



ST. JOSEPH'S  
GENERAL HOSPITAL  
ELLIOT LAKE

**PART B**

**ST. JOSEPH'S GENERAL HOSPITAL**

**OAKS CENTRE**

**CODE RED – FIRE ACTION PLAN**

**9 OAKLAND BLVD**

**ELLIOT LAKE, ONTARIO**

*Revised July 2022*

## 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, reduce the chance of a fire happening or lessen the impact of a fire. 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.**, 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'alarme d'incendie la plus près
<b>C Call 705-848-3232 (fire dept)</b>	Composez 705-848-3232 (service d'incendie)
T Try to control / extinguish fire	Combattez l'incendie si possible
<b>DO NOT ENDANGER YOURSELF</b>	<b>NE METTEZ PAS VOTRE VIE EN DANGER</b>

## Upon Hearing the Alarm:

1. Pay attention to the announcement specifying the location of the fire 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 issued, or until the “ALL CLEAR” is announced.
- 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.

### **If Smoke is Vague in Origin;**

1. Investigate – based on your investigation, follow appropriate procedures
2. If further investigation is necessary, contact St. Joseph’s General Hospital Switchboard 705-848-7182 (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**). The Oaks Centre has two smoking areas where smoking is permitted. No smoking is allowed anywhere else on the property.
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**

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

1. Fire Alert (Alarm-Drill)  
Once the fire alarm is pulled in the Camillus Centre or Withdrawal Management Services, the siren/alarm will activate, white strobe lights will activate in the hallways. This will alert all areas of an alert situation.

### **Fire Control Area**

The fire control area is initially located in the communication centre, ground floor WMS Any changes to this location will be determined and communicated by the Fire Control Officer.

**Notification of Fire – Code Red**

Upon receiving notification, the Withdrawal Management staff will announce a CODE RED with the exact location of the fire over the P.A. system three times.

Upon receiving the ALL CLEAR (order given by Fire Control Officer or Fire Safety Officer) the WMS staff will make the announcement over the P.A. system.

## Roles and Responsibilities

Role	Assigned to	Duties
<b>Fire Control Officer</b>	Oaks Facility Manager or delegate will take on the role of Fire Control Officer. They will be responsible for assessing the Code Red and providing notification to the CEO if warranted. Outside of regular business hours, the Manager on call will resume the role of the Fire Control Officer. Manager or Manager on call will be notified of Code Red by WMS staff <b>and will report</b> to the Oaks department if requested by maintenance or the Fire Department after they have assessed the situation.	<ul style="list-style-type: none"> <li>• Report to the location of the Code Red</li> <li>• Determine severity of the fire</li> <li>• If necessary, advise Switchboard Operator to contact CEO, other members of Senior Leadership Team.</li> </ul>
<b>Fire Safety Officer</b>	Maintenance personnel – outside regular business hours Maintenance on call.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Notify WMS staff if the Manager on Call is required to come into the Oaks Dept.</b></li> </ul>
<b>First Responders (Internal Hospital Fire Brigade)</b>	Designated hospital (as per Code Red Action Plan) employees 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 Oaks Centre staff. Outside regular business hours first responders will include Maintenance on call, the Manager on Call if requested to be on site by maintenance staff on call.	<ul style="list-style-type: none"> <li>• These employees take the closest available fire extinguisher and proceed to the fire area as soon as alert is announced.</li> <li>• On route to the location ensure that hallways are clear of any obstacles</li> <li>• Fight or contain fire without endangering self until arrival of Fire Department</li> <li>• Direct people in the area as required</li> </ul>

## **Personnel Initiating Fire Alert - 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 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 Oaks WMS to announce the “ALL CLEAR”.

# Department: OAKS – Withdrawal Management Services

(WMS)

## Location: Oaks Centre 1<sup>st</sup> Flr & 2<sup>nd</sup> Flr – Off Site

- A. When a fire occurs in the WMS staff will REACT 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’alarme d’incendie la plus près
<b>C Call 705-848-3232 (fire dept)</b>	<b>Composez 705-848-3232 (service d’incendie)</b>
T Try to control / extinguish fire	Combattez l’incendie si possible
<b>DO NOT ENDANGER YOURSELF</b>	<b>NE METTEZ PAS VOTRE VIE EN DANGER</b>

- Evacuate to the safest area (opposite the fire zone).

### WORKER #1 WILL:

1. Identify the location of the fire on the panel in the WMS communication centre by pressing and holding the Alarm Acknowledge button {Alarm Ack} and **then call 705-848-3232 (Fire Department)** to inform them of location and extent of fire, if known.
2. Page the location of the fire **three times**, “Code Red & location of fire”
3. Proceed to Oaks Main Lobby with the key to the electrical room, unlocking the door to the main lobby on the way and remains at the Oaks main entrance to wait for Fire Fighters and / or Hospital Maintenance Staff to provide further instruction.
4. Notify the Manager or manager on call.
5. Announce “All Clear” over the paging system when instructed by Fire Captain or Maintenance.

### WORKER #2 WILL:

1. Transfer calls from the communication centre to the portable phone.
2. Collect the patient register, patient log and patient bed list.
3. Ensure hallways are clear and doors are not blocked, closing doors and windows.
4. Assemble the patients in the resident lounge on the first floor WMS if safe and be prepared to evacuate the building via the patio door to the courtyard or via the Withdrawal

Management main entrance to the emergency assembly point in the north parking lot if required.

5. Account for all patients using the bed list, register and daily log. Also, accounting for Housekeeping staff, if working at WMS.
6. If there is a resident in isolation at WMS, worker #2 will don PPE and escort the person in isolation out of the building to a safe location {away from others}.

**B. After Hours – Same Procedure as A.**

**C. When a fire occurs in another area, WMS staff will: Follow procedure A, as above:**

**D. If there is a resident in isolation in the WMS**

- a. If a fire occurs Monday through Friday during the day shift, Management will don PPE and escort the person in isolation outside using an alternate door. The WMS will exit out the male hall door and await further direction.
- b. If a fire occurs after hours, weekends or holidays, and there is an individual in isolation, the attendant will give direction to the residents to exit the building and meet at the Emergency Assembly Point in the rear parking lot. The Attendant will then don PPE and exit the male hall door with the isolated resident.



**Department: OAKS – Camillus Centre**

**Location: 1<sup>st</sup> Flr, 2<sup>nd</sup> Flr, 3<sup>rd</sup> Flr, 4<sup>th</sup> Flr – Off Site**

**A. When a fire occurs in the Camillus Centre area staff will REACT 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
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• **Evacuate to the safest area (opposite the fire zone).**

1. Staff and patients proceed to the **Emergency Assembly Point** in the north parking lot by exiting the building via the North Stairwell and the North Exit at the 1<sup>st</sup> Floor (Kitchen) door. If a patient requires assistance exiting the building, attending staff on duty will assist if able or ask Fire Department for support.
2. Staff ensures hallways are clear; doors are not blocked, closing doors and windows on the way to the emergency assembly point.
3. *If inclement weather or at night*, the attending staff will gather patients and staff in the dining room if safe and be prepared to evacuate the building via patio doors to the Emergency Assembly Point in the north parking lot or WMS if required.
4. Attending staff collects the counsellors list, patient bed list, sign-out sheet and takes roll call, ensuring all staff and patients and housekeeping staff is present.
5. Staff remains on alert until further instructions are issued, or the “ALL CLEAR” is announced.

**B. When a fire occurs in another area Camillus Centre staff will: Follow procedure A:**

- Listen carefully for an announcement indicating the location of the fire.
- Remain on alert until further instructions are issued or the “All Clear” is announced.

**C. After Hours – Same Procedure as A**

**D. If there is a resident in isolation at the Camillus Centre:**

- a. If a fire occurs Monday through Friday during the day shift, a counsellor will don PPE and escort the person in isolation using the Camillus Centre Emergency Exit South door and await further direction.
- b. If a fire occurs after hours, weekends or holidays, attending staff will provide direction for all residents to exit out the kitchen door (North door) and congregate at the designated Emergency Assembly Point. The Attendant will then don PPE and escort the isolated individual out through the Camillus Entrance Door. The Attendant will then go over to the Emergency Assembly Point to ensure all residents have exited. Once confirmed, the Attendant will return to the isolated individual and await direction.

## Department: OAKS – All Agencies

### Location: Oaks Centre 1<sup>st</sup> Floor – Off Site

A. When a fire occurs in the Oaks Centre, agency staff will REACT 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'alarme d'incendie la plus près
C Call 705-848-3232 (fire dept)	Composez 705-848-3232 (service d'incendie)
T Try to control / extinguish fire	Combattez l'incendie si possible
<b>DO NOT ENDANGER YOURSELF</b>	<b>NE METTEZ PAS VOTRE VIE EN DANGER</b>

- **Evacuate to the safest area (opposite the fire zone) per your agency protocol.**
  1. Listen carefully for an announcement indicating the location of the fire. Withdrawal Management Services staff will page “Code Red” & location of fire three times.
  2. Remain on alert until further instructions are issued or the “All Clear” is announced.
- B. **When a fire occurs in another area in the Oaks Centre, staff will: Follow Procedure A. as above.**
- C. **After Hours – Same Procedure**