

Title: Code Red – Fire Alarm	<input checked="" type="checkbox"/> Policy	<input checked="" type="checkbox"/> Procedure	<input type="checkbox"/> SOP
Category: General Sub-category: Emergency Plan	Distribution: Organization Wide		
Endorsed: President & CEO Signature:	Approval Date:	April, 1998	
	Reviewed/Revised Date:	Oct. 5, 2021	
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CROSS REFERENCES: (EMER-90) Code Green – Evacuation; (EMER-10) Code Grey – Air Exclusion; (EMER- 10B) Code Grey – Infrastructure Failure; (EMER-160) Incident Management System; (OHS-os-202) Orientation & Training; (SE-01) Mandatory Educational Records; (EMER-170) Heliport Emergency Response Plan; (ADMIN-10) Corridor and Elevator Usage.

See Code Red Response Area Sub Plan for response area specific instructions during a Code Red – Fire Alarm.

1. PURPOSE

Provide instructions to Hospital workers in the event of a fire alarm, smoke or fire occurring within Thunder Bay Regional Health Sciences Centre Hospital (the Hospital) building to safe guard lives and reduce property damage. Workers, for the purpose of this policy, refers to staff, professional staff, learners, volunteers and contractors.

2. POLICY STATEMENT

The Hospital is committed to ensuring the safety of everyone in the building including staff, professional staff, learners, volunteers, patients, and visitors (hereafter referred to as “building occupants”) in the event of fire or potential fire in the Hospital building.

3. SCOPE

A Code Red response applies to fire alarm activation, smoke, fire or potential fire within the Hospital.

Hospital workers working in adjacent buildings are to dial 9-911, evacuate the building and meet in a designated meeting area in an event of fire or smoke and in accordance with the Fire Plan of that facility.

4. DEFINITIONS

Code Red is an emergency response code to manage potential or actual smoke or fire inside the Hospital.

Code Red Response Team refers to a team of designated staff who have specific responsibilities during a Code Red. The team consists of:

1. Security Services (24/7);
2. Building System Operator (24/7);
3. Code Red Supervisor on Duty (24/7);
4. Assigned Maintenance supervision staff (if available, as assigned) (weekdays 0800-1600);
5. Incident Manager (Senior Leader on call or designate) (for real fire or smoke event) (24/7).

Code Red Supervisor on Duty is the designated on site response lead upon Code Red activation and responsible for ensuring Code Red instructions are carried out. In the event of fire or smoke, this responsibility is transferred to Senior Leader on call (or designate) who assumes the role of Incident Manager upon arrival to the Hospital.

The designate is dependent on the time of day:

1. Hospital Fire Warden or designate (Monday-Friday 0800 h-1600 h);
2. Administrative Coordinator (1600 h – 0000 h Monday – Friday; 0800 h – 0000 h weekends & recognized holidays);
3. ICU Charge Nurse (Monday – Sunday; 0000 h – 0800 h) [In the event of actual fire or smoke, Administrative Coordinator to report to the Hospital and relieve the ICU Charge].

Emergency Response Area refers a specific area within the Hospital with specific response instructions. This may consist of a single department (i.e. 1A) or group of departments (Administration Suites).

Hospital Fire Warden oversees the Hospital's Fire Plan required under the Ontario Fire Code and is the Executive Director, Capital Planning & Operations. When the Fire Warden is not available, the Deputy Fire Warden is the Director, Environmental Services. Manager, Security and Manager, Maintenance and their delegates are also authorized representatives of the Fire Warden.

Incident Manager is responsible for managing the over-all incident in the event of an actual fire or smoke event. This role is assumed by Senior Leader on call (SL) or designate.

Response Area Sub-plan outlines specific preparedness and response procedures to be carried out by the corresponding emergency response area.

Response Area Lead is responsible for coordinating the response of a specific physical location within the hospital. This role is to be pre-designated (such as the Manager or Charge Nurse), however it can be designated at the time of the emergency if required.

5. PROCEDURE

[See Appendix 4 Code Red Process Map for quick reference.](#)

5.1 CODE RED DISCOVERY

REACT is the acronym used to help people remember what to do when a fire or potential fire is discovered or a fire alarm is activated. It is important that there be no time lapse between the steps outlined in REACT. If more than one person is available, these actions should be done concurrently.

Refer to [Appendix 1 for Detailed REACT Instructions](#)

- R – Remove persons in immediate danger;
- E – Ensure doors are closed to confine fire or smoke;
- A – Activate the fire alarm by pulling the nearest pull station;
- C – Call Switchboard at Ext 55 to report the location of the fire; identify the department and room number (e.g. "Code Red, 2A, Room 256.");
- T – Try to extinguish the fire if trained to do so or continue to evacuate.

5.2 CODE RED ALARM ACTIVATION

1. Upon activation of the Hospital fire alarm, an audible "tone" alert will sound throughout the entire Hospital to signify an alarm in the building.
2. This will be followed by an automated voice advising of a fire alarm in the building and to refrain from using the elevators.
3. Once the automated voice message is complete, the alarm "tone" alert will continue to sound ONLY in the zone where the alarm originated.
4. Security will announce overhead the exact location of the alarm, and will continue to announce "CODE RED and LOCATION + DO NOT USE THE ELEVATORS UNTIL THE ALL CLEAR IS ANNOUNCED" at prescribed intervals until the fire alarm has been cleared.
5. All departments must put on emergency response vest, ensure that response instructions are carried out and provide traffic control in the hallways as per sub plan instructions.

5.3 CODE RED RESPONSE/MANAGEMENT

Staff in Area of the Fire

1. Check all locations in the immediate area for smoke or fire;
2. Follow relevant Response Area Code Red sub-plan;
3. Inform adjacent areas of the situation and seek assistance if required;
4. Move equipment to designated locations. Equipment temporarily left in corridors must be immediately removed by staff and stored in appropriately pre-designated locations so as not to impede egress;
5. Report to a predetermined location as per Code Red sub-plan, if safe to do so.
 - Patient care areas: Meet at a designated central location within the unit (e.g. team station).
 - Non-patient care areas: Meet at a pre-designated meeting location beyond the nearest fire separation doors;
6. Communicate with patients, families and visitors as required;
7. Wait for further instructions or announcements;
8. Prepare to evacuate or do so if required as per Code Green policy and sub-plan;
Follow instructions for all areas below.

All Hospital Areas

1. Do not to use the elevators until the all clear is announced;
2. Workers entering the facility during a Code Red must identify themselves with their hospital identification name tag;
3. Wait at current location until the location of the fire alarm is announced and then proceed to the assigned departments, if safe to do so;
4. One staff member in each designated response area must put on “emergency response vest” and ensure response instructions are carried out;
5. Staff wearing the “emergency response vest” are to stand in the designated traffic control area to stop traffic in the hallways until the all clear is announced (staff returning to their departments will be allowed to proceed only if it is safe to do so and they are aware of the location of the fire);
6. Staff in all departments will identify staff who may have an individualized workplace emergency response plan in place and those patients and visitors with special needs who may require assistance if an evacuation is required;
7. No procedures (except in life or death circumstances) will be started during a Code Red;
8. Stand-by in the assigned department and listen for further instructions;
9. Departments with sister units in adjacent buildings to notify them of the Code Red;
10. Should the fire increase in scope and evacuation becomes necessary, Thunder Bay Fire Rescue in consultation with Senior Leader on call or designate will activate a Hospital wide evacuation alarm and direct Security to announce the appropriate corresponding message (Refer to Code Green- Evacuation Plan, EMER-90);
11. A staff from each response area to complete a Code Red e-observation form following Code Red deactivation (drills & live alarms); submitted forms to be published by designated Manager.

Code Red Response Team

All Code Red incidents are managed by the Code Red Response Team.

1. Report to the Code Red location or to the main fire panel as assigned;
2. Investigate the source of the alarm;
3. Determine whether there is actual smoke or fire;
4. Perform specific duties as per relevant Code Red sub-plan.

Code Red Supervisor on Duty

Immediately upon Code Red activation, Code Red Supervisor on Duty is the designated interim response Incident Manager, responsible for ensuring instructions are carried out. See Appendix 2: [Code Red Supervisor Job Action Sheet](#) for detailed instructions.

Incident Manager

Upon confirmation that there is actual fire or smoke inside the Hospital, Senior Leader on call will be contacted and assume the role of Incident Manager upon arrival to the Hospital. This role can be designated.

The Incident Manager may choose to activate the Hospital Command Centre and Incident Management Team- refer to EMER-160 Incident Management System for details.

See Appendix 3: [Incident Manager Job Action Sheet](#) for detailed instructions.

5.4 IF THERE IS A HELICOPTER CRASH ON HOSPITAL PROPERTY:

As per Heliport Emergency Response Plan (EMER-170), the Hospital has a specific response plan for responding to a helicopter crash or helicopter related emergency on Hospital grounds. To activate the Hospital's Heliport Emergency Response Plan, workers will immediately perform the following:

1. Pull the nearest fire alarm pull station to activate the hospital wide fire alarm;
2. Call Switchboard at "55" and state "Code Red-Heliport";
3. Implement Code-Red Heliport department specific instructions (if applicable);
4. Exercise extreme caution and await further instructions.

5.5 CODE RED DEACTIVATION/ RECOVERY

The decision to deactivate the Code Red response is made by Thunder Bay Fire Rescue. Upon Code Red deactivation, Incident Manager or designate directs Building System Operator to initiate Code Red deactivation protocols.

Security will then announce "Code Red All Clear" 3 times overhead to indicate the end of Code Red status. Recovery operations vary on the scope of the incident and are implemented by the Incident Management Team.

Upon deactivation:

1. Incident Management Team meets to develop a recovery plan based on the scope of the incident;
2. Relevant information is communicated to internal stakeholders and media in a timely manner;
3. Incident Manager schedules a formal debrief as soon as possible with appropriate personnel.

6. ROLES AND RESPONSIBILITIES

Responsible Area	Code Red Responsibilities
Person first witness to smoke/fire	<ol style="list-style-type: none"> 1. Carry out R.E.A.C.T. actions; 2. Upon the discovery of fire or smoke, workers are to activate the Hospital fire alarm by pulling the nearest pull station, if not already activated automatically; 3. Immediately call Switchboard at ext. 55 to report the location of the fire. Provide the department and room number (e.g., "Code Red, 2A, Room 256."); 4. Follow department sub plans and directions for Department Lead until Code Red is deactivated.
Department Lead in area of the fire	<ol style="list-style-type: none"> 1. Put on "emergency response vest"; 2. Ensure R.E.A.C.T. instructions are carried out; 3. Locate and follow the department's Code Red sub-plan; 4. Proceed to designated traffic control location to control traffic until all clear is announced (designate as required); 5. Determine the need to evacuate; if required, activate Code Green-EMER-90 (evacuation) and Code Green sub-plan; 6. Be available to liaise with the Code Red Response Team and Thunder Bay Fire Rescue.
Switchboard	<p>Upon activation of the Fire Alarm,</p> <ol style="list-style-type: none"> 1. Answer the code phone and get the department, level and room number of the fire;

	<ol style="list-style-type: none"> 2. Inform Security of the Fire Alarm location details (Security staff to make all overhead announcements); 3. Call Senior Leader on call (Monday-Friday 0800-1600) or Administrative Coordinator after hours. <p>Upon confirmation of fire from Code Red Supervisor on Duty:</p> <ol style="list-style-type: none"> 1. Instruct Security to announce “Code Red + Location- CONFIRMED” three times overhead; 2. Contact 911 to confirm Thunder Bay Fire Rescue has been notified via Hospital Alarm; 3. Contact Senior Leader on call to assume or designate the role of Incident Manager. <p>In the event that another Code (Blue, Green, Orange, Black etc.) occurs during a Code Red Switchboard Staff will:</p> <ol style="list-style-type: none"> 1. Answer the code phone and receive the code information, department, level and room number; After the 30 second automated fire system message, page overhead as per normal in coordination with the Code Red pages made by Security.
Security Services	<ol style="list-style-type: none"> 1. Following alarm activation, Security Control Room will announce overhead the exact location of the alarm, and will continue to announce “CODE RED...ROOM #____, LEVEL#____ (DEPARTMENT IF KNOWN). PLEASE STAY OFF THE ELEVATORS UNTIL THE “ALL CLEAR” MESSAGE IS ANNOUNCED” 3x 2. Notify the Laundry Department by flipping the switch over the fire panel labeled “Laundry” 3. Security Control Room calls 9-911 to confirm that they have been notified of the fire alarm and have dispatched the fire service. 4. See sub plan for detailed roles during fire alarm. 5. Deactivation: Maintenance will inform Security Control Room that building is secured. Security will announce “Code Red All Clear” 3x.
Maintenance	<ol style="list-style-type: none"> 1. Operator assigned Charge will confirm alarm location on panel and proceed to location of the Code Red to assist Thunder Bay Fire and Rescue (TBFR) if safe to do so; 2. Deactivation: Upon direction from TBFR and the Incident Manager, Operator assigned Charge will reset Main Fire Panel and inform Security to announce “All Clear;” 3. Fire service will contact Maintenance to acknowledge alarms on fire panel and inform Security that building is secure.
Code Red Supervisor on Duty	<p>Immediate actions upon hearing Code Red overhead:</p> <ol style="list-style-type: none"> 1. Immediately report to the Code Red alarm location to investigate the cause of the alarm; 2. Establish direct contact at the alarm location with Manager/Unit Leader of incident site and the Building System Operator. <p>If there <u>IS</u> confirmed fire or smoke:</p> <ol style="list-style-type: none"> 3. Call <u>Switchboard</u> (55) to confirm that there is actual fire or smoke. 4. Provide support to the impacted departments prior to the arrival of Incident Manager or designate. 5. Provide direction to responding units arriving to the incident site. 6. During after-hours, Administrative Coordinator to contact Senior Leader on Call. 7. During after-hours when not on site, Administrative Coordinator to report to the Hospital and relieve ICU Charge of their role as Supervisor on Duty. 8. Supervisor on duty to formally transfer their duties to Incident Manager (Senior Leader on Call or designate) upon arrival on scene.

	<p>If there is <u>NO</u> confirmed fire or smoke*:</p> <p>In occupied areas:</p> <ol style="list-style-type: none"> 9. Establish contact with the Building System Operator and response area lead (e.g. Unit Leader) at the alarm location; 10. Ensure the cause of the alarm has been thoroughly investigated by Security Services and Building System Operator; 11. If there is reasonable grounds to believe that is no fire or smoke, report back to home unit and continue to be available to assist as required until the Code Red response is deactivated by Thunder Bay Fire Rescue. <p>In unoccupied areas:</p> <ol style="list-style-type: none"> 12. Establish contact with the Building System Operator at the alarm location and remain at the alarm location until the Code Red response is deactivated by Thunder Bay Fire Rescue.
<p>Incident Manager (Senior Leader on call or designate)</p>	<p>Upon Code Red notification:</p> <ol style="list-style-type: none"> 1. Immediately reports to the Hospital upon notification of actual fire or smoke; 2. Reports to and relieves Code Red Supervisor on Duty upon arrival at the Hospital; 3. Establishes direct contact with emergency services on site; 4. Escalates the Hospital's response and ensures activation of other Emergency Colour Codes as dictated by the circumstances of the event (for e.g. Code Green, Grey, Orange); 5. Activates the Incident Management System and the Hospital Command Centre (HCC) as required and assigns the appropriate staff to lead the response as part of the Incident Management Team (IMT); 6. Refers to and distributes appropriate response resources located in the Hospital Command Centre and Senior Leader on Call binder; 7. Manages the overall response as per the Hospital's Incident Management System (EMER-160) and relevant response plans. <p>Upon Code Red deactivation:</p> <ol style="list-style-type: none"> 8. The decision to deactivate the Code Red response is made by TBFR. 9. Incident Manager or designate directs Building System Operator to initiate Code Red deactivation protocols. 10. The Incident Management Team should remain in place until recovery operations are completed and debriefings with impacted personnel have occurred.
<p>Staff / professional staff in adjacent buildings</p>	<p>If a Code Red occurs at non-Hospital location (e.g., 1040 or 984 Oliver Rd):</p> <ol style="list-style-type: none"> 1. Call 911 immediately [Dial 9-911 from a Hospital phone]; 2. Follow building Fire Safety Plan procedure; 3. If fire is confirmed, most senior lead in building of fire location must contact the Senior Leader on Call for Hospital via Switchboard.

7. EDUCATION & TRAINING

Monthly Code Red fire drills, with a minimum of one drill per shift per year, including an annual Vulnerable Occupancy Drill are required, as per Ontario Fire Code;

All staff are required to complete annual Code Red training on Dual Code LMS and review their response area sub-plans on a yearly basis as per Orientation & Training (OHS-os-202);

Managers to ensure staff participate in drills, complete all mandatory training and address issues of compliance.

8. REFERENCES

Ontario Fire Code & Regulations;

OHA Emergency Management Toolkit (2009);

The Hospital for Sick Children, Code Red (Jan 2014).

Appendix 1 - Detailed React Instructions

Detailed REACT Instructions	
Important Steps	Key Points
R - Remove persons in immediate danger	Remove persons in immediate danger beyond the FIRE SEPARATION DOORS on that floor.
E - Ensure the door(s) is closed to confine the fire and smoke	<ul style="list-style-type: none"> • The most effective way to contain a fire is to close the door of the room. Once the fire consumes the available oxygen its spread and intensity will diminish. • Discontinue oxygen use and where possible shut off “zone” valve, at fire site. • NEVER RE-ENTER THE ROOM ONCE THE ROOM DOOR HAS BEEN CLOSED
A - Activate the fire alarm system using the nearest pull station	<ul style="list-style-type: none"> • This is important to notify all staff and Thunder Bay Fire Rescue • If it is unsafe to access the nearest pull station, activate the second nearest
C - Call the Switchboard (ext. 55) to confirm location of the fire	<p>Call the Switchboard (ext. 55) to confirm location of the fire</p> <ul style="list-style-type: none"> • Identify the Department and Room Number. For example: “Code Red, 2A, Room 256.” • In the department where the fire occurs, call out CODE RED and location to alert staff of the fire. • Ensure that staff, patients and visitors in rooms where the alarm may not be heard, are made aware of the Code Red.
T - Try to extinguish the fire or continue to evacuate	<p>Try to extinguish the fire if trained to do so, or continue to evacuate</p> <ul style="list-style-type: none"> • Extinguishers are located throughout the building. (<i>Refer to Code Red sub-plan for specific location</i>).

Appendix 2 - Job Action Sheet
Code Red Supervisor on Duty

References: Code Red Policy – EMER-30

Purpose: This document provides step-by-step directions to Code Red Supervisor on Duty in the event a Code Red.

CODE RED SUPERVISOR ON DUTY:

Code Red Supervisor on Duty is the Hospital's designated interim response lead, responsible for coordinating the overall initial response upon Code Red activation.

The designate is dependent on the time of day:

- Hospital Fire Warden or designate (Monday – Friday 0800 h – 1600 h).
- Administrative Coordinator (1600 h – 0000 h Monday – Friday; 0800 h – 0000 h weekends & recognized holidays).
- ICU Charge Nurse (Nightly 0000 h – 0800 h).

RESPONSE INSTRUCTIONS:

1. Immediate actions upon hearing Code Red overhead:

- Immediately report to the Code Red alarm location to investigate the cause of the alarm.
- Establish direct contact at the alarm location with Manager/Unit Leader of incident site and the Building System Operator.

2. If there IS confirmed fire or smoke:

- Call Switchboard (55) to confirm that there is actual fire or smoke.
[This will prompt Switchboard to notify and instruct Senior Leader on Call (regular hours) or Administrative Coordinator (after-hours) to report to the Hospital].
- Provide support to the impacted departments prior to the arrival of Incident Manager or designate.
- Provide direction to responding units arriving to the incident site.
- During after-hours, Administrative Coordinator to contact Senior Leader on call.
- During after-hours when not on site, Administrative Coordinator to report to the Hospital and relieve ICU Charge of their role as Supervisor on Duty.
- Supervisor on duty to formally transfer their duties to Incident Manager (Senior Leader on Call or designate) upon arrival on scene.

3. If there is NO confirmed fire or smoke*:

3.1 In occupied areas:

- Establish contact with the Building System Operator and response area lead (e.g., Unit Leader) at the alarm location;
- Ensure the cause of the alarm has been thoroughly investigated by Security Services and Building System Operator;
- If there is reasonable grounds to believe that is no fire or smoke, report back to home unit and continue to be available to assist as required until the Code Red response is deactivated by Thunder Bay Fire Rescue.

3.2 In unoccupied areas:

- Establish contact with the Building System Operator at the alarm location and remain at the alarm location until the Code Red response is deactivated by Thunder Bay Fire Rescue.

**Senior Leader on Call (regular hours) or Administrative Coordinator (after-hours) do not need to be contacted if there is no confirmed fire or smoke.*

Appendix 3 - Job Action Sheet
Code Red Incident Manager

References: Code Red Policy – EMER-30

Purpose: Provides step-by-step directions to Incident Manager in the event of a real Code Red incident (confirmed fire or smoke).

INCIDENT MANAGER (Senior Leader on call or designate):

The role of Incident Manager will be activated in the event of actual fire or smoke at the Hospital building. Senior Leader on Call to be contacted via Switchboard and assume (or designate) the role of Incident Manager upon arrival to the Hospital.

Upon Code Red notification:

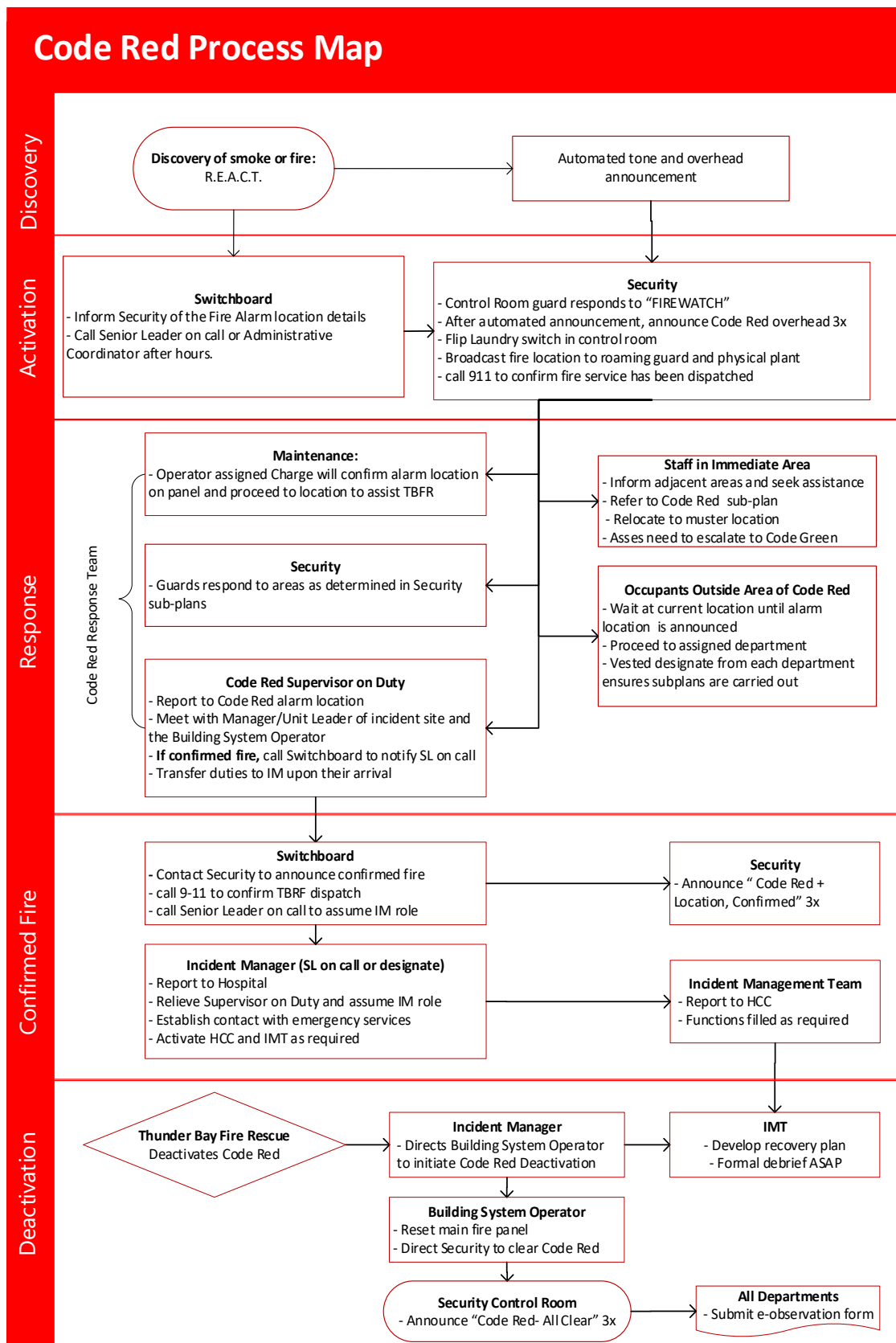
- Immediately reports to the Hospital upon notification of actual fire or smoke;
- Reports to and relieves Code Red Supervisor on Duty upon arrival at the Hospital;
- Establishes direct contact with emergency services on site;
- Escalates the Hospital's response and ensures activation of other Emergency Colour Codes as dictated by the circumstances of the event (for e.g. Code Green, Grey, Orange);
- Activates the Incident Management System and the Hospital Command Centre (HCC) as required and assigns the appropriate staff to lead the response as part of the Incident Management Team (IMT);
- Refers to and distributes appropriate response resources located in the Hospital Command Centre and SL on call binder;
- Manages the overall response as per the Hospital's Incident Management System (EMER-160) and relevant response plans.

Upon Code Red deactivation:

The decision to deactivate the Code Red response is made by Thunder Bay Fire Rescue.

- Upon Code Red deactivation, Incident Manager or designate directs Building System Operator to initiate Code Red deactivation protocols.
- Implements recovery operations in coordination with the Incident Management Team.

Appendix 4: Code Red Process Map



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