



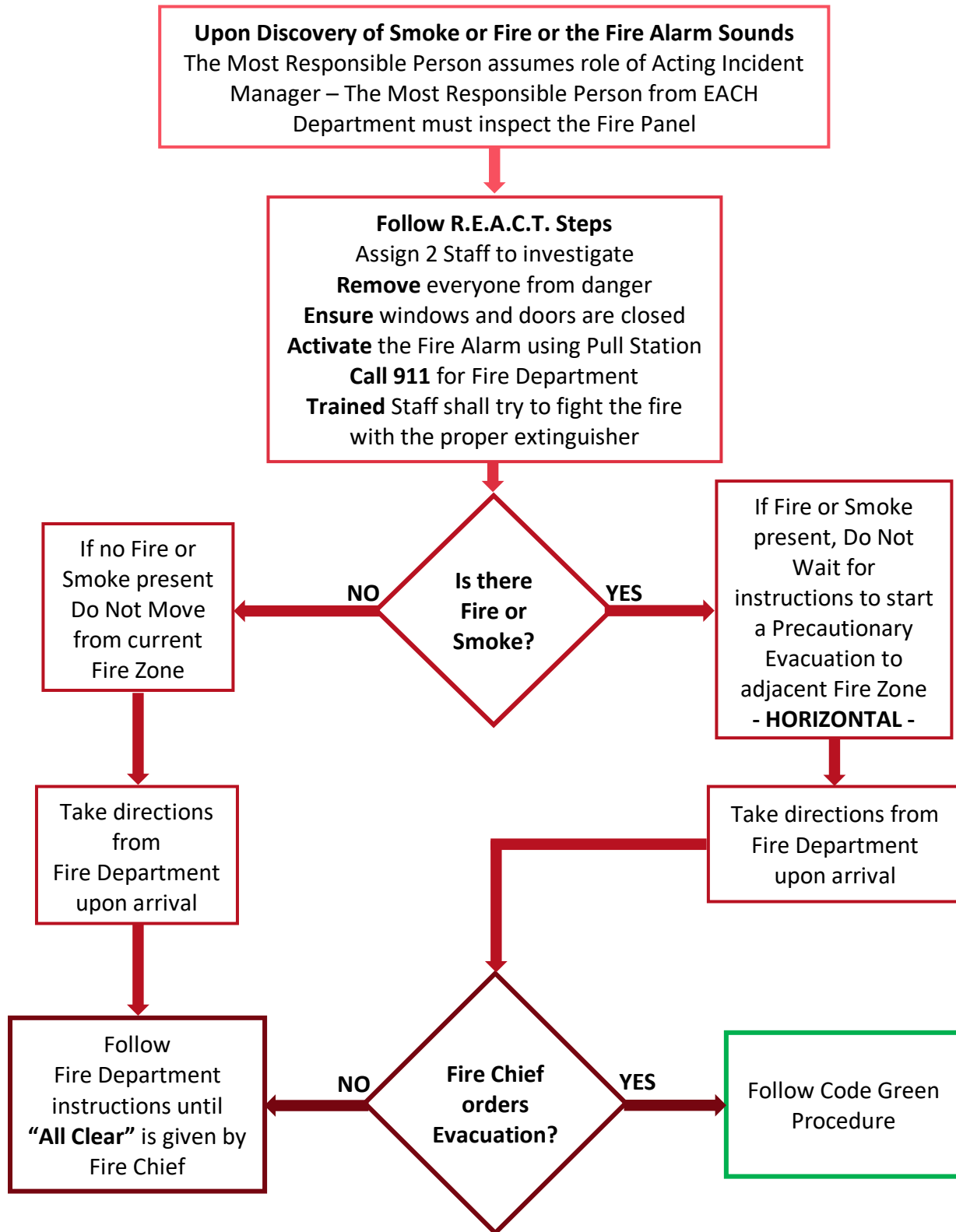
**CODE RED  
FIRE**

<b>Effective Date:</b>	<b>January 31, 2017</b>	
<b>Revision Date:</b>	<b>July 8, 2022</b>	
<b>Review Date:</b>	<b>Annually</b>	
<b>Reviewed By:</b>	<b>Joint Health &amp; Safety Committee</b>	<b>June 16, 2022</b>
	<b>Executive Leadership Team</b>	<b>June 28, 2022</b>
<b>Approved By:</b>	<b>President &amp; CEO Director of Facilities &amp; Projects</b>	

Haliburton Highlands Health Services  
Emergency Preparedness & Response Manual

This page is intentionally left blank.

### Fire – Algorithm



## Code Red

### Policy – Fundamental Fire Principles

Fire Safety is an essential life safety system and organizational responsibility for the safety of Patients, Residents, Clients, Visitors, and Staff. The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features that protect people from fire.

As required by the Fire Code Div. B Section 2.8, Emergency Planning, the Owner is responsible for the preparation of a Fire Safety Plan. After the Fire Safety Plan has been prepared, it must be submitted to the Municipal Fire Department Chief Fire Official for approval. Once approved, the Owner is responsible for implementing the Fire Safety Plan.

Code Red must be initiated when Fire/Smoke is discovered or Alarm Sounds. R.E.A.C.T. is the acronym used by HHS to remind Staff of the 5 key steps to be taken in the event of a Fire.

Knowing and practicing Fire Safety Plans are essential components of Patient, Resident, Client, Visitor and Staff safety and is an expectation of every Employee. A separate policy is written to address Fire Drills.

The evacuation of Patients, Residents, Clients, and Visitors is the primary responsibility of HHS Staff. DO NOT WAIT for emergency services to perform a Precautionary Evacuation. Mock Code Red exercises are required once per year with the presence of the Municipality Chief Fire Officials or designates. The Fire Department is responsible for fighting the fire and will only evacuate the Facility when the area in question is unsafe for HHS Staff to work.

The Haliburton County Paramedic Services is responsible for caring for the injured and the off-site transportation of high acuity and critical Patients, Residents, and Clients.

### Procedure

#### A. If FIRE or SMOKE is discovered in your work area, immediately follow the R.E.A.C.T. Steps below:

1. Upon discovery of Smoke or FIRE, *any* Staff member shall pull the nearest Fire Alarm and proceed to the nearest Fire Panel to page Code Red.
2. The Most Responsible Person in **each** Department will go to the nearest Fire Panel to determine the location of the Fire Zone activated.
3. The Most Responsible Person present will assume role of Acting Incident Manager until relieved by Executive On Call or Manager On Call when they arrive on site. (It is recommended that the Acting Incident Manager wear an orange vest to identify themselves. These vests are located in the Emergency Evacuation Kit located at each Nurse's Station.)

Haliburton Highlands Health Services  
Emergency Preparedness & Response Manual

Minden Site: Person from LTC or Emergency Department will assume role of Acting Incident Manager

Haliburton Site: Person from LTC, Emergency Department or Acute will assume role of Acting Incident Manager

4. The Acting Incident Manager will appoint two (2) Staff members to jointly investigate the Fire Alarm and Fire Zone. The Staff members will bring an appropriate fire extinguisher with them during the investigation.
5. If the fire origin is in a Patient or Resident room, and if safe to do so, Staff entering the room must evacuate any Patients, Residents, or Visitors by the fastest means possible.
6. Close the door and windows to that room to contain the fire and smoke as much as possible.
7. Once this room has been evacuated and the door closed, the rest of the Fire Zone evacuation can begin.
8. Follow REACT STEPS.

#### **R.E.A.C.T. STEPS**

- 1. REMOVE anyone from immediate danger (fire zone)**
- 2. ENSURE door(s) & windows are closed to confine fire and smoke**
- 3. ACTIVATE the fire alarm system using the nearest pull station**
- 4. CALL the Fire Department 911**
- 5. TRAINED Staff to try to fight the fire with appropriate Fire Extinguishers if safe to do so.**
9. Remove persons in immediate danger, closing doors as you exit and attach magnetic evacuation tag to metal door frame (if equipped) or mark the door with an "X" to indicate that the room has been searched using chalk is located in the Emergency Evacuation Kit at the Nurse's Stations.
10. Relocate people from the Fire Zone to a safe holding area behind fire doors in the next Fire Zone.
11. If the investigation is able to identify any visible flames or smoke, **CALL 911**, and describe incident to activate the appropriate emergency response personnel and equipment. If no visible flames or smoke is identified, wait for the Fire Department, and the Fire Department will investigate the area. Note – only the Fire Department can disable the Fire Alarm.

12. If flames and smoke is detected, the Acting Incident Manager or a designate in the Fire Zone will proceed to annunciate (page) **“Code Red”, followed by the Fire Zone and Area description**, three times (3x) following the Work Instruction for Operating the Fire Panel posted in the Fire Panel located at the ED Entrance in Haliburton, LTC Entrance in Minden or behind the LTCH Nurses Station of Highland Wood and Hyland Crest.
13. If safe to do so, the Acting Incident Manager may request help with the emergency. Staff in departments adjacent to, above or below the Unit announced must be prepared to R.E.A.C.T., and to assist with the immediate evacuation of the Fire Zone where a fire is happening.
14. Staff responders from the other departments are to proceed to the fire area, if safe to do so, and obtain direction from the Acting Incident Manager.
15. Once the R.E.A.C.T. steps have been completed and the Patients, Residents, Clients, and Visitors removed from the immediate danger area, all Persons are to be evacuated to the next Fire Zone beyond the Fire Doors.
16. The Acting Incident Manager will assign a Staff member the role to make a consensus of Patient, Residents, Clients, Visitors, and Staff to ensure that everyone is accounted.
17. When the Fire Department arrives, follow the Fire Chief’s instructions.
18. An evacuation may be ordered by the Fire Chief as a necessity or as a general precaution. This action is determined by the Fire Chief or designate from the Fire Department.
19. Evacuation is to follow CODE GREEN policy and procedures.
20. The Acting Incident Manager will notify the Executive On Call.
21. If no evacuation is ordered, follow the Fire Chief’s instructions until the Fire Chief declares an “All Clear”.

**THE EVACUATION STAGING AREA IS:**

**Minden**

**Upper Level LTC and Acute - Main Parking Lot at 6 McPherson St.**

**Lower LTC and Hospital – Hospital Parking Lot**

**Haliburton**

**Front Entrance Parking Lot at 7199 Gelert Rd.**

**Or Nearest Accessible Parking Lot**

**B. If the Fire Alarm is outside your current Fire Zone or if not visible Fire or Smoke is in your area:**

1. If you are not in the fire location, continue working within your Fire Zone or compartment and listen for further instructions. Fire Zones are bounded by Fire Doors and labelled above each Fire Door. These Fire Doors will automatically close once the Fire Alarm is annunciated.
2. Staff in Departments adjacent to, above, or below the location of the fire must be prepared to R.E.A.C.T. The Most Responsible Person in each Department will go to the nearest Fire Panel to determine the location of the Fire Zone activated.
3. All Fire Alarms must be investigated by the Most Responsible Person of the Department or Fire Zone; especially after hours when there is less Staff present. Do Not Assume someone else is investigating. The Most Responsible Person from each Department will appoint a Staff member to jointly investigate the Fire Alarm and Fire Zone. If the alarm is in your Fire Zone, the Staff member will bring an appropriate fire extinguisher with them during the investigation. The Most Responsible Person of the investigation will assume responsibility of the Acting Incident Manager.
4. When the Fire Alarm has sounded, all Staff, Visitors with Patients, Residents, Clients and Physicians not in the immediate danger zone are to remain within their Fire Zone until the "All Clear" has sounded or upon receiving further instructions as directed by the Fire Department or Acting Incident Manager.
5. Visitors are to be instructed on what to do by the Nursing Staff.
6. Do not cross through Fire Doors unless requested by the Acting Incident Manager to support the evacuation team.
7. Do not use elevators. If you are on an elevator at time of the fire alarm, exit when doors open and proceed to the nearest clear Fire Zone or emergency exit.
8. Use telephones only for Emergency calls. Disengage unnecessary telephone calls in progress.
9. If the fire is in a compartment adjacent to you, clear the hallway and be prepared for a Horizontal Evacuation.
10. Free movement within the Facility can resume once the "All Clear" has been communicated by the Fire Department and is heard over the Fire Panel paging system.
11. Patients, Residents, and Clients being transported to a department should be returned to the Department of origin if safe to do so.

## Management Responsibilities

The Director of Facilities & Projects ensures that Fire Drills are to be performed monthly, covering all shifts in each facility to provide Staff with realistic training and practice in steps to take in the event of a fire.

- The Director of Facilities & Projects will ensure three (3) fire drills are being conducted each month to cover all shifts (days, evenings & nights). The date and participants of these drills must be documented. Silent Drills may be practiced after hours as a replacement of two (2) monthly drills.
- A Fire Drill with minimum Staff will be conducted annually by the Director.
- The Director of Facilities & Projects will delegate a Fire Drill Supervisor for each monthly drill.
- A major practice drill will be initiated by The Director of Facilities & Projects involving more than two services with the Facility every year including the Municipal Chief Fire Official.
- The Fire Safety Plan will be reviewed and audited annually with the Municipal Chief Fire Official.
- The Fire Drills will be reviewed at the Joint Health & Safety Committee by The Director of Facilities & Projects or designate.
- Managers in each Fire Zone are responsible to ensure the Fire Doors are not blocked and the magnetic door holders work and are activated by the Fire System.
- Managers are to ensure Staff are trained on Fire Drills, use of the Fire Panel, R.E.A.C.T., and this policy and procedures.

## Employee Responsibilities

All Staff will respond to each Fire Alarm as to a real emergency and participate fully in the exercise as if a real Fire. Attendance of Staff is mandatory.

- The designated Supervisor prepares the scenario for unannounced Monthly Fire Drill and Silent Drills, and will monitor the actions of the Most Responsible Staff in the Zone for the fire drill
- All Staff must know the location of all Fire Zones, exits and routes to these exits from all areas of the building
- All Staff must know the location and use of fire extinguishers, pull stations and the location of Fire Panels and their use.
- All Staff must obey the designated Supervisor and Municipal Chief Fire Official upon arrival.



## **Resident Responsibilities**

All Residents and Families should be active participants in Fire Drills and annual instructions by The Director of Facilities & Projects. Residents, if able, should know what to do when the fire alarm sounds, stay calm, be able to pull the fire alarm pull station, and follow Staff instructions.

All Residents, if able, are to “Call for Help” in the event of a fire in their room, leave the room and close the door.

## Appendices / Links

Fire Safety Plan for each Facility approved by the Municipal Chief Fire Official is located next to each Fire Panel.

**Appendix 1** – Checklist Procedure – FIRE or SMOKE Discovered in Work Area

**Appendix 2** – Checklist Procedure – Fire Alarm Outside Current Fire Zone, FIRE or SMOKE Not Visible

**Appendix 3** – Work Instruction on Operating the Fire Panels

**Appendix 4** – Emergency Evacuation Kit Contents

**Figure 1** – Haliburton Fire Zone Map

**Figure 2** – Minden Fire Zone Map

**Fire Extinguisher Type & Use**

**Special Note A:** Missing Person Search Checklist – All Units

**Special Note B:** Search Tracking – All Locations

## References

HHHS Fire Drill Policy

Ontario Regulation 79/10 Long Term Care Homes,  
<https://www.ontario.ca/laws/regulation/100079>

Ontario Regulation 213/07 Fire Code,  
<https://www.ontario.ca/laws/regulation/070213>

Ontario Regulation 213/07 Fire Code, Div. B, sec. 2.8 Emergency Planning

## Appendix 1 – FIRE or SMOKE Discovered in Work Area – Checklist Procedure

DATE \_\_\_\_\_ TIME \_\_\_\_\_  
LOCATION \_\_\_\_\_ COMPLETED BY \_\_\_\_\_

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

If FIRE or SMOKE is discovered or suspected, any Staff member can pull a Fire Pull Station and Page Code Red with Fire Zone and description on the Fire Paging System. Immediately follow the R.E.A.C.T. Steps in the procedure below.

### The Acting Incident Manager Shall:

TIME	INIT	ACTIONS
TIME	INIT	1. The Most Responsible Person in each Department will go to the nearest Fire Panel to determine the location of the Fire Zone activated.
TIME	INIT	2. The Most Responsible Person in the Fire Zone affected will assume the role of Acting Incident Manager (It is recommended to wear an orange safety vest to identify the leadership role).
TIME	INIT	3. The Acting Incident Manager will appoint two (2) Staff to jointly investigate the Fire Alarm and Fire Zone. One Staff shall bring an appropriate fire extinguisher during the investigation.
TIME	INIT	4. If the fire origin is in a Patient or Resident room, and if safe to do so, Staff entering the room must try to evacuate any Patient, Resident, or Visitors by the fastest means possible.
TIME	INIT	5. Follow the R.E.A.C.T. steps: <ul style="list-style-type: none"> <li>a. <b>Remove</b> anyone from immediate danger in the Fire Zone</li> <li>b. <b>Ensure</b> doors and windows are closed to confine fire and smoke</li> <li>c. <b>Activate</b> the Fire Alarm System using the nearest Pull Station</li> <li>d. <b>Call 911</b> for the Fire Department</li> <li>e. <b>Trained</b> Staff to try to fight the fire with the appropriate fire extinguisher if safe to do so</li> </ul>
TIME	INIT	6. The Acting Incident Manager will direct the moving of persons to the adjacent Fire Zone.
TIME	INIT	7. Mark searched rooms using the magnetic strips (if available) or by placing an "X" on the door using chalk found in the Emergency Evacuation Kit.

Haliburton Highlands Health Services  
Emergency Preparedness & Response Manual

TIME	INIT	ACTIONS
TIME	INIT	8. If the investigation is able to identify any visible flames or smoke, the Acting Incident Manager will instruct Staff to Call 911 for the Fire Department.
TIME	INIT	9. If flames or smoke are identified, the Acting Incident Manager (or designate) in the Fire Zone will announce <b>“Code Red,” followed by the Fire Zone &amp; Area description</b> , three times (3x) on the Fire Panel PA System.
TIME	INIT	10. If no visible flames or smoke is identified, wait for the Fire Department to arrive in the adjacent Fire Zone. The Fire Department will investigate the area for the alarm.
TIME	INIT	11. Once people are in a safe holding area behind the Fire Doors, the Acting Incident Manager will instruct Staff to conduct a census to ensure all are accounted for.
TIME	INIT	12. If safe to do so, the Acting Incident Manager may request help from Staff in other Fire Zone to assist.
TIME	INIT	13. Follow the Fire Chief’s instruction upon arrival. The Fire Chief assumes control of the area affected.
TIME	INIT	14. The Fire Chief may order a Facility-wide Evacuation as a necessity or a general precaution.
TIME	INIT	15. The Acting Incident Manager will follow Code Green procedures and the Fire Chief’s instructions.
TIME	INIT	16. The Acting Incident Manager will notify the Executive On Call and Manager On Call.
TIME	INIT	17. If no evacuation is ordered by the Fire Chief, follow the Fire Chief’s instructions until the Fire Chief declares “All Clear”.

## Appendix 2 – Fire Alarm is Outside Current Area, FIRE or SMOKE Not Visible – Checklist Procedure

DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 LOCATION \_\_\_\_\_ COMPLETED BY \_\_\_\_\_

Note: This document is reviewed during the Post Incident Debriefing. As each item is completed, record the time and initial when the situation permits.

If the Fire Alarm is outside your current Fire Zone or if no visible Fire or Smoke is in your area:

**The Acting Incident Manager Shall:**

TIME	INIT	ACTIONS
TIME	INIT	1. The Most Responsible Person in each Department must investigate the Fire Panel for the Fire Zone affected and be prepared to respond, support, and investigate.
TIME	INIT	2. If you are not in the affected Fire Zone, continue working and listen for further instructions over the Fire Panel PA System. Fire Doors will automatically close once the Fire Alarm is activated.
TIME	INIT	3. Staff in adjacent the Fire Zone must be available to support when the Acting Incident Manager requests assistance.
TIME	INIT	4. Patients, Residents, Clients, Visitors, Staff and Physicians not in immediate danger are to remain within the unaffected Fire Zone until “All Clear” is paged or upon receiving further instructions by the Fire Department or Acting Incident Manager.
TIME	INIT	5. Do not use the elevators or telephone lines. Telephones should only be used for emergency calls.
TIME	INIT	6. Free movement within the Facility can resume once the “All Clear” has been communicated by the Fire Department and is heard over the Fire Panel paging system.

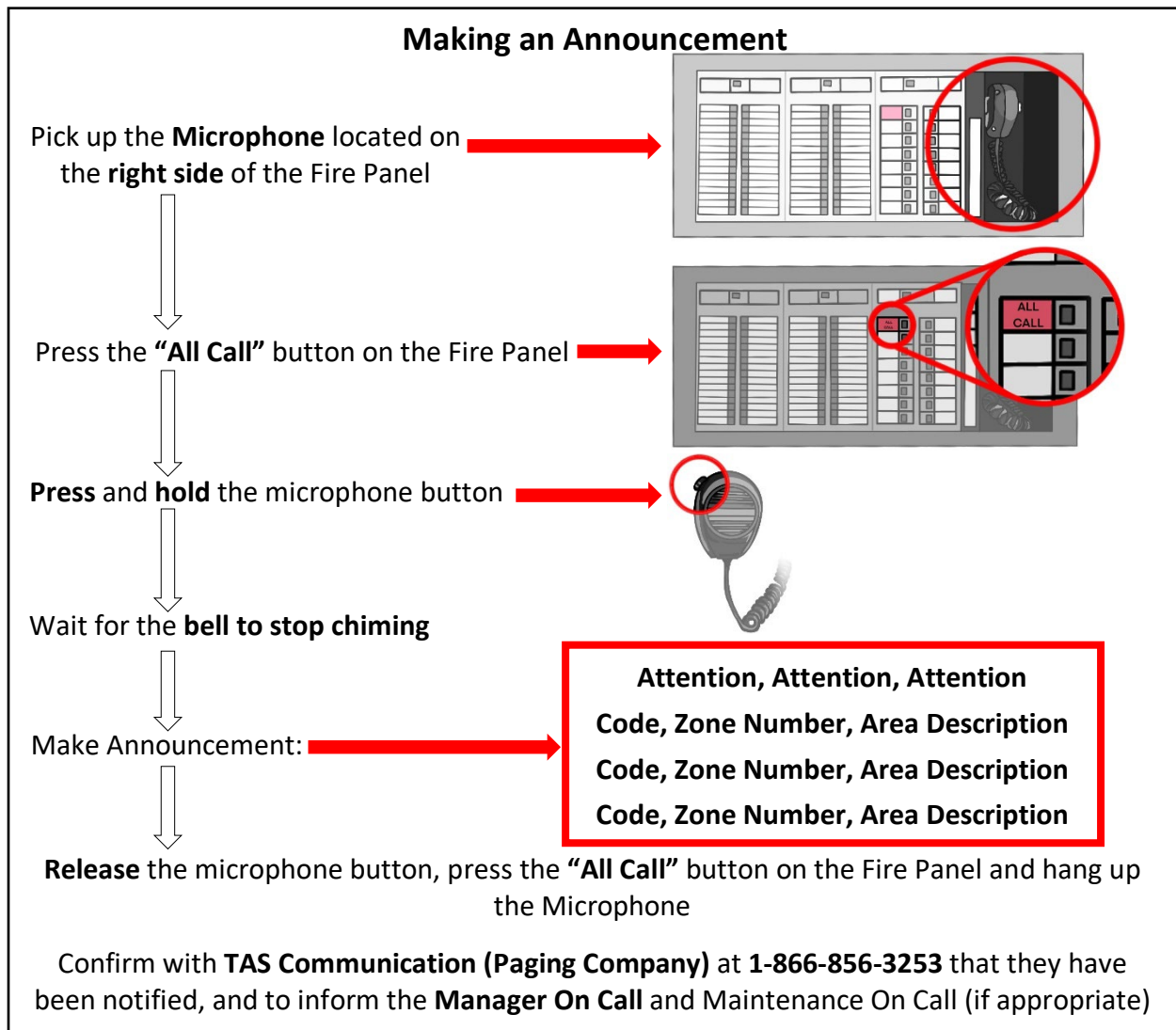
## Appendix 3 – Work Instruction for Operating Fire Panel

### Purpose and Scope

These instructions are to be posted at each Fire Panel to provide essential steps to operate the Fire Panel PA System in the event of an emergency. In the event of an emergency, a Staff member may be designated by the Acting Incident Manager to make an announcement over the Fire Panel PA System.

Code announcements made with the Fire Panel PA System are to specify the Code Colour, the Fire Zone Number, and a description of the area, repeated three times (3x). Staff are encouraged to review Code Policies to become familiar with specific Code Announcements.

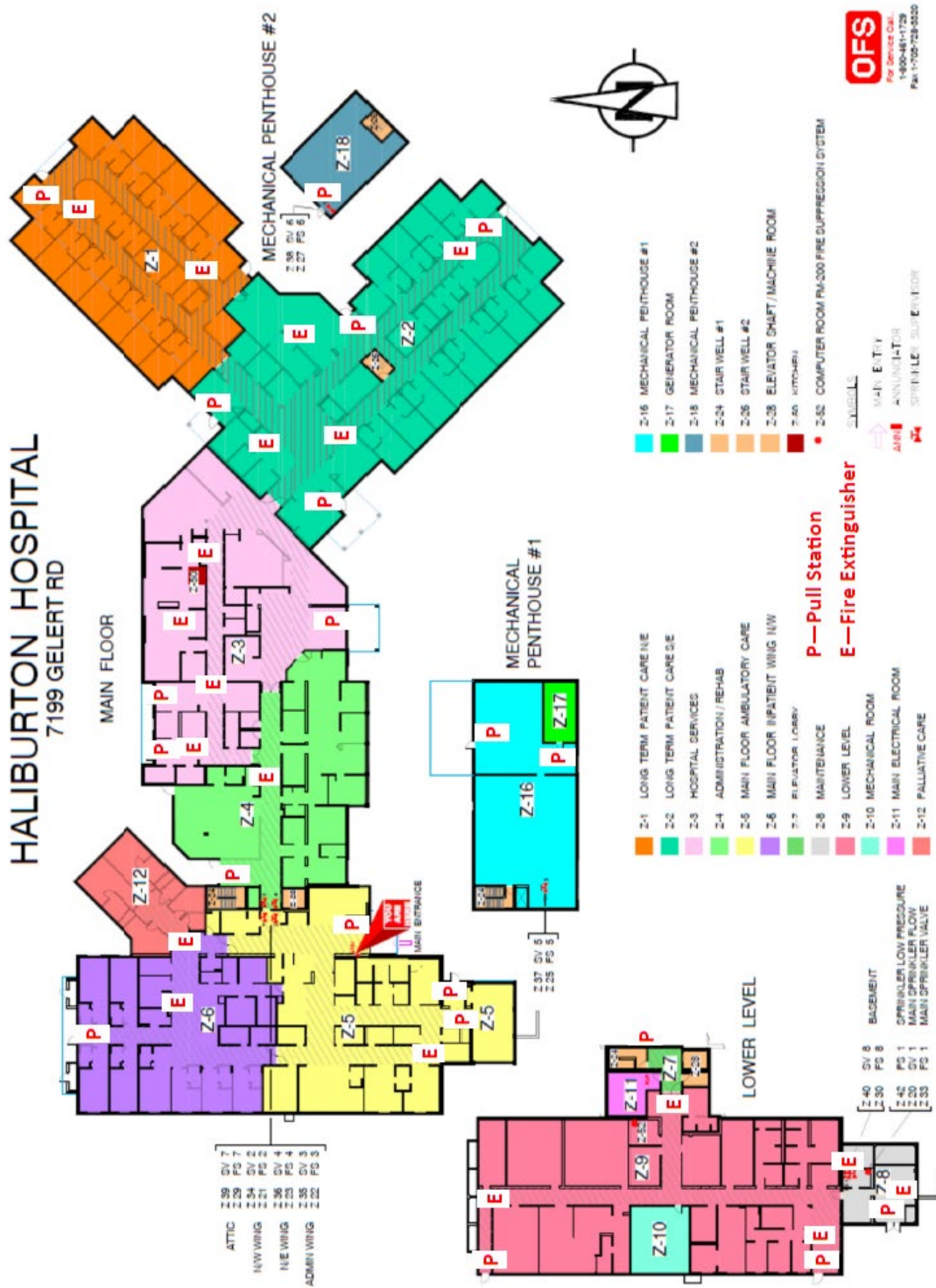
The Fire Panels are located at the Main Entrance (ER in Haliburton, Hyland Crest in Minden) and behind the Nurse's Station at Highland Wood Long-Term Care Home and the Nurse's Stations on both floors at Hyland Crest Long-Term Care Home.



## Appendix 4 – Emergency Evacuation Kit Contents

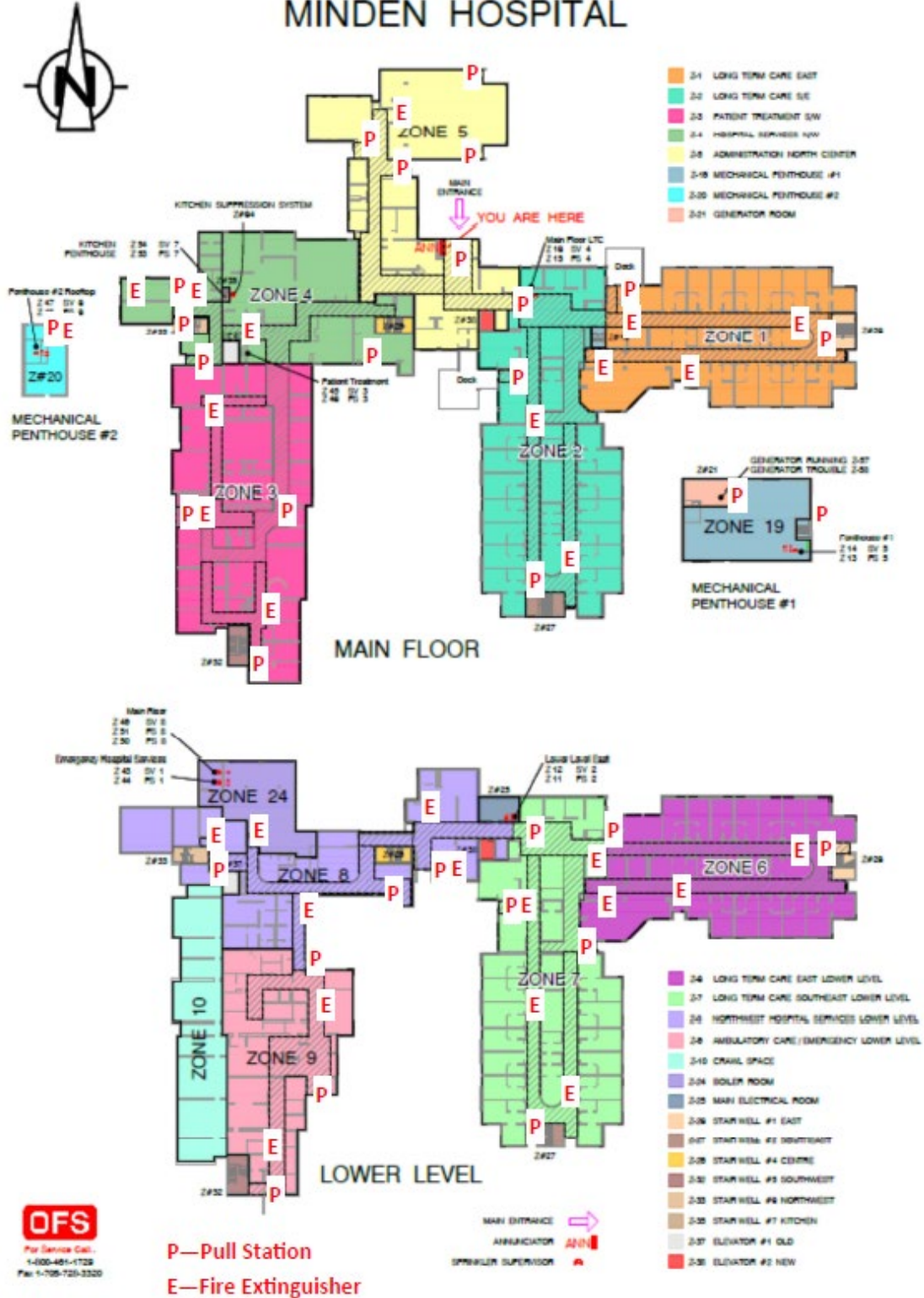
Emergency Evacuation Kit Contents		Quantity
<input type="checkbox"/>	Small Flashlights	4
<input type="checkbox"/>	Headlamp	1
<input type="checkbox"/>	Identification Vests	4
<input type="checkbox"/>	Name tags	1 pack
<input type="checkbox"/>	Masking tape	1
<input type="checkbox"/>	Flagging tape	1
<input type="checkbox"/>	Caution tape	1
<input type="checkbox"/>	Coloured chalk	1 box
<input type="checkbox"/>	White chalk	1
<input type="checkbox"/>	Clipboards	2
<input type="checkbox"/>	Markers/pens	1 bag
<input type="checkbox"/>	Triage Tags	1 pack
<input type="checkbox"/>	Emergency Preparedness & Response Manual	1
<input type="checkbox"/>	First Aid Kit	1
<input type="checkbox"/>	<b>Search Kit</b>	1
<b>Search Kit Contents</b>		
<input type="checkbox"/>	“Searched” Flyers	2 sheets
<input type="checkbox"/>	Minden or Haliburton Detailed Zone Maps	1 doc
<input type="checkbox"/>	Whistles	1 pack

Figure 1 – HHS Haliburton Fire Zones















**Figure 2 – HHHS Minden Fire Zones**  
**MINDEN HOSPITAL**



## Fire Extinguishers

Fire extinguishers are located throughout the building and are wall mounted. The type of extinguisher in an area is determined by the most common type of fire hazard in that area.

The following chart illustrates which types of extinguishers are suitable for which type of fire.

Class of Fire	Type of Fire	Type of Extinguisher	Extinguisher Identification	Symbol
<b>A</b>	Ordinary combustibles: wood, paper, rubber, fabrics, and many plastics	Water, Dry Powder, Halon		
<b>B</b>	Flammable Liquids and Gases: gasoline, oils, paint, lacquer, and tar	Carbon Dioxide, Dry Powder Halon		
<b>C</b>	Fires involving Live Electrical Equipment	Carbon Dioxide, Dry Powder Halon		
<b>D</b>	Combustible Metals or Combustible Metal Alloys	Special Agents		No Picture Symbol 
<b>K</b>	Fires in Cooking Appliances that involve Combustible Cooking Media: Vegetable or Animal Oils and Fats			

### Fire Extinguisher Procedures

#### Pressurized Water

1. Pull the pin when the extinguisher is removed from the cabinet and away from the flame.
2. Move toward the fire, pointing hose at the base of the flames and squeeze extinguisher handle.
3. Move the extinguisher nozzle from left to right to distribute water evenly around the base of the fire. Aim at the flames.

#### Dry Chemical

1. Pull the pin when the extinguisher is removed from the cabinet, and away from the fire.
2. Move toward the fire, stop within a reasonable distance and aim the nozzle at the front base of the fire. Squeeze handle.
3. Aim nozzle at the base of the fire and sweep from left to right until fire appears to be extinguished.

#### Carbon Dioxide

1. Pull the pin when the extinguisher is removed from the fire cabinet, and away from the fire.
2. Move towards the fire and take aim at the back uppermost limit of the fire. Squeeze handle.
3. Aim at the base of fire and sweep side to side until fire is extinguished.

**When you feel that the fire is out, continue to use the extinguisher for 2 or 3 seconds. DO NOT turn your back on the fire. Back away slowly and continue to watch for further signs of flame.**

## Special Note A – Missing Person Search Checklist – All Units

**Missing Person Search to be initiated only at request of the Fire Chief**

Site:    Haliburton            Minden  
 UNIT NAME/AREA: \_\_\_\_\_  
 TIME SEARCH COMPLETED: \_\_\_\_\_

Please phone all search reports to the appropriate Nurse’s Station of the missing Patient, Resident, or Client. Assign someone to deliver completed checklist to the Point of Command location.

AREA	SEARCHED	COMMENTS
All Patient Rooms	<input type="checkbox"/>	
Housekeeping Rooms	<input type="checkbox"/>	
Dirty Utility Room	<input type="checkbox"/>	
Clean Utility Room	<input type="checkbox"/>	
Washrooms	<input type="checkbox"/>	
Lounges	<input type="checkbox"/>	
Kitchen	<input type="checkbox"/>	
Nurses’ Station	<input type="checkbox"/>	
Med Room	<input type="checkbox"/>	
Stairwells	<input type="checkbox"/>	
Storage Rooms	<input type="checkbox"/>	
Halls	<input type="checkbox"/>	
Offices	<input type="checkbox"/>	
Locked Rooms	<input type="checkbox"/>	
Linen Room	<input type="checkbox"/>	

## Special Note B – Search Tracking – All Locations

**Missing Person Search to be initiated only at request of the Fire Chief**

Site:    Haliburton             Minden  
            Primary Search         Secondary Search

Room	By Whom	Time	Comments

**Note: - Zone Maps for each Facility are located in the Emergency Response Manual**