

Emergency Plan

Subject:	Emergency Plan: Fires - Code Red
Emergency Code:	Code Red

Plan Activation:	<p>Any person(s) discovering a fire should immediately initiate this plan and communicate as per the plan below with the Administrator/Administrator on call, Charge Nurse (both sides), and/or 911.</p> <p style="text-align: center;"><u>FIRE EMERGENCY PROCEDURE ON DISCOVERING FIRE</u></p> <ol style="list-style-type: none"> 1. Remove the person in the most danger. The room door/window is only to be closed when all persons have been removed (because of smoke inhalation). 2. Activate the fire alarm: go or send someone to the nearest fire alarm. It will register at the TYCO Monitoring and will automatically notify the Fire Department. However, dial 911 to verify the Fire Department has been notified. <p><u>NOTE:</u> If you are notified that the TYCO is out of order, contact the Fire Department at 911.</p> <ol style="list-style-type: none"> 3. Remove all other persons in immediate danger. 4. Close all doors and windows in the area and leave lights on. 5. Use the appropriate fire extinguisher without endangering your life. 6. Reassure residents/patients and remain calm. 7. Initiate horizontal evacuation (Code Green) as necessary, usually in the following order: <ol style="list-style-type: none"> i. residents/patients in immediate danger; ii. ambulatory; iii. Non-ambulatory. <p><u>NOTE:</u></p> <ol style="list-style-type: none"> 1. After hours, the Administrator On Call and Environmental Services will be notified through their cellular telephones: Administrator on Call 613-330-7123; and Environmental Services 613-937-5033.
Lines of Authority (Chains of Command):	<ul style="list-style-type: none"> ● Executive Director or designate (Administrator on Call) ● Director of Support Services ● Chief Nursing Executive ● Supervisor of Environmental Services / Delegate ● Fire Brigade ● Charge person in each department
Communications Plan:	<p><u>Between 0800 and 1600 hours, Monday to Friday</u></p> <p>Upon sounding of the fire alarm, the switchboard operator will check the annunciator panel in the Main Lobby for location of fire and will immediately page "Code Red" and state the location three (3) times in a clear, calm voice.</p>

	<p><u>At All Other Times</u> Upon sounding of the fire alarm, the security officer will go to the nearest annunciator panel, determine the zone indicating the fire's location, and will immediately page "Code Red" and state the location three (3) times in a clear, calm voice.</p> <p>Activate the fire alarm: go or send someone to the nearest fire alarm. It will register at the TYCO Monitoring and will automatically notify the Fire Department. However, dial 911 to verify the Fire Department has been notified.</p> <p>NOTE: If you are notified that the TYCO is out of order, contact the Fire Department at 911.</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. After hours, the Administrator On Call and Environmental Services will be notified through their cellular telephones: Administrator on Call 613-330-7123; and Environmental Services 613-937-5033. <p>NOTE: If you hear a fire alarm and do not hear a page shortly after, the Charge Person / Delegate, will go to the nearest annunciator panel, determine the zone indicating the fire's location, and will immediately page "Code Red" and state the location three (3) times in a clear, calm voice.</p>						
<p>Room Verification System and Star System:</p>	<p style="text-align: center;"><u>EVACUCHECK SYSTEM</u></p> <p>The Evacucheck System will be used in the event of a Code Green (evacuation) or Code Green Stat. All residents/patients are to remain in their room with the door closed in a fire situation, unless in immediate fire danger. The Evacucheck System signage is permanently mounted on all resident/patient doors. The highly-reflective face positively indicates entry, re-entry, and displays the room number and the exit direction. Once the resident/patient room has been checked, the resident/patient removed and the door is closed, the active leaf of the Evacucheck is flipped to the open position. Strong magnets inside the leaf will adhere to the metal door frame. The Evacucheck will close if the door has been open more than one inch, indicating that the room needs additional verification.</p> <p><u>Procedure</u> All resident/patient room doors are equipped with markers to indicate whether a room has been checked for persons within the room.</p> <ol style="list-style-type: none"> 1. Upon removing the last resident/patient from a room, the EVACUCHECK marker should be lifted so that the room number and exit arrow are displayed. 2. All rooms not displaying the room number and the exit arrow indicate that a resident/patient is present. <p>(This system is also outlined under the EVA section of this manual.)</p> <table border="1" data-bbox="435 1654 1495 1864" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;"><u>STAR SYSTEM</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">RED STAR</td> <td>Indicates resident/patient needs blanket removal in actual fire.</td> </tr> <tr> <td style="text-align: center;">BLUE STAR</td> <td>Indicates resident/patient requires assistance, therefore, blanket removal in actual fire.</td> </tr> </tbody> </table>	<u>STAR SYSTEM</u>		RED STAR	Indicates resident/patient needs blanket removal in actual fire.	BLUE STAR	Indicates resident/patient requires assistance, therefore, blanket removal in actual fire.
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<p>Fire Alarm System:</p>	<p style="text-align: center;"><u>FIRE ALARM SYSTEM</u></p> <p>The fire alarm system can be activated by:</p> <ol style="list-style-type: none"> 1. Manual pull stations located at stairwells and exits. 2. Automatic temperature detectors located in offices and resident/patient areas. 3. Automatic smoke detectors located throughout the facility (in accordance with the <i>Ontario Fire Code</i>, e.g. one (1) in every resident's/patient's room). <p>NOTE: If any smoke detector goes off and the fire alarm does not ring and you have not been advised the detectors are being tested, pull the nearest fire alarm.</p> <ol style="list-style-type: none"> 4. The sprinkler flow switches (located throughout the building) will be activated if there is a fire in those zones. <p>NOTE: When the fire alarm is activated, the ventilation system is automatically shut down.</p> <p><u>The fire alarm has two (2) stages:</u></p> <p>Stage One: When the alarm is activated by any of the above devices, the fire doors will close and the ventilation system will shut down. The zone will be identified on the annunciator panel in the Main Lobby and the Mechanical Room and Nursing Units and will remain in evidence until the initiating device is restored.</p> <p>Stage Two: Stage two is the evacuation mode and can only be activated at the main fire panel in the Security Office or by a key-operated switch (key is available in the Security Office) in any manual pull station (activated by Senior Administrative member present or the Cornwall Fire Chief). "Code Green Stat" may also be announced, and if so, it will be paged three (3) times. The alarm tone will sound more rapidly.</p> <p style="text-align: center;"><u>TO DIRECT PAGE ANY OF THE EMERGENCY CODES</u></p>												

	<ol style="list-style-type: none"> 1. Go to the nearest telephone. 2. Pick up the receiver. 3. Press the Page button followed by two (2) zeros. 4. Speak loudly and clearly, i.e. "Code Green " three (3) times, or "Code _____ " plus the location three (3) times. 5. Hang up. <p style="text-align: center;"><u>FIRE ALARM SYSTEM</u></p> <p><u>STAGE ONE</u></p> <ol style="list-style-type: none"> 1. To activate, lift the plastic protective cover and pull down the front of the pull station. 2. To Reset: NOTE: This will be done by a qualified trained professional after the Fire Department has given the "All Clear". <p><u>STAGE TWO</u></p> <ol style="list-style-type: none"> 1. The "Evacuation Mode" is activated by a Senior Administrative staff member / Delegate or the Fire Department 2. To Reset: NOTE: This will be done by a qualified trained professional after the Fire Department had given the "All Clear".
<p>Fire Extinguishers:</p>	<p style="text-align: center;"><u>FIRE EXTINGUISHERS</u></p> <p style="text-align: center;"><u>TO OPERATE A FIRE EXTINGUISHER, USE THE "P-A-S-S" SYSTEM:</u></p> <ol style="list-style-type: none"> 1. Pull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher. 2. Aim at the base of the fire, not the flames. This is important B in order to put out the fire, you must extinguish the fuel. 3. Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop. 4. Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher: different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!
<p>Staff Roles and</p>	<p style="text-align: center;"><u>CODE RED: FIRE PREVENTION</u></p>

Responsibilities:

Everyone working at St. Joseph's Continuing Care Centre can appreciate the disastrous effects of a serious fire. Panic resulting from smoke alone is an ever present danger. Everyone must accept the responsibility of fire prevention during the course of every day activities and be alert to the following:

1. Careless smokers cause most fires. If you smoke be careful where you discard your matches and cigarette butts.
2. Smoking is prohibited on St. Joseph's Continuing Care Centre (the Centre) property.
3. Do not allow rubbish to accumulate. Items such as oily or wax rags and flammable liquids are to be kept in airtight metal containers.
4. Report to your Supervisor any defects in mechanical or electrical equipment. Do not use defective equipment. Instead, tag the equipment so no one else will use until repaired/replaced. Use equipment lockout procedures.
5. Any electrical appliance to be used at the Centre must be inspected by the Maintenance Department before installation. (If the inspection tag is missing on the appliance, the Maintenance Department is to be contacted immediately.)
6. Know the location of fire alarms, fire exits, fire extinguishers and how they operate.
7. Keep stairwell fire doors closed at all times. These prevent smoke from spreading.
8. The use of oxygen requires special fire prevention measures. No open flame or other source of ignition is permitted in the room where oxygen is in use.
9. All residents, patients, employees and visitors must follow St. Joseph's Continuing Care Centre's *Smoking Regulations* policy.

FIRE EMERGENCY PROCEDURE ON HEARING THE FIRE ALARM - CODE RED

1. Be calm.
2. Listen to the public address system for the location and/or return to the nursing station to check the location of the fire on the fire panel.
3. Move the resident(s)/patient(s) who are in immediate danger out of the fire zone beyond the closest fire door. All other residents/patients will remain in their room with the door closed. For vacated or evacuated rooms, the Evacucheck System (see FIR - 4) will be utilized.
4. Close all doors and windows and leave the lights on.
5. Staff members off their units are to return immediately by using the stairs and report to the person in charge.
6. The fire brigade is to respond to the location of the fire and report to the person in charge who will be wearing the orange fire vest.
7. All persons on the elevator are to get off at the nearest floor and send the elevator

to the Lobby Level. (During a fire, elevators will be locked-out for exclusive use by the Fire Department.)

8. Staff present in the building who are not on duty, are to report to their normal work area and report to the person in charge.
9. Corridors must be cleared of all equipment to the extent possible. Equipment is to be placed in non-resident/non-patient rooms. At least one side of the corridor must be kept clear.
10. All visitors are to remain in the resident's/patient's room and await for instruction from staff.

RESPONSIBILITIES OF EXECUTIVE DIRECTOR / DELEGATE

TAKE COMPLETE CHARGE DURING AND AFTER A FIRE EMERGENCY:

When notified of location of fire:

1. Wear the orange vest located in the Mail/Copier Room (Room 1186) on Level 1 in Administration or Nursing Station on 1st, 2nd, 3rd floor of Long-Term Care.
2. Delegate someone from Senior Management to set up and take charge of the Control Centre (located in the Boardroom on Level 1 near Administration in Room 1190, ext. 21190).
3. Proceed to the location of the fire.
4. Coordinate all activities in relation to the fire with the Director of the Control Centre.
5. Be the liaison with the Fire Chief during the entire emergency.
6. If evacuation is necessary:
 - 6.1. Determine a safe site for evacuation with the Director of the Control Centre.
 - 6.2. Delegate someone from Senior Management to direct the evacuation of residents/patients.
 - 6.3. Give clear and precise directions.
 - 6.4. Work in conjunction with the person directing the evacuation of residents/patients.

ALL CLEAR

1. Once the Fire Chief authorizes such, proceed to call the "All Clear".
2. Notify or contact the Director of the Control Centre to have the Switchboard Operator announce the All Clear by paging "Code Red All Clear" clearly three (3) times.

RESPONSIBILITIES OF THE DIRECTOR OF THE CONTROL CENTRE

1. Set up the Control Centre (usually in the Boardroom, Room 1190 of Level 1 in Administration) to include:
 - a telephone;
 - floor plans of the facility;
 - paper and pens;
 - listing of in-house local telephone numbers;
 - telephone directory.
2. Maintain communications between the Fire Area and the Control Centre (ext. 21190).

3. Coordinate all activities in relation to the fire emergency under the direction of the Executive Director / Delegate.
 - 3.1. Respond to requests for help by establishing a staff pool in the Main Lobby by initiating the Automated Emergency Notification System if requested;
 - 3.2. Give Clear and Precise Orders to the staff pool:
 - i. Where they are to report to;
 - ii. The route they should take to get there.
 - 3.3. Know where the residents/patients are being evacuated to and how many are being evacuated.
4. Request the Switchboard Operator to announce "Code Red All Clear" clearly three (3) times when notified.

RESPONSIBILITIES OF CHIEF NURSING EXECUTIVE

1. Go to the location of the fire scene.
2. Assess the extent of the fire.
3. Direct the fire procedure under the direction of the Executive Director or Delegate.
4. Take command of the fire brigade:
 - 4.1. Give clear and precise directions.
 - 4.2. Instruct the fire brigade to go to the scene of the fire to fight the fire if possible without endangering their lives.
 - 4.3. Delegate specific duties to other fire brigade members as needed.
5. Give clear and precise instructions to the person in charge of the Department regarding the designated evacuation site.
6. Delegate the person in charge to direct the evacuation of residents/patients on his/her Unit.

RESPONSIBILITIES OF THE SUPERVISOR OF ENVIRONMENTAL SERVICES / DELEGATE

1. As the Fire Marshall at St. Joseph's Continuing Care Centre, the Supervisor of Environmental Services is responsible along with the Health, Safety and Education Coordinator / Delegate for fire training of employees.
2. Is responsible for the inspection of fire hazards and the serviceability of fire fighting equipment. A record of all inspections will be kept.
3. All fires no matter how small are to be reported to him/her.
4. Hazardous situations are to be reported to him/her and the appropriate follow-up initiated.
5. Is responsible to coordinate the general facility fire drill monthly.
6. Resets the alarm after the alarm was activated, in coordination with the Fire

Department, if necessary.

7. Upon hearing the fire alarm sound, will go immediately to the fire area and confer with the Charge Person.
8. If the fire occurs during his/her off-duty hours, will be contacted and is expected to return to the facility immediately.
9. Will direct the Maintenance staff to various duties as necessary (e.g. shutting off natural gas, steam power distribution, etc.).
10. In the event of evacuation, will coordinate his services with municipal assistance on transportation procedures.

RESPONSIBILITIES OF THE FIRE BRIGADE

The St. Joseph's Continuing Care Centre fire brigade is made up of all employees that are assigned to report to the fire scene when the fire alarm sounds:

1. Will proceed to the fire location and report to the Charge Person.
2. Will enter the fire zone cautiously and will fight the fire if it is possible to do so without risking their own life.
3. Will assist with resident/patient evacuation under the direction of the Charge Person and/or the Fire Department.
4. If no smoke or fire is obvious, will systematically check the fire area.

NOTE: The importance of accepting these duties and responsibilities conscientiously must be emphasized.

Many lives could be saved by efficient operation in the event of an emergency.

Keep in mind that when drills and practices are held, they must be taken seriously.

The fire brigade member's full cooperation is requested in learning and knowing their job and carrying it out with the initiative required.

RESPONSIBILITIES OF THE CHARGE PERSON IN EACH DEPARTMENT

1. Will direct the activities of all personnel in his/her Department under the direction of the Executive Director or Delegate.
2. Will give clear and precise instructions to staff when delegating duties.
3. Will consult with the St. Joseph's Continuing Care Centre Fire Marshall and/or Executive Director / Delegate upon their arrival.
4. Will see that all residents, patients, visitors, personnel and others are accounted for.
5. Will direct residents/patients to remain in their rooms and wait for further instructions.
6. Will ask visitors to remain with the resident/patient they are visiting.

7. Will direct staff to remove all articles from corridors when physically feasible. When this is not possible, one-half (2) of the corridor must be kept clear.
8. Will attempt to control the flow of traffic through doors.
9. Will delegate a staff member(s) to make periodic checks of the area for resident/patient safety, smoke, etc.
10. Will forward a written report of any fire in his/her area if evacuation is necessary.
11. Will direct the evacuation of their Department.
12. Will give clear and precise instructions to staff when delegating duties.
13. Will follow procedures for evacuation.
14. Will maintain general direction and oversee fire prevention in their Department.
15. Will ensure that all employees under their direction are completely familiar with the fire emergency plan and their responsibilities, and participate in fire drills and other fire training sessions.
16. Will direct staff in their Department to read the Fire and Disaster Manual annually.

NOTE: Between 0600 and 0800 hours, the Charge Person / Delegate, upon sounding of the fire alarm, will go to the nearest annunciator panel, determine the zone indicating the fire's location, and will immediately page "Code Red" and state the location three (3) times in a clear, calm voice.

RESPONSIBILITIES OF ALL EMPLOYEES

1. Be completely familiar with responsibilities in case of fire by:
 - a) participating in fire drills;
 - b) attending all training sessions on use of fire fighting equipment, evacuation, and fire prevention;
 - c) read the *Fire and Disaster Manual* upon orientation and annually thereafter
2. Learn the location of fire alarm stations and fire extinguishers, and how to operate them.
3. Be familiar with the fire safety programme and report any hazards to your respective Department Head / Charge Nurse.
4. At the sound of the alarm, stop what you are doing as soon as you safely can.
5. Equipment is to be moved to one side of the hall.
6. Return to your Department except when you are in charge of residents/patients away from your area. Housekeeping, Dietary, Recreation and Therapy staff should report to the charge person in the area they are working.
7. Do not use the elevators. If the elevator, get off at the nearest floor and send the elevator to the Lobby Level.
8. When the Security Guard is off duty (normal work hours are 1500-0700 hours Monday to Thursday and 24 hours per day from 1500 hours on Friday to 0700 hours on Monday), if hearing the alarm without a location, go to the nearest annunciator panel, check the location and using a telephone, page "Code Red" and state the location three (3) times.
9. Be acquainted with evacuation procedures.
10. Following a fire incident and after the fire has been completely extinguished, nothing is to be removed from the area without approval of the Executive Director or Delegate.
11. Return to your normal duties only after the code plus "All Clear" has been announced three (3) times.
12. If a fire or other emergency occurs during your off-duty hours and you are contacted, you are expected to report to the front lobby of St. Joseph's Continuing Care Centre. Wear your staff identification badge at all times.
13. You are not to give out any information about the fire emergency. All calls for

information are to be directed to the Executive Director or his/her Delegate.

RESPONSIBILITIES OF SWITCHBOARD OPERATOR

The Receptionist is on duty Monday to Friday from 0800 to 1600 hours. After normal working hours the Charge Nurse takes these calls.

1. Upon hearing the fire alarm, check the annunciator panel in the Main Lobby for location of fire.
2. Announce over the public address system: "Code Red" plus the location (e.g., Level Three, Room 3174). Repeat speaking loudly and clearly three (3) times at ten (10) second intervals.
3. Lock the three (3) elevators on the Lobby level.
4. Advise the Fire Department on their arrival of the location of the fire. The Fire Department is automatically notified by our Monitoring Company (TYCO).
5. Announce additional emergency codes when authorized three (3) times.
 - i.e. CODE Green + LOCATION, ALL AVAILABLE STAFF TO LOCATION, CODE GREEN STAT.
6. No unnecessary outside telephone calls are permitted during the fire emergency.
7. In the event the public address system is out of order, each Unit must be contacted by a runner. One will be delegated by the Executive Director or Delegate.

NOTE: The public address system is on emergency (generator) power.

Upon sounding of the fire alarm, the Charge Person / Delegate will go to the nearest annunciator panel, determine the zone indicating the fire's location, and will immediately page "Code Red" and state the location three (3) times in a clear, calm voice.

RESPONSIBILITIES OF SECURITY OFFICERS

HOURS OF DUTY: 1500-2300 HOURS / 2300-0700 HOURS, MONDAY - THURSDAY AND 24 HOURS PER DAY, FROM 1500 HOURS ON FRIDAY TO 0700 HOURS ON MONDAY (WEEKENDS AND *STATS)

1. If you should discover a fire during your security rounds:
 - remove the person(s) in immediate danger;
 - close the door(s) to the room or area involved;
 - pull the fire alarm;
 - use fire extinguishers if possible without risking your own life;
 - when relieved by the Fire Brigade, report to the Main Lobby and carry out the duties listed below.
2. Upon hearing the fire alarm:
 - 2.1. Check the nearest annunciator panel for the location of the fire.
 - 2.2. Go to the nearest telephone and direct page "Code Red and the location" three (3) times, loudly and clearly.
 - 2.3. Report to the Main Lobby to guard the entrance and unlock the Main Entrance door for the Fire Department and staff who are arriving.
 - 2.4. Lock the two (2) Long-Term Care elevators on the Lobby Level plus lock

	<p>the one (1) Complex Continuing Care elevator on the Lobby Level.</p> <p>2.5. Check all persons entering for their identification card. Only persons with an identification card or recognized as a member of the staff will be allowed to enter. Others are to be asked to wait until they can be identified.</p> <p>NOTE: Elevator keys are located in the Security Office.</p> <p>*There will be no Security Officer on statutory holidays from 0700-1500 hours.</p> <p style="text-align: center;"><u>RESPONSIBILITIES OF JANITOR</u></p> <p style="text-align: center;">HOURS OF DUTY: 0700-0800 HOURS, MONDAY – FRIDAY AND STATS 0700-1500 HOURS</p> <p>1. Upon hearing fire alarm:</p> <p>1.1. Report to the Main Lobby to guard the entrance and wait for the Cornwall Fire Department and staff who are arriving.</p> <p>1.2. Lock the three (3) elevators on the Lobby Level.</p> <p>NOTE: Elevator keys are located in the Security Office.</p>
<p>Responsibilities of Volunteers:</p>	<ol style="list-style-type: none"> 1. Know your duties on discovery of a fire or on hearing the fire alarm. 2. Participate in fire drills and practice sessions when appropriate. 3. Learn the location of and how to activate the fire alarm. 4. Upon discovering a fire: <ul style="list-style-type: none"> - Aid in evacuating resident(s)/patient(s) from area of fire if possible, as directed by staff; - Pull nearest fire alarm; - Help shut doors and windows; - Stay with the resident(s)/patient(s) you were working with; - Report to Charge Person for further instructions; - Leave all lights on. 5. Upon hearing the fire alarm: <ul style="list-style-type: none"> - Stay with the resident(s)/patient(s) you were assisting; - Assist in resident/patient evacuation under the direction of the Charge Person. 6. Do not use the elevators during a fire.
<p>Responsibilities of the Residents/Patients</p>	<p style="text-align: center;"><u>RESPONSIBILITIES OF THE RESIDENTS/PATIENTS</u></p> <p>When the alarm sounds, residents/patients should:</p> <ol style="list-style-type: none"> 1. Remain in their room and await further instruction from staff. 2. Prepare for possible evacuation (i.e. put shoes/slippers on; have their blanket or coat ready). 3. Close their window(s).
<p>Plan for Recovery:</p>	<p>All persons should return to their normal duties after the all clear is given. "Code Red - All Clear" will be clearly announced three (3) times on the authority of the Executive Director / Delegate.</p> <p style="text-align: center;"><u>RESPONSIBILITIES OF EXECUTIVE DIRECTOR / DELEGATE</u></p> <p>ALL CLEAR (Continued)</p>

	<ol style="list-style-type: none"> 1. Leave the fire scene undisturbed until direction has been received from the Fire Chief (see also numbers 4 and 5 below). 2. Contact the Ministry of Health and Long-Term Care and report the fire and any injuries/deaths. 3. Complete the <i>Fire Incident Report</i> (see Appendix B). 4. Check with the Insurance Company and report the fire and request permission to start cleanup operations (CAUTION: See also number 3 above). <p><u>INVESTIGATION</u></p> <ol style="list-style-type: none"> 1. The Cornwall Fire Department will initiate and handle the investigation. <p><u>INQUIRIES</u></p> <ol style="list-style-type: none"> 1. Prepare an official press release to answer news media inquiries, if appropriate. 2. Arrange that all inquiries from residents'/patients' families are channelled to the Executive Director. <p><u>ASSESS</u></p> <ol style="list-style-type: none"> 1. Assess the damage to the fire area to ascertain which rooms are usable and which rooms are not usable.
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Appendix:	Appendix A
Subject:	Emergency Plan: Fires - Code Red

FIRE DRILL REPORT FORM

- Complex Continuing Care
 Long Term Care

NAME: _____ DEPARTMENT/HOUSE: _____
DATE: _____ TIME: _____

- GENERAL
 DEPARTMENTAL

EMPLOYEE'S PERFORMANCE IN FIRE DRILL SITUATION	YES	NO	N/A
1. Bed was positioned to facilitate evacuation of victim.			
2. Bed was at the lowest level.			
3. The "smothering blanket" was used correctly.			
4. The appropriate "rescue technique" was carried out using GOOD BODY MECHANICS Circle technique used: a) ambulatory-assisted b) 1-man blanket c) 2-man blanket d) chair lift			
5. Good body mechanics were used when dragging victim from fire area.			
6. The employee knew the location of the nearest fire alarm in the zone.			
7. Employee knew / was able to direct page on telephone (dial "PAGING" plus two zeros "00") - stated CODE RED and location three (3) times			
8. a) The employee knew appropriate extinguisher to use and its location. b) Dietary employee knew how to activate Hood Suppression System			
9. Windows and doors were closed as soon as possible, lights turned on.			
10. The nursing staff knew location of oxygen valve and how to shut off if so directed.			
11. The employee knew procedure for resident on oxygen.			

Comments on employee's performance, describe in terms:

- Highly Satisfactory
 Satisfactory
 Unsatisfactory

If unsatisfactory, what follow-up is planned:

FIRE SAFETY KNOWLEDGE	YES	NO	N/A																																	
<p>1. The employee knew what emergency situation each code represented and could briefly explain his/her duties.</p> <table border="1" style="margin-left: 40px; border-collapse: collapse; width: 300px;"> <thead> <tr> <th></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> </tr> </thead> <tbody> <tr><td>Code Green Stat</td><td></td><td></td></tr> <tr><td>Code Orange</td><td></td><td></td></tr> <tr><td>Code White</td><td></td><td></td></tr> <tr><td>Code Black</td><td></td><td></td></tr> <tr><td>Code Blue</td><td></td><td></td></tr> <tr><td>Code Yellow</td><td></td><td></td></tr> <tr><td>Code Brown</td><td></td><td></td></tr> <tr><td>Code Red</td><td></td><td></td></tr> <tr><td>Code Green</td><td></td><td></td></tr> <tr><td>Code Silver</td><td></td><td></td></tr> </tbody> </table>		Yes	No	Code Green Stat			Code Orange			Code White			Code Black			Code Blue			Code Yellow			Code Brown			Code Red			Code Green			Code Silver					
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Code Red																																				
Code Green																																				
Code Silver																																				
2. The employee knew duties upon hearing fire alarm sound (if on/off unit / if on elevator.																																				
3. The employee knew duties upon hearing Stage II of fire alarm.																																				
4. The employee could identify the different types of fire extinguishers and their use.																																				
<p>5. St. Joseph's Continuing Care Centre – the employee knew the:</p> <table border="1" style="margin-left: 40px; border-collapse: collapse; width: 300px;"> <thead> <tr> <th></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> </tr> </thead> <tbody> <tr><td>Evacucheck system</td><td></td><td></td></tr> <tr><td>Star System</td><td></td><td></td></tr> <tr><td>Red Dot System</td><td></td><td></td></tr> </tbody> </table>		Yes	No	Evacucheck system			Star System			Red Dot System																										
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6. Employee indicated he/she has attended a training session re: a) fire equipment b) evacuation rescue techniques within the last two (2) years																																				
7. Employee indicated he/she had reviewed and signed the fire manual																																				

Comments on knowledge (attitude can be included if relevant)

Indicate if retraining and retesting required: YES NO

Signature of Department Heads/Manager _____

Signature of Assistant Executive Director _____

Signature of Fire Marshall _____

Appendix:	Appendix B
Subject:	Emergency Plan: Fires - Code Red

FIRE INCIDENT REPORT

Date _____ Time _____ Area _____ Floor _____

Room # _____ Resident [] _____ if applicable

Fire discovered by

Time fire discovered

Time fire alarm sounded

Alarm given by

Arrival time of facility Fire Brigade

Arrival time of Fire Department

What was on fire

Who put out fire

Fire extinguished by what means

Evacuation required (partial, horizontal, etc.)

Cause of fire

False alarm (explanation)

Recommendations for prevention

Remarks

_____ Charge Person

This report to be completed and submitted to the Supervisor of Environmental Services. The back of this sheet may be used.