

Annual Fire Safety Refresher

Emergency Response

Objectives

At the end of this review, you will be able to:

1. Locate the Fire Safety Plans for NBRHC and satellite locations.
2. Know how to initiate a Code Red Fire.
3. Understand the roles and responsibilities for responding to a Code Red Fire.
4. Understand the function of the staff pools.
5. Know how to use remar markers on doors.
6. Understand how to respond to a Code Green.

Fire Safety Plans

- NBRHC has Fire Safety Plans (FSP) for all required campuses including Kirkwood. They are located on the Intranet > Emergency Preparedness > Fire Safety Plans.

Leadership Quick Links

- › Governance Home (SharePoint)
- › Senior Leadership Team
- › VP Portfolio Committees
- › Management Forum
- › Extended Management Forum
- › Medical Advisory Committee
- › Members of the Board of Directors
- › Business Intelligence Tool (BI)
- › Quality of Care

Clinical Quick Links

- › Bed and Service Allocation
- › Slowdown/Closures
- › DSM 5
- › e-CPS
- › Parenteral Manual
- › Micromedex
- › Isolation Guidelines
- › Patient Transfer Authorization Centre
- › Senior Friendly Care Advocate Program
- › Bloody Easy 4
- › Vg Dose Calculator
- › Palliative Care Symptom Management Handbook

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Main Street Blog

iReport (Event Reporting)

Safety Data Sheets (MSDS)

Governance Home (SharePoint)

Staff Gateway

Emergency Preparedness

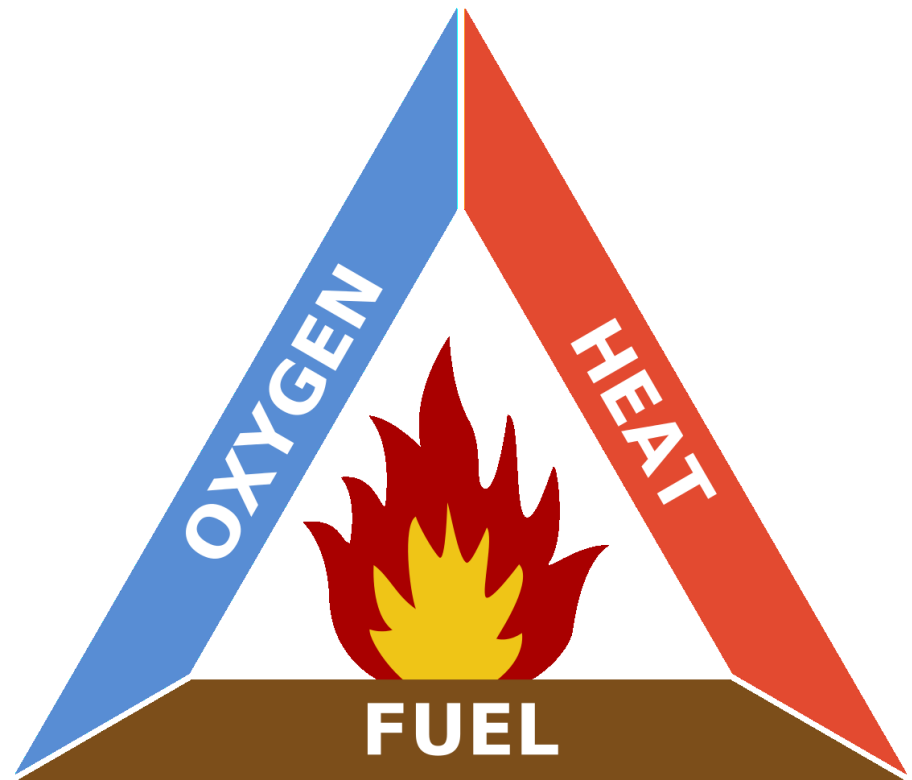
| Fire Safety Plans Hospital Wide - Emergency Preparedness | |
|---|-------------|
| Name | Date Posted |
| King Street Fire Safety Plan | 2020-03-25 |
| Kirkwood Fire Safety Plan | 2020-03-25 |
| NBRHC Fire Safety Plan | 2020-03-25 |

Fire Safety Plans

- The FSP is a document that is designed to deal with all aspects of fire safety relating to a specific facility/campus. Paper copies are located in a fire box at the main entrances and accessible to the Fire Department.
- The FSP helps ensure all staff can find relevant information during a Code Red Fire situation.
- It is the responsibility of all staff to ensure they read and understand their roles and responsibilities as outlined in the FSP and policy ERP-005 Code Red Fire.

Fire Triangle

- There are three requirements for fire to ignite and expand.
- Remove and/or prevent one of the three requirements to put out a fire.
 1. Oxygen – Use a wet towel or fire blanket to remove oxygen.
 2. Fuel – Close doors or remove debris to reduce fuel source.
 3. Heat – Use extinguisher or water to reduce heat.



If You Discover Fire

WHEN YOU DISCOVER SMOKE OR FIRE:

R – Remove occupants.

E – Enclose area.

A – Activate the nearest fire alarm pull/key station.

C – Call Switchboard 5555 to call code overhead, give your name, location and extent of fire.

T – Try to extinguish the fire with appropriate extinguisher ***if safe to do so.**

***If you need more than one fire extinguisher to put out the fire, close door and evacuate area.**

Initiating a Code Red Fire

- If you discover fire or smoke:
 - Remove everyone from immediate danger and sound the alarm by pulling the nearest fire pull station or activating key station.
 - Alert Switchboard by dialing 5555 and notify of the specific location.
 - If directed by Switchboard, contact the Incident Command Post (ICP) at ext 2000 for further instructions/updates and/or direction.
 - Turn off the lights, close all doors and put remar markers in checked position.

Roles and Responsibilities

- Chief Fire Warden:
 - The Fire Brigade is under the direction of the Chief Fire Warden, Manager Emergency Response or present staff in descending order of authority: i.e. Manager of Facilities, Supervisor of Emergency Response, or Protective Services Lead/Delegate.
 - The Chief Fire Warden is responsible for taking control of the situation and ensuring the protection of life, property and process. On assessing the scene, the Chief Fire Warden will provide a verbal report to the Incident Command Post (ICP Ext. 2000) and advise them of any required actions.
 - Chief Fire Warden will advise Incident Command when alarm can be silenced.
 - After NBFD releases the property, the Chief Fire Warden will call Incident Command to announce the code as all clear.
 - If a mock Code Red, the Chief Fire Warden will call Incident Command for the all clear.

Fire Brigade

- The NBRHC Fire Brigade is comprised of staff members from Environmental Services and Protective Services.
- Upon hearing a Code Red page, members of the Fire Brigade must report to the scene of the fire with either a fire extinguisher or med-sled in the event of a Code Green Evacuation.
- Assigned members of the Fire Brigade will bring the Flood Containment equipment to nearest stairwell to the fire scene.

Fire Brigade

- The main functions of the Fire Brigade:
 - **Fire** – Brigade members arriving to the scene with extinguishers will assist with the control/extinguishing of the fire, *if safe to do so. *If you have to use more than one (1) fire extinguisher, close door and evacuate area.
 - **Evacuation** – Brigade members not equipped with an extinguisher will assist with the orderly evacuation of patients and visitors if requested.
 - **Recovery** – Once Code Red is given all clear, Brigade will assist with the containment and clean-up of water if necessary.
 - Perform duties assigned by the Chief Fire Warden or delegate.

Staff Pools

- The Staff Pools are comprised of staff from departments NOT directly involved with patient care.
- The staff pool locations are:
 1. Cafeteria;
 2. West Town Centre; and
 3. East End Main Entrance Lobby.
- When heading to the staff pools, staff are asked to remain on the right hand side of the corridor to ensure the Fire Brigade can safely pass by.
- The Staff Pools are under the direction of a Staff Pool Coordinator.

Staff Pool Coordinator

- The role of a Staff Pool Coordinator is held by:
 1. East End Lobby will be under coordination of Protective Services.
 2. The Cafeteria will be under coordination of the first Manager/Coordinator present.
 3. The West Town Centre will be under coordination of a representative from Protective Services or the Mental Health and Law Program.
- The Staff Pool Coordinator will assign staff to fill key positions such as securing doors, messengers and staff sign-in sheets if required.
- The Staff Pool Coordinator duties are located in a labeled drawer at the volunteer desk at the East Main Entrance, in a labeled drawer at the mail room, and in a binder located with the flip chart at the West Town Centre.

Staff Pool Coordinator

- The Staff Pool Coordinator will put on the reflective vest and complete the following:
 - Establish a check-in point and assign functions as per the Code Red Staff Pool Coordinator Responsibility Sheet.
 - Appoint someone to monitor the telephone.
 - Ensure building entrances are secure by assigning this from the staff pool.
 - Assign staff to duties requested by the Chief Fire Warden or Delegate and/or Incident Command Post.
 - **Check in with the Incident Command Post**, Ext. 2000, and report numbers of staff available to them.
 - Explain to Staff Pool participants that they should listen for further announcements and they must check back in with the Staff Pool Coordinator after an assignment.

Stations

There are two types of Stations in the hospital used to activate the fire alarm: Pull Stations and Key Stations



Pull Station-
Standard pull
to activate.



Pull Station with Screamer Box- When the clear plastic cover is opened, a loud alarm sound occurs. This is to reduce false alarms from malicious or accidental activations, this is NOT the fire alarm. To activate the fire alarm, you must pull the station.

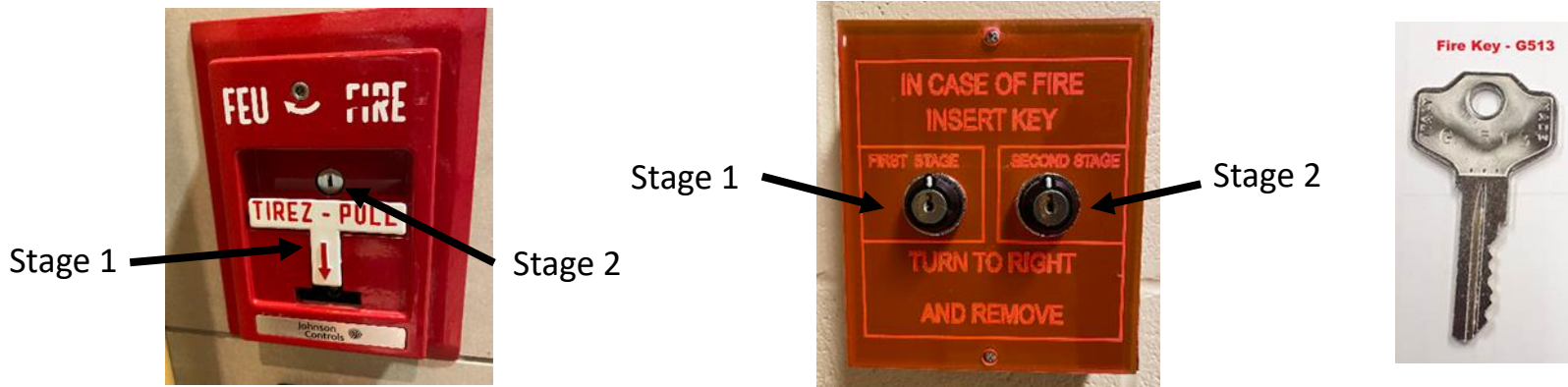


Key Station- To activate fire alarm insert fire key into First Stage, turn, and remove key. Do NOT activate Second Stage.

Stage 1 and 2 Fire Alarms

A Stage 1 fire alarm is activated by any detector, sprinkler or pull station. It is a slower alarm tone; it is the alert stage to notify you that there is a fire in the building – NO evacuation is required. This is the stage where we check all rooms, including patient rooms and use the remar markers

A Stage 2 alarm is a faster tone and signals the evacuation stage (Code Green); it can only be initiated by inserting a key into the pull station and would be initiated only by the Fire Department, Chief Fire Warden, or on the direction of the Incident Commander.



Remar Markers

- Remar markers are used to signal that the room has been checked and is emptied/unoccupied.



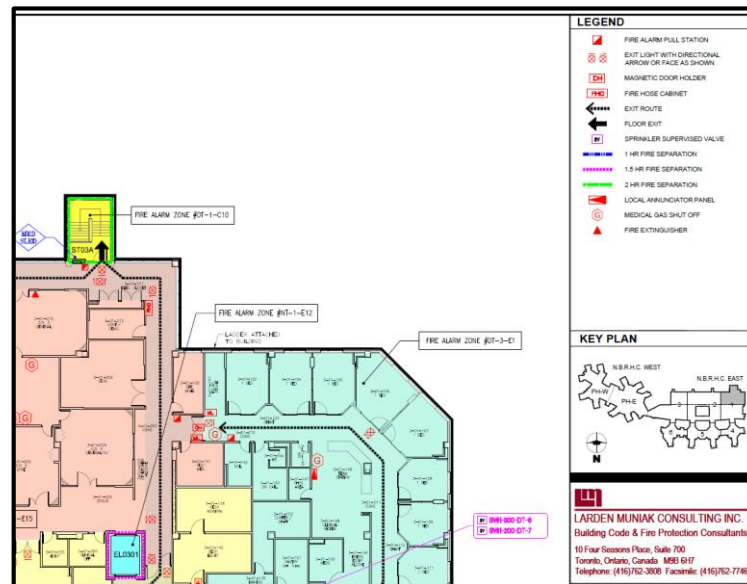
Unchecked Position



Checked Position

Fire Zone Maps

- These maps are floor plans detailing where the fire alarm pull stations, exit routes, sprinklers and fire separation walls are located.
- Most fire safety floor plan maps are located near main exits.



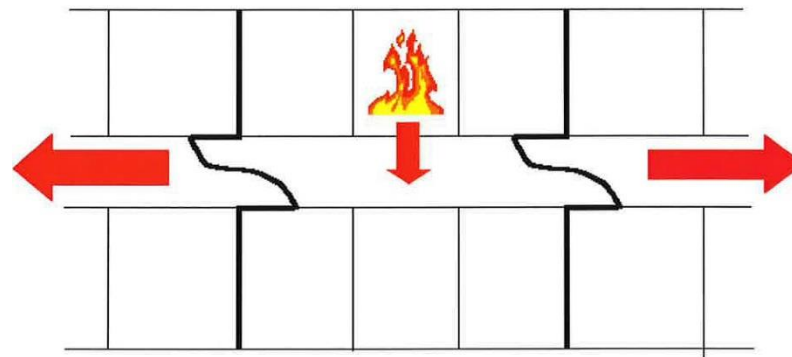
MRI Safety

- A non-metallic Fire Extinguisher provided in the MRI control room should be used in case there is a fire emergency in the MRI room.
- Only staff that have been checked by the MRI staff are permitted to enter the Level 3 or 4 of the MRI suite.

Code Green Horizontal Evacuation

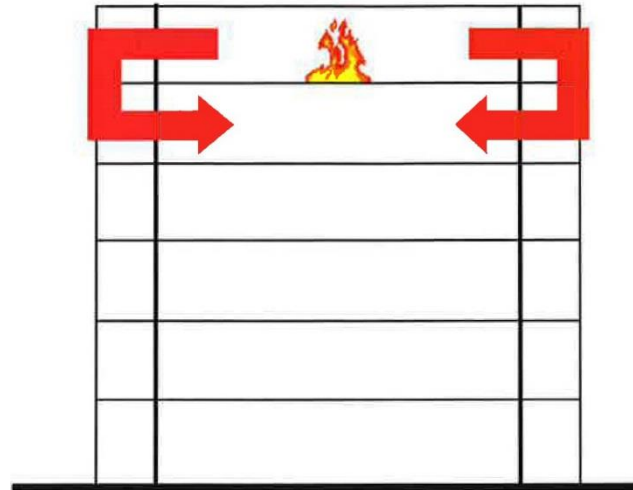
There are three types of evacuations:

- 1. Horizontal Evacuation:** Movement of persons from one end of a floor/unit, beyond the central fire doors to the other end of the same floor/unit through a minimum of 1 hour fire separation zone.



Code Green Vertical Evacuation

- 2. Vertical Evacuation** – Movement of persons from one level to another lower level by using the stairwells. This type of evacuation is initiated by the Incident Commander or North Bay Fire Department.



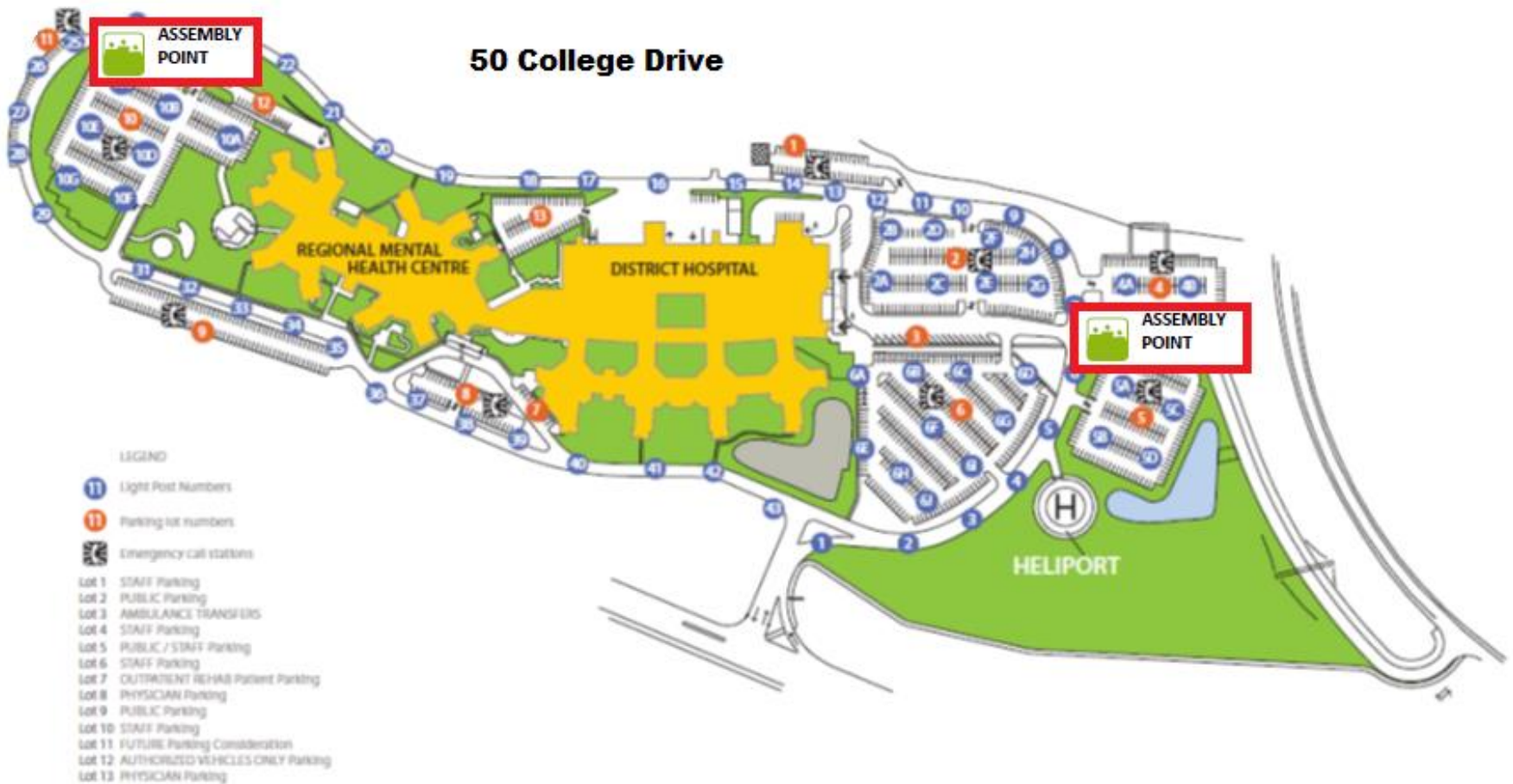
Code Green Total Evacuation

- 3. Total Evacuation** – Complete movement of persons out of and away from the building to a designated safe area.
- Total Evacuation East End:
 - Total evacuation can only be initiated on order by the Incident Commander.
 - Total evacuation will be signalled via a “CODE GREEN Active Total East End” announcement overhead page.
 - In the event of an East End total evacuation, the designated meeting areas will be the extreme east of the NBRHC beyond lots #2 and 6.

Code Green Total Evacuation

- Total Evacuation West End:
 - Total evacuation can only be initiated on order by the Incident Commander.
 - Total evacuation will be signalled via a “CODE GREEN Active Total West End” announcement overhead page.
 - In the event of a West End total evacuation, Mental Health and Law Programs will evacuate as per the evacuation procedures outlined in ERP-520 Code Green Evacuation. The remainder of the West End will evacuate to lots # 10 and 11.

Evacuation Assembly Points



Code Green Mental Health and the Law Programs

- If an Evacuation is required in the Mental Health and Law Programs (Deer, Heron, Owl and Hummingbird) the evacuation point is the secure courtyard or Hummingbird Secure Courtyard.
 - If the courtyard is unavailable, use the alternate locations listed in the Mental Health and Law Programs evacuation procedures section of policy ERP-520 Code Green Evacuation.