

# **EMPLOYEE FIRE SAFETY INFORMATION (CODE RED)**

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## 1.1 INTRODUCTION

This information package has been prepared for employees of the **Sun Parlor Home**.

**Sun Parlor Home** Fire Safety Plan is reviewed and approved by the Leamington Fire Services on an annual basis.

**Sun Parlor Home** is responsible for ensuring that the Fire Safety Plan is implemented as required.

Keep in mind that this Plan has been prepared to help minimize the impact of a fire related emergency on the occupants, property and the community. This can only be accomplished if all interested parties actively participate in the implementation of **their** Fire Safety Plan. Failure to do so may adversely impact on the safety of the occupants, property and emergency personnel.

In the event of an alarm (fire) on the property the responding Fire Department is In-Charge of the situation upon arrival. Prior to arrival of the Fire Department the RN-In Charge is responsible for implementing the Fire Safety Plan. Only the Officer-In-Charge for the Fire Department shall authorize the resetting of the Fire Alarm System in the building once the situation has been investigated/mitigated.

If staff have completed their shift and are exiting the Home and a fire alarm goes off, staff are expected to return to the Home and report to the Café to await further instructions.

Staff refusing to participate or respond to a fire alarm (for example leaving the Home at shift change when the fire alarm has been activated), is a contravention of the Occupational Health & Safety Act [Sec 43 (1) (b)] and is considered insubordination as it may directly endanger the life, health or safety of residents, staff, others including volunteers, students and emergency personnel and property. A staff member that chooses not to participate in or respond to a fire alarm while on the Home's property will be subject to discipline.

Pre-planning in conjunction with effective training and practice fire drills will enhance the probability of a successful outcome during an emergency.

### **IF FIRE IS LOCATED IN A CLOSED AREA**

If a door to a room/space is closed, where a fire is suspected and/or located, do the following:

- Feel the door for heat with the back of your hand;
- If hot upon touch, DO NOT OPEN the door;
- If the door is not hot, open the door slowly and check the extent of the fire;
- If it is safe to enter, do so, but ONLY for the purpose of evacuating people.

### **IF SMOKE IS SMELLED**

If you smell smoke, do not wait to locate the source before sounding the fire alarm. It is OK to "pull" the fire alarm a second time; the fire may have spread or started in another area of the Home.

## 2.1 Fire Extinguishment, Control, or Confinement

**Attempting to extinguish a fire is a voluntary act. Only persons who have been properly trained in the use of a portable fire extinguisher should attempt/contemplate using one.**

Floor Plans of each neighbourhood are located in the documentation rooms, at the reception desk, at the annunciator panels (except for 2 South), and all Code Red policies.

## 2.2 APPOINTMENT OF STAFF

The Corporation of the County of Essex (Owners), the Sun Parlor Home and/or their representatives has designated the Administrator/Manager(s) and designates to act as responders in the event of a Fire Emergency and to carry out all required duties as outlined in the Fire Safety Plan.

**The Corporation of the County of Essex (Owners) and the Sun Parlor Home is responsible for the building and operations as well as being responsible for implementing the fire safety plan.**

## 3.1 RESPONSIBILITIES – ALL STAFF

### POLICY

#### **All Staff will:**

- Demonstrate an in depth understanding of his/her role with respect to the **CODE RED, FIRE DRILLS**, control of **FIRE HAZARDS**, and their role in fire safety.
- Attend mandatory in-service(s) and fire drills at a minimum annually to maintain their knowledge of current practices and review the lifts used to evacuate residents, staff, visitors etc.
- Provide the Manager/Home with the staff members home phone/cell phone in order to be called in to work if staff is needed.
- All staff responding to a fire on Sun Parlor Home property must respond whether it is inside or outside of the Home.
- All staff responding to a fire must bring a fire extinguisher, Evac chair (located in all stairwells) or wheelchair with them.

### PROCEDURE

#### **All Staff are responsible for:**

1. Swiping in and out at punch clock(s) as scheduled to reflect the Fire Safety Plan staffing levels.
2. For the Nursing and Personal Care Department staff are to highlight the Staff Work Sheet so that the Ward Clerk is aware of who has and who has not reported to work for their shift. On the night shift the two (2) Housekeepers should also check in with the Ward Clerk to alert the Ward Clerk they have arrived for their scheduled shift.

3. Thirteen (13) is the minimum number of staff that must be in the Home at any one time throughout an entire shift.
4. Staff who report to work and become ill must communicate with the Registered Nurse In-Charge (referred to hereafter as "RN In-Charge"). It is the RN In-Charge's responsibility to ensure the staffing levels are compliant with the Fire Safety Plan. If the staffing levels are below 13 the RN In-Charge will call the Nurse Leader On-call to explore alternate staffing arrangements.
5. RN's and RPN's to identify one Personal Support Worker (PSW) at the start of shift at report to respond to the fire, with the exception of the PSW's assigned to 1 West, the Special Care Unit.
6. **7am to 3 pm shift** - PSW's on 1st break from 2 South, 2 West, 2 East, 3 West, 3 East, 4 East will respond to the fire. **3 pm to 11 pm shift** - PSW's on 1st break from 2 South, 2 West, 2 East, 3 West, 3 East, 4 East will respond to the fire. **11 pm to 7 am shift** – all PSW Floats, 2 housekeepers, plus the PSW working on the neighbourhood of the fire will respond to the fire. Between **6:30 am to 7:00 am**, the Housekeeping Charge and Housekeeping #9 will respond to the fire.
7. The name of the PSW for each shift, each and every day will be recorded by the PSW who is responding to the fire in the neighbourhood Day Book.
8. The name of the RN responding to the fire will be shown on the daily work sheet. The RN In-Charge will respond to the reception (incident command). Secondary incident command is room E145 (by Staff Training Room).
9. Reading and understanding the Employee Fire Safety Information Booklet, attending fire drills and fire safety training.
10. Keeping fire exits free and clear of obstructions.
11. If possible, Registered Staff secure medication cart and charts and evacuate.
12. Following and enforcing smoking regulations.
13. Knowing the location and the proper procedures for the use of fire equipment.
14. Knowing the location of the fire exits. The sliding doors at the front entrance of the Home do not automatically unlock in a fire. The doors may have to be "pushed apart at the point where the two sliding doors come together" in an emergency situation to open.
15. Reporting fire or safety hazards immediately to their immediate supervisor.
16. Providing a safe, "fire free" environment.
17. ***If a staff member is unable to respond to a fire (can't climb the stairs etc.), the staff member is responsible for communicating that they cannot respond to a fire to the RN and/or RN In-Charge at the immediate start of the staff member's shift. The staff member who cannot respond to a fire does not have to disclose why they cannot respond to a fire. The staff member is responsible to switch with another staff member so that enough staff respond to the fire. This "switch" must be communicated to the RN or the RN In-Charge and recorded by the PSW accepting the switch in the unit Day Book. Meetings will be held to discuss staff accommodations when permanent.***

**OUTCOME:**

All staff responds appropriately to the **CODE RED, FIRE DRILLS**, control of **FIRE HAZARDS**, and their role in fire safety to ensure the safety of resident(s), family, staff, volunteers, students, visitors, contractors and external services personnel.

There is evidence of applied knowledge through practice in a fire situation or drill.

**4.1 Role of All Staff****ALL STAFF - ON HEARING THE ALARM:**

1. Look in the area you are in for the fire (before it is announced overhead).
2. If there is no fire in your area make your way to an annunciator panel. On the way to the annunciator panel, look for smoke and the fire. This is done as the bells alarm and before the overhead announcement of the location of the fire takes place.
3. If a staff member finds a fire/smoke, they are to pull the fire alarm. The staff should attempt to remove the resident(s)/visitors from the room/area/washroom. If the resident/visitors are out of the room, close the door to the room and put the "vacant" door flag on the door.
4. Check the annunciator panel located in any Documentation Unit, except for 2 South where there is no panel. Staff in that area can check the 1 South or 2 East annunciator. Also, reception has an annunciator panel.
5. The overhead announcement will identify Code Red, the zone and location/room number for the fire. If you are in another part of the building, use the stairs not in the fire zone to return to your assigned area. **DO NOT USE THE ELEVATOR**. All doors will unlock. The doors do not swing open, they unlock during a fire alarm.
6. Activate the "vacant" door flags as you close the doors to indicate that the room has been checked and cleared. If the resident is not in the room, take the resident ID tag from the box located beside the Code Red (fire) manual in the Documentation Unit.
7. Residents who are resistive, combative and unwilling to leave their room will be left in their room. The door is closed. The ID tags of residents who are resistive will be given to the Registered Staff and communicated to the RN In-Charge. The name/number of residents left in their room(s) will be communicated by the RN In-Charge to the Ward Clerk and Fire Chief so that the residents can be rescued.
8. Clear the hallway of any equipment or residents in case further evacuation is needed.
9. Turn off all electrical equipment (i.e. fans, TVs, computers, radios), you may leave the lights on.
10. Account for residents, family, staff, volunteers, students, visitors, contractors and external services personnel assigned to your unit.
11. Be prepared to evacuate the resident charts and medication cart.
12. Keep residents calm.
13. Follow further direction of RN In-Charge or Registered Staff.

## **IF THE FIRE IS IN YOUR AREA**

### **“R.A.C.E.”**

- R = Remove the resident, family, staff, volunteers, students, visitors, contractors and external services**
- A = Activate the fire alarm**
- C = Contain the fire (close the doors and activate the “vacant” door flag to indicate the room was checked and empty)**
- E = Extinguish the fire if you are trained to do so (see below)**

### **Order of Evacuation:**

- Begin with the room where the fire originates
- Then the room(s) beside the fire,
- The room(s) across from the fire and continue away from the fire until you have evacuated everyone from the fire zone.

Residents who are resistive, combative and unwilling to leave their room will be left in their room, the door closed and the ID tags of residents will be given to the RPN or designate.

The name/number of residents left in their room will be communicated by the RPN or designate to the RN In-Charge who will in turn notify the Fire Chief so that the residents can be rescued.

### **Room Clearance:**

- When checking rooms, ensure that washrooms, closets, and under the beds are searched for residents who may be hiding.
- Once a room has been completely cleared, the door is closed and the “vacant” door flag is activated. The “vacant” door flag will indicate to all staff and fire department personnel that this room has been evacuated.
- There are duplicate room numbers on the 2<sup>nd</sup> floor on 2 East and 2 South – 206, 208, 210 and 211. The duplicate rooms on 2 South have an E in front of the room number - E206, E208, E210 and E211. This is important when doing a resident room count to ensure every resident has been evacuated from the Home.
- **DO NOT USE ELEVATORS.**
- Contain the smoke by keeping the doors closed. (All windows in the Home are permanently secured shut and will not open.) Activate the “vacant” door flags as you close the doors to indicate that the room has been checked and cleared.
- Place the resident ID tag on the resident who was removed from the room. Resident ID tags are located in a black and yellow plastic box by the Code Red (fire) manual in the Documentation Unit. The resident ID tags are filed alphabetically by resident’s first name.

**ALL AREAS IN THE HOME:**

After the all clear has been announced, open the doors and resume activities as normal.

**4.2 Role of Registered Nurse In-Charge (hereinafter referred to as “RN In-Charge)**

At the change of shift (7 am, 3 pm and 11 pm) the Ward Clerk will check to see if all staff have reported to work. On the 11 pm to 7 am shift, the staffing details will be communicated to the RN In-Charge immediately by the Ward Clerk to the RN In-Charge after confirming that staff are or are not at work and stating the staffing levels. It is the RN In-Charge’s responsibility to ensure the staffing levels are compliant with the Fire Safety Plan (13 is the minimum number of staff that must be in the Home at any one time throughout the entire shift). If the staffing levels fall below 13 the RN In-Charge will call the Nurse Leader On-call to explore alternate staffing arrangements.

**PROCEDURE****ON HEARING THE ALARM:**

1. The RN In-Charge will attend at the reception area (incident command) and will direct all emergency activities and all staff.
2. Check the annunciator panel located in any Documentation Unit, except for 2 South where there is no panel. Staff in that area can check the 1 South or 2 East annunciator. Also, reception has an annunciator panel.
3. The RN responding to the fire will be designated at the start of each shift.
4. All other RN’s report to reception area (incident command) and await to be deployed.
5. Deploy staff to check all outside areas, hallway leading to the auditorium, resident smoking areas.
6. If there is an event in the Auditorium deploy staff to pick up census from LE staff conducting event and return to RN In-Charge.
7. Communicate with the responding registered staff or designate on fire area, and Fire Chief or designate to keep them apprised of the fire, rooms evacuated, any required rescues, location of oxygen - if in room of fire or fire zone.
8. Ensure that residents, family, staff, volunteers, students, visitors, contractors and external services personnel are accounted for.
9. Ensure that once the area with the fire has been evacuated, all areas are secured to prevent residents, family, staff, volunteers, students, visitors, contractors and external services personnel from re-entering area(s).
10. Ensure that the resident charts and medication carts have been evacuated if possible.



#### **4.3 Role of Registered Nurses (Not RN In-Charge)**

##### **PROCEDURE**

##### **ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. The assigned RN fire responder will respond to the fire, take the lead position and collaborate with the RN in Charge.
3. The remaining RN's will report to reception (incident command) to be deployed as required.
4. Direct the staff as per RN In-Charge instructions.

##### **IF THE FIRE IS IN YOUR AREA**

Refer to All Staff Procedure on page 6.

#### **4.4 Role of Registered Practical Nurse (RPN)**

##### **PROCEDURE**

##### **ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. Registered Staff or designate to initiate evacuation procedures.
3. On the 11 pm to 7 am shift, if the RPN is the second registered staff member working, respond to the fire. On the 11 pm to 7 am shift, if the RPN is the third registered staff member working, report to Special Care.

##### **IF THE FIRE IS IN YOUR AREA**

Refer to All Staff Procedure on page 6.

#### **4.5 Role of Personal Support Worker (PSW)**

##### **PROCEDURE**

##### **ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. 7 am– 3 pm and 3 pm – 11 pm PSW's on first break will respond to the fire EXCEPT for Special Care (1 West) and 1 South PSW's who will go back and remain on their neighbourhoods. 11 pm – 7 am shift – all PSW floats and 2 Housekeepers and the PSW on the affected neighbourhood will respond to the fire. Between 6:30 am to 7:00 am the Housekeeping Charge and Housekeeping #9 will also respond to the fire.
3. PSW's assigned to Special Care (1 West) will remain in that area. PSW's are to observe and stand by the exits if it is safe to do so, as all doors will unlock (the doors do not swing open, they unlock) during a fire alarm.
4. In the absence of registered staff initiate evacuation procedures.

**IF THE FIRE IS IN YOUR AREA**

Refer to All Staff Procedure on page 6.

**4.6 Role of Housekeeping Charge Person and Housekeepers****PROCEDURE****ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. 10:30 pm to 6:30 am, 2 Housekeepers will respond to the fire during those hours.
3. 2:30 to 10:30 pm Housekeepers will report to the Café to be deployed as needed.
4. All other Housekeepers will respond to their neighbourhoods.
5. Housekeeping Charge will report to the Café to be deployed as needed. With the exception of between 6:30 am to 7:00 am, the Housekeeping Charge and Housekeeping #9 will respond to the fire.

**IF THE FIRE IS IN YOUR AREA**

Refer to All Staff Procedure on page 6.

**4.7 Role of Laundry Charge Person, Aides and Seamstress****PROCEDURE****ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. Report to Café for redeployment.
3. Laundry staff on the neighbourhood where Code Red is called will remain on that neighbourhood to assist.

**IF THE FIRE IS IN THE LAUNDRY DEPARTMENT**

1. Shut off the gas and electrical valves if it is possible to do so.
2. Evacuate the laundry rooms, activate "vacant" door flags
3. Report to the Café, account for Laundry staff.

**4.8 Role of Manager, Building Services, Maintenance A, Charge Person and Maintenance Staff****PROCEDURE****ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. The Manager, Building Services, Maintenance A, Charge Person or one other Maintenance Staff should report to the reception (Incident Command) and front door to assist the RN In-Charge, Ward Clerk and Fire Chief. Other Maintenance Staff scheduled on any shift should report to the Café to be redeployed if necessary.
3. Ensure all elevators are locked on the main floor.
4. Lock chemicals/tools in a secured room.

5. Turn off the gas and all electrical equipment and valves (i.e. / fans, TVs, computers, radios), you may leave the lights on.

#### **IF THE FIRE IS IN THE MAINTENANCE AREA OR WORKSHOP**

1. Shut off the gas and electrical valves if it is possible to do so.
2. Evacuate the rooms, activate “vacant” door flags
3. Report to the Café and follow the direction of the RN In-Charge

#### **4.9 Role of Manager, Food & Nutrition Services, Supervisors, Food Service Workers and Cooks**

##### **PROCEDURE**

##### **ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. Attend to your assigned neighbourhood to assist
3. All other Food & Nutrition Staff report to the Café to be deployed as needed.

#### **IF THE FIRE IS IN THE KITCHEN OR SERVERY**

1. The fire suppression equipment should automatically activate. In the event that it doesn't or if required to ensure safety manually activate the system by pulling the pin. Fire extinguishers are also available.
2. Shut off the electrical appliances if it is possible to so.
3. Evacuate rooms (servery and dining room). Activate “vacant” door flags.
4. Assist with evacuation of the fire zone.

#### **4.10 Role of Manager, Life Enrichment, Coordinator of Volunteer Services, Life Enrichment Staff**

##### **PROCEDURE**

##### **ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. If conducting activity and not on the fire area, stay with residents.
3. If conducting an activity in the Auditorium, Life Enrichment staff will provide census of residents in the Auditorium to the staff person deployed to retrieve the information which is to be provided to the RN In-Charge. Await further instructions from the RN In-Charge or designate.
4. Life Enrichment Staff who are on a neighbourhood when a Code Red is called, shall remain on the neighbourhood to assist. All other Life Enrichment staff not conducting an activity with residents will report to the Café to be deployed as needed.

#### **IF THE FIRE IS IN YOUR AREA**

Refer to All Staff Procedure on page 6.

#### 4.11 Role of Ward Clerks

##### PROCEDURE

##### ON HEARING THE ALARM:

1. Call 9-1-1.
2. Press acknowledge button on the annunciator panel.
3. Use the paging system announce **CODE RED** clearly and loudly so that it is heard over the alarm, give location, including room number - read from the annunciator panel; repeat three times.
4. Collect staffing binder, Visitor Sign in book and resident census.
5. Unlock front doors.
6. Meet the Fire Chief at the front door. Inform him/her of the situation/location of the fire, including room number of the location of the fire.
7. Ensure front lobby remains clear for access.
8. **TERMINATE UNNECESSARY PHONE CALLS BY SAYING:** eg. "The Home is experiencing an emergency situation, updates are available by dialing 2-1-1". Assist at reception (Incident Command) as directed by the RN In-Charge
9. With the approval of the Fire Chief or designate, use the paging system to announce **CODE RED ALL CLEAR**, repeat three times.

##### IF THE FIRE IS IN YOUR AREA

1. The Ward Clerk dials 9-1-1.
2. After dialing 9-1-1 if possible press acknowledge button on the annunciator panel. Announce CODE RED three times and the location, pick up the mobile phone, then go Main Lobby, unlock the sliding glass doors at the front of the Home and wait for the Fire Department to arrive.
3. Follow the direction of the RN in-Charge.

#### 4.12 Role of the Administrator and Director of Nursing and Personal Care

##### PROCEDURE

##### ON HEARING THE ALARM, the Administrator and Director of Nursing & Personal

##### Care will:

1. Go to Incident Command located at reception. (Secondary incident command is room E145 by Staff Training Room).
2. Support the RN In-Charge/Ward Clerk/Maintenance carry out his/her responsibilities.
3. Maintain constant communication with the emergency personnel at the fire scene.
4. In consultation with appropriate corporate resources, contact outside resources (e.g. Ministry of Health and Long Term Care) and prepare media release if necessary. Ensure that families are kept apprised of the situation.
5. Ensure that the fire area is sealed and that burned material is not discarded.
6. Assist staff who discovered the fire, or who was in the area before or during the fire, to make written independent statements on what they observed and did.

7. Ensure that the Nurse Leader On-call completes a Critical Incident Report and is forwarded to the Ministry of Health and Long Term Care.
8. Take direction from Emergency Services and if an evacuation is ordered, ensure that the Code Green protocols are initiated.
9. Hold a de-briefing meeting after the emergency to determine:
  - a. Loss of life
  - b. Extent of damage
  - c. Location of each the resident, family, staff, volunteers, students, visitors, contractors and external services personnel
  - d. Assistance required from external resources
  - e. Length of time it will take facility to return to normal
  - f. Need to release further media statements
  - g. Need to provide counseling for staff and residents

### **IF THE FIRE IS IN YOUR AREA**

Refer to All Staff Procedure on page 6.

#### **4.13 Role of Assistant Directors of Nursing, Social Worker, Manager of Health and Safety/Staff Development**

### **PROCEDURE**

#### **ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. Attend the unaffected areas to assist as needed.

### **IF THE FIRE IS IN YOUR AREA**

Refer to All Staff Procedure on page 6.

#### **4.14 Administration and County Personnel on Site**

### **PROCEDURE**

#### **ON HEARING THE ALARM:**

1. Follow All Staff Procedure on page 6.
2. Report to Café to be deployed as needed.

#### **4.15 Volunteers, Students, Visitors, Contractors and External Services Personnel**

All volunteers, students, visitors, contractors including external services personnel (Hairdresser, Physiotherapist, Pastor, Registered Dietitians, Pharmacist etc.) are required to swipe/sign in and out of the Home to ensure that everyone is accounted for in case of an emergency.

Contractors are also required to advise the Manager, Building Services, Maintenance Charge Person, Maintenance "A" person or the Administrator on entering and leaving the building.

**PROCEDURE**

**ON HEARING THE ALARM:**

1. Listen for the location of the fire.
2. Remain calm; help the resident if you can; go with the staff to a safe location.
3. Return to the Cafe on the ground floor and await further direction.