**Using this Sample Plan**

**This plan is just a sample and will need to be altered to meet your facility’s needs.**

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 consideration must be taken into account and the plan modified accordingly.

**Generic Facility Code Red (Fire) Plan**

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**General Information**

|  |  |
| --- | --- |
| **Plan name** | * **“Code Red”**
 |
| **Plan purpose** | The purpose of this plan is to provide you with the information necessary to prevent fires and assure if a fire should occur, you will know what immediate actions you should take.The type of actions that may be necessary and what role, you will have in assuring the safety of residents, fellow staff, guests and other occupants. The plan will provide you with the following information:* What to do if you discover a fire.
* How to extinguish a small fire.
* How to prevent the spread of smoke and fire.
* Where to and how to evacuate occupants endangered by a fire.
* How to prevent fires.
 |
| **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**
 |
| **Safety Message** | * Do not place yourself at undue risk when trying to extinguish a fire or when completing other duties, and evacuate the area as necessary
* **No one is required to fight the fire**
* **Remain calm and DO NOT YELL FIRE**
* **Staff on site is responsible for visitors (including other staff)**
 |
| **Notification procedure**  | * When the alarm is not sounding, and fire or smoke is present 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 the RN Supervisor is to report to the fire panel.
* Fire Department is dispatched by alarm company when alarm is activated
* RN Supervisor will call 9-911 to ensure the Fire Department has been dispatched
* If alarm system is not working, call 9-911immediately
 |
| **Alternate notification method** | * If alarm is not working / sounding, the RN Supervisor will initiate or delegate the initiation verbal notification of staff
* Immediately call 9-911 to inform fire department
 |
| **Fire Alarm** | * Fire alarm has two stages
* First stage will ring for five minutes (intermittent bell)
* If the alarm has not been acknowledged at the fire panel after five minutes, alarm will move to second stage (sustained bell)
* Alarm can be transitioned to second stage automatically my inserting the key into any pull station and turning clockwise or by activating a second pull station
* Upon activation of the fire alarm expect the following:
	+ - * Fire doors will release and shut automatically
			* Internal doors marked as exit routes will release and will no longer require codes to get through
			* Perimeter exit doors will allow exit by pressing to push/panic bars
			* Building oxygen supplies do not shut off automatically
			* **It is important to remember that re-entry is not possible if perimeter exit doors close behind you**
			* **Exterior key pads will not allow re-entry into the building once the alarm has been activated**
 |
| **External responding agencies**  |
| **Charlottetown fire department****Response:*** Will respond through 911 dispatch
* Will arrive at the front door and proceed to fire panel
* Will take the lead on fire fighting
* May ask for or advise on facility evacuation

**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 (located at all facility exits)

**Charlottetown 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 Beach Grove to assist with identifying arriving Beach Grove 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 facility representatives, police and fire departments
* First unit on scene will set up communications with EMS dispatch
* EMS will begin treatment, triage and transportation of injured
* EMS will coordinate the accessing and use of additional 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
 |

**General Code Red Procedures for All Staff (see specific procedures for staff in following pages)**

**Remember R.A.C.E.E. Rescue, Alarm, Confine, Evacuate, Extinguish.**

 **If you discover a fire or are alerted to a fire emergency in your immediate area carry out the following:**

1. **Rescue: Move residents from immediate danger. If the residents is directly involved in the fire, attempt to smother the fire with a blanket. Move residents beyond the next set of corridor fire doors to a safe area outside the smoke and fire area.**
2. **Alarm: Sound fire alarm or assign co-worker to do so while you move residents. Fire Alarm Pull Stations are located by all facility exits. Push in and pull down hard on the station to activate the alarm. There will be a slight delay before the alarms will activate.**
3. **Confine**: **Close the door(s) to the fire room/area. Close all resident room doors to prevent the spread of fire and smoke. The magnetic door holders will automatically release all held open doors when activated by the fire alarm. If safe to do so remove portable oxygen carts from fire area. Advise Fire Department if oxygen equipment is in fire area.**
4. **Evacuate**: **If necessary, initiate evacuation of the fire zone to a safe area beyond the nearest fire barrier doors.**
5. **Extinguish**: **Available personnel who have been properly trained in the safe use of hand-held portable fire extinguishers shall help fight fire using portable fire extinguishers. Remember P.A.S.S. Pull, Aim, Squeeze and Sweep to use the fire extinguisher.**

**Fire Extinguisher Operation**

**Stand six to eight feet from the fire with your back to an unblocked exit. If the fire is small and heavy smoke is NOT present and you have an exit available to you for evacuation purposes, grab the nearest appropriate extinguisher and operate the P-A-S-S procedure.**

 

**P –** Pull the pin located in the extinguisher’s handle.

**A –** Aim the nozzle, horn or hose at the base of the fire.

**S –** Squeeze or press the handle.

**S –** Sweep from side to side at the base of the fire until it is out.

**Code Red Procedures for RN Supervisor/Incident Commander**

**Complete or delegate the following:**

* Check the nearest Fire Alarm Panel to determine the fires location (located at nurses’ station, front entrance and electrical room {room # 125}).
* Acknowledge the alarm by pressing the “Acknowledge” button on the fire panel **– DO NOT SILENCE THE ALARM.**
* Call the Fire Department at 9-9-1-1.
* Meet the Fire Department representative at the front door and provide them with the following:
	+ Where the fire is located
	+ Where the nearest exit/entrance to the fire is
	+ Status of any injured individuals
	+ Whether the sprinkler system has been activated
	+ Access to a master key
	+ A facility map
* Security (when in the building) will guide the fire department rep to the RN Supervisor/Incident Commander
* Take direction from Fire Department representative
* Assist with evacuation of residents if is necessary.
* Request count of residents, visitors, volunteers and staff from all areas of the facility when safe to do so.
* Call the Administrator (After normal business hours).
* Delegate responsibility for the movement of records, medications, oxygen and other equipment as necessary.
* Direct staff movement as necessary and ensure staff safety.
* **ALARM IS ONLY RESET BY THE FIRE DEPARTMENT.**

**Code Red Procedure for Facility Administrator**

*If in the building*

* Report to RN Supervisor
* Take direction/assignments from the RN Supervisor
* Ensure Director and Executive Director is informed of the situation
* Ensure an incident report is completed in PSMS

*If not in the building*

* Once notified of the fire ensure the Director and Executive Director is informed of the situation
* Report to the Palliative Care Centre
* Upon arrival report to and take direction/assignments from and provide assistance to the RN Supervisor
* Ensure an incident report is completed in PSMS

**Code Red Procedures For LPN’S**

* Follow R.A.C.E. procedures as necessary.
* Locate fire if panel indicates a fire in your area.
* If fire is in your area escort residents beyond the nearest fire door to an area not impacted by fire.
* If safe to do so remove portable oxygen carts from fire area.
* If safe to do so extinguish small fires.
* If safe to do so close all doors and windows and activate RED TAGS
	+ **Red door tag UP - room is empty**
	+ **Red door tag DOWN - someone is in the room**
* If safe to do so turn off fans and other equipment in the fire area.
* Account for residents, visitors, volunteers and staff in your area and report resident count to RN Supervisor upon request
* Stay close to residents after they are removed from immediate danger, and provide reassurance and comfort (return to resident rooms regularly if they are left in their rooms).
* Gather oxygen tanks or other life support devices from your area as necessary in preparation for potential evacuation.
* Gather wheel chairs and stretcher as necessary in preparation for potential evacuation.
* Residents can be transported in their beds as a last resort.
* Make sure fire exits are clear.

**Code Red Procedures Food Services Staff**

* Follow R.A.C.E. procedures as necessary.
* Locate fire if panel indicates a fire in your area.
* If fire is in your area escort residents beyond the nearest fire door to an area not impacted by fire.
* If safe to do so remove portable oxygen carts from fire area.
* If safe to do so extinguish small fires.
* If safe to do so close all doors and windows and activate RED TAGS
	+ **Red door tag UP - room is empty**
	+ **Red door tag DOWN - someone is in the room**
* If safe to do so turn off fans and other equipment in the fire area.
* Account for residents, visitors, volunteers and staff in your area and be prepared to report count to RN Supervisor upon request
* Stay close to residents after they are removed from immediate danger, and provide reassurance and comfort.
* Make sure fire exits are clear.

**Code Red Procedures for Maintenance Staff**

* Locate fire on fire panel.
* Go directly to scene of the fire, taking extra fire extinguishers.
* Confirm the Fire Department has been called.
* Conduct and direct fire fighting operations **if safe to do so** until the arrival of the Fire Department.
* If fire cannot be quickly extinguished confine fire by closing doors and windows in fire area **if safe to do so**.
* Check to be sure that all ventilating or blower equipment is shut off (should shut down automatically.
* Shut off electrical equipment in the fire area as directed by the Fire Department.
* Assist Fire Department as needed.
* Assist with resident movement in coordination with RN Supervisor.
* Once all clear is called, ensure the restoration of the fire alarm system, sprinkler system and arrange for service of fire extinguishers.

**Code Red Procedures for Health & Professional Services Staff**

**This includes:**

|  |  |
| --- | --- |
| * Physicians
* Administrative Assistants
* Chaplin/Spiritual Care
* Environmental Service Worker
 | * Occupational Therapist
* Epidemiologist
* Social Worker
* Clinical Resource Nurse
 |

* Follow R.A.C.E. procedures as necessary.
* Locate fire if panel indicates a fire in your area.
* If fire is in your area escort residents beyond the nearest fire door to an area not impacted by fire.
* If safe to do so remove portable oxygen carts from fire area.
* If safe to do so extinguish small fires.
* If safe to do so close all doors and windows and activate RED TAGS
	+ **Red door tag UP - room is empty**
	+ **Red door tag DOWN - someone is in the room**
* If safe to do so turn off fans and other equipment in the fire area.
* Account for residents, visitors, volunteers and staff in your area and be prepared to report count to RN Supervisor upon request.
* Stay close to residents after they are removed from immediate danger, and provide reassurance and comfort (return to resident rooms regularly if they are left in their rooms).
* Gather wheel chairs and stretcher as necessary in preparation for potential evacuation.
* Gather blankets and linens from Clean Supply Room (room # 135) if safe to do so.
* Make sure fire exits are clear.

**Code Red Procedures for Hospice Staff & Volunteers**

* Follow R.A.C.E. procedures as necessary.
* Locate fire if panel indicates a fire in your area.
* If fire is in your area escort residents beyond the nearest fire door to an area not impacted by fire.
* If safe to do so close all doors and windows and activate RED TAGS
	+ **Red door tag UP - room is empty**
	+ **Red door tag DOWN - someone is in the room**
* Stay close to residents to provide reassurance and provide comfort measures.
* Assist with resident movement in coordination with RN Supervisor.
* Gather wheel chairs and stretcher as necessary in preparation for potential evacuation.
* Account for residents, visitors, volunteers and staff in your area and be prepared to report count to RN Supervisor upon request

**Code Red/Fire Procedures for Visitors**

## Upon discovering a fire in the building you shall:

## Remain Calm

## Leave the fire area immediately and assist others if possible

## Notify other occupants in the immediate area

## Activate the nearest fire alarm pull station

**Upon Hearing Fire alarm in the building you shall:**

## Remain Calm

## Remain with person you are visiting

## Follow direction of Palliative Care Centre Staff

## Walk, do not run

**Fire Drill Procedures**

1. At least one scheduled drill will be held each month.
2. Drills will be rotated on each shift so that each work shift has one drill each quarter.
3. Those responsible for the drill will assign an observer to assist in carrying out the drill and document the events of the drill.
4. A report of “Fire Drill" will be completed for each drill by the observer and personnel will participate in a general debrief after the event.
5. The written report shall include the date, names of participants, observations on response and review of general plan performance.
6. Drill situations, locations and times (including all shifts) shall be sufficiently varied to benefit all departments and personnel. Drill locations shall be rotated so that all areas of the facility participate.
7. Departmental in-service meetings shall include discussion and instruction on these drills and the code red plan.
8. Drill situations shall be realistic and personnel may be required to move residents, know location of alarm pull stations and how to sound the alarm, know locations of extinguishers.
9. Before conducting a live drill the fire alarm monitoring company shall be notified by Maintenance to prevent the dispatching of the Fire Department. They shall be notified when drill is complete to confirm the alarm signal was received.
10. It is not necessary to activate the fire alarm during drills on evening and night shifts to prevent the disruption of sleep for residents. These drills can simulate these conditions.

**Fire Extinguishers Operations**

 **Using a Fire Extinguisher Safely**

* Never attempt to extinguish a fire if it is not safe to do so.
* If you cannot extinguish the fire with a portable fire extinguisher, or
* If the smoke becomes hazardous, leave the area immediately take all persons in the area with you.
* Close the doors to confine and contain the fire.
* Activate the fire alarm system, call 911, and wait for the Fire Department to arrive.

Fire Extinguisher Operation

Stand six to eight feet from the fire with your back to an unblocked exit. If the fire is small and heavy smoke is NOT present and you have an exit available to you for evacuation purposes, grab the nearest appropriate extinguisher and operate the P-A-S-S procedure.

 

**P –** Pull the pin located in the extinguisher’s handle.

**A –** Aim the nozzle, horn or hose at the base of the fire.

**S –** Squeeze or press the handle.

**S –** Sweep from side to side at the base of the fire until it is out.

 **Standard for Portable Fire Extinguishers**

* Extinguishers shall be located outside storage areas for the storage of flammable liquids and gases.
* Extinguishers shall be located in all electrical rooms.
* Extinguishers shall be placed in all kitchens.
* Extinguishers shall be placed throughout the building so that a person does not have to travel more than 75 ft. /25 m to reach one.
* Fire extinguishers must be conspicuously located, readily accessible, and immediately available in the event of fire.
* Locate extinguishers along normal paths of travel, including exits from areas. When possible, place them in locations where they will not be obscured from view.
* Provide a location sign above all extinguishers.

**General Fire Preventions Measures**

Fire prevention is everyone’s business. Fire poses an ever present hazard. However, the risks can be greatly minimized if everyone plays his/her part and enforces the rules. The greatest danger lies in smoking by guests, visitors and employees in and around the facility.

While it is well know that it is illegal to smoke in and around all public buildings in Prince Edward Island. People still continue to break the law and endanger their health and the health and safety of those around them.

**Enforce the Rules**

* Violators must be stopped. There should be no exceptions.
* Keeping everyone safe requires tough love.
* Check for and report if you find smoking materials: cigarettes, matches and lighters or signs of their use.
* If you smell cigarette smoke investigate immediately!
* Keep trash cans covered to guard against careless smokers. Empty trash cans regularly. Never leave them overnight.

**Other hazards include:**

* Improper use and storage of chemicals.
* Improper use of electrical system and equipment.
* Overloading electrical outlets.
* Delaying repair to electrical equipment, ignoring plugs which heat up, neglect to repair frayed wires, etc.
* Adhere to safety precautions when using oxygen.
* All unnecessary electrical equipment must be disconnected when using oxygen. Oil and grease, etc. should be washed off hands before touching oxygen equipment or controls. Do not give an oil or alcohol rub to a resident who is receiving or about to receive oxygen.

**Daily Fire Prevention Checks:**

All staff are responsible for ensuring that fire hazards are eliminated.

Report to the duty RN or Maintenance Supervisor immediately if you find any of the following:

* Exit lights burnt out - Fire extinguishers with seals broken.
* Fire extinguishers with pressure gauges showing empty.
* Fire extinguisher covered or removed from their brackets.
* Fire doors wedged open or tied back.
* Exits obstructed by furniture or equipment.
* Corridors, stairs and exit routes obstructed by furniture or equipment.
* Accumulation of combustibles, e.g. oily rags, etc.
* Electrical equipment left on when not in use. - Ensure you turn off electrical equipment as soon as you are finished with it.
* Portable electrical heaters or heat generating devices.

**Important Fire Prevention Points**

* Pay scrupulous attention to good housekeeping. Report fire hazards whenever or wherever you discover them.
* Know your duties in case of fire.
* Know location and operation of fire extinguishers in your area.
* Know location of all building exits.
* During fire emergencies - keep calm - use your common sense.
* Take part in all fire prevention classes and fire drills.

**Fire Alarm & Sprinkler Systems**

**Fire Alarm System**

A fire alarm system is a set of detection and alarm devices working together to detect and alert people through visual and audio appliances when smoke or fire is present. These alarms may be activated from smoke detectors, heat detectors, sprinkler system water flow sensors, which are automatic or from a manual fire alarm pull station.

The “Provincial Palliative Care Center” is equipped with a two stage fire alarm system. Two-stage alarm systems are normally used if programmed evacuation is required or if a general alarm would cause undue distress to the occupants, like in health care type facilities.

The Fire Alarm System functions as follows:

* The fire alarm system will sound an alertsignal upon the operation of any manual pull station, automatic sprinkler device, or smoke or heat detector.
* When any of these devices are activated by fire or smoke an intermittent visual and audio alarm will sound for 5 minutes.
* If the fire alarm system is not acknowledged at one of the sites three fire panels the alarm will go into a general evacuation alarm.
* All fire doors will close.
* The activation of the kitchens’ automatic fire suppression system will also activate the fire alarm system.
* The activation of the fire alarm system will automatically notify the Fire Department.
* 911 should still be called to assure the Fire Department has received the alarm.
* **Outside of a fire drill, only the fire department can re-set the fire alarm system**

**Automatic Fire Sprinkler System**

An automatic fire sprinkler system is an [active fire protection](http://en.wikipedia.org/wiki/Active_fire_protection) measure, consisting of a water supply system, providing adequate water pressure to a distribution piping system, onto which [fire sprinklers](http://en.wikipedia.org/wiki/Fire_sprinkler) are connected.

Automatic fire sprinkler systems are extensively used worldwide and provide excellent fire detection and suppression.

Each closed-head sprinkler is held closed by either a heat-sensitive glass bulb or a two-part metal link held together with a [fusible alloy](http://en.wikipedia.org/wiki/Fusible_alloy). The glass bulb or link applies pressure to a pip cap which acts as a plug which prevents water from flowing until the temperature around the sprinkler reaches the activation temperature of the individual sprinkler head. In a standard sprinkler system, each sprinkler activates independently when the predetermined heat level is reached. Because of this, the number of sprinklers that operate is limited to only those near the fire (in reality, normally one or two will activate) minimizing the water damage to the building.

A glass bulb type [sprinkler head](http://en.wikipedia.org/wiki/Sprinkler_head) will spray water into the room if sufficient heat reaches the bulb and causes it to shatter. Sprinkler heads operate individually.

Only the Fire Department shall shut down the sprinkler system after it has been activated by a fire.

The Maintenance Supervisor shall have a qualified technician repair and restored the sprinkler system to full operational state as soon as possible.

**Facility Map**