



## Fire Incident Response Protocol - 2018



***Please review with Staff:*** Upon hearing the Fire Alarm or the activation of the strobes, go behind a closed door. Do not continue to walk in the corridors. Fire Wardens are required to obtain your name if you do not follow these instructions.

- **Code Red** is the code for a fire, NEVER call out fire. Stay calm.
- **In the event of a fire or smell of smoke: Activate the nearest Pull Station then call 222**, this will connect you to Public Safety, clearly report the location of the fire/smoke. Request Public Safety to repeat the location back to you, to ensure proper identification of the area.
- **Clear the corridors and elevator lobbies (NO ONE should be walking or standing in these areas, this includes; Patients, Visitors, Doctors, Residents, Volunteers and Vendors)**
- Each staff member should know the location(s) of the fire extinguisher on their unit. They are always by the stairwell as well as the pull stations.
- Operate the pull station by simply pulling the handle in the down direction. In some areas you may notice a clear plastic case over it, simply lift it up and proceed to pull the handle down.
- Know the location of the stairwells.
- **NEVER use the elevators in the event of a fire. Stairs are to be used!**
- Before opening a door, be sure to feel the door and latch with the back of your hand, if it is hot do not open the door. If it is not hot, open the door slowly.
- All doors are to be closed to prevent the spread of smoke/fire.
- Remember to stay close to the floor by crawling. Smoke and heat rise along with the toxic fumes.

Remember all staff members are expected to respond to a fire alarm activation even if it is an announced fire alarm drill.

All Fire Alarms are treated as actual fires.

**Remember the Medical Gas Shut-Off valves are located in the corridors; they are only shut off when given instruction by the Nursing Department in concert with Respiratory Dept. Nursing and Respiratory Departments will ensure all patients on Medical Gases have been safely transferred from Piped Medical Gases to portable systems.**

# **PASS: How to use a fire extinguisher**

- PULL:** Pull the pin between the 2 handles
- AIM:** Aim the nozzle at the base of the fire
- SQUEEZE:** Squeeze the handles together.
- SWEEP:** Sweep the extinguisher from side to side

## **RACE:**

**R**ESCUE: Rescuing patients in immediate danger is your first priority. One person should pull the alarm and call 222 with the location as another co-worker rescues the patient. Teamwork is Essential.

**A**LARM: Alarm, never hesitate to sound the alarm. Remember to call out “Code Red”, not fire.

**C**ONTAIN: Once a fire alarm is initiated the smoke and fire doors will automatically close on the floor of the activation, on the floor above the activation and below the activation. All other doors must be manually closed on every floor.

- Always keep doors clear of obstructions
- Never prop open the doors (It is a violation to use chocks to keep doors open)
- Close all doors to limit oxygen to the fire and transfer of smoke
- Stuff wet towels under the doors to keep smoke out.

**E**XTINGUISH If the fire is small, extinguish it.

Or

**E**VACUATE

**An “ALL CLEAR” will be announced by the operator once the building has been declared safe by the Fire Department.**

**In the event that an actual fire occurs, the Pull Station must be activated even if the fire has been put out. The Fire Department must still come in to investigate the area and give an “All Clear”, declaring the area safe.**

**In the event that an actual fire has occurred the room/area is to be considered a forensic site and must be secured, this includes not discarding any items involved in the fire.**