

## Appendix R CODE RED

### Policy

Au Château shall maintain and implement Code Red (Fire) procedures to ensure the safety of residents, staff, visitors, and emergency responders in the event of a fire or fire alarm activation. The Home's response to fire emergencies shall be carried out in accordance with the *Fixing Long-Term Care Act, 2021, Ontario Regulation 246/22*, the *Fire Protection and Prevention Act*, and the applicable Ontario Fire Code, and shall align with the Fire Safety Plan (refer to Appendix R1). All staff, contractors, and volunteers are required to respond promptly, follow established protocols, and comply with the direction of the designated Incident Commander.

### Purpose

The purpose of Code Red (Fire) is to provide a structured, coordinated, and timely response to fire emergencies using the REACT principles:

- R**emove persons in immediate danger, if possible.
- E**nsure the door(s) is closed to confine the fire and smoke.
- A**ctivate the fire alarm system using the nearest pull station.
- C**all 911 or direct someone to Call 911.
- T**ry to extinguish the fire (if trained and safe to do so) or continue to evacuate.

This approach prioritizes life safety, limits the spread of fire and smoke, supports effective communication and decision-making, and ensures compliance with requirements for emergency preparedness, staff training, and documents are met.

### Procedure

#### 1. Upon Discovering a Fire

- a. The first person to identify a fire will implement REACT and report to the person in charge as soon as possible.
- b. The Supervisor/Designate will assume the role of Incident Commander (IC) and initiate Code Red communications and announce/repeat three (3) times to ensure all parties have heard.

**"Attention All Staff Members, Code Red, (Announce Location)"**

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- c. **All staff members assigned to, working in, or responding to the affected area shall:**

- Follow Code Red response protocols and the direction of the Incident Commander (IC).
- Respond immediately to the code alert, including staff on duty, arriving, on break, or otherwise on the property.
- Ensure stairwells, lounges, hallways, and passages within or leading from the affected area are clear of storage or other obstructions.
- Ensure access routes serving the Home, including fire routes, hydrants, and pumper connections, remain accessible and free of obstructions such as parked vehicles.
- React consistently and proactively each time the alarm bell sounds.
- Reassure residents and visitors. Visitors are to remain with the resident they are visiting.
- Monitor self-closing devices (maglocks) that automatically disengaged upon an alarm activation to ensure resident safety, and must ensure these doors are verified and secured once the alarm has stopped and the ALL CLEAR has been declared (refer to Appendix K- for maglock locations)
- Do not run
- Be prepared to evacuate
- Account for all residents

d. **The Incident Commander Will:**

- Determine the location of the Incident Command Post (ICP)- determine if RN Office/Library is suitable.
- Take the lead for directing any fire emergency response protocols when the fire alarm bell sounds - the alert phase (slow repetitive ringing).
- Assign someone to check the Annunciator Panel and identify the location of the fire.
- Assign someone to await the fire department at the loading dock doors
- Emergency fire key is located at the loading dock and is accessible for fire responders.
- Don the appropriate IMS vest and implement the IMS model by assigning roles as needed.
  - Command Staff: Safety Officer, Liaison Officer, Emergency Information Officer, and Scribe.
  - General Staff: Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Admin Section Chief.
- The Command Centre shall be established at the RN Office/Library area, unless otherwise directed by the Incident Commander. A sign is to be placed on the door.

## **2. Upon Hearing a Fire Alarm**

### **a. All Staff Members Will:**

When the fire alarm sounds, the alert phase (slow repetitive ringing), all staff members are to respond as follows:

- PSWs and RPNs are to remain and/or return to their assigned areas.
- Check the immediate area for fire and/or smoke.
- Begin to close doors and windows in their immediate area.
- To prevent doorways from being blocked, remove all equipment from hallway and store in any unoccupied room.
- Turn lights on (if necessary)
- Do not use elevators
- Monitor self-closing devices (maglocks) that automatically disengaged upon an alarm activation to ensure resident safety and must ensure these doors are verified and secured once the alarm has stopped and the ALL CLEAR has been declared.
- Staff who have residents with them in other departments will remain with the resident until CODE RED is cancelled or further instructions are issued.

### **b. Staff Gathering Area**

- RPNs and PSWs are to remain and/or return to their assigned Home Areas and waiting for further instructions from the IC.
- All other staff designations shall immediately proceed to Incident Command Post for further instructions.
- Staff who have residents with them in other departments will remain with the resident until CODE RED is cancelled or further instructions are issued.

## **3. Sprinkler System Activation and Operation**

The Home is equipped with a heat-activated wet-pipe sprinkler system designed to respond only when the temperature threshold is met. The sprinkler system does not activate in response to smoke alone. When activated, only the sprinkler head(s) in the affected area will discharge water; the system does not activate throughout the entire Home or Home Area. Staff are to close the door to the affected room or area (if possible) until Fire Services arrives and turns the water sprinkler off.

The sprinkler system blueprints and zone coverage diagrams are maintained in Appendix J and shall be references as needed during response and recovery.

## **4. Evacuation and Second-Stage Alarm Activation**

If a horizontal, vertical or complete evacuation is required, the second-stage fire alarm shall be activated under the direction of the Incident Commander. The second-stage alarm sounds at

one hundred and twenty (120) strokes per minute, indicating an evacuation is required. Upon activation, staff will be notified of the next steps and shall proceed in accordance with Code Green (Evacuation) procedures (refer to Appendix L).

## **5. Fire Watch Procedures**

Fire Watch procedures are implemented when the fire alarm system is impaired, malfunctioning, or undergoing servicing. During a Fire Watch, staff maintain heightened vigilance for signs of fire or smoke and follow enhanced monitoring and communication processes to ensure resident and staff safety. Detailed Fire Watch procedures, roles, and documentation requirements are outlined in Appendix R2.

## **6. Apartments**

Please note that the Apartment Units are adjacent to Au Chateau and the Fire procedures apply to the apartment units as well, refer to Appendix R3 for Apartment Procedure.

## **7. Cancellation of Code Red**

The decision to cancel the Code Red may only be given by the Incident Commander in conjunction with Fire Services. Announce/repeat three (3) times to ensure all parties have heard:

**“Attention All Staff Members, Code Red has ended: ALL CLEAR”**

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Following the event, the Incident Commander shall complete the Code Red- Post Incident Review and Debrief Form (refer to Appendix R4).

## **References:**

- Appendix B: Call Back Procedure & Record Sheet
- Appendix C: Staff Emergency Call List
- Appendix E: Emergency Kit List
- Appendix I: Relocation Agreement Contact List
- Appendix J: Site Profile
- Appendix K: Floor Plans
- Appendix L: Code Green
- Appendix L1: Deciding Whether to Evacuate or Shelter-in-Place
- Appendix L2: Shelter-in-Place Guide
- Appendix L4: Evacuation Checklist
- Appendix L3: Emergency Communication

- Appendix R1: Fire Safety Plan
- Appendix R2: Fire Watch Procedures & Fire Watch Records
- Appendix R3: Apartment Fire Procedures
- Appendix R4: Code Red- Post Incident Review and Debriefing Form

## **Appendix R1**

### **Fire Safety Plan**

#### **Policy**

Au Château will establish the definition, purpose and organization for the Fire Safety Plan. The organization has the responsibility to ensure there is a certified Fire Safety Plan for the Home. A Fire Safety Plan will be developed and maintained in accordance with the Fire Protection and Prevention Act, under the Provincial Fire Code.

#### **Procedure**

##### **1. Fire Prevention:**

a. The Joint Health and Safety Committee/Designate is responsible for ensuring the following:

- All fire safety and fire emergency response procedures are current.
- A review of all emergency response procedures is done annually.
- Those routine and preventative maintenance programs are in place for fire safety equipment and fire protection systems.
- A process is in place to track and maintain staff member attendance during monthly fire drills on all shifts including but not limited to educational sessions. All staff members shall attend a minimum of one fire drill per year.
- The fire safety procedures are reviewed by all staff members during orientation and annually.
- Fire safety procedures are posted in easily accessible locations.
- In the event of a fire incident, the Supervisor/Designate will take lead responsibility for the coordination of fire safety procedures, including activating all Fire Wardens.

b. The Supervisor/Designate is Responsible for Ensuring the Following:

Supervisor/Designate in collaboration with the team will ensure that hallways and stairways are kept clear of storage and debris, stairwell doors are kept closed, and wedges or other obstructions are not used to hold doors open.

c. The Supervisor/Designate in their role as the person responsible for the building will have an understanding and working knowledge of the following:

- Fire emergency response plan for the site.
- Fire Safety Plan for the building.

- Fire alarm system, including the procedure to silence the signals and the method for resetting the fire alarm system.

d. The Joint Health and Safety Committee/Designate Overseeing Kitchens Is Responsible for Ensuring the Following:

- All cooking equipment and appliances are maintained in good working order and are safe for use.
- All grease filters in hoods and duct systems serving cooking appliances are maintained according to manufacturer's instructions.
- The fixed automatic extinguishing system for the kitchen range hood is maintained and tested in accordance with appropriate legislation.
- All fire protection equipment and fire safety building features are checked, tested, inspected, and maintained in accordance with the appropriate legislation.
- Permanent records are maintained of all fire equipment inspections, tests, and maintenance procedures.
- Self-closing devices attached to doors are not disengaged or rendered inoperable.
- Combustible waste and debris are not permitted to accumulate anywhere in the building.
- Pull stations, portable fire extinguishers, fire hose cabinets, fire blankets or other emergency equipment are free from obstruction.

## **2. Fire Safety Training:**

The Fire Safety Plan includes a written description of the locations and design of the following fire safety features:

- Fire alarm system
- Fire exits
- Zone separations
- Fire alarm pull stations
- Smoke detectors
- Sprinkler system
- Sprinkler control rooms
- Hose stations
- Fire extinguishers
- Emergency fire panels
- Floor plan of the building

## **3. Fire Alarm System:**

- The fire alarm is a two-stage system
  - The first stage is a slow repetitive audible/visible alarm.

- The second stage is a rapid audible/visible alarm.
- The fire alarm system is activated by one of the following mechanisms:
  - Automatically by the operation of a fire alarm detector or the kitchen suppression system.
  - Automatically by the operation of a sprinkler flow switch.
  - Manually by pulling the lever of a pull station.
  - Automatically by the operation of a smoke or heat detector.
- When the fire alarm is activated by one of the above, the following will occur:
  - Signal in the building will sound an alert signal unless silenced at the control panel.
  - The Annunciator panel will indicate the exact zone where the alarm originated.
  - Hold open devices for fire doors will de-energize closing all doors (maglocks).
  - Signal will be automatically transmitted to the fire monitoring contractor.
- The second stage rapid alarm will alert staff members to start evacuating individuals out of the indicated zone immediately as per Code Green.
- At the fire panel, a trouble indicator may flash or sound when there is a problem with the system, such as a power failure, short circuit, faulty fuse, broken wire, or other breakdowns.

#### **4. Fire Exits:**

- All fire exits and egress points from the building will be identified in the site as well as the Fire Safety Plan.
- Fire doors to be operable - in good repair, locks and hinges maintained, exits kept clear of ice and snow, or any other obstruction that will prevent emergency egress from the building.

#### **5. Zone Separations:**

- Zone separation areas are constructed in such a manner as to provide a smoke separation, or fire barrier, between that area and the remainder of the site.
- The fire doors enclosing each zone are fire protection rated and allow staff members to move individuals to a safe area on the same level without external evacuation.

#### **6. The Supervisor/Designate Will Ensure the Following:**

- All staff members have received fire safety training appropriate to their position on orientation and annually.
- Newly hired staff members and volunteers read and understand the Fire Safety Plan.
- Fire drills will occur every three month or more often as required.

- Documentation will be maintained regarding fire safety training and monthly fire drill attendance.

### **7. External Fire Presenting Risk:**

Any fire near the building requires an immediate closure of all windows and airways (HVAC units) to maintain the air supply within the building to its safest level.

A fire on the property grounds or in the surrounding area may require an evacuation from the building due to hazards and loss of utilities. Supervisor/Designate will be instructed by First Responders in your community.

### **8. If There Is No Fire:**

If it is a false alarm (confirmed by search of the affected area of the building):

- Wait for the arrival of the Fire Services.
- On notice of an “All Clear” from the Fire Services:
  - Silence the alarm system.
  - Reset maglocks.
  - Reset the pull station.
  - Call the monitoring station to have the alarm reset (includes advising the in-charge person at the station of the passcode).

### **References:**

- Appendix K: Floor Plans
- Appendix J: Site Profile
- Appendix R: Code Red
- Appendix R2: Fire Watch Procedures & Fire Watch Record
- Appendix R3: Apartment Fire Procedures
- Appendix R4: Code Red-Post Incident Review and Debriefing Form

## **Appendix R2**

### **Fire Watch Procedures**

#### **Purpose**

The purpose of Fire Watch procedures at Au Château is to ensure heightened vigilance for fire and smoke in all work areas and adjacent common areas when the fire alarm system is malfunctioning, impaired, or undergoing servicing.

#### **1. General Requirement**

If an actual fire is detected while the Home is under Fire Watch:

1. Attempt to activate the fire alarm (it may still be partially functional);
2. Call 9-1-1 immediately and advise that a confirmed fire is in progress; and
3. Announce Code Red over the paging system to alert all staff and occupants.

#### **2. Causes for Fire Watch Orders**

##### ***A. System Malfunction, Repair, or Inspection***

When the fire alarm system is under repair, inspection, or experiencing malfunction, the Fire Department, alarm service provider, or designate may place the entire building or specific areas on Fire Watch.

- Pull stations and/or horns/strobes may be impaired
- Staff must call 911 for any confirmed fire and announce Code Red
- Any downgrade of a Fire Watch (e.g., area-specific) must be clearly documented and communicated

##### ***B. False Alarms***

If repeated false alarms result in unnecessary Fire Department response, a Fire Watch may be ordered.

- Staff must still respond to all alarms in accordance with the Fire Safety Plan
- A confirmed fire requires 911 notification and Code Red activation

#### **3. Staff Responsibilities**

- When a Fire Watch is initiated, a Fire Watch announcement will be paged to all staff. A follow up page will be made when the Fire Watch is cancelled, and normal operations resume.
  - ***Fire Watch- Initiation Page:***

“Attention all staff: Fire Watch is now in effect. Please maintain heightened vigilance for smoke or fire in your work areas and adjacent spaces. Report any concerns immediately to the Supervisor. Fire Watch is now in effect.”

- **Fire Watch Ongoing Reminder (if required- see section 4)**

“Attention all staff: Fire Watch remains in effect. Please continue to monitor your areas closely and report any signs of smoke or fire immediately.”

- **Fire Watch Cancelled**

“Attention all staff: Fire Watch has ended. Normal fire alarm operations have resumed.”

- Upon notification of Fire Watch, all staff must remain extra vigilant for smoke or fire
- Staff must continue to respond to Code Red in accordance with the Fire Safety Plan at all times
- The Supervisor/Designate will ensure Fire Watch duties are assigned and maintained

#### **4. Communication**

- The Supervisor/Designate initiating the Fire Watch will:
  - Notify the next shift Supervisor
  - Communicate the Fire Watch status to relevant departments
  - Ensure Fire Watch status is clearly documented
- Fire Watch announcements will be communicated:
  - At the start of each shift
  - As required during the Fire Watch period
  - Upon cancellation of the Fire Watch

#### **5. Forms and Documentation**

##### **A. Fire Watch Record**

- Completed when a Fire Watch is initiated
- Documents reason, affected areas, and duration
- Maintained with emergency documentation

##### **B. Fire Department Fire Watch Statement (if applicable)**

- Completed and signed by the Fire Department, when applicable
- Attached to the Fire Watch Report
- Reflects any approved modifications to standard Fire Watch procedures

A copy of the completed Fire Watch Record will be submitted to the Administrator or designate following cancellation of the Fire Watch.

## **Appendix R3**

### **Apartment Fire Code Procedures**

These fire safety procedures apply to all apartment units adjacent to Au Château.

#### **1. Upon Discovery of a Fire**

In the event of a fire, tenants shall:

- a. Leave the fire area immediately.
  - Take the apartment key.
  - Do not lock the apartment door.
  - Proceed to the Common Room within the building.
  - The red clipboard containing the tenant list is located behind the Common Room door.
- b. Close all doors and windows when leaving the apartment to help confine fire and smoke.
- c. Telephone the Fire Department by dialing 9-1-1.
  - Tenants shall never assume this has already been done.
  - The correct address and location of the fire shall be provided:
    - Villa du Loisir – 106 Michaud Street
    - Villa des Pignons – 709 Coursol Road
    - Domaine Leclair – 711 Coursol Road
    - Villa Joie de Vivre – 715 Coursol Road
- d. Activate the fire alarm using the nearest pull station.
- e. Use exit stairwells to leave the building immediately.
- f. Elevators shall not be used.
- g. Tenants shall not re-enter the building until Fire Services declare it safe to do so.

#### **2. When a Fire Alarm Is Heard While in an Apartment**

Tenants shall take the following actions:

- a. Before opening the apartment door, feel the door and doorknob from top to bottom for heat.
  - If hot, the door shall not be opened.
  - If not hot, tenants shall brace themselves and open the door slightly.
  - If air pressure or a hot draft is felt, the door shall be closed immediately.
- b. If the corridor is free of smoke or fire, tenants shall:
  - Take the apartment key.

- Close the apartment door behind them.
- Exit using the nearest stairwell.
- c. If smoke is present in the corridor or stairwell, tenants shall:
  - Consider proceeding to an alternate stairwell on the opposite side of the building, where safe to do so; or
  - Return to the apartment if conditions are unsafe.

### **3. When Tenants Cannot Leave the Apartment or Must Return Due to Fire or Smoke**

Tenants shall remain in the apartment and take the following actions:

- a. Close the apartment door.
- b. Unlock the apartment door to allow access by firefighters, if required.
- c. Dial 9-1-1 and advise Fire Services of the tenant's exact location.
  - Where possible, tenants should signal firefighters by waving a sheet or towel from a balcony or window.
- d. Seal all openings where smoke may enter using wet towels, sheets, or tape, including around doors, windows, air vents, and other openings.
- e. Remain low to the floor if smoke enters the apartment.
- f. Move to the balcony or the most protected room and partially open a window for fresh air.
  - The window shall be closed if smoke enters.
- g. Remain calm and await rescue.
  - Tenants shall not panic.
  - Tenants shall not jump.
- h. Listen for instructions provided by Fire Services, authorized personnel, or public address announcements.