

Richmond Terrace Limited
Fire Safety Plan
2019

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PART 1: INTRODUCTION AND DISTRIBUTION

Richmond Terrace, a 128 bed licensed long term care facility

One of the important aspects of the services we provide in our community is ensuring the safety of our residents, families and employees during a fire.

The implementation of the Fire Safety Plan helps to ensure effective utilization of the life safety features in a building that are incorporated to protect the occupants and facility from fire. This Fire Safety Plan has been designed to suit the resources of Richmond Terrace Ltd, located at 89 Rankin Street, Amherstburg, ON as required in section 2.8 of the Ontario Fire Code as well as other relevant sections. The plan addresses the seven principles of Life Safety for the occupants and building. These principles are; means of egress, construction, building services, compartmentalization, interior finishes, fire protection systems, and fire alarm and detection systems.

To achieve maximum efficiency of your buildings Fire Safety Plan, the ownership, and designates (Administrator, Maintenance Staff, and Occupants) must review and utilize the applicable sections of the Fire Safety Plan authorizing their designated responsibilities.

Supervisory staff shall review and know their responsibilities in the plan prior to being given any fire safety responsibilities for the building.

The **Fire Protection and Prevention Act** part VII, clause 28 (3) (b) states that in the case of an offence for contravention of the Fire Code, 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. Clause 28 (4) A corporation convicted of an offence under subsection (1) is liable to a fine of not more than \$100,000.

This official document is to be kept readily available at all times for use by the staff and fire officials in the event of an emergency.

Our Fire Safety Plan has been developed to identify the actions that should be taken by the staff, volunteers, residents and visitors in the event of a fire or situation requiring immediate fire or evacuation. It will identify which actions will be implemented and documented, as required, to maintain fire protection systems and systems which assist in fire prevention on the premises. It will identify fire prevention practices through the control of fire hazards, and to establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

A copy of this Fire Safety Plan is made available for review to all employees and volunteers. This plan will be reviewed with all employees and volunteers during orientation and on an annual basis at the employee's annual performance review. It is expected that all new hires/volunteers review this plan and be prepared to follow the actions as outlined in the case of an emergency situation.

This fire safety plan will be approved annually. Once approved it will be distributed to:

- Amherstburg Fire Department(1 copy)
- Richmond Terrace Ltd (1 copy)
- APANS health Services (1copy).

A written record will be kept of all tests and corrective measures for a period of two years. The record will be made available to the Chief Fire Official or his representative, upon request. A permanent record, containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out, will be prepared and maintained for each portable fire extinguisher. All other required maintenance as listed in the MAINTENANCE PROCEDURES section will also have written records kept.

In the event of changes to staff members or within the building, which would necessitate alterations in the contents of this plan, it is the responsibility of THE OWNER to ensure that the adjustments are completed and that each person or organization listed above is provided with the adjustment. At least two copies of the Plan or the revised page(s) along with a copy of the original must be submitted to the Chief Fire Official of Amherstburg Fire Prevention, to the attention of the Fire Prevention Division.

PART2: AUDIT OF BUILDING RESOURCES

2.1 Building Description

Fire Department Access:

There are two major entrances to the facility

- The “Main Entrance” is located off Rankin Ave at the front door
- The “Service Entrance” is located off Richmond Street and is accessible off of the staff parking lot.

In the case of an alarm, the Fire Department will be met by the nursing staff or the Administrative staff at the “front entrance” located on Rankin Ave.

The fire safety plan and all required keys are located in the designated box at the front door near the fire panel.

Exits:

All stairwells and the rear exit of the facility are controlled by a “mag lock” system the access code 1247*

The front exit on Rankin Ave is also controlled by a “mag lock system”. The code is noted as the current calendar year.

However, during the second stage of alarm these locking magnetic doors are released to allow quicker access to emergency exit routes.

Entrances into the facility and to care accesses being accessed via the stairs are controlled via a push button access control and swing on vertical axis in the direction of travel.

On the main floor, exits are located:

- In the far west corner accessible to/from the parking lot
- Southwest stairwell
- Middle stairwell
- Front entrance Rankin Ave

- e) Far east stairwell

SEE APPENDIX A MAPS ATTACHED FOR DETAILS ON EXITS/ENTRANCES AND STAIRWELLS

2.2 Fire Fighting Equipment:

- a) ABC Pressurized portable dry chemical fire extinguishers are located throughout the home
- b) Wet Fire Extinguishing System and portable Class K extinguisher – Kitchen

SEE APPENDIX A MAPS ATTACHED FOR DETAILS ON THE LOCATION OF FIRE FIGHTING EQUIPMENT

2.3 Fire Alarm System:

The facility is monitored by a two-stage fire alarm system which is designed to detect smoke and/or heat.

Control panel is located between glass doors at the Rankin Ave Entrance and at 2nd and 3rd West Nurse's Stations.

All magnetic doors are released automatically on the activation of the second stage of the alarm.

SEE APPENDIX A MAPS ATTACHED FOR DETAILS ON THE LOCATION OF FIRE PANELS

- a) MANUAL PULL STATION

In the event of possible smoke or fire please activate the closest the manual pull station by pulling the alarm. The first stage of the alarm will be activated. Once smoke/fire has been confirmed and evacuation of the area is required please insert key and turn to activate the second stage of the alarm system and begin evacuation.

To reset an operated manual pull station – open with screw driver, replace glass rod, and return the switch to normal position. Close the manual station. It will snap shut.

NOTE: Extra glass rods in top right hand desk drawer in Director of Nurses Office.

- b) FIRE ALARM RESET

The fire alarm system is not silenced or the sprinkler system shut off until the fire department has responded and the cause of the fire has been investigated.

To reset the fire alarm system, first all operating initiating devices must be returned to their normal state.

After the initiating devices are returned to normal, press the reset button on the common control panel for one second.

NOTE: The system cannot be reset until one minute after the first alarm.

c) TROUBLE SIGNAL

If the common trouble signal sounds and common trouble lamp is lit, the system is in an abnormal condition. The trouble signal may be silenced by operating the trouble silencing push button. When the trouble condition arises the administrator of the building should be notified immediately and then proper service personnel should be notified.

2.4 Fire Separations:

Fire separations are provided to limited the spread if the fire and/or smoke and to maintain resident, visitor and staff safety.

Types:

a) Doors

Minimum ¾ hour fire rated doors and frames on entrances to all stairwells, zone fire separation and hazard areas ie: kitchen, laundry
1 and ¾ inch solid wood core doors on the bedroom and rooms used for storage

b) Zones- each floor level is divided into zones which has a fire resistance rating of at least an hour.

c) Wings: There are 2 hour fire separation rating between the east and west wings

SEE APPENDIX A MAPS ATTACHED FOR DETAILS ON THE LOCATION OF THE FIRE SEPARATIONS DOORS

2.5 Commercial Cooking Suppression System

A commercial fire suppression system is located in the kitchen on the first floor. The system will activate should a fire occur by the releasing the extinguishing agent. This system may also be operated manually. Instructions to manually operate the system are located on the wall next to the system. The manual control is located on the wall to the left of the stove. Discharge if the fixed extinguishing system will automatically activate the fire alarm and shut off the gas supply to the stove.

A class K fire extinguisher is located in close proximity to the stove in the kitchen

All dietary staff are educated to ensure proper use of the manual pull station in the kitchen.

2.6 Sprinkler system

Has been placed throughout the entire building. The fire department connection for the sprinkler system is located on the east exterior wall along Sandwich Street South.

2.7 Water Supply:

The water supply required for firefighting is supplied from the Municipal water supply. Water Supplies are accessed by trained firefighting personnel knowledgeable in its operation.

LOCATION: Sandwich Street Fire Hydrant

2.8 Emergency Power

Emergency Power is available to ensure the continued use of fire and life safety systems in the case of loss of normal hydro power.

Type: Generator- diesel fuelled- emergency power

Is automatically started when electrical source of power is interrupted. The generator is located on the 1st floor. The generator is tested monthly by the maintenance department and serviced by GEN CARE

2.9 Emergency Lighting:

All stairwells, hallways and common areas are equipped with emergency lighting and are powered by the generator in case of loss of normal hydro power.

2.10 Generator Power

The following items are powered by the generator in the facility:

- Emergency Lighting in halls and stairwells.
- The Service Elevator.
- All designated "red" plugs and receptacles in the facility.
- All Boiler Equipment.
- All dining room servery equipment and Menu Stream order boards.
- All drug and medication fridges.
- Necessary kitchen equipment including fridges and freezers.
- Computer Server and Internet Connection.
- All nursing station computers and fifty percent of the documentation kiosks.

2.11 Fire Zones

The building is divided into these floors as follows:

- 1st floor (Lower Floor)
- 2nd floor (Main Floor) East and West PODS
- 3rd floor (Upper Floor) East and West PODS

THERE ARE 15 FIRE ZONES COVERING THE ENTIRE BUILDING

East Wing

Southeast Wing

Central

West Wing

Southwest Wing

SEE APPENDIX A MAPS ATTACHED FOR DETAILS ON THE LOCATION OF THE FIRE ZONES

2.12 Emergency Phone Communications

To ensure there is a process in place in the event of disruption to telephone service within the Home.

- a) Upon discovery of disruption to the telephone system, Registered Staff must notify the Administrator and/or delegate via cell phone.
- b) The Charge Nurse should check the fax machines for a dial tone, if one discovered, utilize this phone line to make phone calls as necessary.
- c) The Charge Nurse must notify the Fire Alarm Monitoring Company via cell phone or fax line of disruption to the main telephone system.
- d) The Charge Nurse should try calling the three land line numbers for Richmond Terrace from a cell phone or fax line to determine if all lines are out of service.
 - 519 736-4295
 - 519 736-5571
 - 519-736-5781
- e) Physicians and pharmacy should be notified of disruption to telephone service and numbers that can be accessed until service to land lines is restored.
- f) The Charge Nurse should contact Bell Canada 310-BELL to report immediate service request to the Home, emphasizing that telephone service is required in the event of a life threatening situation.
- g) If the telephone service is anticipated to be out of service for a length of time, family members to be contacted via cell phones.

2.13 Elevator

Is not to be utilized in the event of a fire. The service elevator is powered by the generator. The keys to the elevator are found in the lock box for fire department use.

PART 3: AUDIT OF HUMAN RESOURCES

The following individuals have been designated as the main contacts in the event of an emergency at Richmond Terrace.

Name	Position	Contact Information
Heather Whitfield	Administrator	519.816.6387
Shirley Nieman	Director of Care	519.890.6601
Anthony Lopez	Maintenance Manager	519.817.5320
APANS Heath Services	Head Office	1.519.672.8885

PART 4: APPOINTMENT AND ORGANIZATION OF SUPERVISORY STAFF

4.1 Appointment of Staff

Management- 0800-1600	Number of Staff
Monday to Friday	
Administrator	1
Director of Nursing	1
Nurse Manager 3 rd Floor	1
MDS RAI Coordinator	1
Restorative Nursing Manager/Back up RAI	1
Nutrition Manager	1
Life Enrichment Director	1
Admissions Coordinator/Nurse Manager	1
Staff Development Coord/Nurse Manager 2 nd Floor	1
Rehabilitation Manger	1
	1
Administrative Assistant	1
Ward Clerk (Monday, Wednesday Friday 0800-130; Tuesday and Thursday 0800-1600)	1
Nursing Department	Number of Staff
DAY SHIFT Every Day	
RN 0630-1430	1
RPN 0630-1430	4
PSWs 0630-1430	14
EVENING SHIFT	
RN 1430-2230	1
RPN 1430-2230	4
PSW's	14
NIGHT SHIFT	
RN 2230-0630	1
RPN 2230-0630	1
PSW 2230-0630	8
RESTORATIVE AIDES	
0730 – 1530	2
1100 – 1500	1

Activity Department	Number of Staff
Monday to Friday	
Activity Aide 0830-1630	2
Activity Aide 1400-2030	2
Building Services	
Housekeeping Aide 0700-1500	1
Housekeeping Aide 0600-1200	1
Housekeeping Aide 0600 – 1215 (72.5 hours per pay)	1
Laundry Aide 0600-1400	1
Laundry Aide 0700-1230 (Monday, Wednesday, Friday, Sunday)	1
Building Services Supervisor 0800-1600	1
Dietary Department-	
Cook 0830-1630	1
Dietary Aide 0530-1330	1
Dietary Aide 0630-1430	2
Dietary Aide 1300-2100	2
Dietary Aide 1500-2000 (Sun)	1
Dietary Aide Cleaning:	
Monday 1300 - 1800	1
Tuesday 0700 - 1200	1
Wednesday 0700 – 1200	1
Thursday 1100 – 1600	1
Friday 0700 – 1200	1

4.2 Property Owner(s)

Richmond Terrace Ltd. owner/management is responsible for the building and operations as well as being responsible for:

- The safety of all occupants, including Residents/families, staff, visitors, and volunteers on the premises in the event of fire or other emergencies.

- Ensuring that there are sufficient funds and resources to develop, implement and maintain this fire safety plan.
- Preparing and submitting the Fire Safety Plan to the fire department for final review and approval.
- The appointment of other personnel that may be required. (e.g. Fire protection equipment maintenance contractors)
- Being familiar with, and acting in accordance with, all the provisions of the emergency procedures, including all relevant legislation.
- To hold fire drills monthly under 2.8.3 of the fire code.
- Ensuring that all staff are adequately trained in fire safety practices, the use of portable fire extinguishers, and in the implementation of the fire safety plan.
- Arranging for, or conducting close-up inspections of the buildings under the persons charged to ensure that fire hazards do not exist.
- Advising the fire department of changes in Administrator/Superintendent(s) and/or designate.
- Advising the fire department of upcoming fire drills.
- Maintaining a record of any incidents of fire, false alarms or building evacuations. Advise the fire department of fires and other designated authorities of other emergencies.
- Establishing liaison with owner's representatives of neighbouring buildings in order that mutual assistance can be provided (e.g. Shelter occupants during inclement weather, etc.)
- Enforcing the established Fire Safety Plan approved by the Chief Fire Official.

The Fire Code, Ontario Regulation 388/97 is a provincial regulation made under Section 18a of the Fire Marshals Act. This Code requires the owner to be responsible for carrying out the provisions of this Code, and defines “owner” as any person, firm or corporation controlling the property under consideration”. Consequently, the owner may be any one of or a combination of parties, including building management, maintenance staff and tenant groups.

4.3 Emergency Fire Procedures- Duties of Administrator

Role:

The Administrator and/or designate will be responsible for the overall development and maintenance of an effective fire safety plan, in accordance with the requirements of the Ontario Fire Code.

Responsibilities:

1. Appoint and organize the designated supervisory staff to carry out duties as required in the Fire Safety Plan.
2. Ensure the Emergency Procedures are followed in an emergency and review them annually, with the Management Team.
3. In consultation with the Staff Development Coordinator, establish a plan to inform all staff about information in the Fire Safety Plan and how to act in an emergency.
4. Arrange for external relocation centres and assess availability and supplies at these centres.
5. Maintaining a copy of the emergency procedures on each floor for reference.
6. Ensure that the standards as outlined in the Fire Code are met.
7. Designate an individual responsible for overseeing the monthly fire drills.
8. Provisions of alternate measures for safety of occupants during shutdown of fire protection equipment.

9. Ensure that checks, inspections and testing, as required by the Fire Code, are completed on schedule and that records are retained.
10. Notification of the Chief Fire Official regarding changes in the fire safety plan.
11. Be in complete charge of the approved fire safety plan and the specific responsibilities of the personnel.
12. Designate and train sufficient assistants to act in this position
13. Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved fire safety plan.
14. Where floor layouts are complex, prepare and post on each floor area a schematic diagram indicating the primary and secondary exits to be used in the event of an evacuation.
15. Ensure that the schematic diagrams identify the location of fire exits, fire pull stations, fire extinguishers etc.

4.4 Emergency Fire Procedures – Departmental Managers

Role:

The Departmental managers will be responsible for the overall development and maintenance of an effective fire safety plan, in accordance with the requirements of the Ontario Fire Code.

Responsibilities:

1. Ensure that all employees are completely familiar with the fire safety procedures and their responsibilities in the event of fire.
2. Ensure that all employees participate in fire drills, attend mandatory fire training sessions and other training sessions as applicable.
3. Ensure that all employees know the locations of the fire extinguishers and how to correctly operate them. In-service to be provided annually using surge learning.
4. Ensure that all employees practice good fire prevention habits in their work. Those contravening safe fire practices must be reported. Employees must be made aware that violations of fire and safety regulations are subject to disciplinary measures.
5. Ensure that all employees understand and sign the Department Specific Fire Safety Procedures on hire and review annually with all departmental staff.
6. To coordinate the fire safety program throughout their department and ensure all staff knows their role and responsibility in the event of an emergency situation.

ON DISCOVERING FIRE OR SMOKE:

1. If residents are involved at the source of the fire or smoke, REMOVE RESIDENTS from immediate danger and CLOSE THE DOORS at the fire scene.
2. ENGAGE THE EVACUATION MARKER to inform others that the room has been evacuated and is free from any residents.
3. Sound the NEAREST FIRE ALARM which will alert the alarm monitoring company as well as other staff members to the situation.
4. Close all doors and windows in the fire zone.
5. Initiate evacuation of residents in immediate danger- those adjacent to fire scene and directly across from the fire scene- ensuring doors and windows are closed, and engage the evacuation marker.
6. When all residents are evacuated from the fire zone, return to the area of the fire and attempt to extinguish fire, if possible.
7. Reassure residents, families etc.

4.5 Emergency Fire Procedures- Duties of Charge Nurse

IN THE EVENT OF FIRE:

The *main floor charge nurse* is responsible for the following:

1. Ensure that the fire alarm has been activated.
2. Notify the fire department of the emergency conditions; **dial 911** and ask for the fire department. Our address is **89 Rankin Avenue, Amherstburg, Ontario, N9V 1E7**.
3. Initiating the fire emergency procedures as it relates to the condition. Code Red will be announced and areas in immediate danger will be evacuated i.e. the fire room, rooms adjacent and across from fire area. Proceed to horizontal evacuation if necessary- evacuation of designated wing (2nd floor east wing), and then vertical evacuation if necessary (floors above and below fire zone) and then if warranted, total evacuation. CHARGE NURSE REMAINS AT THE DESK TO DIRECT STAFF, FIRE DEPARTMENT AND MONITOR PAGES FOR ALL CLEAR FROM OTHER FLOORS. (when they have moved their residents behind a fire door)
4. Direct staff as they report to nurses station as to where assistance is required.
5. Upon arrival of fire department, inform the fire officer regarding conditions in the building and coordinate the efforts of supervisory staff with those of the fire department.

6. Provide access and vital information to fire fighters (i.e. master keys for suites, service rooms, elevators etc). When so informed, record and provide current list of locations of handicapped persons to fire fighters.
7. See that the fire alarm system is not silenced or the sprinkler system shut off until the fire department has responded and the cause of the fire has been investigated.

IN GENERAL:

The main floor charge nurse is also responsible for the following:

1. Ensure that the doors to stairways are kept closed at all times.
2. Ensure that stairways, landing, hallways, passageways, and exits, inside and outside, are clear of any obstructions at all times.
3. Ensure that combustible materials are not permitted to accumulate in any part of a stairway, fire escape or other means of egress or elevator and ventilation shafts.
4. Ensure that combustible waste materials are not permitted to accumulate in quantities in locations which may constitute a fire hazard.
5. Promptly remove all combustible waste from all areas where waste is placed for disposal.
6. Keep access roadways, fire routes connections clear and accessible for fire department fire.
7. Have a working knowledge of the fire alarm system and how it is resets.
8. Maintain the fire system and other fire protection equipment in good operating condition at all times.
9. In the event of any shutdown of fire protection equipment, notify the fire department and post a fire watch person to patrol the hallways once every hour.
10. Arrange for a substitute in your absence.
11. Conduct fire drills; occupant participation is optional.
12. Clearly identify each floor level within each stairway as to the floor level.

SPECIFIC RESPONSIBILITIES IN EVENT OF FIRE:

1. Check the annunciator panel at the front entrance or 2nd & 3rd West Wing Nurses Stations for the location of the fire.
2. Using the public address system, announce "CODE RED- location of the fire" and repeat 3 times in a loud clear voice.
3. Telephone the fire department 911, unless advised that it is a fire drill, our address is 89 Rankin Avenue, Amherstburg, Ontario.
4. Designate:
 - a. A staff member (giving them the elevator key) to bring the elevator to main floor and lock it so that it cannot be used, returning key to charge nurse.
 - b. A staff member to handle any incoming calls. This person will also wait by the phone for intercom calls from staff within the Home.
5. All staff within the Home will begin fire emergency procedures as per policy and procedures. As staff report to the 2nd WEST nursing station, direct to specific areas according to the need. One staff member who is designated to the fire area is to be directed to take fire extinguisher from the nearest fire cabinet with them. One of the staff directed to the fire area must report back to control station.
6. Until arrival of the fire department, be in charge of any fire emergency.
7. Ensure the safety of the residents at the scene of the fire by COORDINATING the AVAILABLE STAFF, and ensure door to fire location is secured.
8. Liaise with the fire department upon their arrival.
9. With the assistance of the fire department, determine if **TOTAL EVACUATION** is necessary. If total evacuation is necessary, ANNOUNCE "**CODE GREEN STAT- TOTAL EVACUATE**" and REPEAT THREE (3) TIMES IN A LOUD, CLEAR VOICE OVER THE PUBLIC ADDRESS SYSTEM. USING KEY, TURN FIRE SYSTEM TO STAGE TWO.
10. The fire alarm system is not silenced or the sprinkler system shut off until the fire department has responded and the cause of the fire has been investigated.
11. When authorized by the fire department, announce "CODE RED- ALL CLEAR"
RESET the Fire Alarm System.

12. Charge Nurse is responsible for the safe removal of the Daily Census Report, residents' charts and Identification lanyards of all residents (in the event of a complete evacuation for residents this information can be obtained from any computer system by our staff).

4.6 Emergency Fire Procedures- Duties of Registered Staff

ON DISCOVERING FIRE OR SMOKE:

1. If residents are involved at the source of the fire or smoke, REMOVE RESIDENTS from immediate danger and CLOSE THE DOORS at the fire scene.
2. ENGAGE THE EVACUATION MARKER to inform others that the room has been evacuated and is free from any residents.
3. Sound the NEAREST FIRE ALARM which will alert the alarm monitoring company as well as other staff members to the situation.
4. Close all doors and windows in the fire zone.
5. Initiate evacuation of residents in immediate danger- those adjacent to fire scene and directly across from the fire scene- ensuring doors and windows are closed, lights are turned out except for bathroom, and engage the evacuation marker.
6. When all residents are evacuated from the fire zone, return to the area of the fire and attempt to extinguish fire, if possible.
7. Reassure residents, families etc.

UPON HEARING THE FIRE ALARM:

- a. Return to your assigned floor immediately, using the stairways.
- b. Assign staff to commence fire emergency procedures and to report back to the nurses' station on completion of tasks to allow communication to the main floor charge nurse.
- c. If staff member is being assigned to fire area should take fire extinguisher from nearest fire cabinet.
- d. Await further direction from Charge Nurse or designate via intercom
- e. Treat each alarm as a "FIRE".
- f. Direct some staff to report to main floor for further instruction once your floor is safe for staff to leave.

REGISTERED STAFF ARE RESPONSIBLE TO REMOVE RESIDENTS RECORDS TO SAFETY, NAMELY RESIDENT CHARTS

4.7 Emergency Fire Procedures- Duties of PSW, Health Care Aides, Nurse Aids

ON DISCOVERING FIRE OR SMOKE:

1. If residents are involved at the source of the fire or smoke, REMOVE RESIDENTS from immediate danger and CLOSE THE DOORS at the fire scene.

2. ENGAGE THE EVACUATION MARKER to inform others that the room has been evacuated and is free from any residents.
3. Sound the NEAREST FIRE ALARM which will alert the alarm monitoring company as well as other staff members to the situation.
4. Close all doors and windows in the fire zone.
5. Initiate evacuation of residents in immediate danger- those adjacent to fire scene and directly across from the fire scene- ensuring doors and windows are closed, and engage the evacuation marker.
6. When all residents are evacuated from the fire zone, return to the area of the fire and attempt to extinguish fire, if possible.
7. Reassure residents, families etc.

UPON HEARING THE FIRE ALARM:

1. Return to your assigned floor and POD using the stairway. Upon returning to your floor start to move residents behind the nearest fire door away from the fire, even if the fire is on the other floor.
2. If you are working in the fire zone as communicated via the PA system, report to the area with a fire extinguisher. Upon returning to your floor start to move residents behind the nearest fire door away from the fire.
3. As you move your residents, you will be examining each room for the following:
 - a. Checking room to determine if fire is located in this room.
 - b. Checking room to determine if residents are located inside the room.
 - c. Closing the bedroom doors to keep smoke and fire from entering into the rooms.
 - d. Turning on all lights.
 - e. Flipping the evacuation marker to the “up” position if the room is free of residents.
4. Once your area is clear and you are confident there is no immediate risk of fire, report to the nurses’ station on your assigned floor for further direction and/or await evacuation notice.
5. Treat each sounding of the fire alarm as a real FIRE.

AFTER EVERY FIRE EMERGENCY GO TO 2 west NURSES STATION FOR CONFERENCE.

4.8 Emergency Fire Procedures- Duties of Dietary Staff

ON DISCOVERING FIRE OR SMOKE:

1. If residents are involved at the source of the fire or smoke, REMOVE RESIDENTS from immediate danger and CLOSE THE DOORS at the fire scene.
- 2 ENGAGE THE EVACUATION MARKER to inform others that the room has been evacuated and is free from any residents.
- 3 Sound the NEAREST FIRE ALARM which will alert the alarm monitoring company as well as other staff members to the situation.
- 4 Close all doors and windows in the fire zone.
- 5 Initiate evacuation of residents in immediate danger- those adjacent to fire scene and directly across from the fire scene- ensuring doors and windows are closed, engage the evacuation marker.
- 6 When all residents are evacuated from the fire zone, return to the area of the fire and attempt to extinguish fire, if possible.
- 7 Reassure residents, families etc.

IF FIRE OCCURS IN THE KITCHEN:

1. Remove any individuals in immediate danger.
2. Pull the fire alarm
3. Close the door(s) to the room in which the fire is located.
4. Fight the fire, if possible.
5. Shut off all the fans and cooking equipment in the area.
6. Close all the doors and windows in the area.

UPON HEARING THE FIRE ALARM:

1. Report to the kitchen and begin immediate inspection of the kitchen and ensure all equipment is turned off as per emergency procedures.
2. Once the kitchen is safe, commence fire procedures in basement (hairdressing room, chapel, activity area, café etc.
3. Remove all residents in the fire area behind the nearest fire doors. Even if the fire is on a different floor.
4. Then report to Charge Nurse via P.A System that basement is clear.
5. Await for the evacuation bell announcement.
6. If evacuation bell is heard, evacuate your residents from the basement out the safest door, furthest from the fire.
7. Then report to the "CONTROL CENTRE" (Main floor nurses station) for instructions- VIA STAIRWAY. Or the ALL CLEAR announcement.
8. Treat each fire alarm as FIRE.

AFTER EVERY FIRE EMERGENCY GO TO 2 West NURSES STATION FOR CONFERENCE

4.9 Emergency Fire Procedures- Duties of Laundry Staff

ON DISCOVERING FIRE OR SMOKE:

- 1 If residents are involved at the source of the fire or smoke, REMOVE RESIDENTS from immediate danger and CLOSE THE DOORS at the fire scene.
- 2 ENGAGE THE EVACUATION MARKER to inform others that the room has been evacuated and is free from any residents.
- 3 Sound the NEAREST FIRE ALARM which will alert the alarm monitoring company as well as other staff members to the situation.
- 4 Close all doors and windows in the fire zone.
- 5 Initiate evacuation of residents in immediate danger- those adjacent to fire scene and directly across from the fire scene- ensuring doors and windows are closed, engage the evacuation marker.
- 6 When all residents are evacuated from the fire zone, return to the area of the fire and attempt to extinguish fire, if possible.
- 7 Reassure residents, families etc.

IF FIRE OCCURS IN THE LAUNDRY ROOM:

- 1 Remove any individuals in immediate danger.
- 2 Pull the fire alarm.
- 3 Close all doors and windows in your department.
- 4 Turn off all equipment, check both doors to electrical and elevator rooms for fire.
- 5 Turn on all the lights.
- 6 Fight the fire if possible.

UPON HEARING THE FIRE ALARM:

- 1 Report to the laundry room and begin immediate inspection of the laundry room and ensure all equipment is turned off as per emergency procedures.
- 2 Once the laundry room is safe, commence fire procedures in basement (hairdressing room, chapel, activity area, café etc.)
- 3 Remove all residents in the fire area behind the nearest fire doors. Even if the fire is on a different floor.
- 4 Then report to Charge Nurse via P.A System that basement is clear.
- 5 Await for the evacuation bell announcement.
- 6 If Evacuation bell is heard, evacuate your residents from the basement out the safest door, furthest from the fire.
- 7 Then report to the "CONTROL CENTRE" (Main floor nurses station) for instructions- VIA STAIRWAY. Or the ALL CLEAR announcement.
- 8 Treat each fire alarm as FIRE.

AFTER EVERY FIRE EMERGENCY GO TO 2 West NURSES STATION FOR CONFERENCE

4.10 Emergency Fire Procedures- Duties of Housekeeping Staff

ON DISCOVERING FIRE OR SMOKE:

- 1 If residents are involved at the source of the fire or smoke, REMOVE RESIDENTS from immediate danger and CLOSE THE DOORS at the fire scene.
- 2 ENGAGE THE EVACUATION MARKER to inform others that the room has been evacuated and is free from any residents.
- 3 Sound the NEAREST FIRE ALARM which will alert the alarm monitoring company as well as other staff members to the situation.
- 4 Close all doors and windows in the fire zone.
- 5 Initiate evacuation of residents in immediate danger- those adjacent to fire scene and directly across from the fire scene- ensuring doors and windows are closed, engage the evacuation marker.
- 6 When all residents are evacuated from the fire zone, return to the area of the fire and attempt to extinguish fire, if possible.
- 7 Reassure residents, families etc.

IF FIRE OCCURS IN YOUR AREA:

- 1 Remove any individuals in immediate danger.
- 2 Pull the fire alarm.
- 3 Put your housekeeping cart away, unplug all equipment and ensure the halls are free from obstruction.
- 4 Fight the fire if possible.

UPON HEARING THE FIRE ALARM:

1. Put your housekeeping cart away, unplug all equipment and ensure the halls are free from obstruction.
2. 2nd floor housekeeper, Report to the laundry room if laundry staff has left for the day, begin immediate inspection of the laundry room and ensure all equipment is turned off as per emergency procedures found in policy 2-24.
3. Once the laundry room is safe, commence fire procedures in basement (hairdressing room, chapel, activity area, café etc.)
4. Remove all residents in the fire area behind the nearest fire doors. Even if the fire is on a different floor.
5. Then report to Charge Nurse via P.A System that basement is clear.
6. Await for the evacuation bell announcement.
7. If evacuation bell is heard, evacuate your residents from the basement out the safest door, furthest from the fire.

AFTER EVERY FIRE EMERGENCY GO TO 2 West NURSES STATION FOR CONFERENCE

4.11 Emergency Fire Procedures- Duties of Activation, Rehabilitation Staff and Volunteers

ON DISCOVERING FIRE OR SMOKE:

- 1 If residents are involved at the source of the fire or smoke, REMOVE RESIDENTS from immediate danger and CLOSE THE DOORS at the fire scene.

- 2 ENGAGE THE EVACUATION MARKER to inform others that the room has been evacuated and is free from any residents.
- 3 Sound the NEAREST FIRE ALARM which will alert the alarm monitoring company as well as other staff members to the situation.
- 4 Close all doors and windows in the fire zone.
- 5 Initiate evacuation of residents in immediate danger- those adjacent to fire scene and directly across from the fire scene- ensuring doors and windows are closed, and engage the evacuation marker.
- 6 When all residents are evacuated from the fire zone, return to the area of the fire and attempt to extinguish fire, if possible.
- 7 Reassure residents, families etc.

UPON HEARING THE FIRE ALARM:

- 1 Close all doors and windows in your immediate area i.e. activity room, chapel etc.
- 2 If with residents, reassure and remain with residents, you may have to move the residents behind the nearest fire doors. Then wait until advised further by the CHARGE NURSE or designate.
- 3 If not with residents, proceed to the activity room, rehab room and ensure these rooms are free from fire.
- 4 Commence fire procedures in basement (hairdressing room, chapel, activity area, café etc.)
- 5 Remove all residents in the fire area behind the nearest fire doors. Even if the fire is on a different floor.
- 6 Then report to Charge Nurse via P.A System that basement is clear.
- 7 Await for the evacuation bell announcement.
- 8 If Evacuation bell is heard, evacuate your residents from the basement out the safest door, furthest from the fire.
- 9 Then report to the "CONTROL CENTRE" (2 west nurses station) for instructions- VIA STAIRWAY. Or the ALL CLEAR announcement.
- 10 Treat each fire alarm as FIRE.

AFTER EVERY FIRE EMERGENCY GO TO 2 West NURSES STATION FOR CONFERENCE

4.12 Emergency Fire Procedures- Duties of Hair Dresser

ON DISCOVERING FIRE OR SMOKE:

- 1 If residents are involved at the source of the fire or smoke, REMOVE RESIDENTS from immediate danger and CLOSE THE DOORS at the fire scene.
- 2 ENGAGE THE EVACUATION MARKER to inform others that the room has been evacuated and is free from any residents.
- 3 Sound the NEAREST FIRE ALARM which will alert the alarm monitoring company as well as other staff members to the situation.
- 4 Close all doors and windows in the fire zone.

- 5 Initiate evacuation of residents in immediate danger- those adjacent to fire scene and directly across from the fire scene- ensuring doors and windows are closed and engage the evacuation marker.
- 6 When all residents are evacuated from the fire zone, return to the area of the fire and attempt to extinguish fire, if possible.
- 7 Reassure residents, families etc.

IF FIRE OCCURS IN YOUR AREA:

- 1 Remove any individuals in immediate danger.
- 2 Pull the fire alarm closet to your location (directly out your door and to the right of the housekeeping room).
- 3 Close the door to the hairdressing room.
- 4 Fight the fire if possible.

UPON HEARING THE FIRE ALARM:

- 1 Return to the hairdressing room and ensure your area is clear of fire and doors are closed.
- 2 Ensure that the lights are turned on and door is unlocked.
- 3 If you have residents in the Salon move these residents behind the nearest fire doors.
- 4 Ensure a staff member is with these residents. (If no staff member present, stay with residents after paging to charge that hairdressing is clear.)
- 5 If possible commence fire procedures in basement (hairdressing room, chapel, activity area, café etc.) Remove all residents in the fire area behind the nearest fire doors. Even if the fire is on a different floor.
- 6 Then report to Charge Nurse via P.A System that basement is clear.
- 7 Await for the evacuation bell announcement.
- 8 If Evacuation bell is heard, evacuate your residents from the basement out the safest door, furthest from the fire.
- 9 Then report to the "CONTROL CENTRE" (2 West nurses station) for instructions- VIA STAIRWAY. Or the ALL CLEAR announcement.
- 10 Treat each fire alarm as FIRE.

AFTER EVERY FIRE EMERGENCY GO TO 2 West NURSES STATION FOR CONFERENCE

4.13 Emergency Fire Procedures- Duties of Visitors

PROCEDURE DURING SOUNDING OF FIRE ALARM:

1. Remain calm. The staff has been trained to respond in an emergency and they will immediately begin emergency procedures.
2. If you are able, close the door where you are and await further instructions from the staff.
3. Reassure residents if they are frightened and let them know staff will be coming to assist you.

4. When a staff member arrives, follow his/her instructions diligently. Timing is critical and our first priority is your safety.
5. Do not be concerned with taking your personal belongings; the priority is having you removed to a safe location.

IF YOU DISCOVER SMOKE OR FIRE:

1. Leave the room or area at once.
2. Close the door to confine the fire and smoke.
3. Pull the nearest fire alarm pull station (the red boxes on the walls). If one is not readily available, tell a staff member immediately of the situation. They will initiate emergency procedures as required.

IF EVACUATION IS NECESSARY:

1. Remain with the resident.
2. Have a blanket ready to aid in the evacuation to keep the resident warm.
3. Follow the instructions of the staff and/or fire department.
4. Keep the resident calm.

DO NOT ATTEMPT TO EXTINGUISH THE FIRE.

PART 5: EMERGENCY PROCEDURES

5.1 Evacuation Procedures

- Chain of Command:
 - Administrator
 - Director of Nursing
 - Registered Nurse in charge
- Remove residents in immediate danger.

a) Out of Building Evacuation:

- Director of Nursing will assign individual staff duties.
- First ambulatory

- Second wheelchair residents
- Third bedfast
- If possible use ambulances, if not bedspread hammock
- Staff – volunteers may be used to augment staff, e.g. ambulance staff.

b) Routes of Exit:

- Nearest staircase away from fire or dangerous situation. Check with the Director of Nursing, re: elevator – if FIRE USE STAIRCASE ONLY.

c) In-building Evacuation:

- To opposite end of building past fire doors.
- Same rotation of residents
- Traffic moves to right in halls and staircases
- Office employees responsible for house files.
- Registered nurses should be assigned to active files
- Medications when residents safe.

d) Communications:

- If Telephones not usable, use cell phones.

e)Supplies-Responsivity of Removal:

- Director of Nursing will assign individual staff duties.
- Files – Office staff.
- Blankets – Housekeeping staff.
- Essential Food – Kitchen staff.
- Medical Supplies – Registered staff.

f) If evacuation to other building:

- Bed residents to Hospital – Hotel Dieu / Windsor Regional Met Campus. Call Administration Office – inform of number of residents to be transferred. Send resident care plans and Kardex with them. (Care Plans and Kardex's can be accessed from any computer system).

G) Short evacuation

- Administrator or Director of Nursing to decide.
- Letter of agreement with SHARP bus lines for transportation.

- Service agreement with the Libro Center of Amherstburg if necessary.
- Congregate in front parking lot.
- Await instructions from Administrator or designate.

5.2 Emergency Numbers

Emergency Contact Resource

Emergency Personnel

<u>Department</u>	<u>Number</u>
Fire (Non –emergency)	519-736-6500
Police (Non-Emergency)	519-736-3622
Ambulance	911

Emergency Contractors

	<u>Name:</u>	<u>Phone Number:</u>	<u>Alternate Phone Number:</u>
Plumber	Protrades	519-945-8800	
Electrician	Hicks Electric	519-736-1308	519-796-4406
Fire System & Sprinklers	Troy Fire	519-737-7737	
Heating and Cooling	Honeywell	1-877-487-6720	
Refrigeration	Cardinal Refrigeration	519-735-6666	

Local City Departments or Utilities Companies

	<u>Name:</u>	<u>Phone Number:</u>	<u>Alternate Phone Number:</u>
Water	Public Works	519-736-5401	
Hydro	Essex Power	(519) 737-6640	
Gas	Union Gas	1-888-774-3111	1-877-969-0999
Phone Lines	Bell Canada	519-434-9936	
TV Cable	Cogeco	519-972-6611	

Other Important Numbers

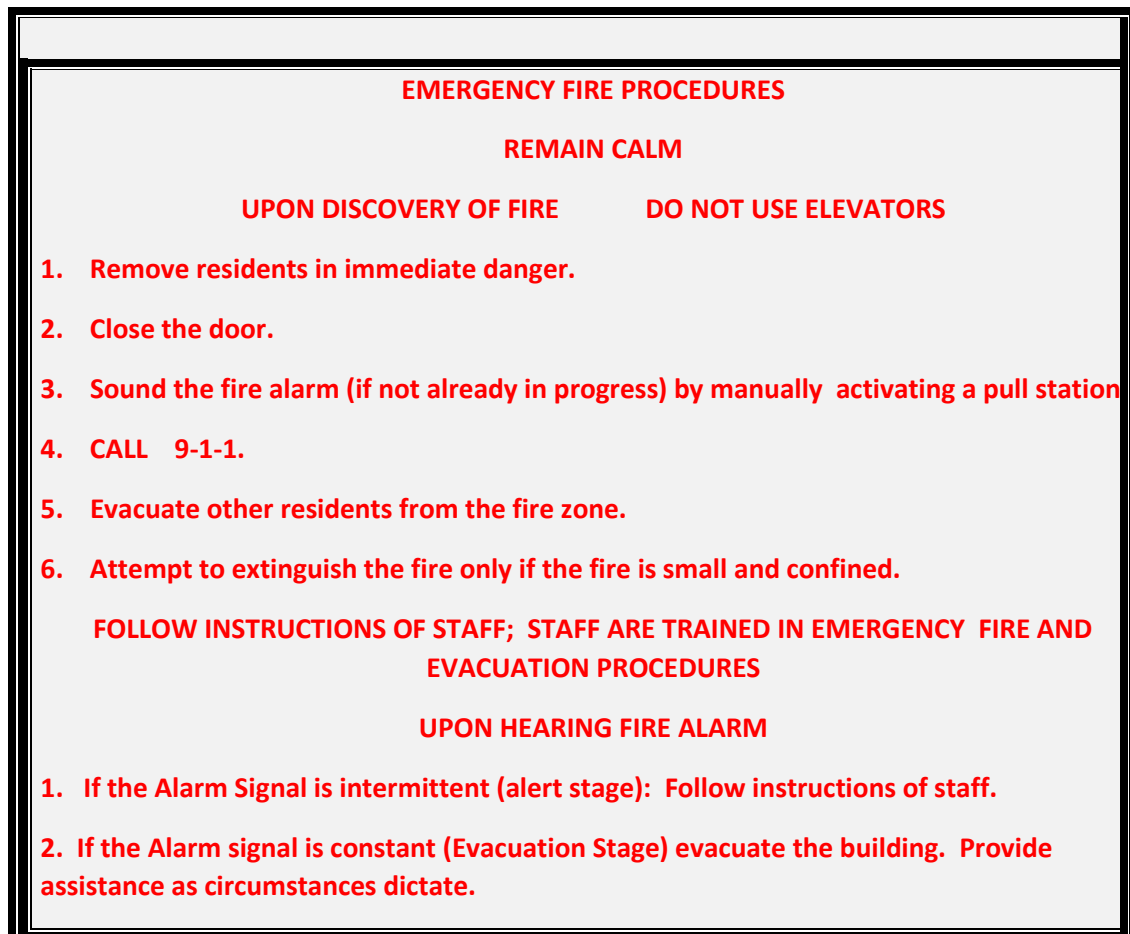
	<u>Name:</u>	<u>Phone Number:</u>	<u>Alternate Phone Number:</u>
Cooperation	APANS	519-672-8885	
Building Maintenance	Anthony Lopez	519-817-5320	
Poison Control	Ontario Poison Control	1-800-268-9017	1-416-813-5900
Fire Alarm Testing	Edwards	1-800-268-6870 Pass Code: 31007506	Acct# 31-00- 7506
Elevator Repair	Dover-Thyssen Krupp	1-800-265-5411	
Generator	Gen Care	519-659-7118	
Key Services	A'Burg Lock and Key	519-562-5828	
Pest Control	Orkin Canada	519-659-2212	
Washer Dryer Repair	<i>Small Machines – Midway</i>	519-736-8720	
Washer Dryer Repair	<i>Commercial- Coin O Matic</i>	1-800-561-1972	
Citizens Advocacy		519-966-5010	
Sharp Bus lines		(519) 736-0933 Ext. 5033	
Italian Interpreter		519-736-2608	
Public Guardian & Trustee		519-660-3146	
Recreation Line		519-736-3062	
St. John Church		519-736-5418	

Ministry Numbers

Ministry of Labor		1-877-202-0008	
Ministry of Environment		1-800-565-4923	
Ministry of Health		1-800-268-6060	AFTER HOURS PAGER

5.3 Evacuation instructions to Occupants

The actions to be taken by occupants in emergency situations will be posted on each floor and will read as follows:



The above sign is to be posted on the wall at all fire alarm pull stations. Extra copies of the above sign are available upon request from the administration office.

REMAIN CALM

This building is equipped with a two stage fire alarm system. The fire alarm system is to be activated to alert the other occupants of an emergency to put into operation the approved fire safety plan. The fire department is to be notified by telephoning 911, giving the correct address and the exact location of the fire, floor number and/or suite number.

Emergency Telephone Procedures:

ONCE THE ALARM SOUNDS, THE TELEPHONE BECOMES A CRITICAL TOOL FOR NOTIFICATION OF VARIOUS PERSONNEL, THEREFORE:

1. Discontinue any telephone conversation in progress immediately
2. Charge Nurse will delegate someone to man the phone for incoming calls from the monitoring company. Execute all other incoming calls immediately.

5.4 Exit Guide

SEE APPENDIX A MAPS ATTACHED FOR DETAILS ON EXITS/ENTRANCES AND STAIRWELLS

PART 6: FIRE HAZARDS

6.1 General Fire Hazards

In order to avoid fire hazards in the building, occupants are advised to:

- Not put burning materials such as cigarettes and ashes into the garbage containers
- Not dispose of flammable liquids or aerosol cans in garages
- Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring
- Not leave articles such as shoes, boots, mats etc. in the building halls, corridors, and stairways.
- Keep combustibles a minimum of three feet from space heaters.

In general, occupants are advised to:

- Know where the alarm pull stations and exits are located
- Call your local fire department immediately whenever you need assistance, dial 911 and ask for the fire department
- Know the correct building address
- Notify the building management if special assistance is required for disabled persons in the event of an emergency
- Be familiar with the hazard in your working area

Fire Prevention is the single most important element in a Fire Safety Program.

Follow these simple steps to better fire prevention;

1. All staff should realize that it is their personal responsibility to prevent fire and that contravention of fire orders and regulations should be reported to the Administrator.
2. Maintain order and cleanliness:
 - a. Good housekeeping practices minimize the risk of fire.
- b. Keep your workplace free of accumulated refuse, linen, lint, dangerous/flammable chemicals and empty aerosols.

3. Combustible materials:
 - a. All combustible materials should be properly labeled and stored away from sources of heat, open flame and electrical spark. Aerosols, solvents and paint are especially volatile items.

4. Enforce Smoking Regulations. Richmond Terrace is a smoke free facility:
 - a. Careless smoking is the single greatest contributor to loss of life through fire. With a population of elderly and frail residents, the potential for loss of life is several times greater than in another setting. Know and enforce smoking regulations. Do not let habitual careless smokers endanger the lives of many. Report smoking violations to the charge nurse or member of the management team. Residents are able to smoke in the front of the facility at the end of the circular driveway.
 - b. Smoking is a privilege, not a right. We will not hesitate to revoke a privilege to those who abuse it.
 - c.
5. All staff must take meticulous care that all flames, matches, cigarettes etc. are extinguished.
6. Use ashtrays for disposal of matches and cigarette butts. DO NOT empty ash trays into waste paper baskets.

7. All staff should constantly be on the alert to report conditions which constitute a fire hazard, directly or indirectly, such as:
 - a. Accumulation of waste material
 - b. Defective electrical equipment
 - c. Escape of gas or other combustible material (*continued on next page*)
 - d. Defective exit lights and exit doors
 - e. Obstructed exit doors and passageways

6.2 Fire Extinguisher Use











Fire extinguishment is primarily the responsibility of the local fire service. The production of toxic fumes in buildings makes firefighting potentially dangerous, especially if a large amount of smoke is being produced.

Only after ensuring that evacuation of the building has begun and Amherstburg Fire Department has been notified of the fire emergency (call 9-1-1), should a trained and experienced person familiar with fire extinguisher operation attempt to extinguish a small fire.

USING A FIRE EXTINGUISHER TO EXTINGUISH A FIRE IS A **VOLUNTARY ACT**.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or smoke presents a hazard to the operator, leave the fire area immediately and confine the fire by closing the door to the area.

To determine what type of fire extinguisher you have, look at the label on the extinguisher. It should indicate Class A, BC, ABC, D or K. Ensure you are using the correct extinguisher for the type of fire you are trying to extinguish.

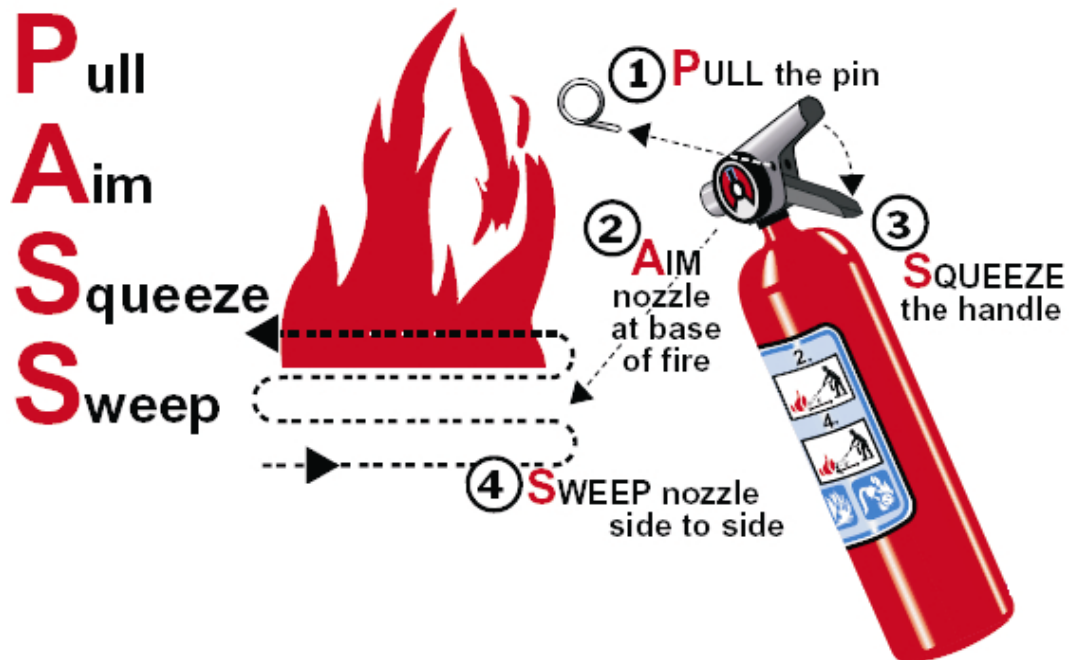
	Class A Ordinary Combustibles	Class B Flammable Liquids	Class C Electrical Equipment	Class D Combustible Metals	Class K Cooking Oils
Fire Classification Pictogram					
Fire Classification Symbol	 Ordinary Combustibles	 Flammable Liquids	 Electrical Equipment	 Combustible Metals	 Cooking Oils
Combustible Materials	Cloth Plastics Paper Wood Rubber	Gasoline Flammable Liquids Oil-based Paints Flammable Gases Alcohols Tars	Fuse Boxes Computers Appliances Machinery Transformers	Magnesium Potassium Titanium Metal Dust	Cooking Oils Fats Animal Fats
Fire Extinguisher Selection	Class A or Multipurpose ABC Dry Chemical	Multipurpose ABC or BC Dry Chemical or Carbon Dioxide CO ²	Multipurpose ABC or BC Dry Chemical or Carbon Dioxide CO ²	Class D	Class K

6.3 Operation of Portable Fire Extinguishers

Ensure that the pin is intact and the seal has not been broken. Set the fire extinguisher down on the ground; break the plastic seal by twisting and pulling the pin.

Remember the **P – A – S – S** method:

To operate an extinguisher: *(Check your own extinguisher's label for detailed instructions.)*



Pull the pin.

Aim low and direct the hose nozzle or cone at the base of the fire.

Squeeze the lever above the handle to discharge the extinguishing agent.

Sweep the nozzle or hose from side to side at the base of the fire.

Important Safety Information – Fire Extinguishers:

- Ensure you can get out fast if you can't control the fire. Don't get trapped. Make sure the fire is not between you and your escape. **Always keep an exit at your back!**
- Never re-hang a fire extinguisher after it has been used; discharged. Have fire extinguishers recharged by a person qualified to service portable fire extinguishers and install a replacement fire extinguisher while awaiting service.
- Keep fire extinguishers visible by maintaining a one meter clearance around them.
- **USING A FIRE EXTINGUISHER IS A VOLUNTARY ACT.** Do not use a fire extinguisher if you are unsure of how to use it, do not feel confident using it, or if it endangers yourself or others.
- **ALWAYS** – before attempting to fight a fire – ensure that people have been evacuated from the fire area and that someone has called **9-1-1** to alert Amherstburg Fire Department.

PART 7: OCCUPANTS REQUIRING ASSISTANCE

Mobility impaired means any person due to injury, handicap, pregnancy, heart condition, etc; who may/would have difficulty evacuating without assistance.



To ensure the safety of all building occupants during an emergency situation it is important to note that all a current residents currently residing at Richmond Terrace require some form of assistance during an emergency situation.

PART 8: FIRE DRILL PROCEDURES

8.1 General

a) How a fire starts

Before a fire can originate, there must be three elements present. When one of these elements is missing, combustion is not possible.

The three elements are:

- HEAT
- OXYGEN (AIR)
- FUEL (MATERIAL THAT WILL BURN)

b) Stages of a fire

Once the three elements have combined in sufficient amounts, a fire will occur. All fires proceed through four stages. These Stages are:

1. STAGE 1 – INCIPIENT STAGE: There is no visible smoke or flame or appreciable heat, but invisible particles of combustion are given off.
2. STAGE 2 – SMOULDERING STAGE: Products of combustion are now visible as smoke. Flame or appreciable heat still not present.
3. STAGE 3 – FLAME STAGE: Actual fire now exists. Appreciable heat is still not present but follows instantaneously.
4. STAGE 4 – HEAT STAGE: Now uncontrolled heat and rapid expanding air (gases) complete the destructive combination.

Since we know that three elements must be present to foster a fire, we know that taking any one of these elements away would stop or extinguish the fire. We also now realize that to discover a fire in the

first stage is almost impossible and we must rely on mechanical or ionized detectors. But during the next three stages a fire is easily detected by an alert person.

8.2 Training

All supervisory staff is to be supplied with a copy of the fire safety plan and is required to become familiar with its contents. The administration is responsible for the training of all staff.

Definition of Supervisory Staff (as defined by the Fire Code):

“Means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan and may include the fire department where the fire department agrees to accept these responsibilities.”

All Supervisory staff is to be shown:

1. How to reset the fire alarm system (an activated system must not be reset until authorized by a fire department officer)
2. The location of the standpipes.
3. The location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency
4. How to bring the elevator to the ground floor and hold them for emergency crews
5. How to use the first aid firefighting equipment installed within the building.

All Staff will receive training from administration concerning the fire emergency plan.

Specific Training Programs:

It will be stressed to all staff as they are hired of their specific responsibilities that they must learn and know them. A question and answer period to ensure staff is aware of safety will be held at the conclusion of each fire drill. All staff, upon hiring, will be required to sign to acknowledge that they had read and/or are familiarized with the fire manual. Additional training, as required, will be done at least annually. This will cover the use of the hose in the cabinets, portable fire extinguishers and the automatic extinguishing system. If requested, assistance will be provided by the local fire department and the office of the Fire Marshall.

8.3 Fire Drills

Each shift will conduct a minimum of 1 fire drill monthly.

All fire drills will commence with a fire alarm at least once a month.

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of the exit facilities. Treat each sounding of the alarm as the real thing.

Note:

For this building, the Ontario Fire Code requires that fire drills be conducted every month on every shift.

Fire drills are held regularly on a monthly basis on each shift.

Fire drills may be initiated by the Administrator, the D.O.N. or a delegate.

Prior to the fire drill, the charge nurse must telephone the alarm monitoring company at 1-800-268-6870 and give our **ID code 31007506** to the operator and inform them of the impending drill.

Following each drill, all persons of delegated responsibility should attend a debriefing to report on their actions and the reactions of the occupants. A post drill discussion is held concerning problems encountered during the drill; questions anyone may have; suggestions for improvements. Attendance will be taken at each drill. A Fire Drill Report will then be completed by the main floor charge nurse and submitted to the Administrator upon completion.

The Charge nurse must notify the alarm monitoring company at the completion of any drill.

Fire drills are distributed over the three shifts, monthly. At the beginning of each year when the master attendance record is drafted, the shift the drill will be conducted on will be designated so that each shift will have a fire drill every month for every shift.

Fire Drills are an integral part of the fire safety program. It is our policy that:

1. All staff must participate in the fire drills when scheduled to do so.
2. A record of attendance will be maintained.
3. Fire drills will be held monthly or more frequently as required under the direction of the nurse in charge.
4. A fire drill report will be reviewed by the Director of Nursing and be used to assess employee's knowledge of the fire procedures.
5. Each fire drill report will be reviewed by the Director of Nursing and Administrator. Feedback will be provided to staff regarding any required improvements at an in-service held at the end of each drill.
6. The fire drill report will be retained on file for review by the Fire Safety Inspector.

To ensure that all staff knows what to do in the event of a fire, drills will be conducted at any hour of the day or night, at least once per month. The activation of the alarm will be rotated among all three shifts to provide equal participation to each of the three shifts. Fire drills will be conducted in a manner to simulate an actual fire. The response of individuals should be the same as those taken during an actual fire.

The Fire Drill procedure is as follows:

1. Prior to initiating the drill, the charge nurse shall notify via phone the alarm monitoring company and give the operator our code # 31007506.
2. Once the alarm has been activated, the Charge Nurse will go to the fire panel to discover location of the potential fire, and then announce over the PA system the area as identified on the fire panel i.e. "CODE RED, 2nd FLOOR EAST", repeating three times.

3. The announcement of "CODE RED" will initiate all staff to respond to the fire alarm as per policy and procedure, always responding as if there is a real fire.
4. All employees on duty will participate in the drill. The Charge Nurse to decide degree of evacuation at time of drill.
5. At the end of the drill, the nurse in charge will ensure that:
 - a. The fire alarm system is reset.
 - b. Will announce "CODE RED ALL CLEAR" over the P.A. system three times.
 - c. Will notify monitoring company when the fire drill is completed.
6. The fire drill report will be completed, reviewed with staff and forwarded to the Director of Nursing and the Administrator.

PART 9: MAINTENCE AND INSPECTION PROCEDURES

9.1 General

The following list outlines the checks, inspections, and tests required by the Ontario Fire Code O.Reg.388/97 as amended by O.Reg.398/98, 428/98, 302/99, 475/00 and 315/01 Amended to O.Reg.213/07. A written record of the maintenance, test, and corrective measures will be kept in the building and will be available upon request by the Chief Fire Official. It is the responsibility of the Owner/Owner's representative to ensure that the record books are kept up to date. Persons conducting the tests are responsible for recording entries for work of tests performed.

DEFINITIONS FOR KEY WORKS ARE AS FOLLOWS:

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

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

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

It will be the responsibility of the Administrator and/or designate to ensure performance of the following required checks, tests and inspections. It will be the duty of the Administrator and/or designate to perform certain checks, test, and inspections and have contractors perform others.

The fire code requires that records of all tests and corrective measures are retained for a period of two years on site and available upon the Fire Departments request.

9.2 Frequency Charts

Means of Egress

Maintenance Measures	Frequency	Conducted By
Inspect doors and fire separation	Monthly	Maintenance
Check doors in fire separations to ensure they remain closed	As required	Maintenance
Maintain "access to exits" (eg. corridors) and exits free of obstruction	As required	Maintenance

Fire Department Access

Maintenance Measures	Frequency	Conducted By
Fire access routes (streets, yards, and private roadways) shall be maintained as to be immediately for use at all times by the fire department	As required	Maintenance

Service Equipment, Ducts and Chimneys

Maintenance Measures	Frequency	Conducted By
Check hoods, filters and ducts subject to accumulation of combustible deposits and clean as necessary	Weekly	Maintenance
Chimneys, flues and flue pipes shall be inspected	Annually	Contractor
Chimneys, flues and flue pipes to be cleaned as necessary to prevent accumulation of deposits	As required	Contractor
Inspect all fire dampers and fire stop systems	Annually	Contractor
Disconnect switch for mechanical air conditioning and ventilation systems shall be operated to ensure proper shut-down	Annually	Contractor
Inspect closures for air-handling systems used for venting in a fire to ensure operation	Annually	HVAC Contractor

Spark arresters shall be cleaned or more frequently as required	Annually	Contractor
Lint traps in laundry equipment shall be cleaned as per manufacturers recommendations to prevent accumulation	As required	Laundry Staff

Exit Signs

Maintenance Measures	Frequency	Conducted By
Required exit signs shall be clearly visible and maintained in a clean and legible condition	Daily	Maintenance
Exit signs shall be illuminated etc.	Daily	Maintenance

Emergency Lighting

Maintenance Measures	Frequency	Conducted By
Pilot Lights checked for operation	Annually	Contractor
Maintenance Measures	Frequency	Conducted By
Inspect terminal connections to ensure they are clean free of corrosion, and lubricated when necessary	Annually	Contractor
Inspect terminal clamps to ensure they are clean and tight, as per manufacturer's specifications	Annually	Contractor
Inspect the battery surface and ensure it is kept clean and dry	Annually	Contractor
Test emergency lighting units to ensure emergency lights will function upon failure of the primary power source	Annually	Contractor
Test emergency lighting units to ensure unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions	Annually	Contractor

Fire Drills

Maintenance Measures	Frequency	Conducted By
Ensure that a fire drill is carried out for supervisory staff as outlined in the Fire Safety Plan	Monthly	Supervisory Staff

Portable Fire Extinguishers

Maintenance Measures	Frequency	Conducted By
Inspect all portable fire extinguishers	Monthly	Maintenance
Maintain and test all portable extinguishers in conformance with NFPA 10	Annually	Contractor
Hydrostatically test carbon dioxide and water type extinguishers	Every 5 years	Contractor
Empty stored pressure type extinguishers and subject to maintenance	Every 6 years	Contractor
Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every 12 years	Contractor
Portable fire extinguishers shall be replaced or recharged after each use as indicated on the extinguisher name plate.	As required	Maintenance

Fire Alarm

Maintenance Measures	Frequency	Conducted By
Check fire alarm AC power lamp and trouble light	Daily	Maintenance
Check trouble conditions	Daily	Maintenance
Check central alarm and control facility	Daily	Maintenance
Test fire alarm system	Monthly	Maintenance/Supervisory Staff
Check all fire alarm components including standby power batteries	Annually	Contractor
Test fire alarm system by persons acceptable to authority having jurisdiction	Annually	Contractor

Sprinklers

Maintenance Measures	Frequency	Conducted By
Check exposed sprinkler system pipe hangers to ensure they are in good repair	Annually	Contractor
Water supply pressure and system air or water pressure shall be checked to ensure the system is maintained at the required operation pressure	Weekly	Maintenance
Check dry pipe valve rooms or enclosures during freezing weather to ensure the system does not freeze	As required	Contractor
Check all sprinkler heads to ensure they are free from damage, grease, dust, paint or corrosion	Annually	Contractor
Inspect auxiliary drains to prevent freezing	As required	Contractor
Maintenance Measures	Frequency	Conducted By
Inspect the priming water level for the system and ensure proper levels are maintained	Every three months	Contractor
Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions making all necessary corrective actions	Annually	Contractor
Test the sprinkler system alarm using alarm test connection located in the sprinkler valve	Monthly	Contractor
Trip test of system	Annually	Contractor
Water flow alarm test using the most remote connection on wet sprinkler system	Annually	Contractor
Sprinkler system water supply pressure shall be tested with the main drain valve fully opened to ensure there are no obstructions or deterioration of the main water supply	Annually	Contractor
Test the sprinkler supervisory transmitters and water flow devices	Every 2 months	Contractor
Test gate valve supervisory	Every 6 months	Contractor

switches and other sprinkler and fire protection systems		
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Emergency Power Systems

Maintenance Measures	Frequency	Conducted By
Check all components of the system operate the generator set under a "full load" for a minimum of thirty minutes.	Monthly	Maintenance
Check and clean crankcase breathers, governors and linkages on emergency	Every 6 months	Contractor
Inspect service generator and generator set	Annually	Contractor
Maintenance Measures	Frequency	Conducted By
Check torque and valve adjustments for engines	Every 2 years	Contractor
Inspect and service injectors nozzles and valve adjustments on diesel engines	Every 3 years	Contractor

Commercial Cooking Equipment

Maintenance Measures	Frequency	Conducted By
Maintain in conformance with "Ventilation Control and Fire Protection of Commercial Cooking Operations"	Semi-Annually/ As required	Contractor
Replace fusible links and sprinkler heads and inspect disconnect switches for ventilation system	Annually	Contractor

PART 10: ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment and systems or part thereof, the fire alarm monitoring company and occupants will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

10.1 Fire Alarm Shutdown

In the event of a shutdown of the fire alarm system, the fire alarm monitoring company will be notified and all occupants will be notified by posting notices at elevators on all floors and on the front lobby door. The notice will explain the extent and the duration of the shutdown. Notices will also be posted when the system is reactivated.

You will be utilizing alternate measures i.e. paging system and fire watch to alert everyone of a fire. Notify all staff of the alternate method of sounding the alarm **i.e. the paging system**. Shout "CODE RED-ROOM ___" for immediate help and then page same.

Occupants will be instructed to advise the fire department immediately via 911 of any fire situation and to warn other occupants of imminent danger verbally.

When the system is back to normal, notify the fire department, all staff, and residents.

10.2 Sprinkler Shutdown

In the event of a shutdown in the standpipe systems, the fire department will be notified by calling 519-736-6500 **immediately**. They must be informed of the extent and the expected duration of the shutdown. They must also be informed immediately upon reactivation of the system.

All occupants will be notified of the extent and duration of the system shutdown by posting notices at elevator locations on all floors.

The occupants will be notified when the defective system or equipment has been repaired and is operative by posting notices on all floors at elevator locations.

10.3 Portable Extinguishers

These will be serviced as required. All staff will be notified of any problem with the fire extinguishing equipment.

10.4 Generator

Staff will be notified of any malfunction of the generator system. Flashlights will be provided as needed. Manual starting instructions will be posted in the generator room if the problems involve the automatic

transfer switch. Gencare will be notified immediately of the malfunction at 519-659-7118 for the business and if we are in an emergency situation call the technician directly at 519-671-1990.

10.5 Fire Watch

- Conduct a fire watch of the problem area at regular intervals. Maintain a written log of patrols, times, deficiencies and corrective measures. (See Appendix 'C' Fire Watch Log)
- Notices are to be posted in conspicuous areas throughout the building stating the problem, how long the systems will be down, and instructions on what to do in the event of a fire.
- Notify the Amherstburg Fire Department before and after the shut downs;
- Post notices at all entrances stating the problem and when it is to be corrected and the actions to be taken by management;
- Have a responsible person patrol afflicted area at least once per hour;
- Minimize the impact of malfunctioning equipment by shutting down only the portion affected;
- Have contractor repair the malfunctioning equipment; Post notice stating that work is complete and system operational; and
- Notify Amherstburg Fire Department when work is complete and system is operational.

When all or part of the fire alarm system is shut down or placed on by-pass Staff will also be advised of what alternate measures are to be used while part or all of the system is down i.e. use of radio or telephone, staff to patrol the affected area. Staff will also be advised of the approximate duration of the outage if known.

****NOTE**

All shutdowns will be confined to as limited an area and duration as possible. During the shutdown of fire protection equipment, the registered staff in charge will provide personnel to **patrol all unprotected areas every hour** until such time as the system is again operational. A record shall be kept of each foot patrol and shall include the times of the patrol, the signature of the person taking the patrol and any findings for each patrol. If fire is found, all doors must be closed manually.

