

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

FIRE RESPONSE

Effective Date: March 2015	Policy No: FA13
Cross Referenced:	Origin: Plant Operations
Reviewed Date:	Authority: Chief Operating Officer
Revised Date:	Page: Page 1 of 3

PURPOSE

The purpose of this policy is to define responsibilities for responding to fire emergencies

POLICY

It is the policy of the Hackettstown Regional Medical Center to practice Defend in Place which refers to keeping patients safe and in the building during fire emergencies as long as it is safe for the staff and patient. The hospital has specific roles and responsibilities for their staff, licensed practitioners and volunteers at both the fire's point of origin and away in accordance with The Joint Commission's[®] Environment of Care[®] (EC) standards.

PROCEDURE

I. POINT OF ORIGIN:

R A C E

Step 1: Rescue - Rescue people in immediate danger while calling out "Code Red"

Step 2: Alarm - Pull nearest wall alarm.

Step 3: Contain - Close doors and windows

Step 4: Evacuate or extinguish small fires

NOTE: If the fire has not spread from the point at which it started, it should be suppressed by the discoverer.

PASS

Step 1: Pull the pin at the top of the extinguisher

Step 2: Aim at the base of the fire not the flames.

Step 3: Squeeze the lever slowly.

Step 4: Sweep from side to side.

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II. AWAY FROM POINT OF ORIGIN

SWITCHBOARD OPERATOR

At the time of a fire, the Switchboard Operator must do the following:

1. Look at the fire annunciator panel. Identify the location of the fire.
2. If operator does not hear the overhead automated announcement of fire location, the operator would page **CODE RED** to area on the panel three times.
3. If fire location does not show up on panel, the operator immediately contacts maintenance / security who will provide more detailed instructions.
4. Call 911 only when notified to do so by maintenance / security

Employees responding to these alarms will:

1. Assist in rescue of patients from area fire
2. Close all other doors

FIRE RESPONSE TEAM

This team will respond by:

1. Going to the location of the fire.
2. To assist in rescue.
3. Bring at least 1 fire extinguisher

The team will be comprised of the following people:

DAY SHIFT

Administrator/Administrator-on-call
Maintenance
Nursing Supervisor
Safety Officer
Security
Staff from units/departments (as designated by department)

EVENING SHIFT

Nursing Supervisor
Security
Maintenance
Staff from units/departments

NIGHT SHIFT

Nursing Supervisor
Security
Maintenance
Staff from units/departments

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NURSING PERSONNEL

All staff on the unit where the fire is located will stay on the unit and take direction from the nurse in charge of unit.

All staff on the non-fire units will respond as directed by the nurse in charge of unit. At least **ONE** staff member from the non-fire floor must respond to the fire.