

CODE RED – FIRE: GENERAL INFORMATION

IF YOU FIND A FIRE

R

Rescue everyone from the fire room.

E

Ensure that windows and doors are closed, and that oxygen and other medical gases are turned off.

A

Alarm – Pull the Red Alarm station to sound the alarm.

C

Call Switchboard by dialing “7111”. State: “CODE RED (and the exact location and extent of the fire)”.

T

Try to control the fire.

ALARM SIGNALS

- The Fire Alarm system provides two stages of audible signals (Refer to the Surrey Memorial Hospital / Health Service Area Emergency Response Manual, Appendix I for the fire alarm locations).

- STAGE ONE
 - Ringing with intervals between rings (20 strokes per minute) indicates a fire has started activated by fire alarm pull boxes or certain automatic system, e.g. heat/smoke detectors or sprinkler system.

- STAGE TWO
 - Continual ringing with no intervals between rings (120 strokes per minute) indicated there is a major fire and evacuation is pending, activated by using a special key located at all nursing stations.

ANNUNCIATORS

- Annunciators, which visually indicate the general area where the fire is activated, are installed in the following locations:
 - Switchboard
 - Electrical vaults in B tower, A tower, and Couth building
 - Tool Crib in the Energy Centre
 - ECU Nursing Stations #1, #2, #3
 - Cental Alarm Control Facility (CACF)
 - Lobby in South Building, D Tower
 - Nursing Stations in South Building, D Tower
 - Lobby of Fraser Valley Cancer Centre, C Tower
 - Electrical vault, Fraser Valley Cancer Center, C Tower

FIRE ALARM INITIATION

□ ACTIVATING THE FIRE ALARM SYSTEM

- **Manual Stations** – Wall mounted boxes located throughout the building. They are activated by grasping the top edge of the unit and pulling. Instructions on how to activate them are clearly marked on the units. The second stage alarm is initiated from these units by using a special key.
- **Heat Detectors** – Automatically activate the Stage One fire alarm upon sensing a rapid rise in temperature, or about a pre-set point. Heat detectors are located throughout the building.
- **Smoke Detectors** – Activated by the presence of the products of combustions. Located throughout the building, and automatically activate the Stage One fire alarm.
- **Sprinkler Heads** – Activated by heat. Located throughout the building.

DOOR HOLDERS

- Most smoke and fire doors throughout the building are held open by electromagnetic devices. In the event of an alarm, these doors automatically release and close. Once the fire alarm is returned to normal operation, the doors can be manually opened and reset.

CODE RED – FIRE: ALL AREAS RESPONSE

UPON HEARING A FIRE ALARM

- Listen to the PA system announcement specifying the location of the fire.
- Return to your department via the safest route. Exception: If you are performing an outside STAT procedure, return to the department upon completion of the procedure.
- Do not allow visitors to enter the building.
- Do not use elevators or telephones.

FIRST STAGE ALARM – FIRE NOT IN YOUR DEPARTMENT

- Listen for location announcement.
- Report to your department and wait for further instructions.
- Reassure patients and visitors and instruct to remain in the department.
- Close all windows and doors.
- Remove all obstructions from all corridors.
- Refer to Departmental Fire Plan

SECOND STAGE ALARM – FIRE NOT IN YOUR DEPARTMENT

- Refer to Departmental Fire Plan.
- Listen for further instructions and prepare for possible evacuation.

FIRST STAGE ALARM – FIRE IS IN YOUR DEPARTMENT

- Listen for location announcement.
- Report to your department and provide assistance as directed in your Departmental Fire Plan.

SECOND STAGE ALARM – FIRE IS IN YOUR DEPARTMENT

- Listen for further instructions and prepare for probable evacuation.
- Evacuate the department – Refer to Surrey Memorial Hospital / Health Service Area Emergency Manual Section EJ: Code Green.

CODE RED – FIRE: STAFF RESPONSE

SWITCHBOARD

□ YOU HEAR AN ALARM

- Refer to fire annunciator panel for exact location and Acknowledge.
- Announce twice over the PA system:
“Code Red (Zone number __, Area __)”.
- Call the fire department, by dialling 9-1-1, and state:
“This is Surrey Memorial Hospital calling. There is an alarm sounding and the activated fire zone number is __, area __.”
- Activate group pocket pagers.
- Contact Engineer and Security to provide pertinent information.
- Repeat the Code Red announcement three times at 4-minute intervals, until the “All Clear” is given by the Fire Marshall.
- When you receive information from the scene of the fire, call the fire department again and provide the information.
- Page the Executive-on-Call in the event of a real fire.

Note: You must push the CANCEL button within five minutes of the initial alarm or the system will automatically progress to Stage Two alarm status.

□ YOU ARE NOTIFIED OF A FIRE BUT THE ALARM IS NOT SOUNDING

- Instruct the caller to activate the nearest manual pull-station in the fire area.
- Announce over the PA System:
“Code Red (Zone number __, Area __)”.
- Follow the steps listed above.

□ ALL CLEAR

- Announce **“The Code Red All Clear”** over the PA system when instructed by the Fire Marshall/designate.

DEPARTMENTAL MANAGER / DESIGNATE

- Direct the fire alarm response and ensure that the protocol is followed.
- Ensure the safety of patients, staff, and material in your department.
- Maintain knowledge in fire protection systems and procedures.
- Ensure that all employees are thoroughly familiar with unit fire plans, the fire alarm systems, and how to use fire extinguishers.
- Ensure that all employees are familiar with medical gas shut off procedures (Refer to the Surrey Memorial Hospital / Health Services Area Emergency Response Manual, EJO100 – Evacuation: General Information for the location of the shut off valves).

FIRE MARSHALL / CHIEF ENGINEER

□ YOU HEAR AN ALARM

- Proceed immediately to the scene of the fire and direct the Emergency Response Team in fire fighting operations until you are relieved by the fire department.
- Provide direction to Department Managers as appropriate.
- Activate the Stage Two alarm if evacuation is indicated upon instruction of the Fire Chief or Executive-on-Call.
- Assist with fire fighting operations as directed by the Fire Chief.

NOTE: The Fire Marshall carries the key to activate the Stage Two alarm at all times.

□ ALL CLEAR

NOTE: The All Clear is given by the Fire Chief or designate when the fire department deems it is safe to do so. The All Clear is given only to the Fire Marshall.

- When the All Clear is given by the Fire Chief, notify Switchboard to announce over the PA system:
“All Clear”
- Ensure that the fire alarm system is reset.
- After the fire alarm system is reset, ensure that the auto recall function on the appropriate elevators is reset.
- Remain available to the Fire Chief to receive any special instructions and to sign papers as the representative of the Hospital.

EMERGENCY RESPONSE TEAM

□ TEAM COMPOSITION

- The Code Red Emergency Response Team is made up of :
 - Fire Marshall / Chief Engineer
 - Shift Engineer(s)
 - Security Officers

□ TEAM RESPONSE

- Upon hearing the Code Red announcement, proceed tot the location of the fire.
- If you do not hear the Code Red announcement, proceed to the Emergency entrance area to determine the location of the fire.

□ SHIFT ENGINEER

- First Stage Alarm
 - Proceed immediately to the scene of the fire, taking a fire extinguisher is one is readily available
 - If you do not hear the “Code Red” announcement, proceed to the nearest annunciator panel to determine the location of the fire.
 - If the Fire Marshall is present, assist the Emergency Response Team in fire fighting operations until you are relieved by the fire department. Refer to the Surrey Memorial Hospital / Health Service Area Emergency Response Manual, EMO500 – Fire: Emergency Response Team.
 - If the Fire Marshall is not present, assume his/her responsibilities. Refer to the Surrey Memorial Hospital / Health Service Area Emergency Response Manual, EMO600 – Fire: Fire Marshall/Chief Engineer.
- Second Stage Alarm: General Alarm
 - Operate supply and exhaust fans to affected areas, as directed by the Fire Chief or designate.
 - Shut off the natural gas to areas affected by the fire.
- When All Clear is announced:
 - Notify the Laboratory and the Kitchen when the natural gas is turned on again, if applicable, and relight the pilot lights in the Kitchen