
	Manual: Emergency Preparedness	Section: Codes	Code: 01	Pages: 1 of 3
Subject: Code Red				Area of Focus: Care & Service

1.0 Purpose	To ensure that speedy appropriate action is taken in the event of a fire emergency.
2.0 Policy	<ol style="list-style-type: none"> 1. Saving lives is the priority in a fire emergency. 2. All staff, residents and visitors in the Home at the time a fire alarm signal sounds must respond to the emergency and take direction from the Emergency Chief and Lobby Deputy. 3. The Charge Nurse or Delegate is the Emergency Chief. 4. The Lobby Deputy is the Food Supervisor during days and Evening Security from 1600 to 2300 and Security Guard from 2300 to 0600. 5. Every fire alarm signal sounded must be responded to as if it were an emergency. 6. Do not use telephones except for emergencies. 7. Do not use elevators in the alarmed wing. 8. Check doors for warmth, heat or smoke. Do not open if any above signs are present.
3.0 Procedure	<ol style="list-style-type: none"> 1. ON <u>DISCOVERING SMOKE OR FIRE</u>: <ul style="list-style-type: none"> R remove anyone in immediate danger to a safe area behind a set of fire doors. Use available means (blankets, water, extinguisher) to extinguish flames on person. If necessary, continue through at least one set of fire doors to assembly point in nearest safe area. Ensure fire room is empty - look under beds, tables, in closets, behind curtains, in washrooms, etc. Close the door and windows, if possible. A activate the fire alarm using closest fire alarm pull station. C contain the fire by closing doors and windows. Fight fire only if it is small and you feel confident that you are able to do so. After sounding the alarm, if you are threatened by smoke or fire, evacuate the area and close the doors behind you. E Emergency Chief, report to, who will initiate evacuation procedures in consultation with on scene Fire Department Personnel as conditions dictate. <p>NOTE: The order in which these are accomplished depends on circumstances.</p>


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2. ON HEARING THE FIRE ALARM: First Stage - Intermittent Ring:

- a) Listen to announced alarmed area.
- b) If alarm is in your area - Immediately return to your assigned area using stairs. If unable to return to your area report to the Lobby Deputy located at the main entrance lobby on the ground floor of the south wing. (Note: refer to “Fire Procedures – Key Positions” and “Fire Procedures by Area”.)
- c) If alarm is in your area remove anyone in the fire area beyond the fire doors and wait for the arrival of the Emergency Chief. The exact location of the fire will be announced by the fire alarm system. If it is in a resident room, the room number will flash on the wireless telephones and the light above the resident’s door will turn on. In a real smoke or fire situation, the quicker you activate the second stage alarm, Code Green—Evacuation, the sooner the building is alerted that it is a real fire situation and evacuation of the fire area is necessary and underway. To do so, assign or personally activate the second stage alarm using the key located in all the Emergency Preparedness cabinets, on the Charge Nurse key ring, and at all nursing stations. Insert the key into the pull station and turn to initiate Code Green—Evacuation. Once second stage is activated, you can remove the key.
- d) Emergency Chief will initiate evacuation procedures in consultation with on scene Fire Department personnel as conditions dictate.
- e) Search assigned area for signs of smoke and/or fire. Check washrooms, closets, under beds, and close all windows, leave lights on in your area and stay alert.
- f) If alarm is **not** in your area - Report to your Department or Home Area for instructions.
- g) Reassure residents and advise visitors/volunteers to remain with residents.
- h) Take direction from Emergency Chief.

3. On HEARING THE FIRE ALARM: Second Stage - Continuous 3 Ring with pause.

- a) Evacuate all residents as for total evacuation (see evacuation procedure)
 - Order of evacuation
 - i. Residents in immediate danger from fire
 - ii. Ambulatory residents

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	<ul style="list-style-type: none"> iii. Non-ambulatory residents including wheel-chair users iv. Bedridden <ul style="list-style-type: none"> b) As residents' rooms are entered, touch door for signs of heat and stay alert for smoke or fire. If the door is warm to the touch or you detect smoke, Do Not Open the door. Report these conditions to Emergency Chief. c) On exiting room with resident, close all doors and windows as you leave. d) Reassure residents and ensure visitors/volunteers remain with residents.
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	Immediate Action	
	Emergency Chief :	
	Lobby Deputy:	
	Staff Response:	
	Public Relations:	
	Termination and Debrief:	
	Documentation:	