

LAPOINTE-FISHER NURSING HOME LIMITED



MANUAL: <i>HEALTH & SAFETY</i>	HOME SPECIFIC NAME: <input type="radio"/> Fairfield Park <input checked="" type="radio"/> Brouillette Manor <input type="radio"/> LaPointe-Fisher Nursing Home <input type="radio"/> Corporate
TITLE: <i>CODE RED – FIRE PLAN</i>	SECTION: EMERGENCY PREPAREDNESS
	PAGES: 6

EFFECTIVE DATE: May 2000

REVISED: MAY 2016, JUNE 2022

POLICY:

The home shall have a fire emergency plan in the event of a fire. The emergency code denoting this situation shall be “Code Red”.

DEFINITIONS:

Plan Leader – This person oversees the evacuation, and is the RN or designate. The Plan leader shall wear an orange vest throughout the evacuation so that they can be easily identified.

Fire Zones – Areas of the home that have a cement wall separating them, as well as a higher graded fire door. These cement walls are located at the entrance into each residential home area (where you pass through the double doors to enter the home area). The home is separated into 6 fire zones:

1. North Hall (residential area)
2. North Hall North (residential area)
3. South Wing (residential area)
4. West Wing and Nursing Station (partial residential area)
5. Remaining areas (central part of the home).
6. Main dining area and kitchen

Stage 1 – A slow / intermittent alarm shall be heard and flashing white lights observed to identify the potential need for an emergency plan to be activated. This occurs when a fire pull station has been triggered or the emergency panel triggered due to a smoke detector or another potential emergency,

Stage 2 – A very intense, fast/ intermittent alarm shall be heard. The response system automatically switches to stage 2 after 10 minutes of being activated in stage 1. This will identify the need for a full evacuation out of the home. This can also be activated by the

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Plan Leader and/or Fire Department insert an emergency key into a pull station and switch the alarms to stage 2.

PROCEDURES:

TRAINING & EDUCATION

Staff shall be trained on this plan upon hire and provided with refresher education annually thereafter.

Residents and/or their legal representative shall be provided with a copy of this plan upon admission

TESTING

This plan shall be tested through monthly fire drills.

ACTIVATION

(A) DISCOVERING A FIRE

- R** – Remove persons in immediate danger if possible.
- E** – Ensure the door(s) is closed to confine the fire & smoke
- A** – Activate the fire alarm using the nearest pull station (closest exit).
- C** – Call fire department / Charge Nurse will phone 911.
- T** – Try to extinguish the fire or concentrate on further evacuation.

(B) HEARING A (STAGE 1) FIRE ALARM

1. The RN or RPN in charge shall immediately go to the emergency panel to identify the location of the fire. For instance, it may have been triggered by a smoke detector as opposed to a fire pull station. The trigger and location can be seen by looking into the window of the panel and reading the screen.
2. All other staff shall turn off any appliances in use, put equipment away to keep halls clear (i.e. housekeeping & laundry carts in utility rooms) and listen for an announcement identifying the emergency and its' location. After, all staff make their way to the main nursing station. (The pilots on the stove do not need to be turned off for the purpose of a fire drill).
3. Once the panel has been read the Registered Staff member will make an announcement and repeat it 3 times:
 - ✓ Code Red
 - ✓ Location (i.e. North Hall, room 8)

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4. Staff shall do as follows:

Senior RN

The Senior RN will call 911, don the emergency vest to indicate Plan Leader and put on the evacuation back pack.

Other Registered Nursing Staff

RPN on South/West shall gather the Medication Carts, Charts, and Treatment Cart and wheel these supplies to the back entrance, in preparation for a complete evacuation. If it is not safe to place these supplies at the back entrance, the Nurse will place them at the front entrance. Following this, head to the fire zone to assist with the evacuation.

Exception (NIGHT SHIFT): The RPN shall immediately go to the fire zone and assist with the evacuation. Once this is complete, the above supplies can be gathered, if it is safe to do so.

Remaining Registered Staff, Restorative, PSWs, Other Non-Registered Nursing Staff

Restorative or non-registered staff will be assigned to monitor the exits not in the fire zone and will keep the residents in the unaffected zones safe and calm.

These staff will also begin to prepare for an evacuation of that area, in the event it is needed by doing the following:

- ✓ Closing all windows & doors
- ✓ Clearing corridors
- ✓ Keeping residents calm
- ✓ Preparing for evacuation
- ✓ Ensuring fire doors to area are closed
- ✓ If designated to do so, proceeding to fire area & assisting with evacuation

All other staff will go to the fire zone and assist with the evacuation.

Exception (NIGHT SHIFT): All available staff, except for the RN or designate, will proceed to the fire zone to participate with the evacuation

Day Personnel / Afternoon Personnel

- If the fire is not on your hallway, one Personal Support Worker (PSW) should remain on the hallway to provide assistance/supervision to residents on that wing.
- The other HCA/HCA's will report to the fire area.
- Staff from all other departments are to report to the fire area unless otherwise directed by the Charge Nurse.
- Recreational staff of the Activity Department are to go to the fire area unless they are supervising an activity.

Kitchen Staff

- Shut off all gas and electrical equipment.

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- Close all doors and windows.
- Direct residents from the dining area when necessary.
- Bring a fire extinguisher to the fire area.
- Report to and seek direction/further instructions from the Charge Nurse.

Laundry Staff

- Shut off all equipment, close all doors in department.
- Assemble clean blankets in case they are needed by residents.
- Proceed to the fire area.

All other Staff (if applicable)

- Proceed to fire zone and assist with evacuation.
5. Enter the fire zone using the “buddy” system. Buddies do not need to remain together during the evacuation; however they need to be aware that each has entered the fire zone to ensure everyone is accounted for if a headcount is required.
 6. The first to enter the fire zone shall remove a fire extinguisher from the wall and bring it with them to the fire, in the event it is needed.
 7. Staff shall evacuate residents in the order below, lifting the black and orange evacuation stick to the vacant position once the room is evacuated (if applicable). O2 concentrators or tanks in use shall be removed from the fire zone as well, and when evacuating a resident’s room, staff shall check the closet and washroom to make sure they are vacant. If a door is closed in the immediate fire area, staff shall:
 - ✓ Feel door to see if it is hot
 - ✓ If door is hot to touch, do not open
 - ✓ If door is not hot, open slowly until you find out extent of fire.
 - ✓ Enter room for rescue only if able

IMMEDIATE FIRE AREA/ROOM: Evacuate residents in immediate danger (room fire is in) into the corridor and close the resident’s room door (if applicable) tightly. Nursing staff will transfer residents who require a mechanical lift; however you can assist by portering the residents out of the fire zone while the nursing staff continue to assist residents who require mechanical lifts.

ADJACENT & ACROSS FROM FIRE AREA/ROOM: Evacuate residents immediately adjacent & across from the fire area. While nursing staff are completing transfers, you can be portering residents out of the fire zone and providing direction and reassurance to them.

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REMAINING AREA/ROOMS: Continue moving away from the immediate fire area in a triangular fashion, evacuating residents to the nearest safe zone until they are all evacuated from the fire zone.

8. Once all residents/staff have been evacuated from the fire zone, the Plan Leader shall do a quick check to ensure all evacuation tags have been flipped up, indicating the evacuation is complete.
9. Everyone shall wait for further instructions from the Plan Leader or the fire department. For example, the fire department may determine that an evacuation to a further fire zone is needed. In this case, the same steps would be followed, starting with those residents closest to the fire.
10. If it safe to do so, the Business/Office Manager proactively, in the event a complete evacuation will be needed, shall gather staff schedules from each department (if managers have not grabbed them already) and bring to the back entrance (or more suitable location if this happens to be the fire area). In the absence of the Business/Office Manager, the Activation Manager shall assume this duty.
11. The fire alarm may be silenced by the Plan Leader, in collaboration with the Fire Department; however this does not mean it is safe to return yet.
12. Upon confirmation from the Fire Department that it is safe to re-enter the fire zone, the Plan Leader/Delegate will reset/silence the fire pull station (if it has been pulled) and silence/reset the alarm at the emergency panel, if it has not been done so already. Note: If the alarm triggered by a fire pull station, the pull station must be reset before the emergency panel.
13. Once the alarm is silenced and the emergency panel reset, the Plan Leader/Delegate will make the following announcement over the external paging system and repeat it slowly 3 times:

“ATTENTION EVERYONE, ALL CLEAR”

14. After hearing this announcement, all staff shall assist residents and visitors to return to where they were, before the evacuation. Staff shall return to their work stations, putting all equipment back where it was before the emergency plan was activated. If applicable, the cook will relight the pilots on the stove. Maintenance may assist with this task if necessary.

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EVACUATION

If an evacuation of the Home is necessary, this will be identified by the Plan Leader/or Emergency Service (i.e. Fire Department). Refer to emergency procedure for "Code Green – Evacuation".

REPORTING

- ✓ Complete & submit Critical Incident/Mandatory Report
- ✓ It may be necessary to complete some individual reports, depending on injuries & circumstances:
 - Situation involving resident – complete Resident Incident Report
 - Situation involving staff – complete Staff Incident Report
 - Situation involving volunteer or visitor – complete Occurrence Report

COMMUNICATION

The Home shall communicate to residents, substitute decision-makers, if any, staff, volunteers, students, caregivers, the Residents' Council and the Family Council, if any, on the emergency in the home

- ✓ at the beginning of the emergency,
- ✓ when there is a significant change throughout the course of the emergency
- ✓ when the emergency is declared over

RECOVERY

1. A debrief is provided for residents, substitute decision-makers, staff, volunteers and students involved in the emergency.
2. The Administrator or delegate will ensure resumption of regular operations of the home takes place (i.e. coordinate with managers, service providers and support workers to ensure all essential services are in place)
3. Coordination with Social Services to meet with residents, families and staff who may have experienced distress during the emergency, to offer support and resources.

EVALUATION

The emergency plan shall be evaluated annually and updated, if needed. If the plan has been activated, it shall be evaluated within 30 days of the emergency being declared over and updated, if needed.

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