St. Joseph's Care Group	SITE: Heritage
CODE RED SITE SUB-PLAN	**APPROVAL DATE / DATE OF LAST REVIEW:** July 7, 2022
PREPARED BY: Alex Wood & Randy Middleton	**APPROVED BY:** Randy Middleton

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 behind the Heritage front desk.

FIRE PANEL RESPONSIBILTIES:

- The staff who work at the Heritage front desk are responsible for carrying out the fire panel duties.
- The Bethammi Registered Nurse will respond to the front desk and keep the communication line open between the emergency location and the front desk and/or fire department.

CODE RED RESPONSE LEAD:

Upon code activation, the RPN on both Bethammi resident floors 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:

- Corpus Christi Church

CLIENT/ 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 floor, the affect floor staff will horizontally evacuate to the dining room on the same floor and await further direction 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	VERTICAL EVACUATION LOCATION
3rd floor	3rd floor dining room	2nd floor dining room
2nd floor	2nd floor dining room	Main floor

EMERGENCY CODE COMMUNICATION

- Front Desk staff are responsible for announcing the Code Red – Location by using the enunciator panel.

2. FIRST RESPONSE IN EMERGENCY LOCATION

RESPONSIBILITIES OF BETHAMMI REGISERED 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.
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.

RESPONSIBILITIES OF CODE RED LEADS (RPNS ON EACH UNIT)

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:

   - Initiate a fire search.
   - Direct unit staff through evacuation procedure, as needed.
   - Ensure all persons are evacuated to a safe zone and roll call is performed.
   - 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:

   - Direct and assist in monitoring all unit stairwells (1 beside nursing station and 1 at each end of the hallways and ensure resident safety).
   - Ensure all equipment is placed to one side of the hallway.
   - Remain alert for further instruction from RN at front desk or until **"Code Red All Clear".**
   - Reassure residents and visitors and direct them to remain in the area.

5. When notified of fire alarm system downtime, ensure all staff are following Fire Watch Procedures and assign one Bethammi Personal Support Worker to conduct a walk-through of the unit every hour until system is operational.

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".**

RESPONSIBILITIES OF 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 (628-2587) 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 625-0667 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 346-2300.

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

Between the hours of 2300 – 0800:

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

POST EMERGENCY:

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

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 so.

Building Services 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.

FOUNDATION STAFF 0800 – 1600 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.

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.

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.

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.

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.

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.

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.

LAUNDRY

Upon hearing the fire alarm:

1. Await announcement on the location of the fire
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

DIABETES HEALTH

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.

ALL STAFF

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).

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.

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. 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.