



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Facility Management Safety (FMS)		
Document:	Administrative Policy and Procedure		
Title:	Code Red		
Applies To:	All MCH Staff		
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1. PURPOSE:

- 1.1 To provide an appropriate response in the event of an actual or suspected fire in order to protect life, property and vital services.

2. DEFINITIONS:

- 2.1 **Code Red-** A communication announced over a hospital's public address system warning the hospital occupants of a fire occurring in the facility, indicating that emergency measures should be taken.

3. POLICY:

- 3.1 Due to the potentially devastating effects of a fire and the non-ambulatory nature of many patients, all employees have a responsibility to respond quickly to a suspected or actual fire.
- 3.2 Code Red should be immediately initiated whenever any one of the following indications are observed:
 - 3.2.1 Seeing smoke, sparks or a fire.
 - 3.2.2 Smelling smoke or other burning material.
 - 3.2.3 Feeling unusual heat on a wall, door or other surface.
 - 3.2.4 In response to any fire/life safety system alarm.
- 3.3 All employees must complete an annual safety training that includes appropriate fire/life safety procedures. The Code Red Team shall also receive appropriate annual training in accordance with their duties.
- 3.4 The Head Nurse in charge of each shift and department has the responsibility to shut-off the department main oxygen system, once she established that all patients requiring oxygen will be transferred to a portable one before doing so.

4. PROCEDURE:

- 4.1 **Upon discovery of fire (suspected or actual)**
- 4.2 **Dial 2222 Code Red, (state the coded area/location, room number, bed number).**
 - 4.2.1 At origin:
 - 4.2.1.1 R.A.C.E.
 - 4.2.1.1.1 Rescue, Remove patients, visitors and personnel from the immediate fire area. Consider removing patients and staff from the adjoining rooms/floors. Disconnect exposed oxygen lines from wall outlets.
 - 4.2.1.1.2 Activate the fire alarm and notify others in the affected area to obtain assistance. Follow your organization's emergency reporting instructions.
 - 4.2.1.1.3 Contain the fire and smoke by closing all doors and proper usage of the Fire Blanket.
 - 4.2.1.1.4 Extinguish the fire if it is safe to do so (PASS).
 - 4.2.1.2 S.A.F.E.
 - 4.2.1.2.1 Safety of life

- 4.2.1.2.2 Activate the alarm
 - 4.2.1.2.3 Fight fire (if it is safe to do so)
 - 4.2.1.2.4 Evacuate (as necessary or instructed)
 - 4.2.1.3 P.A.S.S :Fire extinguishing techniques:
 - 4.2.1.3.1 Pull the pin
 - 4.2.1.3.2 Aim the nozzle of the extinguisher at the base of the fire
 - 4.2.1.3.3 Squeeze the trigger
 - 4.2.1.3.4 Sweep the extinguisher's contents from side to side
 - 4.2.2 Away from origin:
 - 4.2.2.1 Listen to overhead paging system.
 - 4.2.2.2 Prepare to assist, as needed. Do not automatically evacuate unless there is an immediate threat to life. Wait for instructions.
 - 4.2.2.3 Be ready to evacuate if directed.
 - 4.2.2.4 Keep all fire doors closed except when passing through them in order to avoid spread of smoke or fire.
 - 4.2.2.5 DO NOT use elevators.
- 4.3 Code Red Team:**
- 4.3.1 The pre-designated, multi-disciplinary fire response team (a.k.a.: Code Red Team) receives a fire alarm notification (either via overhead page or directly from the fire system).
 - 4.3.1.1 Code Red Team members may include security, engineering, environmental services, respiratory and nursing.
 - 4.3.1.2 The most qualified member of the Code Red Team will assume the role of the team leader and will coordinate with a senior member of the department where the alarm is occurring, if applicable.
 - 4.3.1.3 Each Code Red team member shall perform specific functions, as assigned by the team leader, which support the incident objectives.
 - 4.3.1.4 The incident action plan objectives may include:
 - 4.3.1.4.1 Initial Incident Objectives:
 - 4.3.1.4.1.1 Determine if fire is an actual fire or a false alarm.
 - 4.3.1.4.1.2 Rescue and protect patients and staff.
 - 4.3.1.4.1.3 Confine the fire/reduce the spread of the fire.
 - 4.3.1.4.1.4 Implement partial/full evacuation.
 - 4.3.1.4.1.5 Communicate situation to staff, patients, and the public.
 - 4.3.1.4.1.6 Investigate and document incident details.
 - 4.3.2 The Code Red Team will respond to the fire alarm location.
 - 4.3.3 The Code Red Team will coordinate with a senior member of the department where the alarm is occurring and, if applicable, conduct an assessment of the alarm to determine whether an actual fire has occurred or is occurring.
 - 4.3.3.1 If no fire has occurred and it is deemed a "false alarm" – or if a fire has occurred, but has been extinguished – the team leader will declare an "all clear" and will document as appropriate.
 - 4.3.3.1 If an active fire is occurring, the team leader will initiate an appropriate response, such as notifying the house supervisor or administrator-on-call, or initiating a house-wide "Code Triage: Internal."
- 4.4 Code Triage: Internal – Fire**
- 4.4.1 Incident Response:
 - 4.4.1.1 By policy, the administrator-in-charge will initiate a "Code Triage: Internal" and will assume the role of the incident leader.
 - 4.4.1.2 The incident leader will appoint the appropriate command and general staff positions.
 - 4.4.1.3 The incident leader will activate the Hospital Command Center (HCC), as appropriate.
 - 4.4.1.3.1 If the incident leader is to work out of the Incident Command Post (ICP), consider appointing a deputy incident leader within the Hospital Command Center (HCC).

- 4.4.1.3.2 If the incident leader is to work out of the Hospital Command Center (HCC), ensure a liaison officer is posted at the Fire Department's Incident Command Post (ICP).
- 4.4.1.4 Consider establishing a "Unified Command".
- 4.4.1.5 Recovery:
 - 4.4.1.5.1 Consider providing mental health support for staff.
 - 4.4.1.5.2 Track all related incident costs and claims.
 - 4.4.1.5.3 Notify all responding agencies and personnel of the termination of the response and demobilize as appropriate.
- 4.4.1.6 All Clear:
 - 4.4.1.6.1 The incident leader – after consultation with the fire department, if applicable – shall issue an "all clear" notification to the facility operator to indicate the termination of response operations.
 - 4.4.1.6.2 The facility operator shall announce "Code Red, all clear" three (3) times via the overhead paging system.
 - 4.4.1.6.3 All employees are to return to normal operations.
- 4.5 Documentation and Reporting:**
 - 4.5.1 Documentation containing information about the activation should be reviewed and retained. Reporting of the incident may be completed through an event report, security report, fire activation report, or other reporting method.
- 4.6 Training and Education:**
 - 4.6.1 RACE ,PASS and SAFE procedure
 - 4.6.2 How to initiate a Code Red/ use and functions of the alarm system in the hospital.
 - 4.6.3 Emergency evacuation procedure.

5. MATERIALS AND EQUIPMENT:

- 5.1 Fire extinguisher
- 5.2 Telephone and Pager

6. RESPONSIBILITIES:

- 6.1 All MCH Staff

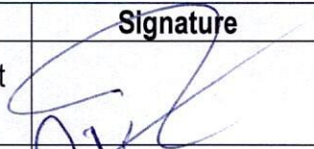



7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Kingdom of Saudi Arabia, ministry of Health, Bisha General Hospital
- 8.2 Level 1 Policy #- Emergency response Codes (formerly FM-02)
- 8.3 The Joint Commission requirements, accessible via the Internet at www.jcrinc.com/Joint-Commission-Requirements

9. APPROVALS:

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