



Title: **Code Red**

Number EH&S – 5-15

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**PURPOSE:** To provide procedures for the implementation of “Code Red” in the event of a fire and/or smoke condition.

**SCOPE:** Hospital only.

### DEFINITIONS:

**Code Red:** Signal phrase for fire or smoke condition discovered anywhere within the Hospital.

**Code Green:** Indicates an all clear signal.

### PROCEDURES:

- I. **Code Red Usage:** The code phrase “Code Red” shall be used under the following conditions:
  - A. When an individual discovers a fire and immediately goes to the aid of any endangered persons, they shall call out “Code Red”. When someone hears this phrase, they will activate the nearest fire alarm pull station.
  - B. During a malfunction of the building fire alarm system.
  - C. During an actual fire and/or smoke condition to alert building staff of the emergency.
  
- II. **Code Red Response:**
  - A. Individual making notification shall:
    1. Dial 321 (Communications) and identify themselves by name to the Hospital Operator.

2. Announce “Code Red” and location (floor, tower, room number if known, or department name and location). The caller is to wait for the Hospital Operator to repeat and confirm location before hanging up.

B. The Hospital Operator will:

1. Announce “Code Red” and the location on the Hospital-wide paging system. This shall be repeated 3 times.
2. Call University Police at 911 and announce “Code Red - Fire at the Hospital”, the location and any other pertinent information if provided by the caller.

C. University Police will notify Setauket Fire Department, Hospital Security and EH&S Fire Marshals.

**III. Post Response:**

- A. Only a Fire Marshal can declare a “Code Green” when all is clear.
- B. The Fire Marshal shall call 321, identify themselves and announce “Code Green” and location.
- C. The Hospital Operator will overhead announce “Code Green.” This shall be repeated 3 times.
- D. In the case of a fire alarm with no actual fire, after the alarm has been reset, the Fire Marshal will call the Hospital Operator and have them announce "Code Green."

**INQUIRIES/REQUESTS:**

Environmental Health and Safety  
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**RELATED FORMS:**

**RELATED DOCUMENTS:**

Hospital Fire Response Plan, EH&S Policy 2-1  
Emergency Paging and Announcements IM:0018