

## 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 required form (refer to Appendix R4).

## **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.