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| Section: Health and Safety | Date of Issue: Nov 2019 |
| Title: Fire Emergency Response Plan – (Code Red) | Revised Date: Nov 2020 |
| Approved by: Dawid Karczewski – Clinical Manager | Policy # N/A |

Purpose

The Fire Emergency Response Plan alerts personnel to smoke and/or fire and details the actions to be taken by staff to ensure the safety and security of themselves, their patients/clients and visitors.

Policy

CRMC is committed to preparing for all types of foreseeable emergencies. All staff are required to follow the Fire Emergency Response plan when activated in response to a fire and/or smoke.

Responsibilities

The Fire Emergency Response applies to all personnel.

Procedure

1. ACTIVATION

The Fire Emergency Response plan can be initiated by any staff member who witnesses or recognizes smoke or fire that requires an immediate response by following the algorithm above.

2. POST INCIDENT ACTIONS

For a facility impacted by a Fire Emergency, the Fire Officer in charge is to:

- Assess for injuries and facility damage.
- Implement subsequent emergency response plans as appropriate.
- Complete incident documentation as follows:
 - CRMC Reportable Incident Form
 - Other site-specific documentation as appropriate.

Forms

Appendix 1: REACT

Appendix 2: GENERAL ALARMS – MANUAL PULL STATION

Appendix 3: FIRE EXTINGUISHER USE

Appendix 4: PASS

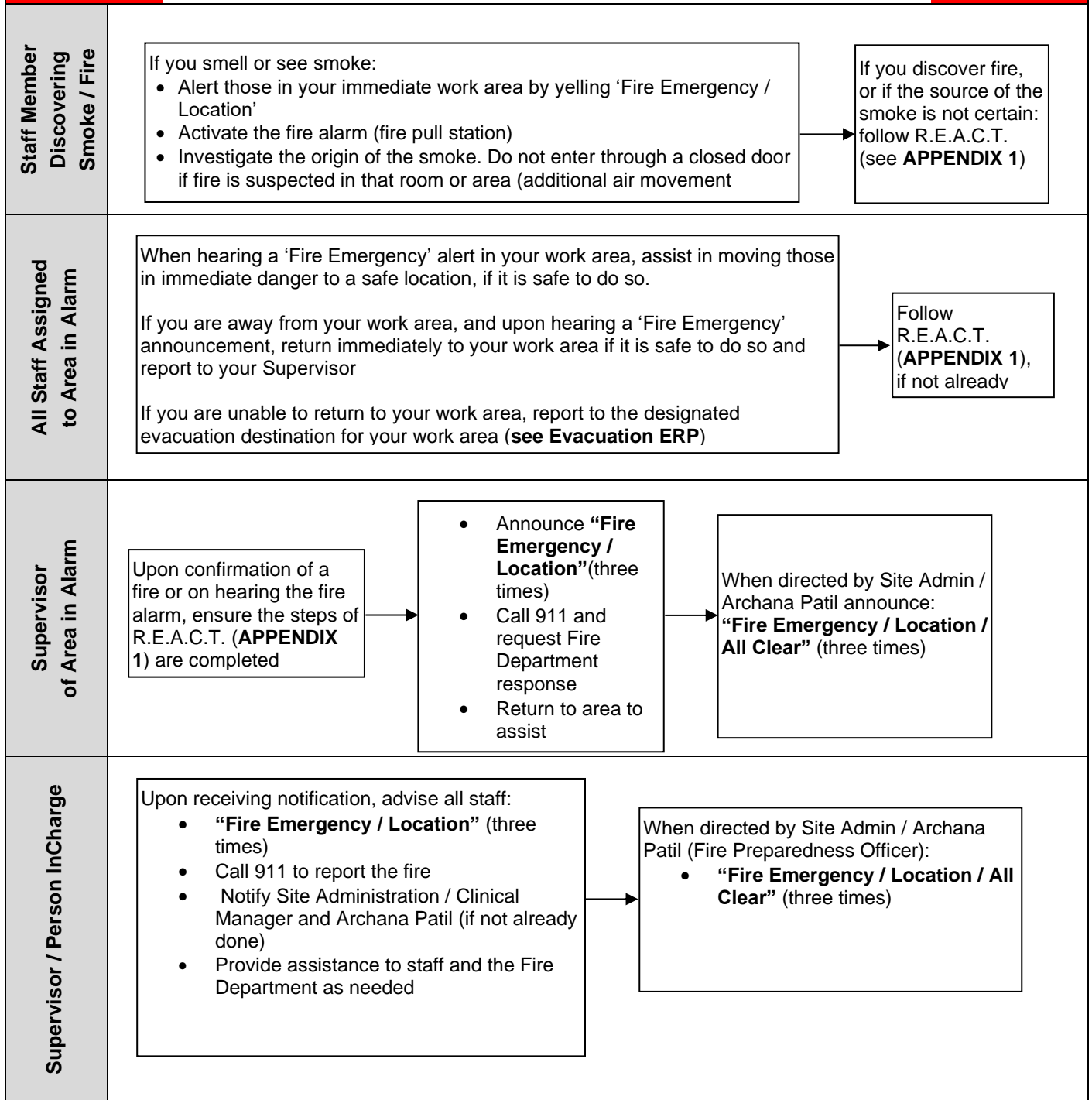
References

Cross Reference:

Evacuation Emergency Response Plan

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EMERGENCY RESPONSE ALGORITHM



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EMERGENCY RESPONSE ALGORITHM

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| Staff in areas not directly impacted by the alarm | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>When hearing a 'Fire Emergency announcement</p> <ul style="list-style-type: none"> All staff are to return to their work areas if it is safe to do so Specifically, if from a work area adjacent to the area in alarm, or an area one floor above or one floor below to the area in alarm, return immediately to your work area if it is safe to do so and report to your Supervisor If you are unable to return to your work area, report to the designated evacuation destination for your work area (see Evacuation-ERP) </div> <div style="border: 1px solid black; padding: 5px; margin-left: 200px; width: fit-content;"> <p>Prepare for possible escalation of the 'Fire Emergency, resulting in evacuation of your area or receiving evacuees from the affected area (see Evacuation-ERP)</p> </div> |
| Staff responding to support the Area in Alarm | <div style="border: 1px solid black; padding: 5px;"> <p>Staff responding to support the Area in Alarm are to focus on:</p> <ul style="list-style-type: none"> Assisting in the movement of all persons away from the immediately affected area Identifying and locating all evacuation devices in case of escalation (e.g. evacuation devices, stretchers, wheelchairs) Do not bring fire extinguishers from adjacent areas, as this may deplete needed </div> |
| Clinical and Support Staff in the Area in Alarm | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Clinical and Support Staff in an area when an emergency occurs are to stay and provide support until released by the Supervisor of that area, if it is safe to do so</p> </div> <div style="border: 1px solid black; padding: 5px; margin-left: 150px; width: fit-content;"> <p>Staff are to advise their own Supervisor when able, of their location and involvement in the response</p> </div> |
| Site Administration / Fire Preparedness Officer | <div style="display: flex; flex-direction: column; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; width: 80%; margin-bottom: 10px;"> <p>Consult with the Supervisor of the Area in Alarm / Security / Fire Department to determine actions, based on an assessment of risk presented by the incident</p> <ul style="list-style-type: none"> Escalation of evacuation (see Code Green) </div> <div style="display: flex; justify-content: space-between; width: 80%; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <ul style="list-style-type: none"> Determine need to establish a Site Command Post to coordinate actions and communications to staff Ensure notification to Archana Patil </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>In consultation with engaged parties determine when incident has resolved:</p> <ul style="list-style-type: none"> Advise Switchboard / Designate to announce 'All </div> </div> <div style="display: flex; justify-content: space-between; width: 80%; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Ensure CRMC Reportable Incident form has been completed</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Ensure all other incident documentation has been completed</p> </div> </div> </div> |

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APPENDIX 1: REACT

The following steps are interchangeable and do not have to be followed in the order outlined

Remove those in immediate danger

- Evacuate the fire room, closing the doors behind you
- Evacuate rooms adjacent to the fire room, closing the doors behind you
- Ensure that patients, visitors, staff and others not assigned fire duties, are safe and out of danger of the fire

Ensure room doors are closed

- Ensure all room doors and windows within your fire zone are closed
- Ensure all obstructions are removed from corridors

Activate the fire alarm

- Pull the nearest fire alarm pull station. See **Appendix 2**

Call 911

- Where applicable, **CRMC** procedures may indicate notification of Switchboard Operator / Designate at Front Desk, who will notify 911
 - Inform 911 dispatch of the fire situation and your location
 - If contacting the Switchboard Operator / Designate, inform the operator of “Code Red / Location”

Try to extinguish or control the fire

- Do not attempt to extinguish or control a fire alone. Have another person with you who can help to ensure your safety
- If safe to do so, try to extinguish the fire. See **Appendices 3 and 4**
- If safe to do so, and where applicable, disconnect electrical equipment and remove flammable material from the vicinity of the fire
- Ensure staff assigned fire duties at the scene are manning the fire extinguishers and fire doors
- Staff initially responding should bring additional extinguishers from unaffected areas to the fire zone. Do not bring extinguishers from adjacent areas, whereby their resources will be depleted
- Ensure unauthorized persons are kept out of the area
- Ensure arriving Fire Fighters are led to the scene of the fire
- If the fire is too big or you are not confident in attempting to extinguish the fire – **do not try**. Remove anyone in the room, back away and close the door. Once the door to the room with the fire is closed, *it should not be re-opened*

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APPENDIX 2: GENERAL ALARMS – MANUAL PULL STATION

General Alarm Bells may be sounded during a fire or evacuation by one of the following methods:

- First Function. By pulling the handle, you activate the Alert Stage and trigger a slow ringing of bells or speakers (20 beats per minute)
- Second Function (general alarm). After 5 mins the alarm will automatically be upgraded to a general alarm (120 beats per minute) or can be immediately initiated by using an alarm key as per local protocol. The general alarm upgrades the emergency response process for the facility and may trigger an evacuation of the affected areas

For evacuation phases 2, 3 and 4 refer to Emergency Response Code Green in the Emergency Response Manual.

APPENDIX 3: FIRE EXTINGUISHER USE

Use a fire extinguisher only if:

- Everyone has left, or is leaving, the area
- The fire is small and is confined to the immediate area of origin (e.g. wastepaper basket, cushion, small appliance) and:
 - The fire is not growing rapidly
 - The fire has not produced, and is not producing, a lot of smoke
 - You have been trained in the use of the extinguisher and you are confident you can operate it effectively
 - Ensure you are not alone when attempting to fight a fire
- You are sure that:
 - The extinguisher is designed for the type/class of fire at hand
 - The extinguisher is large enough to fight the fire
 - You are able to extinguish the fire
 - You can fight the fire with your back to a safe escape route

If any of these conditions are not met, evacuate the area immediately, closing all doors behind you. Leave the firefighting to the Fire Service

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APPENDIX 4: P.A.S.S.

P.A.S.S. should be used for the operation of all portable fire extinguishers:

- **P**ull the pin. Give the pin a half twist in order to break the seal
- **A**im low. Aim the extinguisher nozzle, horn or hose at the base of the flames
- **S**queeze the handle. This releases the extinguisher agent
- **S**weep from side to side. Sweep back and forth with the extinguisher aimed at the base of the fire until the fire is put out. Watch the fire area. If the fire breaks out again, repeat the process