 **EMERGENCY PREPAREDNESS MANUAL**

Subject: **CODE RED - FIRE**

Section: **DISASTER CODES**

Approved By: **Senior Management Committee**

Date Approved: **Jul 27 2012** Policy Number: **EPM-CR-160**

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**POLICY**

Pursuant to *Fixing Long Term Care Act 2021*, Code Red is used to indicate that internal and/or external assistance is required, in the event of a fire.

**STANDARD**

Pursuant to the Fixing *Long-Term Care Act* and the *Occupational Health and Safety Act*, Fairhaven employees will respond immediately to a fire.

**PROCEDURE**

1. The person discovering a fire will pull the pull station
2. The REACT procedure will be followed:

**R**emove persons in immediate danger out of fire zone (beyond fire doors)

**E**nsure doors are closed to confine smoke/fire

**A**ctivate the fire alarm using nearest pull station

**C**all the fire department, **9-911**

**T**ry to extinguish fire (if trained) and if not, continue to evacuate

1. When the alarm sounds, the WV RN proceeds to the fire panel to meet the fire department. He or she will page “code red, location, room number” three times if it has not already been paged overhead (Form DC-CR1)
2. When the alarm sounds, the Registered Practical Nurses direct employees to follow the REACT procedure on each resident home area. If safe to do so, any employee on break will immediately return to his/her assigned resident home area using the stairwell. Employees will complete a thorough check for red dome lights outside of all rooms and account for all residents on each home area.
3. If the door to a room where smoke or fire is discovered or suspected is closed, the employee will do the following:
   1. Feel the door for heat
   2. **DO NOT OPEN** the door if hot to touch
   3. If it is not hot, open the door slowly
   4. If it is safe to do so, search and evacuate residents
4. Call WV2 RN to proceed to stage two of alarm and if evacuation is required proceed to “Code Green”
5. Once the code is clear, the WV RN announces, “Code Red – All Clear” three times and the Registered Practical Nurses will complete the Fire Alarm Report Form (FORM DC-CR2)
6. After every alarm, the management team and leadership team on duty will report to the Board Room, or other designated meeting area as announced, for a short debriefing session to report concerns or issues.
7. In cases of actual fire, upon the **“All Clear”** being paged, the Leadership team will debrief in the board room and determine any follow up action using the “**Form EP- CR4 (Action Plan)**”
8. Upon the action plan being completed, all documentation from the incident will be forwarded to the Environmental Services Manager and filed appropriately

**Employees will follow the duties as described in the table:**

**\*\*Please note that if the RHA that you are assigned to is in an outbreak and you have not already been bubbled to work their please wait outside the fire doors of the RHA. In the event of a real fire and evacuation you will be called into the RHA to help with the evacuation.**

| **LOCATION** | **SHIFT** | **POSITION** | **DUTIES** | |
| --- | --- | --- | --- | --- |
| **Reception** | Day, evening and weekend shift | * Receptionist * Dietician (assist Reception as needed) | Keep phone lines open, answer all calls as follows, “Fairhaven. Fire alarm in progress. Are you able to call back?” Take messages only if the situation is an emergency | |
| **Fire Panel** | Any shift | * WV RN | Follow designated procedure described above. | |
| **Assigned resident home area** | Any shift | * Registered Practical Nurses | Lead PSWs through REACT procedure and location of the flashing red dome light. Assess residents with oxygen and if fire is within RHA and it is safe to do so, turn the oxygen off and complete fire alarm report ensuring all staff in area sign. | |
| **Assigned resident home area** | Any shift | * Personal Support Workers | Follow Fire Plan | |
| **Assigned resident home area** | Night Shift | * Westview 2 Personal Support Worker | The float PSW will go to the annunciator panel, ensure the overhead page was heard and go to the location as directed by the Registered Nurse | |
| **Location of alarm/fire** | Off hours | * Manager On-Call | Notify ED/Designate. If on site, check annunciator panel and proceed to the scene of the fire and assist where necessary. | |
| **Location of alarm/fire** | Day Shift | * DOC, ED or Designate- In cases where both are away Manager of Environmental Services will assume this role | Check annunciator panel and go directly to the alarm location. If there is a fire, have all residents removed from any danger. | |
| **Location of alarm/fire** | Day shift | * Manager of Environmental Services | Check annunciator panel and go directly to the alarm location. If there is a fire, have residents removed from any danger. | |
| **Location of Alarm/Fire** | Any shift | * Maintenance Staff | Proceed to the scene of the fire. Be prepared to shut down equipment as necessary. | |
| **Riverside Special Care** | Day shift | * Resident Care Manager * Housekeeping, while working on Level 1 * Kitchen Aide * Kitchen Helper days (KHD) * BSO team while working on level 1 * Environmental Services Supervisor | Go to care center wait for direction until the “All Clear” signal. | |
| **Riverside Special Care** | Day and evening shifts | * Laundry Attendants | Go to care center wait for direction until the “All Clear” signal. | |
| **Riverside Special Care** | Evening shift | * Kitchen aide * Kitchen Helper-evenings (KHE) * Evening pot wash (PWE) | Remain in your area. Assist with REACT and locating red flashing dome light. Follow Fire Plan | |
| **Kitchen** | Day shift | * Nutrition Manager * Food Service Supervisor * Cook * Cook Assistant (CAD) | Remain in the kitchen area. Await further instructions or the “All Clear” signal. |
| **Central staircase first floor** | Day shift | * HSPEC | Ensure residents and visitors do not enter stairwell |
| **Lobby Level 2** | Day shift | * Accountants * Manager of Finance | Follow Fire Plan |
| **Lobby Level 2** | Any shift | * Outside Contractors | Report to the main entrance area and await further instructions. |
| **Café Level 2** | Day shift | * Volunteer Resources Coordinator | Follow Fire Plan. |
| **Link Gallery Exit** | Day Shift | * IPAC and Quality Supervisors | Monitor Exit |
| **Riverside 2** | Day shift | * Resident Care Supervisor BSO * Kitchen aide | Go to care center wait for direction until the “All Clear” signal. |
| **Riverside 2** | Evening shift | * Kitchen aide | Go to nearest care center wait for direction until the “All Clear” signal. |
| **Riverside 2** | Evening Shift | * RPN | Follow Fire Plan and direct staff to monitor fire exits |
| **Westview 2** | Day shift | * Housekeeping Level 2, * Kitchen aide * Executive Assistant | Go to care center wait for direction until the “All Clear” signal. |
| **Westview 2** | Evening shift | * Kitchen Aide (evenings) | Go to care center wait for direction until the “All Clear” signal. |
| **Westview 2** | Night Shift | * Westview 2 Personal Support Worker | The float PSW will go to the annunciator panel, ensure the overhead page was heard and go to the location as directed by the Registered Nurse |
| **Central staircase 2nd floor** | Day shift | * Resident Billing and Trust Coordinator | Ensure residents and visitors do not wander up and down stairs |
| **Riverside 3** | Day shift | * Recreation Planner * Kitchen Aide * Housekeeping Level 3 | Go to care center wait for direction until the “All Clear” signal. |
| **Riverside 3** | Evening shift | * Kitchen Aide evenings | Go to care center wait for direction until the “All Clear” signal. |
| **Westview 3** | Day shift | * Kitchen Aide * Restorative Care Nurse * RAI Coordinator | Go to care center wait for direction until the “All Clear” signal. |
| **Westview 3** | Evening shift | * Kitchen Aide | Go to care center wait for direction until the “All Clear” signal. |
| **Third Floor Core Area** | Day Shift | * Support Services Supervisor * Social Worker | Check the worship center and Family room  If with a group of residents, remain with the group. If not with residents, monitor the third floor core fire zone  If Nursing supply and support is not in the building ensure residents and visitors do not wander up and down stairs | |
| **Central staircase third level** | Day shift | * Nursing supply and support | Ensure residents and visitors do not wander up and down stairs | |
| **Riverside 4** | Day shift | * Kitchen Aide * Housekeeping Level 4 | Go to care center wait for direction until the “All Clear” signal. | |
| **Riverside 4** | Day shift | * Human Resources Manager | Go to RS4 Care Centre. Await instructions | |
| **Main Entrance** | Day shift | * Programs and Volunteer Manager | Follow Fire Plan. | |
| **Riverside 4** | Evening shift | * Kitchen aide evenings | Go to care center wait for direction until the “All Clear” signal. | |
| **Westview 4** | Day shift | * Resident Care Manager, Westview Four * Educator * Kitchen Aide | Go to care center wait for direction until the “All Clear” signal. | |
| **Westview 4** | Evening shift | * Kitchen Aide | Go to care center wait for direction until the “All Clear” signal. | |
| **Central Staircase Fourth level** | Days | * Human Resources Generalist | Ensure residents and visitors do not wander up and down the stairs | |
| **Physiotherapy** | Day shift | * Physiotherapists and Assistants | Remain with residents in the area in which you are working and wait for further instructions. | |
| **Westview 5** | All shifts | * Scheduling and Scheduling Supervisor * Housekeeping, while working on Level 5 * Kitchen Aide | Proceed to care center wait for direction until the “All Clear” signal. | |
| **Hair Salon** | Day shift | * Hairstylist | Turn off all electrical equipment. Wait for further instructions. Residents stay in the salon during the fire alarm. | |
| **Westview 5 central staircase** | Day shift | * Resident Care Supervisor | Ensure residents and visitors do not wander up and down stairs | |
| **Closest Home Area** | All Shifts | * Core Cleaner * Evening Housekeeping staff | Report to nearest care center and await further instruction | |
| **All Home Areas** | All Shifts | * BSO Team * Resident Programs * Volunteers | Remain with residents and ensure they are safe and calm | |