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CODE RED-NORFOLK HOSPITAL NURSING HOME (NHNH)

Norfolk Hospital Nursing Home Fire Plan: Fire Prevention Rules within the Home

- Ensure adequate protection from radiators and other heating equipment.
- Ensure the water supplies are adequate for all normal needs, including those of fire protection.
- Inspection and servicing of all fire protection equipment, as required, by qualified personnel.
- The fire detection and alarm system is checked monthly by Maintenance and Facilities personnel and once a year by qualified fire alarm personnel.
- The heating system is inspected annually and the vents are inspected and cleaned, if required.
- Ensure adequate protection from radiators and other heating equipment.
- Ensure the water supplies are adequate for all normal needs, including those of fire protection. Inspection and servicing of all fire protection equipment, as required, by qualified personnel.
- The fire detection and alarm system is checked regularly by Maintenance and Facilities personnel and once a year by qualified fire alarm personnel.
- The heating system is inspected annually and the vents are inspected and cleaned, if required.
- A written record is maintained of inspections and tests of fire equipment, fire drills, the sprinkler system, alarm systems, the HVAC system vents and smoke detectors.
- The staff are instructed in the method of sounding the fire detection and alarm system.
- The staff are instructed in the steps that must be taken when a fire alarm is sounded.

- Combustible rubbish is kept to a minimum.
- All exits and hallways are clear and unobstructed at all times.
- All fire protection equipment is unobstructed at all times.
- Combustible draperies, mattresses, carpeting and curtains are suitably treated to render them resistant to the spread of flame.
- Flammable liquids and paint supplies are stored in suitable containers in noncombustible cabinets.
- No heat or smoke detector heads are painted or otherwise covered/blocked with any material or substance that is likely to prevent them from functioning normally.
- There is a specific storage location in the Service Hallway for stock Chemical Storage and the room is marked accordingly.
- Smoking is not permitted in the Home

General Rules for Staff/ Resident's Knowledge

- Smoking is not allowed in the home.
- Note and report all fire hazards.
- Keep exit doors clear at all times.
- Keep stairwells and corridors clear.
- Practice good housekeeping.
- Use all substances according to W.H.M.I.S. regulations.
- Do not use or store oily rags or waste materials.
- Do not use the elevator in case of fire.
- Do not block fire protection equipment (extinguishers, pull stations, sprinkler heads, etc.).
- Do not block open fire doors.
- All electrical devices (new or used) to be checked and marked by Maintenance & Facilities Department staff before use.
- Do not use door stops to keep doors open.

General Instructions in Case of Fire

Fire Department: Emergency 911

- The 2-stage fire alarm system with voice communication may be activated by pull station, smoke detectors or sprinkler water flow.
- If the fire alarm is activated, there will be an automated response by the system which will begin with the sounding of the fire alarm, two tones and then an announcement “**Code Red, Location of the Fire (three times)**”. After hours and on weekends, the alarm monitoring company/hospital switchboard will notify the Fire Department, the Maintenance /Facilities “on

call” Facilities Systems Technician, the Administrator and the Supervisor, Facilities Services.

- Upon the discovery of a fire staff members will R.E.A.C.T.:

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R – Remove occupants in danger.

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E – Enclose area, (close windows and doors).

A – Activate alarm

C – Call Switchboard (1911 and provide the location).

T – Try to extinguish the fire if safe and possible.

- When activated the fire alarm system will sound an intermittent tone indicating that there may be a fire emergency. When a fire is confirmed to be present the alarm will go to the second stage and sound a continuous tone indicating that an evacuation of the affected area is to be conducted (see Code Green) laterally beyond fire doors. If a lateral evacuation is not possible a vertical evacuation will be required.
- When a room (including the washroom) has been thoroughly searched and residents have been removed the staff member will move the evacuation door marker to display the word VACANT as shown in the image below.

In very rare circumstances the Incident Commander may order a total facility evacuation, in this case the alarm system will broadcast a verbal message directing a total evacuation as per our IMS Procedures and Code Green Procedures.

In case of Emergency, ALL STAFF have been assigned specific responsibilities as detailed in this plan.

In the event of Fire, judgment may be necessary in deciding which action is appropriate in the situation. The selection made should always be the one which achieves the greatest protection for the Residents.

IT IS ESSENTIAL THAT COMMON SENSE PREVAILS IN ALL SITUATIONS.

General:

- Before entering any closed door in the fire area, feel the door and do not enter if door is hot to touch.
- Open closed doors cautiously; open door from low position and check for smoke.
- If an alarm is sounded in a room where there is a call bell, the call bell system (that is the marquee) will identify the location of the fire and the light outside the room will light red and the desk call bell phone will identify the room.
- The elevator does not recall to the first floor and requires staff supervision.
- Do not use the elevator in case of fire.
- All exterior doors automatically unlock in case of fire. They will be relocked when the system is reset by the Facilities Systems
- Technician responding to the alarm. Please ensure diligent monitoring of doors and Residents during this time.
- The alarm can only be silenced and/or reset by the Maintenance & Facilities Services Staff or Fire Department.
- 2nd stage (evacuation) is activated manually by key (Administrator, Supervisor, Maintenance & Facilities Services or Facilities Systems Technician upon approval by the Fire Department, Admin on Call or The Nursing Home Director

NHNN Staff Roles & Responsibilities:

All staff must know the following:

- The location of fire-extinguishing equipment throughout the entire home. Including the fire extinguisher required at each nursing station.
- How to effectively use this equipment.
- How to turn activate an alarm.
- The proper use of fire and smoke barrier doors and exit doors.
- Evacuation procedures.
- How to prevent panic.
- Fire hazards. How to apply knowledge of fire prevention.
- How to alert for signs of fire.

Fire Procedure for Volunteers

Volunteers' Responsibilities:

- **Avoid Panic:** The greatest danger in most fires is panic. Never shout "FIRE"!! Residents look to you for protection. Appear calm and move with assurance.
- **Prevent Fires:** No one is allowed to smoke in the home. Make a habit to watch for and report all fire hazards.
- **Be Alert for Signs of Fire:** If you see or smell smoke, report it immediately for investigation. Early detection means prompt extinguishing of the fire.
- **Know the Location of Fire Extinguishers** in your area. Be aware of all exits and all fire pull stations.

In the event of a Fire:

When such an emergency occurs, all personnel have a procedure to follow in which they have been drilled routinely. This detailed procedure is found in our "Fire and Emergency Manual", available to volunteers on request. In the event of a fire please stay in the area you are in, remain calm and wait for further instruction from the staff.

If you discover the Fire

- Assist anyone in immediate danger.
- Pull the nearest fire alarm

Departmental Procedures: Nursing

The Charge Nurse will act as the "Fire Warden" until the arrival of the Fire Department.

Nursing staff will:

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- Staff closest to the fire will assess the situation.
- Remove Resident(s).
- Report to home area RN/RPN, who will immediately call 1911.
- When alarm sounds
- staff will have to search individual rooms.
- Unplug all oxygen generators.

Day & Evening Shift - Staff Assignments

PSWs are assigned based on availability. One PSW will remain in each area, and one RPN will also cover the areas not involved in the fire alarm event. All other nursing staff are to respond to the fire area.

Do NOT leave Residents unattended in tubs, on toilets, etc. Move them to safety and then proceed to assist. All other Staff shall:

- **R – Remove occupants in danger.**

E – Enclose area, (close windows and doors). A – Activate alarm
C – Call Switchboard (1911 and provide the location). T – Try to extinguish the fire if safe and possible.
Await further instruction.

Fire Evacuation Procedures

Injuries/ Fatalities Evident

Emergency Cabinet is located at front service hallway entrance - (double doors across from the Café.)

Registered Nurse in Charge:

- Wear I.D. jacket
- Assign duties and responsibilities
- Direct Resident care - Use all staff to assist
- Designate triage nurse
- Designate a Registered Staff to procure nearest treatment cart and take it to the evacuation site
- Assign support staff to triage area to provide comfort measures

TRIAGE NURSE (assigned by RN in charge):

- Liaise with Medical Director and ambulance personnel
- Review all injuries and treat in order of severity
- Utilize emergency kits located in Emergency Cabinet
- Utilize all staff to assist

Support Staff (Dietary - Housekeeping - Laundry - Programs):

If you are in your Resident Home Area at the time of activation:

- Close windows and doors in your area.
- Clear hallways of assigned areas of housekeeping carts, utility carts, lifts, mobility devices, etc.
- Await further instructions.
- Clear hallways of assigned areas of utility carts, laundry carts, etc.
- Await further instruction

Program Services

- Remain with Residents in program area.
- Ensure visitors and volunteers remain with the Residents.

- Otherwise, respond to the fire area.
- Close all doors and windows in your location.
- Fire Warden, or designate, will direct assistance to your area, if deemed necessary.
- Await further direction

General:

- The Fire Chief, or designate with local Fire Department will assume control upon arrival.
- There is an element of common sense attached to any written instructions.
- The Fire Department is responsible for notifying Hydro One and Union Gas for emergency shutdowns when required.
- The Fire Department will assist as possible to evacuate residents, however, it is the staff's responsibility to evacuate the residents and not the fire department.

Fire Drills

Fire Drill Procedure:

- The Nursing Home Director or designate, will provide the supervisory staff with an annual schedule of fire drills that identifies the dates, times and areas.
- It is the responsibility of the Maintenance & Facilities Services Department to ensure that the fire alarm system is tested regularly
- During the month, a false alarm that has activated the fire alarm system may qualify as a test of the system.

Fire Drill Preparation:

- The Maintenance Department is responsible for conducting the regular fire drill
- Prior to the drill, the local Fire Department dispatch and the alarm monitoring station are notified that a fire drill will be taking place and upon conclusion, are notified that the system is back to normal by the Maintenance Department. They are to be made aware that, during this drill, staff member will call indicating a fire at NHHH as part of the drill procedure. The Maintenance Department will announce "All Clear" three times from the overhead page P.A. system located at the switchboard fire panel, once the fire drill is over and the panel is reset.
- During the fire drill that involve residents, they will be played by staff so as to not upset or endanger the residents without reason during drills.

Evacuation of Residents – Fire in the Area:

Remove Residents from the room, beyond the nearest double set of fire (smoke barrier) doors, close windows if possible, and shut door. The following procedure is used to identify an evacuated room:

- Close door.
- All Residents are to be evacuated beyond the nearest set of fire doors, going in both directions away from the fire. NEVER CROSS OVER THE FIRE AREA OR IN FRONT OF THE FIRE ROOM.

Remember: Communication is extremely important. Always work in pairs.

Returning Residents to their rooms:

After the fire drill, all staff in the area are to assist Residents back to their rooms, re-open all doors and windows as appropriate

Post Fire Drill Meetings:

- An in-service education program is held immediately following the drill in the fire area. All available staff must try to attend

Documentation:

- Fire drills are recorded, including the events of the drill, attendance and any concerns or issues identified by staff using a code debrief form.
- The Joint Health and Safety Committee also reviews fire drill reports.

References and Related Policies:

- NGH Code Green and NHHN Code Green
- NGH /NHHN Debrief Policy
- NGH/NHHN Emergency Preparedness Plan
- NGH Fire Emergency Plan
- 2024 Alternative Measures Approval

Approval Signatures

Step Description	Approver	Date
Chief Human Resource Officer Approval	Sarah-Jane Irvine: Chief Human Resources Officer	03/2025

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