

The Corporation of the  
City of Sault Ste. Marie



**FIRE SERVICES**  
Fire Prevention & Education

**Naomi Thibault**  
Deputy Fire Chief

## Fire Safety Plan Approval

<b>Facility</b>	<b>F.J. Davey Home</b>
<b>Location</b>	<b>733 Third Line East, Sault Ste. Marie, ON</b>


Please be advised that the Fire Safety Plan for the above noted facility has been reviewed and on this day is deemed to be in compliance with the provisions of the Ontario Fire Code, Section 2.8 Emergency Planning.

An Initialed and date stamped copy of the plan as well as a copy of this approval letter is required to be retained on site and provided to Fire Services. **All** provisions of this fire safety plan shall be implemented from this day forward.

The “**OWNER**” (as defined by the Ontario Fire Code) is responsible to completely review and implement all measures contained in this Fire Safety Plan and also ensure that any errors, omissions are corrected. The “**OWNER**” will update the Fire Safety Plan as required each time there is a change in the facility / staffing that has an impact on the plan.

Updated Fire Safety Plans shall be re-submitted to the Sault Ste. Marie Fire Services for review and approval within 30 days of any revision to the Fire Safety Plan.

**Approved on April 24, 2025**

<b>Chief Fire Official:</b> Deputy Chief Thibault	<b>Signature –</b> 
<b>Owner / Property Manager:</b> Connie Lee, Administrator	<b>Signature –</b> 



# EXTENDICARE®

... helping people live better



**F.J. Davey Home**

long term care, long term comfort



FJ Davey Home  
Sault Ste. Marie, ON  
705-942-2204  
Fax: 705-942-2234

# Fire Safety Plan

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## Introduction

## SECTION 1.0

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.

## Distribution

## SECTION 2.0

<b>1.0</b>	<b>DISTRIBUTION OF THE FIRE SAFETY PLAN</b>	A copy of the fire safety plan must be distributed to the following stakeholders listed below.
<b>1.1</b>	<b>STAKEHOLDERS</b>	<ul style="list-style-type: none"> <li>• The Sault Ste. Marie Fire Services</li> <li>• Corporate Office – Extendicare, Markham, Ontario</li> <li>• Extendicare Home F J Davey Home , Sault Ste. Marie , ON</li> </ul>
<b>1.2</b>	<b>DISTRIBUTION IN THE HOME</b>	<p>FJ Davey Home</p> <ul style="list-style-type: none"> <li>• Maple Court (Command Center)</li> <li>• Posted in Main Lobby</li> <li>• Charge Nurse office- in emergency preparedness binder</li> <li>• Boardroom</li> <li>• Between each link</li> <li>• Classroom</li> <li>• Emergency box in Vestibule</li> <li>• Service level – Outside Maintenance door</li> </ul>
<b>2.0</b>	<b>COMMITMENT TO RESIDENTS</b>	Residents must be provided with a resident handbook that outlines the fire emergency procedures and important information related to fire safety.
<b>3.0</b>	<b>CHANGES TO THE FIRE SAFETY PLAN</b>	<p>Once approved, the Sault Ste. Marie Fire Services will require the Fire Safety Plan, or parts thereof, to be resubmitted if:</p> <ul style="list-style-type: none"> <li>• There are any changes to occupancy or use;</li> <li>• There are any changes in standards;</li> <li>• The Fire Safety Plan has not been kept current; and/or,</li> <li>• The Chief Fire Official judges the current Fire Safety Plan no longer being acceptable.</li> </ul> <p>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.</p>





# Building Resources Audit

## SECTION 4.0

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1. Extendicare FJ Davey Home is located at 733 Third Line East , at/near the intersection of Great Northern Road and Third Line.
  2. 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 .
  3. The building is as an H shape with 4 wings shaped and has height of 3 stories in height and has a basement level.
  4. The building does have a sprinkler system throughout and is constructed on non-combustible construction comprising of concrete block walls and concrete slab floors.
  5. The building contains a total of 374 resident suites, with a total capacity of 374 residents.
  6. 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.

# Building Resources Audit

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## **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

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### **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.

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### **1.1 FIRE ALARM CONTROL PANEL**

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.

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.

The fire alarm system is monitored by ATS. They can be reached at 705-946-7999, 24 hours a day.

# Building Resources Audit

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## 1.2 ANNUNCIATOR PANELS

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.

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. Refer to the schematic diagram(s) to identify the location of the fire alarm control panel and the locations of annunciator panels.

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## 1.3 FIRE ALARM BELLS

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.

The fire alarm bells will transmit two distinctive sounds depending on the stage of the fire alarm system:

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**ALERT STAGE:** Initial activation and potential fire warning. The fire alarm bells will sound a long ring every 2 or 3 seconds.

**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.

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## 1.4 HEAT DETECTORS

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.

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## 1.5 SMOKE DETECTORS

Where installed, smoke detectors detect smoke concentration. Refer to the schematic diagrams for location(s) of smoke detectors.

# Building Resources Audit

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## 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.

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## 1.7 SPRINKLER HEADS

*(IF APPLICABLE)*

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.

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## 1.8 ELECTROMAGNETIC 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.

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# Building Resources Audit

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## 1.10 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.

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## 1.11 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.

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## 1.12 OPERATION OF THE SYSTEM

Activation of heat and smoke detectors, pull stations and sprinkler systems will automatically initiate the following events:

- a) Fire alarm bells will ring once every three seconds (alert stage);
- b) The LED annunciator in the Fire Control Panel and the remote annunciator panels indicate the zone of initiation;
- c) A manual Alarm stage activation will be required to cause the fire alarm bells to sound in alarm mode;
- d) Fire alarm bells will continue to sound during the alert or alarm stage until manually silenced;
- e) Ventilation systems will shut down;
- f) Hold open devices on doors will be released upon initiation of the alert stage of the fire alarm;
- g) Signal is sent directly to the monitoring station; and,
- h) Doors with magnetic locking devices are released upon initiation of the alarm stage of the fire alarm.

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## 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

## Building Resources Audit

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### 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.

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### 4.0 FIRE DEPARTMENT ACCESS

The access route for the fire department is: front foyer on the main level on the north side of the building  
The primary fire department entrance is: same as above  
Refer to schematic diagram for fire department access route(s).

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### 5.0 PORTABLE FIRE EXTINGUISHERS

Fire extinguishers are located throughout the facility. The facility is equipped with:  
ABC fire Extinguishers

The kitchen is equipped with:  
6L wet chemical type "K" Fire Extinguishers  
Refer to schematic diagram for location(s) of portable fire extinguishers.

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### 6.0 STANDPIPE AND HOSE SYSTEM

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

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# Building Resources Audit

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## 7.0 EMERGENCY LIGHTING

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.

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## 8.0 KITCHEN HOOD SUPPRESSION SYSTEMS (KHSS)

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).

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## 9.0 STAND-BY GENERATOR

In the event of power failure, the facility is equipped with a stand-by generator. 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.

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

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## 10.0 KEY LOCK BOX

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

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

# Emergency Procedures For Residents

## SECTION 5.0

### PROCEDURE

#### *WHEN YOU HEAR THE FIRE ALARM*

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##### **ALL RESIDENTS**

1. Stay calm.
2. Remain in your room with the door closed.
3. Turn off all non-medical equipment in the room.
4. Follow instructions given by employees and volunteers.
5. If you are away from your room, go with an employee to a designated safe location.

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##### **WHEELCHAIR RESIDENTS**

1. 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.

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##### **IF THE FIRE IS IN YOUR ROOM/AREA**

1. Leave the room/area immediately and close the door if possible.
2. Call for help and notify employees and other residents.
3. If able, pull the fire alarm at the pull station.

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##### **IF THE FIRE IS NOT IN YOUR ROOM/AREA**

1. Remain in your room with the door closed and wait for an employee to assist you.

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##### **IF SMOKE IS COMING THROUGH THE DOOR**

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





# 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

## SECTION 6.0

<b>SUMMARY</b>		<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.</p> <p>The procedures must be permanently posted by each manual pull station.</p>
<b>1.0</b>	<b>SOUNDING OF FIRE ALARM</b>	<p>All employees in the home are expected to respond immediately when the fire alarm sounds.</p>
<b>2.0</b>	<b>RESPONSIBILITIES OF ALL EMPLOYEES</b>	<ol style="list-style-type: none"> <li>1. All employees must immediately proceed to assigned area: see page 69 for responsibilities by department</li> <li>2. Listen for an announcement of where the fire site is located while proceeding to the nearest annunciator panel.</li> <li>3. 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.</li> <li>4. 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.</li> <li>5. 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.</li> <li>6. Once a room is checked and is clear, the red Velcro strap must be placed across door opening to indicate it is clear</li> <li>7. 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.</li> <li>8. If it is unsafe to return to your work area, report to the 1<sup>st</sup> floor celebration room</li> <li>9. Do not resume normal duties until the Incident Manager has called an end to the fire emergency situation.</li> </ol>

## Emergency Procedures For All Employees

<b>3.0</b>	<b>RESPONSIBILITIES OF DEPARTMENT HEADS (EXCEPT OFFICE MANAGER), DESIGNATED DEPARTMENTAL STAFF, MAINTENANCE STAFF AND OTHER PERSONNEL</b>	<ol style="list-style-type: none"><li>1. Go to the fire scene to assist as directed by the Incident Manager Take a fire extinguisher and fire blanket to the scene.</li><li>2. Resume normal duties only after "Code Red – All Clear" is announced.</li><li>3. The Administrator/ Executive Director/ Executive Director, charge nurse on duty and ESM/maintenance manager will have a key to the fire pull stations and the alarm panel.</li></ol>
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# Emergency Procedure for First Responders

## SECTION 6.1

<b>SUMMARY</b>	<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.</p> <p>The procedures must be permanently posted by each manual pull station.</p>
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### PROCEDURE

#### DISCOVERY OF FIRE OR SMOKE

##### FIRST RESPONDER

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 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.*

## Emergency Procedures for First Responders

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### **OTHER EMPLOYEES**

1. Stop all normal activities.
2. Assist the first responder. Take supplies (i.e. fire extinguisher) to the fire site.
3. 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.
4. At all times, take direction from the Fire Marshall and/or IMS Leaders for evacuation procedures.
5. Once all residents have been evacuated from the fire site, begin the team and chain evacuation procedure.
6. Move residents and visitors towards area of refuge ensuring that they are not exposed to smoke and/or blocking evacuation routes.
7. Check and evacuate all rooms and ensure that all:
  - a. Oxygen concentrators are turned off,
  - b. Windows and doors are closed, and
  - c. Rooms that are evacuated are flagged.

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### *SOUNDING OF THE FIRE ALARM*

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### **EVERYONE**

1. Any person (staff, residents, volunteers, visitors, service providers) in the home is expected to respond immediately when the fire alarm sounds.

### PROCEDURE

#### INCIDENT MANAGER / FIRE MARSHAL L OR DESIGNAT E

Upon hearing the fire alarm, the Incident Manager / Fire Marshall must immediately:

1. Proceed to the annunciator panel on level One front entrance area and read the fire location.
2. Acknowledge the fire alarm by pushing the button under the flashing light on the fire alarm control panel.
3. RN to go to the main panel, announce or arrange to have announced the fire location (repeat three times):  
**CODE RED – (SPECIFY LOCATION OF FIRE SITE)**
4. Put on the orange vest located adjacent to the main fire alarm panel. Collect the clipboard with the Resident list
5. If a resident Next of Kin list is required, it will be in the lock box at the front foyer
6. 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.
7. The elevators automatically lower themselves to the service level and turn off when a fire alarm is activated.
8. Proceed to the fire site if safe to do so and assume control of the situation:
  - a. Ensure all persons in immediate danger are rescued,
  - b. Direct evacuation procedures as required, call manager on call, work with senior managers
  - c. Communicate with others by sending an employee as a runner, and
  - d. Liaise with fire department upon arrival as to the conditions at the fire site and the actions that have been taken.
  - e. Ensure alarm is placed in evacuation mode
9. Determine in consultation with fire department if employees must:
  - a. Continue evacuation preparations, or
  - b. Resume work with limited duties while remaining vigilant.
  - c. If a false alarm , Call ATS at 705-949-7997 to advise / Or ATS will call the facility
10. Direct activities of the Emergency Operations Centre (formerly known as the Command Centre) and Area of Refuge.
11. Determine in consultation with the fire department when the home is safe from fire and announce or arrange to announce (repeat three times):  
**CODE RED – ALL CLEAR**
12. Direct or take fire department personnel to annunciator and/or main panel. Only reset the fire alarm system when advised it is safe to do so.
13. Complete required Code-Red evaluation-forms

# Emergency Procedures For Registered Staff

## SECTION 6.3

### PROCEDURE

#### FIRE ALARM PREPARATION

##### CHARGE NURSE



Exit Door Monitoring  
Tool.docx

1. During a fire alarm, the Charge Nurse is responsible for the safety of residents and visitors in their home area and response of personnel.
2. 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.
3. Inspect their designated home area once during each shift to ensure that there is no danger of fire.

#### UPON HEARING THE FIRE ALARM

1. Always proceed to the fire scene in pairs
2. Take a fire extinguisher.
3. Take a fire blanket

##### REGISTERED STAFF/ CHARGE NURSE DUTIES

1. 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.
2. In the event of a fire alarm, the unit RPN should do the following in the order shown:
  - a. 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)
3. Obtain a resident list.
4. If the fire is located within their home area, the charge nurse will proceed to the fire location and assume control:
  - a. Ensuring all persons in immediate danger are rescued
  - b. Direct evacuation procedure, as needed
  - c. Maintain control until relieved by a more senior nurse or the IMS leader.
5. 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:
  - a. 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.
  - b. Account for all residents in the home area and Check the resident sign-out list.
6. Turn off all unnecessary equipment.
7. If conditions with the unit become unsafe due to smoke, heat or fire:
  - a. Initiate evacuation of unit

## **Emergency Procedures For Registered Staff**

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- b. Notify IMS leader of the decision to evacuate, the route to be taken and the intended destination.
8. When "Code Red – All Clear" has been announced three times, and staff return to the work area, check that all unused fire extinguishers and fire blankets are replaced.
9. Complete Fire Drill Report and send to Administrator.



# Emergency Procedures For Care Staff

## SECTION 6.4

### PROCEDURE

#### UPON HEARING THE ALARM

#### CARE STAFF

1. Stop all normal activities. Ensure resident safety.
2. Assigned "fire scene" duties:
  - a. Wait for fire location announcement or confirm location of fire on an annunciator panel.
  - b. Report to and take direction from the Incident Manager (person wearing orange vest) at the site.
3. Staff remaining undertake a review or "sweep" of the area to:
  - a. Check for fire conditions (smoke, heat, flames);
  - b. Close all doors and windows in the area;
  - c. Close any fire doors;
  - d. Ensure all exits are clear;
  - e. Clear all hallways and corridors; move all carts and portable equipment into safely stored areas;
  - f. Move all residents to a safe location, and
  - g. Direct all Residents and visitors as required.
4. Refer to the designated roles and responsibilities noted in appendix
5. 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.
6. Monitor doors throughout fire alert and ensure wandering residents do not leave while exit door locks are deactivated.
7. 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.
8. Ensure that all fire safety equipment is replaced.
9. Ensure that all residents are accounted for.

# Emergency Procedures For Program Employees

## SECTION 6.6

### PROCEDURE

#### *UPON HEARING THE ALARM*

#### **PROGRAM EMPLOYEES**

1. 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.
2. If you are in a unit, report to the Charge Nurse for directions.
3. If you are not actively involved in a program and not in a unit, return to the Program office.
  - a. Close windows and doors,
  - b. Check for Residents in the vicinity and ensure their safety,
  - c. Flag all rooms that have been evacuated, and
  - d. Report to the Command Centre.

# Emergency Procedures For Dietary Employees

## SECTION 6.7

### PROCEDURE

#### UPON HEARING THE ALARM

##### DIETARY EMPLOYEES

1. Turn off all kitchen equipment.
2. Before leaving the kitchen, turn off ceiling fans, close doors and windows.
3. Check other areas to ensure that all windows and doors have been closed.
4. Where appropriate, assist residents via planned evacuation routes to ensure their safety.
5. Flag all department rooms that have been evacuated.
6. Report to the Emergency Operations Centre (formerly known as the Command Centre) for assigned duties.

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#### COOKING APPLIANCE FIRES

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##### DIETARY EMPLOYEES

1. 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.
2. 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.
3. When the system discharges, the building fire alarm system will activate and the gas supply to the cooking appliances is cut off.  
**Note:** The "K" type extinguisher is never to be used unless the fixed extinguishing system has deployed first.
4. The "K" type extinguisher is primarily meant to be left for use by the responding Firefighter.
5. No attempt should be made to reset the kitchen suppression system.

# Emergency Procedures For Housekeepers, Janitors And Laundry Employees

## SECTION 6.8

### PROCEDURE

#### *UPON HEARING THE ALARM*

#### **HOUSEKEEPERS AND JANITORS**

1. Lock and move housekeeping cart to a safe location out of the hallway and line of traffic.
2. If not assigned to a resident home area, attend the celebration room
  - a. 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
  - b. Report to and take direction from the Incident Manager (person wearing orange vest)
3. Staff working in a resident home area are to remain in the area and check:
  - a. Check for fire conditions (smoke, heat, flame)
  - b. Close all doors and windows in the area
  - c. Close any fire doors that have failed to close
  - d. Make sure all exits have clear access and hallways are cleared
  - e. Check that the portable fire extinguisher is available
  - f. Clear all the hallways by moving all carts and equipment into rooms
  - g. 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.
  - h. Direct residents and visitors to stay in their current location with the door closed until the "all clear" is announced
  - i. Monitor doors throughout the fire alert as assigned to ensure wandering residents do not leave while fire door locks are deactivated.
4. 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.

#### **LAUNDRY STAFF**

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.

# Emergency Procedures For Maintenance Employees

## SECTION 6.9

### **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.
5. Lock and supervise elevators
6. Report to Incident command center

# Emergency Procedures For Volunteers

## SECTION 7.0

### PROCEDURE

*IF YOU DISCOVER A FIRE or HERE the ALARM*

- Stay calm
- Stay with residents in a safe location
- If not with a resident, proceed to the main floor, celebration room
- Do not run
- Resume normal activities after the "Code Red – All Clear" is announced

#### **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

## Emergency Procedures For Staff Call-Back List SECTION 8.0

<b>SUMMARY</b>	<p>The staff call back list will be used for the purpose of calling in employees to assist in an emergency situation only. The list must be updated quarterly or as required by the Administrator.</p> <p>The Administrator is to distribute and update staff call back lists to the Callers and Alternate Callers and review the procedure with them as required.</p>
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### PROCEDURE

#### *UPON HEARING THE ALARM*

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#### **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.

# Evacuation of Residents

## SECTION 9.0

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### 1.0 SUMMARY

The objective of an evacuation is to remove residents from danger in the shortest amount of time possible.

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### 2.0 RISK LEVEL

Any fire emergency situation is a progressive incident. This means that the longer it takes to isolate the source(s) of danger and evacuate residents, the greater the chances of someone being seriously injured.

For homes with a fire alarm system that operates in two stages the first alarm is the **ALERT STAGE**. The Alert Stage activation signals a potential fire warning. The fire alarm bells will sound a long ring every 2 or 3 seconds. The second stage of the alarm is the evacuations stage, the alarm bells will sound more rapidly to inform of the need to evacuate

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### 3.0 EVACUATION PLAN

As part of the Emergency Response Plan, there must be an evacuation plan that indicates the following:

1. Planned evacuation routes,
  2. Evacuation Centre location,
  3. Emergency Operations Centre (formerly known as the Command Centre) (inside building),
  4. Area of Refuge (outside building),
  5. Assigned exits, and
  6. Assessment and Treatment Centre location.
- 

### 4.0 PARTIAL EVACUATION

A partial evacuation must occur if the emergency situation can be contained to a specific area of the building that ensures the safety of all residents and employees.

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### 4.1 EVACUATION STAGES

Evacuation starts with removing residents from individual rooms to beyond a set of fire doors. Partial evacuation is carried out if the disaster itself can be contained in a particular area of the facility. If safety of the residents cannot be ensured, total evacuation of the facility will be carried out.

**STEP 1 FIRE ZONE** or partial evacuation is the initial response to the emergency situation. It involves removing residents from the rooms(s)/area threatened by the source of the disaster:

1. Room of emergency site
2. Rooms on each side of the emergency site
3. Room directly across from emergency site

Evacuate these residents beyond fire/smoke separation doors to a safe area by Team and Chain Evacuation procedure outlined inside this plan.



## Evacuation of Residents

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**Note:** Fire evacuation routes are away from the fire. Depending on the fire situation, the amount of smoke, and the flow of traffic of the fire department, the IMS leader may permit the movement of residents past the rooms with the fire if it is safe and more expedient to do so.

**STEP II WING EVACUATION** - If a fire cannot be contained to a single fire zone, evacuate residents beyond the fire separation doors to another safe zone within the building (internal area of refuge). Residents in immediate danger should be moved first.

**STEP III TOTAL EVACUATION** occurs if smoke and or fumes continue to spread throughout the facility, or the IMS Leader or Fire department gives the order to evacuate the entire building.

Person giving the order should allocate exits to be used by various wings so that movement will be quick and orderly.

Take residents to a safe distance away from the facility (Area of Refuge). Stay out of the way of emergency vehicles.

Evacuate away from the fire area to the next zone. If unable to reach safe zone, evacuate out of the facility via the nearest exit. Check to ensure evacuation of fire zone is complete.

A one-way traffic flow should be maintained where possible. Tally resident count to verify that evacuation is complete.

**Note:** At this step it is critical that Transfer/Discharge system is initiated to a safe location or "area of refuge."

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### 5.0 COMPLETE EVACUATION

A complete evacuation must occur if the emergency situation cannot be contained to a specific area and/or the safety of all residents and employees cannot be ensured.

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### 5.1 AUTHORITY TO ORDER EVACUATION

Authority and responsibility for the evacuation decision generally rests with the IMS leader or Fire department (if present). Any Charge Nurse can order evacuation of their area if residents under their care are endangered by fire, smoke or any other factor.

# Procedure for Evacuation of Residents

## SECTION 9.1

### SUMMARY

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). Resistant Residents will be evacuated last.

Rooms that have been evacuated must be flagged using the Home's evacuation identification system.

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).

## PROCEDURE

### DECISION TO EVACUATE

#### INCIDENT MANAGER

1. Assess the emergency situation and determine whether the incident requires a partial or complete evacuation.
2. Initiate Incident Management System (IMS).
3. Determine and communicate evacuation route(s).
4. Convert the fire alarm system to the second phase to create a continuous ringing sound.

*Note: If the communication system(s) fail, send a runner to notify all employees of the code red emergency situation.*

#### INCIDENT MANAGER

1. Identify and determine appropriate evacuation stages and evacuate the specific area where the emergency situation is occurring.
2. Call 911 immediately.
3. Liaise with authorities to determine:
  - a. The end of the partial evacuation, or
  - b. The need to call a complete evacuation.

#### SAFETY LEADER

1. Direct Residents and employees to the Area of Refuge using planned evacuation routes.

# Procedure for Evacuation of Residents

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## COMPLETE EVACUATION

**INCIDENT  
MANAGER -  
ADMINISTRATOR**

1. Determine the need for a complete evacuation.
2. Call EMS immediately.
3. Direct employees to evacuate all residents from the home.
4. Liaise with authorities and follow directions as required.

**LOGISTICS  
LEADER – SENIOR  
DIRECTOR OF  
CARE**

1. Remove the following records from the building using linen hamper bags:
  - a. Resident Care Plans,
  - b. M.A.R. Books,
  - c. Addressograph plates/machine,
  - d. Resident Medical Charts (if applicable)
  - e. L.O.A. Books,
  - f. Emergency Response Package
  - g. Disaster Box(es),
  - h. MSDS Master Binder, and
  - i. If possible, pictures of residents
2. Direct and organize residents and employees to the Area of Refuge. If required, used planned transportation.

*Note: Ensure that emergency vehicles have an unobstructed path into the Home.*

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**PUBLIC  
INFORMATION  
LOGISTICS  
LEADER-  
ACTIVITIES  
MANAGER**

1. Liaise with the Incident Manager and the Corporate Communications Department and follow directions as required.
2. Update employees, residents, family members, community leaders and media as required.

# Team and Chain Formation

## SECTION 9.2

### SUMMARY

To ensure a smooth process for evacuating residents during an emergency situation, residents will be moved in a calm and orderly manner during any code red or green emergency situation.

### PROCEDURE

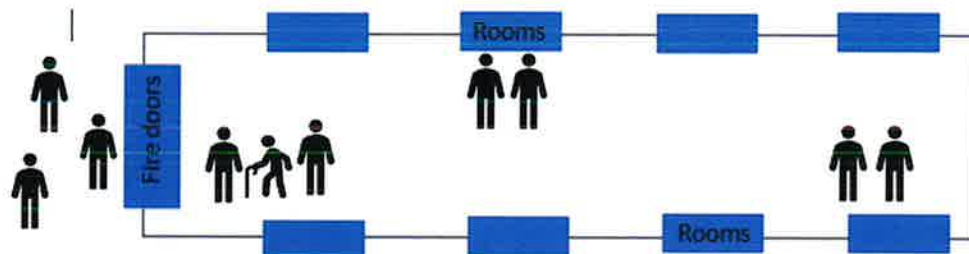
#### LOGISTICS LEADER

1. Designate all staff members to either be on the outer side of the fire doors taking received residents, or to go room to room evacuating residents. Try to have the same number of people receiving residents at the fire door as teams evacuating residents from rooms (for example, you have 9 staff members, 3 will receive residents at the fire doors and 6 will be broken into teams to evacuate rooms)

#### TEAMS

2. Team B takes resident(s) and hands off to Team C.
3. Team A closes the door and flags the room.  
*Note: Team A is to flag each room after it has been completely evacuated.*
4. Teams pass groups of residents between each other, towards the Area of Refuge.  
*Note: Residents are to be escorted in single file or in small groups. Traffic s*

1. Teams enter rooms and bring resident(s) to the closest fire doors.
2. Staff waiting on the other side of fire doors take the residents to safety.
5. After a team has confirmed there are no residents in a room they close the door and flag the room as empty.
6. Steps 1-3 continue until all the residents in the affected area have been evacuated.



# Persons Requiring Assistance

## SECTION 9.3

In the event of a fire alarm, Residents will count on employees to provide some level of assistance.

Residents are to be classified as either ambulatory or non-ambulatory.

Ambulatory residents are evacuated first unless other residents remain in immediate danger. The evacuees should be gathered and led in groups or in single file. Once the ambulatory residents have been evacuated all other residents can be assisted.

Non-ambulatory residents may be evacuated by wheelchair or by other wheeled conveyance. This is easiest and fastest for covering a distance but requires transferring the resident to a chair. Residents can be pulled from the bed onto a blanket and pulled along the floor. Blankets are usually readily available but carpeted hallways make this very difficult. In this case, if two or more carriers are available, the blankets can be used as an improvised stretcher.

As a care facility, detailed files of each resident is maintained and kept readily available in the event of an emergency. Use the form attached to log which Residents needed assistance.

### **RESIDENT CLASSIFICATION CODES FOR EVACUATION:**

All residents are classified according to the type of evacuation method required:

<b>TYPE A</b>	Residents requiring guidance but no assistance (Green)
<b>TYPE B</b>	Residents requiring assistance (Yellow)
<b>TYPE C</b>	Residents who are non-ambulatory but who can assist with transport (purple)
<b>TYPE D</b>	Residents who are non-ambulatory and unable to assist with transport (Orange)

RAI Coordinators to update Bed Board by Unit noting mobility status of each resident. This is updated weekly and with condition changes of a resident. A copy will be provided to the RHA and place on the Bulletin Board at Nursing Station

The most current version of the bed board is found at **P drive/RAI/Resident Classification Codes for Evacuation**

### **1.0 RESPONSIBILITIES OF THE OWNER**

In a court of law, the definition of owner can mean the person whose name is on the title, executive officer in a corporation owning the building, an administrator, a night supervisor/manager or even a maintenance supervisor/manager.

The building owner/manager has numerous responsibilities as specified in the Fire Code and must ensure that the following measures are incorporated in the Fire Safety Plan:

1. Establishment of emergency procedures to be used in case of a fire emergency.
2. Appointment and organization of designated 'supervisory employees' to carry out fire safety duties.
3. Training of 'supervisory employees' and other staff so that they are aware of their responsibilities for fire safety.
4. Holding of fire drills in accordance with the Fire Code, incorporating emergency procedures appropriate to the building.
5. Control of fire hazards in the building.
6. Maintenance of building facilities provided for the safety of occupants (keeping records of same).
7. Provisions of alternate measures for safety of residents during shutdown of fire and life safety systems.
8. Ensure the information in the Fire Safety Plan is current, and notifying the Chief Fire Official regarding changes to the Fire Safety Plan.
9. Designate and train sufficient alternates to replace 'supervisory employees' during any absence.
10. Post and maintain on each floor area emergency procedures for residents.
11. Ensure the approved Fire Safety Plan or parts thereof are distributed.
12. Be able to inform staff in the operation of Fire Alarm Systems and its associated devices.
13. Be able to inform staff in the operation of the sprinkler system.

# Accountabilities

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## **2.0 RESPONSIBILITIES OF SUPERVISORY EMPLOYEES**

1. Be trained and know the emergency evacuation procedures.
  2. Maintain an up-to-date list of occupants requiring assistance to evacuate in the event of an emergency.
  3. Know the fire extinguishment, control or confinement procedures.
  4. Practice measures to control fire hazards.
  5. In the event of any shutdown of the fire and life safety systems, initiate alternative measures.
  6. Maintain the fire alarm/sprinkler system and other fire protection features in good operating condition.
  7. Participate in fire drills
  8. Report any hazards or immediate threats to life safety to your supervisor/manager.
  9. Obtain and comply with the Fire Code and regulations in your jurisdiction.
- 

## **2.0 RESPONSIBILITIES OF ALL EMPLOYEES**

1. Be trained and know the emergency evacuation procedures.
2. Maintain an up-to-date list of Residents requiring assistance to evacuate in the event of an emergency.
3. Know the fire extinguisher, control and confinement procedures.
4. Practice measures to control fire hazards. In the event of any shutdown of the fire and life safety systems, ensure alternative measures are initiated.
5. Ensure the fire alarm/sprinkler system and other fire protection features are operating properly.
6. Participate in fire drills.
7. Report any hazards or immediate threats to safety to your Supervisor/Manager.
8. Obtain and comply with the National and Provincial Fire Code.

# Extinguishment, Control And Containment

## SECTION 11.0

### 1.0 SUMMARY

1. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.
2. Only after ensuring everyone has evacuated the area, the alarm has been initiated and the fire department notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire.  
*Note: This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.*

### 2.0 OPERATING A FIRE EXTINGUISHER

- |                      |  |
|----------------------|--|
| P – Pull Pin         | Pull the pin. This will also break the tamper seal.  |
| A – Aim Extinguisher | Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire and not at the flames. Ensure that the fire is not between yourself and the exit.                |
| S – Squeeze Trigger  | Squeeze the handle to release the extinguishing agent.   |
| S – Sweep            | Use a sweeping motion from side to side, pointing the extinguisher at the base of the fire, until it appears to be out. Watch the area. If the fire re-ignites, repeat "PASS" procedure. |

### 3.0 KITCHEN HOOD SUPPRESSION SYSTEM (KHSS)

1. In the event of a fire in the cooking equipment in the kitchen, the Kitchen Hood Suppression System (KHSS) must be activated.
2. The "K" type extinguisher is never to be used unless the HSS has activated.
3. Never use an ABC fire extinguisher to extinguish a fire involving cooking appliances installed under the exhaust hood.
4. If a fire occurs below the KHSS, and it is safe to do so, the manual release pull station must be activated to initiate the system. The location of the KHSS manual release pull station is identified on the Schematic Diagrams.



# Control of Fire Hazards

## SECTION 12.0

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The following describes the specific requirements to control fire hazards:

- ☐ All exits must be clear of obstructions at all times
- ☐ No blocking of automatic fire doors
- ☐ Posted fire instructions located at pull stations
- ☐ Clear access to the building
- ☐ Paint cans and aerosol cans are stored in metal cabinets
- ☐ Any items stored must be at least 18" below sprinklers
- ☐ Only flame-retardant drapes, carpets and mattress covers are used
- ☐ Residents' appliances are inspected for CSA approval
- ☐ Use of temporary wiring is not permitted where it presents a fire hazard
- ☐ Heating appliances are not permitted in residents' rooms
- ☐ Combustible refuse is stored in designated areas only
- ☐ Kitchen equipment and filters are routinely cleaned
- ☐ Flammable material controlled
- ☐ Rooms are kept clean and orderly
- ☐ Heaters are not blocked
- ☐ Dryer vents are cleaned out daily and bi-weekly
- ☐ Fire procedures are to be discussed during the pre-admission interview and orientation

# Alternative Measures

## SECTION 13.0

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<b>1.0</b>	<b>SUMMARY</b>	1. The following are alternative measures to be taken in the event of a shut down or other disabling circumstances of specific life safety devices/systems.
<b>1.1</b>	<b>FIRE EXTINGUISHERS</b>	2. Portable fire extinguishers shall be recharged as soon as possible after use. If the building is open to the public during a recharge delay, replacement extinguishers must be available.
<b>1.2</b>	<b>SPRINKLER SYSTEM</b>	1. In the event that the automatic sprinkler system becomes inoperative, all employees shall be made aware of the situation and repairs shall be affected as soon as possible. 2. Notify the fire department 705-949-3333 every time the sprinkler system is non-operational.
<b>1.3</b>	<b>FIRE ALARM SYSTEM</b>	1. In the event that the fire alarm system becomes inoperative, a responsible employee shall be assigned to conduct hourly fire watch inspections of the whole building and to calmly alert all Residents in the event of a fire. 2. The employee conducting fire watch duties must have a portable communication device in order to immediately call 911 in the event of a fire emergency. 3. Notify the fire department 705-949-3333 any time the fire alarm system is non-operational.
<b>1.4</b>	<b>KITCHEN HOOD SUPPRESSION SYSTEM (KHSS)</b>	1. In the event the Kitchen Hood Suppression System (KHSS) becomes inoperative, all staff shall be made aware of the situation and repairs shall be made immediately. All cooking, which produces grease-laden vapours, must be stopped. 2. Notify the fire department 705-949-3333 any time the KHSS is non-operational.

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## Alternative Measures

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### 2.0 SHUTDOWN OF FIRE PROTECTION EQUIPMENT

1. In the event of any shutdown of fire protection equipment or part thereof, Residents, the owner and Fire Department 705-949-3333 must be notified.
2. Instructions and procedures for alternate provisions must be posted in case of an emergency.
3. The following are the procedures that are to be followed in the event of a shutdown of any part of a fire protection system or equipment:
  - a. Notify the fire department and the monitoring company. Give your name, address and a description of the work and when you expect it to be corrected.
  - b. Post Out of Service notices on front entrances, other entrances, all floors, nursing stations, stating the work and when it is expected to be completed. A sample of this notice can be found in Section 17.0 of this Fire Safety Plan.
  - c. An appointed designated employee will conduct a walk-through of the affected area every hour, keeping records of what is observed. These records will be kept in the Log Book in the Administrators office. **A sample of this Fire Watch Log can be found in Section 17.1 of this Fire Safety Plan.**  
*Note: The designated employee must be equipped with a flashlight.*
  - d. If a fire is found, immediately activate the Fire Alarm System if it is operational. If not, call the 911 and alert the Incident Manager of the situation.
  - e. Update fire department and Residents/employees when the work has been completed and all systems are operational.

# Tests, Inspections And Checks

## SECTION 14.0

-42-

The Fire Chief periodically inspects buildings to ensure that the required checks, inspections and tests are being carried out.

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a minimum of two years and made available to the fire department upon request.

If the time interval between tests exceeds two years, the written records shall be kept for a period of the test interval plus one year.

The owner is responsible to ensure that all checks, inspections and tests are completed. Always refer to the Provincial Fire Code for complete requirements.

### DEFINITIONS

**CHECK:** Means a **visual observation**, to ensure the device or system is in place and is not obviously damaged or obstructed.

**INSPECTION:** Means a **physical examination**, to determine that the device or system will apparently perform in accordance with the intended function.

**TEST:** Means the **operation of a device or system** to ensure that it will perform in accordance with its intended operation or function.

The Administrator will assign a designated employee and/or qualified contractor(s) to fulfill the following maintenance requirements:

**5 YEARS:** Every 5 years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested.

**6 YEARS:** Every 6 years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

Every 12 years, mild steel or aluminum shell fire extinguishers shall be hydrostatically tested.

GENERAL LIFE SAFETY SYSTEMS		ROLE RESPONSIBLE
Doors in fire zone separations shall be checked as frequently as necessary to ensure that they remain closed, unless doors are controlled by a door hold-open device that is operated by the fire alarm.		Maintenance
All required exit signs shall be clearly visible and maintained in a clean and legible condition at all times.		Maintenance

## Tests, Inspections And Checks

Internally illuminated exit signs are kept clearly visible at all times.	Maintenance
<b>WEEKLY:</b>	
When subject to accumulation of combustible deposits, hoods, filters and ducts shall be checked weekly and be cleaned when such deposits create an undue fire hazard.	Maintenance
<b>MONTHLY:</b>	
Doors in fire separations shall be inspected monthly for proper operations.	Maintenance
<b>YEARLY:</b>	
Fire dampers and fire-stop flaps shall be <b>inspected</b> annually, or based on a schedule via contractor acceptable to the Chief Fire Official.	Qualified Contractor
Chimney, Flue, and flue pipe shall be <b>inspected</b> annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	Qualified Contractor
Disconnect switches for mechanical air-conditioning and ventilating systems shall be <b>inspected</b> annually to establish that the system can be shut down.	Qualified Contractor

PORTABLE FIRE EXTINGUISHERS	ROLE RESPONSIBLE
Except as otherwise stated in this section maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10.	Maintenance
Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	Maintenance
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable fire extinguisher.	Maintenance
All extinguishers shall be recharged after use or as indicated by inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.	Qualified Contractor
<b>MONTHLY:</b>	
Portable fire extinguishers shall be inspected monthly.	Maintenance
<b>YEARLY:</b>	
Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	Qualified Contractor Troy Life and Fire
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: 1. mechanical parts 2. extinguishing agent 3. expelling means	Qualified Contractor Troy Life and Fire

## Tests, Inspections And Checks

PORTABLE FIRE EXTINGUISHERS	ROLE RESPONSIBLE
Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable.	Qualified Contractor

SPRINKLER SYSTEMS (WET) – IF APPLICABLE	ROLE RESPONSIBLE
Auxiliary drains shall be inspected as required to prevent freezing.	Maintenance
<b>WEEKLY:</b>	
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are sealed or locked in the open position.	Maintenance
<b>MONTHLY:</b>	
Valves controlling water supplies to sprinklers and alarm connections shall be inspected monthly to ensure that they are sealed or locked in the open position. On all sprinkler systems, an alarm test, using the inspector test connection shall be performed monthly to ensure all flow switches are activated.	Maintenance
<b>TWO MONTHS:</b>	
All transmitters and water flow devices shall be tested at two-month intervals.	Maintenance
<b>SIX MONTHS:</b>	
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six-month intervals.	Qualified Contractor

SPRINKLER SYSTEMS (DRY) – IF APPLICABLE	ROLE RESPONSIBLE
Auxiliary drains shall be inspected as required to prevent freezing.	Maintenance
<b>WEEKLY:</b>	
Check that dry pipe sprinkler system air pressure is being maintained.	Maintenance
<b>MONTHLY:</b>	
Test the sprinkler system alarm using the alarm test connection.	Trained Maintenance
Check dry system compressors: <ul style="list-style-type: none"> <li>• Oil level</li> <li>• Belt condition</li> </ul>	Maintenance
<b>ANNUALLY:</b>	
Inspect dry pipe valve water priming level. Conduct a dry pipe system trip test.	Qualified Contractor Troy Life and Fire

## Tests, Inspections And Checks

SPRINKLER SYSTEMS (DRY) – IF APPLICABLE		ROLE RESPONSIBLE
Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.		Qualified Contractor Troy Life and Fire
<b>EVERY 5 YEARS</b>		
DRY ONLY – Hydro statistically test the dry standpipe system		Qualified Contractor Troy Life and Fire
<b>EVERY 15 YEARS</b>		
Inspect dry pipe sprinkler system for pipe obstructions – flush the system.		Qualified Contractor Troy Life and Fire
<b>GENERAL SPRINKLER MAINTENANCE -YEARLY</b>		
Sprinkler heads shall be checked at least once a year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.		Qualified Contractor Troy Life and Fire
On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually.		Troy Life and Fire
Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.		Qualified Contractor Troy Life and Fire
Plugs or caps on fire department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.		Qualified Contractor Troy Life and Fire

FIRE ALARM		ROLE RESPONSIBLE
Fire alarm system components shall be kept unobstructed.		Maintenance
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.		Maintenance
<b>DAILY:</b>		
The following daily checks shall be conducted and if a fault is established, appropriate corrective action shall be taken: 1. Check the principle and remote trouble lights for trouble indication; 2. Inspection of the AC power-on light shall be done to ensure its normal operation.		Maintenance

## Tests, Inspections And Checks

FIRE ALARM		ROLE RESPONSIBLE
<b>MONTHLY:</b>		
<p>Every month the following test shall be conducted and if a fault is established, appropriate corrective action shall be taken:</p> <ol style="list-style-type: none"> <li>1. One manual alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition;</li> <li>2. Function of all signal devices shall be ensured;</li> <li>3. The annunciator panel shall be checked to ensure correct annunciation;</li> <li>4. Intended function of the audible and visual trouble signals shall be ensured;</li> <li>5. Fire alarm batteries shall be checked to ensure that:               <ol style="list-style-type: none"> <li>a. Terminals are clean and lubricated where necessary,</li> <li>b. Terminal clamps are clean and tight, and</li> <li>c. Electrolyte level and specific gravity, where applicable, meet manufacturer's specifications.</li> </ol> </li> <li>6. Communication from at least one remote firefighter emergency telephone location control unit shall be tested monthly on a rotational basis so that all such telephones are tested at least once per year.</li> </ol>		<p>Maintenance</p> <p>3 drills/month</p>
<b>YEARLY:</b>		
<p>Yearly tests shall be conducted by a certified fire alarm and or contractor as required by all applicable codes. Tests shall be in conformance with CAN/ULC S536, Inspection and Testing of Fire Alarm System.</p>		<p>Qualified Contractor</p> <p>Troy Life and Fire</p>

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COMMERCIAL COOKING EQUIPMENT		ROLE RESPONSIBLE
<b>WEEKLY:</b>		
<p>Hoods, grease removal devices, fans, ducts, and other equipment shall be checked weekly and cleaned as necessary, prior to surfaces becoming heavily contaminated with grease or oily sludge.</p>		<p>Maintenance</p>
<b>MONTHLY:</b>		
<p>Inspect the fixed extinguishing system and verify the following:</p> <ol style="list-style-type: none"> <li>1. The extinguishing system is in its proper location.</li> <li>2. The manual actuators are unobstructed.</li> <li>3. The tamper indicators and seals are intact.</li> <li>4. The maintenance tag or certificate is in place.</li> <li>5. No obvious physical damage or condition exists that might prevent operation.</li> <li>6. The pressure gauge(s), if provided, is in operable range.</li> <li>7. The nozzle blow-off caps are intact and undamaged.</li> <li>8. The hood, duct, and protected cooking appliances have not been replaced, modified or relocated.</li> </ol>		<p>Maintenance</p>
<b>EVERY 6 MONTHS:</b>		



## Tests, Inspections And Checks

COMMERCIAL COOKING EQUIPMENT		ROLE RESPONSIBLE
Inspection and maintenance of special extinguishing systems shall be conducted in conformance with the appropriate NFPA standard.		Qualified Contractor
<b>EVERY 12 YEARS:</b>		
The following parts of the chemical extinguishing system shall be subjected to a hydrostatic pressure test: 1. Containers, 2. Auxiliary pressure containers, and 3. Hose Assemblies.		Qualified Contractor
EMERGENCY POWER SYSTEMS (CSA-C382 for details)		ROLE RESPONSIBLE
<b>WEEKLY:</b>		
Check all components of the system; operate the generator set under at least 50% of rated load for 30 minutes. -47-		Maintenance
<b>SIX MONTHS:</b>		
Check and clean crankcase breathers, governors and linkages on stand-by generators.		Qualified Contractor
<b>YEARLY:</b>		
Inspect and service generator and generator set.		Qualified Contractor
<b>EVERY 2 YEARS:</b>		
Check torque heads and valve adjustments for engines.		Qualified Contractor
<b>EVERY 3 YEARS:</b>		
Inspect and service injector nozzles and valve adjustments on diesel engines.		Qualified Contractor
<b>EVERY 5 YEARS:</b>		
Check insulation of generator windings		Qualified Contractor
EMERGENCY LIGHTING (BATTERY PACK TYPE ONLY)		ROLE RESPONSIBLE
<b>DAILY:</b>		
Check pilot lights for indication of proper operation daily.		Maintenance
<b>MONTHLY:</b>		
Unsealed batteries shall have the electrolyte level and specific gravity inspected monthly and be maintained as per manufacturer's specifications.		Maintenance

## Tests, Inspections And Checks

EMERGENCY LIGHTING (BATTERY PACK TYPE ONLY)		ROLE RESPONSIBLE
Ensure that battery surface is clean and dry.		
Ensure that terminal connections are clean, free of corrosion and lubricated monthly.		
Ensure that terminal clamps are clean and tight as per manufacturer's specifications monthly.		Maintenance
Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.		Maintenance
<b>YEARLY:</b>		
Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for the duration of a simulated power failure conditions.	-48-	Qualified Contractor
After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications.		Qualified Contractor

STANDPIPE SYSTEM		ROLE RESPONSIBLE
Standpipe and hose systems shall be identified and unobstructed.		Maintenance
Standpipe and hose systems shall be maintained in operating condition.		Maintenance
<b>MONTHLY:</b>		
Hose cabinets shall be inspected to ensure that the hose and equipment are in proper position and appear to be operable.		Maintenance
<b>YEARLY:</b>		
Plugs or caps on fire department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.		Qualified Contractor
Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose.		Qualified Contractor
Standpipe hose shall be inspected and re-racked annually and after use without refolding existing fold locations. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.		Qualified Contractor

WATER SUPPLIES FOR FIRE FIGHTING (FIRE PUMPS)		ROLE RESPONSIBLE
<b>DAILY</b>		
The temperature of pump rooms shall be checked daily during freezing temperatures		Maintenance

## Tests, Inspections And Checks

WATER SUPPLIES FOR FIRE FIGHTING (FIRE PUMPS)		ROLE RESPONSIBLE
<b>WEEKLY</b>		
<p>Valves controlling water supplies (used exclusively for fire protection systems) shall be sealed in the open position and inspected weekly.</p> <p>Fire pumps shall be operated at least once per week at rated speed.</p> <p>The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected during the weekly operation of fire pumps.</p>		Maintenance
<b>YEARLY</b>		
Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow.		Qualified Contractor

ELEVATORS		ROLE RESPONSIBLE
Ensure keys required to recall elevators and to permit independent operation are in their appropriate location.		Maintenance
<b>3 MONTHS:</b>		
Every three months the elevator door opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.		Qualified Contractor
If required, the key operated switch located outside an elevator shaft shall be tested to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has been stopped at the next floor at which it can make a normal stop.		Qualified Contractor
<p>If required, key operated switches in each elevator car shall be tested to ensure that the actuation of the switch will:</p> <ol style="list-style-type: none"> <li>1. Enable the elevators to be operable independently of other elevators,</li> <li>2. Allow operation of the elevator without interference from floor call buttons,</li> <li>3. Render door re-opening devices inoperative, and</li> <li>4. Control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close.</li> </ol>		Qualified Contractor

# Fire Drills

## SECTION 14.1

<b>1.0</b>	<b>SUMMARY</b>	<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. 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>
<b>2.0</b>	<b>FREQUENCY</b>	<p>Fire drills should simulate an actual fire emergency and will:</p> <ol style="list-style-type: none"> <li>1. Be performed monthly on all shifts, in different locations and at different times.</li> <li>2. Include practice in evacuation procedures and practice in the use of fire extinguishers and fire blankets.</li> <li>3. Night drills may be conducted as silent drills requiring three annual drills with full bells.</li> </ol>
<b>3.0</b>	<b>SCHEDULING</b>	<p>EHS Manager will organize and initiate the monthly drills on all shifts according to the pre-planned schedule. 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 EHS Manager or designate will notify the fire department and monitoring company at the beginning and end of each fire drill. Determining the fire drill schedule should consider the following variables:</p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. A/C power</li> <li>3. D/C power</li> <li>4. Bells ring</li> <li>5. Silent</li> <li>6. Time</li> </ol>
<b>4.0</b>	<b>STAFF DEVELOPMENT RESPONSIBILITIES</b>	<p>The Director of Care or designate may provide overall coordination of the fire drill, to assist in analyzing the response to the drill and correcting any deficiencies that may occur. They are required to complete the Report of Fire Drill in order to document employee behavior in carrying out fire procedures. They must conduct a post drill review to pinpoint areas where the drill deviated from the Emergency Response Plan.</p> <p>The Director of Care or designate will monitor and maintain records of employee attendance at fire drills. They will evaluate employee response in terms of training needs and advise the Administrator accordingly.</p>
<b>5.0</b>	<b>STAFF ATTENDANCE</b>	<p>Each employee must participate in at least one fire drill per year.</p>

## Fire Drills

<b>6.0</b>	<b>RECORD OF FIRE DRILL ATTENDANCE FORM</b>	<p>All staff in attendance at the time of a fire drill will sign the Record of Fire Drill Attendance Form. Transferring the attendance from the Record of Fire Drill form to the Continuing Education Report form will assist the Administrator or designate in planning future drills.</p> <p>All records of the fire drills must be kept for a minimum of two years. They should be made part of a fire drill log book.</p>
<b>7.0</b>	<b>REPORT OF FIRE DRILL</b>	<p>A Report of Fire Drill form will be completed by the Administrator or designate to document the actions and effectiveness of employees in implementing fire procedures following each drill. Copies of the Report of Fire Drill will be sent to the Administrator each month.</p>

### 7.1.1 ONLY APPLIES TO ONTARIO HOMES

#### 7.1.1 ANNUAL FIRE EVACUATION DRILL

The Administrator shall contact the Chief Fire Official to carry out a fire drill at least once during each 12-month period for an approved scenario representing the lowest staffing level complement in the occupancy in order to confirm that there is sufficient supervisory staff available to carry out the duties as required in the Fire Safety Plan. The Chief Fire Official must be notified within an approved time period for this fire drill that is to be carried out on an annual basis.

# Fire Drills

FACILITY: F J Davey Home LOCATION: Sault Ste Marie  
 REPORT TO: \_\_\_\_\_ DATE: \_\_\_\_\_ Time: \_\_\_\_\_

## TYPE OF DRILL

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> FIRE DRILL   | <input type="checkbox"/> ALARM ACTIVATED | <input type="checkbox"/> FIRE SITUATION   |
| <input type="checkbox"/> SILENT ALARM | <input type="checkbox"/> STAFF EDUCATION | <input type="checkbox"/> SPECIAL EXERCISE |

<hr/>		
How quickly was location of fire identified?		minutes
Were appropriate steps taken to confine the fire?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was fire code and location heard clearly over the P.A. system? (3 times)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did all fire/smoke doors close automatically?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did all fire bells rings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was Fire Department notified before and after the drill?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did Fire Department monitoring service receive the signal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the tape dialer reset after the drill? (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was evacuation done correctly as per the Emergency Preparedness Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
<b>Receptionist/Designate:</b>		
Announced the fire location?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Stayed in the lobby to direct traffic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Announced all clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
<b>Emergency Response Captain:</b>		
Checked annunciator panel for location?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Went to fire scene to direct procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
<b>Registered Nurse:</b>		
Reported directly to assigned areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Directed staff according to procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
<b>Other Nursing Staff:</b>		
Went to assigned areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Searched for fire and closed door on all units?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Removed residents in danger?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
<b>Housekeeping Staff:</b>		
Cleared carts and equipment from corridor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reported to assigned areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Assisted in location/evacuation procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
<b>Laundry Staff:</b>		
Turned off all equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Closed all doors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Checked service areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Secured elevator on first floor? (if appropriate)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
<b>Maintenance Staff:</b>		
Shut off equipment and left work area secure:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Fire Drills

☐ Yes      ☐ No**Dietary Staff:**☐ Yes      ☐ No☐ Yes      ☐ No☐ Yes      ☐ No☐ Yes    ☐ No

☐ Yes      ☐ No

### Activities:

☐ Yes      ☐ No☐ Yes    ☐ No☐ Yes    ☐ No**Beautician:**☐ Yes      ☐ No**Residents:**☐ Yes    ☐ No

**FOR ANY “NO” RESPONSE, PROVIDE COMMENTS BELOW:**

**Identify problems/concerns:**

--

**Identify Corrective Action(s) taken or record in-service topics:**

--

Signature \_\_\_\_\_

## SECTION 14.2

FACILITY: \_\_\_\_\_

FIRE DRILL  
LOCATION: \_\_\_\_\_

TOPIC: \_\_\_\_\_

[illegible]



# Sample Fire Drill Schedule

## SECTION 14.3

Fire drill schedule is prepared and maintained by the Administrator. Below illustrates a six month period.

### SUMMARY

SHIFT	MONTH	LOCATION OF ALARM
D A N	JANUARY	Wing C End Wing D End Wing E End
D A N	FEBRUARY	Kitchen Hood Central Core Main Wing A End
D A N	MARCH	Wing B Centre Basement Stair Wing C End
D A N	APRIL	Central Core Basement Wing D Centre Wing B End
D A N	MAY	Basement Stair Wing E Centre Wing D End
D A N	JUNE	Central Core Main Kitchen Hood Central Core Basement

# Letter to Fire Chief

SECTION 16.0

---

Connie Lee  
FJ Davey Home  
733 Third Line East  
Sault Ste. Marie, ON

Name of Fire Chief/Commissioner  
[Click to Insert Address](#)  
[Click to insert City/Town, Postal Code](#)

Dear [Choose an item. Insert Name Here](#);

Enclosed please find a copy of the Fire Plan for FJ Davey Home. I would appreciate your review of the document and would be pleased to receive any recommendations or suggestions regarding the Plan. I would be pleased to meet with you to review the plan at your convenience.

Following review of the Plan, please return the Plan with a covering letter acknowledging your review, any recommendations for approval and if the plan is considered appropriate and meets requirements of your fire service.

Thank you for your assistance in maintaining our high standards of fire safety.

Sincerely,

Connie Lee

## Out of Service Signage

## SECTION 17.0

In the event of any shutdown of the fire alarm system, sprinkler system, or any part thereof, the home must notify the fire Department and the Monitoring Company. A fire watch must be implemented immediately and OUT OF SERVICE notices must be posted at all entrances, at each elevator, at nursing stations, and on each floor.

*Full-size signage can be found on page 61 of this plan.*



**INSTRUCTIONS:** Note what fire protection system is out of service and post copies of this sign at main entrance and on all floor areas.

---

(fire protection system out of service)

# ***OUT OF SERVICE***

**A FIRE WATCH IS PATROLLING THE  
AFFECTED AREAS OF THE BUILDING**

# ***IN CASE OF FIRE CALL 9-1-1***

**FOLLOW POSTED  
EMERGENCY PROCEDURES**

This form may be used to document visual checks of the home during loss of fire safety systems. This form may also be useful when monitoring the loss of other essential services such as call bells or used at the discretion of the Incident Manager.

*Word version of this Log can be found on page 62 of this plan.*

[illegible]



**INSTRUCTIONS:** Note what fire protection system is out of service and post copies of this sign at main entrance and on all floor areas.

---

(fire protection system out of service)

# ***OUT OF SERVICE***

**A FIRE WATCH IS PATROLLING THE  
AFFECTED AREAS OF THE BUILDING**

# ***IN CASE OF FIRE CALL 9-1-1***



# **FOLLOW POSTER EMERGENCY PROCEDURES**