

Emergency Preparedness

CODE RED INCIDENT ACTION PLAN V1.1



SOUTHLAKE
REGIONAL HEALTH CENTRE

Code Red Overview

What is the Situation?

Fire or activation of a fire alarm system (either manually or automatic).

Initial Priorities/Steps:

1. Confirm the Code has been activated
2. Establish the Code Incident Commander
3. Assign Operational Roles and hand out their Assignment Checklist (*see below*)
4. Provide an update to Central Communications on the situation

What are the Objectives of the Code Response?

- Safely respond to and mitigate any smoke or fire.
- Ensure all occupants (staff, patients, and visitors) are accounted for and safely evacuated.
- Coordinate with the Fire Department on their arrival.

Location of Incident Command:

- Primary – Incident Site
- Secondary – Emergency Operations Centre (EOC)

Supporting Resources:

- Southlake Emergency Response Plan
- Fire Safety Plan
- Code Green IAP and evacuation equipment

Communicate this Code through:

- Overhead Page
- MS Teams – Southlake Emergency Management Communications

Provide updates to the nature of the code and resource requirements as soon as possible!

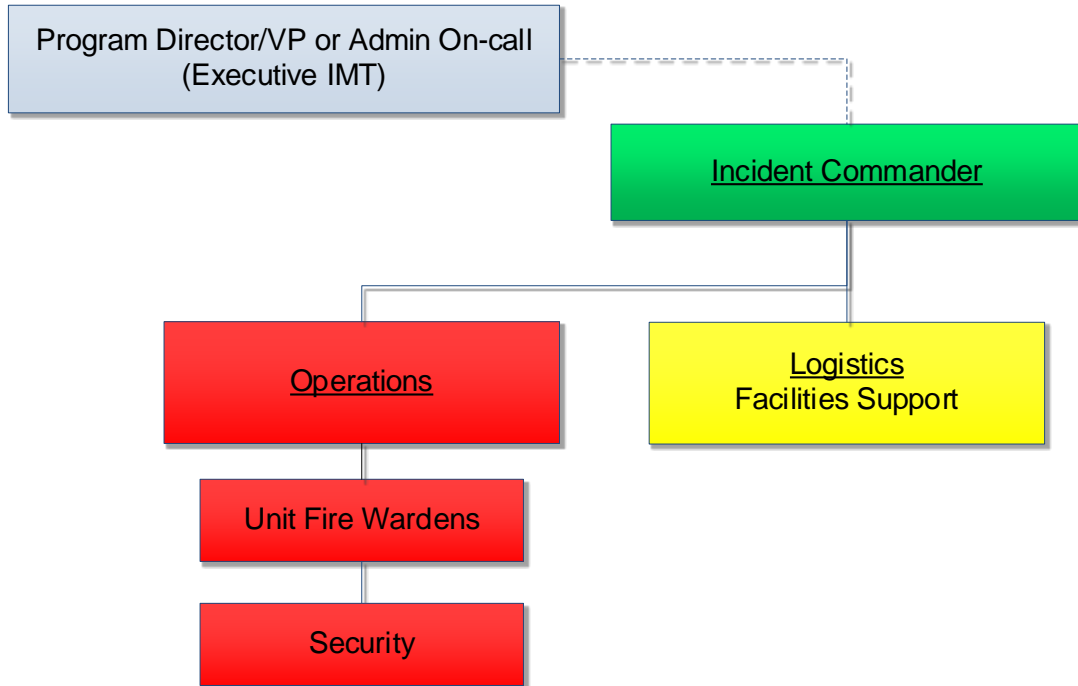
THIS IS A GUIDE – ADAPT THIS PLAN AS REQUIRED

Incident Management Team (IMT) – Initial Response:

The following list indicates the *likely initial* positions required in order to implement this Incident Action Plan. It is the responsibility of the Incident Commander and Section Chiefs to establish any relevant additional units, especially for extended operations. Please reference the *Southlake Corporate IMT Activation Process and IMS Position Checklists* for further information. Additional roles and responsibilities are located in the Fire Safety Plan.

IMS Position	Primary IMT	After-Hours/Alternate
COMMAND	Department Manager	<ul style="list-style-type: none"> Clinical Support Manager On-site Supervisor/Manager
UNIT FIRE WARDENS	Unit & Floor Fire/Emergency Wardens <i>(See Immediate Action Drills for Responsibilities)</i>	<ul style="list-style-type: none"> Unit Senior Staff/Most Responsible
SECURITY	Manager, Security & Parking	<ul style="list-style-type: none"> Security Supervisor Security Officer
LOGISTICS (FACILITIES) (SENIOR FIRE WARDEN)	Manager, Facilities	<ul style="list-style-type: none"> EVS Supervisor Power Plant Operator

Code Red Incident Management Team – Organizational Structure:



Incident Commander

This position is normally staffed by:

- Department Manager
- Clinical Support Manager (after-hours)

Where you should report to:

- Incident Site or the Emergency Operations Centre (EOC) (if activated)

Resources you will need:

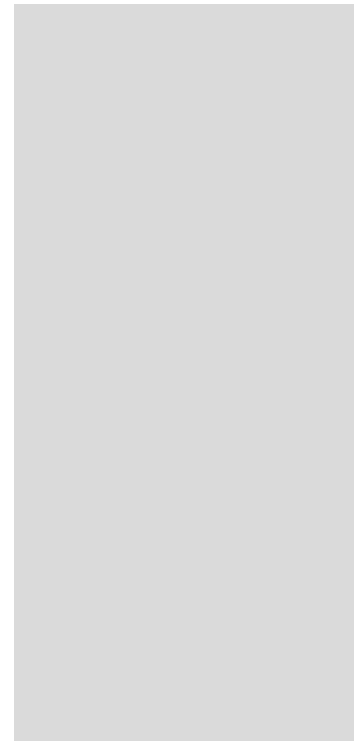
- Incident Commander vest
- Copy of the Emergency Response Plan and Annexes
- Code Response Command Board
- Evacuation Equipment

Notes

Use this section for notes:

Actions		
1. Respond to the source of the alarm and assess the situation	<input type="checkbox"/>	Assess the situation and determine if a Code Red activation is required. Contact Central Communications to activate a Code Red (if not already done).
2. Assess for the presence of any fire/smoke	<input type="checkbox"/>	Assess for presence of any fire/smoke and Confirm Code Red with Central Communications. A “ <i>Confirmed Code Red</i> ” will be paged.
3. Ensure the Fire Department has been notified	<input type="checkbox"/>	If there is an immediate risk to health, fire, or explosion, confirm that the Fire Department is responding and that the area is evacuated.
4. Evacuate the hazardous area	<input type="checkbox"/>	Activate a Code Green as required. Ensure all staff, patients and visitors are clear of the fire hazard.
5. Coordinate the response with the Senior Fire Warden (Logistics) and the Fire Dept.	<input type="checkbox"/>	Coordinate with the Fire Department Incident Commander and other emergency services on their arrival.
6. Notify the On-Call Facilities Manager	<input type="checkbox"/>	If after-hours, ensure the on-call Facilities Manager has been notified for all confirmed fires.

7. Activate the Emergency Operations Centre (EOC) if multiple departments involved	<input type="checkbox"/>	Activate the Emergency Operations Centre (EOC) if the incident is complex or if a prolonged response is anticipated.
8. Consider Executive IMT activation	<input type="checkbox"/>	Update senior leadership on any prolonged or complex incident. In consultation with the Program Director/VP or Admin On-call, expand the IMT structure as required.
9. Consider impacts to patient care	<input type="checkbox"/>	If required, suspend elective procedures and move patients to alternate locations
10. Establish an Incident Action Plan (IAP)	<input type="checkbox"/>	Establish operational periods, objectives, strategies, and regular briefing schedule. Complete IMS 201 – Incident Briefing Form.
11. On-going tasks	<input type="checkbox"/>	Refer to the Southlake IMS Position Checklists for additional tasks.
12. Clear the Code	<input type="checkbox"/>	Once the response is complete, clear the code.



Security Team Leader

This team is normally staffed by:

- Security Supervisor
- Security Officer

Where you should report to:

- Evacuation area

Resources you will need:

- Identification Sticker (Security Team Leader)

Notes

Use this section for notes:

Actions		
1. Provide an escort for the Fire Department	<input type="checkbox"/>	Meet and escort the Fire Department on their arrival. The fire department will respond to the main CACF door in the West Building or the main (East) entrance.
2. Clear the fire area of any visitors/public	<input type="checkbox"/>	Clear the area of any visitors/public to ensure safety and allow for an unimpeded response.
3. Provide security for any evacuees requiring security monitoring	<input type="checkbox"/>	Provide security for mental health units and patient transfers if affected by the fire alarm.

Logistics - Facilities

This position is normally staffed by:

- EVS Supervisor
- Power Plant Operator

Where you should report to:

- Location of fire alarm

Resources you will need:

- Identification Stickers (Facilities Team Leader)
- Additional fire extinguishers

Notes

Use this section for notes:

Actions		
1. Assign Facilities staff to respond to the Fire Annunciator	<input type="checkbox"/>	Respond to the fire Annunciator (fire panel) to identify the alarm location and operate the fire alarm system as required (i.e. manual stage two activation or to cancel the alarm).
2. Carry out the responsibilities of the Senior Fire Warden	<input type="checkbox"/>	Review the Fire Warden Responsibilities.
3. Support the building's critical infrastructure	<input type="checkbox"/>	Provide any technical expertise and services to emergency services.
4. If safe to do so, assist with firefighting activities	<input type="checkbox"/>	Bring additional firefighting equipment.
5. Utilize appropriate PPE as required	<input type="checkbox"/>	Based on the nature of the work.