

# EINSTEIN HEALTHCARE NETWORK POLICY AND PROCEDURE

Effective Date: August 15, 2017  
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No.: A0198.6  
Supersedes: A0198.5

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DEPARTMENT: **EOC – Life Safety**

SUBJECT: **Fire Procedures: Code Red Situations**

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## PURPOSE

To establish a policy and procedure for reporting of fires, extinguishing, or containing fires and responding to fire situations at Einstein Healthcare Network.

## SCOPE

This policy pertains to Einstein Healthcare Network campuses and off-sites, excluding EMCM and its subsidiaries.

## POLICY

It is the policy of Einstein Healthcare Network:

- A. To require immediate evacuation of all occupants from the location of the fire, and when authorized, by the Network administrator or designee and/or the local Fire Department official.
- B. To require prompt reporting of a fire by activating the nearest hospital fire alarm box and dialing:
  - EMCP campus: extension 66911 (connects caller to Security Command Center, Command Center calls Philadelphia Fire Department at 911.)
  - Germantown campus: extension 6911 (connects caller to Security Command Center, Command Center calls Philadelphia Fire Department at 911.)
  - Front and Olney: extension 66911 (connects caller to Security Command Center, Command Center calls Philadelphia Fire Department at 911.)
  - EMCEP campus: extension 6911 (connects caller to Security Command Center, Command Center calls Cheltenham Fire Department at 215-572-5111 or 5114. If call originates from Cheltenham, dial 911 to reach Cheltenham Fire Department)
  - Free Standing Facilities: call 911
- C. To require, when possible, immediate extinguishment of a fire, or when immediate extinguishment is not possible, containment of the fire to prevent it from spreading to adjacent areas.
- D. To require response of the Code Red Response Team and the local Fire Department to the scene of the fire.

## GENERAL FIRE REPORTING PROCEDURES

The individual who discovers a fire situation in any Einstein Healthcare Network building, shall immediately take the following steps: “**R.A.C.E.**”

**Rescue** Remove all patients/residents, employees, visitors, and volunteers from immediate danger.

**Alarm**

- **Activate** the nearest fire alarm box,

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- **Verbally** communicate ‘Code Red’ (Off-Sites communicate ‘Fire’)
- **Dial**
  - EMCP campus: extension 66911
  - Germantown campus: extension 6911
  - Front and Olney: extension 66911
  - EMCEP campus: extension 6911
  - Free Standing Facilities: call 911

**And provide the following information:**

- Name
- Campus
- Building
- Specific area
- Extent of Fire

Confine the fire by closing the door to room of origin.

**Evacuate or Extinguish**

Evacuation 4 Phases

- Immediate
- Horizontal
- Vertical
- Total

**GENERAL FIRE EXTINGUISHER PROCEDURES**

- A. If the fire is small in size (i.e., small trash can or small appliances), the individual who discovers the fire should attempt to extinguish the fire by:
1. Removing the source of ignition or fuel from the fire.
  2. Using the applicable fire extinguisher:
    - a. Pressurized water extinguisher for paper and wood fires.
    - b. Carbon dioxide extinguishers for electrical and flammable gases or liquid fires.
    - c. Halon extinguishers for all types of fires.
    - d. “ABC” Dry Chemical extinguishers for all types of fires.
    - e. “K” Type extinguishers for Kitchen Grease Fires.
  3. Remember “**P.A.S.S.**” to operate an extinguisher.
    - P**ull the Pin
    - A**im at the base of the Fire
    - S**queeze the trigger
    - S**weep from Side to Side

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- B. When the fire is too large, an attempt shall be made to contain it (i.e., shutting doors) until the Code Red Response Team, or the local Fire Department arrives to extinguish the fire.
- C. Pull boxes must be utilized/activated for any Code Red situation. Follow-up with a phone call to 911 (for off sites) or Protective Services for main campuses. The fire department must be called immediately in all cases of an alarm initiation.

**PATIENT CARE / RESIDENT AREA RESPONSE**

- A. Inpatient, outpatient, and non-patient care areas at or adjacent to the fire location, nursing personnel, department/division personnel or Code Red Response Team or local Fire Department shall:
  - 1. Immediately evacuate all patients/residents, visitors, volunteers, employees to the extent necessary from the immediate/adjacent areas to contain the fire (i.e., from a patient / resident room). Refer to department-specific Code Red procedures located in the Network's EPI Guides and the E-Net.
  - 2. Close all doors and windows to help contain the fire.
  - 3. Prepare all patients/residents (where applicable), employees, visitors, and volunteers for further evacuation if deemed necessary by the local Fire Department officials and/or the Network Administrator or designee.
- B. Special Care, Treatment and Diagnostic areas at or adjacent to the fire location, will follow the fire emergency procedures applicable to their department.
- C. Inpatient care areas remote from the fire, personnel shall:
  - 1. Return all patients/residents to their rooms.
  - 2. Direct all visitors to applicable patient rooms.
  - 3. Close all patient/resident and corridor doors and windows.
  - 4. Clear corridors of obstruction.
- D. Specialty outpatient care areas and non-patient care areas (i.e., offices, labs) remote from the fire: Preparations for evacuation plan should be continued until special instructions are given by the Network Administrator, or designee, via the Facility Switchboard/Command Center to curtail all, or part of normal activities.
- E. Medical Gas Shut-Off – Oxygen shutdown will be the responsibility of the clinician-in-charge (i.e., Charge Nurse) or the respiratory therapist.

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**NON-PATIENT CARE AREA RESPONSE**

- A. Building occupants shall immediately evacuate the building following any special fire emergency procedures for their building. Close all doors while evacuating.

**RESPONSIBILITIES**

- A. Department Directors/Division Chairmen - They shall be responsible for assuring that their employees are aware of the above applicable fire emergency procedures.
- B. Code Red Response Team - They shall be responsible for meeting the local Fire and/or Police Department at predetermined facility locations, for directing them to the scene of the fire, for assisting in evacuation where necessary, and to attempt to contain / extinguish the fire. [policy #A0195]
- C. Facility Switchboard/ Protective Services Command Center - The Facility Switchboard/Protective Services Command Center shall be responsible for immediately notifying local fire department, (EMCP and GCHS campuses call the Philadelphia Fire Department 911, EMCEP campus calls Cheltenham Fire Department, 215-572-5111 or 5114, Calls to Cheltenham Fire Department that originate from Cheltenham, call 911) applicable building occupants, and key hospital personnel of "Code Red" situations, obtaining necessary information on a Code Red Call and maintaining an up-to-date call list of all key personnel.
- D. Utilities and Life Safety Subcommittee - The Facilities and Fire Safety Subcommittee shall be responsible for designating the applicable building occupants and key facility personnel to be notified of a Code Red Situation.
- E. Event Area: A Fire Alarm Event Report to be completed by Protective Services for all areas except free-standing sites. Protective Services then forwards all reports to Network Safety Services. Free-standing site managers/person-in-charge to complete an Event Report and submit to Safety Services.

**TRAINING AND EDUCATION**

Training and education is accomplished on an ongoing basis via code red drills, annual compliance training and individual department training as needed.

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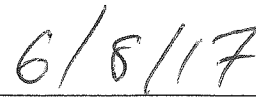
SUBJECT: **Fire Procedures: Code Red Situations**

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**REVIEWED AND APPROVED:**



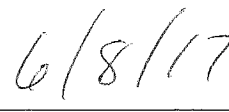
Craig Sieving, Vice President



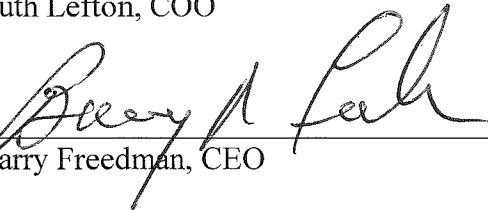
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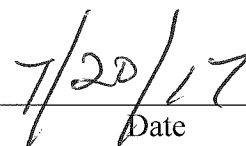
Ruth Lefton, COO



Date



Barry Freedman, CEO



Date

*To be reviewed: Annually*  
*Effective: 4/01/14 supersedes A03.037.3*  
Reference: P&P #A0195

Policy Owner: David Hill, Network Director, Safety Services  
Chairperson, Life Safety/Utilities Subcommittee: Steven Pierce, Network Director, Facilities

EINSTEIN HEALTHCARE NETWORK

Policy and Procedure

Sign-Off Sheet – Revised

Department/Division: EOC – Life Safety  
Policy #: A0198.5~6  
Subject: **Fire Procedures: Code Red Situations**

Revisions to this policy are as follows:

ADDED “SCOPE: This policy pertains to Einstein Healthcare Network campuses and off-sites, excluding EMCM and its subsidiaries.”

ADDED reference to policy #A0195

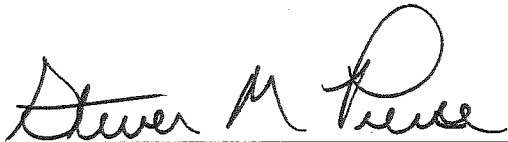
CHANGES noted in italics under Responsibilities/Event Area as below:

Event Area: A Fire Alarm Event Report to be completed by Protective Services for all areas except free-standing sites. Protective Services “then” forwards all reports to Network Safety Services. Free-standing site managers/person-in-charge to complete an Event Report and submit to “Protective Services Safety Services”.

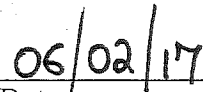
UPDATED leadership sign-off, reference to policies

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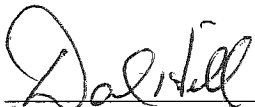
**REVIEWED AND CONCURRED:**



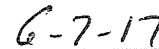
Steven Pierce, Network Director, Facilities Management



Date



David Hill, Network Director, Safety Services



Date