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# Standard Operating Procedure

# "CODE RED"

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## 1.0 Abbreviation & Definition:

### 1.1 Abbreviation

| | |
|---|---|
| **ANS**: | Assistant Nursing Superintendent |
| **CRH**: | Central Referral Hospital |
| **FRT** | Fire Response Team |
| **HK**: | Housekeeping |
| **HOD**: | Head of Department |
| **ICU**: | Intensive Care Unit |
| **PASS**: | Pull Aim Squeeze Sweep |
| **RACE**: | Rescue Alarm Confine Evacuate/ Extinguish |
| **SOP**: | Standard Operating Procedure |
| **SMU**: | Sikkim Manipal University |
| **SMIMS**: | Sikkim Manipal Institute of Medical Science |
| **VC**: | Vice Chancellor |

### 1.2 Definitions

Code Red: The hospital's emergency code word to initiate a response to a FIRE. A notification of "Code Red" alerts hospital personnel to respond properly to a fire while keeping patients, visitors, and the general public from undue alarm or panic.

## 2.0 Expected outcome:

Through this SOP, the fire prevention party will be able to handle fire emergencies

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**3.0 Objective/ Purpose**

To extinguish/ control fire and evacuation at the time of fire till external agencies arrive.

**4.0 Scope:**

This SOP is applicable to employees and staff as they perform their duties within CRH or off campus. Due to increased responsibilities in a patient care environment, the procedures outlined below are applicable primarily to employees and staff working within hospital buildings designated as Healthcare Occupancies or buildings or areas where patient care may occur. Standard procedures may include evacuation of building occupants upon activation of a fire alarm.

**5.0 Process:**

**5.1 Activation of Code Red**

When there are visible flames, visible smoke, smell of smoke, unusual heat, or other indications of fire – even if uncertain of the conditions – employees and staff shall activate the manual calling point or dial 118 and activate Code Red by informing **I am *name & designation* there is Code Red at Location…" ……pause…. "Code Red at Location …" …pause… "Code Red at Location…"** in both Nepali and English. The Security Staff receiving has to confirm the call by saying **"COPY … I am xyz".**

**Announcement of Code Red:** Immediately the security staff who received the call will activate Code Red in the Public Address System and Announce **"Code Red at Location …" …pause…… "Code Red at Location…"….pause.... "Code Red at Location"** in both English and Nepali.

Code Blue for medical emergency will be followed after Code Red.

**5.2 Response to Code Red**

Employee and staff including physicians who are at or near the fire's point of origin, shall follow the procedures outlined by the **R.A.C.E** acronym:

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- **Rescue** all patients, visitors, employees, staff and volunteers from immediate danger (If evacuation required: follow the "process of evacuation in case of fire and non-fire emergencies" SOP/CRH/FMS/SECF&NFE/23 version 1).
- **Alarm** by pulling the closest fire Manual Calling Point or by dialing 118 and reporting the location of the fire.
- **Confine** the area by closing all doors.
- **Extinguish** the fire if the fire is small (use P.A.S.S). **Evacuate** patients from the area if instructed to do so by fire officials or hospital leadership.

In addition to the above, upon activation of an alarm, physicians are specifically requested to:

- If in a patient area, go to the nurses' station to be available for response to a medical emergency.
- Assist other staff (when needed) in moving patients and visitors to safety, and evacuate with the other staff

### 5.3 Oxygen Shut-Off:

The concerned doctor, respiratory technician in charge, or manager/supervisor in charge of area has the responsibility and authority to direct the shut-off of a medical oxygen gas valve in any life threatening situation. Provisions will be made to provide patients with portable O2.

It is the responsibility of staff in all clinical areas to know the location of the shut-off valves.

### 5.4 Fire Response Team (FRT)

CRH fire incidents will be handled by the in-house FRT. The FRT is a coordinated team of SMIMS/CRH Security, who respond to Code Red incidents. Upon notification of the alarm, Security in-charge will respond to the location of the fire or alarm. In the event of an actual fire, responding officers shall assist as needed and also call backup security guard to ensure free unobstructed access for emergency response vehicles and personnel. Security guards will also prevent non-emergency responders from entering the building. Upon receipt of the fire alarm, the Control Room operator will dispatch via mobile



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radio all FRT responders to the fire location. The Control Room operator will notify Security personnel to ensure that they received the fire alarm notification. All FRT responders should bring an extinguisher with them when responding to a Code Red.

**The undermentioned below team will formed as Fire Response Team:**

(a) **Firefighting Team** led by the Team In-charge, shall rush to the location of fire. The Team shall carry fire extinguishers, fire beaters, buckets of water and sand with them and embark upon the site under guidance of the Team Leader to put off the fire.

**Attack Party:**

(i) The first respondent to the fire emergencies at the scene of fire called as attack party.

(ii) They will try to evaluate the type of fire and inform the same to in-charge firefighting and extinguish or control fire with available fire extinguisher.

**Support Party:**

(i) The primary duty of support party is to establish dumping point and inform the same to in-charge firefighting.

(ii) They will collect CO2 & ABC multipurpose store pressure type extinguisher from various location to dumping point.

(iii) When attack party withdraw from the scene of fire, the support party (A) will take over from attack party.

(iv) Meanwhile support party (B) will rig up fire hose and connect the same in fire hydrant and be in standby to use it if fire was not able to control by attack and support party.

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**Electrician:**

(i) The duty electrician or electrician present at the scene of fire will report to in-charge firefighting and help fire party to isolate electrical supply of the area.

(ii) They will assist nursing staff and housekeeping staff on disconnecting various electrical equipment if required from the scene of fire.

**Messenger:**

(i) He will manned control room.

(ii) The two way communication will be establish by messenger between firefighting team in-charge and control room.

(iii) He will inform the same to all emergency department and concerned personnel i.e. Sikkim Fire & Emergency Service, Police Station (Sadar Thana/ Tadong Outpost), Officer Fire Safety & Security, Snr. Manager Infra & Facilities, Medical Superintendent, Head Operation. The name and number of emergency department/ concerned personnel are available in ready recknor book.

(iv) He will record all the timing and events passed on by firefighting in-charge.

(b) **The Salvage Team** shall quickly remove all the equipment, documents and items of value from the site under fire or likely to come under fire and dump it centrally at one place. The accident effected and burn cases would be evacuated to nearest hospital i.e. New STNM.

(c) **The Protection Team** shall guard the items so collected from the fire site by the Salvage Party and will not allow any unauthorized person/s to touch the same.



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5.5 **Fire Department**

Once the Fire Department arrives, the ranking officer will have authority at the fire scene.

5.6 **Evacuation**

For Evacuation: Process of evacuation as per SOP of safe evacuation for fire and non-fire emergencies will be followed. Refer SOP No. SOP/CRH/FMS/SECF&NFE/23 version 1.

5.7 **Code Red All Clear**

The Fire & Emergency Service (Govt. of Sikkim), Fire Safety Officer or Hospital Incident Commander at the scene will verify that the situation has been resolved. Fire Safety Officer/ Hospital Incident Commander/ Security Supervisor can declare the incident "All Clear". The messenger will be notified and will announce "Code Red Over" (3 – Times) over the PA system. Security will advise of the "All Clear" to any in areas not covered by the PA system.

Employees and staff shall continue Code Red procedures until a "Code Red All Clear" signal has been announced.

5.8 The Fire Safety Officer/ Hospital Incident Commander/ Security Supervisor will inform control room with following information **"Name and Designation followed by Code Red Over at Location" …pause …. "Code Red Over at Location" …pause … "Code Red Over at Location….".**

After receiving the call, the security staff will again activate the Public Address System and announce **"Code Red Over at Location" …pause… "Code Red Over at Location" …pause…. "Code Red Over at Location….."**

The security Staff receiving the call will mention the details in the Safety Code Register in the prescribed format.

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## 6.0 Responsibility:

6.1 Medical Superintendent:

6.2 Chief Engineer/ Sr. Manager Infra & Facilities:

6.3 Fire Safety & Security Officer:

6.4 Nursing Superintendent:

6.5 Responsibilities of Floor In charge (ANSs / HK supervisors)

## 7.0 Records & References:

(a) Fire Safety Incident/ Accident Book
(b) Fire Safety general maintenance book
(c) Mock drill/ training register
(d) Smoke/ Heat detector inspection book
(e) Fire pump/ water tank inspection book
(f) Safety Code Register-Location Security Control Room

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# Documented Procedure

## FIRE & EMERGENCY PARTY

| Ser No. | Name/ Designation | Area of Responsibility |
|---|---|---|
| **Fire Fighting Team** | | |
| 01 | Duty Security Supervisor | Team In-Charge |
| 02 | Security Guard (4th Floor) | **Attack Party** - Will fight the fire with portable extinguisher if the fire is small and contained. |
| 03 | Security Guard (6th Floor) | |
| 04 | Security Guard (Super Special.) | **Support Party (A).** Keep the additional extinguisher available. |
| 05 | Security Guard (Incinerator) | |
| 06 | Home Guard (Control Room) | **Messenger** |
| 07 | Security Guard(RP Gate) | **Support Party (B)** Prepare fire hydrant. Rig up the hoses and collect nozzle. Keep hose reel standby. |
| 08 | Security Guard (PG Hostel) | |
| 09 | Duty Electrician CRH | Will ensure that power supply is isolated and report to be made to team leader. Wait for the further instruction from team leader. |
| 10 | Junior Assistance CRH | Will report to team leader and wait for his instruction. |
| 11 | Duty Driver – Eng Dept. | |
| **Salvage / Evacuation Team** | | |
| 01 | Fire & Safety Officer / Security Supervisor | In-Charge Evacuation / Salvage team. |
| 02 | Operation Staff - CRH | Assist In-charge to prioritised the equipment/ documents that are to be removed. |
| 03 | HR Staff | |
| 04 | Pharmacist - CRH | |
| 05 | Lab Technician - CRH | |
| 06 | Finance Staff | |
| 07 | MRD Staff | |
| 08 | Pharmacist - CRH | They will contain / mitigate the risk / problem. In case of fire the adjacent rooms are to be open and check whether temperature of the room / wall/ floor is increasing or not. If required they will start boundary cooling and removing of combustible material. They will also help to |
| 09 | Lab Technician - CRH | |
| 10 | Store Keeper - CRH | |
| 11 | Store Keepers – Engg. Store | |
| 12 | Store Keepers – Gen Store | |
| 13 | Security Guard | |
| 14 | Security Guard | |

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| **Protection Team** | | |
|---|---|---|
| **Ser No.** | **Name/ Designation** | **Area of Responsibility** |
| 01 | Senior Assistance/Store Keeper-CRH | In-Charge |
| 02 | Pharmacist -CRH | Guard the items so collected from the fire site by the Salvage Party. Restrict the movement of personnel at entry / exit |
| 03 | Lab Technician - CRH | |
| 04 | Security Guard | |
| 05 | Security Guard/ Home Guard | |
| 06 | Security Guard | |
| 07 | Housekeeping Staff | |
| 08 | Housekeeping Staff | |
| 15 | Housekeeping Staff | clear the escape route and provide necessary assistance for firefighting. |
| 16 | Housekeeping Staff | |
| 17 | Staff Nurse - Male | Provide First Aid, if required. |
| 18 | Security Guard/ Home Guard | Stretcher bearer |
| 19 | Security Guard | Stretcher bearer |
| 20 | General Duty Worker | Stretcher bearer |
| 21 | General Duty Worker | Stretcher bearer |
| 22 | General Duty Worker | Stretcher bearer |
| 23 | Housekeeping Staff | Stretcher bearer |
| 24 | Drivers | Report to In-charge |
| 25 | Plumber | Report to In-charge |

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| Fire Brigade / External Assistance Supporting Team. | | |
|---|---|---|
| 01 | Assistant Engineer(Civil) , SMIMS | In-Charge |
| 02 | Security Supervisor SMIMS | They will guide the external team to location of fire. If required they will show them fire brigade inlet / outlet point of the SMIMS campus. |



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