

Policies, Procedures, Standard Operating Practices

Title: CODE RED- FIRE ALARM RESPONSE AREA SUB-PLAN	<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure <input checked="" type="checkbox"/> SOP
Category: Administration Dept/Prog/Service: Quality & Risk Management	Distribution: TBRHRI – Lab (Level 3)
Approved by: HR Coordinator	Approval Date: Reviewed/Revised Date: March 1, 2017 Next Review Date: March 1 2018

DEPARTMENT NAME: Thunder Bay Regional Health Research Institute, Suite 3116

For hospital wide instructions in the event of a fire in the Hospital building, refer to TBRHSC Code Red Policy EMER- 30

EMERGENCY CODE VEST:

- The emergency vest will be worn by an employee from the student area, usually a Research Assistant. If not available, Administrative Assistant in the office area wears the vest.
- Person wearing vest is to:
 - Take a headcount of the area and make note of employees who are not present.
 - Ensure fire instructions are carried out. [See “Department specific instructions listed below”]
 - Proceed to fire doors towards Exit D to direct patients and visitors to not proceed towards the fire location.
 - Complete e-observation form following Code Red and submit to manager for approval.

LOCATION OF FIRE EXITS:

- There are three possible exits from this location from inside this suite. The back of the lab area, the front of the lab area, and the office area. From each area the following fire exits are available:
 - 1) Exit D – turn left out of any of the three available exits from the lab area, follow exit sign straight ahead, thru double doors and turn right to exit D stairwell, which is marked.
 - 2) Exit O- turn right out of any of the three available exits from the lab area, follow exit sign straight ahead, exit O stairwell is located on the left hand side and marked.

LOCATION OF FIRE PULL STATION(S):

- Exit D
- Exit O

LOCATION OF NEAREST FIRE EXTINGUISHER(S):

- Nearest fire extinguisher is located on the wall between the two lab area exits.

DEPARTMENT SPECIFIC INSTRUCTIONS:

A. IF THE FIRE IS IN TBRHRI – Research Lab:

The designate will don on the “emergency response vest” and is ensure that the following instructions are carried out:

1. **Staff to REACT:** (See EMER-30 Code Red for detailed “REACT” instructions).

R – Remove persons in immediate danger

- E** – Ensure doors are closed to confine fire or smoke and hallways are cleared.
- A** - Activate the fire alarm by pulling the nearest pull station
- C**- Call Switchboard at Ext 55 and state “CODE RED, TBRHRI Research Lab, Room #
- T**- Try to extinguish the fire if trained to do so or continue to evacuate

2. Staff to assemble at top of Grand Staircase for further instruction, if safe to do so.
3. Ensure any research related equipment or gas is turned off if safe to do so.

Note: Should the fire increase in scope and evacuation becomes necessary, refer to Code Green Evacuation Plan (EMER-90) and Code Green Sub-plan.

B. IF CODE RED ALARM IS IN ANOTHER DEPARTMENT/RESPONSE AREA:

1. When the fire alarm has been activated, all staff will remain at their present location until the location of the fire has been announced overhead. Once this occurs, all staff will return to TBRHRI - Lab if it is safe for them to do so.
2. Designate must put on the “emergency response vest” and ensure department specific instructions are carried out.
3. Person wearing the vest must then proceed to fire doors towards Exit D to direct patients and visitors to not proceed towards the fire location until the Code Red has been cleared.
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.
4. All staff to return to unit if it is safe to do so and are aware of the location of the fire. Staff to call into the department at extension **6719** if unable to return.
5. Prepare to evacuate department if necessary (Refer to Code Green Policy EMER-90 and associated sub plan).
6. Staff are not to use elevators until the “Code Red-location all clear” is announced overhead.

C. MANAGER or DESIGNATE RESPONSIBILITIES:

- Ensure Code Red E-Observation sheet is submitted and published following Code Red alarms, & follow up on any issues or concerns.