

CODE RED - FIRE EMERGENCY PLAN

CODE RED - is the designated code word to clearly communicate to all staff, visitors and residents that a Fire Emergency is present or a Fire Drill is being exercised.

*****All emergency radios should be on channel 2*****

FIRST RESPONSE WHERE EMERGENCY OCCURS

Upon discovery of fire or smoke, staff must:

R.E.A.C.T.

Remove persons in immediate danger, if possible.

Ensure the door(s) is closed to confine the fire and smoke.

Activate the fire alarm system using the nearest pull station.

Call the fire department. Front desk will call fire department when fire alarm sounds.

Try to extinguish the fire or continue to evacuate.

RESPONSIBILITY OF BETHAMMI REGISTERED NURSE

Upon hearing the fire alarm:

1. Immediately proceed to the front desk (command centre) and notify front desk staff that you are assuming control over the fire emergency. Receive radio from front desk.
 - If you are unable to report to front desk at time of fire alarm, you must designate someone to assume your role (Manager if onsite, otherwise another staff)
2. Confirm fire location with front desk staff.
3. Liaise with front desk staff as well as emergency responders upon their arrival on the emergency situation.
4. If fire is located within Bethammi Nursing Home, communicate with the emergency zone RPN on status of fire:
 - Is there an actual fire on the unit? Confirm fire location.
 - Are residents being evacuated to safe zone (dining room is the designated holding area on the unit if unaffected by fire)?
 - How many residents require evacuation from their room?
 - Are additional personnel required to assist?
 - Has roll call been performed and are all residents on the unit accounted for?
5. During evenings or weekends, assign 1 PR Cook Support Worker to ensure no vehicles are blocking the main entrance (only if necessary).
6. If required, dispatch additional personnel (by radio or overhead page) to the emergency zone to assist.
7. Coordinate resident evacuation routes if required.

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8. Control all communication regarding the fire emergency – only emergency zone and RN at front desk should be communicating over the emergency radio channel 2.
9. Keep the other departments informed on the emergency situation by radio or overhead page.
10. Remain at front desk until **“Code Red All Clear”** or until otherwise directed by manager or Leadership.

POST EMERGENCY:

11. Ensure all actions and decisions are documented on a fire report.
12. Participate in debriefing.

RESPONSIBILITY OF BETHAMMI RPN ON ALL UNITS

Upon hearing the fire alarm:

1. Report to nursing station on the unit, read the fire display for the location of the fire.
2. Put on fire vest as trained. Obtain the portable emergency radio, use channel 2 and assume responsibility of the fire emergency on the unit.
3. If fire display panel indicates your unit:
 - a. Initiate a fire search.
 - b. Direct unit staff through evacuation procedure, as needed.
 - c. Ensure all persons are evacuated to a safe zone and roll call is performed.
 - d. Use portable emergency radio to confirm fire and communicate evacuation status of residents with RN at front desk.
4. If the fire display panel does not indicate your unit:
 - a. Direct and assist in monitoring all unit stairwells (1 beside nursing station and 1 at each end of the hallways and ensure resident safety).
 - b. Ensure all equipment is placed to one side of the hallway.
 - c. Remain alert for further instruction from RN at front desk or until **“Code Red All Clear”**.
 - d. Reassure residents and visitors and direct them to remain in the area.

POST EMERGENCY:

5. Once emergency is over, complete Fire Report with unit staff.
6. When notified of fire protection system downtime, ensure all staff are following Fire Watch Procedures and assign 1 Bethammi Personal Support Worker to conduct a walk-through of the unit every hour until system is operational (See Fire Watch procedures).

Note: If you are off the unit upon hearing the fire alarm, return to the unit by using the stairs (if it is safe to do so).

RESPONSIBILITIES OF BETHAMMI PERSONAL SUPPORT WORKERS

Upon hearing the fire alarm:

1. Stop all normal activities in all areas. Ensure safety of residents.
2. Report to nursing station and take direction from RPN wearing the orange fire vest.
3. Do not resume regular duties until **“Code Red All Clear”**.

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4. Participate in debriefing session.

RESPONSIBILITIES HERITAGE FRONT DESK

Immediately upon hearing the fire alarm or upon notification of a fire:

1. Check the fire alarm at the front desk (if panel has failed, check panel at front door).
2. Call the Fire Department 9-911 to ensure that the alarm has registered.
3. Announce three times over the fire alarm page:
“CODE RED – (LOCATION) – PLEASE DO NOT USE ELEVATORS”
4. Liaise with Bethammi RN upon their arrival at the front desk. If the Bethammi RN does not report to the front desk – contact them on the RN cell [REDACTED] using the fail safe phone located at front desk.
5. Give 2-way radio to RN
6. Notify security by portable radio on channel 2.
7. Notify Leadership at [REDACTED] as directed by RN (not in a fire drill).
8. Monitor fire alarm panel for additional fire locations.
9. Re-direct PR Cook tenants from front lobby to PR Cook main floor common room.
10. When authorized by the Fire Department, silence the alarm and announce three times on the overhead page:
“CODE RED – ALL CLEAR”
11. **AFTER HOURS:** For any maintenance related issues following the fire alarm (i.e. the fire panel is not resetting, or a pull station is pulled and requires a replacement glass tube), notify Building Services at [REDACTED]

PR COOK APARTMENT NOTIFICATION:

In the event that a pull cord goes off while the fire alarm is sounding, Front Desk staff will use alarm call system to notify Support Services of the emergency by announcing:

“Support Service Staff to Apartment # ____”

RESPONSIBILITIES OF BETHAMMI NURSING HOME MANAGER

Upon hearing the fire alarm:

1. If fire is located within Bethammi Nursing Home, immediately proceed to the affected unit (if safe to do so) – otherwise report to the nearest nursing station.
2. Ensure safety of staff and residents and provide assistance or direction as needed.
3. Once emergency is over, ensure all units have completed and signed a Fire Report - reports are to be sent to Occupational Safety department and building services.

RESPONSIBILITIES SECURITY

Upon hearing the fire alarm:

1. Contact the front desk and ask for the location of the alarm.
2. Put on a safety vest.

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3. Provide security at the command post area (front desk) and await further instruction from command center.

Between the hours of 2300 – 0800:

4. Assume responsibility of front desk duties.
5. If fire is located somewhere other than Bethammi Nursing Home, contact 1 PR Cook Support Staff to report to fire location and confirm fire.

POST EMERGENCY:

6. If alarm cannot be reset post emergency, commence fire watch duties within the facility until the system is functional.
7. Participate in debrief session as required.

RESPONSIBILITIES BUILDING SERVICES 0800 - 1600 HRS

Upon hearing the fire alarm:

1. Proceed to fire location. Ensure fire location is cleared of any occupants and fire is confined by closing doors and windows if safe to do.

POST EMERGENCY:

2. Ensure proper operations of all building and security systems.
3. Clear and reset the fire alarm when directed by the fire department.
4. If panel cannot be reset, building services must announce:
“Fire Alarm System is Out Of Service until further notice. Notices will be posted to advise building occupants for the duration of the fire watch”.
5. Log in the fire alarm log book.

RESPONSIBILITIES OF FOUNDATION STAFF 0800 – 1630 HRS

Upon hearing the fire alarm:

1. Assign staff to monitor entrance to hallway that leads to Bethammi elevators and main front entrance and direct visitors to remain in the lobby until “All Clear”.
2. Co-ordinate traffic control at the front entrance, ensuring vehicles do not block entranceway during emergency.

RESPONSIBILITIES ENVIRONMENTAL SERVICES

If you are in your usual working area upon hearing the fire alarm, follow your departmental procedures. If working on a unit, follow the direction of the person wearing the fire vest.

1. Await announcement on the location of the fire.
2. Remove cleaning carts from corridors.
3. Await further direction or “All Clear” on the overhead page.

RESPONSIBILITIES NUTRITION & FOOD SERVICES

If you are in your usual working area upon hearing the fire alarm, follow your departmental procedures. If working on a unit, follow the direction of the person wearing the fire vest.

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1. Await announcement on the location of the fire.
2. Turn off equipment as required.
3. Lock the receiving door entrance.
4. Place magnetic tape on the main elevator doors to prevent their use.
5. Remain in work area until further instruction or “All Clear” on the overhead page.

RESPONSIBILITY OF GEORGIAN ROOM BANQUET PERSON

Upon hearing fire alarm:

1. Put on fire vest
2. Await announcement on the location of the fire.
3. Close banquet room doors.
4. Reassure patrons and ask that they remain in the room.
5. Remain alert to the emergency and await further instructions or “All Clear” on the overhead page.

RESPONSIBILITY - CAFETERIA CASHIER

Upon hearing fire alarm:

1. Put on fire vest.
2. Await announcement on the fire location.
3. Close cafeteria doors.
4. Remain in your area with residents/visitors.
5. Reassure resident/visitors and ask that they remain in the room.
6. Await further instructions or “All Clear” on the overhead page.

RESPONSIBILITY - CHAPEL

Upon hearing the fire alarm:

1. Await announcement on the fire location.
2. Remain in your work area with residents/visitors.
3. Reassure residents/visitors and ask that they remain in the room.
4. Await further instruction or “All Clear” on the overhead page.

NOTE: Fire maps are posted in the chapel. The volunteers are expected familiarize themselves to St Joseph’s Heritage Fire Alarm Evacuation routes to act accordingly in Fire alarm Practice Drills.

RESPONSIBILITIES LAUNDRY

Upon hearing the fire alarm:

1. Await announcement on the location of the fire

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2. Turn off electrical equipment including fans, dryers and washing machines
3. Place magnetic tape across basement elevator doors
4. Remain in the area by the basement elevator doors until further instruction or “All Clear” on the overhead page

RESPONSIBILITIES – DIABETES HEALTH THUNDER BAY

Upon hearing the fire alarm:

1. Report to the diabetes reception desk.
2. Remain in the area until further instruction or “All Clear” on the overhead page.

RESPONSIBILITIES FOR ALL EMPLOYEES

Upon hearing the fire alarm:

1. Await announcement on the fire location.
2. Return to your department/work area if safe to do so.
3. Follow your specific departmental/program responsibilities.
4. Await further instruction or “All Clear” on the overhead page.

POST EMERGENCY:

5. Follow Fire Watch procedures when notified of the fire protection systems downtime.
6. Participate in debriefing session as required.

PR COOK APARTMENTS

Upon hearing the fire alarm:

1. Switch Radio to Channel 2
2. Remain in your work area and await announcement of fire location.
3. Reassure tenants and ask that they remain in the PR Cook Area.
4. Remain alert to the progress of the emergency and await further instructions or “All Clear” on the overhead page.

Between the hours of 2300 – 0800:

5. If fire location is somewhere other than Bethammi nursing home, immediately proceed to fire location and confirm fire with Security at the front desk (if safe to do so).

RESPONSIBILITIES OF LEASED AREAS

The tenants of the leased areas are expected to familiarize themselves to St Joseph’s Heritage Fire Alarm Evacuation routes and post these routes in a conspicuous space to public area, and to act accordingly in Fire alarm Practice Drills. They are solely responsible to devise a fire evacuation plan for the leased space/areas.

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INFORMATION
TWO STAGE FIRE ALARM SYSTEM
(This does not include the Manor House)

STAGE ONE (1) OR “ALERT STAGE”

It is activated by any fire alarm or automatic heat and smoke detectors in the building. Upon activation, the tones will sound, visual strobes flash simultaneously at the rate of 60 ppm (pulses per minute) for approximately 5 minutes.

When the fire alarm system is activated, a message is sent automatically to a monitoring agency giving them our location. The Fire Department will be on the scene within four (4) to six (6) minutes.

STAGE TWO (2) OR “SECOND STAGE EVACUATION”

Tones will sound and the visual strobes flash at the rate of 120 ppm (pulses per minute) and will indicate a second stage evacuation. It may take approximately five (5) seconds before the second stage alarm is heard. Secured doors will be unlocked automatically.

MAGNETIC DOORS

In addition, all magnetic hold-open devices on doors in corridors and unit entrances will release doors to close. These devices will remain inoperative until the system is reset at the Main fire control panel. Magnetic doors on secured units will unlock automatically when in alarm.

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 ****Fire Alarm System is Out Of Service**** until further notice. Initiate a fire watch (SECURITY) to commence fire watch duties within the facility.

Security performs fire watch duties for the entire facility until an all clear is announced. Notices will be posted to advise building occupants for the duration of the fire watch.

Employees will actively look and follow the steps written below for evidence of smoke and fire and listen for in room smoke detectors soundings while performing normal duties.

If fire or smoke is detected:

1. CALL front desk to Announce Code Red & Location three (3) times on the overhead page.
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.

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