

EXTENDICARE[®]

... helping people live better



F.J. Davey Home
long term care, long term comfort

Date of Last Review:

2024



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FJ Davey Home

733 Third Line East, Sault Ste. Marie

705-942-2204

Fax 705-942-2234

Fire Safety Plan

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Introduction

All provinces in Canada have adopted the National Fire Code Act (NFCA) and National Building Code as the standard. However, each province manages compliance and sets its own penalties for non-compliance. This Fire Safety Plan is required by the National Fire Code and the Alberta, Manitoba, Ontario and Saskatchewan Provincial Fire Code Section 2.8:

This Fire Safety Plan is designed to provide occupant safety in the event of [a] fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of [a] fire, fire safety, supervisory staff and related duties, and other related issues.

The Fire Safety Plan will also assist firefighters in the performance of their duties, by providing floor plans, and building and resident information, if an emergency ever occurs.

Corporate Fire Safety Plan Directive

In order for this plan to be effective, management and staff must know the Fire Safety Plan and be able to implement it in the event of a fire. The National and Provincial Fire Codes requires the owner to be responsible for carrying out the provisions for fire safety (see Section 8 of this plan), 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.

Each home is required to keep a copy of this Fire Safety Plan, as outlined in Section 2 of this plan. Homes are also required to store a copy in the Fire Safety Plan box. The Fire Safety Plan box is located in either the main lobby or main entrance of the home. In addition, a key to open the Fire Safety Plan Box must be mounted adjacent to the fire plan box in a separate and locked box.

All homes are required to adhere to all Extendicare policies outlined in the Emergency Preparedness manual. All Emergency Preparedness policies have been created using the highest standard across the national spectrum. As part of our continuous improvement, the Fire Preparedness manual policies are reviewed annually and where required, updated to reflect legislative and accreditation requirements and best practices.

Any person(s) who contravenes any provision of the provincial fire code and every director and or officer of a corporation who knowingly concurs of such contravention is subject to the penalties outlined in the provincial fire code.

The Fire Safety Plan shall be reviewed, at minimum, once a year. The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Introduction

Distribution

1.0	distribution of the fire safety plan	A copy of the fire safety plan must be distributed to the following stakeholders listed below.
1.1	stakeholders	The Sault Ste. Marie Fire Services Corporate Office – Extendicare, Markham, Ontario Extendicare Home F J Davey Home , Sault Ste. Marie , ON
1.2	DISTRIBUTION IN THE HOME	FJ Davey Home Maple Court (Command Center) Posted in Main Lobby Charge Nurse office- in emergency preparedness binder Boardroom Between each link Classroom Emergency box in Vestibule Service level – Outside Maintenance door
2.0	COMMITMENT TO RESIDENTS	Residents must be provided with a resident handbook that outlines the fire emergency procedures and important information related to fire safety.
3.0	CHANGES TO THE FIRE SAFETY PLAN	Once approved, the Sault Ste. Marie Fire Services will require the Fire Safety Plan, or parts thereof, to be resubmitted if: There are any changes to occupancy or use; There are any changes in standards; The Fire Safety Plan has not been kept current; and/or, The Chief Fire Official judges the current Fire Safety Plan no longer being acceptable. The Chief Fire Official is to be notified regarding any changes in the approved Fire Safety Plan and procedures. A sample letter to request approval from Chief Fire Official on changes to the Fire Plan can be found in Section 16.0 of this plan.

Human Resources Audit

OWNER: F J Davey Home
ADDRESS: 733 Third Line East, Sault Ste. Marie
TELEPHONE: 705-942-2204 Fax 705-942-2234

ADMINISTRATOR: Connie Lee
Office Telephone: 705-942-2204 x 217 **Alternate Number**

DIRECTOR OF CARE: Fran Conley
Office Telephone: 705-942-2204 x 220 **Alternate Number:**

DIETARY MANAGER: Erica Sus
Office Telephone: 705-942-2204 x211 **Alternate Number:**

RESIDENT PROGRAM MANAGER: Sue Burns
Office Telephone: 705-942-2204 x 221 **Alternate Number:**

SUPPORT SERVICES MANAGER: Anna Colasacco
Office Telephone: 705-942-2204 x 237 **Alternate Number:**

OFFICE COORDINATOR Liz Dontigny
Office Telephone: 705-942-2204 x 215 **Alternate Number:**

PROPERTY MANAGEMENT: F. J. Davey Home
733 Third Line East
Sault Ste. Marie, ON
705-942-2204

MONITORING AGENCY: **The home is monitored by:**
Extendicare Canada
Markham, Ontario
Telephone Number

Building Resources Audit

Extendicare FJ Davey Home is located at 733 Third Line East , at/near the intersection of Great Northern Road and Third Line.

The building is a not for profit long-term care facility and is classified as a Long Term care Facility with an occupancy of 374 residents .

The building is as an H shape with 4 wings shaped and has height of 3 stories in height and has a basement level.

The building does have a sprinkler system throughout and is constructed on non-combustible construction comprising of concrete block walls and concrete slab floors.

The building contains a total of 374 resident suites, with a total capacity of 374 residents.

There are 123 bed units on the main floor and 128 bed units on the second floor and 123 bed units on the third floor.

FIRE DEPARTMENT CONNECTION

The Fire Department Connection is located at the Apple one – unit – North side of the building.

MAIN GAS SHUTOFF

The main gas shutoff is located behind the building, at the external area of the garage in the chained-in area beside the garage .

MAIN ELECTRICAL SHUT OFF

The main electrical shutoff is located in the on the service level in the building by the AD elevator – North East end of the service level

WATER SHUTOFF – SPRINKLER SYSTEM/DOMESTIC WATER

The facility is protected with a wet and dry sprinkler system (*if applicable*).

The main sprinkler shutoff and domestic water supply are located in the service level in the main electrical room, room number AD008

1.0 FIRE ALARM SYSTEM

The facility is equipped with a two-stage detection and fire alarm system that can be activated automatically or manually. Manual activation occurs through the use of pull stations or the insertion of a key into the annunciator panels. Automatic activation occurs when the smoke or heat detectors trigger the main panel to activate. The activation of the sprinkler system will also engage the fire alarm system.

1.1	FIRE ALARM CONTROL PANEL	<p>The building is equipped with a two stage fire alarm system with fire alarm bell audible devices provided throughout the facility. Smoke and heat detectors, sprinklers, pull stations and kitchen hood suppression systems are also part of the system.</p> <p>The main fire panel is located in the janitor station behind front desk on main floor room. The fire alarm panel is equipped with battery back-up power. In general, batteries will provide emergency power for 30 minutes under a full alarm load and 24 hours for a supervisory alarm.</p> <p>The fire alarm system is monitored by ATS. They can be reached at 705-946-7999, 24 hours a day.</p>
1.2	ANNUNCIATOR PANELS	<p>The main fire alarm panel is also an annunciator panel. Remote annunciator panels are installed between the 2 front panel glass doors at the front entrance on the main level.</p> <p>The annunciator panels provide the facility with instant identification of locations under the threat of fire by listing the location of the detector (heat and/or smoke and/or flow) as well as the pull station that has been activated.</p> <p>Refer to the schematic diagram(s) to identify the location of the fire alarm control panel and the locations of annunciator panels.</p>
1.3	FIRE ALARM BELLS	<p>Fire alarm bells are located throughout the facility in all zones, as well as all service areas. The fire alarm system operates in two stages; the alert stage and the alarm stage.</p> <p>The fire alarm bells will transmit two distinctive sounds depending on the stage of the fire alarm system:</p> <hr/> <p>ALERT STAGE: Initial activation and potential fire warning. The fire alarm bells will sound a long ring every 2 or 3 seconds.</p> <p>ALARM STAGE: Should an evacuation be required, the fire alarm bells will ring continuously. Initiation of second stage is done manually at the pull station.</p>
1.4	HEAT DETECTORS	<p>Where installed, heat detectors detect when temperatures rise above a specified level or with a combination of rate and rise. Refer to schematic diagrams for location(s) of heat detectors.</p>

1.5	SMOKE DETECTORS	Where installed, smoke detectors detect smoke concentration. Refer to the schematic diagrams for location(s) of smoke detectors.
1.6	PULL STATIONS	Pull stations are activated manually by pulling on the handle which will initiate the alert stage of the fire alarm system. The alarm stage can only be initiated by authorized persons by inserting the fire key into any pull station and turning it. All employees must know the location of the pull stations and detectors throughout the building as well as fire zones of the facility. This will promote quick response in an emergency for those staff responsible to report to the fire scene. Refer to the schematic diagrams for location(s) of pull stations.
1.7	SPRINKLER HEADS <i>(If applicable)</i>	The flow of water activates the fire alarm through a water flow alarm switch on each floor. An indicator light on the fire panel will identify the area in which the sprinkler head has been activated. The building does have a sprinkler system.
1.8	ELECTROMAGNET IC LOCKING DEVICES (MAG- LOCKS)	Mag-locks are installed throughout the building on various exits and doors. They are controlled by the Fire Alarm System as an ancillary function. Upon activation of the Fire Alarm System, the Mag-locks will release their controlled doors. The Mag-lock system has a key switch located: behind the front desk on the main floor foyer , reset key is right beside it The key switch provides two functions; release and reset. It can be used to release all Mag-locks at any time. It can also be used to reset the Mag-locks once they are released. If the Fire Alarm System caused the release of the Mag-locks, the Fire Alarm System must be returned to normal before the reset function of the key switch can be used. Refer to the schematic diagrams for location(s) of Mag-lock and their associated devices.

1.09	TROUBLE ALARM	A trouble alarm indicates a trouble situation in the fire alarm system. When the trouble alarm activates, a buzzer will sound at the annunciator panel and a light on the annunciator panel will flash under Trouble Alarm.
1.10	SUPERVISORY ALARM	A supervisory alarm indicates a change in a supervised portion of the fire alarm system. When the supervisory alarm activates, a buzzer will sound at the annunciator panel and a light on the annunciator panel will flash under Supervisory Alarm.
1.11	OPERATION OF THE SYSTEM	Activation of heat and smoke detectors, pull stations and sprinkler systems will automatically initiate the following events: Fire alarm bells will ring once every three seconds (alert stage); The LED annunciator in the Fire Control Panel and the remote annunciator panels indicate the zone of initiation; A manual Alarm stage activation will be required to cause the fire alarm bells to sound in alarm mode; Fire alarm bells will continue to sound during the alert or alarm stage until manually silenced; Ventilation systems will shut down; Hold open devices on doors will be released upon initiation of the alert stage of the fire alarm; Signal is sent directly to the monitoring station; and, Doors with magnetic locking devices are released upon initiation of the alarm stage of the fire alarm.
2.0	BOILER ROOM	Building is heated by: natural gas, hot water boiler system, radiant heating Location of boiler room: top floor, above the third floor , AKA penthouse
3.0	EXITS	Location of all exit signs in the building: The illuminated exit signs are located at all exterior exits and in hallway across from the main kitchen on the service level, and by management exit door at bottom of birch/cedar staff stairwell on the service level and in the front celebration room to the left of the room and in the staff stair well on the apple-drift side Refer to schematic diagram for all exits.

4.0	FIRE DEPARTMENT ACCESS	<p>The access route for the fire department is: front foyer on the main level on the north side of the building</p> <p>The primary fire department entrance is: same as above</p> <p>Refer to schematic diagram for fire department access route(s).</p>
5.0	PORTABLE FIRE EXTINGUISHERS	<p>Fire extinguishers are located throughout the facility. The facility is equipped with:</p> <p>ABC fire Extinguishers</p> <p>The kitchen is equipped with:</p> <p>6L wet chemical type "K" Fire Extinguishers</p> <p>Refer to schematic diagram for location(s) of portable fire extinguishers.</p>
6.0	STANDPIPE AND HOSE SYSTEM	<p>A standpipe and hose system is provided in the building. The standpipe and hose system is supplied from a 4" riser. The riser isolation valve is located: in the ceiling on Apple One , at the end of the 1-14 hallway inside the building, North Hallway</p>
7.0	EMERGENCY LIGHTING	<p>Remote emergency lighting heads are located throughout the facility. Remote heads are powered by battery packs. The duration of emergency lighting is one hour. Refer to schematic diagram for location(s) of emergency lighting.</p>
8.0	KITCHEN HOOD SUPPRESSION SYSTEMS (KHSS)	<p>A wet chemical KHSS is provided in the kitchen. A manual release for the KHSS is located in the kitchen near the suppression system. Refer to schematic diagram for KHSS location(s).</p>

9.0 STAND-BY GENERATOR	<p>In the event of power failure, the facility is equipped with a stand-by generator.</p> <p>The stand-by generator is located: on the service level, across from the main kitchen on the south side of the building (inside the bldg.) Refer to schematic diagram for location(s) of the stand-by generator.</p> <p>In the event of power failure, the facility is equipped with a stand-by generator that powers all life safety systems (i.e. fire alarm system, nurse call system, door security, resident elopement control system, emergency lighting, exit lights and elevator(s). 8 hours of run time of fuel is maintained on site at all times. Refill is done via McDougall Fuels 705-949-6202</p>
10.0 KEY LOCK BOX	<p>There is a key lock box located: outside of all exterior fire exit doors which then gives them access to a master key on the inside of that door</p> <p>The Charge Nurse will have the Mag-lock key switch, second stage activation key for the fire alarm system and the elevator and a set will be in the emergency disaster box in front foyer</p>

Emergency Procedures For Residents

PROCEDURE

WHEN YOU HEAR THE FIRE ALARM

ALL RESIDENTS	<p>Stay calm.</p> <p>Remain in your room with the door closed.</p> <p>Turn off all non-medical equipment in the room.</p> <p>Follow instructions given by employees and volunteers.</p> <p>If you are away from your room, go with an employee to a designated safe location.</p>
WHEELCHAIR RESIDENTS	<p>Travel along the right hand side of the hallway, close to the wall so that the corridor is not blocked. Go with an employee to a designated safe location.</p>
IF THE FIRE IS IN YOUR ROOM/AREA	<p>Leave the room/area immediately and close the door if possible.</p> <p>Call for help and notify employees and other residents.</p> <p>If able, pull the fire alarm at the pull station.</p>
IF THE FIRE IS NOT IN YOUR ROOM/AREA	<p>Remain in your room with the door closed and wait for an employee to assist you.</p>

IF SMOKE IS
COMING
THROUGH THE
DOOR

Place a wet towel at the bottom of the door to keep out smoke.
Attempt to notify staff of your location. Wait for help to arrive.

Emergency Procedures Sign



IN CASE OF FIRE

UPON DISCOVERY OF FIRE

Leave the fire area immediately.

Close all doors behind you. Alert staff and occupants.

Activate the fire alarm system. Use the pull station.

Call 9-1-1 (from a safe location) to request fire/rescue services.

Use exit(s) to leave the building.

Do not use elevators.

UPON HEARING ALARM

If intermittent signal (1st stage) – stand by and prepare to leave the building.

If continuous signal (2nd stage) – leave the building via the nearest exit. Close all doors behind you.

CAUTION

If smoke is heavy in the corridor it may be safer to stay in your area. Close door and place a wet towel at base of door.

If you encounter smoke in stairway, use alternative exit or find refuge in nearest suite.

Emergency Procedures For All Employees

SUMMARY	<p>Employees must respond immediately to any fire emergency following the procedures listed below. Employees must understand and be able to implement all procedures for fire emergencies. The procedures must be permanently posted by each manual pull station.</p>	
1.0	SOUNDING OF FIRE ALARM	<p>All employees in the home are expected to respond immediately when the fire alarm sounds.</p>
2.0	RESPONSIBILITIES OF ALL EMPLOYEES	<p>All employees must immediately proceed to assigned area: see page 69 for responsibilities by department</p> <p>Listen for an announcement of where the fire site is located while proceeding to the nearest annunciator panel.</p> <p>Employees who are not assigned to the fire scene must return to their assigned work area unless they are at the site of the fire or in a resident's room. In these situations, all employees are under the direction of the charge nurse and must stay at the site of the fire carrying out duties that are assigned to them.</p> <p>Employees proceeding to the fire site or to their work area are to move quickly, but cautiously, approaching stairwells and smoke barrier doors with caution.</p> <p>Check all doors before opening and look through the window (if possible) for signs of a fire. If the door has no window, place the back of your hand on the door at the top and feel for heat and/or look for smoke at the base.</p> <p>Once a room is checked and is clear, the red Velcro strap must be place across door opening to indicate it is clear</p> <p>Proceed only if the way is free and clear of fire and smoke. If there are signs of smoke and/or fire, proceed to another stairwell and repeat the checks for safety. Never use elevators.</p> <p>If it is unsafe to return to your work area, report to the 1st floor celebration room</p> <p>Do not resume normal duties until the Incident Manager has called an end to the fire emergency situation.</p>

3.0	RESPONSIBILITIES OF DEPARTMENT HEADS (EXCEPT OFFICE COORDINATOR), DESIGNATED DEPARTMENTAL STAFF, MAINTENANCE STAFF AND ANY OTHER PERSONNEL	Go to the fire scene to assist as directed by the IMS leader (formerly known as the fire marshal). Take a fire extinguisher and fire blanket to the scene. Resume normal duties only after "Code Red – All Clear" is announced.
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Emergency Procedure for First Responders

SUMMARY	Employees must respond immediately to any fire emergency following the procedures listed below. Employees must understand and be able to implement all procedures for fire emergencies. The procedures must be permanently posted by each manual pull station.
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PROCEDURE

DISCOVERY OF FIRE OR SMOKE

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- FIRST RESPONDER Ensure that the **R-E-A-C-T** sequence is initiated:
- R** Remove endangered people from immediate danger (evacuate).
 - E** Ensure room doors and windows are closed.
 - A** Activate fire alarm pull station closest to the site of the fire. Activate the second stage of the fire alarm system if evacuation is necessary.
 - C** Call 911 and say:
"There is a fire at FJ Davey Home located in: **Name Exact Location of Fire Including Floor, Home Area and Room Number**
 - T** Try to confine/contain/extinguish fire, if possible, without undue risk using the nearest fire extinguisher.

Note: Place wet towels, sheets, blankets, pillows or other confining materials at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area.

OTHER EMPLOYEES	<p>Stop all normal activities.</p> <p>Assist the first responder. Take supplies (i.e. fire extinguisher) to the fire site.</p> <p>If the fire cannot be extinguished, close the door and place wet materials under the door to restrict the rapid transfer of smoke to the rest of the home.</p> <p>At all times, take direction from the Fire Marshall and/or IMS Leaders for evacuation procedures.</p> <p>Once all residents have been evacuated from the fire site, begin the team and chain evacuation procedure.</p> <p>Move residents and visitors towards area of refuge ensuring that they are not exposed to smoke and/or blocking evacuation routes.</p> <p>Check and evacuate all rooms and ensure that all:</p> <ul style="list-style-type: none">Oxygen concentrators are turned off,Windows and doors are closed, andRooms that are evacuated are flagged.
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SOUNDING OF THE FIRE ALARM

EVERYONE	<p>Any person (staff, residents, volunteers, visitors, service providers) in the home is expected to respond immediately when the fire alarm sounds.</p>
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Emergency Procedures For Fire Marshall

PROCEDURE

INCIDENT MANAGER / Fire Marshall OR DESIGNATE	<p>Upon hearing the fire alarm, the Incident Manager / Fire Marshall must immediately:</p> <p>Proceed to the annunciator panel on level One front entrance area and read the fire location.</p> <p>Acknowledge the fire alarm by pushing the button under the flashing light on the fire alarm control panel.</p> <p>RN to go to the main panel, announce or arrange to have announced the fire location (repeat three times):</p> <p>CODE RED – (SPECIFY LOCATION OF FIRE SITE)</p> <p>Put on the orange vest located adjacent to the main fire alarm panel. Collect the clipboard with the Resident list</p> <p>If a resident Next of Kin list is required, it will be in the lock box at the front foyer</p> <p>If the employee work schedules is needed, the charge nurse always has the day of and the next day work schedule for nursing. The dietary schedule is pinned on the bulletin board entrance to kitchen, ES schedule is on table at ES manager office. The CN will send a runner to get these items if required for pending code green.</p> <p>The elevators automatically lower themselves to the service level and turn off when a fire alarm is activated.</p> <p>Proceed to the fire site if safe to do so and assume control of the situation:</p> <p>Ensure all persons in immediate danger are rescued,</p> <p>Direct evacuation procedures as required, call manager on call, work with senior managers</p> <p>Communicate with others by sending an employee as a runner, and</p> <p>Liaise with fire department upon arrival as to the conditions at the fire site and the actions that have been taken.</p> <p>Ensure alarm is placed in evacuation mode</p> <p>Determine in consultation with fire department if employees must:</p> <p>Continue evacuation preparations, or</p> <p>Resume work with limited duties while remaining vigilant.</p> <p>If a false alarm , Call ATS at 705-949-7997 to advise / Or ATS will call the facility</p> <p>Direct activities of the Emergency Operations Centre (formerly known as the Command Centre) and Area of Refuge.</p> <p>Determine in consultation with the fire department when the home is safe from fire and announce or arrange to announce (repeat three times):</p> <p>CODE RED – ALL CLEAR</p> <p>Direct or take fire department personnel to annunciator and/or main panel.</p>
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Only reset the fire alarm system when advised it is safe to do so.
Complete required Code Red evaluation forms

Emergency Procedures For Registered Staff

PROCEDURE

FIRE ALARM PREPARATION

CHARGE NURSE	<p>During a fire alarm, the Charge Nurse is responsible for the safety of residents and visitors in their home area and response of personnel.</p> <p>At the beginning of each shift, the Charge Nurse confirms the attendance of “fire scene” HCA or PSWs in their area from a staffing schedule and confirms that staff is aware of their responsibilities in the event of a fire alarm.</p> <p>Inspect their designated home area once during each shift to ensure that there is no danger of fire.</p>
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UPON HEARING THE FIRE ALARM

	<p>Always proceed to the fire scene in pairs</p> <p>Take a fire extinguisher.</p> <p>Take a fire blanket</p>
REGISTERED STAFF/ CHARGE NURSE DUTIES	<p>During the fire alarm, the RHA Team Leads of the units are responsible for the safety of residents and visitors in their home area as well as personnel on their unit.</p> <p>In the event of a fire alarm, the unit RPN should do the following in the order shown:</p> <p>Proceed immediately to the nurses’ station in their designated unit and listen for the announcement over the PA system. (Please note annunciator panels are also located on each RHA)</p> <p>Obtain a resident list.</p> <p>If the fire is located within their home area, the charge nurse will proceed to the fire location and assume control:</p> <p>Ensuring all persons in immediate danger are rescued</p> <p>Direct evacuation procedure, as needed</p> <p>Maintain control until relieved by a more senior nurse or the IMS leader.</p> <p>If the fire is not located in their home area or unit, charge nurses will ensure staff is responding to the fire alarm appropriately, redirecting as required:</p> <p>Ensure staff are remaining in their home area to fulfill their duties (i.e. close fire doors, check all rooms for signs of fire and or smoke, clear hallways, report resident and visitor locations to the IMS leader.</p> <p>Account for all residents in the home area and Check the resident sign-out list.</p> <p>Turn off all unnecessary equipment.</p> <p>If conditions with the unit become unsafe due to smoke, heat or fire:</p> <p>Initiate evacuation of unit</p> <p>Notify IMS leader of the decision to evacuate, the route to be taken and the intended destination.</p> <p>When “Code Red – All Clear’ has been announced three times, and staff return</p>

to the work area, check that all unused fire extinguishers and fire blankets are replaced.

Complete Fire Drill Report and send to Administrator.

Emergency Procedures For Care Staff

PROCEDURE

UPON HEARING THE ALARM

CARE STAFF	<p>Stop all normal activities. Ensure resident safety.</p> <p>Assigned “fire scene” duties:</p> <p>Wait for fire location announcement or confirm location of fire on an annunciator panel.</p> <p>Report to and take direction from the Incident Manager (person wearing orange vest) at the site.</p> <p>Staff remaining undertake a review or “sweep” of the area to:</p> <p>Check for fire conditions (smoke, heat, flames);</p> <p>Close all doors and windows in the area;</p> <p>Close any fire doors;</p> <p>Ensure all exits are clear;</p> <p>Clear all hallways and corridors; move all carts and portable equipment into safely stored areas;</p> <p>Move all residents to a safe location, and</p> <p>Direct all Residents and visitors as required.</p> <p>Refer to the designated roles and responsibilities noted in appendix</p> <p>Once sweep of area done, report to the Emergency Operations Centre or RHA Team Lead and note the location of all residents, volunteers and visitors. Stand by to await further instructions from the Charge Nurse.</p> <p>Monitor doors throughout fire alert and ensure wandering residents do not leave while exit door locks are deactivated.</p> <p>Remain on emergency alert until the “all clear” is given to resume normal activities. Once the Incident Manager calls an end to the emergency “Code Red-All Clear”, sweep the unit and notify all residents, volunteers and visitors that it is safe to resume normal activities.</p> <p>Ensure that all fire safety equipment is replaced.</p> <p>Ensure that all residents are accounted for.</p>
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Emergency Procedures For Program Employees

PROCEDURE

UPON HEARING THE ALARM

PROGRAM EMPLOYEES If you are involved in a program and in a safe location (separated from the fire location by two sets of doors), close the door and supervise the residents.
If you are in a unit, report to the Charge Nurse for directions.
If you are not actively involved in a program and not in a unit, return to the Program office.
Close windows and doors,
Check for Residents in the vicinity and ensure their safety,
Flag all rooms that have been evacuated, and
Report to the Command Centre.

Emergency Procedures For Dietary Employees

PROCEDURE

UPON HEARING THE ALARM

DIETARY EMPLOYEES	<p>Turn off all kitchen equipment.</p> <p>Before leaving the kitchen, turn off ceiling fans, close doors and windows. Check other areas to ensure that all windows and doors have been closed. Where appropriate, assist residents via planned evacuation routes to ensure their safety.</p> <p>Flag all department rooms that have been evacuated.</p> <p>Report to the Emergency Operations Centre (formerly known as the Command Centre) for assigned duties.</p>
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COOKING APPLIANCE FIRES

DIETARY EMPLOYEES	<p>If a fire occurs involving the cooking appliances, pull the pin to activate the fixed extinguishing system. The extinguishing nozzles mounted under the hood will discharge a wet extinguishing agent extinguishing the fire. If it is not possible to pull the pin, the system will automatically discharge the extinguishing agent when the heat from the fire releases the fusible links.</p> <p>When the system discharges, the building fire alarm system will activate and the gas supply to the cooking appliances is cut off.</p> <p>Note: <i>The "K" type extinguisher is never to be used unless the fixed extinguishing system has deployed first.</i></p> <p>The "K" type extinguisher is primarily meant to be left for use by the responding Firefighter.</p> <p>No attempt should be made to reset the kitchen suppression system.</p>
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Emergency Procedures For Housekeepers, Janitors And Laundry Employees

PROCEDURE

UPON HEARING THE ALARM

HOUSEKEEPERS AND JANITORS	<p>Lock and move housekeeping cart to a safe location out of the hallway and line of traffic.</p> <p>If not assigned to a resident home area, attend the celebration room</p> <p>Check with RPN on Unit and go to the stairway doors or other doors as assigned that no longer have a magnetic lock in place and stay there until the all clear is called</p> <p>Report to and take direction from the Incident Manager (person wearing orange vest)</p> <p>Staff working in a resident home area are to remain in the area and check:</p> <p>Check for fire conditions (smoke, heat, flame)</p> <p>Close all doors and windows in the area</p> <p>Close any fire doors that have failed to close</p> <p>Make sure all exits have clear access and hallways are cleared</p> <p>Check that the portable fire extinguisher is available</p> <p>Clear all the hallways by moving all carts and equipment into rooms</p> <p>Move all residents and visitors in an open area into a room with a door (resident room, activity room, dining room, etc.) and close the door.</p> <p>Direct residents and visitors to stay in their current location with the door closed until the “all clear” is announced</p> <p>Monitor doors throughout the fire alert as assigned to ensure wandering residents do not leave while fire door locks are deactivated.</p> <p>Remain on emergency alert until “Code Red-All Clear” is announced. Once an “all clear” has been given, “sweep” the unit to notify residents, visitors and volunteers that it is safe to resume regular activities, open doors and reassure residents.</p>
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LAUNDRY STAFF	<ol style="list-style-type: none">1. Turn dryers to cool down phase and turn off all other equipment in the laundry room.2. Monitor the area for any residents or visitors.
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Emergency Procedures For Maintenance Employees

PROCEDURE

UPON HEARING THE ALARM

- MAINTENANCE
EMPLOYEES**
1. Lock and move cart(s) to safe location.
 2. Check for fire conditions (smoke, heat, flames).
 3. Close all doors and windows in the area before leaving.
 4. Make sure all exits and planned evacuation routes are clear.

Emergency Procedures For Volunteers

PROCEDURE

IF YOU DISCOVER A FIRE

- VOLUNTEERS**
1. Ensure that the R-E-A-C-T sequence is initiated:
 - R** Remove endangered people from immediate danger (evacuate).
 - E** Ensure room doors and windows are closed.
 - A** Activate fire alarm pull station closest to the site of the fire. Activate the second stage of the fire alarm system if evacuation is necessary.
 - C** Call 911 and say:

“There is a fire at F. J. Davey Home located in: Name Exact Location of Fire Including Floor, Home Area and Room Number
 - T** Try to confine/contain/extinguish fire, if possible, without undue risk using the nearest fire extinguisher.

***Note:** If necessary, place wet towels at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area.*
 2. Volunteers will be assigned to tasks such as:
 - a. Assisting in care and comfort of residents and families
 - b. Transportation of equipment and supplies

PROCEDURE

UPON HEARING THE ALARM

- ADMINISTRATOR**
1. Determine personnel needed and begin fan out procedure until the required amount of employees have been obtained.
 2. Telephone callers, as listed and inform them that an emergency situation is occurring and that they are needed to report to the home. If a Caller cannot be reached, the Alternate Caller will be notified and assigned the list of the Caller that could not be reached.
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- CALLERS OR DESIGNATE**
1. Telephone the employees on your list. Do not leave a message.
 2. Once all the employees on your list have been called, notify the Administrator of the results.
 3. Continue to attempt to reach any employees that were not immediately reached.
 4. Check in with Administrator for directions as to next steps.
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- EMPLOYEES REPORTING FOR DUTY**
1. Employees reporting for duty will report to the Emergency Operations Centre upon arrival at the facility location to receive their assignments.
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Fire Drills

1.0	SUMMARY	<p>Fire Drills are to be performed monthly in each facility to provide employees with realistic training and practice in steps to take in the event of a fire.</p> <p>The Fire Department and the monitoring company will be notified of the fire drill before and after each fire drill.</p> <p>Contact the Fire Department 705-949-3333 and the Monitoring Company at ATS - 705-759-8999 before conducting the fire drill and when the fire drill has been completed.</p>
2.0	FREQUENCY	<p>Fire drills should simulate an actual fire emergency and will:</p> <ol style="list-style-type: none">1. Be performed monthly on all shifts, in different locations and

		<p>at different times.</p> <ol style="list-style-type: none"> 2. Include practice in evacuation procedures and practice in the use of fire extinguishers and fire blankets. 3. Night drills may be conducted as silent drills requiring three annual drills with full bells.
3.0	SCHEDULING	<p>Administrator or designate will organize and initiate the monthly drills on all shifts according to the pre-planned schedule. The effectiveness of these exercises can be supported through pre-planning. Schedule of drills must be incorporated into the Quality Service/Management Program.</p> <p>All employees are required to respond to each fire alarm as a real emergency. Fire drills should not occur in a pattern which allows employees to predict a drill. Drills will be a combination of announced and unannounced, ensuring employee training and practice. The Administrator or designate will notify the fire department and monitoring company at the beginning and end of each fire drill.</p> <p>Determining the fire drill schedule should consider the following variables:</p> <ol style="list-style-type: none"> 1. Location 2. A/C power 3. D/C power 4. Bells ring 5. Silent 6. Time

Evacuation of Residents

SUMMARY	<p>Residents will be evacuated in a calm and orderly manner according to the evacuation plan. Employees are to guide Residents along the planned evacuation route(s). Resistive Residents will be evacuated last.</p> <p>Rooms that have been evacuated must be flagged using the Home's evacuation identification system.</p> <p>Establish Emergency Operations Centre (EOC) (formerly known as the Command Centre) – the most senior position (person) on site (that is not at the fire scene) must take charge of the EOC. It is located <Identify location> (i.e. reception desk/main lobby) or alternate site <identify location> (i.e. activity room/Administrator's office).</p>
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