



Hamilton Health Sciences

**Code Red
Fire Education Guide for Students**

June 2010



Hamilton Health Sciences

**If you discover fire or SEE smoke.
R-E-A-C-T**



inform nearby staff of the Code and let someone know to notify the person in charge of the area.

Remove all persons from immediate area of fire/smoke

Ensure all room doors and windows are closed

Activate nearest fire alarm pull station

Call or direct someone to call 5555, state Code Red, exact fire/smoke location, your name and extension. Repeat message. At St. Peter's call 7777. At satellite sites, call 9-9-1-1.*

Try to contain or extinguish the fire if it is safe and you are able.
Bring and use the fire extinguisher.

* Satellite sites include but are not limited to the West End Clinic, Stonechurch Clinic, 293 Wellington and Regional Purchasing. If you have questions about whether your placement is located in a satellite site, please check with your preceptor or supervisor.

Students are expected to be familiar with the content in this guide as well as the hospital's Code Red Procedure and their Area-Specific Code Red Procedure. These procedures will be found in the red emergency preparedness binder in your placement location. Ask your preceptor or supervisor where the binder is kept.

Fire Alarms in the Hospital

The Fire Alarm is a TWO stage alarm in all hospital buildings with patients that stay overnight.

Stage 1 Alarm

The alarm has slow sounding bells at 20 bells/min. These bells ring throughout the entire building. On hearing the alarm, staff initiate their Code Red protocol. The alarm bells may stop but the Code is still in effect until a “Code Red – All Clear” is announced. A double bell is sounded at MUMC.

Stage 2 Alarm

This is the evacuation alarm. This rings fast at 120 bells/minute. This alarm can be initiated by automatic timing mechanisms or other factors, so if sounded, staff follow instructions as given on the overhead announcement and the person in charge of the area. The person in charge of the area may be the area charge person, charge nurse, supervisor, manager or delegate.

Buildings that don't have patients staying overnight have a **single stage alarm system** connected with alarm pull stations, heat detectors and in some cases smoke detectors. Single stage alarms ring fast at 120 strokes per minute. If a single stage alarm is activated, the building is evacuated following the Code Green Evacuation protocol and direction from the person in charge of the area.

When the fire alarm is activated, fire separation doors close; locking devices on exit doors are released; air handling systems shut down to control smoke; and a signal is sent directly to the Hamilton Fire Department and the Hospital fire Response Team.

Fire alarm pull stations are generally located near exit light signs.



What happens during a Code Red?

All staff return to their work areas using the stairwells only. If it is unsafe to return to the work area, staff will go to the main lobby area and report to the person in charge there for further direction. Use of the telephone, elevators and movement between areas is avoided unless it is part of the Code response. All doors should be tested with the back of the hand before they are opened.

Staff already in their work area at the time of the alarm will. . . .
stop all normal activities. They will end all non-code related telephone calls and communication. They will secure their workspace and report to the Area Code Staging Location for direction to remember to:

clear corridors

search and sweep rooms for smoke, heat or fire (testing doors before opening)

turn lights on and close doors as they proceed.

The Area Code Staging Location is an area designated for staff to assemble and organize their response to the Code. Patients and visitors will be reassured and directed back to their rooms or safe location and remain in place until directed otherwise.

Terms Used During a Code Red

“Code Red – In Effect”

All areas will gather in their Area Code Staging location and implement their Code Red protocol.

“Code Red – All Clear”

All areas resume normal duties. Note at MUMC, all clear is signaled by two bells in addition to an overhead announcement.

Fire Safety Drills

Drills take place monthly for staff to practice their Code Red response. They practice their response to discovering fire or smoke in their area, their response to code red notification, fire extinguisher use, fire alarm pull station locations and area evacuation routes. You will be asked to participate in the drills.

Evacuation

You must be prepared for the possibility of an evacuation during a Code Red. Know your exits, evacuation routes and procedures. Areas will have horizontal and vertical evacuation routes. Ask your preceptor or supervisor about the specific routes for your work area. You will take direction from your preceptor/supervisor or the person in charge of the area, if evacuation becomes necessary in a Code Red.

Fire Classification and Fire Extinguishers

Three things “feed” a fire – oxygen/air, fuel (something to burn) and heat. All must be present for fire to occur. Using the correct fire extinguisher will help remove air and heat. **Class A** fires are made of burning wood, paper or textiles (they produce **Ash**). **Class B** fires are made of Burning liquids or gases. **Class C** fires are electrical **Circuit** fires. (If able and safe to do so, unplug equipment if it is on fire). Fire extinguishers identify what they are good for e.g. ABC is a multi-purpose dry chemical extinguisher for all types of fires. Other extinguishers may only be for B & C fires. Be sure to read the fire extinguisher label.



How do I use the fire extinguisher?



Remember **P.A.S.S.**

Pull the pin

Aim at the base of the fire

Squeeze the handle

Sweep the fire slowly, side to side, keeping your back to the exit door and 2 metres away from the fire.

If you are not able to contain the fire, close and put wet material under the door. If a person is on fire, instruct them to “Stop, Drop and Roll,” remove glasses and protect their face with their hands. Wrap and encapsulate them with a blanket or sheet and soak them down with cold water immediately. Do not use the fire hose. Fire hoses are only used by the Hamilton Fire Department or the Hospital Fire Team.

What happens if you **SMELL SMOKE** or other fire-related smell e.g. electrical, gas.

The area should be searched for the source of the smell. Call 5555 (at St. Peter’s call 7777 and at satellites call 9-911) and state that you have a smell of.describe odour but no visible fire or smoke. Give your site, exact location, name and extension and repeat this information. Do **NOT** activate the alarm or call it a **Code Red**.

Don’t give fire a place to start.	
Think Fire Prevention	Know
report fire hazards	your area’s fire alarm pull station locations
keep exits and corridors clear of obstructions	your area’s fire procedures
practice good housekeeping	your fire exits and where they lead
observe the No Smoking Regulations	your evacuation routes
participate in all fire drills	your area’s fire protection equipment