

FIRE PROCEDURES

All facilities have procedures for responding to a fire alarm. All buildings have a fire alarm bell or a signal that indicates a fire alert within that facility or building.

Every employee is responsible to know:

- Where their fire orders/procedures are located
- Where the nearest fire extinguishers are located and how to use them
- Where the nearest alarm pull stations are located and how to use them
- Evacuation routes and emergency exits
- Who is in charge when the alarm is activated
- The emergency voice code announcements and how to enact the proper response
- How and when to evacuate an area and how to move patients in patient care areas
- The “Discovery of Fire” procedures
- The smoking policies
- How to report fire safety hazards

FIRE WARDENS

All units/areas have a designated Fire Warden. When there is a Code Red or Code Green emergency, the Fire Warden is identified by an orange vest. The Fire Warden is “in charge” and is responsible for enacting the emergency procedures and providing leadership and direction. Failure to follow their instructions during a fire alert, or evacuation, may result in disciplinary action.

The Fire Warden may provide leadership within their fire zone for other emergency events including evacuation coordinator (code green) or search coordinator (code black).

FIRE PREVENTION

DISCOVERY OF FIRE PROCEDURES

Although facilities throughout Capital Health are equipped with sprinklers and smoke/heat detectors, every employee is required to know how to react to the immediate threat of a fire. Most times, we can smell and see the problem before it activates the alarm; therefore employees need to know what to do if they discover a fire. **SCATEE** is the procedure to be followed at all Capital Health facilities and buildings.

S ave	Remove all persons from the fire affected area
C ontain	Close the door(s) to the fire affected area
A larm	Activate the nearest fire alarm
T elephone	Dial Emergency Number and give the exact location of the fire (See Appendix A for Emergency numbers for your facility)

Evacuate Evacuate the area if necessary

Extinguish Return to fight the fire, if it is small
and not between you and your exit.
When in doubt; don't!

FIRE ALARM SYSTEM

Buildings in Capital Health may have a single stage alarm system or a 2 stage system. It is important you know what the alarm system is for the building you are located in as the procedures are different. See *Appendix A – For Building Alarm Systems*

Single Stage Alarm System

During a single stage alarm system, the bell will sound at a rate of approximately 120 beats per minute which indicates a need to evacuate the building upon sounding of the alarm. Follow the directions of the Fire Warden and exit the building via designated evacuation routes.

2 Stage Alarm System (buildings with over night inpatients)

During stage 1, the bell will sound at a rate of 20 beats per minute. This indicates a Code Red situation and departmental procedures are initiated.

During stage 2, the bell will ring at a rate of 120 beats per minutes. This is a Code Green situation and evacuation procedures are initiated. Follow the directions of the Fire Warden.

FIRE ORDERS – WHEN AN ALARM SOUNDS

Upon activation of the fire alarm:

- Stop all activity, close doors & windows
- Proceed to the assembly area for your work place and follow the directions of the designated Fire Warden
- The Fire Warden will delegate individuals to ensure that all rooms have been searched for staff, visitors, clients and patients, and take a head count
- Rooms with patients that cannot be moved will be identified by taking note of whom and where they are located and provided to Fire Officials immediately.
- The Fire Warden will prepare to evacuate when;
 - The situation threatens the safety of persons in the area,
 - When directed by Administration or a fire official
 - Upon receiving a Code Green Precautionary or Code Green STAT message for your area, or
 - Upon hearing the Evacuation Alarm [120 beats per minute]
- Do not resume regular duties until the “*All-Clear*” is given either over the PA system, or by the Fire Warden.

HOW TO USE A FIRE EXTINGUISHER

Only use a fire extinguisher on small fires and in situations where there is no chance that you will become trapped by the fire.

To use a fire extinguisher, remember the word **PASS**.

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| P ull the pin | All fire extinguishers have a pin that prevents accidental discharge. Set the extinguisher on the floor and pull the pin sharply. Do this well away from the fire. |
| A im the nozzle | Aim the nozzle at the base of the fire and slowly approach the fire. |
| S queeze the handle | Squeeze the handle to release the fire suppressant material. The extinguisher will only last between a few seconds and a minute. |
| S weep back & forth | As you approach, sweep the nozzle back and forth. This will make the most effective use of the extinguishing material. |

Remember! We can always replace equipment and furniture [and even buildings], but we cannot replace you. Stay safe!

Never let the fire get between you and your exit. If in doubt – don't. Back away. Let the fire department handle the situation.