

**Pondera Medical Center
Administrative Policy/Procedure**

Policy Number: 84.02.2015.OP.69

TITLE: Code Orange (Fire Plan) Policy

AREAS AFFECTED: All Departments

PURPOSE: To provide organizational, departmental and individual response to a threat of, or actual, fire anywhere on Pondera Medical Center's (PMC) campus, with the goal of raising safety awareness for patients, residents, employees and visitors. Documents plan for compliance with state and federal requirements.

DEFINITIONS:

- R A C E** = *Rescue:* When fire is discovered, rescuing people takes the highest priority.
Alarm: Sound the alarm and call the switchboard with the precise location of the fire.
Confine: Close all doors, windows and chutes; stuff damp towels under doors to prevent smoke from spreading.
Extinguish: Extinguish a small fire with the appropriate fire extinguisher or smother it.
Patient/Resident: Any individual who resides in Extended Care or any individual in the hospital, who has presented for treatment.

PROCEDURE:

FIRE PLAN

A. During Normal Business Hours:

1. Remove any patients/residents from fire or smoke area. Check closets, showers and toilets for patients/residents. Turn off oxygen in fire location.
2. Stay calm. DO NOT SHOUT FIRE!
3. Pull fire alarm.
4. Report fire location to nurse's station.
5. Nurse's station will identify location of first on enunciator panel if no location is reported.
6. Nurse's station will call switchboard with location.
 - a. Switchboard will announce "CODE ORANGE" and location of the fire on overhead paging system three (3) times.
 - b. Switchboard will notify:
 - Fire Department – 911
 - Administrator or Designee*
 - Engineering
7. Check all rooms; shut doors and windows; place a pillow in front of patient/resident rooms that are empty.
8. Ensure all patients/residents are accounted for.
9. **DO NOT USE ELEVATORS!**

B. After 5:00 P.M. Weekdays or on Weekends:

1. The Acute nurse's station will act as the switchboard and notify:
 - Fire Department – 911
 - Administrator or Designee*
 - On-Call Maintenance Personnel
2. When an alarm is sounded, switchboard will announce:

**“YOUR ATTENTION PLEASE. WE HAVE A CODE ORANGE
IN _____ (LOCATION)”**

SPECIFIC INSTRUCTIONS TO ALL PERSONNEL

SUPERVISORS:

1. The safety of the patients and personnel in your immediate area is your responsibility.
2. See that all corridors and exits are kept free of any obstructions.
3. Keep a list of all patients and personnel convenient and see that all are accounted for.
4. Assign employees as indicated.

EMPLOYEES:

1. Employees on duty shall report to their supervisor (or his/her designee) for specific instructions or assignments.
2. Do not shut off any zone oxygen valve unless requested by DoN or charge nurse. If a zone valve is shut off, have appropriate number of E tanks for patients/residents on oxygen. Also any electrical equipment other than lights should be shut off.
3. If the order for evacuation is received from the Administrator or in his/her absence, the physician on call, care should be taken that all assigned patients are accounted for.
4. In case of evacuation, staff, patients and residents should assemble at a designated area deemed by the Administrator or his/her designee and, if required, transport to The Church Of Jesus Christ Of Latter-Day Saints.

FIRE PLAN INSTRUCTIONS FOR DEPARTMENTS

ADMINISTRATOR

1. Confirm notification of FIRE DEPARTMENT.
2. Report to scene.
3. Evaluate need to evacuate and initiate if indicated.
4. Give reports to all departments as to progress of fire so they can prepare to remove patients if necessary or assure patients that the fire is under control.
5. Have all stairways, halls and exits kept free at all times.
6. Have switchboard announce end of emergency drill.

ADMINISTRATIVE AND PATIENT FINANCIAL SERVICES OFFICES

1. Remain in your area to make sure that the switchboard is constantly on alert for calls.
2. Keep line open to area of fire.
3. Close all doors, windows and turn off all electrical devices not needed to perform your duties.
4. Gather all papers, ledgers, money, etc. and place them in a secure area.
5. Use free personnel as messengers as needed.
6. Control traffic at front door.

NURSING

1. DoN or charge nurse report to scene to supervise and assist nursing staff.
2. Make sure all patients are accounted for.
3. Staff members stay with critical and apprehensive patients.
4. Staff member is assigned to man phones.
5. Reassure all patients of their safety and the safety of babies if needed and take babies to their mothers as soon as possible.
6. Make sure all CHARTS--RECORDS--NARCOTICS are secured.
7. Make sure visitors stay with patients.
8. Make sure that all patients have been evacuated that need to be evacuated.
9. Obtain assistance from the Business Office for help with paperwork if necessary.
10. Extra personnel remain in station and await further instructions.

SWITCHBOARD

1. Call Fire Department-911.
2. Page three times "CODE ORANGE" if the nurses' station requests.
3. Notify Maintenance (if not on duty, call person "on call").
4. Call the Administrator.
5. Hold telephone lines open for emergency communication.
6. Stand by.
7. When notified by the administrator or representative that emergency is over, page three times, "CODE ORANGE ALL CLEAR".

WARD CLERKS

1. Report to the nurse's station and you will be assigned to areas needing help: front desk, switchboard, nurse's station.
2. Man the emergency RADIO.
3. Make sure the radio is never left unattended.
4. Make sure that all people are paged as needed.
5. Make sure call lists are activated as needed.
6. Make sure you know exact location of emergency, so you can relay to incoming emergency personnel.

X-RAY

1. Tend to any patients who may be in your area.
2. Close all doors.
3. Secure all films and records of your department.
4. Grab an extinguisher on your way to the fire location.

PHARMACY

1. Report to pharmacy and secure all supplies.
2. Close all doors.
3. Grab an extinguisher on your way to the nurses' station nearest to the fire location.

LABORATORY

1. Tend to any patients in your or near your department.
2. Close all doors and windows and secure your department.
3. Shut off all non-essential electrical instruments.
4. Grab a fire extinguisher on your way to the nurses' station nearest to the fire location.

REHABILITATION SERVICES

1. Tend to any patients who might be in your area or in your department.
2. Secure your department.
3. Grab a fire extinguisher on your way to the nurses' station nearest to the fire location.

RESPIRATORY THERAPY

1. Tend to patients who might be in or near your department.
2. Secure your department.
3. Report to nurses' station to check on location of respiratory patients. Be prepared to supply backup oxygen.

PURCHASING

1. Secure your area.
2. Grab a fire extinguisher on your way to the fire location.

MEDICAL RECORDS

1. If safe, report to your department and secure all records.

ACCOUNTING

1. If safe, report to your area and secure records.
2. Grab a fire extinguisher outside of your area on your way to the fire location.

DIETARY

1. Clear cafeteria.
2. Shut off all natural gas supply if the fire is in the kitchen and is safe to do so.
3. Cover all grease and fat containers.
4. Turn off fans and close all doors and windows.
5. Clear the basement hallway of food carts.

LAUNDRY

1. Report to your department and turn off all equipment.
2. Turn off natural gas valve if fire is in your area and is safe to do so.
3. Wait for further instructions from your supervisor.

HOUSEKEEPING

1. Housekeepers (on day shift) will be responsible for clearing the hallways of food carts, extra beds & all equipment not needed in fighting the fire so that the fire personnel will have clear access to the fire area.
2. Check in at nearest nurses' station for further assignments.

SURGERY

1. Report to your area.
2. Turn off all gas, oxygen and electrical appliances.
3. Disconnect anesthesia machine and any other surgical equipment that may be needed to move to another location.
4. When free, report to nurses station for assignments.

ER

1. Prevent entry at emergency room doors.
2. Complete emergency treatment.

MAINTENANCE/ENGINEERING/GROUNDS/CONSTRUCTION

1. Departments report to fire scene.
2. Fight fire, if safe, until fire department arrives.
3. Be prepared to shut off main gas supply.
4. Be prepared to shut off main oxygen supply.
5. Assist in carrying non-ambulatory patients to safety.
6. Assist fire department in location of possible valves if necessary.
7. Make sure all areas are secured before turning any valves back into operational positions.
8. Reset control panel when drill is over.

SOCIAL SERVICES/LIFE ENRICHMENT

1. Close your door and turn off all electrical devices not related to perform your duties.
3. Secure your records.

HOME HEALTH

1. Report to the nurses' station nearest to the fire location.
2. Check in with the charge nurse for assignment.

DME

1. Report to the nurses' station nearest to the fire location.
2. Check in with the charge nurse for assignment.

OPERATION OF EXTINGUISHERS

These extinguishers are placed in strategic areas throughout the hospital/extended care/clinic in glassed recessed cabinets. See Fire Exit Plan or Location of Fire Extinguishers attached for location of fire extinguishers. Carry to location of fire, **P**- pull out the small ring and pin, which prevent the extinguisher from being discharged until ready to use, **A**-aim the nozzle at base of the fire and **S**-squeeze trigger, then **S**-sweep across fire. (**PASS**)

DETECTION SYSTEM

- The building is divided into detection zones.
- When an alarm sounds, it's location is shown on the panel behind the nurses' stations
- This triggers the alarms throughout the building and also rings to the Simplex answering service that calls the sheriff's office.

SMOKE DETECTORS

- Are located in the ceilings throughout the building. They are about 4 inches in diameter and are white in color.
- Heat and smoke detectors are also located in the penthouse.

SUPPRESSION SYSTEM

- Pull stations are located by exits and other convenient locations. They are red with white lettering that states fire, "Pull Down" on a metal handle flush with the face of the box.

FIREPROOF/SMOKE PROOF DOORS

- The building has several sets of fireproof/smoke proof doors. See the map with firewalls. In addition, each patient/resident room door is a fire rated door.
- These doors close automatically during an alarm condition.

SPRINKLER SYSTEM

- The entire building is equipped with a wet system. Only those heads that are exposed to enough heat to trigger them will go off, spraying water immediately to extinguish the fire. This will also cause the alarm to go off, if it has not already done so.

FIRE BLANKETS

Ordinary blankets are very useful for stifling some fires by cutting off the air supply. Small fires in bedding and fire in a person's clothing can usually best be smothered with a blanket. In a similar way, fire in a wastebasket can be smothered by stuffing a blanket or pillow into it.

REMEMBER: FIRE NEEDS OXYGEN TO BURN!!!

TYPES OF FIRE EXTINGUISHERS

CLASS A FIRES	WATER EXTINGUISHERS	CO2 EXTINGUISHERS
Paper Wood Cloth Rubbish Mattresses	YES	Small surface fires only
 CLASS B FIRES		
Burning Liquids (Gasoline, oil, paints, grease)	NO	YES
 CLASS C FIRES		
Electrical Equip. (Motors, switches, appliances)	NO	YES

LOCATION OF FIRE EXTINGUISHERS

A. MAIN FLOOR – HOSPITAL

1. By entrance to doctor's lounge
2. Laboratory
3. Hallway across from laboratory
4. Hallway by Billing
5. In surgery by wash sinks
6. Back parking lot hallway
7. Next to room 111
8. Next to dictation room
9. Radiology

B. EXTENDED CARE

1. Hall 3 by Room 42B
2. Hall 3 by Room 58
3. Sitting Room
4. Hall 2 by Room 23
5. Hall 1 by Room 16
6. Stove in Cafeteria
7. Special Care Solarium

C. BASEMENT

1. Medical Records
2. Hallway by dining room
3. Boiler room by door and one by fire escape
4. Shop and welding
5. Laundry
6. CT Room
7. Kitchen- (BC extinguisher)
8. Air Handler room 1
9. Central supply / Purchasing
10. Accounting - (2 halon extinguishers)
11. Storage Room Hall
12. Back exit ramp
13. Air Handler room 2
14. Grounds shed

D. CLINIC

1. Hallway by Front doors
2. Across from Dr. Hallway

E. CLINIC BASEMENT

1. Hallway by Wellness Center
2. By the elevator
3. DME Office

FIRE WATCH PLAN

PURPOSE: To ensure adequate fire detection and notification of personnel when sprinkler system and/or alarm system is non-functional or when construction with a first risk is occurring.

1. Engineering shall notify the Certification Bureau of the Quality Assurance Division at 406-444-4170 if the alarm system and/or the sprinkler system are non-functional for more than four (4) hours in a 24-hour period.
2. Engineering shall notify the registration desk and nurses' stations in the building each time the alarm system and/or the sprinkler system are non-functional.
3. During these times a fire watch shall be conducted every 30 minutes until the system is restored.
4. Each fire watch shall consist of a walk-through of all corridors and unoccupied areas through the building. Each department is responsible for their section. Engineering will assign persons to off-hour unoccupied area inspection.
5. In the event a fire is detected, the person discovering the fire shall implement the fire plan and notify 911.
6. Contractors who are conducting construction on campus will coordinate with engineering for instructions.