

Policy and Procedure

Department: Emergency Preparedness	Section: CODES	Subject: Code Red - Fire
Policy:	Original Date: 2018-04-12	Supersedes: 2018-04-12
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POLICY STATEMENT

Code Red is the term used to declare a fire emergency. The Code Red policy is a risk management strategy used to ensure Espanola Regional Hospital and Health Centre (ERHHC) employees are able to react appropriately in a Code Red situation, in order to ensure the safety and protection of staff, patients, residents and visitors. The plan is reviewed, tested and evaluated annually by the Emergency Preparedness Committee (EPC), as well as the local Fire Chief. For additional information related to the fire suppression system, fire panel and alarm system, refer to the Fire Safety Plan (Surge Learning).

AUTHORITY TO DECLARE

Any staff member who discovers a fire or smoke on the ERHHC campus may initiate Code Red by dialing ext. 7777.

DEFINITIONS

ERHHC: Includes the hospital, Espanola Nursing Home, Espanola & Area Family Health Team, Queensway Place Assisted Living, Non-Profit Housing (Seniors Apartments), Maintenance garage.

Pooling Locations: Refers to designated evacuation assembly areas for departmental staff and patients/residents. Staff should choose a pooling location that ensures an affected fire zone is not crossed. Pooling locations include Long Term Care nursing stations, Main entrance lobby, Emergency Department lobby, Cafeteria.

Incident Commander: The most responsible person at the time of an emergency. This person will depend on the time of day and may change as the situation progresses. The ED Ward Clerk may initiate the process during daytime hours, until relieved by the ED Nurse, or the most responsible person (e.g. Senior Manager or Fire Department Personnel).

Special Instructions

Emergency Command Center (Emergency Department nursing station)

The Emergency Command Centre is where the Incident Commander works to coordinate the emergency response. The area is equipped with a fire panel, red (7777) phone, fire extinguisher and emergency code response binders. A secondary response centre is located at the hospital auxiliary desk (Main Entrance Area) and is used if the Emergency Department (ED) is compromised.

Patient/Resident Evacuation Refer to Surge Learning policy *Code Green- Evacuation*.

If evacuation of a patient/resident area is required, evacuation should be completed in the following order:

- Patients/residents in immediate danger
- Patients/residents that are independent and ambulatory
- Patients/residents that use mobility aids (wheelchair or walkers)
- Bedridden patients/residents

ROLES AND RESPONSIBILITIES

➤ Employees

- Review the emergency plans annually and when changes are made, ensuring understanding of the roles and processes.
- Know the location and use of exits, fire doors and fire alarms (near exits)
- Know departmental fire extinguishers, fire zones, evacuation routes and pooling locations (refer to Appendix A)
- Know specific departmental roles (guarding of doors,
- Report suspicious odors or unsafe conditions immediately
- Assist in patient/resident reassurance and evacuation (as required)
- Complete resident/patient census record (in patient/resident areas) (Appendices B-F)
- Participating in mock exercises, debriefs and educational programs as required

➤ Managers:

- Review the emergency plans upon new staff orientation, annually and when changes are made, ensuring understanding of the roles and processes.
- Participate in mock exercises and attend educational programs as required
- Ensure all employees review and can respond competently in an emergency situation
- Ensure employees attend scheduled education programs or training opportunities
- Know and ensure employees know the location of pull stations, fire extinguishers and exit routes.
- Be prepared to assist with the emergency as required
- Assume the role of Incident Commander if Incident Command is transferred from ED.

➤ Emergency Preparedness Lead/Committee:

- Review and update the policy annually
- Coordinate and conduct mock drills twice monthly
- Review of all Code Response reports for process improvement opportunities

➤ Maintenance Team

- Respond to the announced location with a fire extinguisher
- If unable to extinguish the fire, close the door for containment
- Communicate with Incident Command (ext. 7777) regarding the extent of the situation. This will continue throughout the fire emergency.
- Meet with/assist Fire Department personnel
- Once determined safe to do so (as directed by Fire Department personnel), close the pull station, return fire panel to normal operation, reset doors and communicate with Incident Command to announce "Code Red All Clear"
- Ensure routine maintenance of fire safety equipment
- Replace any fire extinguisher that has been used

➤ Incident Commander (ED Nurse or Senior Leader, until relieved by Fire Department personnel)

- Assume responsibility for initiating and/or overseeing the situation
- Awareness of fire enunciator panel, trouble alarm, and pre-alarm (refer to Appendix H ERHHC Fire

Plan)

- Direct employees to respond as needed, including delegation of a staff member to investigate the area of the fire, trouble or pre-alarm
- Communicate with maintenance team, Fire Department personnel, ED ward clerk (during daytime hours)
- Ensure complete documentation (census sheets, checklist, Code Response Report)
- Upon direction from Fire Department personnel, initiate or delegate initiation of "Stage 2" evacuation alarm. Key locations:
 - Emergency Department (by fire panel)
 - Acute Care (Nursing report room)
 - Long Term Care south wing (by fire panel)
 - North (Nursing report room)
 - Main entrance Emergency Preparedness cupboard
- Once the source of the fire has been extinguished, the panel reset, doors locked, announce overhead

NOTIFICATION PROCEDURE

In all cases of a fire related emergency, a "Code Red" will be initiated through the emergency activation system.

Dial 7777 from any hospital phone and provide Incident Command (IC) specific instructions as to where the Code Red is located i.e., the department and specific room/location.

- E.g. Code Red, Acute Care room 202

RESPONSE PROCEDURE

The response will vary based on the extent of the fire and whether or not the immediate area is affected. All employees should listen to the announcements and proceed with '**business as usual**' in unaffected areas, remaining vigilant to any situational changes.

A. Discovery of smoke or fire: **REACT!**

Remove persons in immediate danger

Ensure all doors are closed to confine the fire and smoke

Activate the fire alarm system using the nearest pull station

Call 7777 to notify incident command of location of fire or page fire location by dialing **9 then announcing, "Code Red (location of fire)!"

Try to extinguish the fire or concentrate on further evacuation, set rescue markers to white (only if room is vacant or evacuated)

B. If you hear the fire alarm:

- Listen to announcements for the location of the fire and proceed with caution to investigate
- **REACT** if necessary
- Remain in your work area if you **are not** in the fire zone and listen for further announcements.
- Reassure patients, residents and visitors
- Complete census record (staff, patients, residents, visitors) located in pooling areas
- If you are returning to your work area, do not cross through a fire zone
- Remain on alert until the bell has stopped AND "Code Red All Clear" is announced overhead.

Pre-Alarm Panel, LTC South Nursing Station

If a pre-alarm or trouble alarm is activated in the building the LTC staff will, it will alarm in the LTC South Nursing station. In this event, LTC staff should

- 1) Notify the ED Nurse at extension 7777 that the fire panel is showing an alarm.
- 2) Indicate the type of alarm: pre-alert or trouble alarm and its origin (e.g., corridor near penthouse, service hallway etc.)
- 3) If the ED Department does not answer the phone, call the Acute Care Unit at x 3337 and notify them of the alarm.
- 4) If unable to reach staff on either unit, physically go to the ED to relay the alarm information.

ED WARD CLERK (700-2300) OR ED NURSE (2300-700) (at Incident Command)

1. Answer the 'Red Phone' to accept information regarding department and location of fire
2. Identify the fire zone in alarm by reading the display on the fire panel located at the emergency response area in the Emergency Department.

3. Press the blue plunger to silence the alarm **only while the announcement is made.**

Announce "Your Attention Please, Your Attention Please [Code Red _____ (location and/or room number)]" x3

If ED is compromised, also announce:

"Incident Commander is transferred to Main Entrance Desk"

4. Obtain the Code Red binder to initiate the Code Red checklist (Appendix F)
5. Dial 911. Confirm that the Fire department has been dispatched and will access the facility via Emergency Department entrance
6. Once the Code Red is under control, and upon direction from Incident Commander or Fire Department personnel.

Announce "Your Attention Please, Your Attention Please [Code Red All Clear]" x3

PATIENT AND RESIDENT AREAS

- Turn off medical gas in respective areas.
- Be aware that the fire alarm releases all doors; ensure patients/residents do not leave the area, do not allow visitors inside
- Obtain patient charts and medication records if evacuating (time permitting)
- Emergency Department:
 - o Ward clerk will monitor the emergency entrance door
- Acute care:
 - o Room 209- Bed does not fit through the door, patient must be set on a blanket and pulled out of the room if necessary.

NON-PATIENT AND RESIDENT AREAS (Appendix F)

- Environmental Services:
 - o Depending on area, assume guarding of assigned door to inhibit patient/resident/visitors from leaving or entering area.
 - o Shut down washers, place dryers in cool mode before shutting down
- Medical Records:
 - o Designate one person to guard main entrance door to inhibit patient/resident/visitors from leaving or entering area
- Food Services:
 - o Turn off all cooking appliances
 - o If the fire originates from the cooking surface in the kitchen and the over-range extinguisher has not been activated, pull the pin on the extinguisher by the ice machine (to activate the chemical extinguisher)

FALSE ALARM

A false alarm may occur due to accidental or inadvertent activation of a pull station, faulty sprinkler heads, burnt food etc. In the event of a false alarm, contact Incident Command (7777) immediately to advise of the situation.

IC will announce, **"CODE RED STANDBY- Remain on alert until all clear"**.

The monitoring station will call Incident Command when the alarm is pulled. If this does not happen, the Incident Commander will call 705-673-8181 to ensure the fire department is not dispatched.

Once IC is notified by maintenance, the Incident Commander will announce **"Code Red- All Clear"**.

FIRE WATCH (Fire Protection System Impairment)

During system downtime, switchboard staff notify occupants of the need to be on "Fire Watch" and instructions for responding to a fire/smoke. When instructed by the maintenance department, switchboard staff will announce:

"Attention all staff, the fire alarm system is on temporary disregard. Please be on Fire Watch and dial 7777 to report Code Red".

These announcements are made every 30 minutes for the first 4 hours, and then hourly until 9pm.

During this time, staff must conduct regular fire patrols and ensure that all means of egress remain clear.

EDUCATION AND TRAINING

- Upon hire, all staff are required to complete an online Emergency Preparedness policy review which is tracked electronically.
- As part of onboarding, all new staff are required to attend an in-person general orientation. During this session, new staff review the elements of the Emergency Preparedness program including general response, code of the month, the Emergency Preparedness information board, structure of mock codes etc.
- During departmental orientation, mentors review department specific expectations during emergency code response.
- Code of the Month: Each month an email is sent to all staff reviewing the code that will be focused on throughout the month, the attached policy, quick reference document, and information about the upcoming drill.
- Practice drills: Drills are completed at least monthly in various departments, allowing a variety of staff to participate. Mandated emergency response drills are completed in the Long-Term Care Home, as required. After each drill, a debrief will occur and a summary email will be sent to the department manager and JHSC.
- The Emergency Preparedness information board is located in the service hallway and is updated on a monthly basis to reflect the code of month

RECOVERY PROCEDURES

In the event of a real fire, the Fire Department response should never be cancelled, even if the fire is extinguished by the internal response team. The Fire Department is responsible for ensuring the source of fire has been eliminated.

A debrief meeting will be organized by the Incident Commander, Emergency Preparedness Lead, Department Manager or most responsible person as soon as reasonably possible. All documentation for the event will be collected by the meeting leader to be reviewed with appropriate personnel.

Immediate actions will focus on displaced residents, resuming patient services, and building infrastructure.

An action plan to resume operations, evaluate current processes, and identify improvement opportunities will be created as required.

SURGE REFERENCED DOCUMENTS

ERRHC. (2022). Code Green-Evacuation

ERHHC. (2024). Fire Safety Plan

ERHHC. (2019). Reporting of Critical Incidents and Disclosure of Adverse Events.

ERHHC. (2022). Code Grey- Air Exclusion and Infrastructure Loss.

REFERENCES AND RELATED DOCUMENTS

Ontario Hospital Association. (2008). OHA Emergency Management Toolkit. Ontario Hospital Association

North Shore Health Network. (2021). Code Green – Evacuation, Emergency Preparedness

Ministry of Long-Term Care. (2021). Fixing Long Term Care Homes Act 2021.
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Health Protection and Promotion Act, R.S.O. 1990, c. H.7. Ontario.ca. (2022, April 11). Retrieved June 14, 2022, from <https://www.ontario.ca/laws/statute/90h07>

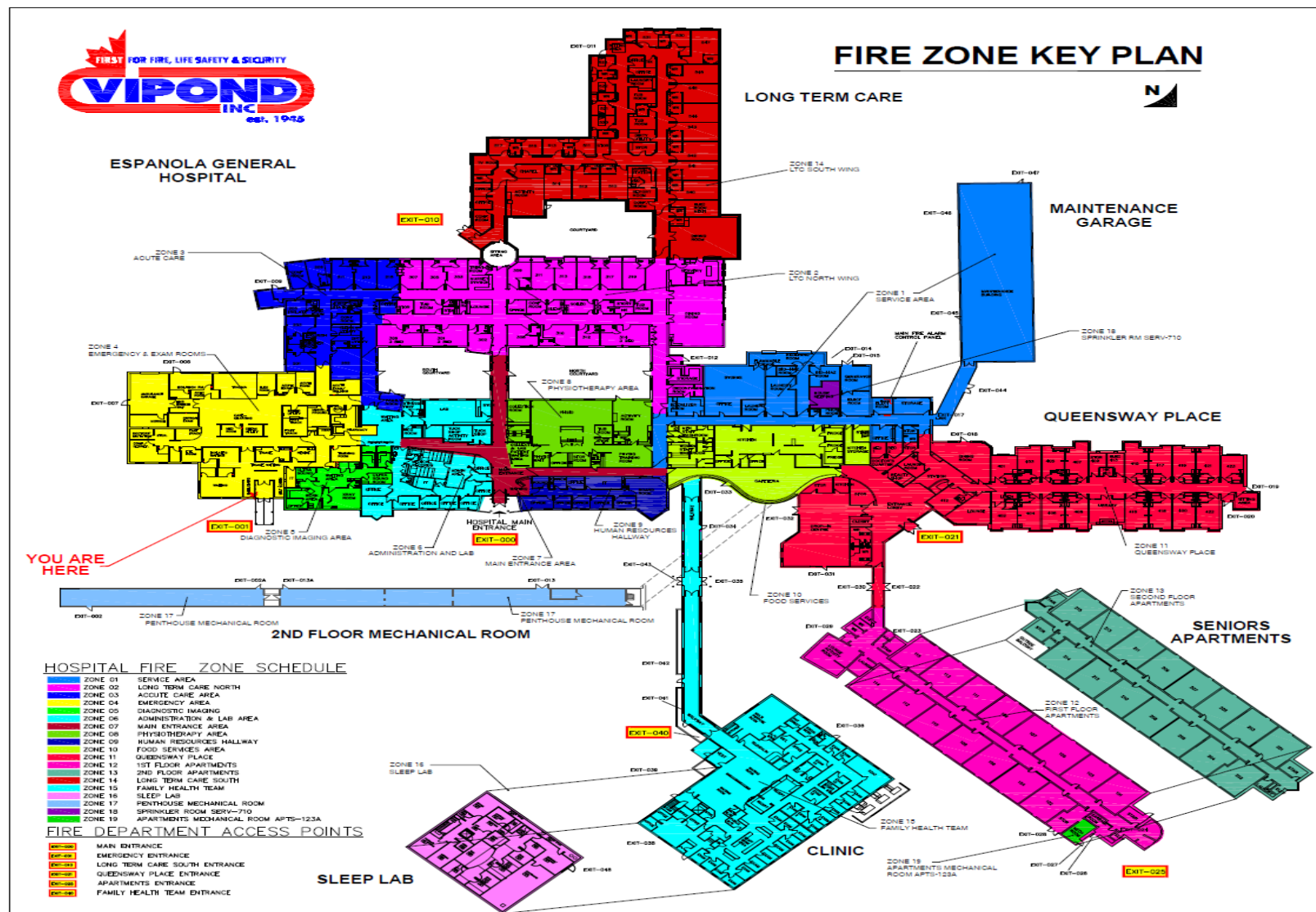
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Fire Protection and Prevention Act, 1997, S.O. 1997, c.4. Ontario.ca (2021, October 19). Retrieved June 14, 2022, from <https://www.ontario.ca/laws/statute/97f04>

Appendix A

Fire Zone Map



NOTE: This is a CONTROLLED document for ERHHC internal use only. Any documents in paper form are not controlled and the revision date should be checked against the electronic version prior to use.

Appendix B

ACUTE CARE - EMERGENCY CODE CENSUS

DATE:

STAFF (list all):

ROOM	PATIENT (if present)	VISITORS
201-1		
201-2		
202-1		
202-2		
202-3		
203-1		
203-2		
205		
209		
211-1		
211-2		
213-1		
213-2		
215-1		
215-2		
Conference room		

COMMENTS:

Appendix C

EMERGENCY DEPARTMENT - EMERGENCY CODE CENSUS

DATE:

STAFF (list all):

ROOM	PATIENT (if present)	VISITORS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
Chairs		
Triage		
Registration		
W/R		
Conference room		
MD office		

COMMENTS:

Appendix D

LONG TERM CARE NORTH- EMERGENCY CODE CENSUS

Date:

Staff:

ROOM	RESIDENT	IN	OUT	ROOM	RESIDENT	IN	OUT
303A				319A			
303B				319B			
305A				302			
305B				304A			
307A				304B			
307B				306A			
309				306B			
311A				308A			
311B				308B			
313A				310A			
313B				310B			
315A				312			
315B				314A			
317A				314B			
317B							

VISITORS	STAFF	SOUTH RESIDENTS

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Appendix E

LONG TERM CARE SOUTH- EMERGENCY CODE CENSUS

Date:

Staff:

ROOM	RESIDENT	IN	OUT	ROOM	RESIDENT	IN	OUT
510A				540A			
510B				540B			
512A				541A			
512B				541B			
514A				542A			
514B				542B			
511				543A			
513				543B			
515				544A			
517				544B			
520				545A			
521				545B			
522				546A			
523				546B			
530				547A			
531				547B			
VISITORS		STAFF		NORTH RESIDENTS			

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Appendix F

EMERGENCY CODE CENSUS RECORD (CAFETERIA, MAIN LOBBY)

Date:

NAME	STAFF, PATIENT, VISITOR

COMMENTS:

Appendix G

Code Red Checklist

CODE RED ERHHC



INCIDENT COMMANDER:

ED WARD CLERK, NURSE, SENIOR MANAGER, FIRE DEPT PERSONNEL

Date of Incident: _____

Time of Incident: _____

		Time/Initial
1	Fire alarm sounds or a fire is reported to ED staff (Red phone ext. 7777). *ED Ward Clerk (daytime) or ED Nurse (afterhours)	
2	Establish Emergency Command Centre at the ED Nurse Station or boardroom if ED is compromised	
3	Check Fire Panel for location of the fire	
4	Press the Blue Plunger to silence the alarm ONLY while announcing via paging system.	
5	Dial **9 (pause) 00 to announce to the entire health campus. "Your Attention Please, Your Attention Please, [Code RED _____ (location)]x3. If ED is compromised, announce: "Incident Command is transferred to the boardroom". The first responding manager will take over as Incident Commander. False alarm: announce: "Code Red Standby: Remain on alert until all clear"	
6	Hang up and dial 911 (external call to the Fire Dispatch Centre).	
7	Complete or designate completion of ED patient census record.	
8	Daytime hours: Maintenance staff will respond to the location of the alarm with the fire extinguisher (if possible). Maintenance or unit staff will call IC to report conditions at the scene. After hours: Call Maintenance On-Call staff 705-869-8691 to respond and reset system.	
9	If after hours, notify on call manager.	
10	Delegate to Ward Clerk – Repeat announcement Q15 for 1 hour, then Q30 until 9pm or resolved. "Code Red (location) remains in effect."	
11	Update 9-911 dispatch as necessary with specifics of the fire/smoke (location, size, life safety issues, need to evacuate)	
12	Receive Fire Department and transfer Incident Command to the Fire Chief or Designate. At this point, Fire Department personnel take over IC. Assist as required.	
13	Identify appropriate pooling area (main entrance, Emergency Department lobby, Cafeteria, LTC nursing stations) if evacuation required	
14	If evacuation is required: refer to Code Green policy ➤ Activate the stage 2 alarm by placing the key into a pull station. This will cause the alarm to ring faster ➤ Dial **9 (pause) 00 to announce to entire health campus "Your Attention Please, Your Attention Please, [Code Green _____ (location of area to be evacuated), Pooling area _____ (location)]"x3	
15	Designate Communication Officer, Area Manager or designate and assign duties as required	
16	Once maintenance staff have reset the fire panel, and notified IC, Dial **9 (pause) 00 to announce to entire health campus "Your attention please, your attention please. [Code Red All clear, Code Red All clear]"	
17	Submit IC checklist and Census sheets to Emergency Preparedness Lead.	
18	Ensure a Code Response report is submitted by most appropriate staff member (Surge)	