



**FIRE  
CODE: RED**

# IF YOU DISCOVER A FIRE

**R**emove anyone in immediate danger.

**A**lert the Metropolitan Fire Service by

- Operating a Manual Call Point (press to snap glass), Or
- Dial 333 Or
- Dial **0-000** - '0' for an outside line then dial "000" and ask for the Fire Service.

**C**onfine the fire and smoke. Close the doors and windows to the fire area.

**E**xtinguish the fire if safe to do so.

The above items are listed in the generally correct priority order, however sometimes the situation would be better handled if the order were changed.

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# ROLES and RESPONSIBILITIES

## SENIOR NURSE ACTING AS CHIEF WARDEN

### **THE SENIOR NURSE ACTING AS CHIEF WARDEN IS USUALLY THE NURSE CO-ORDINATOR**

Senior Nurses Acting as Chief Wardens should familiarise themselves with the functions of the Fire Indicator and EWIS Panel at the Mt Gambier District Health Services facility. If uncertain they should seek training in its function from an appropriate person.

When acting in the role of Senior Nurse Acting as Chief Warden that person will wear "Senior Nurse Acting as Chief Warden" vest to identify themselves to staff and emergency services.

#### INITIAL ALERT FIRE ALARM

1. Alert Alarm Activates (**BEEP-BEEP**)
2. Senior Nurse Acting as Chief Warden collects the MECP key from Medical Records Administration (Security)
3. Senior Nurse Acting as Chief Warden attends the EWIS Panel Main Entrance of hospital
4. Turn the key switch from auto to manual (the alarm still goes to the Fire Service)
5. Look at the Fire Indicator Panel and ascertain the location of the Fire (you may need to refer to the Block Plans located at the panel – these show all alarm zones in location at your site)
6. Cancel the Alert tone by operating the All Cancel Button on the EWIS Panel
7. Press the **orange "BUZZER MUTE/ACK"** button to mute the noise at the EWIS panel
8. Take the EWIS Panel Warden Intercom Phone (WIP) off the hook to minimize noise at the panel.
9. The Senior Nurse Acting as Chief Warden makes a first announcement using the green **All PA** and microphone system advising the alarm is being investigated – Code Red Announcement:  
**"ATTENTION STAFF" – CODE RED (state location or area)** (Repeat 3 times).  
To turn off PA use the All Cancel button above the All PA button.
10. If possible use the Senior Nurse Acting as Chief Warden WIP to speak to a staff member in the affected area. If no staff member responds use the PA to call a staff member to the WIP. Have the staff member check for any smoke fire in affected area and report back to the Senior Nurse Acting as Chief Warden on their WIP.

### FALSE ALARMS

11. If the staff member reports there is no smoke or fire and the Senior Nurse Acting as Chief Warden assesses it is a false alarm the Senior Nurse Acting as Chief Warden may elect not to proceed to evacuation. *(NB Fire Service will still attend and reset the Fire Indicator Panel after confirming no fire is present)*
12. In the event of a False Alarm a PA announcement advising “**All Clear**” will be given.
13. If the Senior Nurse Acting as Chief Warden is uncertain or cannot verify it is a false alarm it is recommended a staged evacuation of patients and occupants is the safe alternative in accordance with Code Orange procedures.

### IF A FIRE IS DISCOVERED OR REPORTED

14. If the Staff in the affected area reports there is a fire requiring evacuation the Senior Nurse Acting as Chief Warden will direct staff to undertake a staged evacuation if they have not already commenced.
15. At this time the Senior Nurse Acting as Chief Warden will make a Code Orange PA announcement to the affected area to evacuate via the nearest safe fire compartment. *(an evacuation tone (WHOOP-WHOOP) in the affected area may also be initiated)*
16. The Senior Nurse Acting as Chief Warden will then manage the evacuation of other areas near the affected area as required
17. In each instance a PA announcement to that area may be given prior to the evacuation tone being sounded in that area.

### EMERGENCY SERVICES

18. The Fire Service on arrival will take over the incident including use of the Fire Indicator and EWIS Panels. The Senior Nurse Acting as Chief Warden briefs the Fire Service on the situation and their actions to date.

### OTHER DUTIES

19. The Senior Nurse Acting as Chief Warden may also be required to ensure other functions are undertaken such as:
  - Direct isolating services (electricity, gas etc.).
  - Ensure entry points are controlled
  - Provide assistance to emergency services
  - Commence emergency recovery procedure when safe.
  - If serious business disruption immediately notify management of incident.

### COMPLETION OF INCIDENT

20. Upon completion of the incident the Fire Service will reset the Fire Indicator Panel and hand back to the Senior Nurse Acting as Chief Warden.
21. The Senior Nurse Acting as Chief Warden will announce the “All Clear”
22. The Senior Nurse Acting as Chief Warden where possible will ensure the EWIS Key switch is set back to the Auto position.
23. Complete a Code Red Report Form

## **COMMUNICATION OFFICER**

### **THE COMMUNICATION OFFICER IS THE A&E/ADMISSIONS CLERK**

Communications Officer should familiarise themselves with the functions of the Fire Indicator and EWIS Panel at the Mt Gambier Hospital. If uncertain they should seek training in its function from an appropriate person.

When acting in the role of Communications Officer that person will wear appropriate identification to identify themselves to staff and emergency services.

### **ROLE ON HEARING FIRE ALARM**

1. On hearing the Initial Alert Alarm (**BEEP-BEEP**) in the Medical Records Administration (Security) area:
  - mute the alarm by pressing the “**MUTE**” button;
  - Collect the Master Evacuation Control Panel (MECP) key.
2. Proceed to the MECP and Fire Indicator Panel in the Main Entrance foyer.
3. In the absence of the Senior Nurse Acting as Chief Warden the Communications Officer will assume that role until relieved.
4. If the Senior Nurse Acting as Chief Warden is present the Communications Officer will assist the Senior Nurse Acting as Chief Warden as directed.
5. On completion of the incident the MECP key will be returned the Medical Records Administration (Security) area.

## WARDENS

**THE WARDEN (EMERGENCY OFFICER) IS THE SENIOR STAFF MEMBER IN EACH AREA AT THE TIME AN EMERGENCY OCCURS, OR THE FIRE ALARM ACTIVATES.**

### ROLE ON HEARING FIRE ALARM

1. On hearing the Initial Alert Alarm (**BEEP-BEEP**) the Warden will return to, or remain in, their work area and check for any immediate danger.
2. The Warden will don their identification proceed to their Meeting Point.
3. The Warden confirm with staff that they have checked all patients and occupants in their immediate area to ensure they are safe.
4. The Warden will monitor the Warden Intercom Phone (WIP) located in the fire cupboard or Delegate one staff member to monitor the phone.
5. If directed by the Senior Nurse Acting as Chief Warden that an alarm has been activated in their area the Warden will check to ascertain if a fire has occurred.
6. The Warden will report their findings to the Senior Nurse Acting as Chief Warden.
7. If no fire is discovered the Warden will await directions from the Senior Nurse Acting as Chief Warden or the "All Clear" signal.

### FIRE LOCATED OR REPORTED

8. If a fire is located or reported in their area the Warden will ensure the following process in accordance with R.A.C.E:

**R**emove anyone in immediate danger including Patients, Staff and other Occupants.

**A**lert the Fire Service by activating a manual call point, ringing 333 or using an outside line to dial 000 and ask for Fire Service.

**C**ontain the fire by closing doors and compartments (fire doors).

**E**xtinguish the fire, if trained and if safe.

In Addition the Warden will ensure

1. Where an evacuation is required it is done in accordance with Code Orange Procedures as a staged evacuation.
2. As soon as possible notify the Senior Nurse Acting as Chief Warden of the incident and actions undertaken including:
  - Areas cleared and where occupants assembled
  - Non-Ambulatory persons requiring assistance
  - Any deaths or injuries as a direct result of the emergency
  - Any areas that cannot be cleared or checked (e.g. unable to enter due to smoke)
  - Any further assistance required.
  - If a stage 3 evacuation is required.
  - Any other information as directed by the Senior Nurse Acting as Chief Warden.



## **MEDICAL ORDERLIES/SECURITY**

### **ROLE ON HEARING FIRE ALARM OR BECOMING AWARE OF FIRE**

1. On hearing the Initial Alert Alarm (**BEEP-BEEP**) proceed to the Main Entrance of the Hospital.
2. Assist the Senior Nurse Acting as Chief Warden or their deputy as directed.
3. Secure main entrance by placing yellow cones and chain across the entrance to prevent the general public and staff from entering the building during a code red.
4. Upon arrival of the Fire Service, if safe and directed by the Senior Nurse Acting as Chief Warden assist Emergency Services by escorting them to the fire or alarm location.
5. Return to the Main Entrance of the Hospital to further assist the Senior Nurse Acting as Chief Warden.
6. If you discover a fire follow the **R.A.C.E** Procedure.

**R**emove anyone in immediate danger including Patients, Staff and other Occupants.

**A**lert the Fire Service by activating a manual call point, ringing 333 or using an outside line to dial 000 and ask for Fire Service.

**C**ontain the fire by closing doors and compartments (fire doors).

**E**xtinguish the fire, if trained and if safe.

7. As soon as possible notify the Senior Nurse Acting as Chief Warden of the incident and actions undertaken including:

On being advised to evacuate or hearing the Evacuation Alarm (**WHOO-WHOO**) staff will commence a staged evacuation as directed in accordance with Code Orange Procedures



## **STAFF WITHOUT A SPECIFIC EMERGENCY ROLE**

If the Fire Alarm has activated, staff should not move unnecessarily around the building, but where safe, staff may continue with activities under the direction of their Warden (e.g. completing a journey to return a patient from Theatre to the ward).

### **ROLE ON HEARING FIRE ALARM OR BECOMING AWARE OF FIRE**

1. On hearing the Initial Alert Alarm (**BEEP-BEEP**) staff will check their immediate area for danger if safe Remain in, or return to, their work area.
2. Immediately check any patients and occupants in your area to ensure they are safe.
3. If you discover a fire follow the **R.A.C.E** Procedure.

**R**emove anyone in immediate danger including Patients, Staff and other Occupants.

**A**lert the Fire Service by activating a manual call point, ringing 333 or using an outside line to dial 000 and ask for Fire Service.

**C**ontain the fire by closing doors and compartments (fire doors).

**E**xtinguish the fire, if trained and if safe.

4. If you do not discover immediate danger, report to your Warden at your Meeting Point and follow their directions.
5. All staff may be required to assist in the evacuation of persons in the event of an emergency and should therefore be familiar with staged evacuations and priorities as outlined in Code Orange Procedures.

On being advised to evacuate or hearing the Evacuation Alarm (**WHOO-WHOO**) staff will commence a staged evacuation as directed in accordance with Code Orange Procedures

## **SECURING THE ENTRANCES TO THE BUILDING**

### **ON HEARING FIRE ALARM**

1. To prevent the general public and staff from entering the building during a code red the following entrances need to be secured Monday to Friday during office hours. The main entrance, community health and the entrances near human resources and consulting rooms.
2. These entrances will be secured by placing two large yellow light weight barriers with NO ACCESS signs on them, with a chain linking the two, preventing the public from entering the building during a code red. These barriers will be kept in the nearest fire panel to that area. A member of staff working in that area will be designated to place the barriers out after the announcement of a code red.
3. The following areas will designate these staff to put out the barriers.

|                   |  |
|-------------------|--|
| Community health: | Community health Reception staff             |
| Main Entrance:    | Security staff/ Orderlies                    |
| Consulting rooms: | CSC Consulting rooms/ OHS Rep from that area |
| Human Resources:  | Human Resource Reception Staff               |

## **HONEYWELL STAFF**

### **ROLE ON HEARING INITIAL FIRE ALARM**

1. Check immediate area for danger and if safe proceed to the Fire Indicator Panel located inside the Main Entrance.
2. Follow the directions of the Senior Nurse Acting as Chief Warden.
3. Assist as directed, role may include:
  - Isolating services
  - Fire fighting if safe to do so and trained
  - Assist evacuating patients and other occupants in accordance with Code Orange Procedures

## **OPERATING ROOM AND RECOVERY**

### **ON HEARING INITIAL FIRE ALARM (BEEP-BEEP)**

On hearing the initial Fire Alarm (**BEEP-BEEP**) or being advised of fire in another part of the hospital:

1. No new cases should be started.
2. A staff member will monitor the Warden Intercom Phone (WIP).
3. Staff should proceed as normal, and if safe surgery should continue on cases already started, bearing in mind that evacuation may be required.

### **IF A FIRE IS CONFIRMED THAT REQUIRES EVACUATION OF OPERATING ROOM OR RECOVERY:**

1. The Warden will notify all Operating Rooms immediately.
2. Anaesthetists are to prepare for disconnection of piped gas supply.
3. Isolate oxygen and suction to Operating Room or Recovery.
4. The Scout Nurse from each Operating Room should ensure a bed or barouche is available for each patient and brought to the Operating Room doorway.
5. The Warden will direct one Nurse to account for all patients, medical and nursing staff.
6. As patients are evacuated, they should be marked off the Operating Room list.
7. If anyone cannot be accounted for, notify the Senior Nurse Acting as Chief Warden or Emergency Officer.
8. If staff are absent from the Operating Room when the alarm activates, they must try to return to the Operating Room. If they are unable to return because of smoke or fire, they must report to the Senior Nurse Acting as Chief Warden or Warden in the nearest ward and assist as directed.

The order of evacuation will be:

1. **Patients awaiting surgery,**
2. **Patients in Recovery**
3. **Patients in Operating Room.**

## HIGH DEPENDENCY UNIT

### ON HEARING INITIAL FIRE ALARM (BEEP-BEEP)

1. Immediately check the area to ensure the safety of patients and other occupants.
2. Report to the Warden at the Meeting Point and proceed as directed.
3. One staff member will be instructed to monitor the Warden Intercom Phone (WIP) and relay any messages.
4. Other staff are to prepare the area in case evacuation is required.

#### **To prepare the area:**

- a) Account for all patients;
- b) Ensure all exits are unlocked and unobstructed;

### IF FIRE DISCOVERED OR EVACUATION IS REQUIRED:

1. Remove the patient easiest to evacuate first. Ambulant patients should be evacuated first, followed by wheelchair patients, followed by patients requiring significant medical assistance, i.e. ventilated patients.
2. If necessary, isolate oxygen and suction at the isolation valves. **NOTE: This must only be performed with the permission of the Warden or Senior Nurse Acting as Chief Warden.**
3. If necessary change ventilated patients to hand ventilation via portable oxygen.
4. Switch off all non-essential electrical appliances and change to appropriate battery power.
5. Remove **patient notes** when evacuating. Without disrupting patient care, or alarming the patient, prepare the patient in case evacuation is required.
6. If any staff member, patient or visitor cannot be accounted for, notify the Senior Nurse Acting as Chief Warden.

## **MATERNITY/PAEDIATRIC WARD**

### **ON HEARING INITIAL FIRE ALARM (BEEP-BEEP)**

1. Immediately check the area to ensure the safety of patients and other occupants.
2. Report to the Warden at the Meeting Point and proceed as directed.
3. One staff member will be instructed to monitor the Warden Intercom Phone (WIP) and relay any messages.
4. The security doors installed at the entrance of the maternity/paediatric unit will automatically open to allow people to move through them to escape the fire if required. These doors will automatically open even if the fire is located somewhere else in the hospital.
5. To comply with the safety and security of minors' directive a staff member from the maternity unit will be assigned to these doors whilst they are unlocked to ensure no unauthorised enter to the unit.
6. If due to patient activity they are unable to perform this they are to notify the Warden or Senior Nurse Acting as Chief Warden.

## **OTHER ORGANISATION - TENANTS**

The following organisations are tenanted in the Mt Gambier & District Health Services site.

- Kiosk employees,
- South Australian Dental Service (SADS),
- IMVS,
- South East Regional Community Health Service (SERCHS),
- Benson Radiology,
- Limestone Coast Physicians,
- Honeywell (see page 10).

All tenants in the building should participate in emergency procedures training. In the event of a Code Red the following should occur upon hearing the alert tone (**BEEP BEEP**)

1. Immediately check the area to ensure the safety of patients and other occupants.
2. If in immediate danger evacuate via the nearest safe exit.
3. If designated warden for area attend the areas Warden Intercom Phone
4. If no immediate danger monitor the public address system.
5. Follow directions of the Chief Warden and other wardens.

In the event of immediate danger or upon hearing the evacuation tone (**WHOO WHOO**)

1. Evacuate all occupants from the building via the nearest safe exit
2. Wardens from the area to check and ensure all areas evacuated and doors closed
3. Move all occupants to safe Assembly Areas
4. Wardens to report areas clear or if assistance required to the Chief Warden at Main Entrance.

***Kiosk Staff and SERCHS to ensure no cooking facilities remain on if evacuating area.***

## EXTERNAL FIRE RESPONSE

If a fire occurs in an external area of the hospital grounds or in an adjoining area that may threaten the hospital, staff shall:

### FIRE ON HOSPITAL GROUNDS

1. Direct people from immediate vicinity
2. Dial 333, advise "Code Red" and give location.
3. Request that the Fire Service be notified or call 0-000 (000 from mobile)
4. If safe, commence fire fighting using fire hoses, portable fire extinguishers or buckets.
5. The Senior Nurse Acting as Chief Warden will assume responsibility of the incident until Fire Services arrive.
6. The Senior Nurse Acting as Chief Warden will ensure Fire Services are directed to appropriate area.
7. If in car park area the Senior Nurse Acting as Chief Warden may direct security or appropriate staff to traffic control duties if safe and trained. This is to ensure safety of persons in area and access by emergency vehicles.

### FIRE ON ADJOINING AREAS TO HOSPITAL

1. Notify Fire Service on 0- 000 (000 from mobile).
2. Advise Senior Nurse Acting as Chief Warden.
3. Senior Nurse Acting as Chief Warden will ensure situation is monitored.
4. If required the Senior Nurse Acting as Chief Warden will activate Emergency Procedures

## FIRE DETECTION AND COMPARTMENTATION

Mount Gambier and Districts Health Service has fire detection and compartmentation systems. The building's "early warning system" for a fire emergency is the fire detector system. Each room has one or more smoke detectors.

The purpose of the detector system is to identify a fire and then perform the following functions:

- activates the alarm in admissions area;
- activate the alarm at the Metropolitan Fire Service;
- activate the audio-visual alarm system in the affected area, and outside the Main Entrance;
- close the fire and smoke doors throughout the complex;
- unlocks all electrically operated external doors;
- indicate the alarm location on the Fire Indicator Panel;
- turn off the air-conditioning to the affected area;
- Turn off the gas supply to the building.

In Radiology, when 2 smoke detectors activate, the power to all X-ray equipment will be isolated.

It is possible staff will find a fire before the detector system activates. If this occurs, staff must raise the alarm by:

- **Operating a Manual Call Point (press to snap glass), Or**
- **Dial 333 Or**
- **Dial **0-000** - '0' for an outside line then dial "000" and ask for the Fire Service.**



## MANUAL CALL POINTS

The manual call point activates the fire alarm system which notifies the Metropolitan Fire Service. To activate a manual call point, press hard to break the glass panel at the front.



## SMOKE DETECTORS

Smoke detectors are activated by the smoke produced by a fire. When an individual detector has activated, a **small red light on the detector will be illuminated.** Smoke detectors can be accidentally activated by burnt food (particularly toast), talcum powder, deodorant sprays or by impact.



## AUDIO VISUAL FIRE ALARMS

Audio visual fire alarms give warning of an alarm both visually (amber and red lights) and audibly (sound alarm). The initial alarm (BEEP-BEEP) will activate the amber light and sound signal in the affected area and other selected areas (Nurses Stations, Communications Room and MECP). If evacuation of a particular area is required the evacuation alarm (WHOO-WHOOP) will sound and the red light will activate in the area to be evacuated.



## FIRE INDICATOR PANEL

The Health Service Fire Indicator Panel is located inside the Main Entrance.

The panel receives communication from detectors and manual call points and notifies the Fire Service and occupants.

There is an initial alarm 9BEEP-BEEP) and an Evacuation Alarm (WHOO-WHOO).

The panel may also release fire doors and security doors for safe egress from danger.



## MASTER EMERGENCY CONTROL PANEL (MECP)

The Health Service Master Emergency Control Panel is located inside the Main Entrance. The panel is used to communicate within the building during an emergency.

The panel may be operated by the Communication Officer, the Chief Warden or a designated person trained in use of the panel.



## WARDEN INTERCOM PHONES – (WIP)

The Warden Intercom Phones (WIPs) located throughout the building provide communications between the Communication Officer at the MECP and all areas. After the fire alarm has activated, or if an emergency is announced, a staff member in each area is assigned by the Warden to monitor the Warden Intercom Phone (WIP). If the Intercom rings, answer by lifting the receiver. To contact the Communication Officer at the MECP, lift the receiver and wait until the call is answered.



**NB: A FIRE CANNOT BE REPORTED USING THIS SYSTEM, AS THE PANEL IS ONLY STAFFED AFTER THE ALARM ACTIVATES.**

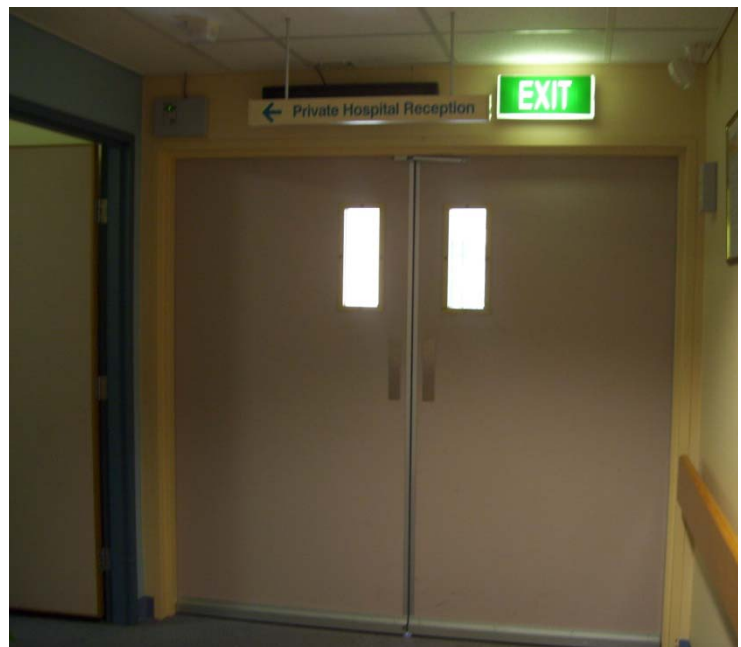
**STAFF NEED TO RING 333 TO REPORT A FIRE OR BREAK MANUAL GLASS CALL POINT**

## **FIRE COMPARTMENTATION**

Fire compartmentation is the separation of various sections of the building into fire safe and smoke safe zones. This is achieved by fire resistant walls throughout the building, and fire and smoke doors in main corridors. When the fire alarm is activated, the fire and smoke doors in the building close, creating fire safe zones. This allows people escaping from the fire area to move through the nearest fire door to a safe area. People, who are not in the fire area, are protected from the fire by the compartmentation walls and doors.

Staff or patients can pass through the fire doors, but unnecessary usage of these may allow smoke or even fire to spread. **Movement around the building after a fire alarm is activated should be kept to an absolute minimum.**

If staff have to go through a fire door in a fire emergency, they should feel the door to check it is not hot, and then open it slowly to ensure it is safe to pass through. If there is any sign of heat or smoke do not proceed through the door. If there is glass in the door, check visually to ensure it is safe to proceed.



**FIRE COMPARTMENT DOOR**



## SPRINKLER SYSTEM

Sprinkler heads activate from the heat generated by a fire when a preset temperature is reached approximately (68°C). Each sprinkler head operates independently and only those directly affected by heat will activate. The Fire Service is automatically notified when the sprinkler system activates, and will immediately attend. Staff are unable to stop an activated sprinkler and, in the unlikely event of an accidental activation, should move patients from the area and await the arrival of the Fire Service.

### SPRINKLER HEAD



The sprinkler system in the Theatre area is of the “dry pipe” type. When 2 smoke detectors on different circuits activate, the pipes fill with water. If any sprinkler head then reaches the activation temperature (68°C) the sprinkler will activate. This system reduces the risk of accidental sprinkler activation or the possibility of a sprinkler dripping.

## FIRE EXTINGUISHING EQUIPMENT

Staff may feel that the appropriate action for a particular fire is to try to extinguish the fire. This can be performed with the use of fire extinguishers, fire blanket or by using material in the immediate environment, e.g.:

- a fire in a rubbish bin can be extinguished by placing a blanket over the bin;
- a fire in a saucepan can be extinguished by placing a cutting board over the top of it;
- a fire in a bed or in the carpet can be extinguished by using a jug of water or cordial;

The building has fire extinguishing equipment installed. In most areas of the building, all fire extinguishing equipment is located in cupboards. The contents of these cupboards are uniform throughout the building - fire hose reel, carbon dioxide extinguisher and Warden Intercom Phone (WIP).

### **FIRE HOSE REEL**

#### ***To operate:***

Turn on valve (tap) take end of hose to the fire, start water flow by operating valve on end of hose.

#### ***For:***

All solid combustibles, e.g. wood, paper, fabric.

**DO NOT USE ON  
ELECTRICAL OR  
FLAMMABLE LIQUID  
FIRES**



## **WATER EXTINGUISHER**

Colour: **RED**

### ***To operate:***

Carry to fire, pull pin, direct hose at base of fire, squeeze handle.

### ***For:***

All solid combustibles, e.g. wood, paper, fabric.

**DO NOT USE ON ELECTRICAL OR FLAMMABLE LIQUID FIRES**



## **CARBON DIOXIDE EXTINGUISHER**

COLOUR: **RED** with **BLACK** band

### ***To operate:***

Carry to the fire, pull pin, direct nozzle at fire, squeeze handle.

### ***For:***

Electrical and flammable liquid fires, e.g. switchboard, light fitting, cooking fires.

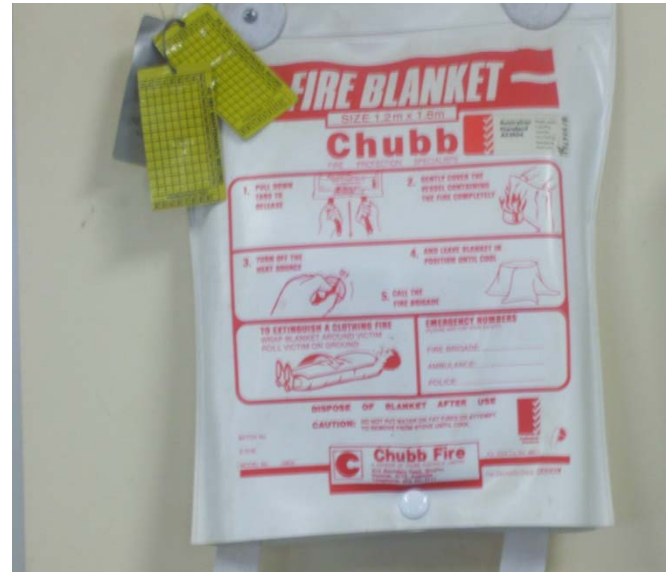
Can also be used on solid combustibles, but it is not as effective as water



## FIRE BLANKET

### ***operate:***

Pull down tabs to remove blanket from container, carry to fire and place over fire. Place the fire blanket over fire keeping the blanket between yourself and the fire and push the fire away from yourself with the blanket.





## MOUNT GAMBIER AND DISTRICTS HEALTH SERVICE CODE RED (FIRE) INCIDENT REPORT FORM

*This form is to be completed by the Nurse Coordinator after any fire alarm or fire incident.*

DATE OF FIRE/ALARM: ..... TIME: ..... CIRCUIT ACTIVATED:.....

WHAT CAUSED THE FIRE/ALARM?.....  
.....

WHAT WAS THE SOURCE OF IGNITION?.....

WHAT WAS THE FUEL? .....

WHO DISCOVERED THE FIRE?.....

WHAT ACTION DID THEY TAKE?.....

DID THE SENIOR NURSE ACTING AS CHIEF WARDEN ATTEND THE  
FIRE/ALARM?.....

WHAT ACTION DID THE SENIOR NURSE ACTING AS CHIEF WARDEN  
TAKE?.....  
.....  
.....

WHAT ACTION DID OTHER STAFF TAKE? .....

DID THE FIRE SERVICE ATTEND?..... WHAT ACTION DID THEY TAKE?.....  
.....

DID THE FIRE SERVICE IDENTIFY OR VERIFY THE CAUSE OF THE ALARM?.....  
.....

WHAT CORRECTIVE ACTION CAN BE TAKEN TO PREVENT A RECURRENCE OF  
THIS INCIDENT? .....

FORM COMPLETED BY: ..... DATE: ..... TIME: .....

**ORIGINAL TO BE FORWARDED TO THE CLINICAL OPERATIONS MANAGER AND A COPY TO BE  
FORWARDED TO THE EMERGENCY CO-ORDINATOR AS SOON AS POSSIBLE.**

DIS 08 - CODE RED INCIDENT REPORT FORM