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| **Huron Perth Healthcare Alliance** |
| **Emergency Codes Manual** | **Original Issue Date:**  | **September 2004** |
| **CODE RED- FIRE** | **Review/Effective Date:**  | **July 19 2021** |
| **Approved By: President & Chief Executive Officer** | **Next Review Date:**  | **July 19 2023** |
| https://intranet.hpha.ca/myalliance/imgs/spacer.gif |
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| **1.0 PURPOSE** This policy will provide support procedures enabling staff to respond to a fire in a safe and effective manner, either as a First Responder or as a member of the Code Red Response Team. Any site specific or unit specific responses complement the HPHA Code Red Policy. **2.0   DEFINITIONS** **Fire:** any situation where excess heat, flame, radiant glow or smoke is generated by burning or from combustion.  Fire must have fuel, oxygen and heat to occur.  Removal of any one of these three elements will extinguish the fire. **First Responder**: the person who discovers a fire or initiates a Code Red**Code Red Response Team**: comprised of staff members from the Facilities Management and Environmental Services departments, and other staff members located in the areas of the fire as required. **Fire Warden**: person assigned at each Alliance site to direct the Code Red Response Team. The Fire Warden or delegate will be a member of the Code Red Response Team. Another member of the Code Red Response Team may assume the Fire Warden’s responsibilities, in the Fire Warden’s absence. **Fire Compartment**: an area within a building which is completely surrounded with fire-resistant construction, usually with features such as automated fire-resistant doors, or fire shutters which close when a fire is detected. When a fire starts inside a compartment, the sealed nature of the area can compartmentalize the fire, preventing it from spreading to other areas.**3.0   RESPONSIBILITIES** **3.1  FIRST RESPONDER**The person who discovers the fire or initiates the Code Red. * initiate the Code Red by pulling the fire pull station nearest to the fire
* is the 'person-in-charge' of the incident until they relinquish that responsibility to the Fire Warden or delegate, or the Fire Department

**If you discover a Fire: R.E.A.C.T** * **R**ESCUE – Immediately remove anyone in danger if you can safely do so.
* **E**NSURE - that doors and windows are closed to contain fire and smoke.
* **A**CTIVATE - the fire alarm by pulling the fire pull station nearest to the fire.
* **C**ALL – Call the Code Red – Dial 1111 or Press the Hotline button to connect with switchboard and state location of the fire (building/floor/room). Call 911.
* **T**RY - to extinguish small fires with a fire extinguisher ONLY if you are trained and confident. If not leave the area and close the door.

**\*\* Fire hoses located in the Fire Hose Cabinets are for use by trained professionals only.\*****3.2 SWITCHBOARD:****For Stratford Site:** * Call fire department by selecting an outside line on the console and selecting the fire department pre-programmed button. Give them the location as recorded on monitor.
* Page Code Red twice using the fire code microphone – using exact wording as recorded on the monitor for accurate location information
* Contact:
	+ Security via two-way radio
	+ Contact Facilities Management following established procedures
* In the event of a real fire, notify:
	+ Administrator on call,
	+ Director and Manager of Facilities Management
* After the fire alarm has been cleared by the Fire Warden **announce twice over the Fire Code microphone-**

“**ATTENTION CODE RED, ALL CLEAR, RESUME NORMAL DUTIES”*** Complete HPHA Code Red Reporting Form

**For Clinton, Seaforth, St. Marys Sites:*** Code Red will automatically page over the system including location of the fire
* Fire Troubles and Fire Alarms will be relayed to the SGH Switchboard Building Automation System Computer (Metasys)
* When switchboard staff are present at site:
	+ Call fire department by selecting an outside line on the console and selecting the fire department pre-programmed button. Give them the location as recorded on monitor.
* After Hours (1600 – 0700 hrs) and at other times as designated, Stratford Switchboard shall perform switchboard responsibilities:
	+ If a Code Red is received on Metasys, but no Code Red call has been received from the site, contact the site to determine details of Fire Alarm. If there is no response, initiate Code Red process immediately.
	+ Call Fire Department using established procedures
	+ Contact Facilities Management on call for specific site
* In the event of a real fire, notify:
	+ Administrator on call,
	+ Director and Manager of Facilities Management
* After the fire alarm has been cleared by the Fire Warden, the Fire Warden will notify site switchboard or Stratford Switchboard of the “All Clear” . Announce the “ All Clear” as directed by the Fire Warden- “All Clear” is **announced twice :** “**ATTENTION CODE RED, ALL CLEAR, RESUME NORMAL DUTIES”.**
* Switchboard staff who initiate the Code Red processes, shall complete HPHA Code Red Reporting Form

**3.3  CODE RED RESPONSE TEAM** * be familiar with HPHA Code Red and Code Green policies and any site specific details
* be trained in appropriate fire response and evacuation procedures
* have knowledge of different types of fires, hospital layout
* immediately respond to the incident location and seek out the First Responder, demonstrating calm behaviour as to not incite panic
* take direction from the Fire Warden. Another member of the Code Red Response Team may assume the Fire Warden’s responsibilities, in the Fire Warden’s absence.
* Bring fire extinguisher to location of fire, if responding from outside of the fire area. Operate fire extinguishers and try to extinguish the fire, if safe to do so and given a reasonable chance of success
* assist with all patient and staff safety procedures

\*\* A member of the Code Red Response Team may take command of the incident if relinquished by the First Responder \*\*

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|  | **Stratford Site** | **Clinton, Seaforth, St.Marys Sites** |
| Daytime Hours Monday to Friday | Facilities Management staff Environmental Services staff Security Fire Warden/delegate Staff within area of fire \*as needed\* | Facilities Management staffEnvironmental Services staffStaff within area of fire |
| Daytime Hours Weekend/Statutory Holidays | Facilities Management staff Environmental Services staff Security Fire Warden/delegate Staff within area of fire \*as needed\* | All available staff |
| All Other Times | All available Facilities Management and Environmental Services staffSecurityFire Warden/delegateStaff within area of fire \*as needed\* | All available staff |

**3.4 FIRE WARDEN OR DELEGATE** Fire Wardens include the Director of Facilities Management, Manager of Facilities Management and designated Facilities Management at each of the four sites with the knowledge, experience and training to assume the role including on-call facilities management staff.* be familiar with fire alarm operation, fire response and evacuation procedures
* take command of the incident if relinquished by the First Responder
* ensure the Code Red Response Team responds to the scene
* direct the Code Red Response Team
* ensure equipment is locked out/tagged out, as necessary
* shut off Medical Gases, as necessary
* relinquish command of the incident to the Fire Department, when the Fire Department arrives at the scene
* ensure an incident investigation occurs
* ensure the Administrator-on-call is kept informed
* ensure the alarm device is reset/replaced, the elevators are reset, fire alarm panel is properly reset
* ensure the "ALL CLEAR" signal is paged and SGH Switchboard is notified of such
* complete and file all reports and records of the incident including RL6 where required

**3.5 STAFF**

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| If fire is within Fire Compartment | * follow REACT
* be part of the Code Red Response Team as required
* Review patient status in preparation if patients need to be evacuated from Fire Compartment
* take direction from the Fire Warden or delegate
* Return to regular duties once “All Clear” announced
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| If fire is outside of Fire Compartment | * Prepare to respond to situation if required or as determined by your department specific Code Red Response
* Reassure patients and visitors
* Resume normal duties
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| **4.0 PROGRAM/SERVICE SPECIFIC PROCEDURES**Each program/service is responsible for developing its own procedures in conjunction with this corporate Policy and Procedure.  These procedures will include communication, training implementation, and evaluation of program specific-plans. |

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| **5.0 REFERENCES**HPHA Code Green Policy (hyperlink) |
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