

**THE SALVATION ARMY  
MEIGHEN HEALTH CENTRE  
2. Emergency Procedures**

Subject: CODE RED	Policy: 2.01
Effective Date: January 2, 2003	Site: MM, MRR
Revised: July 7, 2022	Approved By: Julie Wong

**STATEMENT OF POLICY**

The Meighen Health Centre is committed to ensuring a healthy and safe work environment for our employees, residents and visitors through the development and maintenance of a comprehensive, site-specific program in the prevention and response to fire code red.

**APPLICATION OF POLICY**

**In the Event of Fire:**

**INSTRUCTIONS TO RESIDENTS, STAFF AND VISITORS ON FIRE PROCEDURES**

The following instructions (REACT stickers) are posted at each Fire Alarm Pull Station, in each Fire Extinguisher Cabinets, and at all elevators and exits:

**Upon Discovery of Fire or Smoke: REACT**

**STEP 1 - REMOVE PERSONS IN IMMEDIATE DANGER, IF POSSIBLE**

- Take the person(s) out of the room that there is fire
- Take the person(s) out of the rooms beside (directly to the left and right) of the room with fire
- Take the person(s) out of the room(s) directly across from the room with fire

**STEP 2 - ENSURE THE DOOR(S) IS CLOSED TO CONFINE THE FIRE AND SMOKE**

- Use evacu-check or fire flag to show that the room is vacant
- Do not re-enter the room with fire

**STEP 3 - ACTIVATE THE FIRE ALARM SYSTEM USING THE NEAREST PULL STATION**

- Lift protective cover that will make a loud sound to let people in the immediate area know that the pull station is about to be pulled

**STEP 4 - CALL THE FIRE DEPARTMENT (OR NOTIFY THE RECEPTION)**

- If after hours the RN Nurse Designate/Designate to call 911 and give the following information:

**THE SALVATION ARMY  
MEIGHEN HEALTH CENTRE  
2. Emergency Procedures**

Subject: CODE RED	Policy: 2.01
Effective Date: January 2, 2003	Site: MM, MRR
Revised: July 7, 2022	Approved By: Julie Wong

**Manor**

**It is Meighen Manor at 155 Millwood Road**

**We have a fire in room \_\_\_\_\_**

**We are moving people out of immediate danger**

**Retirement**

**It is Meighen Retirement at 84 Davisville Avenue**

**We have a fire in room \_\_\_\_\_**

**We are moving people out of immediate danger**

- Follow your assigned duties as is posted in your work area

**STEP 5 - TRY TO EXTINGUISH THE FIRE IF IT IS SAFE TO DO SO OR CONTINUE TO EVACUATE**

**VISITORS**

- Visitors shall be instructed by Meighen Health Centre Personnel in the event of fire
- Visitors coming into the building will be denied entry
- Visitors will not use the elevators
- All stairways, floors and units are clearly identified at each floor level to avoid confusion for Residents, staff and visitors should evacuation be required

Specific staff duties are listed in the emergency plan binder, which is located in every unit, reception and in the management offices.

**FIRE EXTINGUISHER USE**

**P** - Pull the pin or remove the wire strap. This unlocks the lever and allows the extinguisher to be discharged.

**A** - Aim low at the base of the flames, not at the smoke. Keep low and stand a few feet back.

**S** - Squeeze the lever and the handle together. Release the lever when you wish to stop the Extinguisher

**THE SALVATION ARMY  
MEIGHEN HEALTH CENTRE  
2. Emergency Procedures**

Subject: CODE RED	Policy: 2.01
Effective Date: January 2, 2003	Site: MM, MRR
Revised: July 7, 2022	Approved By: Julie Wong

**S** - Sweep the extinguisher from side to side to be sure that you get all sides of the fire.

\*\* Fire extinguishers are located close to fire separation doors.

**6. RN NURSE DESIGNATE**

- **Retrieves the Fire Keys from Reception**
- **Proceeds to the Fire Panel located in the Electrical Room**
- **Obtains the general location of the fire and returns to reception**

**7. RECEPTION OR RN NURSE DESIGNATE IF AFTER HOURS**

**Communicate the location of the fire by paging a Code Red over the emergency paging system:**

**CODE RED - LOCATION  
CODE RED - LOCATION  
CODE RED - LOCATION**

**8. RN NURSE DESIGNATE**

- Pages the exact location of the fire when notified
- Assigns staff to assist in the fire location and report back
- Awaits arrival of the Fire Department

**9. STAFF IN THE IMMEDIATE AREA OF THE FIRE**

- **Notify reception or RN Nurse Designate if after hours the exact location of the fire**

**10. ALL STAFF IN OTHER LOCATIONS WITHIN THE FACILITY**

Upon hearing the Fire Alarm & Code Red Page

- Initiate closing windows and doors, securing residents staying alert for smoke or fire

**THE SALVATION ARMY  
MEIGHEN HEALTH CENTRE  
2. Emergency Procedures**

Subject: CODE RED	Policy: 2.01
Effective Date: January 2, 2003	Site: MM, MRR
Revised: July 7, 2022	Approved By: Julie Wong

- Monitoring the stairwell doors as the mag locks would be disengaged
- If in a Resident Home Area, report to the Charge Nurse/Manager in your location
- If not in a Resident Home Area, report to reception for further instruction

**11. UPON ARRIVAL OF FIRE DEPARTMENT**

Fire Department will assume control of the situation once on site.

**12. EMERGENCY DECLARED OVER**

**CODE RED is declared over by the FIRE DEPARTMENT**

**The code is cleared by the RN Nurse Designate/Designee**

- Announce 3 times over the paging system.

**Code RED All Clear**

**Code RED All Clear**

**Code RED All Clear**

**RN NURSE DESIGNATE**

- Re-set the Fire Panel as directed by the Fire Department
- Re-set the Magnetic Door Locking system located at the front entrance
- Notify the Manager on Call if after hours

**EXECUTIVE DIRECTOR/DESIGNEE**

Will ensure the following notifications take place within required time frames:

- Divisional Secretary for Social Mission
- POA/SDM of residents as required
- Ministry of Long-Term Care
- Joint Occupational Health & Safety Committee

**13. RECOVERY PLAN**

Recovery will take several hours to several days or longer depending on the extent of smoke and/or fire damage

**THE SALVATION ARMY**  
**MEIGHEN HEALTH CENTRE**  
**2. Emergency Procedures**

Subject: CODE RED	Policy: 2.01
Effective Date: January 2, 2003	Site: MM, MRR
Revised: July 7, 2022	Approved By: Julie Wong

- Charge Nurses will complete a head count and assessment of the residents and advise the RN Nurse Designate
- Charge Nurses/ Supervisors/RN Nurse Designate will check with staff to ensure they are able to return to their assigned duties. Any staff unable to return to duty will be replaced as per the **Staffing Contingency Plan**
- The Organization should consider how to address any operations that may not be immediately available post incident. This may occur if the affected area is secured for investigation, or if damage to facilities and equipment inhibits their use.
- Executive Director will consult with the Director of Risk Management & Insurance at THQ if damage is extensive due to smoke, fire, or water damage
- Evacuation/relocation of residents from the damaged area until repairs are made may be necessary
- As part of the recovery process, the organization will consider the physical and mental health needs of all workers, residents, and visitors. Support will be provided, utilizing existing and additional identified programs (e.g. EAP, individual and group counselling, and workers compensation, as necessary.)
- Workers should speak with their supervisor regarding any specific concerns, needs, or considerations.

**14. DEBRIEF AND DOCUMENTATION**

- Immediately when safe to do so an initial debrief will be held
- All staff directly involved with the Code Black will provide a written or verbal statement as soon after the situation as possible and remain available to provide this statement to the police
- Incident report will be completed by the RN Nurse Designate/Designee
- Forms and statements will be collected by the Executive Director/Designee on site
- Clinical assessment of residents will be completed by Charge Nurse and RN Nurse Designate

**THE SALVATION ARMY  
MEIGHEN HEALTH CENTRE  
2. Emergency Procedures**

Subject: CODE RED	Policy: 2.01
Effective Date: January 2, 2003	Site: MM, MRR
Revised: July 7, 2022	Approved By: Julie Wong

**15. WITHIN 30 DAYS OF INCIDENT**

Once all information has been collected but within 30 days of the incident, a root cause analysis and evaluation of the event is completed

- All interventions required to prevent a similar occurrence and/or improve on response will be documented and put in place by the required departments
- A copy of the report will be distributed and discussed at the Interdisciplinary Quality Improvement Committee
- A copy of the report will be discussed with the Joint Occupational Health & Safety Committee
- The incident will be discussed at Labor Management with applicable trade unions

**16. ONGOING COMMUNICATION**

As directed by Territorial Secretary for Public Relations

**17. TESTING & EVALUATION OF CODE RED**

- This emergency code will be tested at a minimum monthly unless initiated during the month
- Debriefing Team Leader(s) will be assigned to the appropriate area with the steps within this policy or corresponding form to review employee performance and provide direction if required for quality improvement purposes
- Debriefing reports will be reviewed by the appropriate Department Head and other team members as appropriate for quality improvement purposes
- A copy of the debriefing reports will be submitted to the Interdisciplinary Quality Improvement Committee to coordinate revision of the Code Red emergency plan as required and will ensure any changes are approved by the Fire Safety Coordinator at Toronto Fire Department

**THE SALVATION ARMY  
MEIGHEN HEALTH CENTRE  
2. Emergency Procedures**

Subject: CODE RED	Policy: 2.01
Effective Date: January 2, 2003	Site: MM, MRR
Revised: July 7, 2022	Approved By: Julie Wong