

St. Joseph's Care Group	SITE: Hogarth Riverview Manor
CODE RED SITE SUB-PLAN	APPROVAL DATE / DATE OF LAST REVIEW: August 13, 2022
PREPARED BY: Alex Wood	APPROVED BY:

PURPOSE: Document provides site-specific information regarding the steps to be followed during a Code Red.

REFERENCES: Code Red – Fire Emergency AD-06-190

1. SITE SPECIFIC INFORMATION

FIRE ALARM TYPE: Two- Stage Fire Alarm

FIRE PANEL LOCATION:

- The fire panel is located at the main entrance vestibule. Fire panel instructions for the assigned Registered Nurse are located beside the fire panel.

FIRE PANEL RESPONSIBILITIES:

- The Registered Nurse assigned to floors 2/3 is responsible for responding to the fire panel and carrying out the fire panel duties listed in the sub-plan.

CODE RED RESPONSE LEAD:

Upon code activation, the **RPN/designate on each home area** must wear the emergency vest and is responsible for ensuring response instructions are carried out within his/her response area.

If the responsible Lead indicated above is not present, one person must wear the vest. All staff who may be required to carry out these responsibilities must be well informed as to their roles and responsibilities when wearing the vest.

RELOCATION SITE

- St. Dominic's Church
- St. Patrick's Highschool
- Pioneer Ridge
- Mattawa

RESIDENT/STAFF HOLDING AREA(S):

Resident holding area(s) are locations where residents will be sheltered temporarily until they can either return to their unit, be transferred to another unit, discharged or be transported to another location.

For each resident home area/department, IDENTIFY the corresponding client holding areas for both a horizontal and vertical evacuation

- In the event of a fire on a resident home area, staff of the affect home area will evacuate all persons to the home area dining room and await further directions from the fire department upon their arrival. If the dining room is unsafe, home area staff will determine the next closest safe zone (past a set of fire doors) to bring residents.

UNIT	HORIZONTAL EVACUATION LOCATION	VERTICAL EVACUATION LOCATION
Birch	Spruce or Townhall	N/A
2 North	2 South	Townhall
3 North	3 South	2 nd Floor
4 North	4 South	3 rd Floor

5 North	5 South	4 th Floor
6 North	6 South	5 th Floor
7 North	7 South	6 th Floor
Kitchen	Townhall	N/A
Stores	Townhall	N/A
Finance	Townhall	N/A
Laundry/Enviro Services	Townhall	N/A
Building Services	Townhall	N/A
Administration/Quality	Townhall	

EMERGENCY CODE COMMUNICATION

- Code Red announcement is made by the HRM Registered Nurse via the main fire panel. All internal communication for the duration of the Code Red will be through the emergency radios (one at each nursing station).
- Emergency radios are kept at each nursing station. Staff are to use channel two in the event of an emergency.

FIRE REPORTS

- It is the responsibility of the assigned registered staff to carry out duties as trained in the outlined fire safety plan. Ensure staff attendance is documented on the completed fire report and forward it to your manager and Health & Safety Services for review.
- Fire Report Forms will be kept with the Code Red Procedure beside the fire panel display at every team station.
- Fire Reports are also found on the iNtranet under Emergency Information portal.

MAGNETIC DOORS:

In addition, all magnetic hold-open devices on doors in corridors and resident home area entrances will release doors to close. These devices will remain inoperative until the system is reset at the main fire control panel.

NOTE: All secured doors and stairwell doors will unlock in a stage1 fire alarm and remain Un-lock until the fire panel has been re set.

2. FIRST RESPONSE IN EMERGENCY LOCATION

RESPONSIBILITY OF 2nd FLOOR REGISTERED STAFF AT FIRE PANEL:

1. Obtain cell phone and the portable radio located on main reception desk - use channel #2.
2. Put on orange fire vest located in lower drawer of main reception desk labelled "*Emergency Fire Equipment*".
3. Obtain fire panel keys located in "*Emergency Fire Equipment*" drawer and immediately proceed to main entrance enunciator panel and open fire panel door.
4. Assign staff to monitor back entrance doors
 - Beside Behavioural Science Centre entrance
 - Through kitchen/stores area hallway
 - Main floor staff lounge to ensure no one enters building.

AT FIRE PANEL MAIN FLOOR:

1. Pick up black handheld microphone.
2. Press the "*All Call*" button.

3. Press and hold the button on the side of the microphone.
4. When the “*Ready Page*” light is solid, announce (three times):
“CODE RED – (SPECIFY LOCATION OF FIRE)”
5. Press “*All Call*” button once page is complete.
6. Call 9-911 to confirm the fire and location with the Thunder Bay Fire Department.
7. Establish communication link with the emergency zone only, using the portable radio on channel # 2 and your cell phone.
8. Remain at the fire alarm panel for the arrival of Thunder Fire Department.

TO SILENCE AND RESET ALARM:

Only silence and reset fire alarm under the direction of the Thunder Bay Fire Dept.

1. Silence the fire panel by pressing the “*Alarm Silence*” button.
2. Press the “*Reset*” button located in the top left corner of the fire panel.
3. Ensure building is operational to include magnetic doors and elevators in the fire panel cabinet (magnetic door and elevator indicators are both located beside the fire panel on the right side).
4. If the *Trouble Light* is flashing and the fire panel will not reset, press “*Reset*” again. If panel will still not reset, contact Building Services (*after hours call 346-2300*).
5. Once fire emergency is over, announce (three times):
“CODE RED – ALL CLEAR”
6. Notify Leadership on call @ 625-0667 and enter the 7 digit phone number you are calling from for a call back regarding the emergency. (*Skip this step during fire drill*)

ALL OTHER REGISTERED NURSES:

Upon hearing the fire alarm, RNs shall:

1. Report to team station in your home area and read the fire display panel for the location of the fire.
2. Respond to emergency zone if safe to do so:
 - Ensure all persons in immediate danger are rescued.
 - Direct evacuation procedures, as needed.
3. Ensure your units complete Fire Drill Report once emergency is over.

RPN'S ON ALL RESIDENT HOME AREAS:

Upon hearing the fire alarm, the RPN shall:

1. Report to team station in home area, read the fire display panel for the location of the fire.
2. Put on the fire vest and obtain portable radio (located in the med room) - use channel 2
3. If fire display panel indicates your home area:
 - Initiate a fire search.
 - Direct personal support workers/support staff through evacuation procedure, as needed.
 - Ensure all persons are evacuated to the home area dining room. If the dining room is unsafe, home area staff will determine the next closest safe zone (past a set of fire doors) to bring residents.
 - Use portable radio to communicate with the Registered Staff at the fire panel.
4. If fire display does not indicate your home area:
 - Direct and assign two personal support workers to remain in the hallways at the elbows (balcony doors) to perform roll call, ensure residents safety and monitor home area stairwell door, ensure equipment in hallways is placed to one side.
 - Remain alert for further instruction from command centre or until Code Red – All Clear
5. When notified of fire protection system downtime, ensure all staff are following Fire Watch procedures and assign 1 personal support staff to conduct a full walk-through of unit every hour (See “Fire Watch Procedures”)
6. Once emergency is over, complete Fire Report with unit staff.

PERSONAL SUPPORT WORKERS:

Upon hearing the fire alarm:

1. Stop all normal activities in all areas. Ensure safety of residents.
2. Report to team station and take direction from RPN wearing the orange fire vest.
3. If the fire is on your resident home area:
 - Remove persons from immediate danger.
 - Ensure doors and windows are closed to confine the fire and smoke.
 - Activate the fire alarm system using the nearest pull station.
 - Try to extinguish the fire or evacuate clients /self to a safe zone.
 - Perform a roll call.
4. If the fire is located elsewhere in the building:
 - Ensure all residents are accounted for utilizing the worksheet.
 - The assigned two personal support workers must remain in the hallways at the elbows (balcony doors) to ensure residents safety and monitor home area stairwell door, when building is in alarm.
 - Ensure all windows and doors are closed and equipment is placed to one side of hallway.
 - Await further instruction from RPN.
5. Do not resume regular work duties until Code Red is All Clear.
6. Participate in debriefing session as required.
7. Sign the attendance sheet on the fire report once the emergency is over.

NIGHT SHIFT PROCEDURES FOR CLINICAL STAFF 2300 – 0700 HRS:

RN's

1. 2nd floor RN assumes fire panel responsibilities.
2. All other RN's report to the emergency zone to oversee procedures and assist as needed.

RPN's

1. RPN's on a NON-AFFECTED unit must perform a continual walk-through of their floor while monitoring any residents that have come out of their room.
2. The RPN on the affected unit will perform regular fire emergency duties indicated in above *"Responsibilities of RPN on all Home Areas"*

PSW's

1. PSW's on 1 North will remain on the unit and monitor stairwells and exits until Code Red is ALL CLEAR
2. All other PSW's will report to emergency zone and take direction from the registered staff.

MANAGERS:

1. Immediately return to area/department if safe to do so.
2. Oversee fire and evacuation procedures, ensure safety of staff and residents and provide assistance or direction as needed.
3. Once emergency is over, ensure all units/departments have completed and signed a Fire Report and ensure reports are sent to Health & Safety Services.
4. Ensure that the fire panel duty is clearly assigned to the appropriate RN each shift.

DIETARY STAFF ON RESIDENT HOME AREA SERVERIES:

1. Follow your departmental procedures as trained.
2. Turn off equipment as required, close server doors.
3. If working on a resident home area, report to team station and follow the direction of the RPN wearing the fire vest and the site specific fire safety plan as trained.
4. Assist as required.
5. Await further instruction on the overhead page.
6. Participate in the debriefing meeting with home area staff on fire emergency procedures.
7. Follow Fire Watch procedures when notified of the fire protection systems downtime.
8. Ensure you have signed the attendance sheet on the fire report once the emergency is over.

ENVIRONMENTAL SERVICES:

If working on a resident home area, report to team station and follow the direction of the RPN wearing the fire vest and the site specific fire safety plan as trained

1. Await announcement on the location of the fire.
2. Assist on resident home areas as required.
3. Await further instruction on the overhead page.
4. Follow Fire Watch procedures when notified of the fire protection systems downtime.
5. Ensure you have signed the attendance sheet on the fire report once the emergency is over.
6. Debrief with home area staff on the fire emergency procedures.

If you are in your usual working area, follow your departmental procedure.

1. Debrief with environmental services supervisor on fire emergency procedures.
2. Follow Fire Watch procedures when notified of the fire protection systems downtime.
3. Attend a debrief meeting as required

Complete the fire report and forward signed copies to your Manager and Health & Safety Services for review

BUILDING SERVICES 0800 – 1600 HRS:

1. Meet the fire department at main entrance and provide them a safe route to the fire location.
2. Assist the fire department as required.
3. Announce Fire Watch procedures and post notification at the front entrance when fire protection system is in downtime.
4. Ensure all designated exits & entrance are clear for egress at all times.
5. Once “Code Red - All Clear” has been announced:
 - Ensure proper operations of all buildings and security systems.
 - Follow Fire Watch procedures when notified of the fire protection systems downtime.
 - Debrief with team members
 - Attend the debrief meeting as required
 - Log in the fire alarm log book.

STAFFING CLERKS:

1. Upon hearing the fire alarm, put on fire vest and proceed to the Link entrance doors (if safe to do so).
2. Monitor Link entrance to ensure no one or enters until “Code Red – All Clear”

NUTRITION & FOOD SERVICES – MAIN KITCHEN:

Follow your departmental procedures as trained.

1. Put on the fire vest as trained and obtain the portable radios, use channel 2 (*1 staff member must assume this responsibility*)
2. Turn off electrical equipment including fans, deep fryers and dishwashing machine...
3. Communicate the announcement to who did not hear the fire alarm or the overhead announcement by checking walk-in cooler/freezer.
4. Gather in *Townhall* (designated primary holding area) for roll call if safe to do so.
 - If not safe to do so, evacuate to nearest, safest exit and notify command centre of location
5. Await further instruction on the overhead page.
6. Follow Fire Watch procedures when notified of the fire protection systems downtime.
7. Debrief with nutrition /food service supervisor on fire emergency procedures.
8. Attend a debrief meeting as required.
9. If a complete evacuation is required use the nearest and safest exit away from the fire or as directed by the command center.
10. Using portable radio channel 2, notify command centre that food service staff are in a safe zone.
11. Ensure you have signed the attendance sheet on the fire report once the emergency is over and forward signed copies to your Manager and Health & Safety Services for review

LAUNDRY DEPARTMENT:

Follow your departmental procedures as trained.

1. Put on the fire vest as trained. (*1 staff member must assume this responsibility*)
2. Turn off electrical equipment including fans, folders and dryers.

3. Communicate the announcement to who did not hear the fire alarm or the overhead announcement by checking the folder room or folding area.
4. Gather at back door of Laundry department (designated primary holding area) for roll call if safe to do so
 - If not safe to do so, evacuate to nearest, safest exit and notify command centre of location.
5. Await further instruction on the overhead page.
6. Follow Fire Watch procedures when notified of the fire protection systems downtime.
7. Debrief with supervisor on fire emergency procedures.
8. If a complete evacuation is required use the nearest and safest exit away from the fire or as directed by the command center.
9. Ensure you have signed the attendance sheet on the fire report once the emergency is over and forward signed copies to your Manager and Health & Safety Services for review.
10. Attend a debrief meeting as required.

SHIPPING & RECIEIVNG – MAIN FLOOR:

Follow your departmental procedures as trained.

1. Put on the fire vest as trained and obtain the portable radio, using channel 2 (Staff working on the main floor must assume this responsibility)
2. Secure Loading dock doors
3. Monitor Shipping entrance.
4. Await announcement on fire location within the building
5. Evacuate to a safe zone away from fire if in the immediate location.
6. Communicate on portable radio channel #2 with the RN at fire panel to report on your safety.
7. Await announcement “Code Red All Clear” before resuming normal duties.
8. Staff performing **Top- Up**, report to the team station and follow the direction of RPN.
9. Follow Fire Watch procedures when notified of the fire protection systems downtime.
10. Debrief with supervisor on fire emergency procedures.
11. Attend a debrief meeting as required.
12. Ensure to complete the fire report once the emergency is over and forward signed copies to your Manager and Health & Safety Services for review.

ALLIED HEALTH STAFF:

Example: Life Enrichment, Volunteers, Students, Hairdresser, Spiritual Care, Physiotherapist, Physiotherapist Assistant and Materiel Management etc.

If you are on a resident home area when fire alarm sounds:

1. Report to the team station in the home area and the direction of the RPN wearing the fire vest and the site specific fire safety plan as trained.
2. Ensure all residents are in a safe area and roll call is performed.
3. Monitor magnetic doors on secured unit as it automatically unlocks doors when building in alarm.
4. Ensure all windows and doors are closed and equipment is placed to one side of hallway.
5. Await further instruction on the overhead page.
6. Follow Fire Watch procedures when notified of the fire protection systems downtime.
7. If an evacuation is required assist with a horizontal evacuation to a safe zone beyond fire door.
8. Participate debriefing session as required.
9. Sign the attendance sheet on the fire report once the emergency is over.

Note: Residents should not be left unsupervised; staff may need to stay with resident(s) in a safe place.

If you are in your usual working area, follow your departmental procedures.

1. Await announcement on the location of the fire.
2. Remain in your work area and await further instructions on the overhead page.
3. Follow Fire Watch procedures when notified of the fire protection systems downtime.

4. Report to emergency area to assist, as required, at the request of the command centre.
5. Follow the directions of the individual wearing the fire vest
6. Ensure all residents are in a safe area and reassured
7. Participate in the debriefing meeting with unit staff on fire emergency procedures
8. Ensure you have signed an attendance sheet on the fire report once the emergency is over.

LEASED AREAS:

1. Familiarize themselves with Hogarth Riverview Manor's evacuation routes.
2. Post evacuation routes in a conspicuous space in the public area.
3. Upon hearing fire alarm, stop normal activities and await overhead Code Red announcement.
4. Ensure no one enters the building during alarm.
5. Do not resume normal work activities until "*Code Red – All Clear*".

ALL STAFF:

1. Follow Code Red fire safety plans as trained.
2. Attend the resident home areas debriefing meeting to review fire emergency procedures.
3. Follow directions of registered staff wearing the fire vest.
4. Know locations of fire alarm pull stations and fire extinguishers.
5. Assigned staff member must monitor magnetic doors on secured units as doors automatically unlock when building is in alarm.
6. Be aware of evacuation procedures and preferred routes of evacuation
7. Follow Fire Watch procedures when notified of the fire protection systems downtime.
8. If the fire emergency escalates to an evacuation
 - a. Follow direction of the red vest person and assist with the evacuation of residents to the safe zone.
 - b. Ensure all hallways are clear of equipment.
 - c. Participate in monthly fire drills.

3. FIRE WATCH PROCEDURE

Fire watch is implemented to ensure fire safety of the buildings occupants or a building area when the automatic fire protection system has been temporarily disabled.

Therefore, in the event that any of these systems are off line for any reason, Building Services will immediately announce and post ****Fire Alarm System is Out Of Service**** until further notice.

1. All employees must actively look for evidence of smoke and fire and listen for in room smoke detector soundings while performing normal duties.
2. Assigned support staff will conduct hourly walk-through of home area until Fire Watch procedures are declared over on overhead page.

If fire or smoke is detected:

1. Announce Code Red & Location on the overhead page three (3) times by pressing *67
2. Dial 9-911 for Fire Emergency personnel to respond to your location.
3. Remove persons to a safe zone.
4. Await the arrival of Fire Department and work under their direction.

AUTOMATIC THERMAL DETECTORS - are situated in the ceilings throughout the building (excluding resident rooms) and when the temperature in any area reaches a certain degree, will activate the fire alarm system.