



ST. JOSEPH'S
GENERAL HOSPITAL
ELLIOT LAKE

St. Joseph's Manor

Code Red

Fire

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- ✓ *Emergency Procedures Committee*
- ✓ *Senior Leadership Team*
- ✓ *Fire Chief*

Overview

St. Joseph's Manor (SJM) 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 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, SJM will provide the necessary tools through general orientation, annual review, training, monthly drills, and annual vulnerability exercises.

Fire Instructions

Upon discovering a FIRE, SJM employees will **R.E.A.C.T** by completing 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;

Most Responsible Individual will:

- Review fire panel located near the entrance to the nursing station on each floor for the location of the fire; the display screen will show the room number;
- Call Switchboard at ext. “2100” and convey what is being displayed on the fire panel;
- Switchboard will initiate fire call to 911 and commence Switchboard Code Red Protocol
- Apply orange vest to indicate to fire responders that you are a contact person.

1st North “A” PSW will:

- Collect resident list.
- Report to the Main entrance of the Manor.
- Obtain and review the visitor/staff sign in sheet.
- Monitor the exits as the mag lock will release.
- Record individuals that have gathered in the entrance area or have evacuated the building.

2nd North “A” PSW will:

- Collect resident list.
- Report to the West stairwell.
- Monitor the west exits as the mag lock will release.
- Record individuals that have gathered in the entrance area or have evacuated the building.

All other staff will:

- Pay attention to the communication specifying the location of the fire and ensure efficient and safe response.
- Staff who must return to their “stations” shall do so using safest route.
- Refrain from using the elevator unless otherwise directed to do so.
- Walk don’t run.
- Close all doors and windows to prevent any heat or smoke escaping the immediate area and to prevent draughts that may feed the flame.
- Reassure residents and visitors and instruct visitors to stay with the resident they are visiting.
- Remove all equipment from hallways and store in non-resident rooms or bathrooms.
- Turn on all lights in the hallways.
- Remain on alert for further instructions as issued, or until the “ALL CLEAR” is received.
- Refer to and carry out the duties specific to their action plan as outlined in the Fire Policy.

If Smoke is Vague in Origin;

1. Investigate – based on your investigation, follow appropriate procedures
2. If further investigation is necessary, contact Switchboard (dial “2100”) 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 Director of Care. Good housekeeping is the best guarantee against fire.
3. Watch for and report smoking by residents, 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.

Fire Alarm System

Fire Alarm System Pull Station Cover:

- The removal of the pull station cover will not activate a fire alarm.
- The fire alarm pull stations are covered by a convex clear cover in the resident care areas. The covers are meant to deter residents from inadvertently activating the fire alarm pull station and to alert the staff that a cover has been removed.
- When the cover is removed there will be a localized audible alarm. This is to alert staff attention is required at the pull station.
- Should you hear this alert when there is no sign of fire, simply replace the cover and redirect the resident.

Fire Alarm Pull Station:

- The red pull stations located throughout the building will activate the Fire Alarm System.
- Pull stations are activated by pulling down on the centre of the station and breaking the glass tube.
- Once the Fire Alarm Pull Station is activated it will initiate the fire alarm.

The Fire Alarm System consists of two (2) alarm stages:

Stage 1 Alarm-Fire/Smoke Alert Alarm

- Once the fire alarm is pulled, the siren/alarm will be heard, and white strobe lights will activate in the hallways. This will activate the need for fire response protocol and need for immediate attention to the fire area for fire management/containment.
- Staff continue to follow R.E.A.C.T and maintain the safety of the residents, staff, and visitors in the local area of the fire.

Stage 2 Alarm-General Evacuation/initiation of Code Green Alarm

- The Stage 2 Alarm has a distinctly different alarm tone that sounds at one hundred and twenty (120) strokes per minute and a more rapid strobe will flash.
- A Stage 2 Alarm is initiated by the Fire Department/Fire Control Officer or designate and indicated a need to initiate a Code Green (evacuation).
- If a Stage 2 Alarm is initiated, follow the direction of the Fire Control Lead and move the residents to the next safest fire zone.

Fire Control Area

The Fire Control Area is initially located in the main Lobby area of the Manor. Any changes to this location will be determined and communicated by the Fire Control Officer.

Notification of Fire - Code Red

The Code Red will remain in effect until hearing the ALL CLEAR from the Fire Control Officer or designate.

Upon hearing the ALL-CLEAR order from the Fire Control Officer or Fire Safety Officer the Charge Nurse and Switchboard Operator will make the announcement over the P.A and telephone system.

Notification of Fire – Code Red

Upon hearing the notification, the Most Responsible Individual will call 2100 and 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.

Most Responsible Individual will also use the SJM telephone paging system by dialing *75 from any SJM phone to announce Code Red three times and location of fire.

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.

The Most Responsible Individual will announce the ALL CLEAR over the telephone paging system in the Manor.

Staff pool areas

Areas defined as staff pool areas are the 1st and 2nd floor nursing stations, as well as 1st and 2nd floor lobby areas.

Roles and Responsibilities

Role	Duties
Charge Staff	<ul style="list-style-type: none"> • Be thoroughly familiar with all general fire instructions • Obtain Code Red equipment from the cupboard above the hand wash sink in the nearest nursing station and don the orange vest. The vest is to identify to the fire department who is initially in charge until such time as the Fire Control Officer or designate arrives. • If the Fire Monitoring company calls requesting a password, forward them to switchboard. • If the Fire is on the 1st floor shut off the Oxygen Zone Valve on the wall above the resident charts and any oxygen concentrators or portable oxygen tanks in the immediate fire area. • Relocate any oxygen dependent residents to the next safest fire zone or assign a responsible individual to transport the resident(s) to hospital. • Direct staff as needed in their assigned roles and communicate with staff on the alternate floor, using cell phones or a runner. • Recall the elevator to the 1st floor and lock it out of service using the key located in the cupboard above the Nursing station sink. • Upon arrival of the Fire response team, effectively report and defer to the direction of the Fire Control Officer and proceed to assist with resident care and Code Green evacuation as needed. • Possible exits should be checked to be sure that they are passible should a Code Green Evacuation be initiated • Utilize the Resident listing to account for all residents, visitor logs to account for visitors and the daily assignment sheet to account for staff. • If warranted, immediately remove resident/s in danger; those in immediate danger include those in the room on fire, the rooms on either side of the fire and the room directly across the hall. If safe to do so, those individuals should be moved to the next safe fire zone. • Notify switchboard of any developments.
Fire Control Officer Assigned to the Manager of Facilities or delegate.	<ul style="list-style-type: none"> • Assessing the Code Red and providing notification to the Administrator/DOC CEO or delegate if warranted. • Outside of regular business hours for SJM Fire Alarms, SJM's Most Responsible Individual will assume the role of Fire Control Officer until the Manager of Facilities or delegate arrives. • After assessing the situation, the SJM's Most Responsible Individual will notify the Switchboard Operator of Code Red and if SJM has need for Maintenance on-call to report to SJM. • Report the location of the Code Red • Determine severity of the fire • If necessary, advise Switchboard Operator to contact CEO or designate and the Administrator/DOC of SJM, or other members of the Senior LeadershipTeam. • If a Code Green-Evacuation order is given by the Fire Chief or the Fire Control Officer will proceed with Code Green by initiating the 2nd stage Fire Alarm using the activation key located in the Fire Plan Binder. • Provide fire debrief after "all clear" being issued. • Review damage related to the Code Red in consultation with the Fire Department and Administrator/DOC if the area is suitable for re-entry and occupation.

<p>Fire Safety Officer Assigned to Maintenance Personnel-Outside regular business hours Maintenance on-call.</p>	<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 operation until relieved by the Fire Department
<p>First Responders (Internal Hospital Fire Brigade) First Responders (Internal) Any Manor employee 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.</p>	<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.

Personnel Initiating Fire Alert (Drills) - Maintenance

Fire alert drills are conducted monthly 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 Manager 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”. Announce “ALL CLEAR” using SJM telephone paging system by dialing *75.