



LaPointe-Fisher Nursing Home

271 Metcalfe St., Guelph, Ontario N1E 4Y8



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Dahlia Burt-Gerrans / Reg Carreon

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Part 1

Introduction

The Ontario Fire Code, Division B, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building at the front entrance inside the approved white metal fire plan box labelled as such.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. Review of the fire plan shall be completed a minimum annually and any changes must be reported to the Chief Fire Official for approval prior to making the change.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency. Subsequent copies of the approved fire plan shall be made available at each nursing station for ease of quick reference by staff. The home shall ensure that any copies of the plan are updated along with the original copy if changes are made.

The fire safety plan approved location: Main Entrance to the Building inside white metal box labelled Fire Plan.

SUBMISSION PROCEDURES

A completed copy of the fire plan shall be emailed to the Chief Fire Official for review. Response by the Chief Fire Official after his review may be emailed back with required changes or recommendations. The submitted fire plan may not be utilized until it is approved by the Chief Fire Official.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Part 2(a)
Audit of Building Resources Checklist
Access to the building can be made from Metcalfe Street.

Building Classification: Division 'B' Care and Treatment: because of age, mental or physical limitations require special care or treatment.

Occupancy Type: Care and Treatment

Occupant Load

Occupant Load: 92

Access

Designated Fire Route: Yes

Nearest Municipal Hydrant Location: Metcalfe Street: directly across the road at the end of the driveway.

Private Hydrants: Yes: Standpipe Siamese connection front of building along Metcalfe Street.

Lockbox: Yes: [REDACTED]

Heating: Natural Gas fire boilers hydronic space heating and domestic hot water supplemented by roof top gas fired make up air units for each wing (3 total).

Main Gas Shut-off: North side of the building, utilities entrance.

Main Electrical Shut-off Location: Mechanical Rm#1

Main Domestic Water Shut-off Location: Mechanical Rm #1

Two Stage Fire Alarm System: Make: General Electric
Model: EST Quickstart

Main Panel Location: Front Entrance

Annunciator Panel Location: Front Entrance

Fire Alarm Description: 2 stage addressable fire alarm system. Manually activated 2nd stage.

Sprinkler System: Laundry rooms and laundry chute only

Standpipe System: Yes

Fire Department Connection: Yes: Standpipe Siamese connection front of building along Metcalfe Street at west stairwell exterior exit door.

Fire Pump: No

Fixed Extinguishing System for Commercial Cooking Equipment: Yes

Type: Wet chemical

Connected to F/A System: Yes

Ecology Unit: No Protected by Fixed System: N/A

Fuel Source: Natural Gas

Fuel Shut Off for Appliances: yellow lever- *Location:* left hand side of the stove, in the kitchen.

K Type (wet) Extinguisher: Yes *Location:* Kitchen

Portable Fire Extinguishers:

Type: 26 (5lbs) ABC, 1 (10lbs) ABC, 1 (10lbs) K Type - Refer to schematic drawings.

Emergency Lighting: Yes *Location(s):* see schematics

Emergency Power: Yes Gasoline Generator 7kw 240v

Generator: Gasoline

Fuel Supply Location: Outdoor shed in approved red gasoline containers.

Transfer Switch Location: Mechanical Rm #1 manual

Equipment Powered by Generator: Essential lighting throughout, security system, communication systems, partial refrigeration system and partial heating system and power outlets throughout the building in key locations (30% of building).

Electromagnetic Locking Devices

Yes (manual release switch location): At each entrance equipped with magnetic lock via fire alarm pull station. On/off switch at each nursing station and in basement hall on the wall beside mechanical room #1 door.

Proper Signage

Yes *Location(s)* throughout building: see schematics

Extra Hazardous Area:

Are there hazardous materials on site? Yes - housekeeping/laundry/kitchen cleaning chemicals.

Locations of chemicals: All in basement area - delivery receiving room, laundry room, kitchen, housekeeping supply storage room. All chemicals are non-flammable but some may be reactive and or corrosive.

Exits: There are 7 exits to the outside - Refer to schematics for location of exits.

Elevators:

Total Number of Elevators: 1

Part 2(b)
Audit of Human Resources

Business/Building Name: LaPointe-Fisher Nursing Home NH#1949

Address: 271 Metcalfe Street, Ontario

Postal Code: N1E 4Y8

Business Phone No. 519 821 9030

Business Owner: LaPointe-Fisher Nursing Home Ltd, Danny Bailey

Address: 1934 Dufferin Avenue, Wallaceburg, Ontario

Postal Code: N8A 4M2

Phone Number(s): 519-627-1663, [REDACTED]

Supervisory Staff Defined : Refers to the Management Team and RN's and RPN's as listed below whose normal duties include supervising over one or more worker. Added specific duties and responsibilities are placed on these employees in the event of a fire/disaster emergency.

After Hours/Emergency Contacts :(24 hour telephone numbers) Manager/Supervisors

Director of Operations: Shona Outridge: [REDACTED]

Administrator: Dahlia Burt-Gerrans: [REDACTED]

Director of Nursing: Karla Bianchi: [REDACTED]

Director of Quality Improvement: Shane Outridge: [REDACTED]

Maintenance Manager: Reg Carreon: [REDACTED]

Food Service & Nutrition Manager: Christine Livingstone: [REDACTED]

Business Manager: Kathy Godding: [REDACTED]

Resident Care Coordinator: Leanne Condon: [REDACTED]

Environmental Services Supervisor: Cindy Stewart: [REDACTED]

Activation Manager: Carol Begg: [REDACTED]

Registered Nurses on duty (second floor) - 519-821-9030

Registered Practical Nurse on duty (first floor) 519-821-9030

Employee/Title: Maintenance Helper: [REDACTED] (not supervisory staff)

Ministry of Health and Long Term Care: [REDACTED] after hours)

Building Owner: Danny Bailey

Address: 1934 Dufferin Avenue, Wallaceburg, Ontario, N8A 4M2

Fire Alarm Monitoring Company: Fire Monitoring of Canada - Phone No.: [REDACTED]

POLICY

In case of emergency involving the police, fire department, the serious injury or death of a resident, or any other matter of a serious nature the following steps are to be taken:

- 1) Contact the Administrator immediately.
- 2) If the Administrator cannot be contacted, it is the responsibility of the Charge Nurse to contact the Director of Nursing.
- 3) If the above cannot be reached it is the responsibility of the Charge Nurse to contact the Director of Operations. This list is located in the Red Emergency/Evacuation Binder at the second floor nursing station.

Other Types of Situations where senior management should be contacted:

- ☐ Natural Disaster (flooding, significant storm)
- ☐ Prolonged Utility Failure
- ☐ Hospitalization of a Resident (serious injury, potentially life threatening)
- ☐ Serious Injury of Staff while on duty
- ☐ Missing Resident
- ☐ Infectious Disease Outbreak
- ☐ Violent Crime, Major Vandalism
- ☐ Bomb Threat
- ☐ Hazardous Material Spill
- ☐ Sexual Assault
- ☐ Suicide Attempt
- ☐ Bizarre Behaviour
- ☐ Major Fight/Disturbance
- ☐ Generator Failure

Supervisory Staff Defined

- Supervisory staff are employees whose normal job capacity includes supervising and directing other employees in their work. Such responsibilities extend to giving direction to workers in the event of a fire or disaster emergency.
- Supervisory staff are given specific responsibilities during fire and disaster emergencies to provide an organized effective response and mitigating events of injury and property damage.
- Supervisory staff are responsible for maintaining a safe home for the residents and a safe work environment for all employees.
- Supervisory staff are responsible for the coordination of an evacuation procedure for residents, staff and visitors in the event of a fire/disaster emergency as set out in this fire plan.
- Supervisory staff shall direct workers in the evacuation process during a fire/disaster emergency and take control of the situation until the fire department arrives.
- Supervisory staff shall be responsible for meeting the fire department when they arrive to the facility to inform them of all relevant information pertaining to the emergency.
- Supervisory staff shall follow specific responsibilities as set out in this fire plan.
- Newly Hired Supervisory staff shall be trained in all aspects of the fire plan prior to being given any responsibilities as supervisory staff.
- Training shall include but not limited to fire panel operation and resetting, fire safety systems and how they work, fire evacuation procedures and all related information, fire extinguisher use training, fire watch and building inspection nightly, and directing workers in a fire/disaster emergency.
- Training of all Supervisory staff in all aspects of the fire plan is conducted annually and documented and filed with the fire drill files.
- Training records for Supervisory staff are maintained in the fire drill records for a minimum of 2 years and shall be made available to the Chief Fire Official upon request.

➤ Supervisory staff include the following as listed on page 8 of this fire plan.

1. Administrator
2. Director of Nursing
3. Assistant Director of Nursing
4. Director of Quality Improvement
5. Maintenance Manager
6. Food Service and Nutrition Manager
7. Business/Office Manager
8. Environmental Service Manager
9. Recreation/Activation Manager
10. Resident Care Coordinator
11. Second floor Registered Nurse on duty
12. First floor Registered Practical Nurse on duty

Refer to page 8 for names and contact information of each person in current position.

Part 3

Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in elevator lobbies.

In Case of Fire

Upon Discovery of Fire or Smoke:

- Leave fire area immediately and close doors.
- Sound Fire Alarm if not already.
- Call Fire Department at 9-1-1.

Upon Hearing Fire Alarm:

If Intermittent Signal:

Evacuate horizontally to a safe area behind nearest fire door being sure to not cross fire line

- Close doors behind you

If Continuous Signal:

- Prepare to leave the building using vertical evacuation procedures
- Listen to announcements/instructions.

Remain Calm

All staff are trained on the use of fire extinguishers to put out single small fires and is at their discretion if it is safe to do so.

In Case of Fire

GENERAL INFORMATION

1. Keep hallways, passageways and exits (inside and outside) clear of any obstructions at all times.
2. Do not permit combustible waste materials to accumulate in quantities or locations which will constitute a fire hazard.
3. Promptly remove all combustible waste from all areas where waste is placed for disposal.
1. Keep access roadways, fire routes and fire pumper connections clear and accessible for Fire Department use.
5. Have a working knowledge of the fire alarm system and how it is reset.
2. Ensure that the fire alarm system and other fire protection equipment are in good operating condition at all times.
3. In the event of any shutdown of the fire protection equipment, notify the Fire Department and the Ministry of Health Long Term Care and patrol the hallways once every half hour. Maintain documentation of fire rounds.
8. Staff is to regularly participate in fire drills. Each staff member must participate in a minimum of one drill per year. Attendance will be documented. A mock total evacuation is scheduled annually.

In Case of Fire

In Case of Fire

RESPONSIBILITIES OF VISITORS AND RESIDENTS

IF THE FIRE ALARM SOUNDS:

1. Remain with the resident.
2. Reassure the resident.
3. Keep the door of the room closed.
4. Follow instructions from staff.

IF YOU DISCOVER FIRE OR SMOKE:

1. Assist anyone in immediate danger to evacuate to a safe area.
2. Close all windows and doors behind you to confine the smoke and fire.
3. Activate the fire alarm using the nearest pull station and/or alert staff.
4. Leave the fire area immediately.
5. Follow instructions from staff.

***** Remain calm *****

***** Never attempt to extinguish the fire**

***** Do not re-enter the building until instructed to do so by staff or the Fire Department**

FIRST STAGE: ALERT SIGNAL

If you hear an intermittent fire bell signal:

1. Stand by and prepare to evacuate the building.
2. Listen to the voice communication system loudspeaker or staff for additional instruction.

SECOND STAGE: ALARM SIGNAL

If you hear a continuous alarm signal while you are NOT in your room:

1. Leave the building via the nearest exit.
2. If you encounter smoke, use an alternate exit or seek refuge in a suite or other smoke-free area across fire doors.

All staff are trained on the use of fire extinguishers to put out single small fires and is at their discretion if it is safe to do so.

IF YOU HEAR THE FIRE ALARM AND CANNOT LEAVE YOUR ROOM:

1. Close the door.
2. Seal all cracks around the door and vents where smoke can enter using wet towels or sheets.
3. If smoke enters your room, keep low, close to the floor and move to the most protected area in the room. If possible, open a window unless smoke enters from the outside.
4. Show your rescuers where you are by hanging a sheet from the window.
5. If possible, listen to the voice communication system/loudspeaker or staff for additional instructions.
6. Wait to be rescued and remain calm.

All staff are trained on the use of fire extinguishers to put out single small fires and is at their discretion if it is safe to do so.

RESPONSIBILITIES OF OWNER/MANAGER

1. Ensure a Fire Safety Plan is developed, approved and fully implemented. Maintain control of this Fire Safety Plan once approved.
2. Ensure a sufficient number of assistants are designated and trained to act in a supervisory capacity in the event that the appointed supervisor is absent from the building.
3. Ensure that all staff receives appropriate, ongoing training in the implementation of this fire plan.
4. Ensure that fire drills involving all staff are held monthly on all three shifts. A sufficient number of fire drills must be held to ensure all shift workers participate.
5. Ensure adequate records of all staff training and fire drills are maintained.

The Owner must ensure that the following items are addressed and implemented in the Fire Safety Plan:

- Establish and post the fire emergency procedures on each floor;
- Appoint, organize and train supervisory staff to carry out fire safety duties and emergency procedures;
- Schedule and co-ordinate regular fire drills;
- Ensure that fire hazards throughout the building are identified and eliminated or controlled;
- Provide alternate measures for fire safety during the temporary shutdown of fire protection equipment/systems;
- Complete the necessary checks, tests, inspections and maintenance of fire protection equipment/systems as required by the Ontario Fire Code;
- Keep permanent records of all tests and corrective measures of the above for a period of two years after they are made. These records shall be available upon request by the Chief Fire Official;
- Keep adequate records of all training and fire safety education delivered to residents and staff.

RESPONSIBILITIES OF THE ADMINISTRATOR

The Administrator must ensure that the Long Term Care Home complies with the provisions of the Ontario Fire Code.

The Administrator must ensure that the following measures are incorporated into the Fire Safety Plan:

1. Establishment of emergency procedures to be followed at the time of an emergency (i.e. Fire Plan).
2. Appointment and organization of designated staff to carry out fire safety duties.
3. Instructions for staff and residents/visitors so that they are aware of their responsibilities for fire safety.
4. Holding of fire drills without prior notice once per month on rotating shifts (3 in total).
5. Maintenance of a participation log (all staff must participate in a drill at least once annually).
6. Follow up with response to any issues or concerns that are identified during the drill.
7. Maintenance of the Long Term Care Home for the safety of the residents and staff.
4. Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained. A copy of the annual and all fire system inspections is to be kept on file after each is conducted.
9. Notification of the Fire Department regarding changes in the Fire Safety Plan.
10. Conducting fire training for staff which will include:
 - *general orientation* to the Long Term Care Home;
to the fire safety plan.
 - *specific orientation* to evacuation;
to responsibilities of each department and staff person.
11. Control of fire hazards within the Long Term Care Home.

RESPONSIBILITIES OF ADMINISTRATOR

During a Fire Emergency

The Administrator shall be the most senior person responsible for addressing the fire emergency until the fire department arrives. He or she shall work with the supervisory staff on both floors and all the other managers to direct all workers and assist in the evacuation process.

If you hear the fire alarm :

1. Close all doors and clear hallways in your area while listening for the location of fire emergency over the PA system.
2. Proceed to the fire area once announced and help evacuate and coordinate with the supervisory staff/ control officer on duty to address the emergency.
3. The Administrator or designate will notify Shona Outridge of the situation in the case of an emergency or fire situation of a serious nature.
4. Maintain order; coordinate the assembly and relocation of all residents if necessary. Activate the call in procedure if needed using the Emergency Call In List.
5. Provide information as requested by the Fire Department.
6. Deal directly with, or refer all media personnel to Shona Outridge. Protect resident privacy.
7. Coordinate and communicate with all parties responsible for residents (family/guardians), notify the MOHLTC (See Emergency Contact List) and initiate the Critical Incident Report.
8. In the event of a false alarm, complete investigation, document and take any corrective action required.

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by the fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and take on the role of the control officer/supervisory staff and take control of the emergency. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF ALL STAFF

If you hear the fire alarm:

1. Close all doors in your area and clear the corridors including the single tray tables until you hear announcement of location of fire emergency.
2. Once location is announced, go to fire zone and assist in evacuation of residents in the immediate fire area.
3. Assist in the Evacuation of the entire fire zone to a safe zone pass the fire doors.
4. If fire is not on your floor await instruction from the Supervisory Staff whether you stay on your floor or go to assist in the evacuation. At least one staff shall remain on the floor without the fire emergency to watch over residents.

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

*******One small fire may be extinguished using a fire extinguisher by trained staff only and is voluntary and at the discretion of the staff if they are comfortable doing so. *******

REMINDE ALL VISITORS AND RESIDENTS TO REMAIN CALM AND LISTEN CAREFULLY FOR FURTHER INSTRUCTIONS FROM THE CONTROL OFFICER/ SUPERVISORY STAFF ON DUTY OR THE FIRE DEPARTMENT WHEN THEY ARRIVE.

RESPONSIBILITIES OF CONTROL OFFICER/Supervisory Staff

Second Floor Registered Nurse on Duty

Definition of Supervisory Staff : are the Management Team on site as well as Registered Nurses and Registered Practical Nurses on duty whose normal job capacity is to supervise and direct front line workers.

The Charge Nurse assumes the role of the Control Officer and is in charge of the fire area until the Fire Department arrives. The Administrator and Director of Nursing also hold the responsibility as Control officer when in the building and share the role with the charge nurse. This person must wear the orange jacket that identifies them as a Control Officer while carrying out the following procedure:

If you hear the fire alarm:

1. Once the fire alarm has sounded close all doors in your area and clear the hallways. Instruct your staff to do the same while listening for the announcement of the location of the fire. Call the Fire Department at 9-1-1 and say **“We have an alarm coming from LaPointe-Fisher Nursing Home 271 Metcalfe St.”** Give your name to the Fire Department dispatcher. Ask for the name of the person with whom you are speaking.

***** NEVER ASSUME THAT SOMEONE ELSE HAS DONE THIS *****

2. Direct staff and assist evacuation of fire area and zone.
3. Attempt to put out the fire if only one small fire and is safe to do so.
4. The Supervisory staff on first floor (RPN) reports to the Fire Department at the front entrance when they arrive.
5. After evacuation of fire zone is completed meet with fire department if not already to inform them of the situation.
6. Take the portable phone. Confirm resident census (and count of any visitors).
7. Await further instructions from fire department.
8. If full evacuation is ordered by the fire department, activate the Emergency Call In list, notifying all managers and staff of the emergency within the home.

Initiate the first stages of a building evacuation if necessary

1. Obtain the resident sign out books.
2. Gather Red Fire binder and metal Evacuation box from 2nd floor Nurses Station.
3. Follow the Evacuation checklist. Notify Administrator.
4. Be familiar with all fire protective devices within the facility and in immediate proximity of the facility.

If “ALL CLEAR” direction is given by the Fire Department:

1. Announce “CODE RED All Clear” 3 times once it is safe to do so as directed by the Fire Officer.
2. Re-set the fire alarm system after “All Clear” has been announced.
3. Ensure that all residents are accounted for.
4. Establish all mag lock door systems and security are re-activated.
5. Complete a Fire Drill Report and a Fire Safety Checklist.

*** False alarms cannot be cancelled until “All Clear” has been advised by the Fire Department. Any activation of the fire alarm system must be treated as a real emergency and shall warrant going through all procedures even if it is a known false alarm. Maintenance Manager must be contacted in all cases of fire alarm activation. ***

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by the fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.
6. Carry out evacuation responsibilities as the control officer/ supervisory staff.

Added responsibilities to Night Registered Nurse / Supervisory Staff 2nd floor on night shift.

- Must perform night safety rounds of the building to ensure fire/disaster safety.
- All rooms in the building including mechanical rooms, utility rooms, kitchen and laundry rooms etc., must be physically looked into to check for signs of smoke, fire or flooding.
- Any issues found during night rounds must be reported to the Maintenance Manager via the maintenance log book or by phone immediately if problem found will result possible harm to occupants in the building or property damage will or has occurred.

RESPONSIBILITIES OF DIRECTOR OF NURSING

Definition of Supervisory Staff: are the management team on site as well as Registered Nurses and Registered Practical Nurses on duty whose normal job capacity is to supervise and direct front line workers.

If you *hear* the fire alarm:

1. Close doors and clear hallways in your area and listen for location of fire emergency over the PA system.
2. Proceed to fire location to assist in evacuation of zone and coordinate the emergency situation with the RN on duty as the control officer/ supervisory staff
3. In the absence of the Administrator, assume the duties of the Administrator.

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by the fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF REGISTERED PRACTICAL NURSE

Supervisory Staff First Floor

Definition of Supervisory Staff : are the management team on site as well as Registered Nurses and Registered Practical Nurses on duty whose normal job capacity is to supervise and direct front line workers.

RPN on duty on first floor shall be the supervisory staff given the responsibilities listed below.

If you *hear* the fire alarm:

1. Examine the annunciator panel located at the front entrance to ascertain the zone from which the alarm has been activated. Use the paging system in the first floor dining room and announce the exact location of the fire, 3 times ie “CODE RED 2nd floor west”. Call 911.
2. If your floor is not in the fire area, remain on your floor.
3. Retrieve the elevator to the first floor and lock to prevent use.
4. Assure the residents that they are safe. Confirm census.
5. Meet the Fire Department when they arrive to alert them of location of emergency.
6. Attend the fire area and assist in evacuating residents and assist with further direction from the Control Officer.

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF PERSONAL SUPPORT WORKERS (PSW)

If you *hear* the fire alarm:

5. Close all doors in your area and clear the corridors which includes the single tray tables by placing them under the resident's bed (closest bedroom) until you hear announcement with location of fire emergency.
6. Once location is announced, go to fire zone and assist in evacuation of residents in the immediate fire area.
7. Evacuate the entire fire zone to a safe zone pass the fire doors.
8. If fire is not on your floor await instruction from the Supervisory Staff whether you stay on your floor or go to assist in the evacuation. At least one staff shall remain on the floor without the fire emergency to watch over residents.

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF THE ENVIRONMENTAL SERVICES SUPERVISOR

Definition of Supervisory Staff : are the management team on site as well as Registered Nurses and Registered Practical Nurses on duty whose normal job capacity is to supervise and direct front line workers.

If you *hear* the fire alarm:

1. Close all doors and clear the hallways in your area and listen for announcement over PA system of fire location.
2. Once location is announced go to the fire area and assist in the evacuation of residents.
3. Await further instructions from fire department .

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF THE FOOD SERVICES & NUTRITION MANAGER

Definition of Supervisory Staff : are the management team on site as well as Registered Nurses and Registered Practical Nurses on duty whose normal job capacity is to supervise and direct front line workers.

If you hear the fire alarm:

1. Shut off all electrical and gas equipment including ovens, range hoods if safe to do so.
2. Close all doors and windows to the kitchen and listen for fire location announcement over PA system.
3. Go to fire area and assist in the evacuation of residents from the fire zone.
4. Account for your staff and wait for further instructions from fire department.

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

NOTE: The Cook assumes the duties in the absence of the FSNM

RESPONSIBILITIES OF DIETARY AIDES/COOKS

If you hear the fire alarm:

1. Shut off all equipment in the kitchen and close all windows and doors in your area.
2. Close all doors and clear hallways in your area and listen for fire location over PA system.
3. Once location is announced go to fire area and assist in the evacuation of residents.
4. Await further instructions from supervisory staff or fire department.

If you discover a fire:

1. Rescue residents in immediate fire area.
3. Activate fire alarm if not already by fire or smoke.
4. Contain the fire by closing all doors and windows.
5. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF ACTIVITY STAFF

If you hear the fire alarm:

1. Secure your area, close all doors and windows.
2. Listen for announcement indicating fire area.
3. Stay with the residents who are receiving programming if you are in the fire zone, until they and any volunteers have been assisted beyond the fire doors. Make sure to proceed to the nearest exit *away* from the fire.
4. If not with residents, go to fire area and assist in the evacuation of residents.
5. Await further instructions from supervisory staff or fire department.

If you discover a fire:

1. Rescue residents in immediate fire area.
2. Activate fire alarm if not already by fire or smoke.
3. Contain the fire by closing all doors and windows.
4. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF ADMINISTRATIVE STAFF

Business Manager

Definition of Supervisory Staff : are the management team on site as well as Registered Nurses and Registered Practical Nurses on duty whose normal job capacity is to supervise and direct front line workers.

If you hear the fire alarm:

1. Close all doors and windows in your area and listen for location of fire emergency.
2. Go to fire location once announced and assist in the evacuation of residents and assist in the supervisory staff on duty with the evacuation.
3. Await further instruction from fire department.

If you discover a fire:

1. Rescue residents in immediate fire area.
2. Activate fire alarm if not already by fire or smoke.
3. Contain the fire by closing all doors and windows.
4. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF MAINTENANCE MANAGER

If you hear the fire alarm:

1. Secure your area and close all doors and windows. Secure the Fire Safety Plan and logbooks of equipment maintenance and checks.
2. Listen for announcement indicating fire area and report to the fire area.
3. Assist as needed under the direction of the Control Officer.
4. Work with the Control Officer until the Fire Department arrives. Have master keys available.
5. Upon arrival of the Fire Department, direct officials to the location of the water standpipe Siamese connection, control valves, natural gas shut off and the hydro disconnects.
6. Secure the Fire Safety Plan and logbooks of equipment maintenance and checks.

If you discover a fire:

1. Rescue residents in immediate fire area.
2. Activate fire alarm if not already by fire or smoke.
3. Contain the fire by closing all doors and windows.
4. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

RESPONSIBILITIES OF ENVIRONMENTAL SERVICE WORKERS

If you hear the fire alarm:

1. Listen for announcement indicating fire area.
2. Ensure all electrical and gas equipment is shut off (i.e. dryers, fans) in the laundry, if safe to do so.
3. Close all doors to the laundry.
4. Pull evacuation tags on the bottom of room doors to indicate rooms have been searched and are vacant.
5. Go directly to the fire area for further instruction from the Control Officer.

If you discover a fire:

1. Sound the fire alarm using the nearest pull station.
2. Fire Alarm shall be switched to 2nd stage manually if required. Follow posted directions.
3. Move residents from fire area to safety beyond fire doors.
4. Contain the fire by closing all doors and windows. Fight small fire if able to do so.
5. Pull evacuation tags on the bottom of room doors to indicate rooms have been searched and are vacant.

Responsibilities of Staff

During minimal staff periods on Night shifts.

Minimal staffing on night shift is 5 in total for the building. This compliment is one Charge Nurse and 2 PSW's on second floor and one RPN and one PSW on first floor.

First floor staff responsibilities during a fire emergency

Upon hearing the alarm the RPN goes to the fire annunciator panel to ascertain the location of the fire emergency and announces over the P.A. system "code red and location of fire" three times. Call 911. Locks elevator to the first floor, assist the PSW to evacuate the fire zone horizontally if on their floor. If fire is not on their floor they will close doors, clear hallways and direct second staff to do the same. Send the PSW to the fire area to help with horizontal evacuation, then go to the front entrance and wait for the arrival of the fire department to give them direction to the fire.

Upon discovering of fire on first floor the RPN evacuates the immediate fire area and directs her PSW to continue horizontal evacuation while she goes to the P.A. system and announce location, call 911, and continues with her specific evacuation protocols.

Upon hearing the alarm the first floor PSW shall close all doors and clear hallways which includes the single tray tables by placing them under the resident's bed (closest bedroom) until announcement of location of fire is announced. As soon as location is announced they shall go to the fire area and assist in the horizontal evacuation of residents from the immediate area and the fire zone with the assistance of the Control Officer and one PSW from second floor.

Second floor staff responsibilities during a fire emergency

Upon hearing the alarm the Charge Nurse closes all doors and clears hallways along with her 2 PSWs on the floor at the same time looking for the fire in every room. Once the location of the fire is announced by the first floor RPN the Charge Nurse takes on the responsibility as the Control Officer of the emergency and directs all staff in the building to assist in the horizontal evacuation of the immediate fire area then the zone. She will direct the first floor RPN to remain on their floor to monitor it for resident safety and to meet the fire department at the front door while sending the PSW up to assist in the horizontal evacuation.

Upon discovering the fire on second floor Charge Nurse (Control Officer) shall evacuate the residents from the immediate fire area and pull the alarm if not yet activated and direct her 2 PSWs plus the 1 PSW from first floor to assist in the horizontal evacuation. This Control Officer shall take charge of the emergency and fight a small fire if safe to do so until the fire department arrives on site and take control of the emergency.

Upon hearing the alarm the second floor PSWs shall close all doors and clear hallways which includes the single tray tables by placing them under the resident's bed (closest bedroom) while looking for the fire on their floor. After announcement is made over the P.A. system of location of the fire they shall go to the area and evacuate the residents from the immediate fire area then horizontally evacuate the rest of the residents from the fire zone with the assistance of the first floor PSW.

DEPARTMENT	DAYS	AFTERNOONS	NIGHTS
NURSING			
DON	0900 - 1700 M - F		
RN	0700 - 1900 0900 - 1700/1100-1900		1900 - 0700
RPN	(2) 0700 - 1500	(2) 1500 - 2300	(1) 2300 - 0700
BSO RPN	1130 - 1930		
PSW	(10) 0600 - 1400 (2) 0600 - 1000	(4) 1400 - 2200 (2) 1600 - 2300 (1) 1500 - 2130 (1) 1600 - 2100 (2) 1500 - 2300	(3) 2300 - 0700
BSO PSW	0930 - 1730		
Resident Care Coordinator	0800 - 1600 M - F		
Restorative	(2) 0700 - 1500 6/4 biweekly		
ENVIRONMENTAL			
Maintenance Manager	0800 - 1600 M-F		
Maintenance - Gen. Staff	0800 - 1600 M-F		
Laundry	0630 - 1430		
Housekeeping	(1) 0700 - 1500 (1) 1130 - 1930		
ESM	0700 - 1500 M - TU - F		
FOOD SERVICE			
FSNM	0800 - 1600 M - F		
Cook	(1) 0830- 1630		
FSW	(1) 0630 - 1430	(1) 1130 - 1930	
DEPARTMENT	DAYS	AFTERNOONS	NIGHTS
ADMINISTRATION			
Administrator	0900 - 1700 M - F		
Business Manager	0800 - 1600 M - F		
Director of Quality Improvement	0900 - 1700 M - F		
ACTIVITIES			
Activation Manager	0900 - 1700 M-F		
Activation Aides	(1) 0800 - 1600 (1) 0900 - 1700	(1) 1200 - 2000	

Emergency Procedures

Additional Information/Comments

Code Red

Code Red is the Activation of 1st stage or alert stage of fire alarm. Code Red is initiated by the person discovering the fire.

It includes the evacuation of the room in which the fire originated, and the rooms on either side and directly across from the fire location. This evacuation will be announced over the voice communication system as “CODE RED”, followed by the zone location of the fire as indicated on the fire panel.

Staff will follow the RACE protocol

R – rescue the patient

A – alert of fire- by pulling fire alarm

C – confine the smoke and fire –closing all doors

E – evacuate if necessary extinguish the fire if possible

Total -Evacuation

Residents are to stay in their rooms with their door closed and be ready to evacuate when a staff member comes to their door. This evacuation shall be at the discretion of the Control Officer to initiate if necessary but normally this decision is made by the fire department when they arrive on site.

The Fire Department will be here to provide further evacuation procedure directions. Staff will be given a designated area in which to assist with evacuation. The evacuation tags on each room door will be used to indicate the room has been evacuated.

The Control Officer will delegate or assume the responsibility of performing a resident census. Use wheelchairs, if available, for increased speed in evacuation.

Take residents or direct residents to the nearest exit area. Once empty, close the room door and flip the evacuation tag on the bottom of the door.

Retrieve laundry bins from basement and place all resident charts in them for transport outside of building.

As soon as the Fire Department arrives, their officer will take charge. The Control Officer will advise the Fire Department of the status of the evacuation, location of the emergency, specific items or hazards such as residents needing assistance, oxygen in use, or storage of cleaning chemicals. The nurse can then concentrate on the welfare of residents while providing any help the firefighters may need.

If residents cannot return to the building, follow the plan for evacuation to the designated evacuation sites.

Respond immediately to resident if they have a concern regarding the smell of smoke or danger in their room. Investigate all concerns quickly and thoroughly.

RESPONSIBILITIES OF ALL STAFF

If you discover a fire:

1. Remove residents that are in immediate danger.
2. Activate the fire alarm by pulling the nearest pull station.
3. Put alarm into 2nd stage using the key located at each pull station. Follow posted directions.
4. Close doors and windows in order to contain the fire.
5. Report to the Control Officer.
6. Do attempt to fight the fire if small and able to do so.

If you *hear* the fire alarm:

1. Secure your area. Close all doors and windows.
2. Remove residents that are in immediate danger.
3. Report to the nursing station for direction from the Control Officer.
4. Listen for the emergency announcement for the fire location.
5. Follow duty specific fire responsibilities.

ALL STAFF MEMBERS ARE TO REPORT TO THE CONTROL OFFICER AND FOLLOW DUTY SPECIFIC FIRE RESPONSIBILITIES.

REMIND ALL VISITORS AND RESIDENTS TO REMAIN CALM AND LISTEN CAREFULLY FOR FURTHER DIRECTIONS.

Part 6(a)

Fire Hazards

Care and Treatment Occupancies

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage;
- Never dispose of flammable liquids or aerosol cans in garbage;
- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, and loosely hanging sleeves;
- Avoid careless smoking. Never smoke in bed;
- Never leave anything that may burn or cause a trip hazard in the halls/corridors;
- Always clean out clothes dryer lint collector before and after use;
- Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located;
- Call 9-1-1 whenever you need assistance;
- Know the correct address of the building;
- Notify the building owner/property management if special assistance is required in the event of an emergency;
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufacturers smoke alarm (and CO detector if applicable) instructions, available from building owner/property management;
- Know the supervisory staff in your building;
- Report any fire hazard to supervisory staff.

Part 6(b)

Fire Hazards

Care and Treatment Occupancies

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards:

- Combustible material stored in non-approved areas;
- Fire and smoke barrier door not operating properly or wedged open;
- Improper storage of flammable liquids and gases;
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring;
- Clothes dryer lint collector full or improperly vented;
- Careless use of smoking materials;
- Kitchen hoods and filters not cleaned properly;
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located;
- Call the Fire Department immediately 9-1-1 whenever you need assistance;
- Know the correct address of the building;
- Notify the building/property management if special assistance is required in the event of an emergency;
- Know the fire alarm signals and the procedures established to implement safe evacuation;
- Know the supervisory staff in your building;
- Report any fire hazard to supervisory staff.

Known flammable liquids or combustibles stored inside the building

- Gel hand sanitizer in housekeeping storage room and usage site locations throughout the building;
- Minimal amount of spray paint cans in maintenance office (less than 10) stored in well ventilated area;
- Oxygen concentrators in resident rooms at point of use. There is no storage of oxygen in the facility. Signage of oxygen use in each room at room door entry. No smoking in the facility.

Part 7

Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire. It is at the discretion of any employee whether they choose to fight one small fire or not.

All Staff in this facility are required to be trained on the use of fire extinguishers. Annual training will be provided by the Home.

Suggested Operation of Portable Fire Extinguishers

Remember the acronym P.A.S.S.

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

NOTE: Prior to attempting to use a K-type extinguisher, activate the kitchen extinguishing system by pulling the activation pin on the wall by the main doors. Do not use water to extinguish grease or electrical fires.

Part 8

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen and walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from the Fire Department.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify the Fire Department and Fire Monitoring of Canada; dial [REDACTED] (DO NOT CALL 911). Give your name, address and a description of the problem and when you expect it to be corrected. The Fire Department is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices on all floors and in the lobby entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify the Fire Department and the building occupants when repairs have been completed and systems are operational.

Note: All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Part 9

Requirements of the Ontario Fire Code

Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- The Chief Fire Official may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Test means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

Inspect means physical examination to determine that the device or system will apparently perform in accordance with its intended function

Control Officer/Supervisory staff refers to person in charge of the fire/disaster emergency and have a supervisory role over other staff

Evacuation box refers to red tool box containing vital resident information to assist in the evacuation procedure

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

Part 10

General Fire Protection Systems/Equipment

General

Responsibility

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

Maintenance

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Maintenance

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.
Emergency lights shall be maintained to ensure they are functioning.

Maintenance

Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

Maintenance

Monthly

Doors in fire separations shall be **inspected** monthly for proper operation and latching. Maglock release when alarm is activated. Check during fire drills.

Maintenance

Annually

Fire dampers and fire-stop flaps shall be inspected annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

Contractor 1

Every chimney, flue and flue pipe shall be inspected annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits (note: no chimneys are currently used in the building, all equipment are direct vent design.)

Contractor 1

All air handling systems such as make up air units and exhaust fans are inspected annually to ensure automatic shut down when fire alarm is activated.

Contractor 1

Fire Hose Cabinets

General

There is one fire hose cabinet located in each wing on each floor level adding to a total of 9 units in the building. No staff in the building is trained on the safe and proper use of this equipment and is prohibited to do so. Signage to indicate this for all to take notice are posted on every hose cabinet door in prominent red lettering. Additional signage on hose cabinet doors to also indicate to not block access to cabinet.

Responsibility

Maintenance

Monthly

Hose cabinets shall be inspected to ensure hoses are intact and Hanging properly on approved racking system as intended by the Manufacturer. Inspect for signs of water leaks at all connections. Inspection tag must be signed and the door latch secure. The Maintenance Manager is to contact the fire alarm service Contractor if any faults are found during these inspections.

Maintenance

Annually

Hose cabinets shall be inspected and re-racked to prevent permanent creasing from hanging on the racks. Hoses shall be inspected for degradation from age or drying out and shelf life checked for compliance. Hoses shall be replaced if expiry date is passed, if any. All auxiliary components shall also be inspected such as nozzles, piping, pressure gauges, shut off valves, flow switches, and pressure tested.

Contractor

Standpipe and related systems shall inspected and pressure tested to assure it is compliant of fire code. Flow switches are tested to ensure activation of the fire alarm is made upon use of any hose cabinets or sprinkler system.

Contractor

Building Emergency Systems

Fire Alarm System and Linked Systems

The building emergency system is comprised of a fire alarm system in compliance with the requirements of the Ontario fire code and Building Code. This system is inspected on the required intervals by a licensed, authorized fire alarm service company. Life safety systems as it is often referred to are items such as the fire alarm system itself, pull stations fire extinguishers, smoke and heat detectors, fire hoses, standpipes, sprinklers, emergency exit, emergency lights and Siamese connections. These systems are checked daily, inspected monthly and tested annually as per fire code requirements.

Fire Alarm system

The fire alarm system utilized in this building is General Electric EST Quickstart model 2 stage with a digital display and analog back up. The system utilized remote non addressable heat, smoke and heat/smoke combo devices throughout the building. Activation of these remote heads are categorized to sections of the building only and not to each individual head. Pull stations used with this system are 2 stage, 1st stage is an intermittent bell and 2nd stage is a continuous bell which must be activated manually via a key switch at any pull station (insert key and turn clockwise). This key is located [REDACTED]. Activation of second stage alarm is on the order of the fire department to initiate total evacuation of the building. The systems listed below are connected to the fire alarm system and automatically shut off when the fire alarm is activated. The fire alarm system is continuously monitored by a fire alarm monitoring company (Fire Monitoring of Canada) through a ULC certified monitoring equipment onsite. The fire alarm system is continuously monitored for proper operation alerting owner of any activation, trouble and faults with any component of the system. The monitoring equipment itself is also self- monitoring and the owner is contacted of any faults received by FMC.

HVAC system

This system refers to the Heating, Ventilating, Air Condition units on the roof top mechanical systems. It is comprised of 3 fresh air Make up units and 8 exhaust fans which are all engineered to shut down automatically when the fire alarm is activated. Conversely when the fire alarm is reset, these systems automatically turn back on. The fire alarm also incorporates an option to bypass this feature of auto shut down via the bypass buttons on the fire panel. This scenario is typically used if service is being performed on the fire panel or related components such as detector devices.

The air handling system is comprised of 3 makeup air units one per wing and 7 exhaust fans

in key locations to service the whole building. These units are all inspected and maintained on a monthly basis to ensure safety and function. With this compliment of mechanical systems the building design as per building code creates a slight pressurization of the air in the building creating a healthy building environment and preventing negative pressure. Negative pressures in a building creates hazardous environment for fuel burning appliances and poor ventilation scenarios.

Magnetic door locks/door hold open devices/door closers

These devices are checked daily, inspected monthly and tested annually to ensure proper operation as per fire code requirements by in house maintenance and licensed fire alarm company. Magnetic door locks are large electrically energized magnets designed to lock doors and is released via a keypad activated switch. These devices are installed on all stairwell doors and the front entrance doors. Magnetic door hold open devices are also magnets which are electrically energized to hold open room doors within the building. Both systems are engineered to release upon activation of the fire alarm. In addition all magnetic door locks can be released by activation of the closest fire alarm pull station. Signage stating this on all doors with magnetic locks installed.

Backup generator

This system is in place in the event of electrical power failure. Essential services are hooked up to the generator. Currently this system incorporates a manual transfer switch which needs to be physically switched over to generator power once generator is started.

See generator start up procedure page 48



Procedure in case of Electrical Power Failure

In the event of a power outage, the following procedure may be implemented :

- The emergency lighting and exit lighting will automatically provide thirty (30) minutes of operation, which allows for visibility of all corridors, stairwells and exits
ONLY. During this time, the Supervisory Staff shall immediately contact the Maintenance Manager using an available cell phone or they may plug in the rotary black phone into the jack located at the nursing station desk.
- The Supervisory Staff on site may choose to start the generator or wait for the Maintenance Manager to arrive. The decision to start the generator can be made after the power failure duration has reached 15 minutes but no longer than 30 minutes.

After Hours/Emergency Contacts :(24 hour telephone numbers) Manager/Supervisors

Maintenance Manager: Reg Carreon: [REDACTED] (call first to start generator)

Administrator: Dahlia Burt-Gerrans: [REDACTED]

Director of Nursing: Karla Bianchi: [REDACTED]

Director of Quality Improvement: Shane Outridge: [REDACTED]

Food Service & Nutrition Manager: Christine Livingstone: [REDACTED]

Business Manager: Kathy Godding: [REDACTED]

Resident Care Coordinator: Leanne Condon: [REDACTED]

Environmental Services Supervisor: Cindy Stewart: [REDACTED]

Activation Manager: Carol Begg: [REDACTED]

Registered Nurses on duty (second floor) - 519-821-9030

Registered Practical Nurse on duty (first floor) 519-821-9030

In addition the following contact shall be made.

MLTC – Provincial Emergency Operations Centre : Duty Officer [REDACTED]

III. The Procedure in the Emergency Preparedness Manual can then be followed.



Procedure for Enabling Electrical Generator

Caution: If power failure occurs during an electrical storm DO NOT attempt to start the generator. This is extremely dangerous, The ESA (Electrical Safety Authority) strongly recommends you stay away from all electrical equipment during electrical storms.

Procedure to enable generator is as follows:

1. Retrieve key out of [REDACTED] to open the **red generator cage** located outside the center stairwell receiving door.
2. Start the generator following the step by step starting guide (next page)
3. Return to building and go to the west mechanical room by elevator. Here you will find the **“Transfer Switch”** as you enter the room, it is strait ahead mounted on the wall and clearly labeled. This device enables you to transfer the power from the generator to the desired devices in the building. It is clearly labeled what the generator is able to power.
4. On the transfer switch **Turn Off** all the small circuit breakers which are labeled 1 to 16. These are all the equipment the generator can supply power to.
5. Then **Turn Off** the large breaker at the top of the panel labeled **“Utility Supply”**
6. Then **Turn On** the opposing large breaker beside labeled **“Generator Supply”**
7. Now you can begin turning on each individual breakers one at a one pausing a couple of seconds between each one to avoid overloading the generator. It is recommended that you turn on the walk-in cooler breakers first then all others can follow. Please pay attention to the empty breakers these can be left off.
8. Now all the equipment can be operated that is fed by the generator this will mean that You will have to turn on the door magnetic holders and door magnetic locks with the **Master switch** being located at each nursing station and the basement corridor securing the floor again. Please refer the **“ Ampere Directory “** if you require to use one of the four outlets on generator power and follow recommendations noted.

LaPointe-Fisher



Nursing Home Ltd.

271 Metcalfe Street, Guelph, ON. N1E 4Y8

Pride in Caring

Phone: (519) 821-9030 Fax: (519) 821- 6021

Generator Transfer Panel Directory and Branch Circuit Ampere Listing

Circuit Breaker #		Ampere	Watts
1	empty		
3	2 nd floor magnetic door locks and red outlet in dining room.	.6 amps =	72 watts
5	2 nd floor corridor lights and dining room lights	4.2 amps =	504 watts
7	West boiler pump and controller	4.0 amps =	480 watts
9	empty		
11	Walk in cooler (kitchen) 230v	10.4 amps =	1248 watts
13	Walk in cooler (kitchen) 230v	6.8 amps =	816 watts
15	Magnetic door holders (these hold resident room doors open)	1.2 amps =	144 watts
2	Basement corridor lights and kitchen lights	3.7 amps =	444 watts
4	1 st floor corridor lights	4.4 amps =	528 watts
6	1 st floor magnetic door lock(these lock the stairwell doors and front door) red outlet in dining room	.8amps =	96 watts
8	Internal telephone system (you will be able to page from phone to phone but not over P.A.)	.5 amps =	60 watts
10	empty		
12	West boiler power exhaust venter (this must be turned on along with the other boiler breaker for boiler to function)	1 amp =	120 watts
14	empty		
16	Red outlet in kitchen		
Total		37.6 amps =	4512 watts

- Note : Under full load with the exceptions of the four red outlets our emergency electrical needs are 37.6 amps or 4512 watts. Our generator is capable of 58.3 amps continuous or 7000 watts, it is capable of 12,250 watts starting wattage. There should be plenty of power available if you turn on all the circuits and use all four outlets to power microwaves, suction machines and so on. Avoid using toasters or any appliances with heating elements at all four outlets at the same time this may overload the system.

- Avoid OVERLOADING the system otherwise you will trip the breakers on the generator itself then you will have to shut everything down and start the procedure all over again.
- You will have to put fuel in the generator before you start it. It is emptied of fuel during storage periods to avoid damage. Fuel can be found in the wooden yard shed. Do not refuel generator when it is hot let cool down for 2 minutes after shut down before refueling.

LaPointe-Fisher



Nursing Home Ltd.

271 Metcalfe Street, Guelph, ON. N1E 4Y8

Pride in Caring

Phone: (519) 821-9030 Fax: (519) 821- 6021

Starting the Generator

1. Fill the fuel tank to about $\frac{3}{4}$ full do not over fill.
2. Locate the **IDLE / CONTROL ON /OFF** switch on the control panel, and set it to **OFF (O)** position.
3. Locate the **RUN / STOP SWITCH** next to the engine cylinder head and push it to **RUN**.
4. Place the choke lever in the **FULL CHOKE POSITION** by sliding it to the left (towards the valve cover)
In the direction indicated by the arrow.
5. Locate the start button on your right and push. Let go of the button once the engine starts.
6. Slide the choke lever open half way , let it warm up for less than a minute then open choke all the way.
7. Locate the **IDLE / CONTROL ON / OFF** switch again and set to **ON position**.
8. Now the generator will be ready for use by the time you walk back to the transfer panel, this time
Period allows it to warm up for a couple of minutes before placing an electrical load on it.

NOTE : If for some reason the push start fails due to battery failure you may use the re coil
to start the generator similar to starting a lawn mower.

Shutting Down the Generator

1. After the "Utility Power" comes back on you will have to go back to the transfer panel and simply TURN
OFF the "GENERATOR SUPPLY" breaker and TURN ON the "UTILITY SUPPLY" breaker. There is no need
to touch the smaller breakers below.
2. To turn OFF the generator simply switch the RUN / STOP SWITCH to stop.

Portable Fire Extinguishers

General

Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

Maintenance

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

Maintenance

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

Contractor 1

Monthly

Portable extinguishers shall be **inspected** monthly.

Maintenance

Annually

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Contractor 1

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

Contractor 1

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

Contractor 1

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

Responsibility

Contractor 1

Fire Alarm/Voice Communications Systems

General

Responsibility

Fire alarm and voice communication system components shall be kept unobstructed. Administrator

Fire alarm system power supply disconnect switches shall be locked on, in an approved manner. Maintenance

The Public Address system is a component of the in house phone system which is utilized daily and maintained daily for proper operation. Faults in the system are immediately identified and addressed due to the constant use for daily requirements by all workers.

Daily

The following daily checks shall be conducted if a fault is established; appropriate corrective action shall be taken. Maintenance

- a) **Check** the display screen on panel states "System Normal" Charge Nurses
- b) **Contact Maintenance immediately if otherwise.**

Monthly

Every month the following **tests** shall be conducted and if a fault is established, appropriate corrective action shall be taken: Maintenance

- a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition;
- b) function of all signal devices shall be ensured;
- c) the annunciator panel shall be checked to ensure correct annunciation;
- d) intended function of the audible and visual trouble signals shall be ensured;
- e) fire alarm batteries shall be checked to ensure that:
 - i. terminals are clean and secure
 - ii. terminal clamps are clean and tight

Note: All batteries used are sealed non serviceable types.

Annually

Annually **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems”. Contractor 1

Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signalling devices. Contractor 1

Water Supplies for Firefighting (Hydrants) Building Water Supply (Not Municipal Hydrants)

General

Hydrants shall be readily available and unobstructed for use at all times.

Responsibility

Maintenance

Annually

Hydrants shall be **inspected** annually after each use.

contractor

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.

The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.

The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant water flow shall be **inspected** annually and a record shall be kept.

Commercial Cooking Equipment

General

Responsibility

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

Maintenance Manager

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Maintenance Manager

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

Director of Nutritional
Services

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.

Contractor 1

Note: All contracted inspections and testing results and documentations as per Fire Code on life safety systems are kept in the Maintenance Manager's files and can be viewed upon request by the fire officials.

Laundry Clothes Dryers

The Home has 3 commercial natural gas fired clothes dryers utilized in the laundry room, in the basement east wing. These dryers utilize several fire safety features, one of which is they have their own fire suppression system built in. These units are self-monitoring for continued uninterrupted fire safety. Any faults in the fire suppression system will prevent operation of dryers until the fault is repaired. If water pressure to the system is turned off or leaking the dryers will not operate. As well, pressure sensors on the sprinkler system monitors water pressure. To compliment this safety feature the dryers also utilize several heat sensors for duct temperature, drum temperatures, gas valve pressure sensors, high limit sensors and others. If any of these safety features, which are continually monitored by the CPU of each unit, go into fault, it will automatically shut down the dryer and prevent start up until the fault is repaired. Lastly the lint traps in these dryers are also monitored by a sensor that tells the operator when to clean the lint traps. When this fault is displayed on the digital display, it shuts off the dryer and cannot be restarted until the lint trap has been cleaned thoroughly.

	<u>Responsibility</u>
<u>Daily</u> Clothes dryer lint traps are cleaned more than 3 times daily. each dryer utilizes a self-monitoring feature to tell the operator when to clean the lint traps and prevents re-start until it has been done.	Laundry staff
<u>Bi-weekly</u> Clothes dryer lint trap compartments are thoroughly vacuumed out paying close attention to sensor probes to ensure no lint is preventing proper operation.	Maintenance
<u>Monthly</u> Clothes dryers are inspected and maintained mechanically and checked for proper operation. Lint is vacuumed from motor compartments, control compartment, combustion compartment, belts, bearings and motors inspected.	Maintenance
<u>Annually</u> Dryer lint traps and duct work are professionally cleaned with compressed air and commercial size vacuum system.	Contractor

Emergency Lighting System

Monthly

Emergency lighting equipment is tested monthly and maintained to ensure that when the test button is activated, it lights up as intended and all bulbs are illuminated.

Responsibility

Maintenance

Annually

Emergency lighting equipment is tested annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

Contractor

Fire Doors and Exits

Daily

All fire doors and exits are monitored by all staff. Staff are trained on the importance of making sure exits are clear of obstructions and that doors latch and close properly. Any discrepancies noted, along with any other repairs required, are reported and recorded in the maintenance log books by staff, located at each nursing station. These log books are checked daily by the Maintenance Manager. All doors in the building are checked for closing and latching at each fire drill and any found not doing so, are reported immediately to the maintenance department.

Maintenance

Annually

Doors are inspected for closing and latch by a licensed fire Alarm service company, in part of the annual life safety system testing and inspection.

Contractor

Emergency Power Systems

General

Responsibility

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.

Maintenance

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer’s instructions.

Maintenance

At least two copies of the instruction manual shall be maintained.

Maintenance

Monthly

The emergency electrical power shall be completely **tested** monthly as follows:

- a) Simulate a failure of the normal power supply;
- b) Arrange so that:
 - i) An engine generator set operates under at least 30% of the rated load for 60 minutes and;
 - ii) Manual transfer switch is operated under load;
- c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls;
- d) Log and report maintenance performed as per manufacturer guidelines;
- e) Check fuel supply for sufficient quantity, replenish as necessary.

Maintenance

Annually

Test the generator and transfer switch in conformance with CSA C282, “Emergency Electrical Power Supply for the building.” This test is currently performed by in house maintenance as the generator described is only a small gasoline 7kw unit with a manual transfer switch.

Part 11

FIRE DRILLS

Fire drills are to be held on each shift, monthly as required by the FPO and MOH standards. This frequency of drills allows the Home to capture training for all staff. The administrator shall monitor attendance to ensure all staff have participated and has been trained.

PROCEDURE

Drills are not to be announced. All drills will be done under the supervision of the Administrator or her/his designate.

A fog machine shall be utilized in a room to activate the fire alarm. Staff are expected to treat all fire alarm activation as a real emergency and follow response procedures. The following steps are to be taken:

1. Rescue residents in immediate fire area.
2. Activate fire alarm if not already by fire or smoke.
3. Contain the fire by closing all doors and windows.
4. Evacuate the fire zone and instruct all available staff to assist. Fight one small fire if safe and confident in doing so.

The person running the drill will:

- Notify the Fire Alarm monitoring company FMC and the fire department of the drill, before the fire drill is initiated. Inform them of the scheduled fire drill so that they do not respond to the activated alarm. At the completion of the drill both these parties must be contacted again to inform them the drill is over and the fire panel has been reset.
- Observe staff's response and reactions during the drill;
- Discuss and educate staff at the end of the drill where problems occurred, why and how to correct them;
- The Maintenance Manager will write up a report of drill, including all staff's signatures.

Annual Fire drills conducted by FPO

Annual fire drills conducted by the FPO shall be scheduled by the Home. The Maintenance Manager shall contact the FPO office and submit a fire drill worst case scenario with minimal staffing using appropriate forms and to propose dates available to conduct this drill with their attendance. Worst case scenario will be the largest zone in the building with the most residents and the least amount of staff to perform the drill. The date shall be within one year of the previous drill conducted by the FPO. The Home shall ensure enough staff and volunteers are available to act as the evacuees, rather than utilizing residents in the drill to avoid unnecessary injury to any residents. The FPO conducting the drill shall choose the worst case scenario and the staff to perform the drill. The FPO shall take note of critical times that are required to be met in the evacuation process in order for the home to pass the test. All staff are continually trained on this worst case scenario of minimal staff events to ensure compliance of time criteria.

Resetting Fire Alarm System:

Reset the panel (located at the front entrance), after a fire or fire drill as follows:

- 1) Reset pull station or ensure all smoke/fog is clear and smoke detector is no longer flashing “red LED”
- 2) Reset the fire panel by pushing the “*Panel reset*” and “*Alarm silence*” buttons;
- 3) “System Normal” will appear on digital display screen and all red lights will disappear;
- 4) Reset all the exit doors with Mag Locks via reset switches at both nursing stations; and basement corridor on the wall beside Mechanical room #1;
- 5) Notify Fire Monitoring of Canada - [REDACTED] after resetting is accomplished;
- 6) Notify the fire department that the fire drill is complete.

EVACUATION PLAN

1. The first priority in the event of an emergency evacuation is to clear the room or area that is of immediate danger, closing the doors.
2. Clear the zone affected.
3. Wait for instructions from the Fire department regarding any further evacuation.
4. Encourage ambulatory residents to leave by the CLOSEST exit. Remember the Fire doors that separate the fire zones are exits.
5. Once the zone is clear, make sure that residents are collected from outside the doors and are brought to the assembly area. Remember that in the winter, residents will need to be given a blanket or bedcover to keep warm but NEVER allow them to go back into the building to get anything from their rooms.
6. If residents were unable to return to the building, accommodations would be made available at receiving centers set out by the home's evacuation plans. Current receiving centers are Trinity Church, The Elliott Community, St. Joseph's Health Centre - Guelph, and the Village of Riverside Glen.
7. In the case of a community disaster, accommodations would be made available.
(See Appendix B)

GENERAL EVACUATION STEPS:

1. Those in immediate danger.
2. Horizontal evacuation is behind the fire doors.
3. Vertical evacuation moves each floor to safety.
4. Total evacuation to an offsite location.

EVACUATION PRIORITIES:

1. Those in immediate danger
2. Ambulatory residents.
3. Semi-ambulatory residents.
4. Wheelchair bound residents.
5. Bedridden residents.
6. Resistive residents.

IN CASE OF TOTAL EVACUATION

Residents are to stay in their rooms with the door closed and be ready to evacuate when a staff member comes to their door. The Control Officer will announce “TOTAL EVACUATION”, three times over the paging system.

Generally staff will only be required to assist with the evacuation of one corridor. The Fire Department will be here to provide further evacuation procedure directions. Staff will be given a designated area in which to assist with evacuation. The evacuation tags on each room door will be used to indicate that the room has been evacuated.

The Control Officer will delegate or assume the responsibility of performing a resident census.

Use wheelchairs, if available, for increased speed in evacuation.

Take residents or direct residents to the nearest exit area. Make sure that their room door is closed and the evacuation tag on the door is flipped to show “VACANT”

Designate a staff member to retrieve a laundry bin and fill with resident charts for preparation to transport off site.

As soon as the Fire Department arrives, their officer will take charge. The Control Officer will advise the Fire Department of the status of the evacuation, location of the emergency, specific items or hazards such as residents needing assistance, oxygen in use, or storage of cleaning chemicals. The nurse can then concentrate on the welfare of residents while providing any help the firefighters may need.

If residents cannot return to the building, follow the plan for evacuation to the designated evacuation sites (*See Appendix B*).

Respond immediately to residents if they have a concern regarding the smell of smoke or danger in their room. Investigate all concerns quickly and thoroughly.

A Fire Report is to be compiled and all staff that is present is to sign the attendance record both when the fire system is activated and when a fire drill is conducted.

Types of Evacuation Procedures

Horizontal Evacuation procedure

This procedure is to move evacuees out of the fire zone into a safe zone horizontally on any given floor, going past designated fire separation doors. This procedure is typically used in the initial first response procedure when evacuating the immediate fire area/room. Example of this would be if the fire was in the east wing of a given floor, evacuation of residents or occupants would be to the south wing past the fire doors or the west wing past the fire doors.

Vertical Evacuation procedure

This procedure is to move evacuees from above or below the fire area/room. The decision to do so is by the fire department, once they arrive, or if the Control Officer deems it necessary prior to the arrival of the fire department. Again in this situation an example would be if the fire was in the south wing on first floor the south wing on second floor would be evacuated in a vertical evacuation process, as well the basement south wing.

Total Evacuation procedure

This procedure is the evacuation of the total building of all occupants which shall be on the order of the fire department when they arrive and deems it necessary. In this procedure the "Call In List" shall be initiated by the Control Officer so that the contact list of all staff may be called to come to the facility to assist in the evacuation. Evacuation routes out of the building in this instance shall be the decision of the fire department. If the elevator cannot be utilized during this event, residents will be evacuated down the stairwells from second floor or up from the basement if this was the case. Use of the cocooning transferring method shall be utilized going down the stairs with the aid of 4 staff or the fire department depending on the weight of the resident that would be non-ambulatory.

EMERGENCY PROCEDURES

The actions to be taken by visitors of the facility in emergency situations will be posted on each floor and will read as follows:

Visitors	
UPON DISCOVERY OF FIRE	
<ol style="list-style-type: none">1. CLOSE DOORS AND WINDOWS.2. LEAVE FIRE AREA IMMEDIATELY.3. PULL THE FIRE ALARM.4. WAIT FOR INSTRUCTIONS FROM STAFF.	
UPON HEARING THE FIRE ALARM	
<ol style="list-style-type: none">1. CLOSE DOORS AND WINDOWS.2. WAIT FOR INSTRUCTIONS FROM STAFF.3. <u>REMAIN CALM.</u>	

Additional signage posted with these directing Staff of procedures.

Two Stage Alarm System

This building is equipped with a two-stage fire alarm system. The fire alarm system is to be activated to alert the other building occupants of an emergency and to put the approved fire safety plan into action. The Fire Department is to be notified by telephoning 9-1-1, giving the correct address and the exact location of the fire, floor number and/or room number.

The system must be manually switched into the 2nd stage if required. Copies of the key to do so are [REDACTED] and [REDACTED], labeled as fire alarm.



Fire Drill / Evacuation Report

Date : _____

Time : _____

Location of " Fire " : Floor: _____ Room: _____

Was Fire Alarm Pull Station activated? Yes No

Was alarm activated by a detector? Yes No

Did all door magnetic locks release? Yes No (priority repair)

Did all magnetic door holders release? Yes No (priority repair)

Did all air handling system shut down? Yes No (priority repair)

Did staff clear the hallways and close doors prior to hearing location of fire? Yes No

Did 1st floor Supervisory staff announce fire location loud and clear? Yes No

Did 1st floor Supervisory staff lock elevator on first floor? Yes No

Did 1st floor Supervisory staff wait at front entrance for fire department? Yes No

Did 2nd floor Supervisory staff take control of emergency? Yes No

Did 2nd floor Supervisory staff call 911 for fire emergency? (pretend if drill) Yes No

Time it took staff to evacuate room of fire origin from start of alarm: _____

Time it took staff to evacuate entire fire zone horizontally: _____

Did staff use the flex evac sign properly to indicate room has been evacuated? Yes No

Did staff bring a fire extinguisher to the room of fire origin? Yes No

Did all available staff respond to assist in evacuation of fire zone? Yes No

Did kitchen and laundry staff shut down all equipment? Yes No

Did all participants sign attendance sheet? Yes No

Drill conducted by: _____

LaPointe-Fisher

Nursing Home Ltd.



Pride in Caring

Fire Drill / Fire Safety Systems & Prevention Training
Attendance Sheet

Date: _____

Print Name

Signature

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Staff Training On Fire and Evacuation Procedures

Monthly

During monthly fire drills, all staff are trained on proper evacuation procedures, reviewing each of their responsibilities during an emergency. In-services are provided after each fire drill reviewing what was performed well and what could be improved. Critical times met at each stage, from the start of the drill, to the end are documented and reviewed at this in-service, to alert all participants in areas to be improved upon.

Annually

Supervisory staff are trained on their specific responsibilities during a fire emergency and evacuation topics covered are as follows:

- Fire evacuation responsibilities for Charge Nurses on duty;
- Direction of support staff in evacuation event;
- Understanding and knowing zone separations in the building;
- Understanding the function and user operation of the fire panel;
- Understanding different alarm activation causes of the system;
- Treating all alarm activation as a real emergency going through all set procedures;
- Fire watch and safety inspections on night rounds;
- Understanding new fire codes and FPO annual fire drills and requirements met;
- Review importance of keeping all doors clear of obstacles which would prevent automatic closure when fire alarm is activated;
- Fire extinguisher exercise annually;
- Flex evac tags on all doors, its use and importance;
- Review “RACE” protocol;
- Review evacuation procedure for residents in bed using bedding as an aid.

Annual training is provided for all staff on evacuation procedures for residents in bed, utilizing bedding as an aide in the process. Documentation of participation of all staff for fire drills and for specific training for supervisory staff are maintained in the fire drill binder, held by the Maintenance Manager. Related in-service attendance sheets are also kept by the Director of Nursing and/or Administrator.

Evacuation protocol for different categories of Residents

Categories of Residents for evacuation:

1. Ambulatory residents - these residents are able to be directed to the safe zone with little assistance from staff.
2. Semi-ambulatory residents - these residents require assistance to get in their wheelchairs or up to their walkers, but can be directed to the safe zone.
3. Wheelchair bound residents - these residents require assistance into their wheelchairs and transported to safe zone.
4. Bedridden residents - these residents require full assistance and the “cocooning” evacuation method utilized.
5. Resistive residents - these residents may or may not require assistance in moving but are resistant to direction given and agitated easily.
Due to the care given to residents on a constant basis, behaviors of all residents are closely monitored and staff are aware of such behaviors. This knowledge gives staff the ability to know these specific cases and shall assist in expediting the choice process in choosing which residents are evacuated first. These particular cases shall be attempted to be evacuated last.

Cocooning evacuation technique

1. With two staff at each end of the bed, grab hold of all corners of the bedding.
2. Wrap the bedding around the resident like a cocoon.
3. The staff at the foot of the resident shall maneuver first by carefully pulling the resident’s feet off the bed and onto the floor using the bedding as a lifting aide.
4. The staff at the head of the resident shall follow by maneuvering the head of the resident using the bedding as a lifting aide and onto the floor being careful not to injure the resident.
5. Together, staff shall drag the resident, using the bedding like a sled, out of the fire area and into a safe zone

Wheel chair evacuation

Residents may also be placed in available wheelchairs to expedite evacuation from the fire zones and into a safe zone.

Part 12

Smoking

This policy meets or exceeds smoking standards administered under the Smoking in the Workplace Act and current municipal by-laws regarding Smoke Free workplaces and public places.

Application:

All LaPointe-Fisher Nursing Home employees, contractors, or others working, visiting or volunteering in the Home, including residents, physicians, students and visitors.

Resident population exemptions: residents who can use the outdoor designated smoking area unsupervised.

As health providers and promoters of wellness, LaPointe-Fisher Nursing Home assists to create a safe and healthy environment for both caregivers and those we serve.

LaPointe-Fisher Nursing Home is committed to demonstrating leadership in reducing tobacco use. In supporting a smoke-free environment, the organization seeks to protect residents and employees from second-hand smoke and reinforce our commitment to health promotion and disease prevention.

Policy:

LaPointe-Fisher Nursing Home is designated as a smoke-free environment.

Regulatory Standard:

Procedure:

This site shall have a specific implementation plan with clear protocols for monitoring, communicating and enforcing the policy in a reasonable and sensitive manner.

Signs identify that the facility is a non-smoking environment in accordance with municipal by-laws.

Smoking is strictly limited to designated outdoor locations on the property, as determined by the Administrator.

Residents:

This is a smoke-free environment. Residents are informed of this policy prior to admission.

Staff

Staff may only smoke in the designated outdoor staff smoking areas.

Any employee who contravenes this policy will be subject to the progressive discipline process.

All staff are encouraged to follow this response protocol when approaching residents, public and staff who are smoking in No Smoking areas on the property:

1. When approaching an individual who is smoking on the property:
 - a. Inform the individual that they are currently smoking in a No Smoking area;
 - b. Explain the Home's policy;
 - c. Direct the individual to the designated areas.
2. If an individual becomes known to staff as displaying chronic non-compliance, take the following action:
 - a. If they are a resident, report the behavior to the Administrator or designate immediately;
 - b. The Administrator or designate will ensure the protocols for monitoring, communicating and enforcing the policy are initiated.
 - c. If they are a member of the general public, report the behavior to the Administrator or designate.
 - d. If they are a staff member, report the behavior to the appropriate Manager.

Part 13

FIRE SAFETY AUDIT

Using the Fire Safety Plan, answer the following:

	<u>YES</u>	<u>NO</u>
1. Is the Fire Safety Plan up to date with:		
• staff and management contacts and phone numbers	[]	[]
• procedures for each department	[]	[]
• evacuation plans	[]	[]
• location of fire extinguishers	[]	[]
• stamped by fire department	[]	[]
2. Are fire drills performed once each month on all shifts?	[]	[]
3. Is an evaluation form completed with each drill? Are problems noted, followed up and corrected?	[]	[]
4. Are all resident lists up to date with:		
• hearing impaired residents	[]	[]
• legally blind residents	[]	[]
• residents using oxygen	[]	[]
• cognitively impaired residents	[]	[]
• residents requiring assistance with ambulation	[]	[]
5. Have residents had Fire Safety In-service in the last 12 months?	[]	[]
6. Have all other staff participated in a drill in the last 12 months?	[]	[]
7. Are all the fire extinguishers checked monthly by the Maintenance Manager and annually by a third party contractor? (check tags)	[]	[]
8. Are all lint accumulations from laundry dryers being cleaned daily by user, bi-weekly By Maintenance and annually by professional contractor?	[]	[]

Note : Dryers have self-diagnostic features that prevent operation if lint traps are not cleaned or if the duct temperatures exceed a temperature set point. All normal operating parameters of these dryers are monitored by its computer control panel and prevents operation if any one of its safety features are not functioning. To add to its safety features these dryers have their own fire suppression system built in which is also self-monitoring of system parameters. If the fire suppression system is faulty The dryer will automatically go into fault and will not be able to start until repaired.

	<u>YES</u>	<u>NO</u>
9. Are there any combustible materials or flammable chemicals or paints stored in mechanical/electrical rooms?	[]	[]
12. Are all passageways leading to all exit doors clear of objects and accessible at all times in the event of a fire?	[]	[]
13. Are all doors that are not on magnetic locks kept shut and not propped open with wedges, doorstops and other items?	[]	[]
14. Are all magnetic door locks checked annually?	[]	[]
15. Are the kitchen filters, ducts and stove hood cleaned to remove all combustible deposits weekly? Date last done: _____	[]	[]
16. Are the grills over the stove hood in the kitchen cleaned weekly by dietary staff? (Check the cleaning schedule)	[]	[]
17. Is the automatic suppression system in the kitchen checked annually? (Check tag attached to system) Date last done: _____	[]	[]
18. Are all outdoor exits unobstructed (snow in winter, lawn furniture etc. in summer)?	[]	[]
19. Has there been an evacuation practiced in the facility:		
Horizontally (annually)	[]	[]
Vertically (annually)	[]	[]
Total (every three years)	[]	[]

Audit Completed by: _____

Date: _____

Follow-up Completed by: _____

Date: _____

Part 14

LaPointe-Fisher Nursing Home

FLOOR AREA (approximate only)

FLOOR	FLOOR AREA
First Floor	1018 square meters or 10,957.66 sqft.
Second Floor	1018 square meters or 10,957.66 sqft
Basement	1018 square meters or 10,957.66 sqft
GROSS FLOOR AREA	3054 sq meters or 32,872.98 sqft.

RESIDENT BEDROOM BREAKDOWN

ROOM TYPE	# OF ROOMS	# OF BEDS
Private	9	9
Semi- Private	16	32
3 person ward	5	15
4 person ward	9	36

TOTAL	39	92
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NOTE: one bed room 218 palliative bed not included in this total.

Part 15

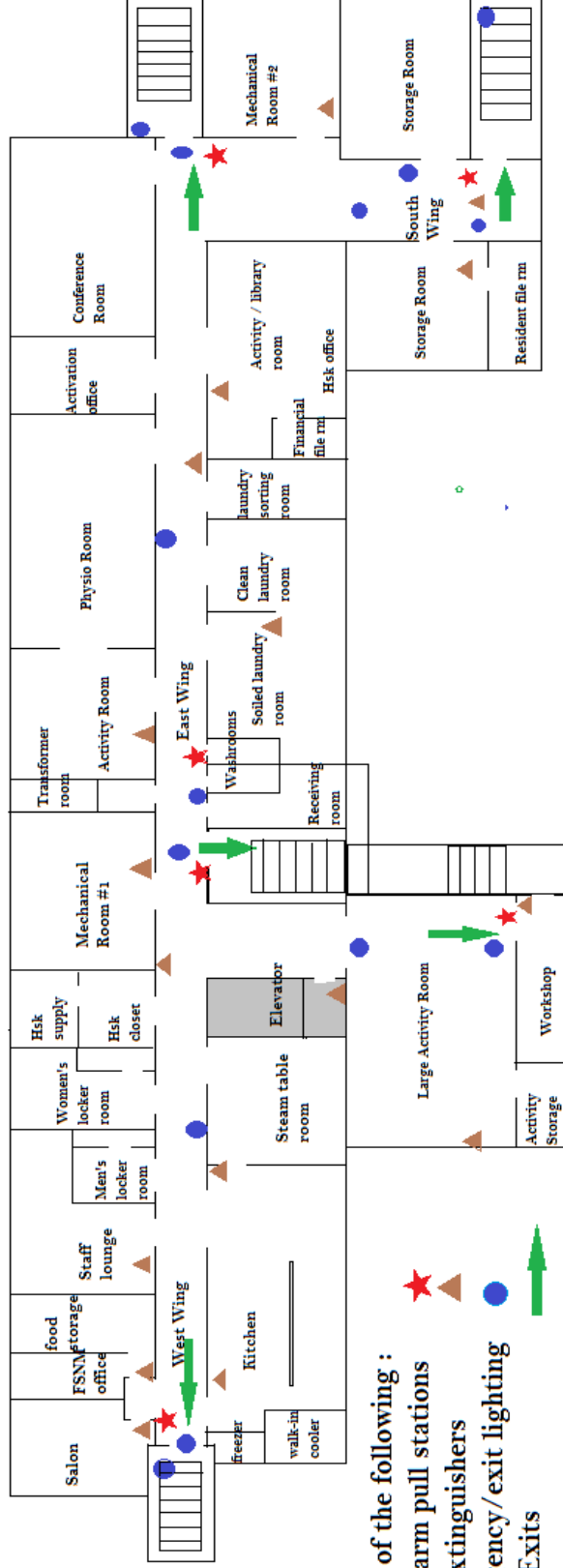
Schematics

Following this page are 6 schematic drawings of building showing:

- 1) Floor areas - basement, first floor, second floor
- 2) Gas powered equipment locations and main electrical power disconnect
- 3) Location of standpipe, Siamese connection, fire hose cabinets, sprinkler system and zone locations.
- 4) Roof top mechanical systems

LaPointe Fisher Nursing Home

Basement Fire Safety Plan Map

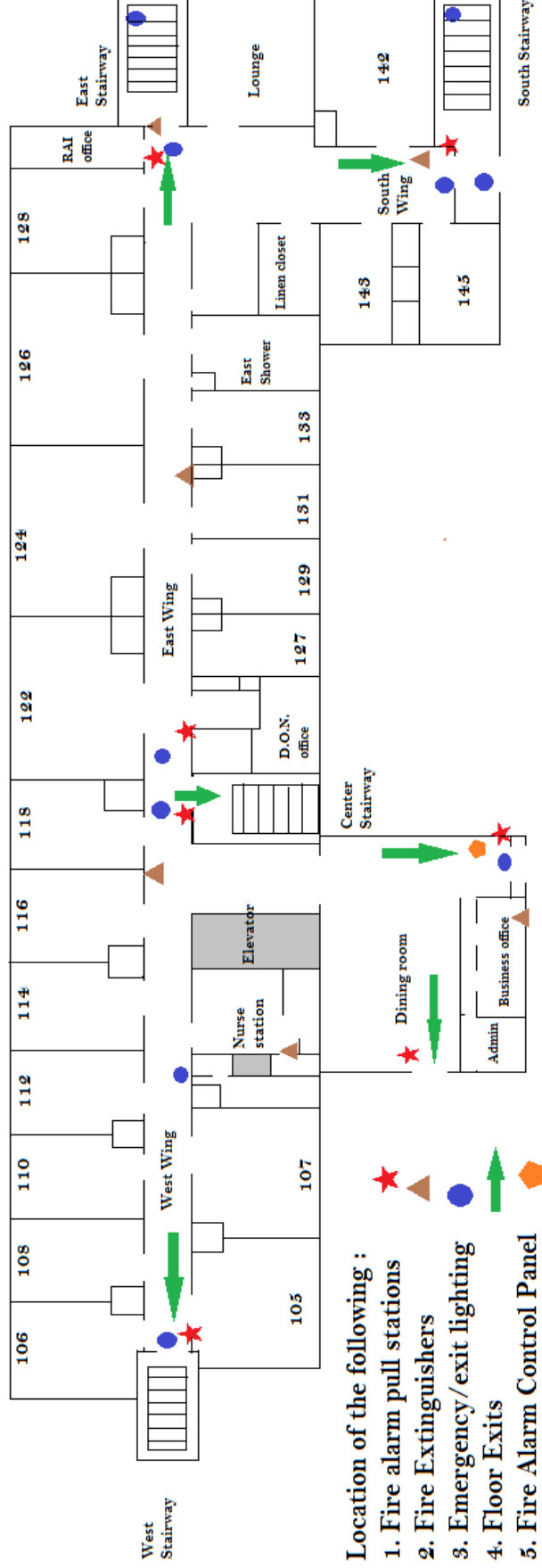


Location of the following :

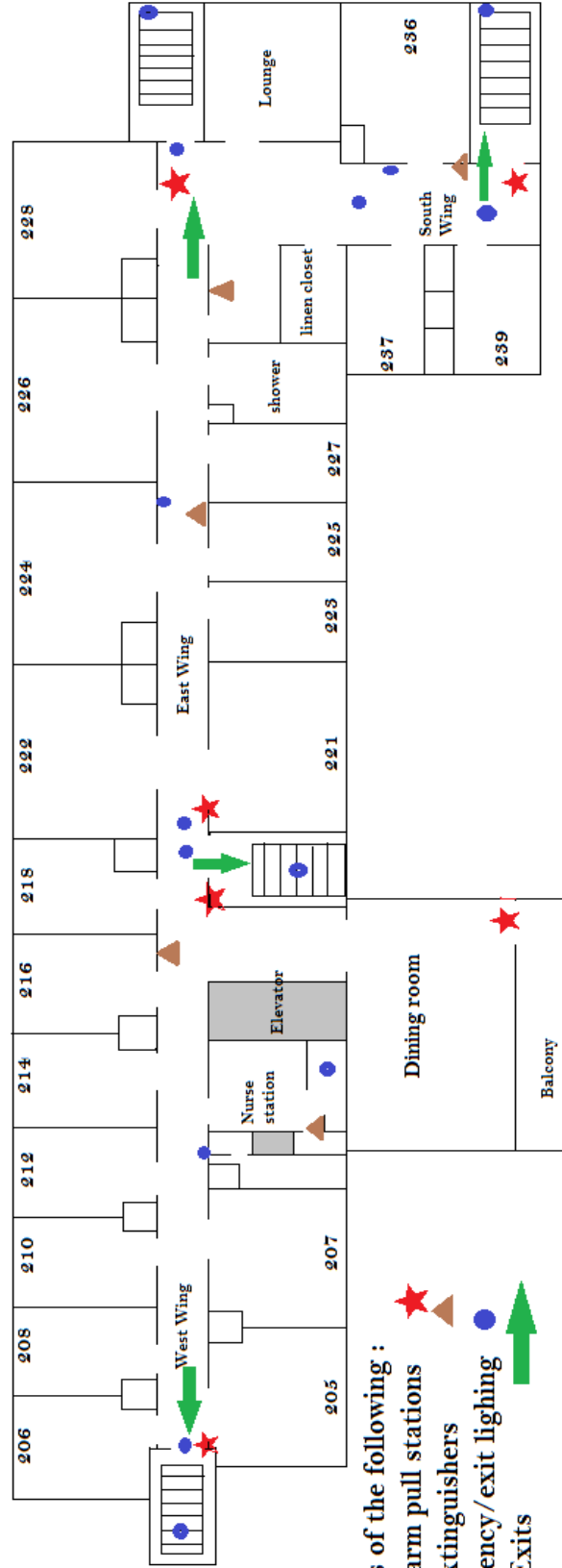
1. Fire alarm pull stations
2. Fire Extinguishers
3. Emergency/exit lighting
4. Floor Exits

LaPointe Fisher Nursing Home

First floor Fire Safety Plan Map



Second floor Fire Safety Plan Map



Locations of the following :

- 1. Fire alarm pull stations
- 2. Fire Extinguishers
- 3. Emergency/exit lighting
- 4. Floor Exits

LaPointe Fisher Nursing Home

Part 15



Gas main shut off



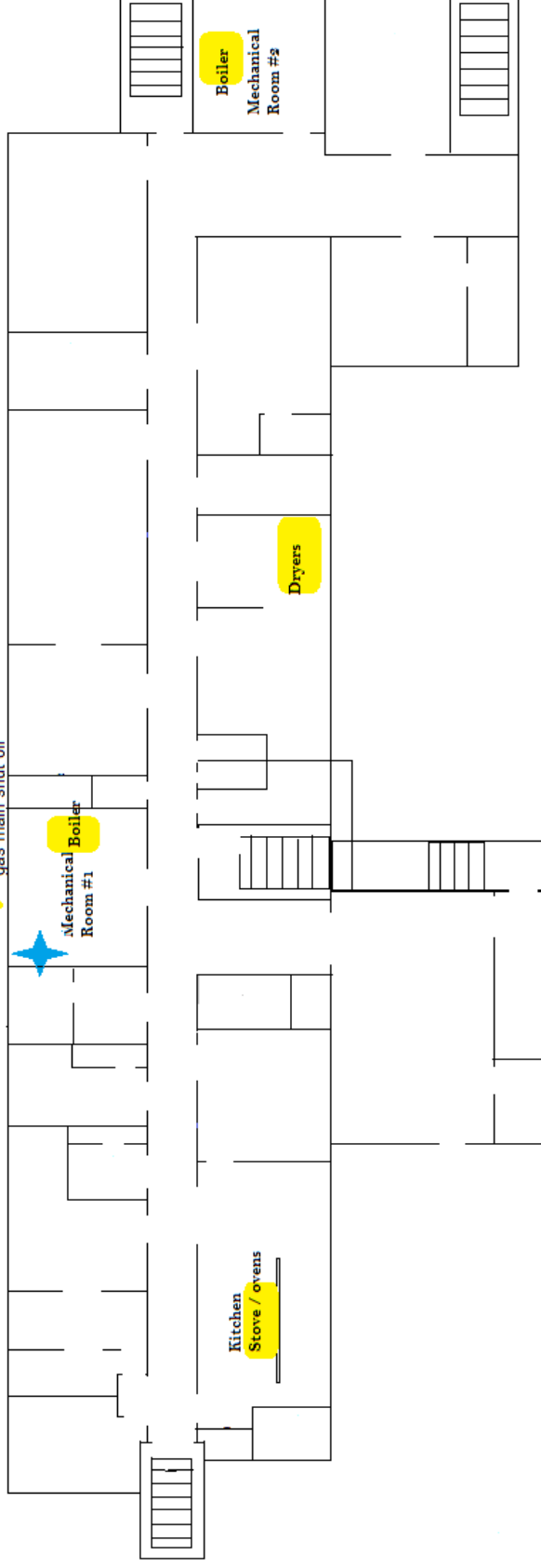
Natural Gas Fired Equipment in Basement Location



Main Electrical Power Disconnect in Basement Location



gas main shut off



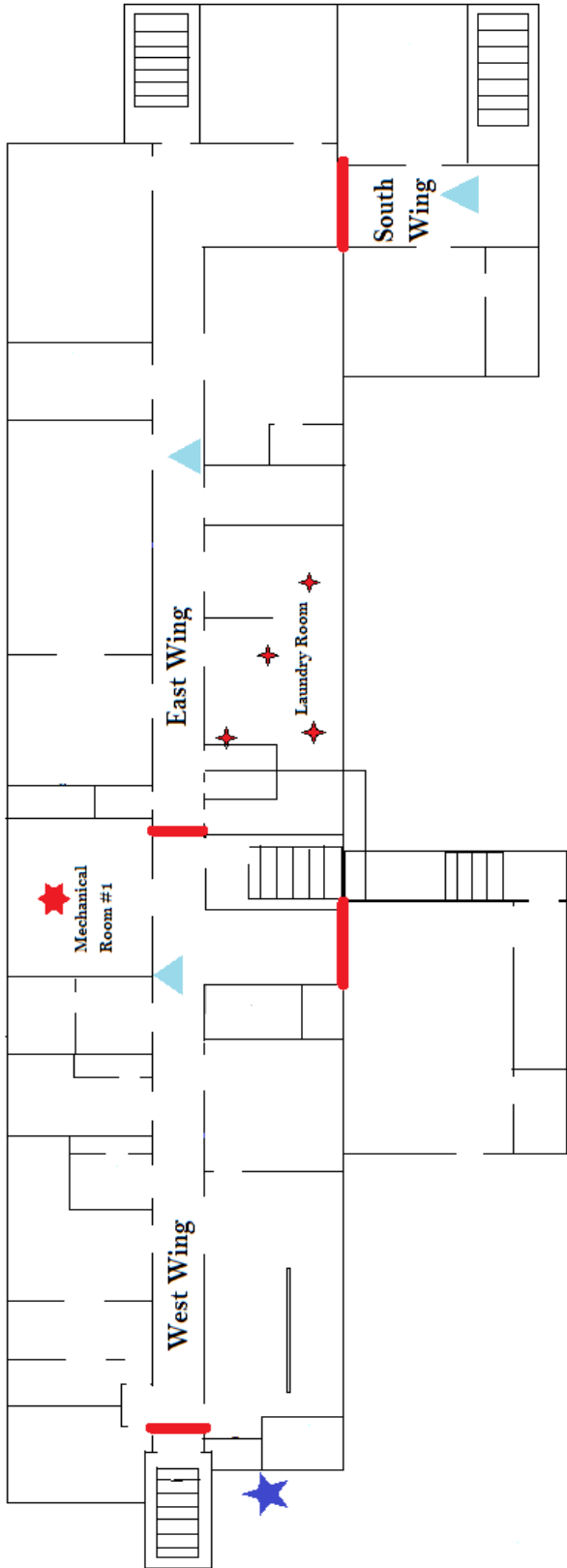
LaPointe Fisher Nursing Home

Basement Location of items

NOTE : All hose cabinets are in the same locations on each floor.
They are directly above each other in each fire separation zone.

Location of the following :

- 1. Standpipe
- 2. Siamese Connection
- 3. Fire Hose Cabinets
- 4. Sprinkler system
- 5. Zone Separation



Location of the following :

1. Roof top Make up air units gas fired

2. Roof top Exhaust system

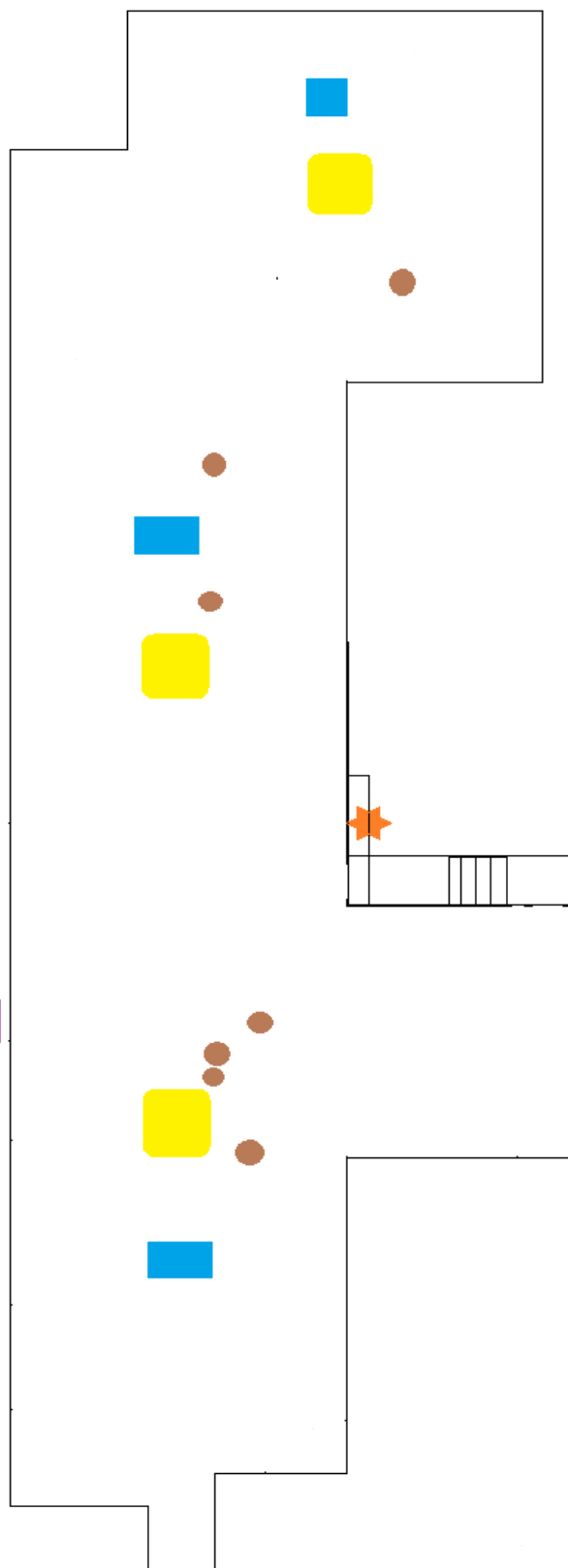
3. Roof top air conditioning units

4. Natural Gas Main shut off

5. Back up electric generator



LaPointe Fisher Nursing Home Roof Top View



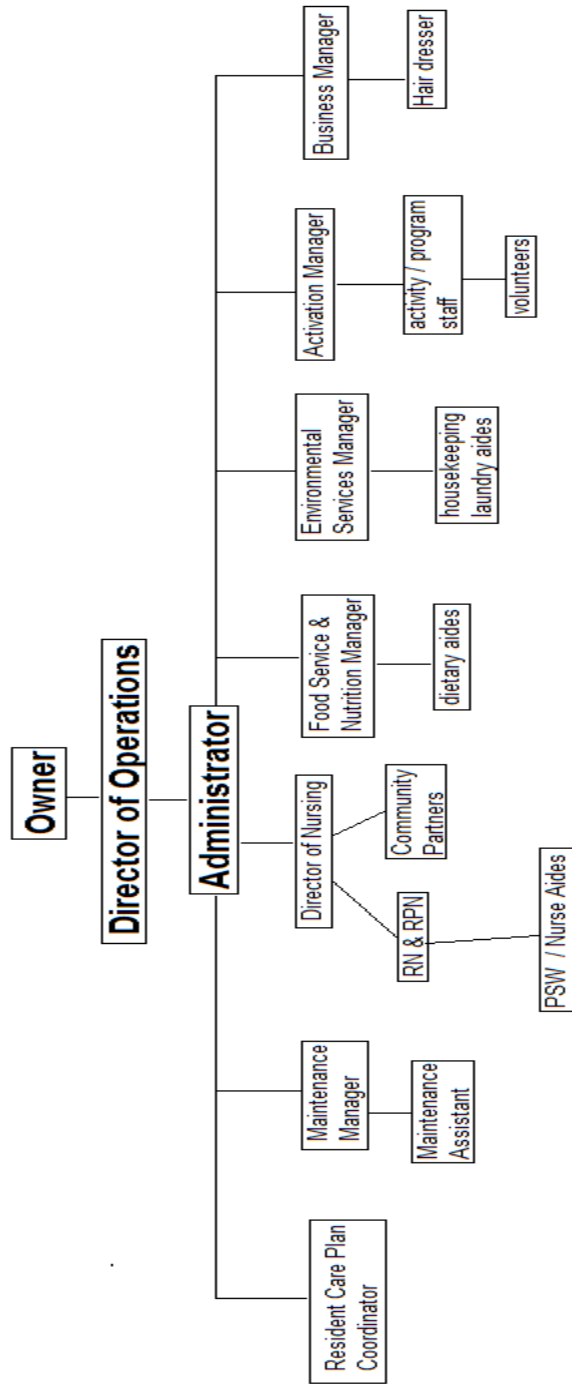
Part 15

List of Contractors

<u>Contractor</u>	<u>Service Provided</u>	<u>Phone Number</u>
<u>Maintenance</u>		
████████████████████	HVAC contractor	████████████████
████████████████████	In house communication systems	████████████████
████████████████████	Plumbing contractor	████████████████
████████████████	Electrical contractor	████████████████
██████████	Fire alarm/life safety systems	████████████████
██████████	Elevator service company	████████████████
████████████████████	kitchen appliance repairs	████████████████
████████████████	kitchen Hobart equipment	████████████████
██████	Laundry equipment repairs	████████████████
████████████████████	Fire Alarm Service Company	████████████████
████████████████████	Hsk/Laundry Chemical supplier	████████████████
<u>Nursing</u>		
████████████████████	Pharmacy Company	████████████████
████████████████████	Oxygen / Equipment supplier	████████████████
██████████	Medical supplies	████████████████
<u>Dietary</u>		
██████████	Food Supplier	████████████████
██████████	Bread Supplier	████████████████
████████████████████	Milk Supplier	████████████████

LaPointe Fisher Nursing Home

Organizational Chart



APPENDIX

Appendix A

TOTAL EVACUATION MODE OF TRANSPORTATION

Depending on the residents' disaster code, the following transportation may be utilized:

1. Family transportation - where available
2. Ambulance Service - dial "911"
3. Mobility Van - [REDACTED]
4. Elliott Coach Lines - [REDACTED]
5. Patient Transfer Service (about town) - [REDACTED]
6. Taxi (Red Top) - [REDACTED]

Appendix B **RELOCATION AGREEMENTS**

Relocation Agreements are inserted after this page.

See Total Evacuation - page 61

Relocation agreements have been secured from the following locations:

Trinity United Church - Initial Evacuation Point

Village of Riverside Glen

The Elliott Community

St. Joseph's Health Centre in Guelph

Appendix C

LaPointe-Fisher Nursing Home EMERGENCY CALL IN LIST

When in an **Emergency**, the Emergency Call In List is initiated.

EMERGENCY CALL IN LIST

1. The Charge Nurse notifies the Administrator and proper authorities (fire department, police, 911) of the emergency situation.
2. The Administrator will contact the Director of Nursing, Director of Operations, Director of Quality Improvement, Maintenance Manager and MOHLTC (if required).
3. The Director of Nursing will contact the Assistant Director of Nursing, Food Service & Nutrition Manager, Activity Manager, Environmental Services Supervisor, Resident Care Coordinator and Business Manager; the Resident Care Coordinator and Business Manager will notify all staff as listed below.
4. This “emergency call in” system will permit attending staff at the emergency site to utilize their time with the utmost efficiency.

