	<b>APANS</b>	<b>Approved by:</b> <i>Administrator</i>	
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The following policies from section 2-02 to 2-42 have been reviewed and meet the standards of the Fire Code.

The following policies contain an approved Fire Safety Plan by the authority having jurisdiction over Middlesex Terrace.

DATED AT \_\_\_\_\_, ONTARIO, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

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Fire Prevention Officer

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**APANS**  
**HEALTH SERVICES**  
**POLICY & PROCEDURE**

**Approved by:** *Administrator*

**Effective Date:** August 2015

**Supersedes: June 2010**


**Home:** Middlesex Terrace

**Manual:** Emergency Manual

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**Policy:**

To ensure Middlesex Terrace has a clear guideline to follow in the event of a fire emergency.

**Procedure:**

Authority and Chain of Command for fire emergencies shall be in the following succession:

1. Fire Officer (from Fire Department after arrival).
2. Charge Nurse
3. Administrator
4. Director of Nursing
5. Building Services Supervisor

**Note:** For purposes of clarification, reference to "CHARGE NURSE" throughout refers to the Registered Staff (RN or in RN Role) on duty on main floor, which is considered to be the Home's "CONTROL CENTRE". This is applicable to the RN role on 7-3, 3-11 and 11-7.


All other staff will report to their assigned areas to assist in the case of fire. Staff must accept direction from the senior person present.

If a fire is detected, the following persons must be notified:

- Fire Department
- Administrator
- Director of Nursing
- Building Services Supervisor

Week-end Coverage:

In the event of an emergency, contact the Administrator and/or Director of Nursing.

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### **FIRE SAFETY PLAN~ INTRODUCTION**

Middlesex Terrace is a long term care home that consists of two residential floors, as well as a the lower level that houses a dining room, laundry room, activity room, dietary department, staff rooms, and a number of offices. All fire alarms sounding within the Home will be responded to by all staff from all departments. The command centre for all alarms will be the main floor nurses station, and will be referred to as the CONTROL CENTRE. This is located by the front entrance that the fire department and other emergency personnel will use.

This section of the Emergency Manual has been developed in order that all staff members, volunteers, and outside contract workers may become familiar with fire safety, prevention, and emergency routines at Middlesex Terrace.

All of us share in the responsibility for the safety and protection of the lives of our residents, fellow co-workers, and the surrounding community. Your knowledge of fire safety, your vigilance through fire protection, and your reflex behaviour in a real life emergency can make the difference between life and death.

When the fire alarm sounds, it is clear indication that a fire emergency exists. Each staff member must complete the duties assigned to him/her. Others responding to the alarm will be assigned duties by the person(s) in charge.

Every staff member should understand the basic principles of the Fire Safety Plan. To be most effective, each staff member must know and understand the specific emergency duties assigned to them. Waiting until a fire occurs is too late.

All staff must review the content of this manual at least once each year. Every employee must sign and date the back of the page as proof of having done so.


Supervisory staff must encourage more frequent reading of this manual and use it to correct ineffective areas of response and to reinforce effective responses.


Each departmental manager is responsible for the staff in his/her department. This includes ensuring they understand their responsibilities during a fire emergency.

All staff under the supervision of the Administrator are responsible for the implementation of the Fire Safety Plan.

Fire Safety Planning is a requirement of the Ontario Fire Code. This Fire Safety Plan will serve to enhance the safety of residents and staff, and protection of the building by providing:

- Quick and effective Emergency Procedures
- Methods to prevent the occurrence of fire
- Inspection and Maintenance of Fire Safety Systems and Equipment.

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**INFORMATION FOR BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES.**

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.

It is advisable that you obtain your own copy of the Fire Code and the Fire Marshals Act. These may be purchased from the Government of Ontario Book Store at 880 Bay Street, Toronto, Ontario M7A 1NB.

**Note:**

Items identified in the following pages which do not pertain to your building, must be deleted from your plan before submission to the fire department.

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<b>BUILDING OWNER</b>	<b>Supervisory Staff Responsibilities Y ✓ N ✓</b>
NAME:	Ann Schuller (owner)
STREET ADDRESS:	APANS 2-284 Central Ave
CITY/POSTAL CODE:	London, ON
HOME TELEPHONE #:	
BUSINESS TELEPHONE #:	(519) 672-8885

<b>BUILDING MANAGEMENT</b>	<b>Supervisory Staff Responsibilities Y ✓ N ✓</b>
<b>(PERSON IN CHARGE HAVING OVERALL RESPONSIBILITY FOR PLANT EMERGENCY ORGANIZATION)</b>	
NAME:	Janis Shkilnyk, Administrator
STREET ADDRESS:	
CITY/POSTAL CODE:	
HOME TELEPHONE #:	(519) 870-3796
CELL PHONE:	(519) 870-3796
BUSINESS TELEPHONE #:	(519) 652-3483 Ext. 22

**Building Security:** Not applicable.


**Number of Employees:** Approx. 156


CHARGE NURSE (for all shifts) is in charge of fire/disaster emergencies until the arrival of the Fire Department.

Number of staff in the building per shift-an approximation

Days	Evenings	nights
36	19	5




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<b>Type of Building:</b>	Brick	<b>Number of Suites:</b>	44
<b>Building Use:</b>	Long Term Care Home	<b>Number of Occupants:</b>	105
		<b>Number of Storeys:</b>	3

**Please answer YES or NO where applicable and number all pages.**

1. Is there a fire vehicle access route? YES  NO   
**Location:** MAIN ENTRANCE
  
2. Are there fire department Siamese connections? YES  NO   
**Location:** OUTSIDE FRONT ENTRANCE, LOWER NORTH WING
  
3. Is there a full fire alarm system? YES  NO   
**Make:** EDWARDS  
**Model:** EST3  
**Number of Stages:** Two
  
4. Is the fire alarm connected to a private monitor company? YES  NO
  
5. Where is the fire alarm panel located?  
MAIN FLOOR VESTIBULE
  
6. Where is the annunciator panel located?  
MAIN FLOOR NURSES STATION
  
7. Is there an emergency voice communication system? YES  NO
  
8. Are there smoke control measures? YES  NO   
(Required in building in excess of 18m)  
**What type?** FIRE SEPARATION DOORS
  
9. Sprinkler system: WET \_\_\_ DRY \_\_\_ LOCATION: **N/A**
  
10. Location of sprinkler shut off valves: LOCATION: **N/A**
  
11. Is there a standpipe and hose system? YES  NO
  
12. Is there a fire pump? YES  NO   
Location: N/A

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13. Is there emergency power? BATTERIES \_\_\_ GENERATOR    
**Location:** EMERGENCY LIGHTING, FIRE ALARMS, NURSE CALL OUT SYSTEMS, ELEVATOR, TELEPHONES, SOME KITCHEN EQUIPMENT, PLUGS WITH RED RECEPTICALS.
14. Are there elevators? YES  NO    
Do they have special emergency functions? YES  NO
15. Are there portable fire extinguishers throughout the building? YES  NO    
**Type:** ABC-050E
16. Location of Exits:   
STAIRWAYS 1, 2 & 3 FRONT ENTRANCE   
DELIVERY EXIT LOWER DINING ROOM

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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:
  - 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.
  - b. Smoking is a privilege, not a right. We will not hesitate to revoke a privilege to those who abuse it.
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


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8. Departmental Managers are responsible for the instruction of employees with regards to Fire Orders. Particular attention should be given to the instruction for new employees. This instruction should include personal demonstration of available facilities, such as location of alarms, fire exits, and location of fire extinguishers.
9. Do not use broken plugs or frayed electrical cords.
10. No unauthorized person shall remove or renew any fuse or interfere in any way with heat controlling devices.
11. The use of hotplates and heaters in residents' rooms is prohibited. Electric blankets and heating pads can only be used with written consent of a physician and after being checked by maintenance personnel. T.V.'s, radios, and lamps brought in for personal use must also be checked by maintenance personnel or a member of the JHSC.
12. Never cover lights with flammable materials. For example, towels over bed lamps or desk lamps.
13. Keep any source of heat a safe distance away from any flammable material. For example, bed lamps away from pillow or bed linen and never place flammable material (cardboard, clothes etc) on top of hot radiators.
14. Do routine fire checks:
  - a. A routine fire check of the entire building is made by the charge nurse each day at 2300 hours.

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15. In addition to the above preventative measures you should:

- a. **Know the location of all pull stations and extinguishers:** You may be the person who discovers a fire. Do you know where to find the nearest alarm pull station or the nearest appropriate fire extinguisher?
- b. **Learn all exit routes in the building and keep corridors and exit doors and stairs free of obstruction:** avoid confusion by being familiar with all exits. NEVER use an elevator in a fire. *(continued on next page)*  
The greatest single passive fire safety devices in the building are the fire doors. They are rated to provide 1.5 hours protections against the spread of fire.
- c. **Learn the procedure outlined in this manual.**
- d. **Avoid panic/mistakes, they can be costly.** If you are completely familiar with the contents of this manual and participate in regular monthly fire drills, the chances that you PANIC in a real emergency will be greatly reduced.
- e. **An engaged evacuation marker:**  
Indicates that this particular room has:
  1. All residents removed
  2. All windows are closed.
  3. All fans have been turned off.
  4. All electrical equipment has been unplugged.
  5. The smoke detector has been checked.
  6. Room is free of smoke and/or fire.

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## **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. Advance notice should be posted advising the occupants of the time and date of these drills.

Prior to the fire drill, the charge nurse must telephone the alarm monitoring company at 1-800-387-0771 System ID#: 926604 Password ID#: 657078 to the operator and inform them of the impending drill. Also Fire Dispatch at 519-245-1300 must be informed when going on and off line.


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.

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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.
7. The local fire department or Fire Marshall's office will conduct at least one in-service session yearly. Attendance for all staff is mandatory:
  - a. For all staff hired during the previous year.
  - b. Every 3 years for staff with longevity.

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 at 1-800-387-0771 System ID#: 926604 Password ID#: 657078 to the operator and inform them of the impending drill. Also Fire Dispatch at 519-245-1300 must be informed when going on and off line.
2. A red flag will be placed by designated personnel in a pre-arranged area to signify a potential fire.
3. 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, MAIN FLOOR, SOUTH WING", repeating three times.
4. 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.
5. When the flag is discovered, staff must notify the Charge Nurse at the Control Centre as soon as possible.
6. All employees on duty will participate in the drill. The Charge Nurse to decide degree of evacuation at time of drill.
7. 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.



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8. The fire drill report will be completed, reviewed with staff and forwarded to the Director of Nursing and the Administrator.

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In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operation, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the fire department has been notified and wait for the fire department to arrive.

In the event a small fire is determined to be extinguishable, make sure events unfold in the following sequence:

1. Activate the fire alarm system.
2. Call "911" even if auto signaling provisions to an alarm company are in place.
3. Attempt to extinguish the fire, pointing the fire extinguisher at the base of the fire, moving the hose in a sweeping motion, while keeping yourself between the fire and the nearest exit door.


### **HOW THE FIRE ALARM SYSTEM AT MIDDLESEX TERRACE WORKS:**

The fire alarm system in the nursing home is a two stage system and designed to provide an automatic means of detecting fire when it occurs and alerting us to a fire by sounding an alarm.

Door Magnetics will automatically release stairwell exit doors when the fire alarm is activated.

### **Sounding the alarm:**

1. Automatically:  
Heat detectors/smoke detectors are located in each bedroom, lounges, nursing stations, the kitchen and storage areas, all corridors and stairwells and air conditioning units in the North, South and Centre wings. When an area experiences a rapid rise in temperature, the heat detector will cause the alarm to sound. Smoke detectors operate by sensing smoke or chemical (exhaust fumes), therefore, when an area experiences a rise in smoke, the alarm will sound.
2. Manually:  
An alarm pull station is located near every exit in the building (see building diagram). It can be activated by simply pulling down on the armature of the alarm.

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The alarm system is a two stage system. The activation of the alarm system, either automatically or manually, will cause the following to occur:

- 1<sup>st</sup> Stage:**
- All fire bells in the building will ring (**slow ringing** will occur identifying a problem).
  - All fire doors on magnetic closures will close automatically.
  - The appropriate affected zone will light up on the annunciator panel located at the main floor nursing station.
- 2<sup>nd</sup> Stage:**
- Will be activated by charge nurse or fire chief if situation is out of control, which will indicate to start evacuation of area (**loud rapid ringing** of bells)

#### **HOW TO RESET THE SYSTEM:**

All keys for the fire alarm system are kept at the main floor nurses station.

To reset the fire alarm system, return all initiating devices to normal. Press and hold the reset push button at main fire panel for three seconds and the system will return to normal. (The system cannot be reset until one minute after the first alarm.)

#### **Pull Station:**

Return button to down position  
 Replace glass rod if it has been broken  
 Return cover to upright position  
 Go to main floor main panel and reset according to above instructions

#### **Smoke Detector:**

Red light on detector will remain lit until the smoke has cleared once the smoke is clear the light will go out automatically resetting the detector.  
 Go to main floor main panel and reset according to above instructions.

#### **Door Magnetics for Stairwells:**

Once alarm panel has been reset, go to control switch on back wall at main floor nurses station and push green button to reactivate magnetic stairway exit doors.

#### **Door Magnetics for Front & Delivery Doors:**

Once fire alarm panel has been reset, go to keyed upper control switch on backwall at main floor nurses station and insert key which is on ring with fire panel key, insert in top lock only push in and turn to the right.

**\*\*NOTE\*\* Front door and Delivery door locks:** If magnetic locks are not working, these doors can be reactivated to the old system by using the bypass key on medication key ring. Just turn control switch at each location to on.



**APANS**  
**HEALTH SERVICES**  
**POLICY & PROCEDURE**

**Approved by:** *Administrator*

**Effective Date:** August 2015

**Supersedes:** June 2010


**Home:** Middlesex Terrace

**Manual:** Emergency Manual

**Subject:** Fire Extinguishers/  
Control/Confinement

**Section:** 2-09

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The building is divided into these floors as follows:


1 <sup>st</sup> Floor	(LOWER FLOOR)
2 <sup>nd</sup> Floor	(MAIN FLOOR LEVEL)
3 <sup>rd</sup> Floor	(UPPER FLOOR LEVEL)

There are **seventeen fire zones** covering the entire building:

- South wing: all three floors
- Centre wing: all three floors
- North wing: all three floors

The building diagram and colour codes clearly define each of the above mentioned zones.

**MEMORIZE THEIR LOCATIONS.**


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**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 these chutes
- Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring
- Avoid careless smoking, use ashtrays, never smoke in bed
- Not leave articles such as shoes, boots, mats etc. in the building halls, corridors, and stairways.

**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

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<b>Management- 0830-1630</b>	<b>Number of Staff</b>
------------------------------	------------------------

**Monday to Friday**

Administrator	1
Director of Nursing	1
Nurse Manager	1
MDS RAI Coordinator	1
Nutrition Manager	1
Office Manager	1
Life Enrichment Director	1
Staff Development/ Admissions Coord	1
Administrative Assistant	1
Environmental Services Manager	1

<b>Nursing Department</b>	<b>Number of Staff</b>
---------------------------	------------------------

**DAY SHIFT- Monday- Friday**

RN 0700-1500	1
RPN 0700-1500	2
RPN 0630-1430	1
PSW 1300-2000	1
PSWs 0630-1430	5
PSWs 0600-1400	7

**DAY SHIFT- Saturdays**


RN 0700-1500	1
RPN 0700-1500	3
PSWs 0630-1430	5
PSWs 0600-1400	7

**DAY SHIFT- Sundays**

RN 0700-1500	1
RPN 0700-1500	3
PSWs 0630-1430	5
PSWs 0600-1400	7

**EVENING SHIFT**

RN 1500-2300	1
RPN 1500-2300	2
RPN 1500-2200	1
PSW 1400-2200	2
PSW 1500-2300	6

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### **NIGHT SHIFT**

RN 2300-0700 1  
 PSW 2300-0700 4

<b>Activity Department</b>	<b>Number of Staff</b>
----------------------------	------------------------

#### **Monday to Friday**

Activity Aide 0815-1615	1
Activity Aide 0830-1630	1
Activity Aide 1430-2130 (Tuesday only)	1
Activity Aide 1430-2130 (Wednesday only)	1
Rehab Aide (0800-1400)	1

#### **Saturday**

Activity Aide 0815-1615	1
Rehab Aide 0800-1400	1

#### **Sunday**

Activity Aide 1300-2100	1
Rehab Aide 0800-1400	1

#### **Building Services-Monday to Friday**

Housekeeping Aide 0700-1500	2
Laundry Aide 0600-1300	1

#### **Building Services- Saturday/Sunday**


Housekeeping Aide 0700-1500	1
Laundry Aide 0600-1300	1


#### **Dietary Department-**

Cook 0700-1500	1
Dietary Aide 0700-1500	1
Dietary Aide 0715-1500	1
Dietary Aide 1500-2000 (Mon-Sun)	1

Dietary Aide 1600-2000 (Tues, Fri, Sat, Sun)	1
Dietary Aide 1400-2200 (Mon, Wed, Thurs)	1
Cook 0945-1745	1
Stock Shift 1100-1400 (Tuesday)	1



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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.**

This fire emergency plan will cover the following areas:

1. The method of sounding the alarm
2. Evacuation procedures
3. The use of portable fire extinguishers
4. Fire hazards
5. Location of building fire safety features
6. Assist fire department
7. Fire department access
8. Emergency lifts and carries
9. Smoking policy.
10. THE KTICHEN FIRE SUPPRESSION TEST WILL BE REVIEWED UPON HIRE AND ANNUAL VIA A E LEARNING VIDEO

**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 read and sign 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.

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

<b>IN CASE OF FIRE</b>
UPON DISCOVERY OF FIRE
<ul style="list-style-type: none"> <li>•Leave fire area immediately      •Close door      • Sound the alarm</li> <li>•Call Fire Department 911      •Leave building via nearest exit</li> </ul>
<b>DO NOT USE ELEVATORS</b>
UPON HEARING FIRE ALARM
<ul style="list-style-type: none"> <li>•Leave building via nearest exit      •Close doors behind you</li> </ul>
<b>CAUTION</b>
If you encounter smoke in stairway, use alternate exit.
<b>REMAIN CALM</b>

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 fire prevention office.


**REMAIN CALM**

This building is equipped with a double 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.

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**General Fire Procedures:**

Your initial reactions to an emergency situation could make the difference between life and death. Resident safety is your first responsibility in an emergency.

1. **REACT** upon discovery of fire or smoke:

Remove person in immediate danger as able.

Ensure the door(s) is closed to confine fire and smoke.

Activate the fire alarm system using the nearest pull station.

Call the fire department and notify the Charge Nurse.

Try to extinguish the fire or concentrate on further evacuation.

2. **PULL NEAREST RED FIRE ALARM BOX:**


This will:            Activate the alarm system  
                              Alert the alarm monitoring company of the fire situation  
                              Notify staff on duty of proper location of the fire.

Ensure that you pull the **NEAREST** alarm to the area involved, so as not to misdirect staff to the wrong area of the building.

3. **CALL FIRE DEPARTMENT:**

Fire Department: **DIAL 911**  
Our address: 2094 Gideon Drive, Delaware

This number will connect you with the 911 Dispatcher who will then contact the Fire Department to respond to the call.

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4. PREPARE FOR EVACUATION:

Once the alarm has been sounded, other staff will arrive on the scene. You may then decide to extinguish the fire if possible, once everyone from immediate danger has been removed. If the fire is too big, the order to evacuation will be given by the charge nurse. Let the fire department fight the fire and you will concentrate on evacuating residents according to written evacuation procedures.

Always evacuate residents through the closet metal fire doors, provided the fire is contained and you don't have to pass open fire or smoke. If the closest fire door is obstructed, choose an alternate route.


**Note:** Do not attempt to fight the fire without first completing the first four steps of the above procedures. You must first see to the safety of anyone in immediate danger, contain the fire by closing the door/doors and then **alert everyone to the fact that there is a fire.** Should something happen to you and you have not sounded the alarm, the fire will spread and possibly cause death without anyone else being aware of a fire in the building. By the sounding of the alarm, either manually or automatically, the "FIRE EMERGENCY PROCEDURES" are initiated by all staff. Know your place in the scheme of these procedures.

5. EACH EMPLOYEE MUST KNOW THE FOLLOWING:

- The procedure in the previous pages.
- **REMOVE** anyone from immediate danger.
- **CONFINE** fire to room by closing doors.
- **PULL** the nearest fire alarm which will alert the alarm monitoring company.
- Specific instructions for his/her area.
- The location and operation of fire alarm pull stations, extinguishers, fire exits, hoses.

**Please note:**

If you are off duty and the Home is faced with a need for evacuation, you may be called into assist. Report to the Charge Nurse upon arrival for specific directions.

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**ON DISCOVERING FIRE OR SMOKE ALL EMPLOYEES SHALL:**

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.

**ON HEARING THE FIRE ALARM ALL EMPLOYEES SHALL:**

1. Immediately return, using the stairway, to your assigned work area for direction from the Registered staff.
2. Remain alert for signs of smoke and/or fire at all times.
3. Monitor your assigned area ensuring:
  - a. Windows and doors are closed
  - b. Lights are on (except in bathrooms)
  - c. Electrical appliances are unplugged
  - d. Residents are accounted for
4. If with residents, remain with and reassure these residents.

**REMEMBER:**

Remain calm  
Do not use the elevator



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**POLICY & PROCEDURE**

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**Role:**

The Administrator 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.




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**Role:**

The duties and responsibilities of the Building Services Supervisor are as follows:

**Responsibilities:**

1. Communicate regularly with the Administrator on results from testing and provide documentation as required for various inspections of the Long Term Care Home.
2. Develop plans for testing of various sections of the Fire Safety Plan i.e. fire drills, partial evacuation etc.
3. Coordinate fire drills, as scheduled by the Staff Development/Admissions Coordinator and ensure testing of the emergency generator as per policy and procedure.
4. Communicate with and assist the Administrator with review and update of fire procedures for the building.
5. Review and have knowledge of the Fire Safety Plan.
6. Conduct regularly scheduled fire drills as per the schedule, by notifying fire monitoring company and activating the fire alarm for drill purposes.
7. Control of fire hazards in the building.
8. Maintenance of building facilities provided for the safety of the occupants.
9. Assuring that fire safety maintenance duties, as required by the Ontario Fire Code are completed on schedule and recorded i.e. inspection of fire extinguishers etc.
10. Consult with the Administrator and Chief Fire Official for any contemplated changes to the Fire Safety Plan.
11. Ensure that all exits are accessible.
12. Establish and maintain required communication channels.
13. Charge Nurse will submit completed fire drill forms to Building Services Supervisor to file in Fire Code Log Book and BSS will notify Administrator monthly via email that 3 fire drills have been completed, one per shift, as per MOH and other legislative requirements.

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**Role:**

The duties and responsibilities of all department managers are as follows:

**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.
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, 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.



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### **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 **2094 Gideon Drive, Delaware, Ontario.**
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 (main floor south wing), and then vertical evacuation if necessary (floors above and below fire zone) and then if warranted, total evacuation.
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 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.

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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. Have and know the Ontario Fire Code.
13. 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 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 2094 Gideon Drive, Delaware.
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 main floor nursing station, direct to specific areas according to the need. One staff member who is designated to 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.

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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. When authorized by the fire department, announce "CODE RED- ALL CLEAR"
11. RESET the Fire Alarm System.
12. Charge Nurse is responsible for the safe removal of the Daily Census Book, residents' charts, Kardex, Medication Administration Record sheets (MAR) and Identification lanyards of all residents (in the event of a complete evacuation for residents).
13. When time permits, notify Administrator **and** Director of Nursing of the fire emergency.
14. Treat every alarm as a fire.
15. After every fire drill, complete a fire drill report.
16. After every fire drill, staff to return to main floor nurses station for conference relating to drill.

**NOTE:**

**THE CHARGE NURSE MUST REMAIN AT CONTROL CENTRE AT ALL TIMES DURING A FIRE EMERGENCY IN ORDER TO DIRECT FIRE DEPARTMENT AND STAFF. THE CHARGE NURSE SHOULD COME AROUND AND STAND AT THE FRONT OF THE NURSES STATION AND PLACE PHONE ON THE SHELF SO YOU CAN EASILY ASSESS AND DIRECT THE SITUATION. IF A FIRE EMERGENCY OCCURS WHEN THE DOORS TO THE HOME ARE LOCKED, THE CHARGE NURSE MUST MAKE SURE SOMEONE IS DESIGNATED TO UNLOCK THE DOORS IN PREPARATION FOR THE FIRE DEPARTMENTS ARRIVAL.**

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**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 third floor 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.

**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.

**THIRD FLOOR REGISTERED STAFF ARE RESPONSIBLE TO REMOVE RESIDENTS RECORDS TO SAFETY, NAMELY RESIDENT CHARTS.**

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### **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:**


PSW's assigned to Areas 1,2,6,7 will immediately return to the floor they are assigned to work. All other staff will go to the site of the fire. When staff are absent from an assignment the registered staff at the beginning of the shift will reassign this duty on the assignment sheet. If you are working in the fire zone as communicated via the PA system, report to the area with a fire extinguisher.

1. Return to your designated care area and begin emergency procedures. 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. Flipping the evacuation marker to the "up" position if the room is free of residents.
2. 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.
3. Treat each sounding of the fire alarm as a real FIRE.



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**AFTER EVERY FIRE EMERGENCY GO TO MAIN FLOOR NURSES STATION FOR CONFERENCE.**

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**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:**

1. One staff will be assigned via being highlighted on the Life Enrichment schedule to close all doors and windows in your immediate area i.e. activity room, chapel etc.
2. If with residents, reassure and remain with them until advised further by the CHARGE NURSE or designate.
3. The remaining staff/volunteers in this category will report to the site of the fire
4. Treat each fire alarm as FIRE

**AFTER EVERY FIRE EMERGENCY GO TO MAIN FLOOR NURSES STATION FOR CONFERENCE**

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**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.


**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. One staff will be assigned via being highlighted on the dietary schedule to report to kitchen and begin immediate inspection in the kitchen and ensure all equipment is turned off as per emergency procedures.
2. All remaining staff will immediately report to the site of the fire.
3. Treat each fire alarm as FIRE.

**AFTER EVERY FIRE EMERGENCY GO TO MAIN FLOOR NURSES STATION FOR CONFERENCE**

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**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.


**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.

**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 report to the site of the fire VIA STAIRWAY.
3. Treat each fire alarm as FIRE.

**AFTER EVERY FIRE EMERGENCY GO TO MAIN FLOOR NURSES STATION FOR CONFERENCE**

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**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.


**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. Report directly to the site of the fire.
2. Treat each fire alarm as FIRE.

**AFTER EVERY FIRE EMERGENCY GO TO MAIN FLOOR NURSES STATION FOR CONFERENCE**

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**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.


**IF FIRE OCCURS IN YOUR AREA:**

1. Remove any individuals in immediate danger.
2. Pull the fire alarm.
3. Close all windows and door in your area.
4. Fight the fire if possible.

**UPON HEARING THE FIRE ALARM:**

1. Return to the lower level and release all door holding devices on numbered doors.
2. Report to the site of the fire VIA STAIRWAY
3. Treat each fire alarm as FIRE.

**AFTER EVERY FIRE EMERGENCY GO TO MAIN FLOOR NURSES STATION FOR CONFERENCE**

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<b>Subject:</b> Emergency Fire Procedures: Duties of Hairdresser		<b>Section:</b> 2-27	Page 1 of 1

**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.


**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, turn off/unplug all electrical devices, leave door unlocked and report to the site of the fire.
2. Treat each fire alarm as FIRE.

**AFTER EVERY FIRE EMERGENCY GO TO MAIN FLOOR NURSES STATION FOR CONFERENCE**

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**PROCEDURE DURING FIRE EMERGENCY:**

1. Charge Nurse at control center to identify 3 times over P.A. A**CODE RED@**, identifying fire zone.
2. Call 911- indicate a fire emergency, give operator our address (2094 Gideon Drive, Delaware)
3. Assign someone to man phones for incoming call from monitoring company.
4. *MAKE CERTAIN THAT THE DOORS HAVE BEEN UNLOCKED IN PREPARATION FOR FIRE DEPARTMENTS ARRIVAL.*

**IF FIRE ZONE IS IDENTIFIED TO BE ON THIRD FLOOR: THE SCHEDULE WILL BE HIGHLIGHTED TO INDICATE WHO GOES TO THE SITE OF THE FIRE AND WHO STAYS BACK IN THEIR AREA**

- One PSW who is assigned to 2<sup>nd</sup> floor to go immediately to 3<sup>rd</sup> floor with a fire extinguisher, to assist with emergency procedures in fire zone.
- PSW staff assigned to the 3<sup>rd</sup> floor report to the fire zone as communicated over the PA system and begins emergency procedures. You will be examining each room for the following:
  - Checking room to determine if fire is located in this room.
  - Checking room to determine if residents are located inside the room.
  - Closing the bedroom doors to keep smoke and fire from entering into the rooms.
  - Flipping the evacuation marker to the "up" position if the room is free of residents.
- Once location of the fire has been determined, 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.
- One PSW who is assigned to stay on 2<sup>nd</sup> floor is to report to the Control Centre, retrieve keys and go to elevator and lock it on main floor.




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**IF FIRE ZONE IS IDENTIFIED TO BE ON MAIN FLOOR: THE SCHEDULE WILL BE HIGHLIGHTED TO INDICATE WHO GOES TO THE SITE OF THE FIRE AND WHO STAYS BACK IN THEIR AREA**

- One PSW who is assigned to 3<sup>rd</sup> floor is to go immediately to 2<sup>nd</sup> floor, with a fire extinguisher, to assist with emergency procedures in fire zone.
- PSW staff assigned to the 2<sup>nd</sup> floor report to the fire zone as communicated over the PA system and begins emergency procedures. 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 except those in the bathroom.
  - e. Flipping the evacuation marker to the “up” position if the room is free of residents.
- Once location of the fire has been determined, 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.
- The Charge Nurse will assign a reporting PSW that goes to the site of the fire to lock off the elevator. Charge Nurse will determine i.e. move to horizontal evacuation, vertical evacuation, total evacuation.

**IF FIRE ZONE IS IDENTIFIED TO BE ON LOWER LEVEL: THE SCHEDULE WILL BE HIGHLIGHTED TO INDICATE WHO GOES TO THE SITE OF THE FIRE AND WHO STAYS BACK IN THEIR AREA**

- One PSW will remain on 3<sup>rd</sup> floor to monitor the residents, and wait for direction from the Charge Nurse.
- One PSW assigned on 3<sup>rd</sup> floor will go to fire zone with fire extinguisher, closing all windows and remove any residents from immediate danger, if applicable.
- One PSW assigned on 2<sup>nd</sup> floor will go to fire zone with fire extinguisher, closing all windows and remove any residents from immediate danger, if applicable.
- One PSW assigned on 2<sup>nd</sup> floor will lock elevator, and remain on the floor
- If a fire is discovered, Charge Nurse will make the decision, or fire emergency personnel, if vertical evacuation is necessary (floor and wing above the confirmed fire zone).


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**IN EVENT OF FIRE DRILL:**

- Once "fire flag" has been brought to Control Centre, announce A CODE RED ALL CLEAR@ 3 times.
- Reset Fire Alarm System following written policy and procedure as outlined in Fire Emergency Manual
- Telephone the alarm monitoring company to inform them that the drill is completed.

**NOTE:**

**AN ENGAGED EVACUATION MARKER IN THE FIRE ZONE INDICATES THE ROOM HAS BEEN EVACUATED.**


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**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 your bedroom door and await further instructions from the staff.
3. Reassure your roommates if they are frightened and let them know staff will be coming to assist you.
4. If you have a visitor, ask them to remain in your room, close the door, and stay with you until you receive further instructions from the staff.
5. When a staff member arrives, follow his/her instructions diligently. Timing is critical and our first priority is your safety.
6. 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.

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**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.**

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**Policy:**

Once the decision is made by the person in charge of the fire emergency procedure to proceed with an evacuation, such an evacuation shall proceed in a calm, organized manner. As you proceed through the various stages of evacuation, if it becomes necessary, the final stage will result in a total evacuation.

**STAGES OF EVACUATION**

**1<sup>st</sup> Stage- Code Red (Partial Evacuation):**

Evacuation from a room with an active fire or smoke will be initiated by staff at the location of the event. This may involve removing one or more residents from dangerous rooms and/or the resident home area.


- **Send** for help and activate the fire alarm system.
- **Remove** residents from imminent danger, evacuating rooms adjacent to the fire scene and directly across, closing the doors and windows and move beyond smoke contaminated rooms.
- **Close** doors and windows(if time permits) to confine smoke and fire.
- **Report** to the Charge Nurse.
- Call 911- Fire Department- giving them our address- 2094 Gideon Drive, Delaware.

**RESIDENT REMOVAL AND SAFETY IS THE FIRST PRIORITY.**

**2<sup>nd</sup> Stage- Code Green (Horizontal Evacuation):**

Horizontal evacuation refers to moving residents from a fire affected area or major fire compartment to an area-of-refuge zone on the same floor beyond fire doors. The following steps should be taken during a horizontal evacuation:

1. Evacuate all people beyond fire barrier doors:
  - a. Remove residents from immediate danger.
  - b. Evacuate the affected room (source of fire), then evacuate the rooms on either side and then the room directly across from the fire,
  - c. Proceed to remove remaining residents from the affected area i.e. 3<sup>rd</sup> floor south wing.
2. Close doors once the resident is evacuated and set evacuation marker to indicate the room has been evacuated and is free of residents.
3. Move residents to the area of refuge, beyond fire doors, within your floor area.
4. Ensure all residents and staff is accounted for.
5. Follow the direction of the Fire Department, Administrator, or designate.

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**3<sup>rd</sup> Stage- Code Green Stat (Vertical Evacuation):**

Vertical evacuation refers to the moving of residents from a fire affected area to a safer area on another floor below the fire floor. Evacuation by way of stairs will involve many challenges.

Ambulatory residents should hold hands to form a chain. One staff member will lead the chain down the staircase to a safe area. Another staff member will watch for stragglers.

Assist residents who are disoriented or have a mobility problem on a one to one basis. Move residents to a safe location on the floor, then implement vertical evacuation. Use appropriate lift procedures.

1. Evacuate all people to a *lower* floor.
2. Close doors once the resident is evacuated and engage the evacuation marker to indicate the room has been evacuated.
3. Ensure all residents and staff is accounted for.
4. Follow the direction of the Fire Department, Administrator, or designate.

**4<sup>th</sup> Stage- Code Green Stat (Total Evacuation):**


Total evacuation is to be considered as a last resort and if the condition warrants, as determined by the person in charge of fire fighting procedures, a total evacuation to the exterior of the building shall be made.

When evacuation goes to the exterior, make sure evacuation at the front entrance is done across the driveway to the pergola area. If residents are being evacuated through the lower dining room, make sure evacuation is beyond gated area to grassed area beyond patio fence.

**WHEN A RESIDENT ROOM IS ENGULFED IN FLAMES EVEN IF OCCUPIED**  
**Shut the fire door and proceed to a horizontal or vertical evacuation**

**REFER TO AGREEMENT WITH OTHER LONG TERM CARE HOMES AND MODES OF TRANSPORTATIONS**

ALL DINING ROOM WILL BE EVACUATED WHEN APPROPRIATE AND THE EVACUATION TAG WILL BE USED.  
 EVACUATION TAGS WILL BE USED FOR ALL COMMUNAL WASHROOMS, UTILITY ROOMS AND DINING ROOMS

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**Policy:**

In the event that evacuation becomes necessary, the following order of evacuation will allow the greatest number of residents to be moved in the shortest time frame, with the greatest degree of safety. Staff is to adhere to the order.

**1. AMBULATORY RESIDENTS**

- a. Many residents can be moved quickly by one or two staff members, or by having ambulatory residents hold hands and make a chain and follow the lead of the staff member.
- b. Ambulatory residents may cause greater confusion, and/or traffic congestion and by removing them as quickly as possible, will allow for clear paths.

**2. WHEELCHAIR RESIDENTS**

- a. These residents are easier to evacuate and can be transported fairly quickly.
- b. Removal of residents and their wheelchairs will also decrease the clutter of hallways once transportation of non-mobile residents begins.

**3. BEDRIDDEN/NON-MOBILE RESIDENTS**

- a. Will usually require more than one staff member per resident to evacuate.
- b. These residents will require special lifting and transporting methods.
- c. It may be easiest to simply roll the resident in a blanket or bedspread and drag them along the corridor to the nearest exit. Transportation down the stairs can also be accomplished by supporting the resident's head and shoulders in the blanket, against your legs while letting their legs drag down the steps (see carrying techniques 2-34).

**4. RESISTIVE RESIDENTS**

- a. If a resident becomes resistive to your assistance, leave them and carry on to the next resident.
- b. At the final stages of evacuation, return to the resistive residents and re-approach again.


**REMEMBER:**

Never use the elevator during a fire emergency procedure or throughout any of the evacuation procedure.

**NOTE:**

Blankets, wheelchairs, geriatric chairs on wheels all become useful equipment in an evacuation.

The Charge Nurse will see to it that the residents medical profiles and name identification tags are removed as well.

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### **WHAT IS A SUCCESSFUL EVACUATION OR RELOCATION PROGRAM?**

A successful evacuation or relocation of our residents is the result of pre-planning, training, and in-service education. An evacuation or relocation of residents does not simply happen....it happens because TRAINED PEOPLE know what to do in emergency situations.


Individuals who are in hospital, mental health centres, and long term care homes, in most cases, depend on you for their lives in an emergency.

Experience proves that adequate training and practice result in knowledge being retained during a crisis, while book learned procedures may be forgotten. A Procedure Plan can be excellent in theory, yet completely ineffective in an emergency if it has never been rehearsed and drilled.

There is no substitute for training and drilling in effecting a set course of action to be used in time of disaster. Fire Department files can illustrate numerous cases where loss of life and property damage could have been minimized....had the organization's personnel been trained in emergency procedures.

**THE PURPOSE OF TRAINING AND DRILLING IS TO CONDITION YOU TO REACT INSTINCTIVELY AND EFFECTIVELY TO A GIVEN EMERGENCY SITUATION.**



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### **VERTICAL EVACUATION:**


IF VERTICAL EVACUATION IS NECESSARY BY GOING DOWN EITHER INTERIOR STAIRWAYS OR, OUTSIDE FIRE ESCAPES...IN MANY CASES, A HELPLESS RESIDENT MAY BE TAKEN DOWNSTAIRS BY ONE PERSON.

1. With the resident wrapped in a blanket, drag him head first to the top of the stairs.
2. It is most important that the blanket be wrapped tightly to protect the resident. It will make the descent easier.
3. You take a position on the stairs...one, two or three steps lower than the resident. This position will vary depending on the height of the resident and yourself.
4. Place your arms under his armpits and join hands in front of him.
5. Back slowly down the stairs and maintain close contact at all times with one of your legs against the residents back.
6. The resident's lower body will be on an incline with the stairs. In this position, it is easy to move the resident.

### **THE UNIVERSAL CARRY (KNEE DROP – ONE MAN):**

THE UNIVERSAL CARRY IS A METHOD OF REMOVING A RESIDENT FROM THE BED ONTO A BLANKET ON THE FLOOR. IT IS A QUICK AND EFFECTIVE METHOD FOR REMOVING A RESIDENT WHO IS IN IMMEDIATE DANGER. THIS CARRY CAN BE USED BY ANYONE, REGARDLESS OF THE SIZE OF THE RESIDENT.

1. When you approach the bed, stay low because if there is a smoke condition, the smoke will have a tendency to rise. By staying close to the floor, you will not have to breathe the smoke and heat.
2. Spread the blanket on the floor- place one-third of the blanket under the bed....leave about eight inches above the residents head.
3. Grasp the resident's ankles and move the legs until they drop over the bed at the bend in the knees.
4. Place your hands on each shoulder of the resident. Slowly pull your hands toward you until the resident is in a sitting position.
5. Encircle the resident with your arms, place your arms underneath the resident's armpits and lock your hands together in front of him.


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6. Slide the resident slowly to the edge of the bed and lower to the blanket...if the bed is in a high position allow the resident to slide down one of your legs.
7. ALWAYS PROTECT THE RESIDENT'S HEAD.
8. Gently lower the head to the blanket...wrap the blanket around the resident.
9. At the residents head, grip the blanket with your hands above each shoulder of the resident...do not let the head snap back.
10. Place the resident in a half-sitting position and pull the blanket toward you. The blanket will slide easily on the floor allowing you to move the resident to safety.

**CRADLE DROP:**

THE CRADLE DROP IS A RESIDENT TRANSFER THAT MAY BE USED WITH SUCCESS PROVIDED THAT YOU ARE SIMILAR OR LARGER IN SIZE THAN THE RESIDENT.

1. If there is smoke or heat, stay close to the floor.
2. With the blanket on the floor, one third of it under the bed...slide one of your arms under the resident's head and grasp the opposite shoulder.
3. Slide one of your arms under the resident's head and grasp the opposite shoulder Position your other arm under the resident's legs at a point midway between their knees and body.
4. Pull the resident to the edge of the bed.
5. Do not jerk the resident out into the mid-air...but gently pull him toward you, rocking back into a sitting position and lowering to the blanket.
6. PROTECT the residents head, by lowering this part to the blanket last
7. Wrap the blanket around the resident
8. Grasp the blanket above each shoulder of the resident
9. DO NOT LET THE HEAD SNAP BACK
10. Place the resident in a half sitting position and pull the blanket toward you.

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### **DOUBLE CRADLE DROP:**

THE DOUBLE CRADLE DROP IS RECOMMENDED FOR TWO RESCUERS TO USE ON RESIDENTS WHO CANNOT SIT UP, OR WHERE ONE PERSON CANNOT HANDLE THE RESIDENT.

1. If there is smoke or heat stay close to the floor.
2. With the blanket on the floor...place one-third of it under the bed and leave about eight inches above the residents head.
3. The person who will handle the top half of the resident will be referred to as "A" and the person who will handle the lower half of the resident will be referred to as "B".
4. "A": slide your arm under the resident's head and grasp the opposite shoulder. Your other arm goes completely under the body at the waistline.
5. "B": slide your arms under the legs on both sides of the resident's knees and extend through...to support this half firmly.
6. Do not jerk the resident out into mid-air.
7. Together, gently pull the resident toward you by rocking back into a sitting position and lowering to the blanket.
8. Always protect the resident's head by lowering this part to the blanket last...wrap the blanket around the resident.
9. Together, move to the resident's head, grasp the blanket above the shoulders. Do not let the head snap back.
10. LEAVE THE RESIDENT IN A PRONE POSITION and pull the blanket toward you.

### **NOTE:**

THE UNIVERSAL CARRY, THE CRADLE DROP AND DOUBLE CRADLE DROP ARE DESIGNED SO THAT YOU ARE ALWAYS LOWERING THE RESIDENT, THEREFORE, YOU DO NOT REQUIRE GREAT STRENGTH.

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**THE SWING CARRY:**

THE SWING CARRY IS THE BEST METHOD FOR TWO TRAINED PEOPLE TO MOVE A RESIDENT. NO BLANKET IS NEEDED. IF THE RESIDENT IS LYING IN BED, THERE ARE DIFFERENT ACTIONS TO KNOW WHICH ARE DEPENDENT UPON THE POSITION YOU TAKE...TO CLARIFY THIS, THE EMPLOYEE SITUATED AT THE RESIDENT'S UPPER PART OF THE BODY WILL BE "A" AND THE EMPLOYEE SITUATED AT THE RESIDENT'S LOWER PART "B".

1. "B", you grasp the ankles and move legs off the bed.
2. "A", face the resident and place your hands on each shoulder.
3. "A", pull your hands toward you until the resident is in a sitting position.
4. "B", after the resident is sitting up, continue to move the legs out until they are at a right angle to the bed.
5. Now together, sit on the bed, take the residents arm and place it over your shoulder.
6. Join arms in back of the resident....do not hold onto the resident, just each other.
7. Place your shoulder under the resident's armpit.
8. Join your hands together under the residents knees
9. Together, lift the resident and walk forward in a normal manner...the resident may be lowered feet first, when an area of safety is reached.
10. Remember, always protect the head.

**Note:**

THE SWING CARRY IS A METHOD OF MOVING A RESIDENT THAT THE NURSING STAFF CAN USE IN THEIR NORMAL ROUTINE OF HANDLING RESIDENTS.

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### **THE CHAIR LIFT:**

EMOTIONALLY DISTURBED RESIDENTS WHO ARE NOT AMBULATORY PRESENT A SPECIAL EVACUATION PROBLEM...THE CHAIR LIFT IS A METHOD THAT REQUIRES A STRAIGHT BACK CHAIR, AND ONE OR TWO RESCUERS.

1. With the resident sitting in a chair, use a bed sheet to anchor the resident to the chair.
2. The bed sheet encircles the resident about chest high and you tie it in the back of the chair. The knot is simple, similar to the one used in starting to tie your shoe lace.
3. Tuck the loose end of the sheet between the resident's body and the sheet around him.
4. For two trained people: "A" must face the chair in the rear of the resident. "B" must take a position in front of the chair, facing the resident.
5. "A", put your foot against the leg of the chair and tilt toward you.
6. "B", stoops down and grasp each side of the front legs.
7. Together, lift the chair and walk.
8. IF YOU ARE ALONE...tilt the chair toward you and back out.

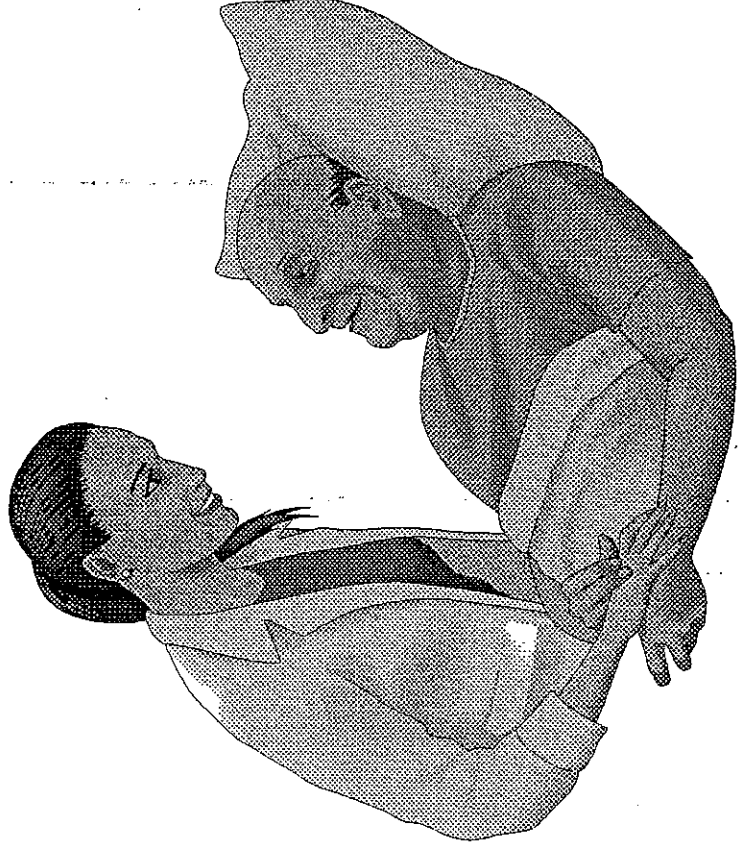
### **SIDE ASSIST HOLD:**

MANY PEOPLE IN HEALTH CARE SETTINGS ARE MEDICALLY CLASSIFIED AS ABLE TO WALK. UNFORTUNATELY, THIS DESCRIPTION OF A RESIDENT'S CONDITION IS NOT TRUE IN AN EMERGENCY SITUATION...FOR INSTANCE, AN ELDERLY PERSON MAY BE ABLE TO WALK AT A VERY SLOW SHUFFLE...BUT IN AN EMERGENCY, THIS TYPE OF RESIDENT WILL NEED ASSISTANCE TO BE MOVED QUICKLY.

1. In the side assist hold, you approach the standing resident from the side...take the residents arm and place it in back of you.
2. Pull the residents arm with your hand that is opposite the resident; until his body is tight against you...hold his arm securely at all times.
3. You encircle the residents body with your other arm and take his forearm...the resident will feel secure in your grasp and may be controlled very easily...the resident cannot fall forward or backward.

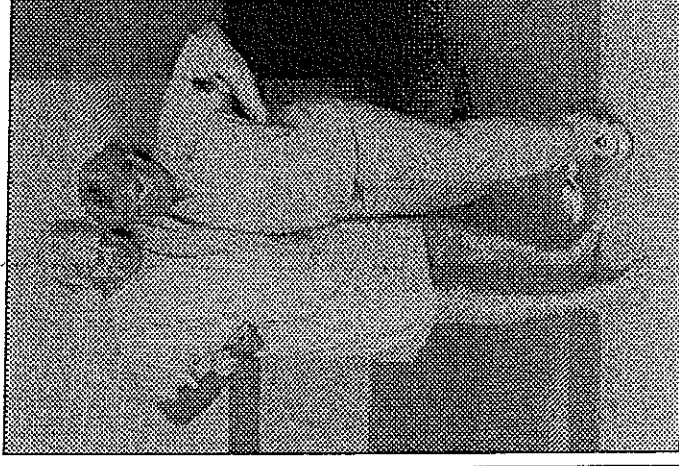
**Assess the person's  
limitations**

**Recognize personal  
limitations**



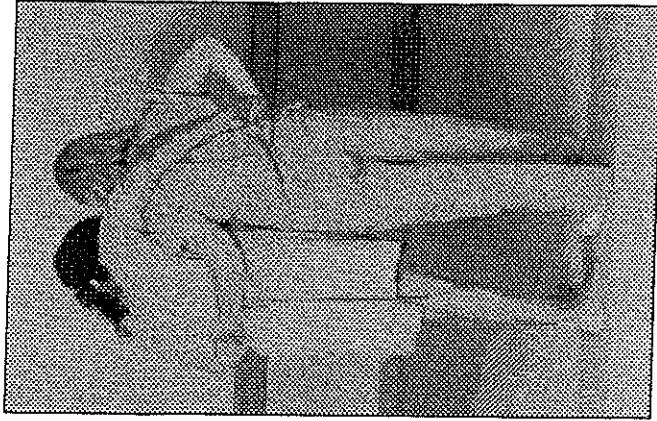
# Side-By-Side (semi-ambulatory)

- ◆ Stand beside the patient
- ◆ Secure patient's arm around rescuer and hold the patient's wrist or hand if possible



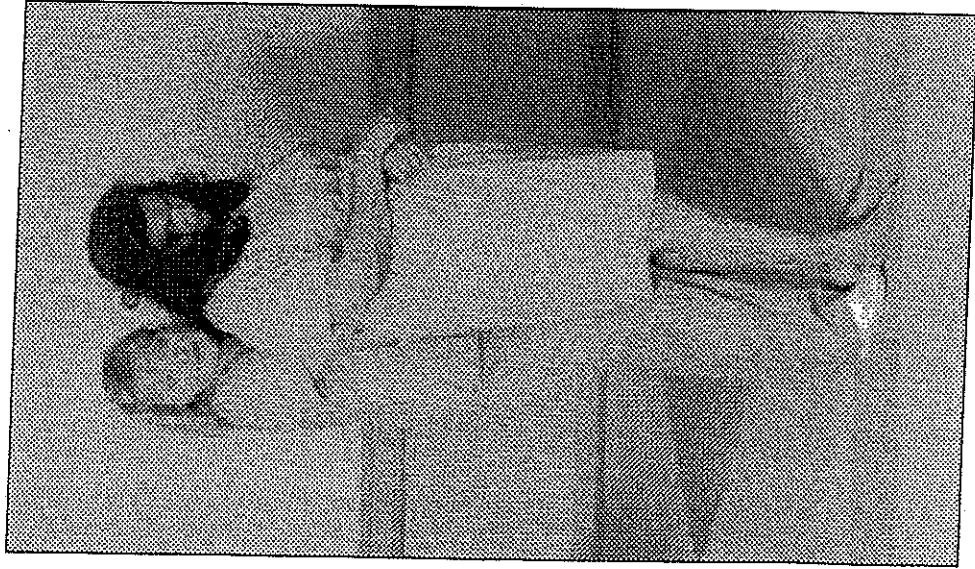
# Side-By-Side (cont'd)

- ◆ Snug the person close
- ◆ Walk to a safe area
- ◆ Grasp the patient's other arm if possible





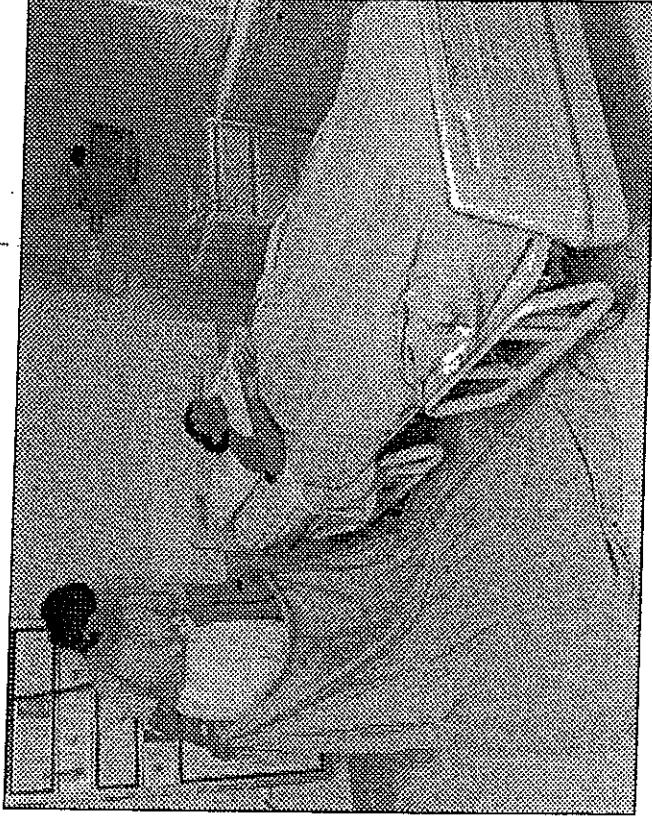
# **Bear Hug (semi-ambulatory)**



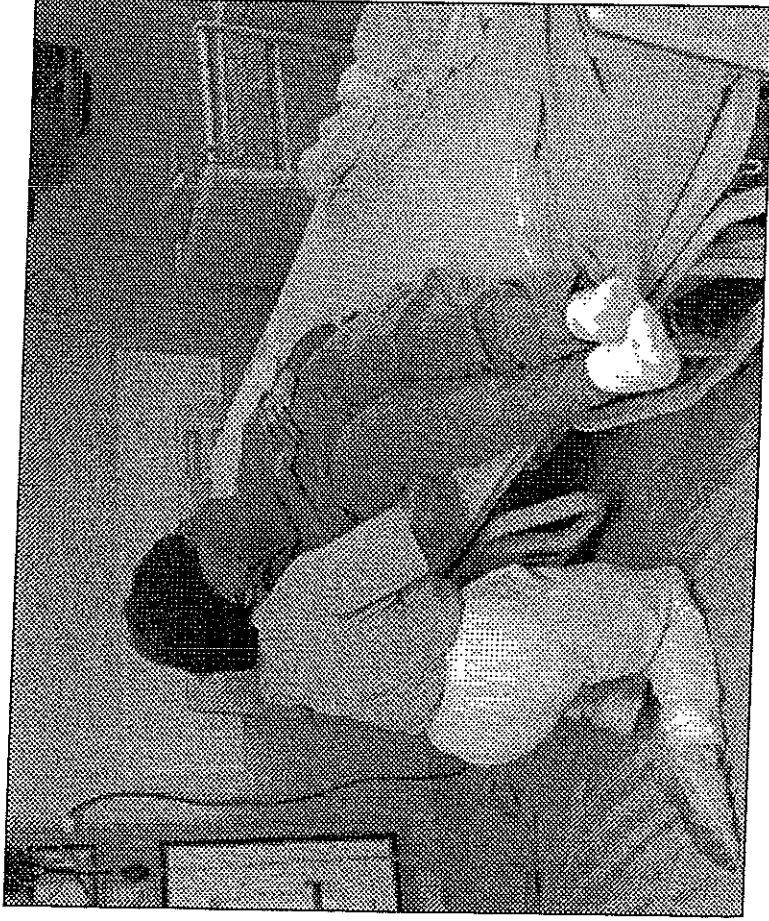
- ◆ Stand behind the person
- ◆ Place arms under the person's armpits
- ◆ Rescuer's head should be kept off to one side
- ◆ Grasp person's left and right wrists
- ◆ Cross the arms in front
- ◆ Gently prod the person to walk to a safe area

# ***Cradle Drop (non-ambulatory)***

- Ensure the bed will not move (lock wheels or move the bed against the wall)
- Place a blanket on the floor partially under the bed and past the head of the patient



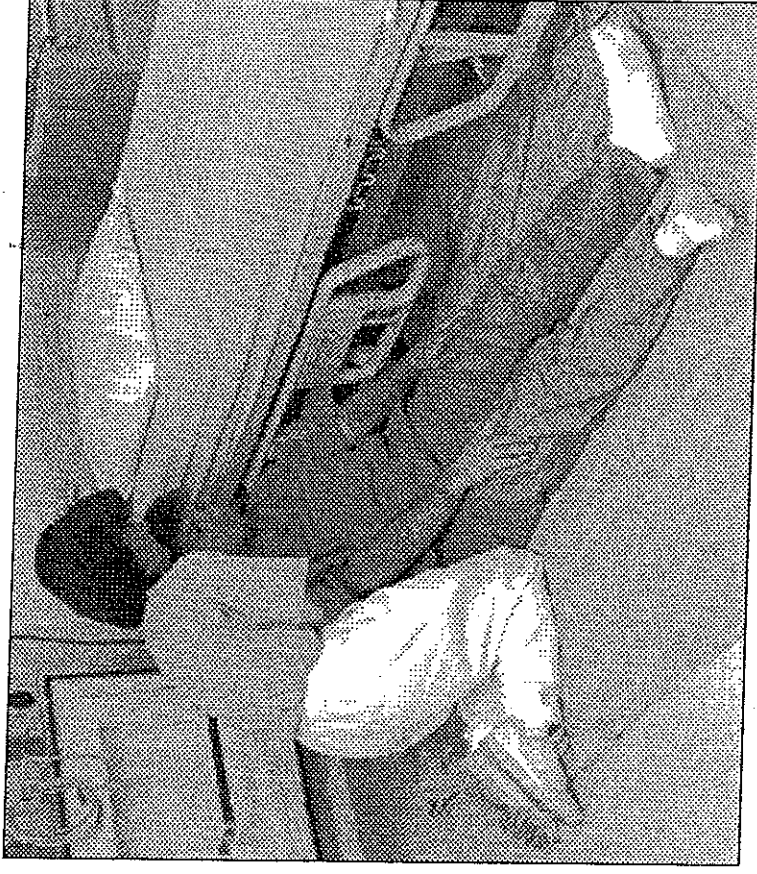
# ***Cradle Drop (cont'd 2)***



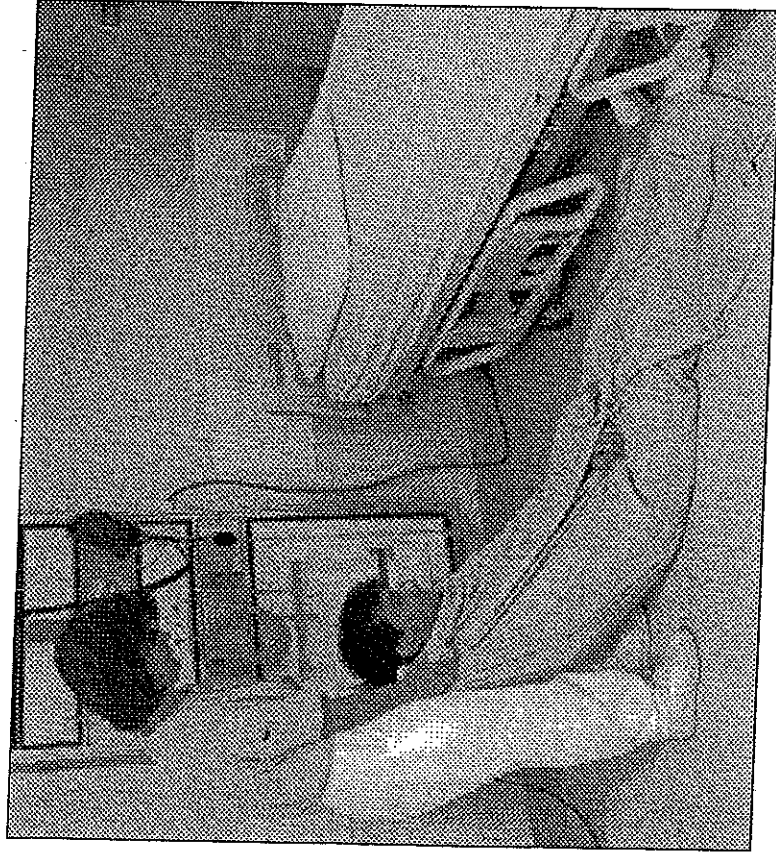
- Kneel beside the bed with one leg raised closest to the patient's head
- Grip patient under knees and shoulders
- Lean back, sliding the patient off the bed

# ***Cradle Drop (cont'd 3)***

- Control the patient's descent onto your lap and then onto the floor while protecting the head
- Do not resist it



# ***Cradle Drop (cont'd 4)***

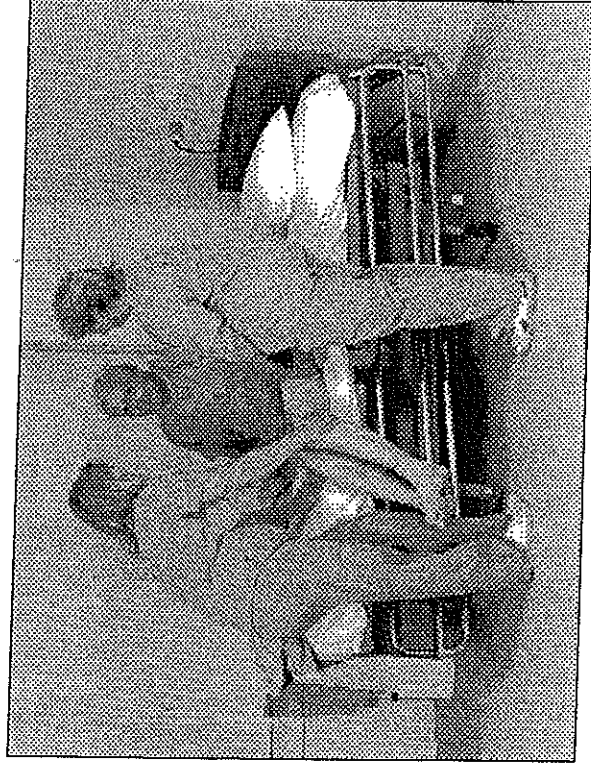


- Fold the blanket around the patient
- Drag the patient head first to a safe area

# Swing Carry (non-ambulatory)

- ◆ requires two rescuers
- ◆ can be used on stairs

- ◆ First rescuer raises the patient to the sitting position
- ◆ Second rescuer moves the patient's legs over the side of the bed
- ◆ One rescuer must maintain control of the patient at all times to prevent the patient from falling to the floor

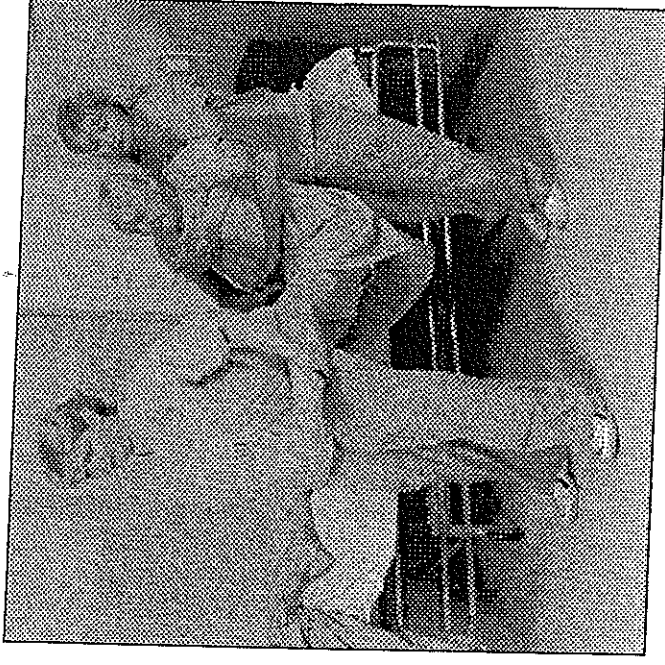


# **Extremity Carry (non-ambulatory)**

- *requires two rescuers*
- *can be used on stairs*

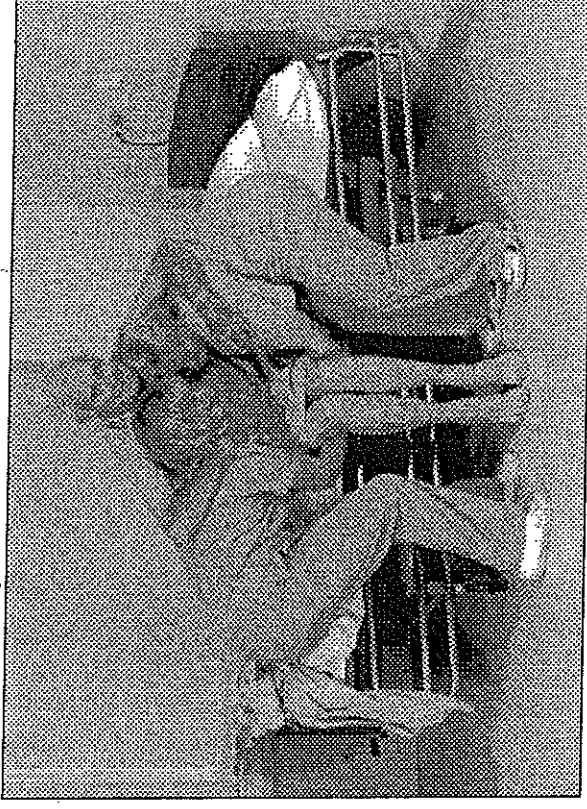
- Standing between the patient's legs, one rescuer grasps the patient's legs just above the ankles or under the knees
- The second rescuer places their arms under the patient's arms and clasps their hands on the patient's chest

- Both rescuers holding the patient firmly lift the patient simultaneously and move to a safe area



# Swing Carry (cont'd 2)

- ◆ Rescuers sit on each side of the patient
- ◆ Patient's arms are placed on the rescuer's shoulders
- ◆ Rescuers secure their arm around the patient's back and grasp each other's arm
- ◆ Rescuers pass other hand under patient's knees locking hands or wrists



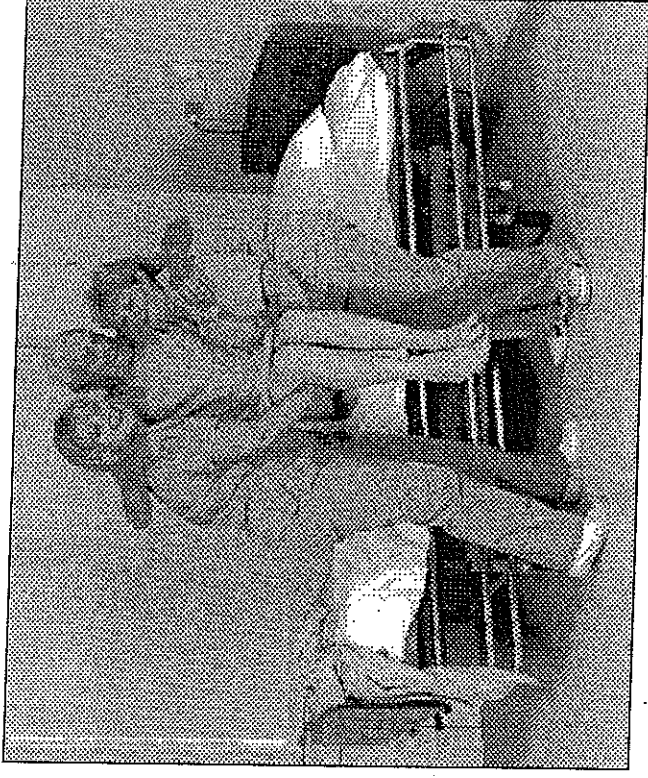



# Swing Carry (cont'd 3)

- ◆ Simultaneously lift patient and remove to a safe area

(Lowering Technique)


- ◆ Lower patient to the sitting position by kneeling down with leg closest to the patient
- ◆ Lower patient from the sitting position to the lying position while protecting the head



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Your knowledge of the proper use of fire extinguishers is critical in the event that the decision is made to fight the fire. Improper use of the extinguisher may even result in a worsening of an existing situation. Study the following instructions on the various types of extinguishers for proper utilization. Generally, you must first pull a pin and then press the levered handle to activate the extinguisher.

<b>TYPE OF FIRE</b>	<b>EXTINGUISHER TO USE</b>	<b>LOCATION(S)</b>
<b>Class "C":</b> Electrical equipment, appliances, electric heaters, wiring, lamps.	<b>Class "C"</b> Dry Chemical (Non-conductive to prevent injury)	Kitchen Laundry
<b>Class "A":</b> Ordinary combustibles	<b>Water hoses</b>	See Building Diagram
Any of the above	<b>Class "ABC": All purpose.</b> Not as effective on all three as each of the above specific types of extinguishers.	See Building Diagram. One located in each fire hose case.

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P.A.S.S.


**Pull.** "P" stands for "pull," and it refers to the locking pin on the handle. The pin is used to prevent the fire extinguisher from being discharged accidentally. In order for the lever to work, the pin must be removed.

**Aim.** "A" stands for "aim." If the fire extinguisher discharges from the end of a hose, point the hose at the base of the fire. If your extinguisher discharges from a nozzle at the top of the canister, point it directly at the base of the fire. P.A.S.S.-style fire extinguishers discharge only for about 10 seconds, so it's important to aim first so you don't waste your extinguisher.

**Squeeze.** The first "S" in P.A.S.S. stands for "squeeze." Once your extinguisher is properly aimed, pull the lever upward toward your palm.

A ANNUAL AND UPON ORIENATATION VIDEO WILL BE SHOWN VIA ELEARING ON THE PASS PROCESS

**Sweep.** Sweep the nozzle side-to-side toward the base of the fire to make sure all potential hotspots are saturated. Don't hesitate to use the extinguisher until it is empty

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The below provides a brief description of a number of fire protections measures that are present in this building:

### ***FIRE ALARM SYSTEMS***

The purpose of a fire alarm system is to alert all the occupants of the building that an emergency of fire exists, so that such occupants may put into practice the measures required by the fire safety plan.

All fire alarm systems shall be maintained in full operational condition at all times.

A double stage system sounds a general alarm throughout the home that may require total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, heat detector, smoke detector, or sprinkler head.

### ***EXITS***

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below grade are protected from the remainder of the building provided the doors leading to the shaft are kept closed.

### ***FIRE DEPARTMENT ACCESS***


Fire department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants and fire department connections are not permitted by the Fire Code. Maintaining fire department access is an ongoing matter. In addition, access into a building requires consideration (i.e. with a key box, through pre-planning, etc.).

### ***PORTABLE EXTINGUISHERS***

Portable extinguishers are intended as a first aid measure to cope with fires of limited sizes. The basic types of fire classes are:

- A-wood/paper
- B-flammable liquids
- C-electrical

Portable extinguishers are rated for the corresponding classes of fire.

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### ***STANDPIPE AND HOSE SYSTEMS***

A standpipe system is an arrangement of piping, valves and hose outlets installed in a building or structure in such a manner that water can be discharged through a hose and nozzle for extinguishments of fire. The system is connected to a water supply which permits an adequate supply of water to the hose outlets.

### ***WATER SUPPLY (RURAL SETTINGS)***

The total water supplies required for firefighting purposes may be supplied from various sources such as a municipal water supply, storage tanks (elevated or underground). Lakes, rivers, wells, swimming pools or a combination of sources should be obtained within practical distances. Water supplies must be accessible to firefighting equipment.

### ***EMERGENCY POWER***


Emergency power is required to ensure the continued operation of fire and life safety equipment and systems in case of loss of normal hydroelectric power.

### ***EMERGENCY LIGHTING***

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of power.

### ***ELEVATORS***


All elevators should be returned to and kept at street level in fire emergency situations.

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<b>Home:</b> Middlesex Terrace	<b>Manual:</b> Emergency Manual		
<b>Subject:</b> After the Fire Questionnaire	<b>Section:</b> 2-37	Page 1 of 2	

**Policy:**

To ensure that there is a system in place that will guide staff and assist in step by step questions following a fire.

1. Make sure all residents are accounted for.
2. Have anyone who was exposed to a large amount of smoke or who shows signs of smoke inhalation examined by a medical doctor.
3. Seal off the fire area until the fire department and Ministry of Health Fire Inspectors have completed their investigations.
4. Do not discard burned materials.
5. Have all staff who discovered the fire or who were in the area before or during the incident make independent statements of what they observed and did.
6. During office hours, call the London Fire Dispatch at 519 245 1300 and ask them to dispatch the Middlesex Country Fire Prevention Officer. If unsuccessful, call the Fire Marshall Office (416) 963-1965 to notify of the situation. If the situation is of an emergency nature, follow the procedures for reporting a critical incident summary.
7. Make notes of anything out of the ordinary.
8. Have all equipment used (e.g.: extinguishers, hose etc.) serviced and replaced in its proper location.
9. Make a list of all staff involved at the scene.

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Utilize the following questions which may be useful in taking statements from the staff:

**POST FIRE REPORT/QUESTIONNAIRE:**

1. Where were you when you first discovered or learned of the fire? What time was it?
2. What did you see or smell first?
3. Was the room occupied or vacant?
4. Did you notice anyone in the area before the fire?
5. What was burning when you first arrived at the scene?
6. Describe the smoke (ex: thick, choking, hazey, colour)?
7. Was the door to the room closed or open?
8. Was there more than one area of flame?
9. Describe the procedure you and others followed: step by step.
10. Did you notice anything out of the ordinary? If yes, describe.
11. Were there any injuries?
12. When did the fire department arrive?
13. When did the fire alarm sound?

**NOTE:**

Have staff sign the statement, include time and date the statement was made. Ask them not to discuss their statement with others.

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<b>Subject:</b> Smoking Regulations	<b>Section:</b> 2-38	Page 1 of 1	


***RESIDENTS:***

1. If a resident should wish to smoke, he/she must do so outside in accordance to the Tobacco Control Act. No smoking within 9 meters (27 feet) of any entrance.
2. All residents will have their cigarettes distributed by a staff member at a designated time at main floor nurse's station. A lighter will be provided to a resident and retrieved by staff.
3. No resident shall be allowed to carry his/her own smoking paraphernalia.

***PUBLIC AND STAFF:***

1. In accordance to the TOBACCO CONTROL ACT effective November 1994. No smoking is permitted within 9 meters (approximately 27 feet) of any entrance to the nursing home.
2. Smoking is not permitted in any location within the Nursing Home.



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<b>Subject:</b> Alternate Measures for Occupant Fire Safety		<b>Section:</b> 2-39	Page 1 of 2

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. Fire Dispatch at 519 245 1300 must be notified.

### ***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, 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.

### ***SPRINKLER OR STANDPIPE SHUTDOWN***

In the event of a shutdown in sprinkler or standpipe systems, the fire dispatch will be notified by calling 519-245-1300 **immediately**. They must be informed of the extent and 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.

### **PORTABLE FIRE EXTINGUISHERS AND AUTOMATIC EXTINGUISHING SYSTEM**

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

### **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.

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**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. The Fire Watch document must be instituted and filed with the Administrator.

Door hold open devices:

The Office Manager during business hours and at the end of the each business day will ensure office doors numbered 1,2,3,4,5 is closed

In the event of a fire drill or fire the same as above applies.

Office doors are not to be left open when the office area is empty.

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<b>Home:</b> Middlesex Terrace		<b>Manual:</b> Emergency Manual	
<b>Subject:</b> Maintenance Program for Fire Protection Equipment		<b>Section:</b> 2-40	Page 1 of 3

This building has an inspection, test and maintenance program for all fire protection equipment. This program is designated to have all of our fire protection equipment in working order in the event of a fire.

A form has been devised so that an accurate written report can be maintained of all inspection and tests. All records will be kept for a period of 2 years after they are made and they shall remain on the premises at all times.

Fire alarm monitoring company must be notified by the Charge Nurse prior to following any maintenance work being done on the fire alarm system.


**CHUBBS SECURITY 1-800-387-0771 SYSTEM ID #926604  
PASSWORD ID# 926604**

Below is a list of the portions of the Fire Code which require that checks, inspections and/or tests be made of equipment and facilities from time to time:

**Definitions for key words are as follows:**

- **Check:** visual observation, to ensure the device or system is in place and is not obviously damaged or obstructed.
- **Inspect:** Physical examination, to determine that the device or system will apparently perform in accordance with its intended operation or function
- **Test:** Operation of device or system to ensure that it will perform in accordance with its intended operation or function.

<b>PORTABLE FIRE EXTINGUISHERS</b>	
Reference should be made to NFPA 10-1978 for exact details	
<b>Check/Inspection/Test</b>	<b>Frequency</b>
Inspect all portable fire extinguishers:	Monthly
Portable fire extinguishers subject to maintenance:	Annually
Empty stored pressure type extinguishers and subject to maintenance:	Every 6 Years
Hydrostatically test carbon dioxide and water type extinguishers	Every 5 Years
Hydrostatically test dry chemical and vaporizing liquid type extinguishers:	Every 12 Years
Recharge extinguishers after use or as indicated by an inspection when performing maintenance:	As Required

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### **EMERGENCY POWER SYSTEMS**

<b>Check/Inspection/Test</b>	<b>Frequency</b>
Check all components of the system, operate the generator set under at least 50% of rated load for 60 minutes:	Monthly
Check and clean crankcase breathers, governors and linkages on emergency generator(s)	Every 6 months
Inspect and service generator and generator set:	Annually
Check torque heads and valve adjustments for engines:	Every 2 Years
Inspect and service injector nozzles and valve adjustments on diesel engines:	Every 3 Years
Check installation of generator windings:	Every 5 Years


### **FIRE ALARM SYSTEMS**

**Reference should be made to ULC-536-1979 for exact details**

<b>Check/Inspection/Test</b>	<b>Frequency</b>
Check fire alarm A/C power lamp and trouble light:	Daily
Check trouble conditions:	Daily
Check central alarm and control facility:	Daily
Check all fire alarm components including standby power batteries	Monthly
Test fire alarm system:	Monthly
Test voice communication to and from floor areas to the central alarm and control facility:	Monthly
Test fire alarm system by persons acceptable to the authority having jurisdiction for service:	Annually

### **SERVICE EQUIPMENT, DUCTING, CHIMNEYS**


<b>Check/Inspection/Test</b>	<b>Frequency</b>
Check hoods, filters and ducts subject to accumulations of combustible deposits and clean as necessary:	Weekly
Inspect all fire dampers and fire stop flaps:	Annually
Inspect chimneys, flues and fluepipes and clean as necessary:	Annually
Inspect disconnect switch for mechanical air conditioning and ventilation:	Annually
Clean lint traps in laundry equipment:	As Required

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<b>STANDPIPE AND HOSE SYSTEMS</b>	
<b>Check/Inspection/Test</b>	<b>Frequency</b>
Inspect hose cabinets to ensure hose position and that equipment is in place and operable:	Monthly
Inspect hose valves to ensure tightness and to ensure no water leakage:	Annually
Remove and re-rack hose and replace worn gaskets:	Annually
Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions:	Annually
Hydrostatically test standpipe systems piping which normally remains dry:	Every 5 years
Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding a year:	As Required

<b>MEANS OF EGRESS</b>	
<b>Check/Inspection/Test</b>	<b>Frequency</b>
Inspect all doors in fire separations:	Monthly
Check all doors in fire separations to ensure they are closed:	As Required
Maintain exit signs to ensure they are clear and legible:	As Required
Maintain exit lights to ensure they are illuminated and in good repair:	As Required
Maintain corridors free of obstructions:	As Required

<b>FIRE DEPARTMENT ACCESS</b>	
<b>Check/Inspection/Test</b>	<b>Frequency</b>
Ensure streets, yards and private roadways provided for fire department access are kept clear:	As Required

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<b>Home:</b> Middlesex Terrace	<b>Manual:</b> Emergency Manual		
<b>Subject:</b> Designated Evacuation Area	<b>Section:</b> 2-41	Page 1 of 1	

**Purpose:**


To ensure the home has a designated area to be utilized in the event residents have to be evacuated from the home.

**Policy:**

All staff of Middlesex Terrace will be educated to the designated evacuation area.


**Designated Evacuation Area**

The designated evacuation area is located to the front left of the building at the Gazebo structure, and driveway to the south side of the parking lot. This area will still allow the fire department clear and easy access into the building.

	<b>APANS</b>	<b>Approved by:</b> <i>Administrator</i>	
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<b>Home:</b> Middlesex Terrace	<b>Manual:</b> Emergency Manual		
<b>Subject:</b> Returning to the Home	<b>Section:</b> 2-42	Page 1 of 2	


### **Returning to the Home after Evacuation**

- Home must be inspected and approved for occupancy by pertinent regulatory agencies i.e. MOHTLC, Fire Inspector, Public Health etc.
- Provide notification to the MOHLTC regarding residents who were housed elsewhere and for how long for billing purposes.
- Check all equipment to ensure it is in good working order.
- Air building out- open windows or run air make up units to circulate fresh air.
- Ensure that meals and snacks are able to be prepared and are available for residents as they return.
- Notify family members regarding the date and time of return. Schedule re-admission of residents who have been with families last unless a crisis situation arises.
- Contact all staff regarding scheduling and when they are expected to report to duty.
- Gather up all lists of residents and equipment to be returned.
- Notify Medical Director and Attending Physician of return date and time. Arrange for any physicians orders that may be needed.
- The main floor entrance will be the central control area for returning residents, staff and equipment. This area would have designated staff to check off people and items as they are brought it.
- The Administrator or designate will assign staff to control traffic.
- Staff will be assigned to the front and rear entrances to check in and identify residents as they are returning and offer direction to family members and drivers of vehicles transporting residents.
- Investigate missing articles immediately.
- Re-establish routine in all departments as soon as possible.
- Take linen and equipment inventory to assess loss. Make a list and send to Head Office for replacement.

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- Establish additional staffing costs- work with Controller at Head Office.
- Determine if there were any expenses for staff out of pocket- reimburse them.
- Establish the total cost of evacuation.
- The Administrator will prepare a summary of the event.
- A debriefing meeting will be scheduled with all staff and community support services.
- The Administrator will arrange a media release to formally thank everyone who assisted the home during the crisis. These would include but not be limited to:
  - Residents who have been inconvenienced
  - Staff
  - Volunteers
  - Family Members
  - APANS homes and staff
  - Media
  - Government agencies
  - Receiving long term care homes
  - Ambulance
  - Transportation Services
  - Police
  - Fire Department
  - Other community agencies that may have assisted.




	<b>APANS</b>		<b>Approved by:</b> <i>Tanya Pol, Administrator</i>	
	<b>HEALTH SERVICES</b>		<b>Effective Date:</b> June 2010	
	<b>POLICY &amp; PROCEDURE</b>		<b>Supersedes:</b> April 2001	
<b>Home:</b> Middlesex Terrace		<b>Manual:</b> Emergency Manual		
<b>Subject:</b> Fire Safety Plan Approval		<b>Section:</b> 2-0	Page 1 of 1	

The following policies from section 2-02 to 2-42 have been reviewed and meet the standards of the Fire Code.

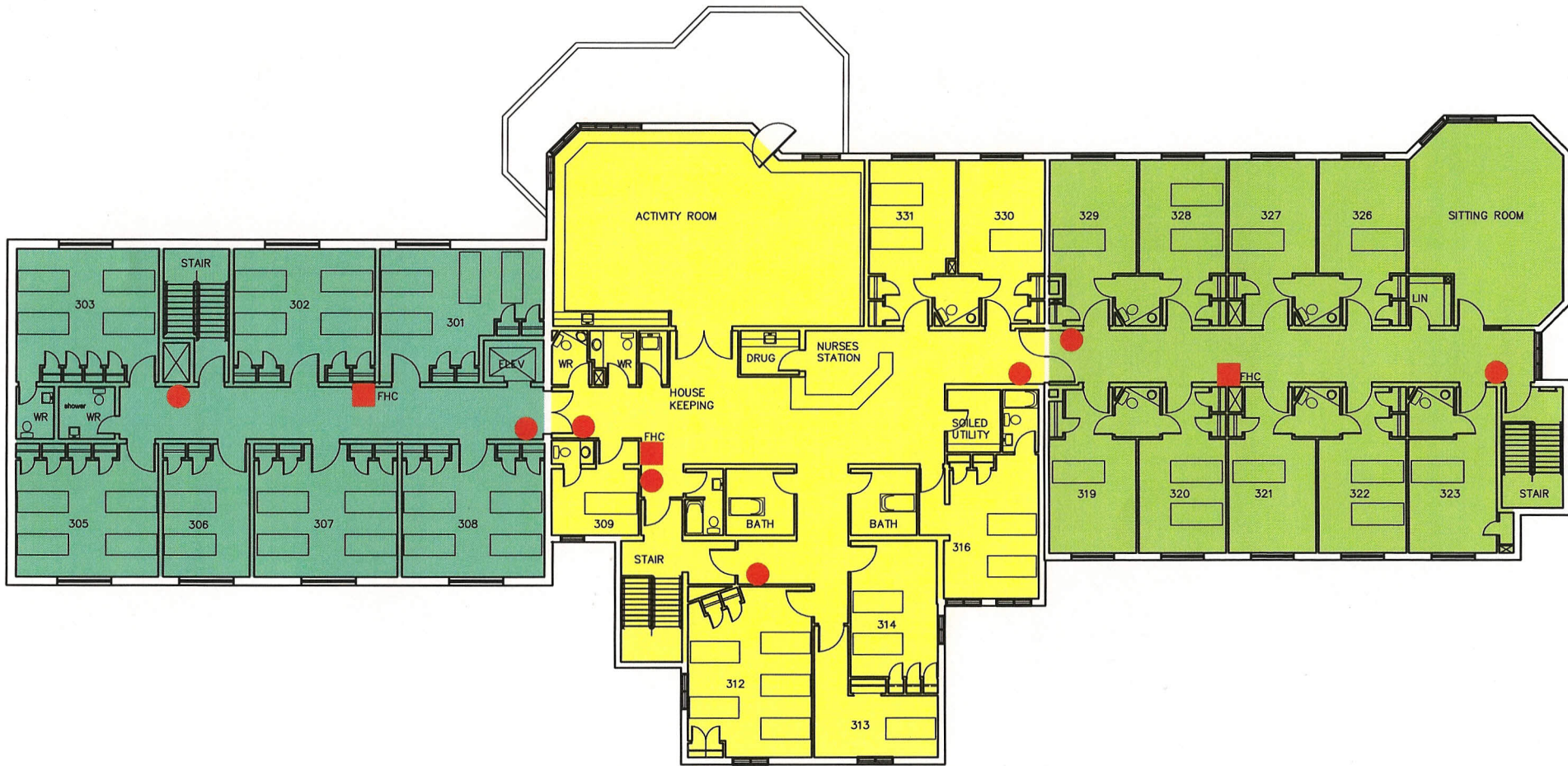
The following policies contain an approved Fire Safety Plan by the authority having jurisdiction over Middlesex Terrace.

DATED AT Middlesex, ONTARIO, THIS 18<sup>th</sup> DAY OF November, 2010.  
Terrace


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Steve Guay - Fire Prevention Officer



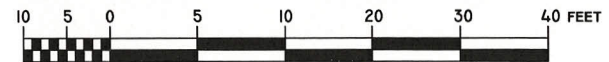
- SOUTH WING
- CENTRE WING
- NORTH WING

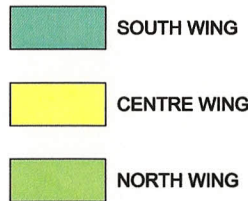
- FIRE EXIT STAIR
- FIRE HOSE CABINET
- FIRE ALARM STATION



# UPPER FLOOR PLAN

MIDDLESEX TERRACE L.T.C.F.  
2094 GIDEON DR., DELAWARE, ONTARIO

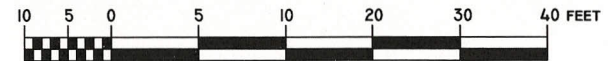


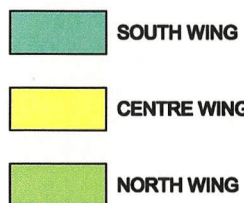


# MAIN FLOOR PLAN

## MIDDLESEX TERRACE L.T.C.F.

2094 GIDEON DR., DELAWARE, ONTARIO





-  FIRE EXIT STAIR
-  FIRE HOSE CABINET
-  FIRE ALARM STATION



## LOWER FLOOR PLAN

### MIDDLESEX TERRACE L.T.C.F.

2094 GIDEON DR., DELAWARE, ONTARIO

