# Overview

The Code Red Emergency Response or fire alarm is activated upon discovery or suspicion of the presence of fire. This facility responds to fire incidents using a shelter-in-place strategy.

**As in all emergencies, consider your safety first.**

If you discover or suspect the presence of fire or smoke, follow the **R A C E** procedure:

|  |  |
| --- | --- |
| **R** | * **Rescue or remove** anyone in immediate danger and move them to a safe area |
| **A** | * **Activate** a fire alarm pull station * Designate a runner/designate someone to announce overhead three times and state:   **“Code Red [exact location – building, floor, room]”** |
| **C** | * **Contain** the spread of smoke and fire by closing doors |
| **E** | * **Extinguish** the fire, if you feel safe to do so * **Evacuate** if the area is unsafe by moving everyone through at least one set of fire doors   + Refer to Code Green: Evacuation |
| * Inform the Fire Department of the situation upon their arrival * Inform responders of any special hazards in the area (for example: oxygen cylinders, flammable or toxic or corrosive chemicals, high magnetic fields, radioactive materials, etc.) | |

# Response Procedures

## Suspected or Confirmed Fire Emergency

* If a fire is suspected or confirmed on your unit:
  + If you discover smoke/fire, follow **R A C E**
  + If the area is unsafe, evacuate all occupants out of the hazard area to a safe area,   
    past a set of fire doors
  + Listen for overhead announcements
  + Take direction from overhead announcements, the fire department or designated personnel
  + Enact any department specific procedures

## Fire Alarm Activation

### If the fire alarm is activated within the building

* Assess your area and if you discover smoke or fire, follow **R A C E**
* If there is no evidence of fire or smoke, stay in your area unless directed otherwise
* Consider stopping all non-critical functions
* Prepare clients/residents for possible evacuation (refer to Code Green)
* Take direction from overhead announcements, the fire department, designated personnel or the *[Manager/Director of Care/Designate]*
* If requested, and as able, provide assistance to those areas that may be evacuating
* Stop all unnecessary travel, if you must move throughout the building, take stairs
  + **DO NOT** use elevators
* Asappropriate**:** 
  + Ensure fire doors are completely closed
  + Clear hallways of equipment
  + Enact any department specific procedures

### If the source of the fire alarm is in your area

* Staff should immediately return to their unit via a safe route
* Investigate the source and cause of the alarm, check alarm panel for location
* Clear corridors of obstructions and be prepared to evacuate

## All Clear

The “Code Red – All Clear” announcement indicates the facility may resume normal activities

## Fire Extinguisher

### Only use a fire extinguisher if:

* **R A C E** has been enacted
* You feel safe to do so
* You are familiar with how to use an extinguisher
* The fire appears manageable
* You have an exit route at your back

### To operate a fire extinguisher, P A S S:

|  |  |
| --- | --- |
| 1. **Pull out the pin** Twist and pull to break the plastic seal, then remove the pin 2. **Aim nozzle at base of fire** Take the nozzle out of the clip, and aim it at the base of the fire 3. **Squeeze handles together** Discharge the powder by squeezing the handles together 4. **Sweep nozzle from side to side** Try to put a layer of powder over the item on fire | d |

**Unplug electrical equipment that is on fire if possible.**

**Once the fire is extinguished or the fire extinguisher is empty, place the extinguisher on the floor and evacuate the area, closing doors behind you as you leave.**

## Evacuation

* Any employee can remove someone from danger if there is an immediate threat to the health and safety of occupants
* Prioritize as follows (refer to Code Green):
  + 1 – Persons in immediate danger
  + 2 – Persons easiest to move
  + 3 – Persons most difficult to move
* The first choice for evacuation is to move horizontally to the other side of the fire doors,   
  on the same floor
* If unsafe to move horizontally, move vertically to a floor below using the nearest exit stairwell that is safe
* Persons on floors located below ground level may be required to move upward to the ground floor to exit building

## Oxygen or Medical Gas Use

### In the event of a fire in a room where oxygen or medical gas is in use, if safe:

* Turn off the gas at the source in the room
* If medical gas is in use near a fire and cannot be turned off at the source, use the area   
  shut-off valve
* Remove oxygen cylinders/concentrators from the room with the fire, if possible. If not safe to do so, report the presence of oxygen cylinders to the Fire Department on arrival

**Clinical Staff working in areas supplied with medical gasses should be familiar with the local shut-off valves. Always consider the potential effects of shutting off oxygen to clients’/residents’ rooms that are also serviced by the shut-off valve.**

**Any decision to shut off medical gas must involve members of the client/resident care team.**

# Post incident actions

* Ensure proper documentation is completed, as applicable:
  + *[Insert title of documentation that should be completed after a code red]*
* Debrief and ensure psychosocial support is provided, as needed

# Supports

* If you experience any type of distress from an incident, you are encouraged to seek incident debriefing or emotional support [*insert information on who to speak with and any resources available*]