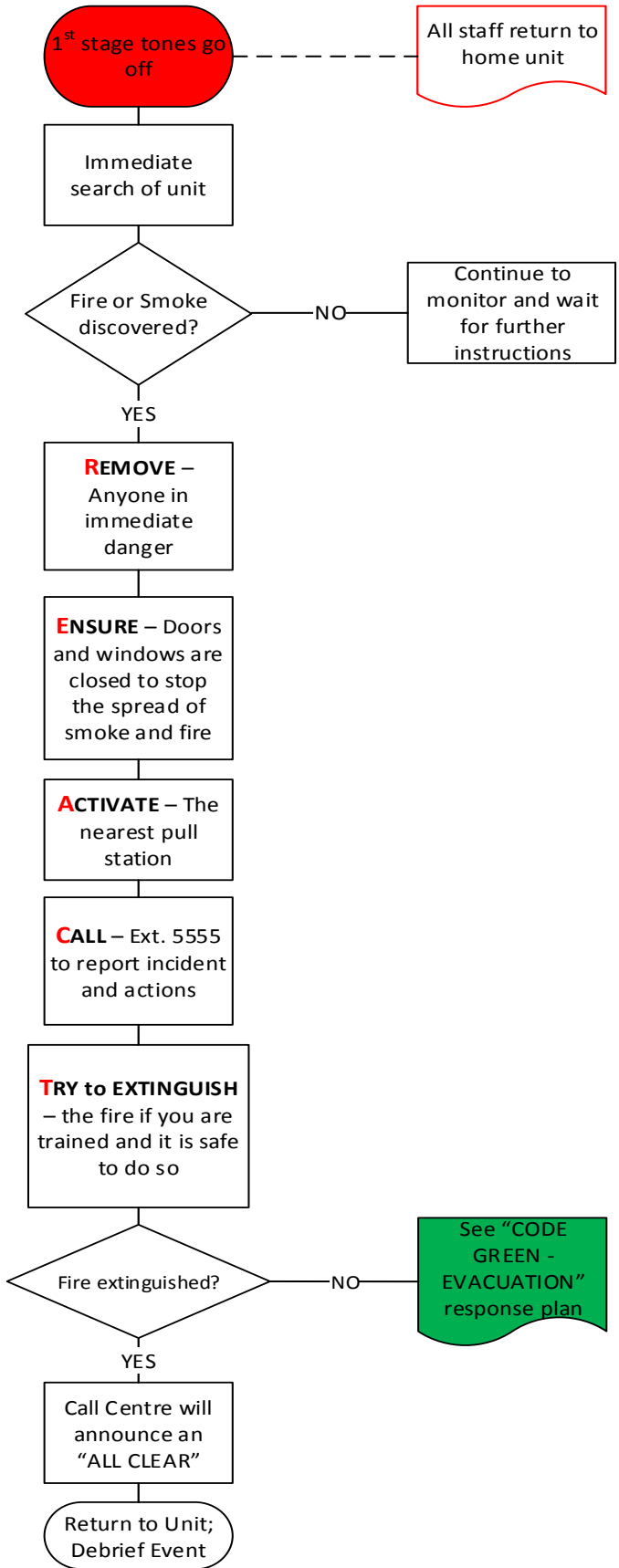



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## CODE RED – FIRE EMERGENCY RESPONSE PLAN



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<b><u>Title:</u></b>	<b>Code Red (Fire Response) Emergency Response Plan</b>		 <b>TRACKING CHECKLIST v3.dotx</b>
<b><u>Manual:</u></b>	Corporate		
<b><u>Section:</u></b>	Emergency Preparedness; Fire Safety		
<b><u>Approval Body:</u></b>	ELT Final		
<b><u>Original Effective Date:</u></b> <i>(month/yyyy)</i>	May/2005	<b><u>Reviewed Date:</u></b> <i>(month/yyyy)</i>	April/2010; February/2013; April/2014; Sept/2020 February/2022 August/2023
<b><u>Revised Date:</u></b> <i>(month/yyyy)</i>	April/2010; February/2013; April/2014 July/2020; June/2021	<b><u>Next Revision Date:</u></b> <i>(month/yyyy)</i>	June/2024
<b><u>Cross References:</u></b>	Code Green Evacuation; Code Grey – Noxious Odour; PSA5503 Fire Safety; PSA5509 Fire Drill; <a href="#">Magnetic Resonance Imaging Fire Policy</a> ; Fire Drill Checklist; Lab Safety Program; Lab Safety Policy		
<b><u>Key Words:</u></b>	Code Red, Fire, Fire plan, evacuation, REACT		
<b><u>Developed by:</u></b> <i>(Title)</i>	<b>Fire Safety Specialist; Emergency Preparedness Specialist</b>	<b><u>Owner:</u></b> <i>(Name &amp; Title)</i>	<b>Director, Facility Services</b>

**POLICY:**

Any individual can activate a Code Red – Fire emergency response, upon discovering smoke or fire anywhere on hospital property.

In the case of fire, staff at the scene will **R.E.A.C.T.** (Remove all persons, ensure doors and windows are closed, activate the alarm, call “5555” Call Centre, try to extinguish the fire only if safe to do so)

For off-site locations, refer to their buildings approved Fire Safety Plan for site specific

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information.

### **DEFINITIONS:**

#### **Fire Alarm “First Stage” (Alert Tone):**

The first stage alert signal shall sound at a rate of 20 strokes per minute.

#### **Fire Alarm “Second Stage ” (Evacuation Tone):**

The second stage evacuation signal shall sound at rate 3-3-3/120 strokes per minute.

### **CRITICAL FUNCTIONS:**

- **RICHMOND HILL:** Electromagnetic door locks and hold open devices release upon activation of First (1<sup>st</sup>) stage 1 alarm. Arrangements must be made to monitor the whereabouts of vulnerable residents/patients in the building that initiated the alarm and in any locked areas. Second (2<sup>nd</sup>) stage alarm originating in B,C, or D wings will activate 1<sup>st</sup> stage in A Wing. A 2<sup>nd</sup> stage alarm in A wing will activate a 1<sup>st</sup> in B,C, and D wings.
- **CORTELLUCCI VAUGHAN** – Electromagnetic door locks and hold open devices release upon the activation of First stage locally on the floor the alarm was originated. Activation of Second stage will release the remaining building minus the contained use areas (see comment below)
- Maglocks in the Mental Health, Psychiatric Intensive Care Unit (PICU) and Emergency Psychiatric Unit (EPU), will disengage **only** upon activation of the Stage 2 (Evacuation) alarm within the affected zone. Keys will be accessible that activate local key switch operated fire alarm stations within their respective units
- Be alert for overhead announcements giving information as to the area of the emergency, the status of the Code, and additional directions.
- Communicate with patients and visitors, ensure their safety and frequently reassure them.
- Unit/Department Managers are accountable for the development of area-specific Code Red procedures for their areas, as well as ensuring that all staff are familiar with them

**NOTE:** If responding to fire/smoke in the MRI suite, refer to Magnetic Resonance Imaging Fire Policy for specifics related to magnet quenching and entering the MRI suite.

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**RESPONSE TEAM:**

ROLE	Daytime	After Hours	24/7
All staff			
Unit Managers			
Fire Safety Specialist			
Facilities Services - CVH			
Shift Engineer - CVH			
Facilities Services - MRHH			
Shift Engineer - MRHH			
Security			
Call Centre			
Shift Manager/Manager On-Call/Administrator On-Call			
HEOT (If required)			

**ROLES AND RESPONSIBILITIES:**

ROLE	RESPONSIBILITIES
ALL STAFF WHERE THE FIRE IS OCCURRING	<p>When fire or smoke is discovered, <b>KEEP CALM</b> and <b>R E A C T</b></p> <p><b>R Remove</b> anyone in the room / area of the fire. Shout out "<b>Code Red</b>" and give the location for assistance.</p> <p><b>E Ensure</b> the door(s) and windows are closed to confine fire and smoke.</p> <p><b>A Alarm.</b> Activate the nearest fire alarm pull station.</p> <p><b>C Call</b> the <b>Locating</b> at <b>5555</b>. Give the exact location and nature of the fire.</p> <p><b>I Try</b> to extinguish the fire (if safe to do so) or concentrate on further evacuation</p> <p><b><u>If You Hear a Fire Alarm “First Stage” (Alert Tone)</u></b></p> <ul style="list-style-type: none"> <li>• Return to your home unit</li> <li>• <b>Check your floor/area to make sure the fire is not in your department.</b></li> <li>• Follow <b>REACT</b> PROCEDURE</li> </ul>

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	<p><b>R Remove</b> anyone in the room / area of the fire. Shout out "<b>Code Red</b>" and give the location for assistance. <b>E Ensure</b> the door(s) and windows are closed to confine fire and smoke. <b>A Alarm.</b> Activate the nearest fire alarm pull station. <b>C Call</b> the <b>Call Centre</b> at <b>5555</b>. Give the exact location and nature of the fire. <b>I Try</b> to extinguish the fire (if safe to do so) or concentrate on further evacuation.</p> <ul style="list-style-type: none"> <li>• Prepare for the assembly and relocation of patients/residents. Ensure that the needs of patients/residents/staff who will require special assistance are accounted for.</li> <li>• Prepare to evacuate or receive patients.</li> <li>• If requested to do so, assist with the relocation of endangered patients/residents.</li> <li>• Await further instructions.</li> </ul> <p><b><u>If You Hear a Fire Alarm “Second Stage” (Evacuation Tone)</u></b></p> <ul style="list-style-type: none"> <li>• Continue <b>REACT</b> procedures</li> </ul> <p><b><u>Evacuation of Patient Areas:</u></b></p> <ul style="list-style-type: none"> <li>• Relocate all patients/residents who are in danger. Persons in charge initiate such local evacuation as they deem necessary under the circumstances.</li> <li>• Continue the assembly and relocation</li> </ul>
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	<p>of all patients/residents.</p> <ul style="list-style-type: none"> <li>• Await further instructions once in an area of safety.</li> </ul>
<p><b>UNIT/DEPARTMENT MANAGERS/SHIFT MANAGER/MOST RESPONSIBLE NURSE (MRN)</b></p>	<ol style="list-style-type: none"> <li>1. In the event of a fire in your area/department, the Manager/MRN will ensure code red procedures are carried out.</li> <li>2. Oxygen and/or other gas shutoff is the responsibility of the Manager or delegate in all patient care areas.</li> </ol> <ul style="list-style-type: none"> <li>• If you hear an alarm and the fire is not in your area direct patients/visitors to their rooms and/or appropriate waiting areas.</li> <li>• Ensure that the exact location of the fire area is communicated to all staff in your area.</li> <li>• Provide update/directions to incoming responders</li> <li>• Update Call Centre with actions and needs as required</li> <li>• If the situation dictates that more wide-spread evacuation is indicated, go to the <b>Code Green – Evacuation Response Plan</b> to plan further evacuation from the fire area.</li> </ul>
<p><b>FIRE SAFETY SPECIALIST</b></p>	<ol style="list-style-type: none"> <li>1. Acknowledge/respond to the activation of a code red</li> <li>2. Escalate emergency information to HEOT as required.</li> <li>3. Assist the Fire Department as requested.</li> <li>4. Update all responders as needed during the event</li> </ol>

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<p><b>FACILITIES SERVICES - MRHH/ JOHNSON CONTROLS (JCI) - CVH</b></p>	<p><b>UPON HEARING A FIRE ALARM “FIRST STAGE” (ALERT TONE):</b></p> <ol style="list-style-type: none"> <li>1. Proceed to the fire alarm location</li> <li>2. Follow “REACT” procedure, as required.</li> <li>3. Report conditions to the Shift Engineer or Mackenzie Health Fire Safety Specialist as required.</li> <li>4. If you discover smoke or fire conditions activate stage 2.</li> <li>5. <b>AT CVH</b> – manually recall all public elevators to Level 1</li> <li>6. Assist the Fire Department, as necessary.</li> </ol> <p><b>UPON HEARING A FIRE ALARM “SECOND STAGE” (EVACUATION TONE):</b></p> <ol style="list-style-type: none"> <li>7. Follow directions given by the person in charge at the scene. If required follow <b>Code Green Evacuation Plan</b>.</li> <li>8. Assist the Fire Department as requested.</li> </ol>
<p><b>SHIFT ENGINEER</b></p> <ul style="list-style-type: none"> <li>- MRHH Facilities Services</li> <li>- CVH JCI</li> </ul>	<p><b>UPON DISCOVERY OF SMOKE OR FIRE:</b></p> <ol style="list-style-type: none"> <li>1. Follow “react” procedures</li> </ol>

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	<ol style="list-style-type: none"> <li>2. Activate Stage Two</li> <li>3. Assist the fire department as requested.</li> <li>4. Update all incoming responders as needed during the</li> </ol> <p><b>UPON HEARING A FIRE ALARM “FIRST STAGE” (ALERT TONE):</b></p> <ol style="list-style-type: none"> <li>1. Proceed to the CACF room via stairs <b>or</b> delegate response to the CACF to alternate Facility Services personnel (if required) or report directly to the location of the “Code Red” identified over paging system <b>DO NOT USE ELEVATORS.</b></li> <li>2. Determine the cause/origin of alarm, as required, follow “REACT” procedure.</li> <li>3. <b>AT CVH</b> - manually recall all public elevators to Level 1</li> <li>4. Assist the Fire Department, as necessary.</li> <li>5. Acknowledge the fire alarm bells after one minute (D Wing CACF – Security Office). Note: if the alarm is activated in the A Wing the fire alarm panel in the A Wing CACF -main level must be acknowledged within 5 minutes in order to prevent the system from going into Stage 2 alarm.</li> <li>6. If the Fire Department instructs, activate 2<sup>nd</sup> stage.</li> <li>7. Reset the fire alarm panel when authorized by the Fire Marshal or Fire Department.</li> </ol> <p><b>UPON HEARING A FIRE ALARM “SECOND STAGE” (EVACUATION</b></p>
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	<p><b>TONE):</b></p> <ol style="list-style-type: none"> <li>1. Liaise with the Most responsible person at scene (Shift Manager / Manager / Administrator-on-Call/delegate) and enact the <b>Code Green - Evacuation Response Plan</b>.</li> <li>2. Assist the Fire Department as requested. Provide a copy of the Fire Safety Plan upon their arrival.</li> </ol>
<p><b>SECURITY</b></p>	<p>Security will coordinate the quick access of all areas for the Fire Department including but not limited to:</p> <ul style="list-style-type: none"> <li>• sprinkler room,</li> <li>• fire alarm panel,</li> <li>• generator room,</li> <li>• mechanical and electrical rooms</li> <li>• elevator recall key</li> <li>• maglock release/rest</li> <li>• pull station key</li> <li>• high risk/secured units (eg Mental Health)</li> </ul> <ol style="list-style-type: none"> <li>1. Upon being notified of a fire, Security will be dispatched to the area and CACF, and assist the staff/MRN or Mackenzie Health Fire Safety Specialist as required, until relieved by the Fire Department.</li> <li>2. Respond to needs for traffic control and security of patients and staff.</li> <li>3. Meet the Fire Department at the entrance indicated by the <b>Call Centre</b>, escort them to the location of the Code Red and assist as</li> </ol>

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	<p>required.</p> <ol style="list-style-type: none"> <li>4. <b>AT CVH</b> – manually recall all public elevators to Level 1</li> <li>5. Acknowledge the fire alarm bells after one minute (D Wing CACF – Security Office). Note: if the alarm is activated in the A Wing the fire alarm panel in the A Wing CACF -main level must be acknowledged within 5 minutes in order to prevent the system from going into Stage 2 alarm.</li> <li>6. Assist with on-site media control as required. Escalate to Shift Manager.</li> <li>7. Update all responders as needed during the event (i.e. Location, ICC etc.)</li> <li>8. Stand by for further requests</li> <li>9. In the event Call Centre (MRHH) is out of service, security will make all over head announcements via fire alarm control panel (FACP) in the central alarm control facility (CACF)</li> </ol>
<p><b>CALL CENTRE</b></p>	<p><b>UPON HEARING A FIRE ALARM:</b></p> <ol style="list-style-type: none"> <li>1. Check the fire alarm Fire Works Monitor to identify the location of alarm.</li> <li>2. Announce over voice communication system <u>three times</u>:</li> </ol> <p><b>“ATTENTION PLEASE. CODE RED ON (AREA INDICATED). ALL STAFF PLEASE RETURN TO YOUR HOME UNIT. ALL VISITORS, PLEASE REMAIN WHERE YOU ARE FOR</b></p>

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	<p style="text-align: center;"><b>FURTHER INSTRUCTIONS OR UNTIL THE ALL CLEAR IS GIVEN”.</b></p> <ol style="list-style-type: none"> <li>3. Contact the Manager on Call and provide an update of the Code Red status.</li> <li>4. At <b>3-minute</b> intervals repeat the Code Red announcement over paging system. Broadcast updated information as provided by the most responsible person at scene</li> <li>5. Keep two outside lines open in case calls for assistance are needed.</li> <li>6. At the end of the emergency, announce: <p style="text-align: center;"><b>“ATTENTION PLEASE, CODE RED “ALL CLEAR” ON [NAME OF UNIT]”</b></p> <p style="text-align: center;">will be made twice. This instruction will be authorized by the local Fire Department or delegate.</p> <p><b>IF A FIRE IS REPORTED THROUGH THE EMERGENCY RESPONSE LINE (“5555”):</b></p> <ol style="list-style-type: none"> <li>1. Record the location</li> <li>2. Advise the caller to operate the nearest pull station.</li> <li>3. Without waiting for the alarm to sound immediately call the local Fire Department at <b>911</b> and give them the address of the Hospital and the location of</li> </ol> </li> </ol>
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	<p>the alarm</p> <ol style="list-style-type: none"> <li>4. Announce “Code Red” and its location (see above message)</li> <li>5. Advise Security of the Fire Department response locations.</li> <li>6. At <b>3</b>-minute intervals repeat the Code Red announcement above over the paging system. Broadcast updated information as provided by the Most responsible person at scene.</li> <li>7. Keep two outside lines open in case calls for assistance are needed.</li> <li>8. At the end of an emergency, announce</li> </ol> <p><b>“ATTENTION PLEASE, CODE RED “ALL CLEAR” ON [NAME OF UNIT]”</b></p> <p>will be made twice. This instruction will be authorized by the local Fire Department.</p> <p><b><u>IN THE EVENT OF A FIRE IN THE CALL CENTRE:</u></b></p> <ol style="list-style-type: none"> <li>1. Evacuate.</li> <li>2. R.E.A.C.T</li> <li>3. One person <b>MUST</b> report to an alternate room as determined by the Most responsible person at scene (Shift Manager / Manager / Administrator-on-Call/delegate) in consultation with the Communication Services Manager/ delegate, to continue communications services.</li> <li>4. Activate the <b>Emergency Telephone Line</b> to receive any</li> </ol>
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	<p>other incoming emergency calls. Notify All Mackenzie Health of emergency telephone line and relocation of Call Centre.</p> <p>5. Remain out of the <b>Call Centre Room</b> until the “<b>All Clear</b>” is indicated.</p> <p>In the event Call Centre is out of service, security will make all over head announcements via fire alarm control panel (FACP) in the central alarm control facility (CACF)</p>
<p><b>HOSPITAL EMERGENCY OPERATIONS TEAM (HEOT)</b></p> <p>(Shift Manager/MoC/AoC may assume this role until HEOT arrives onsite)</p>	<p>In the event the fire creates a major impact on operations requiring a coordinated organizational response:</p> <ol style="list-style-type: none"> <li>1. Set up the Incident Command Centre (ICC) at the appropriate site. If restricted due to the nature of the emergency, the ICC could be set up in an alternate location that would be determined at the time of the emergency.</li> <li>2. Deploy senior administrative staff to fill the appropriate Incident Management System roles. <i>[Refer to <u>Incident Management System</u>’</i></li> <li>3. Ensure appropriate liaison with external agencies related to the Code Red, i.e. Richmond Hill Fire Department, Vaughan Fire and Rescue, York Regional police, York Region Paramedic Services etc. and provide leadership throughout the deployment of the code.</li> <li>4. If the Code Red progresses to the stage where significant additional</li> </ol>

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	<p>resources are required to manage the emergency, the HEOT will deploy additional supports as appropriate.</p> <p><b>STEP DOWN:</b> Step Down procedures will be invoked at the direction of the local Fire Department. Call Centre will announce - <b>“Attention please, attention please the Code Red is All Clear on ... (unit)”</b> Supplemental step-down actions following an actual fire will be invoked as required, as directed by the Fire Safety Specialist in consultation with the Fire Department and the Most responsible person at scene (Shift Manager / Manager/Administrator-on-Call/delegate).</p> <p><b>FOLLOW UP:</b> In the event of an actual fire, a full debriefing will be coordinated by the Fire Safety Specialist and Emergency Preparedness Specialist.</p>
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**APPENDIX A: CODE RED DEBRIEF FORM (for use immediately after event)**

Date:

Time of Event:

Specific Location:

Reason for calling the code?

Response Team Attendance (Check Yes if in attendance; provide reason if not in attendance. Example below)

Response Team Member	Yes	No – Reason for Non-Attendance	Attendee signature
Unit Manager of affected area / Shift Manager After Hours			
All available unit staff from affected area			
Security			
Facilities Staff			
Maintenance staff			
Shift Engineer			

Was the Code Overhead Announcement heard?

Yes \_\_\_ NO \_\_\_

Did the response team arrive in a reasonable amount of time? Yes \_\_\_ No \_\_\_

Approximate arrival time after 5555 call or overhead announcement \_\_\_\_\_

What went well during this event? (Please limit your comments to the response procedure not individuals (ex. MRN effectively lead the code until Admin On Call arrived))

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What did not go well during this event?(Please limit your comments to the response procedure not individuals (ex. MRN effectively lead the code until security arrived))

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Suggestions for improvement (Please limit your comments to the response procedure not individuals (ex. Person at Scene did not brief the responders)

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Follow up:

If any injuries to staff sustained as a result of the emergency code event or response submit an Employee Incident Report

If any injuries to patients/visitors as a result of the emergency code event or response submit an Incident Report.

Notes:

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**Submit original form to the manager of the unit on which the event took place. Unit Manager to submit a copy to the Fire Safety Specialist.**

**Code Red Debrief - Page 2/2**

**Code Red Review Date:** \_\_\_\_\_

**Review Recommendations:**

Recommendation #	Description	Accountability

**Follow Up Date:** \_\_\_\_\_



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**APPENDIX B: SITE SPECIFIC CONSIDERATIONS**

Description	Richmond Hill	Cortellucci Vaughan
Knox Box – locked boxes mounted external to the property accessible by the local fire authority, containing building access supplies	Knox Box – located on exterior wall outside of A-Wing.	Located on Level 1 outside CACF, South East corner of the Parkade, North East corner of the C.U.P
Fire Alarm Overhead Announcements	Role and Responsibility for Call Centre from their office until the “all clear” is given	Security will attend the CACF and make the overhead announcements from the panel as prescribed in the plan until the “all clear” is given