

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Measures Manual	INDEX NO: EMP03-003		
SECTION: Code Red - Fire	PAGE 1 of 4		
SUBJECT: Code Red Staff Roles	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Emergency Plan on Surge Learning</i>			

I FOUND THE FIRE

Remove anyone in immediate danger

Ensure containment-close the door

Activate the nearest emergency pull station

Communicate the emergency, tell other responders exactly where the fire is

Try to extinguish the fire if **SAFE TO DO SO**

CHIEF WARDEN – After hearing a STAGE 1 ALARM

1. PUT ON a Chief Warden emergency vest
2. CHECK the annunciator panel for fire location
3. ANNOUNCE “Code Red” and the location of the fire 3 times slowly and clearly
4. CALL 911
5. ASSIGN 1 staff to go to the front entrance to refuse entry to anyone and meet the emergency crews
6. GO TO the affected area
7. CONFIRM the location of the fire
8. ENSURE resident and visitors are being evacuated from the affected area (fire zone)
9. INITIATE emergency FAN OUT system if required
10. NOTE the location and number of residents that were unable to be evacuated
11. FOLLOW instructions from the emergency crews
12. ACTIVATE stage 2 alarm if directed by emergency crews and follow Code Green instructions

DEARNESS HOME POLICIES AND PROCEDURES

SUBJECT: Code Red Staff Roles	INDEX NO: EMP03-003	PAGE: 2 of 4
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CHIEF WARDEN - When CODE RED is over

1. RESET fire alarm system-only after instructed to do so by emergency crews
2. RESET door security systems
3. ANNOUNCE 'All Clear Code Red' three times
4. ASSIGN staff to take residents back to their rooms and conduct head count
5. DEBRIEF with staff
6. COMPLETE and distribute Emergency Drill Report

AREA WARDEN – The FIRE IS IN MY AREA

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden emergency armband
3. CONFIRM the location of the fire
4. Tell staff to MOVE residents and visitors to a location outside of the affected area (fire zone)
5. Tell staff to SEARCH rooms, remove any residents, close doors and use red indicator disks when the room is empty in the affected area (fire zone)
6. Tell staff to MOVE med cart and resident charts, if safe to do so
7. FOLLOW instructions from the Chief Warden and emergency crews

AREA WARDEN – The FIRE IS NOT IN MY AREA

1. RETURN to your area by the safest route, if you are not already on the area
2. PUT ON the Area Warden emergency armband
3. SEND 1 staff with Med sleds to the affected area to assist with the evacuation (In the absence of other staff (ex. night shift) take Med sleds and go to the affected area to assist with the evacuation of the affected area)
4. Tell staff to CLOSE windows and doors in your area
5. Tell staff to CLEAR carts and other equipment from hallways
6. Tell staff to MONITOR doors

DEARNESS HOME POLICIES AND PROCEDURES

SUBJECT: Code Red Staff Roles	INDEX NO: EMP03-003	PAGE: 3 of 4
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ALL OTHER STAFF – I HEAR THE STAGE 1 ALARM AND CODE RED FIRE ANNOUNCEMENT

1. SHUT OFF all equipment and appliances
2. LISTEN for Code Red announcement
3. If not directly supervising residents, RETURN to your assigned area by the safest route, if you are not already on the area and REPORT to the Area Warden
4. If directly supervising residents REPORT to the Area Warden where you are
5. FOLLOW instruction from the Area Warden

ADMINISTRATOR - After being made aware of A CODE RED FIRE

1. Assist the Chief Warden with carrying out the duties of the Chief Warden
2. Assume the role of Chief Warden if required.
3. Ensure Communication Plan is consulted and followed accordingly

MANAGERS - After being made aware of A CODE RED FIRE

1. Return to your assigned area by the safest route, if you are not already on the area and report to the Area Warden
2. Follow instruction from the Area Warden, Chief Warden and emergency crews
3. Assume the role of the Area Warden if required
4. Assume the role of the Chief Warden if required

ALL STAFF

1. REMAIN CALM AND DECISIVE.
2. For a STAGE 2 ALARM follow CODE GREEN instructions
3. CLOSE ALL WINDOWS in unaffected areas
4. In a multi-story building—DO NOT USE ELEVATORS