



CODE RED RESPONSE PLAN

ALMONTE GENERAL HOSPITAL

FAIRVIEW MANOR

2019



CODE RED (FIRE SAFETY)

FIRE SAFETY: According to the N.F.P.A. (National Fire Protection Association) statistics, 52% of fires in retirement homes/hospitals are kitchen fires or fires in cooking areas. Other fires are in laundry areas and some are still from careless smoking. The fires we hear about are usually serious ones. Fires these days burn **8** times faster and produce **20%** more smoke. Flashover in the modern construction can occur as low as **450°F** compared to **1000 °F** in older construction. This is a drastic change when fire breaks out. Every second counts. Every fire is preventable. The 2 most important steps in preventing a fire or disaster is:

#1 FIRE PREVENTION

#2 FIRE PREPAREDNESS

FIRE PREVENTION: practicing fire prevention is the key to reducing fire risk. It is every staff member's responsibility as you go about your daily routine to be on the lookout for potential hazards such as malfunctioning equipment, frayed electrical cords, or careless smokers. All unusual odours should be investigated immediately and reported to your manager or maintenance/engineering. All electrical items since Apr. 1/08 must be inspected by maintenance/engineering and must be CSA approved.

FIRE PREPAREDNESS: A fire can be an unpredictable and frightening event, a fire in a health care facility can completely devastate the residents/patients, the facility and the community. Staff members and front line workers play a significant role in protecting themselves and their residents/patients. The better prepared you are, the safer everyone will be. The residents/patients and their families rely on us to keep them safe during any fire or emergency. It is very important to know your fire role during a fire or any emergency, take the time to get to know where the equipment is and become familiar with the layout out of the entire organization. Every time the alarm sounds, it is essential that you react as though it is a real fire. The quick action on the part of the person discovering the fire & those responding to the emergency can mean the difference between the life & death of patients/residents, coworkers and yourself. Effective communications and complete cooperation between management and staff is essential during any emergency situation. The success or failure of any emergency/disaster is determined by good communications and reliable information. When the fire alarm is activated it automatically rings into an alarm company called Advance Alarms who automatically calls **9-1-1 FIRE**. There is also a staff member assigned to call **9-1-1- FIRE** for backup, this call is very important. When fire breaks out, it may take just 3 minutes to go from a tiny fire to a raging all consuming inferno. Staff should terminate outside calls immediately, do not use elevators, if there is dense smoke, then staff may need to crawl. Keep resident, patients, visitors and staff calm. All staff are responsible for getting to know where & how to use:

FIRE ALARM PANEL LOCATIONS
KNOW HOW TO PAGE

KNOW HOW TO READ THE FIRE PANEL
YOUR FIRE ROLE & CODES

LOCATIONS OF:

FIRE EXTINGUISHERS
FIRE BLANKETS

PULL STATIONS
CHARGE NURSE HAT

KNOW YOUR BUILDINGS LAYOUT

STAIRWELL STRETCHERS



All emergency codes should be paged out by Dialing **CODE "60"**. Using **CODE "60"** pages into all 4 buildings. Posted beside every phone is a paper, telling staff what the code is to page.
CODE RED, ALMONTE GENERAL HOSPITAL, OBS, room 203 - (3) three times
 or FAIRVIEW MANOR,
 or 79 SPRING STREET OFFICE BUILDING
 or 95 SPRING STREET OFFICE BUILDING

PAGING CODES

- 50 Almonte General Hospital
- 50 79 Spring Street Office Building
- 55 00 Fairview Manor
- 58 95 Spring Street Office Building
- 60 ALL 4 BUILDINGS**

**REMEMBER: THE SOONER YOU ACTIVATE THE ALARM
 THE SOONER HELP ARRIVES**

- ALL EMERGENCIES**
- 911 FIRE**
 - 911 AMBULANCE**
 - 911 POLICE**

ADDRESSES OF FACILITIES

AMONTE GENERAL HOSPITAL
75 Spring Street
 Almonte

FAIRVIEW MANOR
75 Spring Street
 Almonte

LANARK COUNTY AMBULANCE BLD
75 Spring Street
 Almonte

ALMONTE HOSPITAL HELIPORT
75 Spring Street
 Almonte

79 SPRING STREET OFFICE BUILDING
79 Spring Street
 Almonte

95 SPRING STREET OFFICE BUILDING
95 Spring Street
 Almonte

ALL CEAR will be paged out "Code Red all clear" three times, after Fire Incident Command gives you permission.

IN CASE OF FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke.

Activate the fire alarm system / use nearest pull station

Call the Fire Department, Dial **9-1-1**

Try to extinguish the fire or concentrate on further evacuation

DO NOT PANIC

DO NOT SHOUT

DO NOT USE ELEVATOR/TELEPHONE

ALMONTE HOSPITAL FIRE/SMOKE EMERGENCY INSTRUCTIONS

R	Remove anyone from danger without endangering your own safety. Remain Calm.
E	Ensure door(s) are closed to confine the fire and smoke.
A	Activate the nearest fire alarm pull station - Alert coworkers
C	Call Code Red (dial "60" to page) and give specific location. i.e. Code Red, Almonte General Hospital, OBS, Room 204 (3) three times, loud, slow and clearly. Call 9-1-1 FIRE
T	Try to extinguish a <u>small fire with the proper extinguisher if it is safe to do so</u> or concentrate on further evacuation.

ON HEARING A FIRE ALARM

M&S CHARGE NURSE will don the **(RED HAT)** is incident command and in charge.

1. Confirms the location of the fire on the fire panel and page the location
"CODE RED, Almonte General Hospital, Unit & Room".
2. Calls **9-1-1 FIRE** to confirm that the alarm and the location of the fire have been received.
3. Announces the **"CODE RED"** all clear, (3) times.
4. **RESET DOOR MAGLOCK SYSTEM** above fire panel in administration hall.

General Responsibilities

1. **The RN on any unit (or Charge Nurse) experiencing the alarm dons the RED CAP** to indicate they are the most responsible person on that unit until the M&S Charge Nurse arrives. Command will be transferred then to the M&S Charge Nurse.
2. **Charge RN** will assess the situation and determine if the fire can be extinguished safely, give direction to staff to evacuate patients/residents/visitors, flipping remark markers up in evacuated room. Ensure location of fire has been announced and that **9-1-1 FIRE** has been called; ensure the door to the fire has been closed to confine the fire or smoke.
3. If you work in a patient/resident area and are away from your unit, return immediately if it is safe to do so.
4. If you do not work in a patient/resident area, then proceed to the announced fire/emergency location.
5. Close all windows and doors to confine the fire and smoke.
6. Turn **on** lights, remove carts and equipment from hallways.
7. Calm patients/residents/visitors and advise them to stay in their rooms and await further instruction.
8. **All STAFF** take directions from Charge Nurse wearing the **RED CAP**.

NOTE: Fire system is monitored by an external company so when the alarm is activated, they will automatically call the 9-1-1 Fire. The CHARGE Nurse will call 9-1-1 or assigned staff to call 9-1-1 FIRE. Updates to 9-1-1 fire are important if the situation is serious.

Fire Panels are located on M&S or in the administration hall or in between the main entrance door vestibule.

Before entering any room, feel the outside of door if it is hot, do not enter.



Charge Nurse will determine if oxygen should be shut off in the unit of fire.

All exterior and unit doors unlock when fire alarm is activated so staff will be required to monitor the Rosamond Unit Doors.

Staff Responsibilities

1. **Rosamond Wing** - 1 staff is to stay on unit and monitor hallway unit exit doors so patients/residents cannot leave the unit, all available staff will proceed to the area of the fire/emergency.
2. **Obstetrics** – put babies with moms, 1 staff member stays on unit and all available staff will proceed to the area of the fire/emergency.
3. **Emergency** - Stay with patients and await further instruction, if no patients in area then proceed to the area of the fire/emergency.
4. **CSR** is the communications person who will respond to the area of the fire/emergency and then report back to O.R/Recovery/Emergency & Diagnostic Imaging.
5. **O.R./Recovery/Emergency/Diagnostic Imaging** stays with patients and awaits information from CSR. If no patients in the area then proceed to the fire/emergency area.
6. **Life Enrichment/Day Hospital/Physiotherapy/Laboratory/Pharmacy** stays in home area with patients, if no patients in the area proceed to the fire/emergency area.
7. **Supervisors/Managers/Senior Management/Physicians**-proceed to fire/emergency area and take direction from Charge RN/RPN (**RED CAP**) or the Fire Incident Command.
8. **Switchboard/administration/health records** respond to entrances to keep visitors at doors until the all clear. Any extra available staff can proceed to the area of the fire/emergency.
9. **Engineering/Maintenance**-go to fire/emergency area and attempt to control the fire. Advise Charge RN/RPN (in **RED CAP**). Take direction from Fire Incident Command. When CODE RED is finished reset fire alarm system and prepares a report.
10. **Housekeeping/Laundry**-shut off equipment in area; remove carts/equipment from corridors. Go to the area of the fire/emergency & take direction from Charge RN/RPN (**RED CAP**) assisting nursing to remove patients/residents to a safe area behind fire doors. Bring fire extinguishers.
11. **Dietary**-shut off equipment in fire area. Kitchen staff must stay in kitchen/cafeteria. Dietary Servers shall stay with patients/residents in Rosamond dining area, or if none present, then proceed to the area of the fire. Take direction from Charge RN/RPN, (**RED CAP**), as required.
12. **Volunteers**-remain with patients/residents keep them calm and await further instructions.

FAIRVIEW MANOR FIRE/SMOKE EMERGENCY INSTRUCTIONS

R	Remove anyone from danger without endangering your own safety. Remain Calm.
E	Ensure door(s) are closed to confine the fire and smoke.
A	Activate the nearest fire alarm pull station - Alert coworkers
C	Call Code Red (dial "60" to page) and give specific location. i.e. Code Red, Fairview Manor, OMP, Room 204 (3) three times, loud, slow and clearly. Call 9-1-1 FIRE
T	Try to extinguish a <u>small fire with the proper extinguisher if it is safe to do so</u> or concentrate on further evacuation.

ON HEARING A FIRE ALARM

CHARGE NURSE will don the **(RED HAT)** and is incident command and in charge.

1. Confirms the location of the fire on the fire panel and page the location has been paged out and Garden Walk PSW has called 9-1-1 Fire.
"CODE RED Fairview Manor, Unit & Room"
2. Calls **9-1-1 FIRE** to confirm that the alarm and the location of the fire have been received.
3. Announces the **"CODE RED Fairview Manor"** all clear, (3) three times once Fire Incident Command gives permission.
4. **RESET DOOR MAGLOCK SYSTEM** above the fire panel at Garden Walk nursing station.

General Responsibilities

1. **The RPN on any unit (or Charge RN) experiencing the alarm dons the RED CAP** to indicate they are the most responsible person on that unit until the Charge Nurse arrives. Command will be transferred then to the Charge Nurse.
2. **Charge Nurse** will assess the situation and determine if the fire can be extinguished safely, give direction to staff to evacuate patients/residents, flipping remar markers up in evacuated room. Ensure location of fire has been announced and that **9-1-1 FIRE** has been called; ensure the door to the fire has been closed to confine the fire or smoke.
3. If you work in a patient/resident area and are away from your unit, return immediately if it is safe to do so.
4. If you do not work in a patient/resident area proceed to the announced fire/emergency location.



5. Close all windows and doors to confine the fire and smoke.
6. Turn **on** lights, remove carts & equipment from hallways.
7. Calm patients/residents/visitors and advise them to stay in their rooms and await further instruction.
8. **All STAFF** take directions from Charge Nurse wearing the **RED CAP**.

NOTE: Fire system is monitored by an external company so when the alarm is activated, they will automatically call the 9-1-1 Fire. Certain staff are assigned to call 9-1-1 FIRE as well, updates to 9-1-1 fire are important if the situation is serious.

Fire Panels are located at Garden Walk nursing station and front door vestibule to read for fire locations.

Before entering any room, feel the outside of door if it is hot, do not enter.

All exterior and unit doors unlock when fire alarm is activated, wandering residents may have to be monitored.

Staff Responsibilities

1. **Garden Walk** – PSW will come to the fire panel read and announce the location of the fire. They will also call **9-1-1- FIRE** and give them an update of the fire situation. Report to Charge Nurse. May be requested by Charge Nurse to call management (list posted at fire panel). May be required to put arm bracelets on residents if possibility of evacuation.
2. **Maple Grove** - 1 staff is to stay on unit and monitor hallway unit exit doors so patients/residents cannot leave the unit, all available staff will proceed to the area of the fire/emergency.
3. **All other Nursing Staff** – will safely remove residents from wc and out of tubs and showers and respond to the area of the fire/emergency as soon as possible
4. **Life Enrichment/Therapist** stays in home area with residents, if no residents in the area proceed to the fire/emergency area.
5. **Supervisors/Managers/Senior Management/Physicians**-proceed to fire/emergency area and take direction from Charge RN/RPN (**RED CAP**) or the Fire Incident Command.
6. **Engineering/Maintenance**-go to fire/emergency area and attempt to control the fire. Advise Charge RN/RPN (in **RED CAP**). Take direction from Fire Incident Command. When CODE RED is finished reset fire alarm system and prepares a report.
7. **Housekeeping/Laundry**-shut off equipment in area; remove carts/equipment from corridors. Go to the area of the fire/emergency & take direction from Charge RN/RPN (**RED CAP**) assisting nursing to remove residents/patients to a safe area behind fire doors. Bring fire extinguishers.
8. **Dietary**-shut off equipment in fire area. Kitchen staff must stay in kitchen/cafeteria. Dietary Servers shall stay with patients/residents in dining areas, or if none present proceed to the area of the fire. Take direction from Charge RN/RPN, (**RED CAP**), as required.
9. **Volunteers**-remain with residents keep them calm and await further instruction.

ADMINISTRATION, SWITCHBOARD, HEALTH RECORD FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **DIAL 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

REMAIN CALM

WHEN THE ALARM SOUNDS

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to dial "60" and page
"CODE RED" the building - the location – the room number
(3) THREE TIMES loud, slow and clearly
ie. Code Red, Almonte General Hospital, OBS, Room 203
2. Staff may delegate you to call **9-1-1 Fire**
3. Shut off equipment in area. Shut off computer only for evacuations. Close doors and windows and remove equipment out of hallways, flip remar markers up on empty offices.
4. Ensure safety of patient/resident records.
5. Stand by at entrances to direct fire department and to keep visitors out, may split up and take different entrances. If all entrances are covered then extra staff may go to the location of the fire.
6. Assist with clearing lobby if required.
7. Take direction from the Charge Nurse wearing the **RED HAT**

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR / TELEPHONES



CSR, DIAGNOSTIC IMAGING, O.R. & RECOVERY FIRE ROLES

WHEN YOU DISCOVER A FIRE IN YOUR AREA

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **DIAL 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when the alarm sounds. You are responsible to dial "60" and page **"CODE RED" the building - the location - the room number** (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Almonte General Hospital, Rosamond Unit, Room 225
2. If fire is in O.R., Recovery, CSR or Diagnostic Imaging areas of hospital then don **RED HAT**, take fire extinguisher to scene
3. Direct staff in moving patients/visitors from fire area
4. Charge Nurse should consider shutting oxygen valve off if fire is in your unit.
5. Patients, who cannot be escorted out, ask visitors to remain with them. You may be required to transport patient on a stretcher or in a wheelchair. Provide extra blankets if needed.
6. Switchboard is to prevent patients/other from entering the emergency department/radiology and lab areas.
7. **CSR is communication person** for O.R. staff both floors, recovery, diagnostic imaging and emergency.
8. If fire is on another unit, determine how many staff need to remain on unit and allow the rest to go to the fire location
9. Take direction from the Charge Nurse donning **RED HAT** in that unit.
10. Charge Nurse after consultation with Fire Marshall or Fire Incident Command will dial 60 and announce "CODE RED ALL CLEAR" (3) three times.
11. If code red is paged in Fairview Manor at least one nurse must go to access the situation with a wireless phone and report back, this is coordinated with the Charge Nurse.
12. While waiting on the location of the fire to be paged out, remove equipment from the hallways, shut doors and flip remark markers up on empty rooms. Shut windows.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR / TELEPHONES



DAY HOSPITAL, PHYSIO THERAPIST, LAB & PHARMACY FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **DIAL 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to dial "60" and page
"CODE RED" the building - the location - the room number
(3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Almonte General Hospital, OBS, Room 203
2. If fire is in your area consider shutting oxygen valve off.
3. Shut off equipment in area.
4. Close doors and windows, move equipment out of hallways, flip reman markers up on rooms that are empty.
5. Listen for location of fire when paged.
6. Stay in area with residents/patients until further instructions.
7. If no residents/patients in area then report to Charge Nurse in fire area donning the **RED HAT**.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES

EMERGENCY FIRE ROLE

WHEN YOU DISCOVER A FIRE IN YOUR AREA

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **DIAL 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when the alarm sounds. You are responsible to dial "60" and page **"CODE RED" the building - the location - the room number** (3) THREE TIMES loud, slow and clearly.
ie. Code Red, Almonte General Hospital, Rosamond Unit, Room 225
2. If fire is in emergency area or first floor of hospital then don **RED HAT**, take fire extinguisher to scene and try to extinguish fire.
3. Direct staff in moving patients/visitors from fire area
4. Consider shutting oxygen valve off for the unit.
5. Patients, who cannot be escorted out, ask visitors to remain with. You may be required to transport patients on a stretcher or in a wheelchair. Provide extra blankets if needed.
6. Maintenance workshop (old ambulance base) can be used for stretchers or patients temporarily if evacuation is required or move to Fairview Manor Great Room or Cafeteria.
7. Switchboard is to prevent patients/other from entering the emergency department/radiology and lab areas.
8. **CSR** is communication person for O.R., Recovery, Diagnostic Imaging and Emergency.
9. If fire is on another unit, determine how many staff need to remain on unit and allow the rest to go to the fire location
10. Take direction from the Charge Nurse donning **RED HAT**.
11. Charge Nurse after consultation with Fire Incident Command will dial 60 and announce "CODE RED ALL CLEAR" (3) three times.
12. If code red is paged in Fairview Manor, at least one nurse must go to access the situation with a wireless phone and report back, this is coordinated with the Charge Nurse.
13. While waiting on the location of the fire to be paged out, remove equipment from the hallways, shut doors and flip remars up in empty rooms.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR / TELEPHONES



FOOD SERVICE FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **DIAL 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when the alarm sounds. You are responsible to dial "60" and page **"CODE RED"** the building, the location and the room number (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Fairview Manor, Heritage House, Room 230
2. Shut off equipment in area, close windows and doors in area and clear equipment out of hallways, flip remarker markers up on rooms that are empty.

STAFF IN SERVERIES

3. a) **In a non-fire area**
Stay with residents/patients who are present in the dining rooms, if there is no residents/patients in the dining rooms then proceed to location of the fire/emergency. Close windows and doors and contain or move residents/patients to safety if necessary.
- b) **In a fire area**
Help evacuate residents/patients to a safe assembly area.
- c) **In 79 or 95 Spring Street** staff do not attend Code Red in these locations.

COOKS & STAFF IN MAIN KITCHEN

4. a) **In a non-fire area**
Cooks stay in the kitchen and monitor equipment.
Food service will report to the cafeteria and stay with the staff/visitors and wait further instructions. Remove equipment or furniture out of hallway.
- b) **In a fire area**
Assist residents/patient and visitors to a safe area.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES



FAIRVIEW MANOR NURSING FIRE ROLE

RN Charge Nurse

WHEN YOU DISCOVER A FIRE

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **Dial 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to use dial "60" and page.
"CODE RED" the building, the location and the room number
(3)THREE TIMES – loud, slow and clearly.
ie. Code Red, Fairview Manor, HH, room 230
2. Charge R.N. is to don **RED HAT** and investigate cause of alarm and take charge. Take fire extinguisher to fire scene. Be sure the fire location has been paged out and **9-1-1 Fire** has been called. Anybody can page fire location and if not paged then it is the responsibility of the Garden Walk PSW to page and call 9-1-1.
3. Direct staff in moving residents/patients from fire areas.
4. Be prepared to use the General Alarm Key to signal implementation of the evacuation plan.
5. Following consultation with the Fire Incident Command, dial 60 and announce the "Code Red Fairview Manor all clear" (3) three times.
6. Participates in evaluating the actions of staff/residents/patients following the emergency.
7. Maintenance/engineer will call Advanced Alarms and verify that the panel shows alarm reset.
8. **RESET DOOR MAG LOCK KEY SWITCH ABOVE FIRE PANEL in FVM.**
9. If code red is paged in 95 Spring Street Office Building then Charge Nurse will take a couple staff, go to fire panel in 95 Spring, dial 60 and page, if there has not been a page, **Call 911.**
"Code Red, 95 Spring Street and location" 3 (times).
Evacuate the zone 5 (Staff room, Octagon Room, Old kitchen, locker rooms and maintenance offices. Also Computer Training room and part time locker room. Do not go into any of the units, it is the responsibility of tenants to have their own fire plan and do their own evacuation.
11. If there is danger of the fire spreading to Fairview Manor then prepare to evacuate residents & staff to safe area.
12. Ensure engineering/maintenance has been called.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES



FAIRVIEW MANOR NURSING FIRE ROLE

RPN Nurse

WHEN YOU DISCOVER A FIRE

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **Dial 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to use dial "60" and page **"CODE RED"** the building, the location and the room number (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Fairview Manor, HH, room 230
2. Lock medicine carts and remove carts and equipment from corridor.
3. Report to the location of the fire.
4. RPN of unit will take charge until the Charge RN arrives and dons the **RED HAT** and assumes command.
5. Participates in evaluating the actions of staff/residents/patients following the emergency.
6. Maintenance/engineer will call Advanced Alarms and verify that the panel shows alarm reset.
7. **RESET DOOR MAG LOCK KEY SWITCH ABOVE FIRE PANEL in FVM.**
8. If code red is paged in 95 Spring Street Office Building then Charge Nurse will take a couple staff, go to fire panel in 95 Spring, dial 60 and page **"Code Red, 95 Spring Street and location" 3 (times).**
Evacuate the zone 5 (Staff room, Octagon Room, Old kitchen, locker rooms and maintenance/engineering offices. Also Computer Training room and part time locker room. Do not go into any of the units, it is the responsibility of tenants to have their own fire plan and do their own evacuation. Monitor the danger of the fire spreading into Fairview Manor from 95 Spring. If code red is paged at the hospital then nursing staff will be assigned by the Charge RN to go and call back with an updated report. Determine how many extra staff may be required.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES

FAIRVIEW MANOR NURSING FIRE ROLE

Personal Support Worker

WHEN YOU DISCOVER A FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **DIAL 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

REMAIN CALM

WHEN THE ALARM SOUNDS

All PSW's (see exception below)

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to dial "60" and page **"CODE RED"** the building, the location and the room number (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Fairview Manor, Heritage House, Room 230
2. Proceed to the fire area and take direction from the Charge Nurse in wearing the **RED HAT**.
3. Never leave resident/patient unattended in the bath/toilet, complete as quickly and safely as possible.
4. All doors become unlocked when the fire alarm rings so exit doors in Maple Grove unit need to be monitored, daytime two (2) PSW's must stay at each door, when available Ward Clerk will assist to relieve the nurse to go to the fire area. In evening/nights one nurse will stay at corner and monitor hallways in both directions.
5. While waiting on location of fire to be paged out, shut windows and doors and remove all equipment out of hallways. Flip remar markers up on empty rooms.



The First Floor PSW on Garden Walk Unit

1. Go immediately to the closest fire panel and read the text on the fire panel of the fire location.

Use dial "60" and announces

"CODE RED" the building, the location and the room number,
(3) three times, loud, slow & clearly.

ie. Fairview Manor, Heritage House, Room 230

2. Phones **9-1-1 FIRE** to ensure that the alarm has been received. Tell them that it is Fairview Manor, 75 Spring Street, Almonte, and fire location or 95 Spring Street Office Building.
3. In the event of an actual fire (not a false alarm or fire drill), notify:

Fairview Manor call-in list posted at Fire Panel

4. Upon hearing evacuation order, move charts on rolling racks, to assembly area for evacuation. Put PSW binders in top of chart rack. Armbands will be kept up to date by ward clerk but stored in red box on top of chart racks in 1st floor care center. Implements emergency call-in list (refer to call-in lists). (Mars & Tars are now tracked electronically)
5. Notifies the Maintenance/Engineer person on call.
6. Incoming telephone calls answered with: "Fairview Manor, we are having a fire drill (or an emergency), please call back" and hang up.
7. Report to Charge Nurse in fire area.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES

HOUSEKEEPING FIRE ROLES

WHEN YOU DISCOVER A FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **Dial 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to dial "60" and page **"CODE RED"** the building, the location & room number (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Almonte General Hospital, Rosamond Unit, Room 225
2. Shut off equipment in area, close windows and door.
3. Remove all cleaning carts and equipment from corridor, flip remark markers up on rooms that are empty.
4. Listen for location of fire, if in another building than what you are working in, please try to attend.
5. Go to fire area, bring fire extinguisher with you. Assist nursing with removal of residents/patients in fire area to a safe area behind fire doors. Wait for further instructions from Charge Nurse donning **RED HAT**
6. Afternoon cleaner to go to fire area with extinguisher and follow direction from Charge Nurse donning **RED HAT**.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES



LAUNDRY FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **Dial 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to use dial "60" and page **"CODE RED"** the building, the location and the room number (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Almonte General Hospital, Laundry Room
2. Shut off equipment in area, remove equipment out of hallways.
3. Close doors including the door between the dirty room and washer/dryers.
4. Flip remar markers up on rooms that are empty.
5. Listen for fire location, if emergency is in another building than what you are working in, please try to attend.
6. Go to the fire area, bring fire extinguisher. Assist nursing with removal of residents/patients in fire area to a safe area behind fire doors.
7. Wait for further instructions from the Charge Nurse donning **RED HAT**.
8. If delivering clothing, remove carts from corridors and report to fire area.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES



MAINTENANCE, ENGINEERING FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **Dial 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds.
2. You are responsible to dial "60" and page **"CODE RED"** the building, the location and the room number
(3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Almonte General Hospital, OBS, Room 203
3. Go to the location of the fire.
4. Bring fire extinguisher.
5. Attempt to control fire.
6. Assist with evacuating resident/patients, medication records. Clear equipment out of corridors and flip remar markers up on empty rooms.
7. Advise the Charge Nurse donning **RED HAT** when the "all clear" may be given.
8. Reset the fire alarm system once given approval by the fire chief.
9. Reset fire fighters elevator M&S Unit.
10. Prepares a report to Lead Hand Maintenance Engineering: Staff Performance, Electrical and Mechanical operations, and Fire Safety System.

THE VP OF SUPPORT SERVICES & LEAD HAND MAINTENANCE/ENGINEERING PERSON SHALL BE RESPONSIBLE FOR FIRE PROTECTION AND PREVENTION PROGRAMS AND EQUIPMENT IN THE FACILITIES.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES

MANAGEMENT, PHYSICIANS FIRE ROLES

WHEN YOU DISCOVER A FIRE

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **Dial 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

REMAIN CALM

WHEN THE ALARM SOUNDS

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to dial “60” and page **“CODE RED” the building - the location - the room number** (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Fairview Manor or Almonte Hospital, OBS, Room 210
2. Remove equipment from hallways, close doors and flip remar markers up on rooms that are empty. Shut windows.
3. Proceed to the assigned area of your staff.
4. Ensure that in your assigned area that staff have provided for containment and are on the alert for further instructions.
5. Observe, assess and evaluate staff performance and safety system functioning in your assigned area.
6. In case of a real fire, proceed to fire area and take direction from Charge Nurse wearing **RED HAT**.
7. While waiting on the location of the fire to be paged out, remove equipment from the hallways, shut doors and flip remar markers up in empty rooms. Shut windows.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR / TELEPHONES

MEDICAL-SURGICAL NURSING FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **DIAL 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. Staff shall proceed to the fire panel across from the Nurses Station.
Determine location and dials "60" to page
"CODE RED" the building – the location - the room number
Page (3) THREE TIMES - loud, slow and clearly.
ie. Code Red, Almonte General Hospital, Rosamond Unit, Room 225
2. The Charge Nurse on the medical surgical unit will call or delegate somebody to **CALL 911**
3. The Charge Nurse will don the **RED HAT**, take a fire extinguisher to the scene and take charge.
4. Direct staff in moving patients/visitors from fire area.
5. Charge Nurse considers shutting the oxygen valve off, on the unit the fire is on.
6. Calm patients and ask visitors to remain with patient.
7. If fire is on another unit determine how many staff need to remain on the unit and allow the rest to go to the fire location as soon as possible.
8. Take direction from the charge person on unit of fire, donning **RED HAT**.
9. **The official Charge Nurse on days/evenings/nights and weekends is M&S Charge Nurse who is Incident Command.**
10. Charge Nurse after consultation with Fire Department Incident Command will dial 60 and page "CODE RED ALL CLEAR" (3) three times.
11. **RESET KEY SWITCH FOR DOOR LOCKS ABOVE FIRE PANEL 1stFloor**
12. If code red is paged in Fairview Manor then at least one nurse must go to access the situation with a wireless phone and report back. The Charge Nurse will coordinate what other staff will attend the fire.
13. While waiting on location of fire to be paged out, remove all equipment out of the hallways, close doors and flip remar markers up on rooms that are empty.
Shut windows.
14. If fire is in 79 Spring Street Office Building then staff do not go into the building.
Call 9-1-1 Fire and monitor to see if evacuation of any units in the hospital are required. If fire is in 95 Spring Street nursing staff do not attend.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR / TELEPHONES

OBSTETRICS NURSING FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **DIAL 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to dial "60" and page the location of the fire.
"CODE RED" the building - the location - the room number
(3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Almonte General Hospital, Rosamond Unit, Room 225
2. If the fire is in your area, Charge Nurse don **RED HAT**, take fire extinguisher to scene and try to extinguish fire.
3. Direct staff in moving patients/visitors from fire area.
4. Charge Nurse consider shutting the oxygen valve off if fire is in your unit.
5. If fire is off unit, one staff nurse to remain in the area, calm patients, ensure every mother has her infant and monitor all doors out of unit.
6. Any/all other staff proceed to the fire area with an extinguisher. Assist with removal of patients. Take direction from the charge nurse who is wearing the **RED HAT**.
7. Charge Nurse after consultation with Fire Marshall or Fire Chief dial 60 and announce "CODE RED ALL CLEAR" (3) three times.
8. **RESET KEY SWITCH FOR DOOR LOCKS ABOVE FIRE PANEL 1st Floor**
9. If code red is paged in Fairview Manor at least one nurse must go to access the situation and call back to report, this is coordinated with the Charge Nurse.
10. While waiting on the location of the fire to be paged out, remove equipment from the hallways, shut doors and flip up remark markers on empty rooms.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR / TELEPHONES

RESIDENTS/PATIENTS and/or VISITORS FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **Dial 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

REMAIN CALM

WHEN THE ALARM SOUNDS

If in a bedroom:

1. Listen for location of fire.
2. Stay in room and close windows and door.
3. Turn off fans, televisions, radios, etc.
4. Await further instructions from a staff member.

If in a resident area (e.g. lounge or dining room)

1. Stay in area.
2. Close windows and doors.
3. Await further instructions from the staff member in charge of the area.
4. If you find the fire, activate the fire alarm or notify staff immediately.

Note: At no time are residents to fight a fire or go to a fire area. Visitors are requested to stay with their resident/patient.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR / TELEPHONES

ROSAMOND NURSING FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **DIAL 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to dial "60" and page **"CODE RED" the building - the location - the room number.**
Page (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, Almonte General Hospital, Rosamond Unit, Room 225
2. If the fire is on your unit then the Charge Nurse will don the **RED HAT**, take fire extinguisher to scene,
3. Direct staff in moving patients/visitors from fire area
4. Charge Nurse considers shutting oxygen valve off, on the unit the fire is on.
5. Calm patients, ask visitors to remain with the patient they are visiting.
6. If fire is on another unit, determine how many staff need to remain on unit and allow the rest to go to the fire location as soon as possible
(**one staff member must stay to watch all door** as maglock door system unlocks all doors when fire alarm is activated).
7. Never leave patients unattended in the bath/toilet, complete as quickly and safety as possible.
8. Take direction from the Charge Nurse who is wearing the **RED HAT**.
9. Charge Nurse after consultation with Fire Department Incident Command will dial 60 and announce "CODE RED ALL CLEAR" (3) three times.
10. If code red is paged in Fairview Manor, at least one nurse must go to access the situation with a wireless phone and can call back, this is coordinated with the Charge Nurse.
11. While waiting on location of fire to be paged out, remove all equipment out of the hallways, close doors and flip remarc markers up on rooms that are empty. Close windows.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR / TELEPHONES

TENNANTS/CLIENTS

WHEN YOU DISCOVER A FIRE

REACT

- R**emove persons from immediate danger if possible
- E**nsure door(s) is closed to confine fire and smoke
- A**ctivate the fire alarm system / use nearest pull station
- C**all the Fire Department, **DIAL 9-1-1**
- T**ry to extinguish the fire or concentrate on further evacuation

WHEN THE ALARM SOUNDS

REMAIN CALM

1. If you are the closest person to the fire panel when alarm sounds. You are responsible to dial “60” and page **“CODE RED”** the building, the location and the room number – (3) THREE TIMES – loud, slow and clearly.
ie. Code Red, 95 Spring Street, or 79 Spring Street Building, Room or area.
2. Shut off equipment in area.
3. Close doors and windows, move equipment out of hallways, flip remarker up if room is empty.
4. Listen for location of fire when paged.
5. Stay in area with residents/patients until further instructions.
6. If no residents/patients in area then report to Charge R.N. in fire area donning the **RED HAT** if you are located in 75 Spring Street Almonte Hospital or Fairview Manor.
7. If you are located in 79 Spring Street or 95 Spring Street then evacuate your clients/patients, staff and yourself outside. Call 9-1-1 Fire if you notice fire and call switchboard. 79 Spring Street Building is not monitored by an alarm company.

DO NOT PANIC

DO NOT SHOUT FIRE

DO NOT USE ELEVATOR/TELEPHONES



VOLUNTEER FIRE ROLE

WHEN YOU DISCOVER A FIRE

REACT

Remove persons from immediate danger if possible

Ensure door(s) is closed to confine fire and smoke

Activate the fire alarm system / use nearest pull station

Call the Fire Department, **Dial 9-1-1**

Try to extinguish the fire or concentrate on further evacuation

REMAIN CALM

WHEN THE ALARM SOUNDS

1. Turn off all equipment.
2. Remove cart from hallway.
3. Close doors and windows.
4. Listen for location of fire.
5. Remain with residents and await further instructions.
6. If you notice the fire, alert staff immediately.

DO NOT PANIC

DO NOT SHOUT FIRE

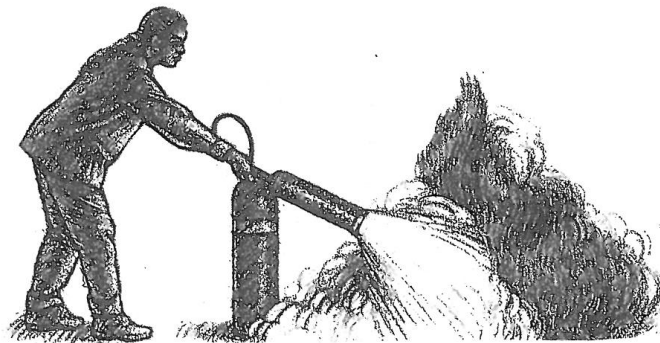
DO NOT USE ELEVATOR / TELEPHONES

FIRE

In the event of a fire, the actions taken in the first few minutes is critical.

PROCEDURE:

- R** **Remove** - escort patients from immediate danger if possible
- E** **Ensure** - doors and windows are closed to confine fire and smoke (Do not lock)
 - turn off fans and all electrical equipment/appliances
 - turn on lights, clear hallways of carts, equipment, obstructions
 - use remar markers only in rooms that have been totally evacuated
- A** **Activate** - pull the fire alarm
- C** **Call** - if closest to the fire panel, page the area of the fire
 - designated person call 911
- T** **TRY** - to extinguish the fire if reasonable and appropriate
 - fire hoses should only be used by trained personal





FIGHT OR FLIGHT

Situations must be assessed quickly whether focus should be on fighting the fire or evacuating, follow the "REACT" procedure.

- Only attempt to use a fire extinguisher if trained to do so.
- Consider closing doors and moving people out of danger for any situation below
 - The fire is larger than an office garbage pail
 - The fire is growing
 - The fire is behind a closed door that is hot to touch
 - Smoke is accumulating at the ceiling
 - The room is uncomfortably hot
 - You are having difficulty breathing
 - You don't have a buddy to back you up.
- Fires in extremely difficult places such as an Operating Room or Intensive Care may require more focus on extinguishing the fire immediately.

CASE STUDY: Extendicare Nursing Facility in Mississauga

The building is a 3 storey structure of noncombustible construction built in a "T" configuration. The fire occurred in the third storey.

On July 14, 1980, at 9:20 PM, the fire alarm system activated automatically by a heat detection device in Room 357 at the Extendicare Nursing Home in Mississauga. At the time, 14 employees were reported to have been on duty.

A nurse investigating the alarm, located the room of fire origin. The occupant was on the floor and still alive at the time. She could not rescue the occupant. She closed the door and reportedly went to get "wet sheets and blankets".

During this time, the fire department had not been notified and evacuation of patients was not taking place. The supervisor returned to the room and opened the door. She was immediately confronted with a large volume of fire and smoke. She could not reach in to the room to shut the door.

Only 4 patient room doors were closed in the wing. Conditions in the north wing rapidly deteriorated and employees could not evacuate the occupants.

The fire department was notified about a "bad fire" but no address was given. A second call received a minute later, included the address. This was approximately 9:34 PM. The fire department arrived at 9:38.

25 persons died as a result of the fire. This was the entire patient population of the north wing including the person in the room of fire origin. 24 of the people died from smoke inhalation. The person in the room of fire origin died and was severely burned.

The cause of the fire was attributed to careless use of smoking materials even though there was a "no smoking in your room" policy.

The most significant factors contributing to the fatalities in this incident were:

- rapid fire development;
- failure to extinguish the fire in its incipient stage;
- **failure to keep the door of the room of origin closed;**
- improper actions of staff, and;
- delayed alarm to the fire department.

CASE STUDY: Meadowcroft Residential Care Facility in Mississauga

The building is a single storey structure of noncombustible construction.

On March 21, 1995, at approximately 7:40 PM a fire started in a resident's room (#3). At the time of the fire, there was a supervisor and two health care aids on duty. There were two people in room #3 at the time of the fire. One of the occupants of the room (a visitor) phoned the fire department and reported the fire while she was in the room. The visitor was able to escape through a window. The resident of the room was in a wheel chair and could not escape.

Around the same time, the fire alarm system was automatically activated by a heat detector located on the ceiling in the room. Upon hearing the fire alarm signal, an employee responded to the fire alarm annunciator panel to determine the location of the fire.

She then proceeded to the room of fire origin and opened the door. Apparently, the door was not closed when she proceeded back to the office to notify the fire department. On her way back, she assisted a resident in a wheel chair into the corridor. She then proceeded back to the office and phoned the fire department. The resident who was left in the corridor was not removed to a safe area and subsequently died from cardiac arrest.

The conditions in the corridor deteriorated quickly. A number of occupants were rescued from their rooms through their windows.

As a result of the fire, eight people died and 12 were injured. Three people died at the time of the fire. Five others later died in hospital.

Significant factors contributing to this included:

- **failure to keep the door to the room of fire origin closed;**
- rapid spread of fire and failure to suppress the fire during its incipient stage;
- the lack of staff training and fire drills.



MEDICAL OXYGEN FIRE SAFETY

What's the Risk?

Oxygen users must take precautions because anything that burns (such as clothing, carpets, drapes, furniture, etc.) will burn much **faster** and at a **higher** temperature in the presence of oxygen, if a flame or spark is present.

Oxygen **saturates** fabric covered furniture, clothing, hair and bedding, making it easier for a fire to start and spread quickly.

Smoking materials are the leading heat source resulting in medical oxygen related fires, injuries or deaths in Ontario.

How Do I Prevent an Oxygen Related Fire?

- Do not smoke or let anyone else smoke where medical oxygen is in use or stored. There is **NO** safe way to smoke in the home when oxygen is in use. This includes all types of tobacco and non-tobacco smoking products including electronic cigarettes.



- Post **NO SMOKING** signs – one at the entrance to a home and one in the room where the oxygen equipment is in use and/or stored.
- Spark or friction-generating equipment such as friction toys, grinding tools, electric shavers, hair dryers, etc. should not be used while using oxygen or in the presence of the oxygen equipment.
- Keep oxygen cylinders at least **1.5 metres (5 feet)** from a heat source, open flames or electrical devices.
- Candles, stoves, matches, woodstoves or any device with an open flame can be ignition sources and should not be used in the home.



- Body oil, hand lotion and items containing oil and grease can easily burn. Keep oil and grease away where oxygen is in use.
- Petroleum jelly, oily lotions, face creams, or hair products should not be used when using oxygen. Keep hands oil-free when handling oxygen equipment.
- Aerosol sprays containing combustible materials should not be used near oxygen equipment or while using oxygen.



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- Petroleum jelly, oily lotions, face creams, or hair products should not be used when using oxygen. Keep hands oil-free when handling oxygen equipment.
- Aerosol sprays containing combustible materials should not be used near oxygen equipment or while using oxygen.