

# Annual Continuing Education (ACE)



(Print version)

# Fire and Life Safety

## **Fire and Life Safety**

The information in this module is appropriate for all AHS employees to review and partially meets the annual education requirements of the AUPE, HSAA and UNA collective agreements for fire safety education. To fully meet the requirements of these collective agreements, employees should also participate in hands-on fire response training exercises in their specific areas.

This module provides an overview of fire safety and how to respond to a 'Code Red' emergency.

Time needed to complete course: 30 minutes

Please retain your completed and self-corrected quiz for your records and to provide to your manager, if they require you to do so.

*\* An alternate e-learning version of ACE is available on MyLearningLink.*

### **Prerequisite/Pre-reading**

- None

## Overview

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Fires do happen in our facilities and we all have a part to play in limiting damages and injuries caused by fires. All employees are required to be familiar with the safety features of the workplace, so they know what to do in an emergency. You need to know what to do when a fire occurs (REACT), how to use a Fire Extinguisher (PASS), and the location of all exits and fire alarm pull-stations.



## Objectives

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By the end of this module, you will be able to:

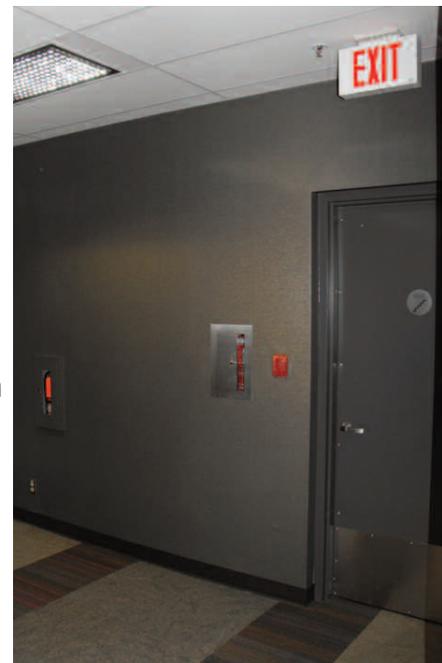
- Describe your responsibilities in the event of a fire: know the location and function of emergency evacuation routes and exits, fire extinguishers and other important fire safety information.
- Describe the appropriate response procedure to a Code Red Emergency
- Recall the REACT procedure
- Explain how to use a fire extinguisher following the PASS sequence

## Walk Through Your New Area

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One of the first things you need to do upon arriving at your site is to familiarize yourself with emergency response information and equipment. Check location and/or function of each of the following:

- Emergency Response Information (binder or flip chart)
- All Exits, Fire Extinguishers, Fire Alarm Pull Stations and the Fire Alarm Annunciator Panel.
- Evacuation destination plus two routes to get there: take note of any hazards which may block evacuation routes.
- Any special requirements to open doors (such as emergency magnetic-lock releases)
- Security distress alarms.
- Hazardous materials spill kit.
- Designated fire emergency number to call



## Important!

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Do not block any exits or access to them. If you see a blocked exit, please inform the appropriate personnel or your manager to have the blockage removed.



## REACT Procedures

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REACT is a standard procedure followed throughout AHS to respond to a fire emergency.

If you are the first one to notice a fire, don't shout "Fire!" or "Help!"

Why? It could create confusion or the wrong response.

Do shout "Code Red" and the specific location of the fire.

## Then follow REACT:

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**REMOVE** those in immediate danger.

**ENSURE** all doors are closed.

**ACTIVATE** the fire alarm.\*\*\*\*

**CALL** your designated fire emergency number and report the location of the fire.

**TRY** to extinguish or control the fire.

\*\*\*Fire Alarm Pull stations are generally located by the exits and stairwells.

**IN CASE OF FIRE**

- R** - REMOVE THOSE IN IMMEDIATE DANGER
- E** - ENSURE THE ROOM DOOR IS CLOSED
- A** - ACTIVATE THE FIRE ALARM
- C** - CALL SWITCHBOARD - DIAL 600  
REPORT FIRE AND LOCATION
- T** - TRY TO EXTINGUISH OR CONTROL  
FIRE

FOR FURTHER INFORMATION REFER TO  
THE EMERGENCY RESPONSE MANUAL

## Code Red: When the Fire Bell Rings

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Most often you will be alerted to a fire when the fire alarm in your building sounds. When you hear the alarm, respond immediately with appropriate procedures and protocols to help keep yourself and everyone around you safe. Each site has procedures for responding to a fire alarm. For example, if you work in a leased office building, you would follow the procedures defined by the building's management. This situation often includes immediately evacuating the building through the closest exits towards a designated meeting spot.

However, in a hospital/patient-care setting, the fire response procedure is somewhat different:

1. Listen to the overhead page...
  - ... to hear details regarding:
    - the type of code (Red);
    - the location;
    - if it is a fire, whether it is real and if the emergency has escalated
  
2. Check your Annunciator Panel...
  - ...for alarm location.
  
3. If the alarm originates on your floor or the floor directly above or below:
  - Close all doors;
  - Clear all corridors;
  - Account for everyone; Do not let anyone leave;\*
  - Return to your Unit if you are in a different area when the alarm sounds;\*\*
  - If the alarm is elsewhere on your floor:
    - Send assistance;\*\*\*
    - Do not start any new procedures.
  - \*It is recommended that clients/ patients remain on their Unit so that they do not enter a hazardous environment; staff need to stay, so that they provide client care and assist with evacuation (if required)
  - \*\* In health care facilities, a “protect in place” model is followed; staff need to return to assist with the emergency situation since they know best the needs of their clients and the layout of their surroundings.
  - \*\*\* In health care facilities, evacuation procedures may not begin automatically. Under the “protect in place” model, patient care must/can continue until notified that evacuation procedures must begin. Initially evacuation is to a nearby unit on the same floor. The receiving unit, knowing that there is an emergency, should send assistance to verify the emergency, inform their unit to prepare to receive, and assist with evacuation.
  
4. Know your designated location to evacuate to and where you may be potentially receive patients from. A Code Red could quickly become a Code Green.
  
5. When evacuating patients work as a team; use a relay system and don't use the elevators until directed by emergency personnel.
  - ... which means the emergency situation no longer exists and you can resume your duties.
  
6. Listen for the “Code Red -ALL CLEAR”...

## Fire Extinguishers

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AHS facilities have fire extinguishers located in strategic areas. You need to be aware of their location and usage. These extinguishers are generally of the 'stored pressure multipurpose dry-chemical type' but may include 'pressurized water' or 'carbon dioxide' types. All are easy to operate. Check your new work area to see what extinguishers you have.

## How to Use an Extinguisher

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Instructions for using a fire extinguisher are located on the front of each extinguisher. A simple way of remembering how to use a fire extinguisher is to think of the word PASS.

PASS:

P Pull the pin.

A Aim the extinguisher at the base of the fire.

S Squeeze the handle.

S Sweep at the base of the fire.



\*\*\* If the fire is too big or you are not confident in attempting to extinguish the fire – don't try – remove anyone in the room, back away and close the door. Once the door to the room with the fire is closed, that door should not be re-opened\*\*\*

## Fire Drills

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Fire drills will be carried out regularly at your site.

There are three main reasons for fire drills, they:

1. are a requirement of Alberta Fire Code.
2. are an opportunity to test our fire alarm system.
3. allow staff to practice their fire response procedures.

Fire drills may consist of a question and answer session or a simulated response. Always follow the steps of REACT and be aware of your emergency response codes

## Summary

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Now that you've reached the end of this module, you should be able to recall:

- The location and function of emergency evacuation routes and exits, fire extinguishers and other pertinent fire safety information
- The appropriate response procedure to a Code Red Emergency
- How to follow the REACT procedure
- How to use a fire extinguisher following the PASS sequence



## Quiz

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1. Please select the one thing you shouldn't be concerned with knowing regarding fire safety in your place of work:
  - a) Location of the nearest fire exit.
  - b) Location of the nearest fire extinguisher.
  - c) The e-mail of the Provincial Manager for Fire and Life Safety.
  - d) The evacuation destination for your area.
  
2. In a "Code Red" situation you should not:
  - a) Listen for details of the alarm.
  - b) Panic.
  - c) Remove those in immediate danger.
  - d) Return to normal duties (or the building) until you've heard the "Code Red – ALL CLEAR" announcement.
  
3. The acronym "REACT" stands for:
  - a) Remove those in immediate danger. Ensure doors are closed. Activate the alarm system. Call your designated emergency number. Try to extinguish the fire.
  - b) Remove flammable materials. Ensure doors are closed. Activate the alarm system. Call your designated emergency number. Try to extinguish the fire.
  - c) Remove those in immediate danger. Ensure someone has called 911. Activate the alarm system. Calm those who are panicking. Try to extinguish the fire.
  - d) Remove those in immediate danger. Ensure doors are closed. Activate the alarm system. Call your designated emergency number. Try to escape.
  
4. When trying to extinguish a fire using a fire extinguisher, remember the "PASS" acronym. "PASS" stands for:
  - a) Pull the pin. Aim at the base of the fire. Sweep the base. Stand clear.
  - b) Press the trigger. Aim at the base of the fire. Stand straight. Sweep the base.
  - c) Press the trigger. Aim at the base of the fire. Squeeze continuously. Sweep the base.
  - d) Pull the pin. Aim at the base of the fire. Squeeze the handle. Sweep the base.

**Answers: 1. c) 2. b) 3. a) 4. d)**



