

## Tab 2 – ERP Code Red Procedure

<b>Manual:</b>	Emergency Response and Preparedness Manual
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<b>Reviewed By:</b>	Environmental Services Manager
<b>Approved By:</b>	Director of Quality Improvement

### Policy

Emergency Response Codes

### Procedure

- Code Red is announced when a fire emergency is occurring; this may be the smelling or sight of smoke, or identification of a fire.
- **The Charge Registered Nurse (RN) is the Incident Manager.**
  - The role of Incident Manager **CANNOT be delegated** to another individual.

### Respond

- Upon discovery of fire or smoke, initiate the R.E.A.C.T. sequence:
  - a. Remove people from immediate danger (evacuate);
  - b. Ensure room doors and windows are closed;
  - c. Activate fire alarm pull station closest to the site of the fire;
  - d. Call 9-1-1 and give home name and address, exact location of the fire, including floor, home area, and room number; and
  - e. Try to confine (contain/extinguish) fire, if possible, without undue risk using the nearest fire extinguisher).
 

*Note: If smoke is coming under the door, place wet towels, sheets, blankets, pillows, or other confining materials at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area unless otherwise directed by your local fire department.*
- When a smoke detector is activated or the pull station is activated the fire alarm will sound.
- **The Incident Manager will go to the closet annunciator panel to identify the fire location and announce “Code Red – LOCATION” three times.**
  - All non-nursing staff must report to the Command Centre (café)
  - One personal support worker (PSW) runner from each neighbourhood must go to the fire zone to assist with evacuation.
- The Incident Manager will proceed to the location of the fire to assess and then go to the Command Centre to provide instructions to waiting staff and meet the fire department/designate someone to meet the fire department and bring them to the fire zone.
- Refer to the home’s Fire Safety Plan (FSP) for emergency procedures roles.

### Recover

## Tab 2 – ERP

### Code Red Procedure

The Incident Manager will:

- After the fire department has determined the fire is extinguished or that it was a false alarm and disables the fire bells, the Incident Manager announces all clear using the annunciator panel.
- Ensure all incident documentation is completed.
- Escalate the incident to the Director of Care/designate or on-call nursing manager (after hours) to determine if the event needs to be submitted as a critical incident.
- A debrief with as many staff as possible should be conducted as soon as possible once the Code Red is declared over.

#### **Tools**

Code Red – Incident Manager Job Action Checklist

Home Specific Fire Plan

Code Red Poster