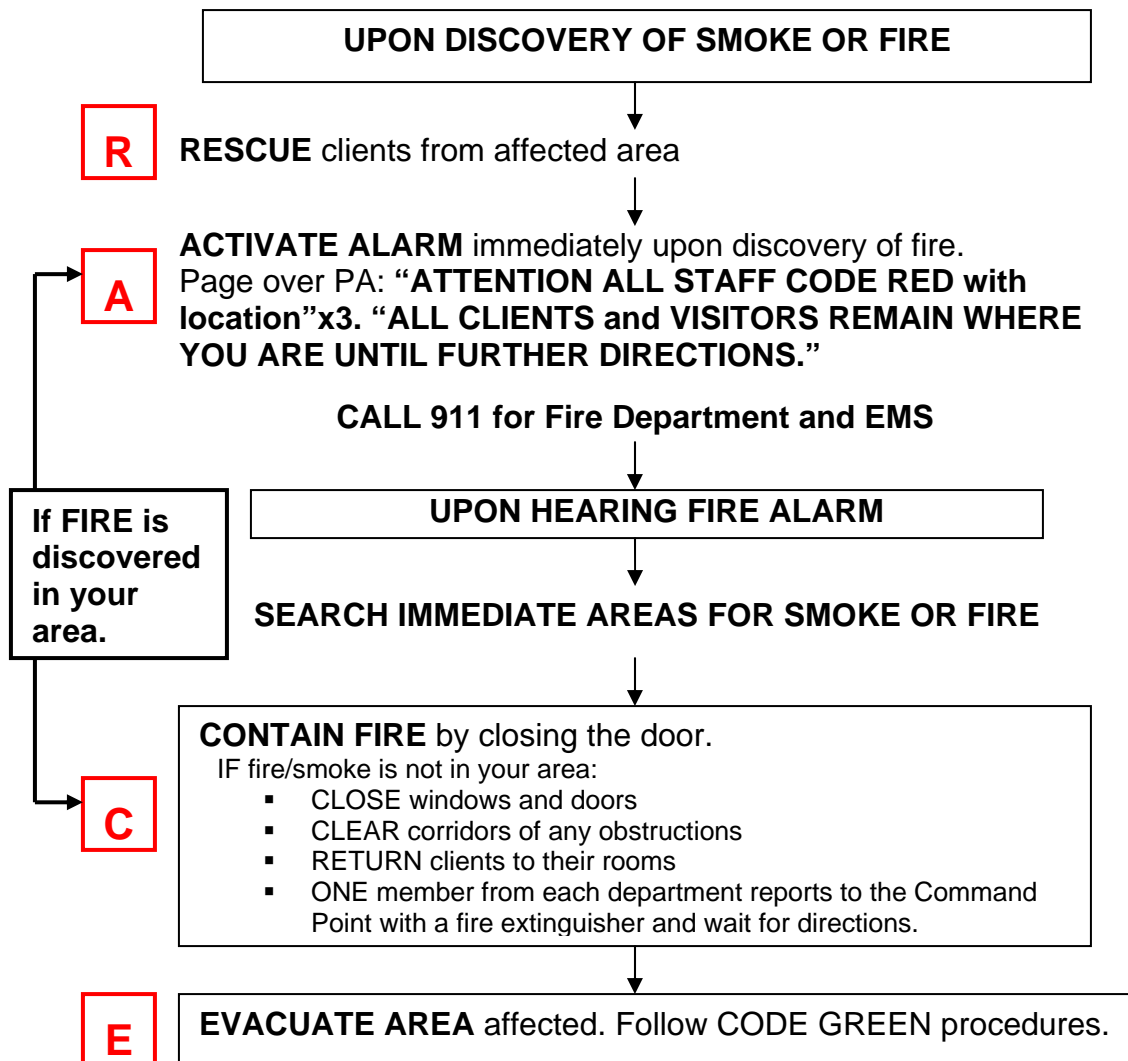


GENERAL STAFF - CODE RED FIRE

GENERAL RESPONSE BY STAFF:

- If you discover fire activate the fire alarm system and follow RACE practices.
- All Staff shall:
 - Secure your department by shutting down all equipment.
 - Close all windows and doors
 - Ensure the safety of clients / visitors in your department.
 - 1 member from each department, reports to the Command Point with a fire extinguisher and wait for directions.

EXERCISE REASONABLE CAUTION AND JUDGEMENT TO PROTECT YOURSELF. DO NOT BECOME A CASUALTY.



MANAGER - CODE RED FIRE

COORDINATOR and/or MANAGER(s):

- Ensure that all clients / staff are accounted for and safe.
- Ensure the Disaster Notification Checklist Form-D1 is done.
- Ensure continuity of care is provided.
- Consult with the Incident Commander and Fire Department to determine the disposition of the clients and staff as a result of the fire.
- Initiate a plan for re-entry to the facility when it is deemed safe to do so or in consultation with Executive. Refer to Resumption of Normal Services Checklist-R2.
- Notify clients' next of kin or alternate care giver, and staff following the event.
- Consult with the ARHA Executive, for providing the timely and correct release of information to the media.
- If the event qualifies as a Critical Occurrence or Serious Workplace Incident, notify Executive member or designate as per policy QI-XVIII-311.
- Verify completion of all required forms and documentation as required.**

Reporting Forms:

- Incident Report Forms QI-XVIII-311(a)
- Post Event Report Form-P2
- Facility Status Report Form-F5
- Disaster Notification Checklist-D1
- Facility Casualty Tracking Form-C1
- Refuge & Relocation Checklist-R1
- Resumption of Normal Service Checklist-R2

MANAGER - CODE RED FIRE

COORDINATOR and/or MANAGER(s):

- Ensure that all clients / staff are accounted for and safe.
- Ensure the Disaster Notification Checklist Form-D1 is done.
- Ensure continuity of care is provided.
- Consult with the Incident Commander and Fire Department to determine the disposition of the clients and staff as a result of the fire.
- Initiate a plan for re-entry to the facility when it is deemed safe to do so or in consultation with Executive. Refer to Resumption of Normal Services Checklist-R2.
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Reporting Forms:

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- Disaster Notification Checklist-D1
- Facility Casualty Tracking Form-C1
- Refuge & Relocation Checklist-R1
- Resumption of Normal Service Checklist-R2

QUICK SEARCH PROCEDURES - CODE RED FIRE

IC WILL DESIGNATE A 3 MEMBER FIRE TEAM RESPOND TO AFFECTED AREA:

- 3 Member Fire Team responds to the affected area with the following safety equipment:
 - Flashlight
 - Fire extinguisher
 - Portable radio
 - Master key and if possible a fire blanket.
- Fire Team checks each door for heat or smoke before entering.
- If the room is empty, flip the door marker up to indicate-Room Search Done
- Gather client/visitor head count.
- Upon reaching the end of the wing, First member stays at the fire exit to ensure no one leaves.
- Second member notifies the Incident Commander of the head count and fire status.
 - Direct additional staff to affected area **IF FIRE OR SMOKE IS FOUND.**
- Third member attempts to contain fire by closing the door and begins to evacuate area.
- All clients/visitors removed from the affected area closest to danger first.
 - If possible avoid moving anyone through smoke.
- Inform Incident Commander of actions taken.

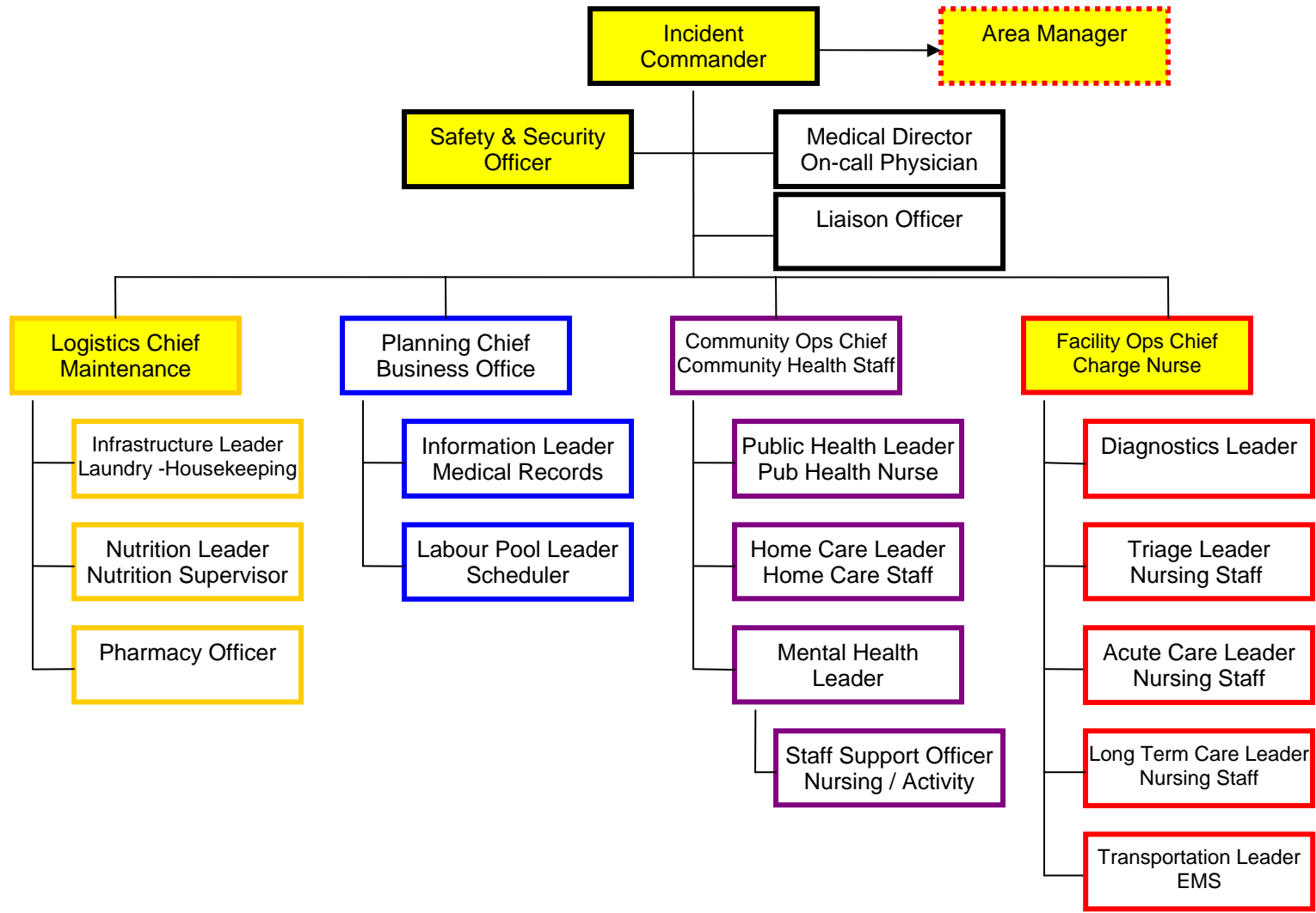
IC WILL DESIGNATE 2 MEMBER TEAM RESPOND TO ADJACENT AREAS:

- 2 Member Teams respond to unaffected main floor areas of the facility adjacent to the alarm area first.
- 2 Member Team checks each door for heat or smoke before entering.
- If the room is empty, flip up the door marker to indicate-Room Search Done
- Gather client/visitor head count.
- Upon reaching the end of the wing, First member stays at the fire exit to ensure no one leaves.
- Second member informs Incident Commander of head count and fire status.
- ALL STAFF FOLLOW THE DIRECTIONS OF THE INCIDENT COMMANDER.**

*** FOR TIMES OF REDUCED STAFFING THE PRIORITY AREA IS THE ZONE WHERE THE ALARM HAS BEEN ACTIVATED. The size of fire teams may be reduced due to available staffing levels.**

Facility ICS – Organizational Chart

Suggested Initial Staffing for: CODE RED



REGIONAL OFFICES STAFF - CODE RED FIRE

RESPONSIBILITIES OF THE PERSON DISCOVERING THE FIRE:

- Immediately notify all persons within the building.
- Shout or page over the phone system: “**Code Red with location**”x3
- Contain the fire by closing the door to the room or space
- CALL 911** – or direct another staff member to do so
- Evacuate the building.
 - Once outside gather all staff / building occupants to ensure that everyone is accounted for.
- Upon arrival of the fire department notify the *Officer in Charge* of the location of the fire.
 - Report any persons unaccounted for or missing.
 - Request assistance for any persons that may have been injured.

STAFF RESPONSE TO ALARM or FIRE:

- Turn off lights and close your office door.
- Evacuate the building via the nearest safe exit.
- Report to a safe area away from the building, smoke or hazards and wait for instructions.
 - The *designated receptionist* shall be responsible for ensuring that everyone is safe and accounted for.
- Do not re-enter the building until you have received the “All Clear” from the Fire Department.

Note: If this is a fire drill, the drill coordinator shall have all participants sign an attendance sheet and complete the Post Event Report-P2, and brief scenario notes highlighting the drill location and actions that occurred.

Reporting Forms:

- Incident Report Form QI-XVIII-311(a)
- Post Event Report-P2