

MAPLE VILLA LONG TERM CARE CENTRE

DEPARTMENT: ADMINISTRATION DATE OF ORIGINAL ISSUE: MAY 2022

ISSUED & APPROVED BY: ADMINISTRATOR REVIEWED/REVISED: SEPTEMBER 2023

SIGNATURE: *Russell Borden*

TO: ALL STAFF AND VOLUNTEERS

SUBJECT: CODE RED: FIRE

PURPOSE

The home will reference all protocols as outlined in the site-specific fire safety plan that has been developed in accordance with local and provincial regulations and approved by the Fire Department.

POLICY

Fire within the building

In the event of a fire, the home team members will activate the fire alarm system and take action/implement Evacuations Procedures as per the Fire Plan.

The on-duty RN will announce the Code Red so that staff are able to respond immediately, by announcing

“Attention all staff, Code Red, report to location”
“Attention all staff, Code Red, report to location”
“Attention all staff, Code Red, report to location”

- When the on-duty RN has determined that the emergency has ended and it is safe to return to normal activities, the termination code will be announced:

“Attention all staff, Code Red has ended; All Clear”
“Attention all staff, Code Red has ended; All Clear”
“Attention all staff, Code Red has ended; All Clear”

External Fire Presenting Risk

Any fire in close proximity to the building requires an immediate closure of all windows and airways (HVAC units) to maintain the air supply within the building to its safest level.

A fire on the property grounds or in the surrounding area may require an evacuation from the building due to hazards and loss of utilities. Maple Villa will be instructed by the emergency responders in the community.

Debriefing – Follow the conclusion of the situation, all staff shall be debriefed

- How the situation was handled
- What worked well and did not work well
- Any change for future situations

This debriefing session shall be documented, refer any person involved to social support services who are experiencing distress due to the incident.

The documentation shall include:

- Details of the incident
- CIS report to the MOLTC as applicable
- Notify MOL if any employee sustains injury

OneDrive-MAPLE VILLA\Manuals\Emergency Manual\Code Red