

Subject: **CODE RED - FIRE**

Section: **DISASTER CODES**

Approved By: **Senior Management Committee**

Date Approved: **Jul 27 2012**

Date Revised: **June 14 2024**

Policy Number: **EPM-CR-160**

Page: **1 of 2**

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:

Remove person(s) in immediate danger if possible.

Ensure doors are closed to confine smoke/fire.

Activate the fire alarm using nearest pull station.

Call the fire department with the exact location of the fire. Dial **9-911**.

Try to extinguish fire (if trained) and if not, continue to evacuate.

If the door to a room where smoke or fire is discovered or suspected is closed, the employee will:

- a. Feel the door for heat.
- b. **DO NOT OPEN** the door if hot to touch.
- c. If it is not hot, open the door slowly.
- d. If it is safe to do so, search and evacuate residents to the next fire zone.
- e. Once a room is cleared, open the Evacutag to show the room is vacant.

3. When the alarm sounds, the Westview RN and Riverside RN proceed to the fire panel to meet the fire department. They will page "code red, location, room number" three times if it has not already been paged overhead (Form EP-CR1)
4. When the alarm sounds, If safe to do so, any employee on break will immediately return to their assigned work station using the stairwells. Employees will

complete a thorough check for red dome lights outside of all rooms and account for all residents on each home area.

5. If fire/smoke is present, notify the Westview RN to proceed to stage two of alarm by using stage 2 key located beside the fire panel and if evacuation is required, proceed to **“CODE GREEN”**
6. Once the code is clear, the Westview RN announces, “Code Red – All Clear” three times and the Registered Practical Nurses will complete the Fire Alarm Report Form (FORM EP-CR2)
7. After every Code Red, the responding staff and Environmental Services Management Team will meet for a short debriefing session at the location of the code to report concerns or issues.
8. 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)”**
9. Upon the action plan being completed, all documentation from the incident will be forwarded to the Environmental Services Manager and filed appropriately.
10. Code Red drill minutes will be sent out by email to All Staff for review and input by the Environmental Services Manager or designate.

See Appendix A for role specific responsibilities.

References

Overhead paging HR530