

We Care For You
Body, Mind & Spirit

ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE

L'hôpital général St-Joseph d'Elliot Lake

Code Red

Fire Action Plans

St. Joseph's General Hospital

Elliot Lake, Ontario

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- ✓ **Emergency Procedures Committee**
- ✓ **Senior Management**
- ✓ **Fire Chief**

Overview

St. Joseph's General Hospital recognizes that emergency preparedness saves lives, reduces property loss, and lessens an organizations potential liability. As an organization we are required and committed to developing a coordinated and effective fire safety plan to ensure the well-being of all patients, staff, visitors and those affiliated to the hospital.

If there is a fire in the organization it is imperative that all remain calm and know how to respond in order to mitigate risk. The fire safety plan has been developed to prevent a fire and lessen the impact of a fire should it occur. In ensuring preparedness for staff, St. Joseph's General Hospital will provide the necessary tools through general orientation, annual review, training, monthly drills and annual vulnerability exercises.

Fire Instructions

Upon discovering a FIRE, hospital employees will **R.E.A.C.T** by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons	Sauvez toute personne qui est en danger immédiat
E Ensure doors & windows are closed - not locked	Fermez les portes et les fenêtres-sans les barrées
A Active alarm (located under red exit signs)	Tirez l'arme-incendie la plus près
C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911	Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l'endroit et l'entendue de l'incendie
T Try to control / extinguish fire	Combattez l'incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

Upon Hearing the Alarm;

1. Pay particular attention to the announcement specifying the location of the fire so as to ensure efficient and safe responses. Staff who must return to their “stations” upon hearing the alarm will want to be certain of the safest route in proceeding to their stations.
2. Staff will;
 - Close all doors and windows to prevent any heat or smoke from getting into rooms and to prevent draughts.
 - Reassure patients and visitors. Instruct visitors to stay with patients they are visiting.
 - Remove all equipment from hallways (linen hampers, wheelchairs, etc.) and store in non-patient rooms. Please do not block doorways in patient rooms with equipment.
 - Turn all lights on in hallways.

- Refrain from using elevators unless otherwise directed to do so.
- Remain on alert for further instructions are issued, or until the “ALL CLEAR” is announced.
- Volunteers who have patients with them in other departments will remain there until the ALL CLEAR is sounded.
- All personnel are to refer to and carry out the duties specific to their own area as outlined in the department fire action plan located in the Red Emergency procedures binder. Copy of Fire Action Plan for each department laminated and posted in area for easy reference.

If Smoke is Vague in Origin;

1. Investigate – based on your investigation, follow appropriate procedures
2. If further investigation is necessary, contact Switchboard (dial “0”) who will follow up with Maintenance

Observe the following;

1. Learn the location and use of firefighting equipment and pull stations.
2. Make it a habit to watch for fire hazards, especially at night. Do your best to eliminate those hazards which are under your control. For those requiring maintenance services; report them immediately to the Manager of your Department. Good housekeeping is the best guarantee against fire.
3. Watch for and report smoking by patients, visitors and personnel within the institution. St. Joseph’s General Hospital Elliot Lake (SJGHEL) is a smoke free property (*By-Law-35-04/P&P ADM I-q-130*).
4. Investigate thoroughly any suspicion of smoke and possibility of fire.
5. Watch for and report faulty switches, loose connections, damaged plugs and worn wiring.

All equipment not needed during the emergency in areas such as the kitchen, shops, x-ray should be shut down.

Fire Alarm System

The Fire alarm system consists of two (2) stages:

1. Fire Alert (Alarm-Drill)
Once the fire alarm is pulled in the Hospital, the siren/alarm will activate, white strobe lights will activate in the hallways. This will alert all areas of an alert situation.
2. General Evacuation (order given by Fire Dept or Fire Control Officer).
Once the order to evacuate is made the Fire Dept/Fire Control Officer or Fire Safety Officer will insert a key at the pull station and the alarm will sound at one hundred and twenty (120) strokes per minute continuously and the strobe light will flash.

The alarm is regulated automatically to provide a distinctly different audible sign to differentiate between the two (2) stages. Be alert to messages communicated through the PA system.

Fire Control Area

The fire control area is initially located at the switchboard area. Any changes to this location will be determined and communicated by the Fire Control Officer.

Notification of Fire – Code Red

Upon receiving notification, the Switchboard Operator will announce a CODE RED with the exact location of the fire over the P.A. system. Calls will be made to areas where the P.A. system is not heard.

Upon receiving the ALL CLEAR (order given by Fire Control Officer or Fire Safety Officer) the Switchboard Operator will make the announcement over the P.A. system. Calls will be made to areas where the P.A. system is not heard.

Staff pool areas

Areas defined as staff pool areas are the cafeteria, Human Resources Lobby and Main entrance waiting room.

Roles and Responsibilities

Role	Assigned to	Duties
Fire Control Officer	Director of Facilities or delegate. Fire Control Officer will be responsible for assessing the Code Red and providing notification to the CEO or delegate if warranted. Outside of regular business hours, the manager on call will resume the role of the Fire Control Officer. Manager on call will be notified of Code Red by the Switchboard Operator <u>and will report</u> to the hospital if requested by maintenance or the Fire Department after they have assessed the situation.	<ul style="list-style-type: none"> • Report to the location of the Code Red • Determine severity of the fire • If necessary, advise Switchboard Operator to contact CEO or delegate, or other members of senior team. • If an evacuation order is given by the Fire Chief, the Fire Control officer will proceed with Code Green by initiating the 2nd stage Fire Alarm using the activation key located with the “grand master” at Switchboard
Fire Safety Officer	Maintenance personnel – outside regular business hours Maintenance on call.	<ul style="list-style-type: none"> • Ensure the response of the internal First Responders/Fire Brigade to the scene of the fire and to take charge of firefighting operations until relieved by the Fire Department. • <i>Notify switchboard operator if the Manager on Call is required to come into the hospital.</i>
First Responders (Internal Hospital Fire Brigade)	Designated hospital (as per Code Red Action Plan) who attends the scene of a fire to attempt to extinguish the fire and/or assist as needed until the Fire Department arrives at the scene. Fire Brigade/First responders during regular business hours may include the Fire Control Officer, Fire Safety Officer, other maintenance staff and a staff member from Dietary, Materials Management, Housekeeping and Laundry. Outside regular business hours first responders will include Maintenance on call, security if on premises and the Manager on Call if requested to be on site by maintenance staff on call.	<ul style="list-style-type: none"> • These employees take the closest available fire extinguisher and proceed to the fire area as soon as alert is announced. • On route to the location ensure that hallways are clear of any obstacles • Fight or contain fire without endangering self until arrival of Fire Department • Direct people in the area as required

Nursing Managers/Charge Nurses

- Be thoroughly familiar with all general fire instructions.
- See that all corridors are clear, room doors are closed
- Utilize the Charge Nurse Report Sheet to account for all patients
- Possible exits should be checked at once to be sure that there will be free access in case of evacuation
- Direct removal of patients as follows:
 - i. Those in immediate danger (room where fire is, rooms on either side of the fire origin & room directly across the hall)
 - ii. Ambulatory patients – walk patients, lead to designated safe zone
 - iii. Wheelchair patients – push to designed safe zone.
 - iv. Non-ambulatory – Evacuate patients to designated safe zone using all available equipment appropriate to patients needs
- Notify switchboard of any developments on the floor.

Personnel Initiating Fire Alert (Drills) - Maintenance

Fire alert drills are conducted on a monthly basis with areas or zones selected on a rotating schedule.

Personnel initiating a fire alert (drill) shall;

1. Go to a selected area with the red fire box display (flashing light). Activate red light, and direct an employee from the area to follow fire alert (drill) procedure which will initiate the fire alarm system or; activate smoke detector in the room which will activate alarm
2. Personnel initiating a fire alert (drill) will document the drill using the “Code Red Observation Report Checklist” Form 0123 as required under subsection 2.8.3.4 (1) of the Fire Protection & Prevention ACT 1997, Ontario Regulations 364/13.
3. Forms will be kept for at least 12 months after the fire drill as required under subsection 2.8.3.4 (2) of the Fire Protection & Prevention ACT 1997, Ontario Regulations 364/13 by the office of the Director of Facilities. Copy of Form 0123 will be forwarded to the Chair of the Joint Health & Safety Committee and the Emergency Procedures Committee.
4. Answer any questions the staff may have concerning the fire alert (drill) procedures and include on Form 0123. Form will be shared with the Emergency Procedures Committee
5. Contact Switchboard to announce the “ALL CLEAR”.

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Boardroom

FAP# 01

Location: Ground Floor – North

A. When a fire occurs in the boardroom staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., cafeteria or North exit (Stairwell #4).

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Proceed to the cafeteria or North exit stairwell #4 leading to back parking lot if cafeteria is the Fire Zone.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- N/A

D. After hours – as above

Boiler Room/Engineering Dept

FAP# 02

Location: Basement – East Boiler House

- A. When a fire occurs in the Boiler Rm/Engineering Dept staff will REACT by doing the steps below simultaneously as much as possible.**

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- In the event of a real fire, Maintenance will shut off the propane tanks and natural gas supply.
- Evacuate to the safest area (opposite the Fire Zone).
- All maintenance employees are members of the internal fire brigade/first responders

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Maintenance staff will proceed to the Fire Zone with a fire extinguisher as they are members of the First Responders/Internal Hospital Fire Brigade (description of role on page 5).
- In the event of a real fire, Maintenance will shut off the propane tanks and natural gas supply.
- Ensure hallways are clear and doors are not blocked.
- If visitors are in the area, direct them to the nearest safe area opposite of fire zone until the “ALL CLEAR” is announced.
- A member of the maintenance team will be designated to the Maintenance shop.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Maintenance staff will proceed to the Fire Zone with a fire extinguisher as they are members of the First Responders/Internal Hospital Fire Brigade (description of role on page 5).

D. After hours – maintenance staff on call will be notified by Switchboard.

Classroom

FAP# 03

Location: Ground Floor - West

A. When a fire occurs in the Classroom staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., cafeteria or North exit (stairwell #4).

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Proceed to the cafeteria or North exit stairwell #4 leading to back parking lot if cafeteria is the Fire Zone.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- N/A

D. After hours – as above

Food Services (Dietary)

FAP# 04

Location: Ground Floor - East

- A. When a fire occurs in the dietary department staff will REACT by doing the steps below simultaneously as much as possible.**

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “ 2100 ” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., to the cafeteria or external exit at the loading dock.
- **One food service worker acts as a member of the First Responders/ Internal Hospital Fire Brigade (defined on page 5).**

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- **A staff member from food services acting as member of the First Responders/ Internal Hospital Fire Brigade (defined on page 5)** will take closest available fire extinguisher and proceed to the fire area.
- If visitors are in the food services area, they shall be directed to the cafeteria until such time as instructions are received, or until the “ALL CLEAR” is announced.
- **One cook** will proceed to the back entrance for traffic control preventing entrance, and to notify drivers of any vehicles at the loading dock to relocate to allow access for the Fire Department.
- **One cook** shall remain in the kitchen remaining on alert.
- All other staff shall proceed to the Cafeteria to provide assistance to visitors/patients.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced

C. When a fire occurs while you are out of your department or have no designated area:

- All Food Service Personnel in other areas (nursing units or nursing home) are to report to the nearest nursing station and will be under the direction of the Manager/Charge Person/Delegate.

D. After hours – N/A

Housekeeping Department

FAP# 05

Location: Ground Floor - South

A. When a fire occurs in the Housekeeping Department staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “ 2100 ” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area opposite the Fire Zone; i.e. to the cafeteria and wait for further instructions.
- **One housekeeping worker acts as a member of the First Responders/ Internal Hospital Fire Brigade (defined on page 5).**

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- **A staff member from housekeeping acting as member of the First Responders/ Internal Hospital Fire Brigade (defined on page 5) will take closest available fire extinguisher and proceed to the fire area.**
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- All Housekeeping personnel in other areas, other than the Housekeeping Office, are to report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate.

D. After hours – as above.

Laundry Department

FAP# 06

Location: Ground Floor West

A. When a fire occurs in the laundry department staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area opposite the Fire Zone; cafeteria, North Boiler Room stairs #8 or East receiving exit.
- **One Laundry worker acts as a member of the First Responders/ Internal Hospital Fire Brigade (defined on page 5).**
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- **A staff member from Laundry acting as member of the First Responders/ Internal Hospital Fire Brigade (defined on page 5)** will take closest available fire extinguisher and proceed to the fire area.
- Ensure hallways are clear and doors are not blocked.
- Proceed to loading dock area.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- All Laundry personnel in other areas, are to report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate.

D. After hours – as above.

Material Management/Stores

FAP# 07

Location: Ground Floor - East

A. When a fire occurs in the purchasing department staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., to the cafeteria or external exit at the loading dock.
- Employees act as members of the First Responders/Internal Hospital Fire Brigade (refer to description on page 5).
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- **One staff member** takes the closest available fire extinguisher and proceeds as a member of the First Responders/Internal Hospital Fire Brigade to the fire alert area as soon as announced (refer to description on page 5).
- If visitors are in the purchasing area, they shall be directed to the cafeteria until such time as instructions are received, or until the ALL CLEAR is announced.
- **One staff member** proceeds to the back entrance to detain anyone from trying to enter and ensure vehicles are relocated to allow access for the Fire Department.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- A staff member will proceed to the Fire Zone with the nearest fire extinguisher as materials management staff are members of the First Responders/Internal Hospital Fire Brigade (description of role on page 5).

D. After hours – N/A

Pharmacy Department

FAP# 08

Location: Ground Floor – South of elevators

- A. When a fire occurs in the pharmacy department staff will REACT by doing the steps below simultaneously as much as possible.**

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., to the cafeteria or use the exit by Pharmacy (south of department).
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Report to the cafeteria and provide assistance to visitors/patients. If fire zone, proceed to exit south of department.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate Return to your work area avoiding the Fire Zone.

D. After hours – as above.

Physiotherapy Department

FAP# 09

Location: Ground Floor – West

A. When a fire occurs in Physiotherapy staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

• Evacuate to the safest area (opposite the Fire Zone).

Physiotherapy Department has 3 exits:

- Main door by reception into main hallway.
- Side door to hallway near board room.
- Gym area exit door to outside.

Staff & patients will evacuate to:

- Hospital cafeteria to await further direction.
- If relocation to the cafeteria is not feasible, staff and patients will evacuate to the Manor – west wing, there is an elevator that can be used to evacuate patients.
- If the Cafeteria or Manor cannot be accessed, patients and staff will exit the hospital through the gym door in physiotherapy.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Remain calm
- Discontinue any procedures which are in progress.
- Listen carefully for an announcement indicating the location of the fire.
- Clear hallways, ensure no doors are blocked.
- Reassure patients and keep them in the department.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate Return to your work area avoiding the Fire Zone.

D. After hours – as above.

Speech Pathology

FAP# 10

Location: Ground Floor – West

A. When a fire occurs in Speech Pathology staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., to the cafeteria or via the West Wing exits.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Proceed to the physiotherapy department with any clients.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate Return to your work area avoiding the Fire Zone.

D. After hours - N/A

Volunteer Room

FAP# 11

Location: Ground Floor – West

A. When a fire occurs in the volunteer room volunteers/staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone), i.e. cafeteria or North exit.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Proceed to the Cafeteria.
- Ensure hallways are clear and doors are not blocked.
- When a volunteer is escorting patients from one department to another, volunteers will go to the nearest personnel pool (cafeteria ground flr/1st flr waiting rooms or nursing stations). Upon arrival the volunteer will notify the department of origin of the location of the patient.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Volunteers will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate Return to your work area avoiding the Fire Zone.

D. After hours – N/A

West Wing – Basement

FAP# 12

Includes: Student residence/ Foundation office/Storage

Location: Basement Level West

A. When a fire occurs in the basement of the West Wing staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., to the stairwell up to the ground flr level or the patio exit.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Proceed to the Cafeteria staffing pool ground flr level or the patio on the West Wing basement level (depending on the location of the fire).
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate Return to your work area avoiding the Fire Zone.

D. After hours – as above.

West Wing – Ground Floor

FAP# 13

Includes: All rooms & offices in the Conference Room area

Location: Ground Floor – West

A. When a fire occurs in the West Wing area staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., to the cafeteria or basement stairwell #2 exit.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Proceed to the Cafeteria staffing pool or the patio on the West Wing basement level (depending on the location of the fire).
- Ensure hallways are clear and doors are not blocked.
- Remain on alert for further instructions are issued, or until the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate Return to your work area avoiding the Fire Zone.

D. After hours – as above

1st Floor Inpatient Unit

FAP# 14

Includes: Medical Transcription office – Room 136

Location: 1st Floor - East

A. When a fire occurs on 1st flr nursing unit staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons	Sauvez toute personne qui est en danger immédiat
E Ensure doors & windows are closed – not locked	Fermez les portes et les fenêtres-sans les barrées
A Active alarm (located under red exit signs)	Tirez l’arme-incendie la plus près
C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911	Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie
T Try to control / extinguish fire	Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone).
- Move ambulatory patients followed by non-ambulatory patients and visitors to Human Resources (HR) Lobby located between HR and Finance outside fire doors.
- Assign a nurse to bring the elevators to 1st flr and shut off the emergency switch – the key for the elevator is on a hook at the nursing station.
- The charge nurse or designate is to utilize the Charge Nurse Report Sheet to account for all patients on the unit.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will;

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Assign a nurse to bring the elevators to 1st flr and shut off the emergency switch – the key for the elevator is on a hook at the nursing station.
- Assign a staff member to each exit area to monitor/redirect people.
- Visitors are to remain in the patients’ rooms.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Nursing staff will return to their department, avoiding the Fire Zone.

D. After hours – as above.

Administration – CEO & Exec. Assistant

FAP# 15

Location: 1st Floor – South-Facing Chapel

- A. When a fire occurs in CEO or Executive Office staff will REACT by doing the steps below simultaneously as much as possible.**

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone).
- If it is safe to do so, the Executive Assistant or Administration Assistant shall close windows and chapel doors and proceed to the south exit (stairwell #7) for traffic control until the “All Clear” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- In the absence of the Director of Facilities, the CEO or delegate shall take on the role of the “Fire Control Officer. (Roles and Responsibilities are identified on page 5).
- If it is safe to do so, the Executive Assistant or Administration Assistant shall close windows and chapel doors and proceed to the south exit (stairwell #7) for traffic control until the “All Clear” is announced.
- CEO will proceed to HR Lobby (near elevators) or south exit depending on fire zone. Fire Control Officer is responsible for updating the CEO or delegate.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – N/A

Administration – Patient Care Services

FAP# 16

Location: 1st Floor – South Admin Wing

A. When a fire occurs in the Administration Offices on 1st floor staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone).
- If it is safe to do so, the Administration Assistant or Executive Assistant shall close windows and chapel door and proceed to the south exit (stairwell #7) for traffic control until the “All Clear” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Ensure that fire doors near the Administration Offices are closed.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.
- If it is safe to do so, the Administration Assistant or Executive Assistant shall close windows and chapel doors and proceed to the south exit (stairwell #7) for traffic control until the “All Clear” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – N/A

Business Office

FAP# 17

Location: 1st Floor – Central Corridor

- A. When a fire occurs in the Business Office staff will REACT by doing the steps below simultaneously as much as possible.**

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Close safe door.
- Evacuate to the safest area (opposite from the Fire Zone), i.e. to the Human Resources (HR) Lobby located between HR and Finance or Main Entrance waiting room (Emergency Department).

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Proceed to Human Resources (HR) Lobby located between HR and Finance or Main Entrance waiting room (Emergency Department).
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – N/A

Chapel
FAP# 18

Location: 1st Floor – South (Across from CEO office)

A. When a fire occurs in the chapel staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone), i.e. external fire door east corner behind Alter or via Chapel main entrance to the south exit (stairwell #7).

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Leave the Chapel and go directly to Human Resources (HR) Lobby located between HR and Finance.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- N/A

D. After hours – as above.

Communication (Switchboard)

FAP# 19

Location: 1st Floor West – Main Entrance

A. When a fire occurs in Switchboard:

- Operator will pull fire alarm if alarm has not been triggered
- If safe to do so, the Operator will continue with the following;
 - ✓ Collect grand master key from Switchboard
 - ✓ Transfer 2100 phone and main phone to extension “2242”
 - ✓ Gather night folder and on call sheet
- Patients/visitors in the Emergency waiting room will be directed outside the main entrance towards the court yard.
- Patients arriving during the Code Red requiring immediate medical attention will be escorted through the Ambulance Area to the Emergency Department.
- If Registration is open, clerk(s) will be stationed outside the front entrance for the fire department and for traffic control.
- After hours security will be stationed at the main entrance for traffic control.
- The Operator will relocate to the Emergency Department to proceed with Code Red protocol (*Appendix A*).

B. When a fire occurs in another area Switchboard Operator will:

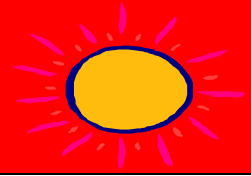
- Follow Code Red instructions located above the Switchboard Console (*Appendix A*).

C. When a fire occurs while you are out of your department or have no designated area:

- The Operator will return to Switchboard, avoiding the Fire Zone and resume Code Red protocol that was initiated by the Emergency Department.

D. After hours – as above.

CODE RED
Day Shift Monday-Friday
0700 – 1600 hrs



** Switchboard will be notified of a “CODE RED” either by phone (line 2100) and/or by the Fire Panel
**

UPON RECEIVING A “CODE RED”

1. Announce over the P.A. (override) 3 times..... ‘**CODE RED LOCATED ON....**’(info on panel)
2. Call 911 (Fire Dept.) Provide location of fire.
3. Call ICU ext. 2408 and advise CODE RED & location (they may not hear announcements).
4. Call Tim White, Director of Facilities (**Fire Control Officer**) ext. 2223, no answer call cell 261-0914.
5. Call cell # of Maintenance staff who is noted as being on call (**Fire Safety Officer**).
6. Notify Manor’s nursing stations at ext 4100 & 4200.
7. ANNOUNCE.... “**Anyone having a vehicle parked in the circular driveway is asked to move it immediately**”....
8. Call OPP Communications Centre at **1-888-310-1122** – ask dispatch to notify Elliot Lake officers that hospital is having a fire alert (they will radio local officers on duty *as per Communications Centre October 1, 2010*)
9. Keep ALL LINES OPEN for further Emergency calls.

*** **ANNOUNCE “ALL CLEAR”** signal ONLY when given by person in charge ***

Announce TWICE..... **“CODE RED NOW OVER, RESUME NORMAL DUTIES”**

Call ICU and advise them of “All Clear”

Call Manor ext 4100 or 4200 and advise them of “All Clear”

Call Fire Dept at 848-3232 (NOT 911) & OPP at 1-888-310-1122 to advise “All Clear”

CODE RED

Weekends/Nights/Evenings/Holidays



** Switchboard will be notified of a "CODE RED" either by phone (line 2100) or by the Fire Panel **

UPON RECEIVING A "CODE RED"

1. Announce over the P.A. (override) 3 times..... **"CODE RED LOCATED ON....(info on panel)"**
2. Call 911 (Fire Dept.) provide location of fire.
3. Call ICU ext. 2408 and advise CODE RED & location (they may not hear announcements).
4. ALWAYS NOTIFY THE FOLLOWING:
 - a. Maintenance on-call -**Fire Safety Officer**
 - b. Manager On-Call – **Acting Fire Control Officer**
(If Manager on call needs to report to hospital Maintenance on –call will advise Swbd otherwise notification is only required initially)
 - c. Contact Security
 - d. Manor's nursing stations at ext. 4100 & 4200
5. **ANNOUNCE.... "Anyone having a vehicle parked in the circular driveway is asked to move it immediately"....**
6. Call OPP Communications Centre at **1-888-310-1122** – ask dispatch to notify Elliot Lake officers that hospital is having a fire alert they will radio local officers on duty (*as per Communications Centre October 1, 2010*).
7. Keep ALL LINES OPEN for further Emergency Calls.

*** **ANNOUNCE "ALL CLEAR"** signal ONLY when given by person in charge ***

Announce TWICE..... **"CODE RED NOW OVER, RESUME NORMAL DUTIES"**

Call ICU and advise them of "All Clear"

Call Manor ext 4100 or 4200 and advise them of "All Clear"

Call Fire Dept at 848-3232 (NOT 911) & OPP at 1-888-310-1122 to advise "All Clear"

Emergency Department

FAP# 20

Location: 1st Floor – West

A. When a fire occurs in the Emergency Department staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Assign a staff member to remain at the exit door at the ambulance entrance and the doors beyond the Fracture Room.
- Move the portable oxygen tanks and crash cart to the ambulance garage area.
- Turn off all gas and vacuum control valves which are located;
 - ✓ at the main desk area
 - ✓ in the hallway between Resuscitation Rm 1 and 2
 - ✓ between Resuscitation Rm 2 and the Fracture Rm
 - ✓ outside the Fracture Rm door.
- Remove all obstruction from hallways and place in non-patient area i.e., vacant rooms, utility rooms, etc.
- Ensure doors exiting to ambulance garage are closed.
- If patients are ambulatory, staff will move patients to the main lobby providing reassurance to patients.
- Non-ambulatory patients will be monitored by nursing staff and relocated if required.
- Ensure visitors are not permitted into the department until the ALL CLEAR is given.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Be prepared to receive patients.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Nursing staff will return to their department, avoiding the Fire Zone.

D. After hours – as above.

Gift shop

FAP# 21

Location: 1st Floor – Main Entrance

- A. When a fire occurs in the gift shop the volunteer will REACT by doing the steps below simultaneously as much as possible.**

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area opposite the Fire Zone i.e., Main waiting room (Emergency Department) or North stairwell (#4).

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Remove all display items from hallway into Gift Shop.
- Close window and door and proceed to waiting room.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – as above.

Human Resources

FAP# 22

Location: 1st Floor – South Admin Wing

A. When a fire occurs in the HR Department staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., Human Resources (HR) Lobby located between HR and Finance or via the Chapel entrance down the Administration wing hallway.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Proceed to Human Resources (HR) Lobby located between HR and Finance.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours - N/A

Laboratory

FAP# 23

Location: 1st Floor - West

A. When a fire occurs in the laboratory will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- If safe to do so, shut off the fans in the fume hood and air conditioners.
- If safe to do so, turn off the incinerators.
- Staff and patients are to evacuate to the safest area (opposite the Fire Zone).
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Shut off the fans in the fume hood and air conditioner.
- Turn off incinerators.
- Close all doors.
- Ensure hallways are clear and doors are not blocked.
- Escort patients to the Laboratory/DI waiting room area, alternate location is the waiting room at main entrance.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate.

D. After hours – as above.

Medical Records

FAP# 24

Location: 1st Floor South – Near Chapel

A. When a fire occurs in Medical Records REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone).

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- During regular business hours a designated staff member from Medical Records will proceed to the south exit (below ICU) to direct people who may try to enter the building via stairwell # 7 from ICU.
- Proceed to the Human Resources (HR) Lobby located between HR and Finance – alternate location is the waiting room, main entrance to hospital (Emergency Department).
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. Students - after hours

- If a fire occur in Medical Records the student will activate alarm and proceed to the main entrance via the safest route to consult with the Switchboard Operator.
- If fire occurs in another area student will listen carefully for an announcement indicating the location of the fire and proceed to the Human Resources (HR) Lobby located between HR and Finance – alternate location is the waiting room, main entrance to hospital (Emergency Department).

Occupational Health & Safety Office

FAP# 25

Location: 1st Floor – West (Lab Hallway)

A. When a fire occurs in the OH&SO staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone) i.e., Emergency or Laboratory waiting areas, West Wing waiting room.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Place all documents in a locked filing cabinet.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours - N/A

Payroll Office

FAP# 26

Location: 1st Floor North/Xray entrance

A. When a fire occurs in Payroll staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite from the Fire Zone), i.e. to the HR Lobby or Main Entrance

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Proceed to Human Resources (HR) Lobby located between HR and Finance or Main Entrance waiting room (Emergency Department).
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – N/A

Radiology (D.I) Department

FAP# 27

Location: 1st Floor – West

A. When a fire occurs in the radiology department staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Staff and patients are to evacuate to the safest area (opposite the Fire Zone).
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Close all doors.
- Ensure hallways are clear and doors are not blocked.
- Escort patients to the Laboratory/DI waiting room area, alternate location is the waiting room at main entrance.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate.

D. After hours – as above.

Registration

FAP# 28

Location: 1st Floor – Main Entrance

A. When a fire occurs in Registration staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Staff and patients are to evacuate to the safest area (opposite the Fire Zone).
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Move wheelchairs from the fire route and the Main Entrance to the Registration cubicles and close the doors to cubicles.
- Assist Switchboard Operator with duties if requested.
- Reassure patients in the waiting room.
- Monitor the Front Entrance – Patients or visitors entering the building are asked to be seated in the waiting area until the “ALL CLEAR” is announced. If the patient requires immediate medical attention, escort the patient to the Emergency Department.
- Assist the Hospital Gift shop volunteer to move their news-stand.
- Ensure volunteer locks the gift shop and relocates to the waiting room.
- Monitor the handicapped washroom.
- Patients requesting to leave may do so via the front entrance.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will return to their department, avoiding the Fire Zone.

D. After hours – as above.

West Wing – Main Floor

FAP# 29

Includes: Clinical Educator/IP&C, Quality & Risk/PATH/Palliative Care/Dialysis/NELHIN
CCAC/Audiology

Location: 1st Floor West

A. When a fire occurs in the West Wing staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area opposite the Fire Zone; exits at either end of the hallway, stairwell #2 waiting room entrance or dialysis exit.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Proceed to the waiting room by the exit stairwell #2.
- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert for further instructions are issued, or until the “ALL CLEAR” is announced.

Exception: Dialysis Unit will remain in their department unless otherwise directed.

C. When a fire occurs while you are out of your department or have no designated area:

- Staff will report to the nearest Nursing Station and will be under the direction of the Manager/Charge person/Delegate Return to your work area avoiding the Fire Zone.

D. After hours – as above.

Ambulatory Care Centre (ACC)

FAP# 30

Includes: Day Surgery/Chemotherapy/Dietician/Diabetes/Specialist, OR & Surgical Clinic/Social Worker

Location: 2nd Floor - East

A. When a fire occurs in the ACC area staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Staff in all areas on ACC will assist with removing all patients and visitors to the waiting room area by the elevators and wait for further instructions.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Ensure that day surgery patients remain in their rooms along with their respective visitors and all other patients from outpatient clinics will be directed to Room 228.
- Assign a staff member to each exit area to monitor/redirect people.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – as above

Admin Hallway behind ICU

FAP# 31

Includes: ICU waiting room/OTN/Nursing Manager/Pastoral Care Offices

Location: 2nd Floor – ICU Wing South

A. When a fire occurs in the hallway behind ICU staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (ICU department).

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- If patients or families are in the waiting area proceed with them to the ICU department.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – as above.

CSR (Central Supply & Reprocessing)

FAP# 32

Location: 2nd Floor – West (parallel to OR)

A. When a fire occurs in CSR staff will: REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’endue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the ACC unit waiting room outside fire door by elevators.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Monitor 2nd flr east central stairwell #5.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – as above

Intensive Care Unit (ICU)

FAP# 33

Location: 2nd Floor – South

A. When a fire occurs in the ICU staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Move patients and visitors outside the department (administration hallway), alternate location for patients if required would be OR Recovery Room.
- Appoint a nurse to remain with the patients.
- The charge nurse or designate is to utilize the Charge Nurse Report Sheet to account for all patients on the unit.
- Resuscitate manually if necessary.
- Turn off oxygen, medical air and vacuum valves located on the wall behind the desk area.
- Remove the crash cart and portable oxygen tank
- Remove all equipment obstructing passage to the location of the fire and place in the nearest non-patient room.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Be notified by Switchboard of the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Nursing staff will return to their department, avoiding the Fire Zone.

D. After hours – as above.

Operating Room/Recovery Room

FAP# 34

Location: 2nd Floor – West

A. When a fire occurs in the OR area staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

If the fire is in the Recovery Room:

- Staff will move patients to ACC (**not crossing the Fire Zone**); exit through CSR exit or down the stairwell #4 exit.

If the fire is in one of the Theatres:

- Staff will take all necessary steps for patient safety and move the patient to the safest area (ACC).
- Take protective measures if surgery is underway for both patients and surgical team by;
 - Applying wet blankets under theatre doors
 - Turning off gas valves and anaesthesia machines as soon as possible with the permission of the anaesthetist.
- Remove crash cart and portable oxygen, CO₂ tanks and transport to ACC.
- Remove pertinent record books (i.e. OR log book) – only if possible, do not endanger yourself.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will;

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.
- If the Fire Zone is in ICU area be prepared to receive patients from ICU.

C. When a fire occurs while you are out of your department or have no designated area:

- If it is safe to do so, staff will return to their home department and follow the instructions outlined in section B.
- If not safe, staff will follow the fire procedures of the department they are in at the time of the fire alert.

D. After hours – as above.

3rd Floor Inpatient Unit -Med/Surg

FAP# 35

Location: 3rd Floor - East

A. When a fire occurs on Med/Surg staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone).
- Direct all visitors to Med/Surg/OBS waiting room area (3rd flr north east area).
- The charge nurse or designate is to utilize the Charge Nurse Report Sheet to account for all patients on the unit.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Assign a staff member to each exit area to monitor/redirect people.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced

C. When a fire occurs while you are out of your department or have no designated area:

- Nursing staff will return to their department, avoiding the Fire Zone.

D. After hours – as above.

3rd Floor Inpatient Unit -OBS

FAP# 36

Location: 3rd Floor - West

A. When a fire occurs on OBS staff will REACT by doing the steps below simultaneously as much as possible.

WHEN A FIRE OCCURS IN THIS AREA	SI VOUS DÉCOUVREZ UN INCENDIE
R Remove Endangered Persons E Ensure doors & windows are closed – not locked A Active alarm (located under red exit signs) C Call Switchboard – dial “2100” to give Exact location of the fire. Switchboard will call 911 T Try to control / extinguish fire	Sauvez toute personne qui est en danger immédiat Fermez les portes et les fenêtres-sans les barrées Tirez l’arme-incendie la plus près Composez le “2100” et donnez votre nom a la téléphoniste, ainsi que l’endroit et l’entendue de l’incendie Combattez l’incendie si possible
DO NOT ENDANGER YOURSELF	NE METTEZ PAS VOTRE VIE EN DANGER

- Evacuate to the safest area (opposite the Fire Zone).
- Direct all visitors to Med/Surg/OBS waiting room area (3rd flr north east area).
- Take protective measures if delivery is underway for both patients and delivery team by:
 - Applying wet blankets under delivery doors
 - Turning off oxygen values as soon as possible
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

B. When a fire occurs in another area staff will:

- Listen carefully for an announcement indicating the location of the fire.
- Ensure hallways are clear and doors are not blocked.
- Assign a staff member to each exit area to monitor/redirect people.
- Remain on alert until further instructions are issued, or the “ALL CLEAR” is announced.

C. When a fire occurs while you are out of your department or have no designated area:

- Nursing staff will return to their department, avoiding the Fire Zone.

D. After hours – as above.