stored there as well as the safety from radiation exposure for the responders to the fire emergency. (Refer to Policy Number: 763-009 Radiation Emergency Procedures for Nuclear Medicine. This policy contains information on how to handle potential exposures. Additionally, there is posted in NM, Security and Plant Operations a listing of RMC staff experienced in dealing with radiation.

3. **Gamma Knife:** This is a restricted area. In the event of a fire emergency, Security responds in addition to Plant Operations and other facility staff. If after hours, Security responds in addition to emergency personnel from the outside. In the event of an after-hours event, the Department Director, Assistant Director and/or Radiation Safety Officer [RS1] must be notified and, if appropriate, come to the facility to assist with the potential radiation issues that might arise from a fire emergency in the area. At all times, the safety of all responders as well as the integrity of the radioactive source is a primary concern. If there is any concern about the exposure of any responder to radiation, the RSO and or designee will perform a radioactive screening process to insure that anyone leaving the Gamma Knife suite is not contaminated with radiation [RS2]. [RS3]
4. **Surgical Services:** Due to the high vulnerability of patients and procedures that increase the risk of fire the following process is utilized in the operating room.
 - a. Fire Extinguishers are located in each room.
 - b. Medical gas shut off is labeled and located in the vicinity of each room.
 - c. Evacuation plan located in department.
 - d. Department recognizes and provides special precautions for high risk procedures based on guidelines from the AORN or other specialized groups.
 - e. Examples of high risk procedures are, but not limited to: procedures with light source, procedures above torso, laser use, etc.

During an event some special consideration needs to be made by responding employees.

- a. Responding employees should start interaction with the board runner/Charge RN.
- b. Any responder that is to cross the red line will need to don appropriate attire.
 1. Coveralls, hair cover and shoe covers should be worn.

Research Medical Center Brookside Campus

Fire alarms are monitored by Security dispatch. Security dispatch will alert the Brookside officer of alarm. The officer will respond to Brookside security office or the boiler room to determine the location of the alarm. Kansas City Fire Department is automatically dispatched by the alarm.

1. Security Officer will:
 - a. Respond to the alarm panel and respond to location. If the alarm/threat is determined to be valid, the Security officer will alert security dispatch. Valid threats include any fire that has been extinguished.
2. Security Dispatch will:
 - a. Contact PBX and alert that we have a confirmed Code Red at Brookside with location.
 - b. Send additional officer if available to assist with crowd control and coordination of fire response.
3. PBX will:
 - a. Activate the EMHICS system when notified by Security Dispatch of Code Red
4. During actual fire emergencies, the Director of Plant Operations /Safety Officer and/or Security Manager and Emergency Preparedness Coordinator will be notified immediately and will keep Administrative personnel advised of the situation. A communication link will also be established with other areas that may be affected by the fire or smoke.
5. Administration Representative/house supervisor may respond to the location of the alarm.
 - a. Administration representative/house supervisor in coordination with Emergency Preparedness staff and Fire command individuals will assume command initially at the location of the Fire command. (This is commonly with the KCFD Battalion Chief who is identified by wearing a white uniform.)
 - b. If the event requires a larger scale of HICS, a command center will be identified in a location safe from the event.
 - c. The Administration Representative will give the evacuation order. Upon the arrival of the KCFD, the evacuation responsibility will be coordinated with their chief officer. The security supervisor on duty will act as a liaison and provide other support services.

Oxygen Valves During a Fire

During a code red event if fire is confirmed and the fire involves or threatens to involve oxygen devices or delivery systems, only Respiratory Therapy staff and the Floor Charge Nurse are authorized to shut off Oxygen Zone Valves after they have determined it is safe for the patients to do so. While this is being accomplished members should identify patients that are affected by that zone valve and the removal of those patients to an area that oxygen therapy can be continued or placement of those patients on portable oxygen devices should be done at the earliest possible time. Members of the responding team are to notify the Incident Commander of the Oxygen Zone Valve closure.

Research Psychiatric Center Campus:

1. The RPC Fire Alarm is monitored by Alarm Central @816-861-1500. Account #H1-6242.
2. When a "Code Red" is called, employees and patients meet within the building at designated points away from the Code Red location within the fire doors.
3. Employees are responsible for accounting for all patients and staff.
4. If the building is to be evacuated, it will be determined by the Fire Marshal, CEO, or Administration.
5. RPC has fire panels located at PBX, and Adult Unit Nurses' Station
6. The MAIN Fire Panel is in the telephone room with signage inside the east dock / building entrance.
7. RPC is considered a High Risk Facility and employees are trained during orientation that All Exit doors unlock anytime the Fire Alarm is activated and that they are to account for patients and avoid the risk of elopement.

III. EQUIPMENT REQUIRED (if applicable)

V. ATTACHMENTS-FORMS: (insert links if applicable)

VI. REFERENCES:

(ALERTS, HCA CORPORATE POLICIES, STATE SPECIFIC OR REGULATORY OR ACCREDITING AGENCY)

- HCA Emergency Operation Plan Template

- FEMA Disasters in Health Care
- TJC

VII. SIGNATURES-APPROVALS

Approval level one (1)

Name:	Credentials:	Review-Approval Date:
Department Director:		
Jerry Baker	Director, Plant Operations	See electronic Signature
Chuck Harmon	Dir Plant Ops, RPC	See electronic Signature
Other:		
Phil Keary	Emergency Management Coordinator	See electronic Signature
Rob Schlicht	VP, Operations Brookside Campus	See electronic Signature
Lera Foster	Directory, Pulmonary Services	See electronic Signature

Approval level two (2)

Committee Approval:	Date approval noted in meeting minutes:
Emergency Management Committee	

Approval level three (3)

Name:	Credentials:	Date:
Officer with Oversight:		
John Myers	COO	See electronic Signature

Original Policy #	Revision Dates	Policy Retired
	04/2003, 04/2006, 04/2009, 06/2012, 10/2012, 12/2012, 12/2013, 04/2014, 09/2016 5/2017, 5/2017, 6/2018	