

FACILITY Standard Operating Procedure

Title: Code Red – Fire Response	Policy Number: 06-05-V1
Facility Name: Stanton Territorial Hospital	
Applicable Domain: Emergency Measures	
Additional Domain(s): NA	
Effective Date: 26/05/2019	Next Review Date: 26/05/2022
Issuing Authority: COO Stanton Territorial Hospital	Date Approved: 24/05/2019
Accreditation Canada Applicable Standard: 14.2, 14.3	
Accrediting Body and Standard: NA	

GUIDING PRINCIPLE:

Northwest Territory Health Social Services Authority - Stanton Territorial Hospital (NTHSSA – Stanton) is dedicated to providing patients and staff with a physical environment that is safe from hazards.

PURPOSE/RATIONALE:

The possibility of a fire may occur at any time. Northwest Territories Health & Social Services Authority – Stanton Territorial Hospital (NTHSSA-Stanton) must be prepared to react in a calm, efficient manner so that the safety of clients and staff is protected.

DEFINITIONS:

AED – Automatic External Defibrillator

EMS – Emergency Medical Services

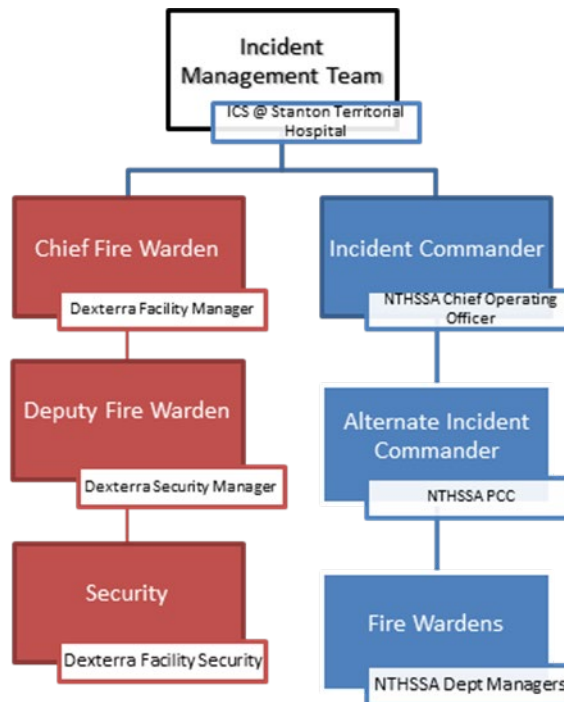
EVACUATION - The relocation of patients, staff and visitors either horizontally or vertically from a dangerous or potentially dangerous area to an area of safety.

FIRE COMPARTMENT - A unit or area which is protected by a fire door and a minimum 1-hour fire separation.

INCIDENT COMMAND CENTER (ICC) - The Incidence Management Team (IMT) will convene at the ICC when ordered by the Incident Commander. The primary location is the Conference Room (2800) or Emergency Operations Center (EOC) in Administration on Level 2. Should the primary location become untenable, the secondary location is at Center Ice Plaza on Level 2, in the Large Boardroom.

INCIDENT COMMAND SYSTEM (ICS) - The Incident Command System (ICS) delineates the roles and responsibilities of those managing a Code Red incident. (Refer to Appendix A of this procedure). The Incident Command System (ICS) will be used to manage internal incidents including Code Red. The ICS consists of two primary components; the Incident Management Team (IMT) responsible for overall command of the incident and all actions for controlling the incident, and the Incident Command Center (ICC) where the Incident Command Team is located during an incident.

INCIDENT MANAGMENT TEAM (IMT) - The IMT is responsible for managing an incident once it has been confirmed or other conditions trigger the need for an evacuation or command center (Code orange). The following table identifies the IMT for a Code Red.



MUSTER STATION - An area where each department or unit can gather in an emergency. Muster stations are located inside of the building.

ZONE – An area of a building designated as part of a fire alarm system or sprinkler system.

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SCOPE/APPLICABILITY:

This procedure applies to all staff in every area of the hospital. It details the responsibilities of staff members and Dexterra (Stanton Facilities Management Services provider), as well as the steps to be taken should a fire alarm be activated, or an actual fire occur.

PROCEDURE:

WHEN A FIRE IS DISCOVERED (R-E-A-C-T)

1. **R** Remove Patients or Visitors from Immediate Area.
2. **E** Ensure All Doors are Closed.
3. **A** Active Alarm.
4. **C** Clear Hallways /Access for Move
5. **I** Try to Extinguish Fire if Safe to do so.

ACTIVATION OF ALARM

The activation of a pull station, smoke detector, heat detector, beam detector, sprinkler system or fire suppression system initiates the 1st stage alarm throughout the facility. The initial alarm will automatically change to a stage 2 alarm after 5 minutes. This tone change is only to continue awareness that the Code Red has not cleared and does not signify any additional response requirement. All Code Red activation or clearance will be announced overhead by the Deputy Fire Warden, Chief Fire Warden or Fire Chief.

When the fire alarm is activated an automatic notification is sent to the Yellowknife Fire Department.

- The audible alarm will sound at the stage 1 rate thorough out the hospital
- The Fire Department / Monitoring Agency Alarm Relay will activate.
- The electronically held-open fire doors will close.
- Strobe lights will activate.
- A fire alarm activated from within a patient room will illuminate all three red dome lights in the corridor outside the patient room.
- All overhead paging will be disabled for the duration of the alarm activation.
- To page overhead in the case of a Code Blue, call the Main Security Desk in Emergency **292-1184** who will page the Code Blue overhead using the red phone at the Central Annunciator Command Facility (CACF).

WHEN YOU HEAR A FIRE ALARM OR CODE RED IS PAGED

- Location of the fire will be announced overhead by Security after one minute of the alarm.
- All staff shall report immediately to their home unit. Float nurses shall report to the unit they have been scheduled to work.
- Staff returning to home units to assist with Code Red response roles should not use stairwells since re-entry to units from stairwells is not possible.
- Elevators are programmed to remain active during fire alarms and are available for use as follows:
 - Public elevators are available for use by visitors and members of the public to exit the building only
 - Staff/Service elevators are available for use by staff to return to home units to assist with Code Red response roles, and for evacuation of patients (if necessary).
 - Elevators are programmed to shut down if smoke is detected in the immediate area. If this occurs, proceed to the next nearest set of elevators.
- All stairwells are available for visitor and members of the public to exit the building only. Re-entry to floors will not be possible.
- Confine patients and visitors to patients' rooms, lounges, or waiting and activity areas.
- Close doors and clear hallways of any obstacles.
- Assure patients and visitors of their safety.
- Avoid using phones since they may be required for emergency contact.
- Wait for further instruction from the overhead paging system at Primary Muster Station.

FIRE ALARM AND CODE RED ACTIVATION DURING REGULAR BUSINESS HOURS (WEEKDAYS 0730-1700hrs EXCLUDING FEDERAL HOLIDAYS)

- Dexterra Security personnel on site will proceed to the Central Annunciator Command Facility (CACF), confirm location, announce fire location on overhead paging system, and direct Fire Department to alarm site.
- The Chief Fire Warden and Deputy Fire Warden (or designate / On Duty Engineer) will respond to the location of the alarm and assist as required to ensure the safety of patients and staff.

- The Patient Care Coordinator (PCC) and Senior Nurse Manager (SNM), (or designate) will respond to the location of the alarm. They will assist as required to ensure the safety of patients and staff.
- The PCC and SNM will notify the COO of the situation and the CFW will notify the YK Fire Chief of the situation. Together, the COO and CFW will make a decision whether to proceed to a hospital evacuation (Code Green).
- All other staff report to their Muster Stations and await direction from overhead page.

FIRE ALARM ACTIVATION DURING NON-BUSINESS AND HOLIDAY HOURS

- Dexterra Security personnel on site will proceed to the Central Annunciator Command Facility (CACF), confirm location and announce fire location on overhead paging system and wait for the arrival of the YK Fire Department.
- After hours, the on-duty Engineer will respond to the fire location until the Chief or Deputy Fire Warden arrives on site and reports situation to Dexterra Security personnel.
- The Patient Care Coordinator (PCC) (or designate) will respond to the location of the alarm and assist as required to ensure the safety of patients and staff.
- The PCC (or designate) will determine if there is an immediate need to evacuate and notify Dexterra Security, the COO, the Senior Nurse Manager and Stanton Facility Services on-call. If it is anticipated that evacuation (Code Green) may be required, the PCC (or designate) will activate the ICS and all team members will convene at the ICC location. In the event the primary ICC is compromised the secondary or off-site location will be activated.
- Dexterra Security Guard stationed in the security office will notify the Chief Fire Warden, and the Deputy Fire Warden.
- The PCC will activate the Stanton Hospital staff call back as required. Staff will proceed to the fire alarm site and assist as directed by the PCC to ensure the safety of patients and staff.
- The PCC has overall administrative responsibility until the COO arrives and is to contact the COO or designate to apprise him/her of any incidents that are not false alarms.

SPECIAL DEPARTMENTAL PROCEDURES

All areas and individuals must follow the general fire procedures (above). The following special duties are in addition to the general procedures. Please remember if the fire is not in your area, you are to close all the doors and wait for further instructions. If the fire is in your area or if you have been given evacuation instructions, the following procedures apply:

Department	Responsibility	Action Plan
Ambulatory Care Clinic	Safety	<ul style="list-style-type: none"> • Ill or injured patients to be escorted to ED • Evacuation Routes are gravel and steep, consider with patient movement
Dialysis	Patient Movement Safety	<ul style="list-style-type: none"> • Confirm location of transport equipment if needed (IV pumps) • Plan move of Dialysis machines
Emergency Department	Safety Patient Transport	<ul style="list-style-type: none"> • Confirm requirements for gas shut off • Pre-position transport equipment • Planned evacuation route to avoid EMS traffic • Ensure availability of portable gases • Consider staffing needs for ill, injured or behavioral health patients • Confirm need to close Isolation Rooms
Facility Services (Stanton)	Evacuate Basement / Assist in building shut down	<ul style="list-style-type: none"> • Check morgue for visitors • Check staff locker rooms for staff members • Assist Dexterra with shut down of gases as directed. • Plan for provision of portable gases
ICU	Safety Patient Transport	<ul style="list-style-type: none"> • Confirm requirements for gas shut off • Pre-position transport

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Department	Responsibility	Action Plan
		equipment (vents, monitors, stretchers) <ul style="list-style-type: none"> Planned evacuation route with most ill and injured to ED Assure availability of portable gases Plan move of critical carts / AED / defibrillators Consider staffing needs for ill, injured or vented patient Confirm need to close Isolation Rooms
Kitchen	Safety	<ul style="list-style-type: none"> Confirm need to turn off Fryers / Ovens / Heat Sources
Lab	Security	<ul style="list-style-type: none"> Consider blood bank requirements & documents if required to move from department Confirm need to turn off gases and equipment
Materials Management	Safety	<ul style="list-style-type: none"> Secure warehouse prior to departure
MDR	Safety	<ul style="list-style-type: none"> Confirm need to turn off gases and equipment
Medical Day Care	Patient Movement	<ul style="list-style-type: none"> Confirm location of transport equipment if needed (IV pumps)
Operating and Post Anesthetic Recovery Rooms	Safety Patient Transport	<ul style="list-style-type: none"> Confirm requirements for gas shut off Pre-position transport equipment (vents, monitors, stretchers) Planned evacuation route with intubated patients to L&D Suites Availability of portable gases Planned move of critical carts / AED / defibrillators Consider staffing needs for vented patient

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Department	Responsibility	Action Plan
Pharmacy	Security	<ul style="list-style-type: none"> Secure Pharmacy and Narcotics Take required records Confirm need to close fume hoods
Security (Dexterra)	Safety and Security of Evacuation Routes	<ul style="list-style-type: none"> All evacuation points remain clear of debris, snow or objects Safety equipment is located at all evacuation points. Traffic barriers placed as required

EVACUATION

In all instances of evacuation, **please refer to the Code Green Evacuation Procedure**. The evacuation locations in the Code Green Procedure are to be used if the fire is in your area or if you have been given evacuation instructions.

MUSTER STATIONS

Level	Department	Primary Muster Station
0	Health Records Storage	Main Health Records work area
	FM - Dexterra Office	FM Dexterra Office
	Laundry	FM Dexterra Office
	Kitchen	FM Dexterra Office
	Facility Services	Level 0 Staff Room
	MDR	Level 0 Staff Room
	Biomedical Engineering	Level 0 Staff Room
	Materials Management	Level 0 Staff Room
1	Intensive Care Unit	Touchdown Space
	Emergency	Work Station
	Laboratory	Main Lab work area
	Diagnostic Imaging	Work Station
	Outpatient Lab	Main Lab work area
	Cafeteria	Dining Hall
	Indigenous Wellness Program	Reception Lounge
	Reception	Reception Lounge
	Ambulatory Care Centre (ACC)	ACC Waiting Room 2
	Chemo/IV Therapy	Work Station
	Dialysis	Work Area
	Pharmacy	Work Station

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Level	Department	Primary Muster Station
2	Administration - Operational Support Area	Conference Room 2805
	Computer Services	Classroom
	CHIRP Coordinator	Classroom
	Health Records	Main Health Records work area
	Staff Development	Classroom
	Stanton Foundation	Conference Room 2805
	Transitional Care Planning Team	Classroom
	Obstetrics	L&D Work Station
	OR/PARR	OR Work Station
	Day Procedures	Day Procedures Work Station
	Peds	Peds Work Station
3	In-Patient Rehab	Clinical Touch Down Station
	Psychiatry	Conference Room / Work Station
4	Medicine South	Secondary Work Station
	Medicine North	Secondary Work Station
5	Surgery	Secondary Work Station
	Extended Care	Secondary Work Station

FIRE AND SMOKE ALERTING AND PROTECTION SYSTEM

The Stanton Territorial Hospital is equipped with a fire and smoke alerting system for the protection of life and property. The following is a brief description of the devices and functions of the system. A detailed description is available in the document, Fire Safety Plan for Stanton Territorial Hospital, National Fire and Safety Planners/Bird Construction, October 17, 2018

ALARM PULL STATIONS

The Alarm Pull Stations are located throughout the hospital accessible to all departments and nursing units. If the pull station arm is moved into the down position, it will activate the fire alarms. All staff must be familiar with the location of the pull stations in their work area. **See Fire Safety Plan Diagrams.**

FIRE PHONES

Fire Phones are located at the entrance to every stairwell. These are for use by the YK Fire Department only. **See Fire Safety Plan Diagrams**

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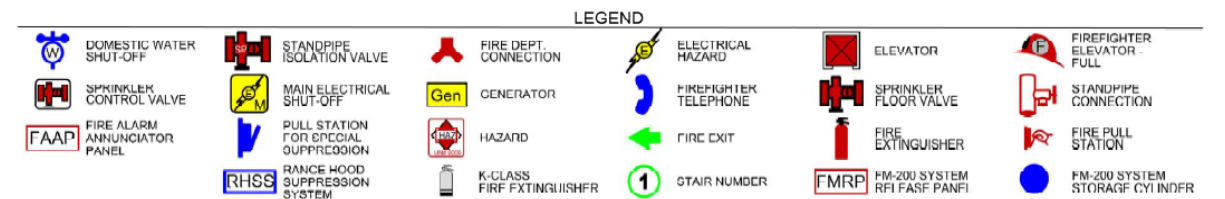
FIRE EXTINGUISHERS

Fire extinguishers are located throughout the hospital and all staff must be familiar with their location and how to use them in the case of fire. **See Fire Safety Plan Diagrams**

FIRE ALARM

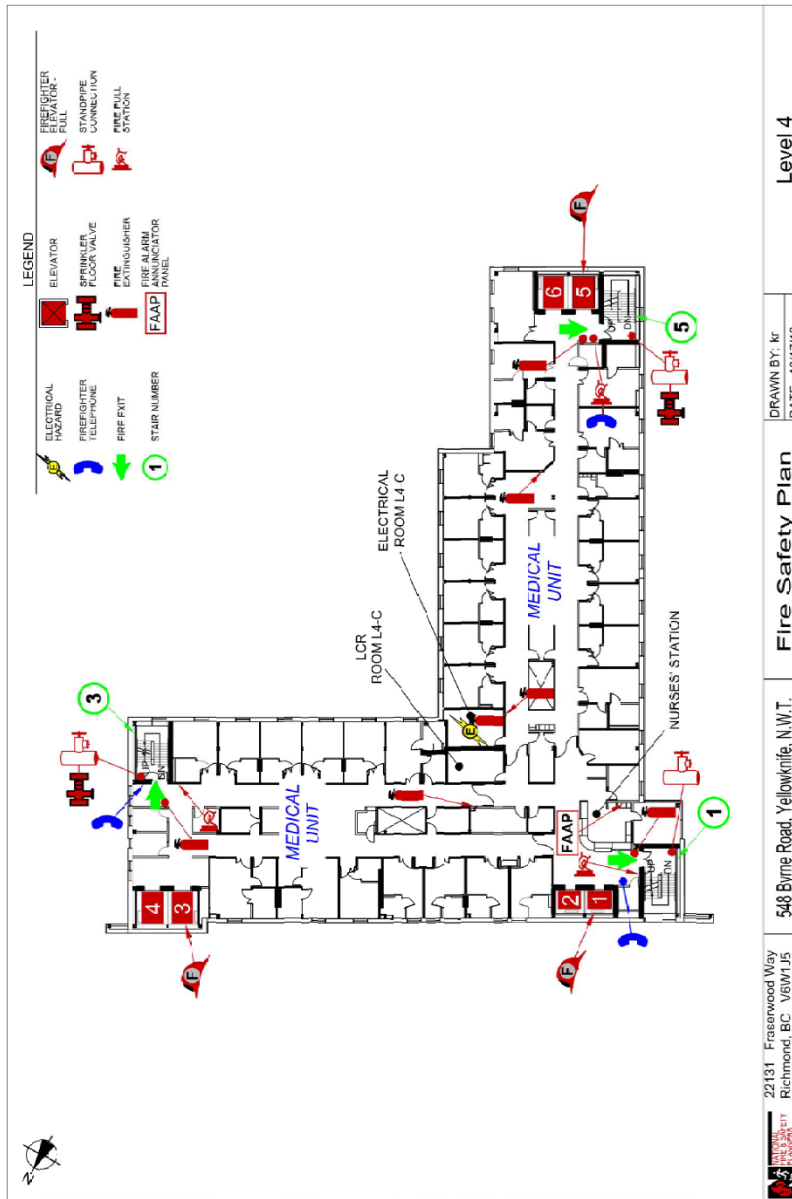
The hospital has a 2-stage alarm system. The initial alarm will automatically change to a stage 2 alarm after 5 minutes. This tone change is only to continue awareness that the Code Red has not cleared and **does not signify any additional response requirement.** All Code Red activation or clearance will be announced overhead by the Deputy Fire Warden, Chief Fire Warden or Fire Chief.

FIRE SAFETY PLAN DIAGRAMS



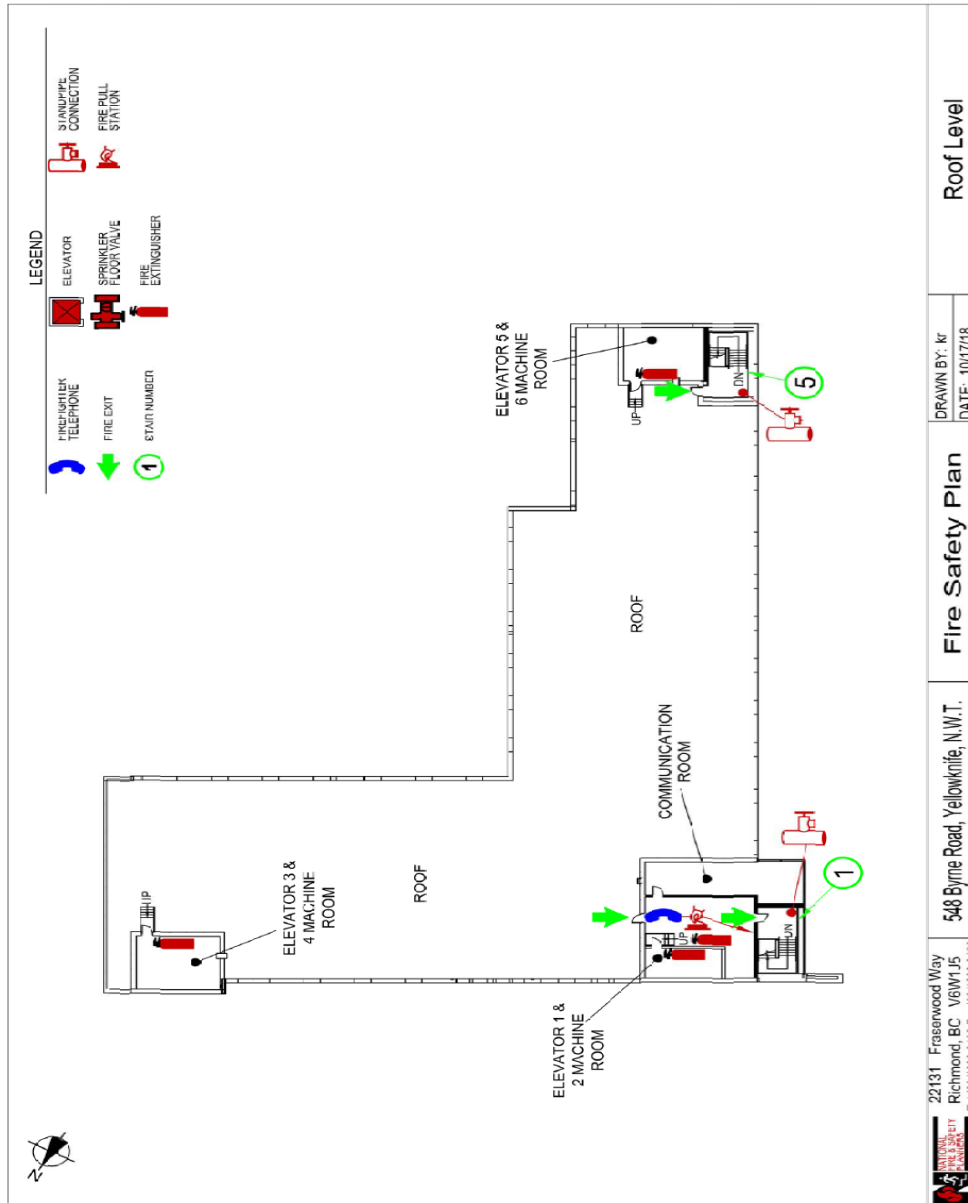
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LEVEL 4



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ROOF LEVEL



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PERFORMANCE MEASURES:

These procedures will be tested in accordance with the Fire Safety Plan (2018 or most recent version) to ensure each staff member understands what to do in the event of a fire.

CROSS-REFERENCES:

NA

ATTACHMENTS:

Appendix A – CODE RED ALGORITHM

REFERENCES:

- National Fire Code Canada 2015
- City of Yellowknife Emergency Measures Plan – City of Yellowknife. Version 2016
- Fire Safety Plan for Stanton Territorial Hospital - National Fire and Safety Planners. Version 17 October 2018
- NTHSSA-Stanton Code Green Procedure

APPROVAL:

Date

24 May 2019
