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| Subject: Code Red (Fire)                   | Date Approved: September 25, 2017 |
| Approved by: Executive Director            | Date Revised:                     |
| Specific to: All Staff, Board of Directors | Next Review Date: September 2020  |

**PRINCIPLE:**

The North Huron Family Health Team (NHFHT) is committed to providing the safest environment possible for the patients and staff members. **Code red** will be the term used to represent an **actual or suspected fire** emergency within the building.

**POLICY:**

NHFHT complies with the fire laws and codes and works with the LWHA- Wingham to reduce the risk of fire. The local fire department conducts inspections regularly. In the event of a fire all employees have a responsibility to:

- Know how to prevent fires, implement the code red and understand their responsibilities for code red
- Keep up to date and review policy to update your awareness
- Know where the firefighting equipment is located and how to use it
- Ensure the safety and well-being of patients, yourself and peers
- Remain calm and never panic

Executive Director, Medical Director responsibilities are to:

- Report to the scene of the fire
- Take charge of the fire fighting operations until they are relieved by the local fire department
- Authorize all clear and reset alarm
- Complete an incident report and notify fire dept. if a false alarm is sounded
- Ensure that this policy complies with the occupational health and safety regulations
- Ensure that all staff members are adequately trained on the procedure and use of equipment

Employer’s responsibilities are to:

- Ensure fire extinguishers are provided and maintained in good condition and used correctly by trained employees
- Ensure procedures are carried out in the workplace and all employees are provided with training as required.

**PROCEDURES:**

1. When you discover a fire you are in charge until relieved by a more senior person. E.g. Executive Director, Medical Director.
2. If you discover a fire – NEVER SHOUT FIRE!---just ‘R E A C T’ (see below)

**General Fire Rules and REACT Procedure:**

**USE THE R E A C T PROCEDURE:**

**R**-Remove patients from the building via the main entrance or the east door

**E**-Ensure that all windows and doors are closed

**A**-Activate the nearest fire alarm – automatically triggers response from the local fire department!

**C**-Call 9-911 from any phone.

**T**-Try to fight the fire utilizing a fire extinguisher if it is safe to do so (see 3.2 - How do you decide if you should fight the fire, below).

**On hearing the fire alarm:**

- Aid and ensure that patients exit the building safely
- Do not use telephone except for emergencies
- Shut off all electrical switches to equipment if it is safe to do so
- Close all windows and doors
- Exit the building as soon as all patients are safely out of the building (Refer to Code Green – Emergency Evacuation Plan)
  - NOTE: the meeting place is WDH Catherine Street parking lot

**3. Common types of Fire Extinguishers**

| <b>Class of Fire</b>   | <b>Type of Extinguisher</b>             |
|--|---|
| <b>Class A</b> -wood, cloth, paper & rubber                              | Water                                   |
| <b>Class B</b> -liquids, gas, oil & paint<br><b>Think Barrels!</b>       | Carbon Dioxide (C02)/Dry Chemical (ABC) |
| <b>Class C</b> -Electrical, motors & appliances<br><b>Think Current!</b> | Carbon Dioxide (C02)/Dry Chemical (ABC) |

**3.1 How to use your fire Extinguisher**

- a. Always remember to keep your back to an unobstructed exit and stand six to eight feet away from the fire. Always remember to **P.A.S.S:**

**P** **PULL** the pin. This unlocks the operating lever and allows you to discharge the extinguisher. Some extinguishers may have other release mechanisms.

**A** **AIM** low. Point the extinguisher nozzle at the **BASE** of the fire.

**S** **SQUEEZE** the lever above the handle. This discharges the extinguishing agent. Releasing the lever will stop the discharge (some extinguishers have a button instead of a lever).

**S** **SWEEP** from side to side. Moving carefully toward the fire, keep the extinguisher aimed at the **BASE** of the fire and **SWEEP** back and forth until the fire extinguisher is completely empty. Watch the fire area. If the fire reignites, repeat the process with a full extinguisher.

3.1.1 Fire extinguishers are located in the following locations:

1. Corridor 232 beside elevator
2. Corridor 234 beside meeting room
3. Entry 201 beside staff room

3.1.2 Fire extinguishers that have been used should be laid on the floor on their side to indicate that they have been used, but away from traffic area.

### **3.2 How do you decide if you should fight the fire?**

- Before you begin make sure all the steps in this policy have been taken including contacting all parties
- Make sure the fire is confined to a small area and is not spreading
- Make sure your escape route is unobstructed & don't go toward the fire
- Make sure you have read the instructions and know how to use the extinguisher.

**\*\*\*If you are unsure of any of the above, isolate the area and leave immediately\*\*\***

4. Fire drills will be held yearly in consultation with the local fire department and a record of the drill will be kept by NH FHT for 1 year after drill.
5. Fire Plan will be reviewed yearly.
6. See attached Floor plan showing the type & location of fire extinguishers. **The floor plan is hung in each hallway wall** and in NHFHT policy and procedure manual.
7. Please reference Code Green Policy for the evacuation plan.