

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 549
VERSION: 1

SUBJECT/TITLE: FIRE ("CODE RED") EMERGENCY PROCEDURES

POLICY: BEAS (Building Environmental Automated System) Room operators shall follow these procedures to provide for the safety and protection of patients, employees, and visitors at the hospital in the event of an internal disaster resulting from a fire.

PURPOSE: To state the procedure to be followed by B.E.A.S. Room operators in the event of a fire.

PROCEDURE:

- A. If the BEAS panels indicate a fire, or if a fire is reported to the BEAS Room by telephone or in person by anyone other than the hospital telephone operator, the BEAS Room operator shall immediately:
 1. Obtain/determine the location of the fire: floor, area, and room number. If reported by phone or in person, request the name of the person reporting the fire.
 2. Notify the Fire Department by dialing (800) 688-8000, if there is difficulty in getting through, call the local Fire Department station (Fire Station #91) by dialing 911. State: "I want to report a fire at Olive View-UCLA Medical Center. The address is 14445 Olive View Drive in Sylmar." Relay the exact location of the fire and answer any questions asked by the Fire Department dispatcher.
 3. Use the direct line (red) phone to notify the hospital telephone operator of the fire. If the direct line is inoperable, use the regular hospital phone and dial 113. Relay the exact location of the fire: floor, unit, and room number. Have the Communications operator page "Code Red" and location.
 4. Notify Facilities staff for visual conformation of the fire.
 - a. During normal working hours (Monday – Friday, 1st shift) call ~ Extension 4900.
 - b. After hours send the General Maintenance worker.
*NOTE: Staff are not to use elevators during a "Code Red."
 5. Verify that the graphic board and alarm device descriptor are correct and that the fan is stairwell #4 is on.
 6. Contact the Director of Facilities (Facilities AOD and MOD after hours) and notify him/her of the "Code Red" and its location.

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7. Unlock the fire communications system handsets (located directly outside the BEAS Room in the Emergency Room corridor.
 8. Wait in the BEAS Room for the Administrator (or his/her representative) and the fire captain. Assist both of the fire captain and the Administrator in the control of the building systems thorough the BEAS system.
 9. Assist Safety Police and Facilities staff in locating the fire by using the graphic board.
 10. If, after a thorough search no device is found in alarm, reset alarm.
- B. If notified of the fire by the hospital telephone operator, the BEAS Room operator shall:
1. Confirm with the telephone operator that the Fire Department has been called.
 2. Follow #1, #4, #5, #6, #7, #8, #9, #10 of procedure "All above.
- C. When fire condition returns to normal, the BEAS operator will:
1. Call the Fire Department and notify the dispatcher that the fire is "All clear".
 2. Verify that all fans in the fire area have returned to normal operating mode.
 3. Verify that all smoke dampers in the fire area are open.
 4. Verify that stairwell fans have returned to "Off mode".
- D. Additional information: Upon a fire alarm condition in the 6A, 6C, and Psych E.R. wards:
1. A fire alarm in these areas will cause the security doors to unlock in the ward.
 2. These areas are to be immediately notified by phone (6A ext 4433, 6C ext.4455, Psych E.R. ext.43410 and told that their doors have unlocked.

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
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