

## GOOD SAMARITAN SENIORS COMPLEX POLICY AND PROCEDURE

<b>Manual: FIRE and DISASTER</b>	<b>Subject: CODE RED – Fire</b>
<b>Section: C</b>	<b>Effective Date: JUNE 2022</b>
<b>Approved By: Deirdre Britton</b>	<b>Supersede: NEW</b>

### APPENDICES:

- Appendix 1 – Code Red Emergency Checklist

### POLICY

All staff must be familiar with the Fire Safety Plan and their individual responsibilities during a fire emergency.

### BACKGROUND

We are required by law to have a Fire Safety Plan that meets provincial and national Fire Code standards.

### PROCEDURES

#### FIRST RESPONDER

#### IF YOU DISCOVER FIRE OR SMOKE:

#### **R.E.A.C.T.**

All staff must be aware of the following steps to take if you discover a fire.

1. **Remove** all Residents in immediate danger. If a Resident is involved in a fire, extinguish fire and evacuate if possible.
2. **Ensure** to close room door and windows to delay the spread of fire and toxic gases. Place flex-evac on door frame to identify that room has been checked and evacuated.
3. **Activate** the fire alarm to get help using the nearest pull station.
4. **Call** 9-1-1 and give home name and address, exact location of the fire, including home area and room number. (Person in charge to ensure this is done).
5. **Try** to confine (contain/extinguish) fire, if possible, without undue risk using the nearest fire extinguisher. Note: Place wet towels, sheets, blankets, pillows or other confining materials at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area unless otherwise directed by your local fire department.

Report location to the nursing station and describe fire condition.

Call the Administrator or Designate when the safety of the Residents is accounted for.

## GOOD SAMARITAN SENIORS COMPLEX POLICY AND PROCEDURE

<b>Manual: FIRE and DISASTER</b>	<b>Subject: CODE RED – Fire</b>
<b>Section: C</b>	<b>Effective Date: JUNE 2022</b>
<b>Approved By: Deirdre Britton</b>	<b>Supersede: NEW</b>

**NOTE:** If the door to the room is closed, do the following:

1. Feel the door to see if it is hot.
2. If it is hot to the touch – don't open it.
3. If not hot, open it slowly until you find out the extent of the fire.
4. Enter the room for rescue only.
5. Try to have help with you when you enter.

If you detect an odour or smoke, **do not** try to locate the source before sounding alarm.

Do not use the telephone, except for emergencies.

### ALL STAFF

1. When the fire system rings, the nurse in charge is responsible for checking the annunciator panel (at nursing station or front entrance) to check the exact location of the fire.
2. Announce on the PA system three times "Code Red, South Wing /Centre/ North/Link/ Seniors South/Seniors Centre/Seniors West/Seniors East Stairs/Seniors West Stairs/Seniors Basement.
3. Upon hearing the alarm system, all staff return immediately to their work area and proceed to close all doors and windows.
  - a. Dietary staff to shut off all equipment and report to the RN for further direction.
  - b. Laundry staff to also turn off all equipment and report to the RN for further direction.
  - c. Housekeeping staff will store away equipment, close windows and doors, and report to the RN for further direction.
  - d. Activity staff will close windows and doors and report to the RN for further direction.
  - e. Office staff will close windows and doors in lounge, office area, and report to the RN for further directions.
4. RN will assign one nurse to remain with Residents in safe non-toxic zones in the confines of all fire doors. All other nursing staff will report to the RN for further directions re the evacuation of Residents from fire zone.
5. Residents in the dining room or lounge to remain in the same area, but must be supervised by staff if it is a safe zone.
6. Use fire extinguishers (if possible) until help arrives.
7. Ensure hallways are clear of wheelchairs and other objects in the event that evacuation becomes necessary.

**GOOD SAMARITAN SENIORS COMPLEX  
POLICY AND PROCEDURE**

<b>Manual: FIRE and DISASTER</b>	<b>Subject: CODE RED – Fire</b>
<b>Section: C</b>	<b>Effective Date: JUNE 2022</b>
<b>Approved By: Deirdre Britton</b>	<b>Supersede: NEW</b>

8. Evacuation Alert, If necessary, and at the discretion of the charge nurse or fire chief, notify designated persons to alert remainder of staff. Designated Persons: Administrator, Director of Resident Care, Accounts Clerk.
9. Evacuation. A separate set of evacuation procedures have been established.
10. When fire alert is clear, RN will announce on the PA system "Attention: All staff – Code Red all clear (3 times)
11. RN will check and reset all exit doors.
  - a. RN will proceed to the front entrance to reset door switches (Mag Locks);
  - b. Mag Lock resets are on the wall beside the fire panel; follow instructions to reset on labelled lock pad;
  - c. Ensure all door alarms respond/open when code is punched in on keypad(s)
12. When the fire alarm rings at any time (except for fire drills) do not silence the alarm or reset the panel. The alarm system will be reset when the fire department gives direction.

**SUPERVISORY STAFF – LTC – Charge Nurse**

1. When alarm is heard, immediately return to Nurses' Station;
2. Check fire panel at nursing station to determine location of fire zone.
3. Announce location of fire three times over public address system
  - a. "Code Red, South Wing/Centre Wing/North Wing/Link/Seniors South/Seniors Centre/Seniors West/Seniors East Stairs/Seniors West Stairs/Seniors Basement"; and,
  - b. Phone Fire Department at: 9-1-1
4. Together with staff proceed to fire area and evacuate any Resident in immediate danger.
  - a. Confine the fire and smoke ... Close door and place flex-evac on door frame;
5. Provide direction to staff for limited or complete evacuation.
6. If nursing station is within fire zone, Charge Nurse removes charts, and medication cart to safe zone and informs staff where the new assembly area is located.
7. Charge Nurse to remain with evacuated Residents at assembly area and to continue to coordinate evacuation from there. Charge Nurse to keep count of evacuated Residents using report sheet.

**Note:** If overhead page is for the Retirement Lodge, one staff member from North Wing is to report to the Retirement Lodge to assist as necessary.

**SUPERVISORY STAFF – RETIREMENT - Charge Nurse**

1. When alarm is heard, immediately return to Nurses' Station;

**GOOD SAMARITAN SENIORS COMPLEX  
POLICY AND PROCEDURE**

<b>Manual: FIRE and DISASTER</b>	<b>Subject: CODE RED – Fire</b>
<b>Section: C</b>	<b>Effective Date: JUNE 2022</b>
<b>Approved By: Deirdre Britton</b>	<b>Supersede: NEW</b>

2. Check fire panel at nursing station to determine location of fire zone.
3. Announce location of fire three times over public address system
  - a. “Code Red, South Link/Seniors South/Seniors Centre/Seniors West/Seniors East Stairs/Seniors West Stairs/Seniors Basement”; and,
  - b. Phone Fire Department at: 9-1-1
4. Together with staff proceed to fire area and evacuate any Resident in immediate danger.
  - a. Confine the fire and smoke ... Close door and place flex-evac on door frame;
5. Provide direction to staff for limited or complete evacuation;
6. If nursing station is within fire zone, Charge Nurse removes charts, and medication cart to safe zone and informs staff where the new assembly area is located.
7. Charge Nurse to carry out evacuation.
  - a. Additional staff member to remain with evacuated Residents at assembly area and to continue to coordinate evacuation and to keep count of evacuated Residents using report sheet.

**ADMINISTRATOR**

1. Assume responsibility for implementing the policies and procedures of the Fire Safety Plan
2. Ensure all staff receive adequate training to fulfill the requirements of the Emergency Response Plan and Fire Safety Plan in the event of an emergency.
3. Ensure the Fire Safety Plan is completed with the site-specific information required and that it meets the specific requirements of the Chief Fire Official for the jurisdiction.
4. Submit the plan to the Chief Fire Official for approval as required.

**VISITORS AND VOLUNTEERS**

**A. NO SMOKING POLICY**

*There is no smoking in the Complex for Residents, visitors, volunteers, and staff. You must be 9 meters away from any entrance to the building to smoke outdoors.*

**B. THE FIRE ALARM SOUNDS**

1. Remain with the Resident.
2. Reassure the Resident.
3. Keep the door of the room closed.
4. Follow instructions of staff.

**GOOD SAMARITAN SENIORS COMPLEX  
POLICY AND PROCEDURE**

<b>Manual: FIRE and DISASTER</b>	<b>Subject: CODE RED – Fire</b>
<b>Section: C</b>	<b>Effective Date: JUNE 2022</b>
<b>Approved By: Deirdre Britton</b>	<b>Supersede: NEW</b>

**C. IF YOU DISCOVER “FIRE OR SMOKE”**

1. Remove the Residents from the room.
2. Close the door to confine the fire.
3. Activate the fire alarm pull station.
4. Report the condition to nursing staff.
5. Follow instructions of staff.

**D. IF EVACUATION IS NECESSARY**

1. Remain with the Resident.
2. Get a blanket to keep the Resident warm.
3. Follow instructions of staff.
4. Reassure the Resident.

**DO NOT ATTEMPT TO EXTINGUISH THE FIRE and DO NOT ENTER OR EXIT THE BUILDING DURING AN ALARM.**

**RESIDENTS**

**A. NO SMOKING POLICY**

*NO SMOKING IN BUILDING. Must be 9 meters away from any entrance to the building to smoke outdoors. No cigarettes, lighters, allowed at the bedside. Any smoking supplies to be kept locked under supervision of the Charge Nurse.*

**B. IF THE FIRE ALARM SOUNDS**

1. Close your door and await instructions from staff.
2. Reassure frightened Residents.
3. Get a blanket ready in case you must go outside.
4. Ask your visitors to remain with you.
5. Keep your door closed – it will protect you.
6. Be patient – staff may be busy.

**C. IF YOU DISCOVER “FIRE OR SMOKE”**

1. Leave the room at once.

**GOOD SAMARITAN SENIORS COMPLEX  
POLICY AND PROCEDURE**

<b>Manual: FIRE and DISASTER</b>	<b>Subject: CODE RED – Fire</b>
<b>Section: C</b>	<b>Effective Date: JUNE 2022</b>
<b>Approved By: Deirdre Britton</b>	<b>Supersede: NEW</b>

2. Close the door to confine the fire.
3. Pull the fire alarm station.
4. Tell the staff of the problem.

**NEVER ATTEMPT TO EXTINGUISH THE FIRE and DO NOT ENTER OR EXIT THE BUILDING DURING AN ALARM**

*N.B. The following policies were used to create this new "CODE RED – FIRE" policy:*

- General Fire Procedure,
- Fire Procedure,
- Detailed Fire Procedures,
- Department Duties in Event of a Fire,
- Supervisory Staff Duties Retirement Lodge and LTC,
- Instructions for Visitors and Volunteers,
- Instructions for Residents