



ST. JOSEPH'S CARE GROUP

Code Red – Fire Emergency

POLICY Number: **AD-06-190**

Manual: Global Administrative Manual

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Section in Manual: Risk Management

Approved by: Leadership Quality, Safety & Risk Committee

Cross References: *Emergency/ Disaster Incident Management System (IMS) Response AD-06-225, Code Green – Evacuation AD-06-191, Leadership Team On-Call Protocol, SJCG Fire Report*

Purpose

The purpose of the policy is to provide a safe and appropriate response to a fire alarm, fire or smoke occurring within a St. Joseph’s Care Group (SJCG) facility.

Policy Statement

In the event of a fire alarm or fire emergency, SJCG will work to mitigate the risk to all building occupants and property.

All sites and departments must develop and maintain a Code Red sub-plan that outlines specific Code Red response procedures. Site sub-plans must be consistent with the SJCG Code Red Policy. It is the responsibility of site management to review site sub-plans annually and update as needed with engagement from appropriate site stakeholders (i.e. site Joint Health & Safety Committee). Managers are responsible for ensuring that all employees are aware of their responsibilities during a Code Red.

In addition to the Code Red policy, Managers and staff must also follow their site sub-plans for Code Red procedures specific to their site and department.

A copy of the Code Red site sub-plan must be provided to Occupational Health, Safety & Wellness for record keeping and posting on the intranet.

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Scope

This policy applies to fire alarm activation or discovery of fire or smoke that occurs at a SJCG facility.

Definitions

Code Red – The designated code to alert the rest of the site of smoke or fire detection.

Code Red Lead – The designated person at a site or specific department that dons the emergency vest and directs the actions of all department staff for the duration of the fire alarm.

Command Centre - The central command and control location/group responsible for carrying out the principles of emergency preparedness and emergency management functions at a strategic level in an emergency, and ensuring the continuity of vital operations.

Fire compartment – any space within a building that is surrounded by separation on all sides

Holding Area – a designated space used to temporarily hold clients and staff during an evacuation. The holding area and the affected unit/department must be separated by at least one set of fire doors.

Single-Stage Fire Alarm System - a fire alarm system designed so that the activation of any alarm initiating device, i.e. manual pull station, smoke or heat detector etc., will cause a general *evacuation alarm signal* to sound on all audible signal appliances throughout the building. Sites with a single-stage alarm system will evacuate upon activation of the fire alarm.

Sites with single-stage fire alarm systems:

- Balmoral Centre
- Health Centre
- Sister Margaret Smith Centre
- The Lodge on Dawson
- High and Medium Supportive Housing

- Manor House

Two-Stage Fire Alarm System - a fire alarm system designed so that the activation of any alarm initiating device, i.e., manual pull station, smoke or heat detector, etc., will cause an *alert signal* to sound to alert supervisory staff on duty about the fire emergency. If the alert signal is not acknowledged within 5 minutes of its initiation, an *evacuation alarm signal* will automatically begin to sound. Sites with two-stage fire alarm systems will evacuate affected zones as required.

Sites with two-stage fire alarm systems:

- St. Joseph’s Hospital
- Hogarth Riverview Manor
- Bethammi Nursing Home
- PR Cook Apartment
- Sister Leila Greco Apartments

Procedure for Sites with a Two-Stage Fire Alarm System

IF YOU DISCOVER FIRE OR SMOKE: REACT

R – Remove person(s) from immediate danger.

E – Ensure doors and windows are closed to confine the fire and smoke.

A – Activate the fire alarm by pulling the nearest pull station.

C – Call 9-911 to confirm fire with Thunder Bay Fire Department (TBFD).

T – Try to extinguish the fire is safe to do so or continue to evacuate the affected area.

IF THE FIRE ALARM IS INDICATING A FIRE ON YOUR UNIT/DEPARTMENT

1. Upon activation of the fire alarm, a designated staff from the site will announce “Code Red – Location” three times following the site specific overhead paging or communication process (e.g. fire enunciator panel).
2. Department Code Red Lead will don emergency fire vest and direct all area staff for the duration of the fire alarm.
3. Code Red Lead will confirm the location of the fire by checking the department’s fire panel display. If the area/department does not have a fire panel display, staff

- are to listen for the Code Red location to be called on the site's overhead paging system or emergency radios.
4. Staff will immediately proceed to the fire location and evacuate any person(s) in immediate danger.
 5. Once the room of fire origin is evacuated, responding staff must close the door to confine the fire.
 6. To indicate that the room has been evacuated, staff will use the Evacucheck door markers or hang tags (where applicable).
 7. Responding staff will continue to evacuate clients/residents in the affect fire compartment to the unit/department's holding area, closing the door to each room once it has been evacuated (see Code Green Policy for evacuation instructions).
 8. Once all clients/residents are evacuated from the affected fire compartment to the holding area, staff will perform a head count of clients and staff.
 9. Notify Leadership on call of the fire emergency (for a real fire or smoke event)
 10. Code Red Lead/designate will notify the Tbfd if any clients/residents remain on the affected unit/department.
 11. Tbfd will direct staff to either return clients/residents to the unit/department once the fire emergency is declared over, or to evacuate further.
 12. Once the Code Red is cleared, staff will debrief as required.
 13. Each department is required to complete and submit a fire report to Occupational Health, Safety & Wellness.

CODE RED PROCEDURE FOR ALL OTHER AREAS

1. Upon activation of fire alarm, Code Red Lead will don emergency fire vest and direct all area staff for the duration of the fire alarm.
2. Shut all doors and windows for the duration of the fire alarm.
3. Ensure all clients and visitors remain on the unit/department until the Code Red is cleared.
4. Remain alert for further instruction or **"CODE RED – All Clear"** on the overhead paging system.

5. Each department is required to complete and submit a fire report to Occupational Health, Safety and Wellness.

Procedure for Sites with Single-Stage Fire Alarm System

IF YOU DISCOVER FIRE OR SMOKE: REACT

- R** – Remove person(s) from immediate danger.
- E** – Ensure doors and windows are closed to confine the fire and smoke.
- A** – Activate the fire alarm by pulling the nearest pull station.
- C** – Call 9-911 to confirm fire with Thunder Bay Fire Department (Tbfd).
- T** – Try to extinguish the fire is safe to do so or continue to evacuate the affected area.

UPON ACTIVATION OF THE FIRE ALARM

1. The Code Red Lead will don an emergency fire vest and check the fire panel for fire location (where applicable).
2. The Code Red Lead will communicate the fire location to the rest of the site (either by fire enunciator panel or emergency radio) by announcing “**CODE RED – Location**” three times.
3. Staff will evacuate all rooms and shut all doors to confine the fire. Where applicable, hang evacuation tags on room door handles to indicate which rooms have been searched and cleared.
4. All staff, clients and visitors will evacuate to the designated holding area.
5. Code Red Lead will initiate a head count of staff and clients.
6. Await further instruction from the Tbfd.
7. Once the Tbfd has deemed the building safe to enter, staff will ensure all clients and visitors are safely returned to the site.
8. Code Red Lead will announce “**CODE RED – All Clear**” three times - only the Tbfd can make the decision to deactivate the fire alarm system.
9. Staff will complete and submit a fire report to Occupational Health, Safety & Wellness.

Roles & Responsibilities

CODE RED LEAD

1. Upon activation of the fire alarm, don emergency fire vest.
2. Confirm the location of the fire by checking the department's fire panel display. If the area/department does not have a fire panel display, listen for the Code Red location to be called on the site's overhead paging system or emergency radios.
3. If the fire alarm is indicating a location on you unit, direct the staff on the unit/department initiate a fire search and evacuate the affected fire compartment is required.
4. If the fire alarm is indicating a fire in another area of the building, direct staff to shut all doors and windows on the unit.
5. Remain alert for further instruction or "**CODE RED – All Clear**".
6. Follow fire watch procedures when notified of any fire alarm system downtime.
7. Once the Code Red is all clear, complete a Fire Report with all home area staff who were present for the alarm.

MANAGER / DESIGNATE OF EMERGENCY AREA

1. Upon activation of the fire alarm, return to you unit/department is safe to do so.
2. Oversee fire and evacuation procedures. Provide assistance or direction as necessary.
3. Notify Leadership on call of fire emergency (for real fire or smoke event).
4. Once emergency is deemed over, ensure staff complete and submit a fire report to Occupational Health, Safety & Wellness.
5. Ensure Code Red Lead duties are clearly assigned for each shift.
6. Ensure staff review the Code Red Policy and site-specific sub plan at least annually.
7. Facilitate incident debrief as required.
8. Follow fire watch procedures when notified of any fire alarm system downtime.

ALL STAFF

1. If you are away from your area, immediately return to your unit/department using the stairs (if safe to do so).
2. Take direction from the Code Red Lead (ensure doors are closed, monitor clients, etc.).
3. Follow Fire Watch Procedures when notified of any fire alarm system downtime.
4. Review the Code Red Policy and site-specific Code Red sub-plan annually at minimum.

LEADERSHIP ON-CALL/ IMS COMMITTEE (IF ACTIVATED)

1. In conjunction with emergency services, determine if a Code Green initiation is required (if yes, follow the Code Green Policy and affected site's Code Green Sub-Plan).
2. Maintain clear communication with emergency zone.
3. Dispatch additional staff to emergency zone as required.
4. Direct staff to announce "**CODE RED – All Clear**" when emergency is deemed safely under control.
5. Facilitate incident debrief as required.

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. Initiate a fire watch (SECURITY) to commence fire watch duties within the facility.

During fire alarm system downtime:

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 or emergency radio 3 times
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.

Education and Training

1. All sites are required to complete at minimum, one fire drill per month.
2. The following sites are required to complete one annual Vulnerable Occupancy fire drill as per Ontario Fire Code:
 - St. Joseph’s Hospital
 - Hogarth Riverview Manor
 - Bethammi Nursing Home
 - PR Cook Apartments
 - Sister Leila Greco Apartments
 - High and Medium Supportive Housing
3. All employees are required to complete the annual Fire Safety & Emergency Codes education module in the LMS Dual Code system.
4. Managers will ensure that all employees review the corporate emergency code policies and emergency site sub-plans at least once per year.

References

Ontario Fire Code and Regulations

OHA Emergency Management Tool Kit