**Using Sample Plans**

**These plans are just samples and will need to be altered to meet the facility’s needs and context.**

Some key items to consider include:

* The set up and operation of the facility’s systems (i.e. alarm systems, door assemblies, telecommunications, HVAC, etc.)
* The services and staff within the facility and their schedules
* The command structure used at the facility (e.g. who is in charge, who reports to whom, etc.)
* Guidance from first responders in the community
* Needs of the patients/residents at the facility
* The facility layout and operations
* Use of muster station, staff pools, rally points, etc.
* Other related plans/codes, e.g. Code Green/Evacuation Plan

The sample plan is a place to start, but the above considerations must be taken into account and the plan must modified accordingly.

**Position Assignments**

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| **Position/Team** | **Staff Assignments** | **Job Action Sheet Page** |
| Any Staff Member Discovering Smoke or Fire | Any Staff Member Discovering Smoke or Fire | 4 |
| Incident Commander | RN Supervisor Identified on each shift | 5 |
| Front Desk Staff | Clerk | 6 |
| Maintenance Person | Onsite Maintenance Person | 7 |
| Nursing Unit Team | RN, 2 LPNs, 2 RCWs – 1 RCW may be used as a runner | 8 |
| All Other Staff | 1 Clinical Nursing Lead/Manager (8-4 Monday-Friday) , 1-2 House Keeping (6am – 2pm and 10am – 6 pm overlapping), 2 Cooks (6am – 2pm and 10am – 6 pm overlapping), 1 Nutrition Service worker, 1 Laundry (Monday - Friday) | 9 |
| Runner | **Any staff member may be assigned as a runner** | 10 |

**Basic Response Information Code Red**

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| **Plan name** | * **“Code Red” Fire** |
| **Plan purpose** | * To respond to a fire at the facility by protecting life, stabilizing the incident and protecting property and the environment |
| **Reason for activation** | * Smell or sight of smoke or fire * Activation of fire alarm or sprinkler system |
| **Position(s) authorized to activate the plan** | * Any individual smelling or seeing smoke or fire |
| **Incident commander** | * RN supervisor identified on each shift |
| **Safety Message** | * Do not place yourself at undue risk when trying to extinguish a fire and evacuate the area as necessary * Do not use elevators * Always stay to the right of the corridors and stay low * Check doors for heat before opening them, if hot do not open. * Close doors and windows * Remain calm and DO NOT yell fire * When completing an evacuation or accounting for residents/staff during any code:   + Search the room,   + Confirm it is vacant   + Close the door   + Turn the red door tag to the up position to signify that the room is vacant to anyone searching the building after you * Instruct all visitors to remain with resident or staff member they are visiting until instructed otherwise |
| **Notification procedure** | * Go to the nearest fire alarm pull station and pull the handle activating the fire alarm * Fire alarm may be triggered automatically in which case nursing staff are to report to the fire panel in the front lobby * If the alarm does not ring, announce a “Code Red” and the Fire Department must be called at 9-911 by the RN Supervisor. |
| **Alternate notification method** | * Notify RN supervisor on duty verbally (assign this duty to another staff member if possible) * If fire alarm does not go off, assign runners to communicate with departments |
| **Method(s) of internal communication** | * Internal facility telephones * Two way radios * Runners |
| **Fire Alarm System** | * **Sample Health Care Centre FIRE ALARM SYSTEM**   The Souris Hospital Fire Alarm System is a two stage system and operates in the following manner:   1. The first or alert stage is activated by any pull station, automatic heat detector, smoke detector or sprinkler system. The alarm signals throughout the entire hospital (sounds every 3 seconds) for five minutes.   The alert stage is designed to alert all staff in the hospital of a fire and will be followed by an announcement of the fire location over the overhead page system.   1. The second or evacuation stage of the fire alarm system will automatically be activated after the five minute alert stage unless acknowledged at the main Fire alarm panel located at the front entrance of the hospital. When acknowledged, the alarm will continue to ring every three seconds until the system is reset BUT will not go into second stage.   \*If unable to access front panel, there is a second panel located at the lower level main entrance.  The evacuation stage will only be used when evacuation of one or more areas is necessary.  **NOTE:** Whenever the Hospital’s fire alarm system is activated, the following occurs:  a) All hallway smoke barrier doors close automatically.  b) The elevator automatically returns to the lower lobby and remains there.  c) Exit doors automatically unlock when the fire alarm rings.   * Do not place yourself at undue risk when trying to extinguish a fire and evacuate the area as necessary * Do not use elevators * Always stay to the right of the corridors and stay low * Close doors and windows * Portable air conditioners must be turned off * Remain calm and DO NOT yell fire * **When completing an evacuation or accounting for patients/staff during any code when a room has been searched and is confirmed vacant turn the red door tag to the up position to signify that the room is vacant to anyone searching the building** |
| **External responding agencies** | |
| **Fire department**  **Response:**   * Will respond through 911 dispatch * Will arrive at the front door and receive details of situation * May ask for and/or assist with facility evacuation * Will take the lead on fire fighting   **Required support:**   * Will look to make contact with a facility incident commander or delegate * Will want to know where the fire is * Will want to know where the exit nearest to the fire is * Will want access to a master key * May wish to see a facility map   **Police department**  **Response:**   * Will respond through 911 dispatch * Will be the supporting agency not lead (fire is lead) * Main role once fire department is on scene will be traffic control and the set up of a perimeter * Assist with evacuation if required * Assist with injured persons   **Required support:**   * Will look to make contact with a facility incident commander or delegate * Will want to know the location of the fire * Will want an update on response steps already taken * May require a representative from the facility to assist with identifying arriving facility staff at the perimeter   **Emergency medical services EMS**  **Response:**   * Will respond through 911 if injuries are reported * Staging area will depend on incident and advice from Incident Commander, police and fire departments * First unit on scene will set up communications with EMS dispatch * EMS will begin triage, treatment and transportation of injured * EMS will coordinate the accessing and use of addition transportation resources unless resources are overwhelmed (i.e. busses)   **Required support:**   * Will want to make contact with the facility incident commander or delegate * The # of residents requiring treatment or transport * Will want to remain informed on possibility of evacuation | |

**Any Staff Member Discovering Smoke or Fire - Job Action Sheet – Code Red**

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| **Position** | Any staff member discovering smoke or fire and staff in the immediate area |
| **Reports to** | Incident Commander |
| **Tasks:**  **R**escue/Save anyone in danger:   * Direct or guide residents out of the immediate area threatened by the fire in the following order: **most ambulatory to least ambulatory** * Physically assist residents as necessary   **A**lert staff/activate the fire alarm:   * Fire alarm may be automatically activated by: * Heat detector * Smoke detector * Triggering of the sprinkler system * If fire alarm has not been automatically triggered, trigger manually by pulling the lever on the nearest alarm pull station   **C**ontain fire:   * Close all doors if it is safe to do so, but do not lock * Shut off gasses and equipment in area if applicable and safe to do so   **E**vacuate:   * If necessary, initiate evacuation of the fire zone to a safe area beyond the nearest fire barrier doors   **E**xtinguish if safe to do so:   * Do an assessment yourself and determine if it is safe to attempt to extinguish the fire **(DO NOT ENDANGER YOURSELF OR OTHERS)** * **If a door to the fire area is closed, do not open it, leave extinguishing to the fire department** * If you choose to attempt to extinguish the fire, when using the fire extinguisher remember   **P – Pull the pin**. Give the pin a half twist in order to break the seal and pull  **A – Aim low.** Aim the extinguisher nozzle, horn or hose at the base of the flames  **S – Squeeze the handle**. This releases the extinguishing agent  **S – Sweep from side to side**. Sweep back and forth with the extinguisher aimed at the base of the fire until the fire is put out. Watch the fire area. If the fire breaks out again, repeat the process.  **\*If it is not safe to extinguish the fire or attempts to extinguish the fire fail to confine the fire, evacuate to a safe area and wait for assistance**  **General**   * Follow directions of the Incident Commander or Fire Department once they are on scene * Fill out an incident report in accordance with the Provincial Safety Management System | |

**Incident Commander - Job Action Sheet – Code Red**

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| **Position** | Incident commander |
| **Position assignment** | RN Supervisor (designated as Incident Commander on each Shift) |
| **Tasks:**  **Once the fire alarm sounds:**   * Put on Incident Commander Vest and collect two way radio (available at reception) – ensure radio is on and tuned to channel 4 * Take an RCW (delegate as runner) and report to the fire panel at front door and determine location of the alarm * Advise staff of the location of the fire/alarm via two way radio * Request residents and visitor count from the Nursing Unit Team leaders (through Runner) * Wait at the fire panel and connect with first responders upon their arrival, provide the following information:   + The exact location of the fire   + The location of the exit nearest the fire   + Whether the sprinkler system has been activated   + Whether there are any injuries   + Provide the fire department with a master key if necessary (Located in facility Emergency Box)   + Provide first responders with a facility map (Located in facility Emergency Box) * Remain in contact with the Nursing Unit Team and relay any necessary instructions area via runner * Account for other staff as they arrive at the fire panel area (or delegate) and assign duties as necessary (this is the role of the Centre Manager during regular business hours) * Notify the Centre Manager as necessary * Carry out or delegate duties assigned by fire chief * Continue to observe and assess the situation with assistance from fire department and consider further action as required including but not limited to:   + The need to activate emergency fan-out procedures   + Need for further evacuation (in conjunction with fire department chief if on scene)   **When the situation is determined over/contained in consultation with the Fire Department:**   * **In consultation with the fire department** direct Maintenance to silence the alarm and reset the system – **NEVER SILENCE OR RESET THE ALARM WITH OUT APPROVAL OF THE FIRE DEPARTMENT** * Announce “Code Red – All Clear” by dispatching a runner * Direct Maintenance to reactivate any systems deactivated during the incident (air handling, propane, oxygen) * Assign staff to assist with clean up as directed by the fire department * Ensure an incident report is completed in accordance with the Provincial Safety Management System. * Gather staff sign in sheets (Admitting Staff Pool, ER and Inpatients) and submit to Maintenance Manager | |

**Reception Desk Staff - Job Action Sheet – Code Red**

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| **Position** | Reception Desk Staff (8-4 Monday-Friday |
| **Reports to** | Incident commander |
| **Position Assignment** | Clerk |
| **ALWAYS SEARCH YOUR AREA FOR A SMOKE OR FIRE - If fire is in your area, follow R.A.C.E.E procedure found on PG 4**  **If fire/smoke is NOT in your area follow these instructions once alarm sounds -**  **Tasks:**  **Once the fire alarm sounds:**   * Return to reception desk * Retrieve Emergency Sign in Sheet and have arriving staff sign in (Located in facility Emergency Box) * Remain at reception desk * Restrict incoming calls * Support the Incident Commander as necessary, this could include, but may not be limited to:   + Acting as a runner   + Placing phone calls   + Recording information   + Accessing information | |

**Maintenance Person - Job Action Sheet – Code Red**

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| **Position** | Maintenance Person |
| **Reports to** | Incident commander |
| **Position Assignment** | 1 Maintenance Person (8-4 Monday to Friday) |
| **ALWAYS SEARCH YOUR AREA FOR A SMOKE OR FIRE - If fire is in your area, follow R.A.C.E.E procedure found on PG 4**  **If fire/smoke is NOT in your area follow these instructions once alarm sounds -**  **Tasks:**  **Once fire alarm sounds**   * Collect two way radio from maintenance shop – ensure it is on and tuned to channel 4 * Report to the fire panel and determine the location of the fire/alarm * Sign the Emergency Sign In Sheet located at the front desk * Remain at fire panel and support the Incident Commander as necessary * Be prepared to provide building system information to the fire department * Assist with or lead the shutdown of building systems (e.g. propane, electrical, air exchange, etc.) * Take direction from the incident commander   **When the situation is determined over/contained in consultation with the Fire Department:**   * **In consultation with the fire department** silence the alarm and reset the system * Reactivate systems deactivated during the incident as necessary (air handling, propane, oxygen) | |

**Nursing Unit Team - Job Action Sheet – Code Red**

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| **Team** | Nursing Unit Team |
| **Team Leader** | RN Supervisor not assigned as Incident Commander |
| **Reports to** | Incident Commander |
| **Team assignments** | All staff on the Unit (1 RN, 2 LPN, 2 RCW – 1 RCW may be a used as a runner) 24/7 |
| **ALWAYS SEARCH YOUR AREA FOR A SMOKE OR FIRE - If fire is in your area, follow R.A.C.E.E procedure found on PG 4**  **If fire/smoke is NOT in your area follow these instructions once alarm sounds -**  **Tasks:**   * **Return to the Nursing Unit** * Turn on two way radio and ensure it is tuned to channel 4 * The Nursing Unit Team Leader will initiate a roll call to account for staff * Close all doors to rooms and windows and ensure that corridors are clear of equipment even if the fire is not on your unit * Bring residents that are outside of the unit on to the unit * Shut neighbourhood doors and ensure residents do not leave the neigbourhood * Using the resident census, check off resident names as they are accounted for – Mark in visitors on Resident Census as well. * Begin attaching name tags to residents * **Once resident count is completed be prepared to provide the information to the RN Supervisor/Incident Commander** * Stand by your work station for further instructions from Unit Team Leader * Continue to monitor residents and assist as necessary * Remain on the unit and await further instructions from the incident commander | |

**All Other Staff - Job Action Sheet – Code Red**

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| **Team** | All Other Staff in Building |
| **Reports to** | Incident Commander |
| **Team Leader** | Centre Manager |
| **Team assignments (if applicable)** | 1 Clinical Nursing Lead/Manager (8-4 Monday-Friday) , 1-2 House Keeping (6am – 2pm and 10am – 6 pm overlapping), 2 Cooks (6am – 2pm and 10am – 6 pm overlapping), 1 Nutrition Service worker, 1 Laundry (Monday - Friday) |
| **ALWAYS SEARCH YOUR AREA FOR A SMOKE OR FIRE - If fire is in your area, follow R.A.C.E.E procedure found on PG 4**  **If fire/smoke is NOT in your area follow these instructions once alarm sounds -**  **Tasks:**  ***When onsite, the Centre Manager will oversee this team and take and relay direction and information to and from the Incident Commander***  **Secure your area if safe to do so including:**   * Return to your area * Turn on two way radio and ensure it is tuned to channel 4 * Clearing hallways and entrance ways of any obstructions * Shut down equipment and sources of ignition in your area (e.g. propane, pilot lights, kitchen exhaust fans, washers/dryers, additional equipment, etc.) * Search rooms and close all doors and windows in your area (but do not lock) * Assist any residents in your area to the fire panel area and then the nursing unit (if safe to do so) * Once your area is secure, report to your designated muster station and sign the Emergency Sign In Sheet * Take Direction from the muster station lead, Incident Commander or Clinical Nursing Lead/Manager | |

**Runner - Job Action Sheet – Code Red**

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| **Position** | Runners (can be individual resources or part of a team) |
| **Reports to** | Individual which assigned them |
| **Team assignments (if applicable)** | * Any individual can be assigned as a runner as necessary * Ideally they will not be completing another task at the time of assignment * They will be a runner until they are informed by the individual who originally assigned them that they no longer need to fulfill the function |
| **Tasks:**   * Deliver verbal or written messages as required * Deliver any return message * ALWAYS return to the individual who provided the initial message whether a return message was given or not | |