

FIRE SAFETY PLAN

FOR

Lambton Meadowview Villa

PETROLIA, ONTARIO

TABLE OF CONTENTS

	PAGE
PROCEDURES	
Fire Monitoring Notification List	4
General Fire Procedures for all Staff (REACT)	5
Activate Door Markers	6
STAFF DUTIES	
<u>Nursing</u>	
1 st Floor RN	7, 8
1 st Floor RPN (Days, Evenings)	9
Night RPN	10
2 nd Floor RPN	11
3 rd Floor RPN	12
PSW (all shifts)	13
Recreation and Leisure Staff	14
<u>Housekeeping / Laundry</u>	
Housekeeping, Ground Floor	15
Laundry Aide	16
<u>Dietary / Maintenance</u>	
Nutrition Supervisor	17
Cook, Early, Late, Helper #7	18
Dietary Aide Servery 1st, 2nd, 3rd floor	19
Maintenance	20
<u>Offices</u>	
Administrator	21
DONPC	22
Ward Clerk	23
Confidential Clerk	24
Receptionist / Comfort Trust Clerk	25
AEC	26
FIRE PREVENTION AND PREPARATION / DRILLS	
Fire Drill	27-28
Check list for Staff Monitoring Fire Alarm Test	29
Fire Alarm Incident Report	30
Fire Prevention – Points to be CLEER on	31
Fire Safety – Hazards to Watch For	32
Fire Safety – Electrical Hazards	33
Elements of Fire	34

Classes of Fire & Extinguishers 35

BUILDING SYSTEMS AND INFORMATION

Alternative Fire Safety Measures During Equipment Shutdown 36

Notice to be Posted During Alarm System Shutdown 37

Building Resources 38-41

Fire Alarm System 42-44

Water Shut Off Locations 49

Fire Monitoring NOTIFICATION LIST

See site manual for details.

Maintenance and Environmental Services Supervisor will be notified by Fire Monitoring company only if there is a fire:

See site manual for details.

NOTES

When an alarm is activated the signal automatically goes to the central monitoring station at Fire monitoring company. They then call 911 to say, "There is a fire emergency at the Home. Please respond immediately." The Petrolia OPP may also respond.

A back-up 911 call will be made by the Charge Nurse or designate to Fire Monitoring Company.

Emergency call lists will be activated only if a full evacuation is ordered by the Registered Nurse or the Fire Department.

The Environmental Services Supervisor or delegate will inform Fire monitoring company the date and time of a planned fire drill to prevent unnecessary Fire Department response.

The childcare center area, physician's office, and rental offices for EMS and Lambton Rural Child Care (LRCC) are served by the fire alarm system. The child care staff and the physician's office staff respond in their own areas only. Lambton Meadowview Villa's staff do not assist in child care drills but may be called to assist during a fire. The Lambtonian Apartments have a separate alarm system and are not part of this Fire Plan.

GENERAL FIRE PROCEDURES FOR ALL STAFF

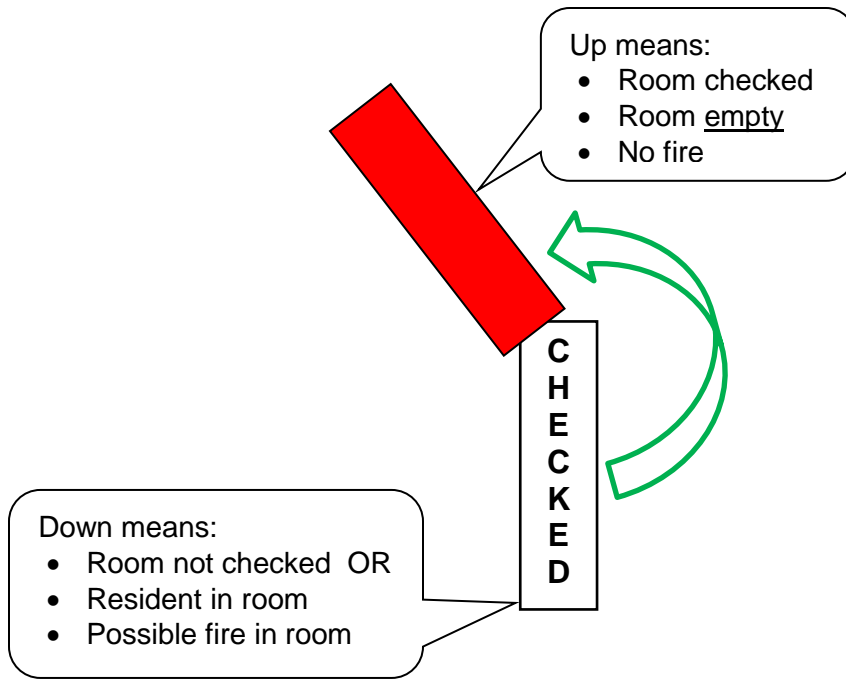
If you Discover a Fire or Smoke
--

REACT

- | | | |
|-----------------|----------|--|
| <u>R</u> | Remove | Remove persons in immediate danger if possible. |
| <u>E</u> | Ensure | Ensure the door(s) is closed to confine the fire and smoke. |
| <u>A</u> | Activate | Activate the fire alarm system using the nearest pull station. |
| <u>C</u> | Call | Call 911. |
| <u>I</u> | Try | Try to extinguish the fire or concentrate on further evacuation. |

Check the day sheet – if you are assigned first break in you Resident Home Area, you are the designated person to go to the fire area.

ACTIVATE DOOR MARKERS



R.N. (all shifts)

FIRE ALARM SOUNDS

1. Check the annunciator panel for location of fire.
2. Retrieve and put on orange safety vest.
3. Proceed quickly to fire area.
4. Assess situation.
5. Direct and assist staff in removing all residents from immediate danger.
6. Stay in contact with 1st Floor RPN to direct more staff to fire area and to have contact when fire department arrives.
7. Report to Fire Department when they arrive and follow their instructions.

In conjunction with the fire department determine if evacuation is required. If an evacuation is required see Evacuation Section for further details

1. If a complete building evacuation is required, the RN or designate will proceed to the nearest manual pull station and activate the evacuation key switch when directed by the fire department.
2. Evacuate in phases beginning with residents in immediate danger.
3. Direct staff to perform horizontal evacuation – move residents in affected area to safety beyond fire doors.
4. Designate one staff to secure priority items – Resident floor list, laptop, emergency manual, treatment cart and first aid kit.

5. Ensure all residents are accounted for and evacuated safely from the fire area. The PSW that is scheduled for the North side of each floor will be responsible for grabbing the clipboard

(WHEN DEEMED SAFE)

6. Page or designate “all clear” when directed from the fire department.

7. Prepare an Occurrence Report after the event.

Note: When False Alarm is Determined

R.N. or designate will call Fire monitoring company – if not called, fire trucks will be dispatched. Explain to the fire monitoring company that you have assessed the situation and it is a false alarm.

If fire is dispatched during a false alarm, do not complete a full reset on the system until Fire department arrives as they require seeing the alarm and where the false alarm originated from.

If the Fire Department does not respond in 30 minutes - reset the fire panel. Notify GM-LTC.

1ST FLOOR - R.P.N. (DAYS, EVENINGS)

FIRE IN YOUR AREA

1. Check the annunciator panel for location of fire.
2. Lock the elevators on 1st floor.
3. Assign staff to monitor the North, South & Centre doors on each floor. After the "All Clear" the staff monitoring the doors need to complete a sweep of the stairwells, ensure that the door locks are reactivated and doors are secure.
4. Assign a staff member with a portable phone to the front door and wait for the Fire department.
5. Assist PSW's in removing all residents from immediate danger, close windows and doors, shut off oxygen equipment; activate Door Flag System.

FIRE AWAY FROM YOUR AREA

1. Check annunciator panel for location of fire.
2. Lock the elevators on 1st floor.
3. Assign staff to monitor the North, South & Centre doors on 1st floor.
4. Assign a staff member with a portable phone to the front door and wait for the Fire department
5. Direct available staff in cooperation with R.N.

NIGHT R.P.N. (2300 – 0700)

FIRE ALARM SOUNDS

1. Check enunciator panel for location of fire.
 - Insert key in slot in the enunciator panel – turn key to the right (1/4 turn).
 - Press Acknowledge – Trouble or Alarm (whichever one is flashing).
 - Read message
2. Page all areas with location of fire, “Code Red + location”.
3. Report to front door for fire department when they arrive.
4. Lock the elevators on 1st floor on the way to the front door.
5. Assist with removing residents from immediate danger.
6. Silence the alarm when directed.
7. Reset alarm system when directed.
 - To Reset – after charge nurse or maintenance call the “ALL CLEAR”
 - Press Alarm Silence – pause
 - Press System Reset – pause
 - Press Magnetic Lock Reset
 - Turn key to left – buzzer will sound.
 - Silence – Then announce “All Clear” in all areas.
 - Sweep all stairwells and ensure doors are secure.

2nd FLOOR - R.P.N. (0700-1500, 1500-2300 daily)

FIRE ALARM SOUNDS

1. Check enunciator panel for location of fire.
 - Insert key in slot in the enunciator panel – turn key to the right (1/4 turn).
 - Press Acknowledge – Trouble or Alarm (whichever one is flashing).
 - Read message

2. Page all areas with location of fire, “Code Red + location”.

3. Assist with removing residents from immediate danger.

4. Silence the alarm when directed.

5. Reset alarm system when directed.
 - To Reset – after charge nurse or maintenance call the “ALL CLEAR”
 - Press Alarm Silence – pause
 - Press System Reset – pause
 - Press Magnetic Lock Reset
 - Turn key to left – buzzer will sound.
 - Silence – Then announce “All Clear” in all areas.

3rd FLOOR - R.P.N. (0700-1500 and 1500-2300 daily)

FIRE IN YOUR AREA

1. Check the enunciator panel for location of fire.
2. Proceed quickly to the fire area.
3. Assess situation.
4. Direct and assist staff in removing all residents from immediate danger. Close windows and doors, shut off oxygen equipment; activate Door Flag System.

FIRE AWAY FROM YOUR AREA

1. Check enunciator panel for location of fire.
2. Direct staff to ensure safety of Residents on the floor.

PSW (All Shifts)

FIRE IN YOUR AREA

1. Move residents in immediate danger (fire area) past the fire doors.
2. Shut off oxygen equipment
3. Activate Door Flag System.
4. Monitor the doors to prevent resident elopement, (North, South and Centre stairwells).
5. Follow directions from the RN.
6. Reassure residents.

FIRE AWAY FROM YOUR AREA

1. Shut off oxygen equipment
2. activate Door Flag System.
3. Monitor doors to prevent resident elopement, (North, South and Centre stairwells).
4. Follow directions from the RN or RPN.
5. Reassure residents.
6. If you have first break within your Resident Home Area, report directly to the fire area and follow direction of RN

RECREATION AND LEISURE STAFF

FIRE IN YOUR AREA

1. Move residents in immediate danger (fire area) past the fire doors.
2. Shut off oxygen equipment.
3. Activate Door Flag System.
4. Monitor the doors to prevent resident elopement, (North, South and Centre stairwells).
5. Follow directions from the R.N. or R.P.N.
6. Reassure residents.

FIRE AWAY FROM YOUR AREA

1. Shut off oxygen equipment
2. Activate Door Flag System.
3. Monitor doors to prevent resident elopement, (North, South and Centre stairwells)
4. Follow directions from the Charge Nurse, R.N. or R.P.N.
5. Reassure residents.

Note – if you are leading a program, remain with the residents of that program until directed by R.N. Ensure residents are safe and reassured.

HOUSEKEEPING

FIRE IN YOUR AREA

1. Remove all residents from immediate danger.
2. Activate Door Markers.
3. Shut down all equipment.
4. Follow the direction of the R.N.

FIRE AWAY FROM YOUR AREA

1. Close doors (Activate Door Markers).
2. Shut down all equipment.
3. Report to 1st floor Nursing Station.
4. Follow the direction of the Charge Nurse.

LAUNDRY AIDE

FIRE IN THE LAUNDRY ROOM

1. Remove all residents from immediate danger.
2. Shut down all equipment (if it is safe to do so).
3. Activate Door Markers.
4. Wait at a safe point in the hallway to inform R.N. of what is going on in laundry room.

FIRE AWAY FROM YOUR AREA

1. Close doors (Activate Door Markers).
2. Shut down all equipment (if it is safe to do so).
3. Report to 1st floor Nursing Station.

Follow the direction of the R.N.

NUTRITION SUPERVISOR (0830-1630)

FIRE IN YOUR AREA

1. Remove all residents from immediate danger.
2. Close doors (Activate Door Markers).
3. Shut down all equipment.
4. Follow the directions of the R.N.

FIRE AWAY FROM YOUR AREA

1. Close doors (Activate Door Markers).
2. Report to 1st floor Nursing Station
3. Follow the directions of the R.N.

COOK EARLY, COOK LATE, HELPER & #7

FIRE IN YOUR AREA

1. Remove all residents from immediate danger.
2. Close doors (Activate Door Markers).
3. Shut down all equipment.
4. Follow the directions of the Charge Nurse.

FIRE AWAY FROM YOUR AREA

1. Close doors (Activate Door Markers).
2. Check staff dining room for Visitors (one person to stay with visitors until **“all clear”** signal has been given).
3. All others report to 1st floor Nursing station.
4. Reassure visitors.

DIETARY - SERVERY 1st, 2nd & 3rd

FIRE IN YOUR AREA

1. Remove all residents from immediate danger.
2. Close doors (Activate Door Markers).
3. Shut down all equipment.
4. Follow the directions of the R.N.

FIRE AWAY FROM YOUR AREA

1. Close doors (Activate Door Markers)
2. Shut down all equipment.
3. Report to your nursing station.
4. Follow the directions of the R.N.

MAINTENANCE (0700-1500 & 0800-1400)

FIRE IN YOUR AREA

1. Remove all residents from immediate danger.
2. Close doors (Activate Door Markers).
3. Shut down all equipment.
4. Follow the directions of the R.N.

FIRE AWAY FROM YOUR AREA

1. Check enunciator panel.
2. Report to fire area.
3. Follow the direction of the R.N.

ADMINISTRATOR (MONDAY – FRIDAY)

FIRE IN YOUR AREA

1. Move residents in immediate danger (fire area) behind the fire doors.
2. Follow the direction of the R.N.

FIRE AWAY FROM YOUR AREA

1. Close doors (Activate Door Markers).
2. Shut down all equipment.
3. Report to 1st floor nursing station.
4. Follow the directions of the R.N.

NOTE: In conjunction with the R.N., DONPC and Fire Chief; make decision on evacuation.

DONPC (MONDAY - FRIDAY)

FIRE IN YOUR AREA

1. Move residents in immediate danger (fire area) past the fire doors.
2. Direct and assist staff until arrival of fire department.

FIRE AWAY FROM YOUR AREA

1. Close doors (Activate Door Markers).
2. Shut down all equipment.
3. Report to the 1st floor nursing station.
4. Follow the direction of the R.N.

NOTE: In conjunction with the R.N., Administrator and Fire Chief; make decision on evacuation.

WARD CLERK (MONDAY – FRIDAY)

FIRE IN YOUR AREA

1. Move residents in immediate danger (fire area) past the fire doors.

FIRE AWAY FROM YOUR AREA

1. Check enunciator panel.
2. Answer all incoming calls.

CONFIDENTIAL CLERK (0800 – 1630 MONDAY – FRIDAY)

FIRE IN YOUR AREA

1. Move residents in immediate danger (fire area) behind the fire doors.
2. Check family dining room, craft room, public restrooms and offices and activate Door Flag System.
3. Proceed to the first-floor nursing station for further direction from the R.N. or R.P.N.

FIRE AWAY FROM YOUR AREA

1. Check family dining room, craft room, public restrooms and offices and activate Door Flag System.
2. Proceed to the first-floor nursing station for further direction from the R.N. or R.P.N.

RECEPTIONIST / COMFORT TRUST CLERK (0900 – 1630 MONDAY - FRIDAY)

FIRE IN YOUR AREA

1. Move residents in immediate danger (fire area) past the fire doors.
2. Check workroom, AEC (when day program is closed), and activate Door Flag System.
3. Proceed to first floor nursing station for further direction from the Charge Nurse, R.N. or R.P.N.

FIRE AWAY FROM YOUR AREA

1. Check enunciator panel to direct fire and emergency personal to the fire area.
2. Check workroom, AEC (when day program is closed) and activate Door Flag System.
3. Answer all incoming calls.
4. Monitor front entrance.

ADULT ENRICHMENT CENTRE

FIRE IN YOUR AREA

1. Check all rooms and close all doors behind you. Activate fire door markers.
2. If you encounter a fire, follow the general directions (REACT) - remove anyone in immediate danger to safety beyond a fire door.
3. Be prepared to evacuate the building completely at the direction of the Fire Department or R.N.

FIRE AWAY FROM YOUR AREA

1. Keep guests calm by assuring them that the alarm is being investigated.
2. Turn off all equipment.
3. Prepare to assist in the evacuation of residents from the area originating the alarm. Decide who will assist in the evacuation and who will remain in your area (minimum 1 person to remain with the clients). Persons who are assisting are to proceed to the 1st floor core area and await further instructions.

FIRE DRILL

To start a fire drill, an employee will be picked at random and a scenario involving a fire will be explained or a smoke detector will be alarmed or a fire cone will be used to signify a fire or an employee of the Home will be handed a card printed as follows:

FIRE DRILL

1. This is the start of a fire drill.
2. You will please assume there is a fire in this room.
3. You will now do all the things you would do if there were a real fire.

FIRE DRILLS

The purpose of a fire drill is to ensure that all staff members are familiar with fire alarm response and evacuation procedures.

METHOD AND FREQUENCY OF HOLDING FIRE DRILLS

Fire drills for staff are held once a month or randomly, rotating on all 3 shifts.

Environmental Services Supervisor or Maintenance must call the central alarm monitoring station before and after the drill.

Call Fire Monitoring company

Staff requested to monitor drills will proceed to their assigned areas to observe staff during the drill and to ensure that all alarms are operating.

After the debriefing at the fire area, and if further discussion is needed, staff will meet for a debriefing session in a meeting room. Any questions or uncertainties about emergency procedures should be raised and answered immediately.

Staff requested to monitor drills will ensure attendance is recorded and submitted to the Confidential Secretary. They will utilize the Checklist for Staff Monitoring Fire Alarm Test and accompanying attendance form.

The Administrator will ensure that a record of all such drills is maintained.

CHECK LIST FOR STAFF MONITORING FIRE ALARM TEST

CHECK LIST FOR STAFF MONITORING FIRE ALARM TEST

LOCATION OF FIRE DRILL: _____

DATE: _____

TIME: _____

1. Fire Drill Coordinator to circulate this Checklist and Fire Drill Exercise
2. When alarm sounds proceed to your area and take note of the following:

Staff:

- | | | |
|---|----------|-----------|
| - Staff response | Slow ___ | Quick ___ |
| - Staff returned to their work areas? | Yes ___ | No ___ |
| - Staff knew what to do? | Yes ___ | No ___ |
| - Staff closed doors and windows? | Yes ___ | No ___ |
| - Did you observe any open doors and windows? | Yes ___ | No ___ |
| - Staff set fire markers properly? | Yes ___ | No ___ |
| - Staff shut down equipment properly? | Yes ___ | No ___ |

System:

- | | | |
|--|---------|--------|
| - All fire horns sounded in your area? | Yes ___ | No ___ |
| - All fire doors closed with the sounding of the alarm? | Yes ___ | No ___ |
| - All exit and stairway doors unlocked with the sounding of the alarm? | Yes ___ | No ___ |

-Fire Area-

- | | | |
|--|---------|--------|
| Did staff act appropriately at "fire"? | Yes ___ | No ___ |
| <i>e.g. setting fire door markers, relocating resident, going for extinguisher, etc.</i> | | |
| -Was the "All Clear" received? | Yes ___ | No ___ |
| -Did staff reassure residents before leaving the area? | Yes ___ | No ___ |

After drill is over proceed to debriefing meeting in area where drill was initiated

Observer-- PLEASE HAVE ALL STAFF PRESENT IN THE AREA THAT YOU ARE REVIEWING SIGN THE FIRE DRILL ATTENDANCE SHEET AND SUBMIT WITH THIS SHEET TO THE CONFIDENTIAL SECRETARY.

AREA OBSERVED: _____

PERSON OBSERVING: _____

Comments:

FIRE PREVENTION AND PREPARATION

POINTS TO KNOW AND REMEMBER (Be CLEER)

1. Take Care of your area to prevent fires:
 - Maintain cleanliness. Good housekeeping is the best guarantee against fire
 - Form habits of watchful care

2. Know the Location of:
 - The nearest pull stations
 - The nearest phone
 - The nearest fire equipment
 - The nearest stretchers
 - The nearest wheel chairs
 - All exits in and adjoining your area

3. Know how to Extinguish a fire by using:
 - A blanket
 - A jug of water
 - The different types of Fire Extinguishers
 - Other methods (lids, etc.)

4. Know the Evacuation procedures and routes for Partial (Horizontal) Evacuation and Total (Vertical) Evacuation. Be familiar with all exits and fire doors in the area.

5. When fire drill is over and all clear given, Reassure Residents that everything is in order while Returning to assigned work areas.

FIRE SAFETY - HAZARDS TO WATCH FOR

Good fire prevention is an effective method for implementing fire safety in the building. The following comments are provided for all staff and residents.

- Avoid careless smoking. Use ash trays. Do not put cigarettes or ashes directly into garbage cans. Smoking is only permitted in designated areas.
- Avoid careless storage practices. The premises are to be kept free from rubbish, debris and all other potential fire hazards.
- Any equipment that heats up or is near a heat source must be kept clean and free of any flammable material. Some examples:
 - Radiators and other heating equipment
 - Kitchen exhaust hood
 - Dryer lint traps
- The generator room, electrical rooms and boiler rooms will be at all times kept in a clean condition. Do not use as storage rooms for combustibles.
- All flammable liquids and materials of like nature will be stored in suitable containers and placed in a safe noncombustible area.
- Ensure that articles such as boxes and storage racks do not obstruct doorways.
- All exits to the building are to be kept clear and unobstructed at all times.
- Keep fire doors closed at all times.

FIRE SAFETY - ELECTRICAL HAZARDS

Watch for the following electrical faults:

- * Main Electrical Distribution Panel
 - * lacks protective cover
- * Extension Cords
 - * spliced
 - * under rugs
 - * fastened to wall
 - * damaged or deteriorated
 - * being used as permanent wiring, and
 - * octopus wiring.
- * Permanent Wiring
 - * junction boxes lack protective cover plates
 - * improper splices and joints
- * Appliances and Electrical Equipment
 - * heaters or lamps too close to combustibles
 - * unapproved or home-made appliances lack either C.S.A. or Ontario Hydro Special Inspection label
 - * appliance cord spliced.

ELEMENTS OF FIRE

HEAT - FUEL -AIR

Three elements are required to sustain fire - HEAT, FUEL and AIR.

HEAT Heat or ignition temperature, is the required amount of heat that must be generated to sustain free burning in any substance.

FUEL Fuel is the substance that is burning, whether it be liquid (alcohol), gas (natural gas, propane) or solid (wood, paper, etc.).

AIR Oxygen in the air is required to sustain free burning. Common air contains approximately 21% oxygen by volume. If this volume drops below 16%, combustion or free burning cannot be maintained.

To prevent fire, try to keep these three elements separate.

When prevention fails and there is a fire, **extinguish by removing one or more of the elements.**

REMOVE HEAT Cool the substance below its ignition temperature, generally with water in the form of an extinguisher, fire hose or jug of water.

REMOVE FUEL In the case of gases, shut off the supply. Close supply valve for natural gas stoves, pressurized gas cylinders or piped systems.
This is impossible or difficult in the case of liquid spills.
Solid fuel can sometimes be separated from a burning pile.

REMOVE AIR Smother with blankets or pillows, or with the use of special type extinguishers. (See later section on extinguishers.)

CLASSES OF FIRE

Prevention of fire is the main aim of the Fire Plan. But when this fails and fire breaks out, it is important to know that there are three (3) different types of fires: CLASS A, CLASS B and CLASS C.

CLASS A Combustible solids - wood, paper, plastics, textiles.
Use a water type extinguisher.

CLASS B Flammable liquids and greases.
Extinguish by smothering.
Do not use water.
It can float the burning substance and spread the fire.

CLASS C Energized electrical equipment - wiring, motors, TV set.
Extinguish by smothering.
Do not use water.
Water is a conductor of electricity.

All extinguishers in the Lambton Meadowview Villa building are multi-purpose, dry chemical extinguishers (ABC). They may be used for all three classes of fires.

HOW TO USE A FIRE EXTINGUISHER (PASS)

P Pull the pin.

A Aim the extinguisher nozzle at the base of the fire.

S Squeeze the trigger while holding the extinguisher upright.

S Sweep the nozzle from side to side covering the area of the fire with the extinguishing agent.

ALTERNATIVE FIRE SAFETY MEASURES

The central alarm monitoring station company, Supervisors, and Charge Nurse must be advised in advance of the temporary shutdown of any fire protection systems in the building. Alternative measures for fire safety, satisfactory to the Fire Department, shall be implemented during the shutdown.

Maintenance staff will provide proper notice as follows:

1. Notify Supervisors, and Charge Nurse prior to the shutdown of fire protection systems.
2. Notify the central alarm monitoring company prior to shut down.
3. Post notices to alert persons entering the building of the situation. The notice will describe alternate measures to take in an emergency based upon the fire safety feature impaired.
4. Notify Supervisors and Charge Nurse and the central alarm monitoring station when systems are returned to normal.

FIRE ALARM AND SPRINKLER SYSTEM

A continuous patrol by building staff will be conducted if the fire alarm and/or sprinkler systems are shut down. Notify the Administrator and or the Charge Nurse if a fire is detected. The Administrator or the Charge Nurse will call 911 and use the public address system (if fire alarm inoperative) to notify occupants of a fire condition. Patrols should concentrate on unoccupied spaces such as storage rooms and mechanical rooms.

If fire alarm pull stations are not operating, post warning signs in the affected areas.

If sprinkler or standpipe systems are shut off for maintenance, turn them on again if needed to fight fire.

EXIT BLOCKED TEMPORARILY

Post temporary exit signs to clearly identify alternative exits if a normal exit path is blocked due to construction or repairs. Temporary emergency evacuation instructions will be issued by the Administrator.

Remove temporary exit signs when normal exit path is restored.

NOTICE

The fire detection and alarm system are temporarily shut down.

The magnetic doors are not locked.

Please ensure that all doors that are normally kept locked are monitored on a continual basis.

**THIS NOTICE IS TO BE POSTED THROUGHOUT THE BUILDING WHILE ANY
FIRE DETECTION OR ALARM EQUIPMENT IS SHUT DOWN OR OUT OF SERVICE**

BUILDING RESOURCES

GENERAL DESCRIPTION

Lambton Meadowview Villa is a Long-Term Care Home consisting of:

- Resident Accommodation (125 beds)
- Physician's Office
- Resident Activity Area, Reception Area, Adult Day Program Centre
- Administration offices areas
- Lambton Rural Child Care
- Generations Day Care in adjacent building to the north
- EMS Offices

Building A contains the resident accommodation and also the Physician's Office at the end of 1st floor South end. It is 3 stories in height with a large penthouse mechanical room above the third floor. On each floor, there are 2 dining rooms, 1 servery, 1 nursing station and 2 duty stations. Building A is comprised on non-combustible construction.

Building B is the single-story section at ground level. It houses the resident activity area, Administration, Lambton Rural Childcare, EMS, and Adult Enrichment Center. Building B is comprised on combustible construction.

The basement level contains the kitchen, laundry, maintenance shop, storage rooms, mechanical rooms, offices, and staff common areas. It is also connected by underground tunnel to the Lambtonian Apartments.

FIRE DEPARTMENT RESPONSE

The Fire Department will respond to the main entrance off of Petrolia Line.

The street address is 3958 Petrolia Line.

A grand master key for the building is kept on site.

FIRE HYDRANTS

There are six (6) fire hydrants spaced around the perimeter of the building.

SHUT OFFS

GAS	Main valve outside front door. Penthouse shut-off at 3 rd floor core.
ELECTRIC	Maintenance Shop
WATER	Mechanical Room next to Maintenance Shop

SPRINKLER SYSTEM

The sprinkler system serves the whole building. To avoid frozen pipes, the system in the attic and penthouse mechanical room is dry (empty); water only enters the attic system when the seal on a sprinkler head is melted by fire (or broken off).

The kitchen is served by the sprinkler system except for the cooking equipment area covered by the ventilation hood. The hood includes a dry chemical spray system to smother grease or electrical fires.

The fire alarm system includes detectors in the sprinkler system that set off alarms when water flows (a sprinkler head is activated) or when pressure drops.

The Fire Department can pump water into the sprinkler system at the Siamese connection (Y-shaped) which is located adjacent to the main entrance. See the floor plan drawing for the Ground Floor.

FIRE HOSES

There are no fire hoses. The Home uses the sprinkler system.

FIRE EXTINGUISHERS

Multipurpose, dry chemical fire extinguishers (for class A, B, and C fires) are located throughout the building. There is 1 K extinguisher in the main kitchen. Locations are marked on the floor plans.

FIRE BLANKETS

A fire blanket (orange) is hung on the wall in the main kitchen for use to smother a fire.

- Examples:
- wrap a person whose clothes catch fire
 - cover a grease fire in a pot or pan

EMERGENCY STRETCHERS

One (1) stretcher (red bag) hangs on the wall by the elevator on each resident floor. Use to move residents in emergency. Use in vertical evacuation to move residents down the stairs - if elevators cannot be used.

ELEVATORS

2 passenger elevators operate from the basement to the 3rd floor.

1 freight elevator runs between basement and loading dock.

1 service elevator operates between the basement and the (3) residential floors, serving the dining room / kitchenette areas only.

When an alarm is activated, elevators will continue to work. But, do not use the elevators unless instructed to do so by the Fire Department.

EXITS

Three (3) exit stairs serve Building A (resident rooms) from the ground floor to the 3rd floor inclusive. Locations: Northwest corner, Southwest corner, East Side at middle of Building A.

All 3 stairwells discharge directly outside at grade.

DOORS

Activation of the fire alarm system causes all doors with electromagnetic locking devices (mag locks) to release.

Zone separation doors will release and close to contain any fire.

Exit doors with mag locks are identified by the sign

“EMERGENCY EXIT UNLOCKED BY FIRE ALARM”

DOOR TAG (FLAG) SYSTEM

In emergency, place the red tag in up position with white “Checked” tag showing to indicate that “This room was checked. There is no fire and the room is vacant.”

A tag in the down position indicates that the room has not been checked or there is a resident still in the room.

NURSE CALL (AUSTCO) SYSTEM

A nurse call system is installed in the building. There are actually two (2) separate systems controlled and monitored from the 2nd floor Nursing Station. Paging messages can be sent individually to each resident room or broadcast to whole floor areas using the white nurse call desk phone at the Nursing Station.

Paging is done from the nursing stations as follows:

- 1st floor can page 1st floor only
- 3rd floor can page 2nd and 3rd floors only
- 2nd floor - can page 1st floor on one system
 - can page 2nd floor or 3rd floor or both on the other system

How to page - to broadcast in an emergency

Press	“PAGE”	
Press	“9”	[“9” broadcasts to whole floor]
Press	“TALK”	[and hold this button while talking]

Do this on the 1st floor system and again on the system for 2nd and 3rd floor

For more instructions on paging, see the instruction manual at each Nurse Call system unit.

In the event that the nurse call system fails, staff will be increased to ensure the safety of our residents as per Ontario Fire Code 2.8.2.1.(1) f&g.

WIRELESS PHONES

During an alarm, Nursing staff, Maintenance and Environmental Staff will keep in contact with each other using the jabber app on the iPhone.

EMERGENCY POWER

Emergency power is provided by a diesel generator to the following fire protection systems:

- fire alarm system
- emergency lighting
- exit signs
- elevators
- red electrical receptacles.
- nurse call system

The diesel generator is located on the ground floor of Building B by the receiving dock.

FIRE ALARM SYSTEM

PULL STATIONS - AT ALL EXITS

Go to any exit to find a pull station to sound an alarm.

A black plastic cover may be stuck loosely over the white pull handle to reduce false alarms. Push at the top of the black cover to pop it off.

Two (2) keys fit the pull station - one for activating the evacuation alarm and one for opening the cover to reset the pull station.

2 - STAGE FIRE ALARM SYSTEM (SIMPLEX SYSTEM)

Stage 1 - Alert Signal

Activation of a fire alarm initiating device in any portion of the building will cause an alert signal (1st stage) to sound throughout the building.

An alert signal is a slow pulsing alarm.

Stage 2 - Evacuation Signal

An evacuation signal (2nd stage) can be initiated manually by operation of a key switch located in any manual pull station or by the same key at an alarm panel.

The evacuation signal is a continuous or fast pulse alarm.

The fire alarm system is activated by:

- manual pull stations at all exit doors
- smoke detectors throughout building and at top of stairwells
- heat detectors in elevator shafts
- sprinkler system throughout building
- kitchen hood extinguishing system

Upon operation of the fire alarm system, the following will occur:

- all electromagnetic locks will release
[MONITOR EXITS ON 1ST FLOOR, AND STAIRWELLS TO PREVENT ELOPEMENT]
- electromagnetic door hold-open devices will release, allowing fire doors to close
- recirculating fans will shut down
- alarm signals will sound
- the alarm will be transmitted to the fire monitoring company Security's central monitoring station
- the elevators will not be affected

Fire Alarm System Panels (Annunciator Panels)

- the fire department will check the graphic annunciator panel located at the main entrance
- the main system panel is located in the maintenance shop in the basement
- a remote annunciator panel is located at each nurse's station
- emergency power to the system is provided by a diesel generator and by batteries located within the system control panel
- the fire alarm system is connected by a direct (dedicated) phone line to the Fire monitoring company

FIRE ALARM SYSTEM (continued)

Fire Shutters (metal fire barriers located within each neighborhood lounge area)

Fire shutters are not connected to the fire alarm system. Fire shutters can be lowered simply by pulling down on the bottom edge of the shutter. Ensure no residents are in the pathway of the shutter before pulling down shutter.

Chiller Refrigerant Alarm (at 3rd floor Nursing Station)

In case of release of toxic refrigerant gas from the Chiller (air conditioning system) into the Penthouse Mechanical Room, a warning alarm will sound at the 3rd floor Nursing Station. Call for service; don't enter the Penthouse area.

LOCATION OF SHUTOFF VALVES FOR OUTSIDE WATER CONNECTIONS

See site for details