

SECTION: EMERGENCY PROCEDURES	Original Issue: 2007-01-15
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SECTION: CODE RED — FIRE PROCEDURES	Review/Revision 2017-03-06
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	Revision: 2022-06-23
APPROVED BY: MANAGER, BUILDING OPERATIONS	

Mission: Collectively, our foundation, purpose and vision capture our mission of care for the people we serve.

Foundation: A Catholic organization inspired by Christ's ministry and the legacy of the Grey Sisters of the Immaculate Conception.

Purpose: Quality, person-directed long-term care and support for people in our community.

Vision: A welcoming and inclusive home where each person feels cared for, supported and engaged.

Values: Respect, Compassion Spirituality, Integrity, Excellence and Collaboration

REFERENCES: Fixing Long Term Care Act, 2021
Occupational Health and Safety Act and Regulations

PURPOSE To provide direction in the event a fire occurs in the Home.

NOTE: When the fire system is activated in a resident room, the location will be:

- Displayed on the annunciator panels on each RHA and the CAFC room.
- Identified by a flashing red light at the corridor nurse-call indicator.
- Displayed on the nurse call screens in the dining rooms.
- Displayed on Nursing tablets and wireless phones.

The annunciator panel must be used to confirm the fire area location allowing the Code Red announcement to be made and primary search to commence as quickly as possible.

The Central Alarm and Control Facility (CACF) room is located at main entrance vestibule, Room 1058.

- Shut-off valves for the sprinklers on the all RHA's are located in the ceiling of clean utility rooms on each unit.
- Shut-off valves for the sprinklers in the centre-core are located in the linen chute rooms on each floor.
- Shut-off valves for the sprinklers in the basement and the fire-pump are both located in the Water Entry Room B002.

PERSONAL SAFETY

IT IS THE INTENT THAT THE PROCEDURES PROVIDED IN THIS POLICY BE CONDUCTED WITH ALL DUE REGARD TO PERSONAL SAFETY. IT IS NOT THE INTENT OF THIS POLICY TO PLACE A PERSON IN A HAZARDOUS SITUATION THAT THEY ARE NOT TRAINED OR PROPERLY EQUIPPED FOR. EACH PERSON SHOULD ALWAYS APPROACH AN EMERGENCY SITUATION FROM THE PERSPECTIVE OF “IF SAFE TO DO SO”.

CODE RED PROCEDURES:

The Incident Coordinator is the **RN In-charge**, unless otherwise announced.

The Incident Coordinator will:

Upon hearing the fire alarm, the Incident Coordinator **will immediately go to the main fire panel** in the CACF room. Whenever, the Fire Alarm System has been activated, the bells automatically sound for 30 seconds before an announcement can be made. Hence they have 30 seconds to prepare and make that announcement at the Main Fire Panel. It is critical that this happens within the first minute of the bells ringing, so that staff off-unit may return to their RHA's as quickly as possible.

Open the Fire panel door and remove the microphone <sliding it left>:

1. Depress the grey touch pad (x1) next to the All-Call indicator.
 2. Hold down the black button on your microphone.
 3. When the bells cease, you may hear a very loud, high-pitched tone for 3 seconds – **KEEP THE BUTTON ON YOUR MICROPHONE DEPRESSED.**
 4. With a clear and strong voice you will announce: Code Red + Location of Activated Device (x3). The Location of Activated Device will be displayed on the grey area of the Fire Panel LED screen.
- Call the Fire Department at 911 and say, *“This is St. Patrick’s Home of Ottawa at 2865 Riverside Drive, the location of the fire is on Floor# in Room#”*
 - Meet the Fire Department at the main door and direct them to the fire area
 - Follow any directions that the Fire Chief may tell you, Ottawa Fire Services is now in-charge of the Home
 - When the Fire Department has deemed the premises safe, the Fire Chief will grant permission to reset the fire alarm system
 - Announce **Code Red-All Clear** (x3).
 - Ensure the Main Fire Panel, door card readers, elevators and fire pump have been reset and are working
 - Ensure all stairwells and exit doors are secured
 - Ensure all residents in the facility have been accounted for by collecting the RPN Fire Alarm Reports, also confirm that all staff have signed-off attendance on the back of those forms
 - Forward the completed RN and RPN Fire Alarm Reports to the VP Nursing or Manager Building Operations
 - Finally, report the incident to the On-call Manager

If a Horizontal Evacuation is directed by the Fire Department, activate the 2nd stage evacuation alarm by inserting and turning your key in any fire pull station, next make a Code Green announcement, refer to the Emergency Procedures Binder for further instruction, if required.

Other RN's in the building will:

- Immediately report to the fire area to assist the RPN In-charge
- Immediately report to any fire alarms in the basement

The RPN is In-charge on each RHA and will be identified by wearing a red vest.

Vests and emergency stretchers are located in the Emergency Codes cupboard under their annunciator panel.

- If the fire alarm originates in the centre-core service area both RPNs will respond.
- The RPN from Galway will be In-charge of fire alarms originating in the office areas.
- **If the Fire Alarm does not originate on your floor, the RPN will direct one PSW (except Donegal) to report to the fire area with all stretchers from their unit.**

Check the annunciator panel on your unit or the illuminated dome light over a resident door, to confirm where the fire alarm originates. Those findings are immediately relayed to the RN In-Charge, stationed at the Main Fire Panel, who will report them to the Fire Department, upon their arrival.

Direct two or more staff, if available, down each corridor to complete the following tasks:

1. Using the Resident Work Lists for the unit, check off residents present on the unit and note those who are out of the building but accounted for. Report any residents not accounted for to RPN In-charge.
 2. **PRIMARY RESPONSE— Evacuate room where occupants are in immediate danger. Next, evacuate the rooms on both sides of the fire area and across the hall**
 3. **SHELTER IN PLACE—ALL residents, visitors and volunteers stay in rooms with doors and windows closed until further instruction by overhead announcement**
 4. **SET EVAKUCHECK DOOR MARKER – ONLY IF ROOM IS EMPTY**
 5. Direct staff to ensure areas, corridors and exit doors around the fire area remain clear and unobstructed
 6. Assign staff to monitor exit doors and additional staff to continue to close all doors and windows, leave the lights on; assure occupants that you will return to get them when necessary
- **After Code Red-All Clear has been announced, ensure all residents on the RHA have been accounted for and complete the RPN Fire Alarm Report, confirm that all staff have signed-off attendance on the back of that form and include your Resident Work Lists. Deliver your completed lists to the RN In-charge.**

All other Staff will:

- **Immediately report to your assigned RHA Care-Centre**
- Follow directions of the RPN In-charge
- **Any staff not assigned to a RHA, report to the Reception area and follow directions in OTHER DEPARTMENTS below**
- Follow the directions of the Fire Department, President/CEO or Management

CODE GREEN

- If a Code Green is announced, collect all patient charts, medications, etc. in preparation for evacuation
- Follow the directions of Ottawa Fire Services or Incident Coordinator to control the order of evacuation
- If evacuation is to another unit or floor, contact the staff in those areas to ensure they are prepared to receive evacuated patients

OTHER DEPARTMENTS

Receptionist (8AM to 8PM.):

If delegated by the Incident Coordinator:

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 - Meet the Fire Department at the main door and direct them to the fire area
 - Follow any directions that the Fire Chief may tell you, Ottawa Fire Services is now in-charge of the Home
 - Call the on-call Manager, if applicable

Management in the Building

- Management in the building will report to their assigned RHA’s and ensure Code Red procedures are being executed. Provide support to the RPN In-charge and assist, as required
- Management not assigned to RHA’s will report the Reception desk and follow the directions of the Fire Department, President/CEO or Fire Director
- Assign staff to monitor exit doors and/or support the RHA fire location, as required

Maintenance Staff will:

- Report to the fire location
- Follow directions of the RPN In-charge
- Upon direction by the Incident Coordinator: reset Main Fire Panel, door-security control, elevators and fire pump
- Complete an inspection of premises to ensure stairwells are clear, secure and all systems are operating, as specified
- Report back to Incident Coordinator

Administration Staff will:

- Report to the Reception area
- Follow the directions of the Fire Department, President/CEO or Management

Housekeeping Staff will:

- Report to your assigned RHA Care-Centre
- Follow directions of the RPN In-charge
- Staff not assigned to a RHA Report to the Reception area
- Follow the directions of the Fire Department, President/CEO or Management

Laundry Staff will:

- Shut down washers, dryers and other equipment
- Secure all laundry areas
- Report to the Reception area
- Follow the directions of the Fire Department, President/CEO or Management

Nutritional Services Staff will:

- Shut off equipment in unit kitchens, report to your assigned RHA Care-Centre
- Shut off equipment in main kitchen
- Nutritional Supervisor to assign 1 staff to monitor receiving and another to garbage room doors
- Staff not assigned to a RHA Report to the Reception area
- Follow the directions of the Fire Department, President/CEO or Management

Pharmacy Staff will:

- Listen for Code Red announcement; send person to Reception desk for an update
- Exit via stairwell E, upon Code Green announcement

Physio staff will:

- Listen for Code Red announcement; send person to Reception desk for an update
- Exit via stairwell E, upon Code Green announcement

Recreation, Restorative and Spiritual Care staff will:

- Report to your assigned RHA Care-Centre
- Follow directions of the RPN In-charge
- Staff not assigned to a RHA Report to the Reception area
- Follow the directions of the Fire Department, President/CEO or Management

Volunteers/Visitors will:

- **SHELTER IN PLACE**—Visitors and volunteers stay where they are, if in rooms, ensure doors/windows are closed and await further instruction by overhead announcement
- Visitors and volunteers not assigned to a RHA or resident report to the Reception area
- Follow the directions of the Fire Department, President/CEO or Management