

FIRE SAFETY PLAN
FOR
Marshal Gowland Manor

SARNIA, ONTARIO

FIRE SAFETY PLAN

FOR

NAME: Marshall Gowland Manor

ADDRESS: 749 Devine St.
Sarnia, ON N7T 1X3

PREPARED BY: Environmental Supervisor

This official document is to be kept readily available on site by the building superintendent at all times for use by Fire Official in the event of an emergency.

BUILDING EVALUATION

Building Name	Marshall Gowland Manor
Address	749 Devine Street, Sarnia, Ontario
Phone #	(519)-336-3720
Building Owner	County of Lambton
Address	749 Broadway Street, Wyoming, Ontario
Phone #	(519)-845-0801
Administrator	See site for details
Phone #	“
Number of Residents	126
Number of Day Program Clients	Average 20 per day (9:00am to 3:00pm)

EMERGENCY TRANSPORTATION

Company Name	Lambton EMS	Sarnia Transit
Phone #	800-461-9422	519-336-3271
Types of Vehicles	Ambulance	Bus

BUILDING AUDIT

Height / Area	93,218 SF
Building Height	7.7 Meters
Number of Floors	2
Type of Construction	Combustible
Basement	None
# of Basement Levels	0
Floor Construction	Combustible
Roof Construction	Combustible
Walls	Gypsum Board
Ceilings	Gypsum Board / Suspended Acoustical tile panels
Floors	Resilient sheet and tile Flooring, Carpeting, ceramics
Fire Separations	Corridors, Stairways, fire doors, Fire Wall
Zone Separations	Yes
Date of Construction	January 2004 (relocation date)
Gas Shut-Off Valve	Service Entrance behind dumpsters
Location of Fire Safety Plan	Service Entrance Vestibule, Each Nursing Station, Staff Room, and each manager office.

FIRE ALARM AND DETECTION SYSTEM

Manufacturer	Edwards
Model	4100U
Type	Two-Stage
Primary Power	Electrical 120 Volt
Secondary Power	Battery (65AH Sealed Lead-Acid)
Location of Main Panel	Service Entrance Vestibule

Location of Secondary Annunciator Panels	Each Resident Home Area Care Station
Location of Manual Pull Stations	Located Throughout Building (see attached floor plans)
Location of Fire Keys	See site for details
Location of Alarm Signal Zones	See site for details

FIRE DEPARTMENT CONNECTION

Locations	Service Entrance
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SPRINKLER SYSTEM

Sprinkler System Type	Victaulic Wet Type (Interior) Victaulic Dry Type (Attic)
Size of Main	2-1/2" Wet Type 3" Dry Type
Location of Main and Isolation Control Valves	See site for details
System Coverage	Full

PORTABLE FIRE EXTINGUISHERS

TYPE	LOCATION	NUMBER
Multi-Purpose Dry Chemical	Service Corridor	2
Multi-Purpose Dry Chemical	Maintenance Shop	1

Class K	Main Kitchen	1
Multi-Purpose Dry Chemical	1st Floor Core	1
Multi-Purpose Dry Chemical	Family Dining Room	1
Multi-Purpose Dry Chemical	Adult Day Centre	1
Multi-Purpose Dry Chemical	Poppy Core (1st floor)	2
Multi-Purpose Dry Chemical	Ivy Core (1st floor)	2
Multi-Purpose Dry Chemical	Mechanical Room (2nd floor)	2
Multi-Purpose Dry Chemical	Iris Core (2nd floor)	2
Multi-Purpose Dry Chemical	Rose Core (2nd floor)	2

AUTOMATIC KITCHEN EXTINGUISHING SYSTEM

Location	Main Kitchen (1 st floor core)
Name of Company	Badger Range Guard
Model	RG-4GS
Extinguishing Agent	Karboly
Coverage	Main Cooking Equipment Bank
Location of Manual Pull-Handle	Outside wall of dietary supervisor office
Type of Fuel For Cooking	Natural Gas
Automatic Fuel Shut-Off	(rear of building, behind garbage bins See ground plan.
Hood and Duct System	Vent Master Model GLD-B with Fire Dampers

EMERGENCY LIGHTING (BATTERY TYPE)

Manufacturer	Lumacell
Model	Divider Ruby 6V9C Laser
Type	Two Lamp Heads
Coverage	Generator Room

BUILDING EMERGENCY GENERATOR

Location	Generator Room, 1st floor service corridor
Equipment Fuel	Diesel
Make and Model	Cummins 250DFAC , 600 Volts Industrial Generator Set
Systems provided with emergency power	Partial Building Heating Elevators Server Panels Partial Lighting Exit Lights IT Receptacles Door Access System CCTV System Nurse Call System Fire Alarm System Red Receptacles in Resident Rooms TV receptacle in lounges and sitting rooms Kitchen walk in refrigerator and freezer Med Room Receptacles Pub Receptacles Nursing Station Receptacles All red receptacles in dining and activity areas Tub Room tubs Sump Pumps

EMERGENCY EXITS

See floor plans beginning on page 54

**AUDIT OF HUMAN RESOURCES AND
ANY PERSONS HAVING SUPERVISORY STAFF
RESPONSIBILITIES
SECTION 2**

See site for details

**SECTION 3- Emergency Procedures
GENERAL FIRE PROCEDURES FOR ALL STAFF**

**IN CASE
OF FIRE**

R **Remove Occupants**
When you discover a fire remove people from immediate danger if possible.

E **Ensure Containment**
Close all doors, windows and chutes to reduce the spread of smoke and contain fire.

A **Activate Alarm**
Sound the fire alarm system by activating the nearest manual pull station.

C **Call the Fire Department**
Call your fire department with the exact location of the fire. Dial 911.

T **Try Extinguishment or Evacuate**
Try to extinguish a small fire if you are confident and trained or concentrate on further evacuation.

REMAIN CALM

www.safetymedia.com PS107

The sequence of the steps in “REACT” will vary depending upon the circumstance of the fire and the abilities of the responding individuals. For example, activation of the fire alarm could be the initial step upon discovery of smoke or fire, to alert staff of the danger.



- Small fires may be controlled easily by using a fire extinguisher or by smothering the fire with a blanket or pillow. However, the **MAIN PRIORITY** of all staff is Resident safety.
- Residents are to be removed from the area of danger **BEFORE** any firefighting practices are attempted.
- Contain the fire. Remember to **CLOSE THE DOOR** to the area where the fire is located.
- Remember the action of the first person at the fire scene can make the difference between life and death. Your first responsibility is the safety of the Residents.

How to Activate a Fire Alarm Pull Station

1.



Please note that when the cover is removed it will sound a warning bell, but **DOES NOT** activate the fire alarm system!!!

The lever on the pull station has to be pulled straight down in order to activate the system.

2. Activate the pull station by pulling the lever straight down. Before walking away from the pull station ensure the fire system activates. If it doesn't sound the alarm and lights make sure you have pulled the lever all the way. If the system still does not activate proceed to another pull station and notify the Registered Staff member of the issue so it can be included on the Fire Alarm Report.

3. Pulling a fire alarm simply alerts staff in other areas of the facility to a potential fire. It does not initiate an evacuation alarm.
HOWEVER if you see or smell smoke or flames you do not have to wait for the Stage Two Alarm to start evacuating. Once the Charge Nurse arrives they can be advised that a smoke or fire was found and the alarm was pulled as a result. The Charge Nurse can at the point activate a Stage Two alarm to notify everyone in the Home that a fire emergency exists.

SECTION 4 - Instructions to Staff on Fire Procedures

GENERAL FIRE PROCEDURES FOR **ALL STAFF** continued

If you Hear a Fire Alarm Alert Signal

- Check the annunciator panel in your area for the location of the fire.
- If fire is in your area “REACT”
- If fire is not in your area check with Registered Staff for direction.
- If assigned, assist with the relocation of endangered residents
- If assigned, meet arriving fire department and provide them with any necessary information (e.g. Location of the fire if known, residents needing assistance to relocate, etc.)
- Await further instructions.

If You Hear a Fire Alarm Evacuation Signal

- Relocate all residents who are in danger as directed by Registered Staff
- Co-ordinate the assembly and relocation of all residents
- Await further instructions if floor area is in no immediate danger

Employees in the staff room or out of their work area on business will return immediately to their work area.

YOU MUST KEEP CALM AND KEEP THE RESIDENTS CALM

Marshal Gowland Manor

FIRE INSTRUCTIONS FOR RESIDENTS

When the fire alarm sounds the Resident will:

1. Remain in your room or sitting area
2. Follow the directions of the staff
3. Request that your visitors remain with you

DO NOT re-enter the fire zone until instructed to do so by staff.

DONOT go through the closed fire doors unless directed to do so by the staff

If the alarm is continuously sounding:

- An entire evacuation may occur
- Follow the directions of the staff in regards to the evacuation
- If you are closest to a danger are, you will be evacuated first
- Use the right hand side of each hallway when evacuating

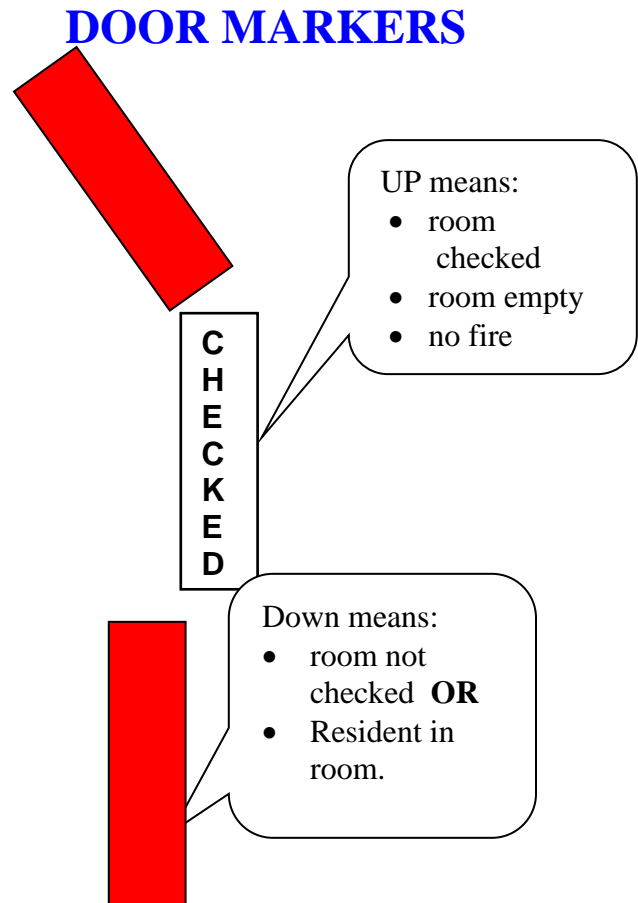
Residents and visitors are the first priority of our staff. Await direction of the staff with regards to any emergency situation.

EMERGENCY PROCEDURES

CODE RED: Fire

If you Discover a Fire:

- **R** - Remove Remove persons in immediate danger if possible
- **E** - Ensure Ensure the door(s) is closed to confine the Fire and smoke
- **A** - Activate Activate the fire alarm system using the nearest pull station
- **C** - Call Call the fire department (or notify switchboard)
- **T** - Try Try to extinguish the fire or concentrate on further evacuation



CHARGE NURSE

Primary responsibilities in a fire:

* ASSESS

* DELEGATE

* COMMUNICATE

IN THE EVENT OF A FIRE IN ANY AREA

1. Proceed to closest annunciator panel to determine location of fire and put on Red Vest which identifies you as key personnel.
2. You are in charge of the fire scene
3. Take fire keys. (med room keys)
4. Take your portable phone
5. Delegate staff member to go to main Fire panel and meet Fire Depart.
6. Proceed quickly to fire area and assess situation.
7. If fire - evacuate residents in room of origin immediately and close door(s).
8. Once room is evacuated - delegate staff to call 9-1-1 and report Fire and area of Fire.
 - a. Designate the same staff member to notify the supervisor on call to initiate the Call out lists
9. If a partial evacuation is warranted, direct staff to remove residents from rooms closest to the fire and working outwards past the next set of fire doors. Use non nursing staff as applicable to evacuate residents out of the fire zone. Ensure the evacuated residents are not congesting the *corridors or blocking exits*.
10. Continue to **direct staff** accordingly and until arrival of fire department.
11. Upon arrival of firefighters inform fire officers of conditions within the building and coordinate the efforts of supervising staff with those of the fire department.
12. **FULL EVACUATION - Sound evacuation alarm** take the evacuation key and inserting it into the lock at the top of the pull station and turn to the right. The alarm will now go into evacuation mode. **All DOORS WILL UNLOCK**
13. Once the Fire department (Chief) has issued an all clear the Charge Nurse will then reset Pull Station, Fire Alarm System and Elevators and page All Clear from the Main Fire panel.

RN/RPN (DAY AND EVENING TEAM LEADERS)

FIRE IN YOUR RESIDENT HOME AREA:

1. Check annunciator panel in your Resident Home Area (RHA) for location of fire.
2. Direct and assist staff in removing all residents from immediate danger beyond the closest set of fire doors.
3. Close doors, activate door markers appropriately.
4. Stay with residents beyond fire doors.
5. Follow the directions of the Charge Nurse.

FIRE AWAY FROM YOUR RESIDENT HOME AREA:

1. Check annunciator panel in your RHA for location of fire.
2. Direct and assist staff to close doors and activate door markers appropriately.
3. Dispatch all but 1 PSW to follow a safe route to fire area.
4. Remain in your RHA and reassure residents that everything is under control.
5. Report resident head count to Charge Nurse after “all clear”. All residents must be accounted for.

PSW

FIRE IN YOUR RESIDENT HOME AREA:

1. Report to closest Nursing Station and check annunciator panel for location of fire.
2. At the direction of the Team Leader in your Resident Home Area (RHA) remove all residents in immediate danger beyond the closest set of fire doors.
3. Check all rooms including washrooms, tub rooms, utility rooms. Close all doors and activate door markers appropriately.
4. After RHA is secured report to Nursing Station for direction from the Team Leader until the Charge Nurse arrives.
5. Follow the direction of the Charge Nurse.

FIRE AWAY FROM YOUR RESIDENT HOME AREA:

1. Report to closest Nursing Station and check annunciator panel for location of fire.
2. **NIGHTS Immediately report to fire area. Take direction from the Charge Nurse.**
3. **DAYS AND EVENINGS ONLY** Close all doors in your area, activate door markers appropriately.
4. **DAYS AND EVENINGS ONLY** Report back to the Nursing Station in your RHA The registered staff will dispatch all but 1 PSW to the fire area. When going to fire area ensure that you follow a safe route.
5. The 1 PSW will remain in the assigned area offering reassurance to the residents.
6. **DAYS AND EVENINGS ONLY** PSW's going to the fire area will report to the Charge Nurse.
7. **ALL SHIFTS** After all clear is sounded, open doors and reassure residents and complete a head count and report to the Registered Staff.

COOKS

FIRE IN KITCHEN:

1. Remove all visitors and contractors/delivery personnel if applicable in immediate danger, beyond the closest fire separators.
2. Activate Fire Suppression System, if **NOT TRIGGERED**.
3. Secure equipment, turn off heat sources.
4. Close all doors and activate door markers appropriately.
5. Fight fire using fire extinguishers. (**if it is safe to do so**)
6. Direct Dietary Aide to stand in front of service wing doors to secure area.
7. Follow directions of Charge Nurse.

WORKING IN KITCHEN (fire away from the area)

1. Send late cook or designate to Maple annunciator panel for location to fire.
2. Report to kitchen/laundry to identify location of fire.
3. Secure equipment, turn off heat sources.
4. Close all doors and activate door markers appropriately - if no Dietary Aide present check laundry room, garbage room, staff locker rooms and staff lunch room.
5. Cook in charge - after area is secure –stand in front of service wing doors to ensure no one enters area. Late cook report to fire area and follow directions of the Charge Nurse.

WORKING IN THE DINING ROOM NOT IN FIRE AREA

1. Cover all food, turn off all heat sources
2. Cook in charge return to kitchen and secure area. Other cook report to fire area.
3. Follow the direction of the Charge Nurse.

WORKING IN THE DINING ROOM IN FIRE AREA

1. At the direction of the Team Leader in the Resident Home Area (RHA) remove all residents and visitors in immediate danger, beyond the closest set of fire doors.
2. Check all rooms including washrooms; close all doors and activate door markers appropriately.
3. Follow the direction of the Charge Nurse.

In case of fire if suppression system does not trigger pull pin first, then pull metal handle hard downward



DIETARY AIDES

FIRE IN THE KITCHEN:

1. Remove all contractors/delivery personnel in immediate danger, beyond the closest set of fire doors.
2. Secure equipment.
3. If Cook is NOT available fight fire by activating fire suppression equipment **IF NOT TRIGGERED** or use fire extinguishers (**if it is safe to do so**)
4. Close all doors and activate door markers appropriately - if no Dietary Aide present check laundry room, garbage room, staff locker rooms and staff lunch room.
5. Follow the direction of the Cook in charge to secure area until Charge Nurse responds.

WORKING IN THE DINING ROOM NOT IN FIRE AREA

1. Cover all food, turn off all heat sources
2. Cook in charge return to kitchen and secure area. Other cook(s) report to fire area.
3. Follow the direction of the Charge Nurse.

WORKING IN THE DINING ROOM IN FIRE AREA

1. **If meal is in service or the residents are in the dining room, reassure residents, 1 Dietary Aide to stay with residents – remaining aides report to Fire Area.**
2. At the direction of the Team Leader in the Resident Home Area (RHA) remove all residents and visitors in immediate danger, beyond the closest set of fire doors.
3. Check all rooms including washrooms; close all doors and activate door markers appropriately.
4. Follow the direction of the Charge Nurse.

ENVIRONMENTAL SERVICES SUPERVISOR

1. Check annunciator panel in your area for location of fire.
2. If fire is in your area, remove all residents from immediate danger by placing them beyond the closest set of fire doors.
3. Stay with residents until the “**all clear**” signal is given.
4. Reassure residents that everything is under control.
5. **If there are no residents in your area report to the fire area and take direction from the Charge Nurse.**
6. Liaise with Emergency Services as the situation warrants

AFTER THE FIRE:

In the absence of the Administrator:

1. Notify the Manager of Long-Term Care.
2. Notify the Ministry of Health.

HOUSEKEEPING AIDES

1. Report to closest Nursing Station and check annunciator panel for location of fire.
2. At the direction of the Team Leader in the Resident Home Area (RHA) remove all residents in immediate danger beyond the closest set of fire doors.
3. Check all rooms including washrooms, close all doors, and activate door markers appropriately.
4. After RHA is secured report to nursing station for direction from Team Leader. If Team Leader is NOT available at your nursing station please report to fire area safely.

LAUNDRY AIDES

1. Upon hearing the fire alarm, cease what you are doing and shut down all equipment in your area.
2. Clear corridors of any carts that may be there and place in the department.
3. If fire location is not in service hallway, close doors and activate door markers appropriately in your area.
4. Report immediately to fire location (safely) and follow direction of the Charge Nurse.
5. At the direction of the Charge Nurse remove all residents in immediate danger beyond the closest set of fire doors.

FIRE IS IN RHA WHERE YOU ARE CURRENTLY WORKING:

1. Cease what you are doing and secure your cart in a location that does not impede the corridor.
2. Report to closest Nursing Station and check annunciator panel for location of fire.
3. At the direction of the Team Leader in the Resident Home Area (RHA) remove all residents in immediate danger beyond the closest set of fire doors.
4. Check all rooms including washrooms, close all doors, and activate door markers appropriately.
5. After RHA is secured report to nursing station for direction from the Team Leader. If the Team Leader is NOT available at your nursing station, please report to the fire area safely.

MAINTENANCE

1. Upon hearing the fire alarm, cease what you are doing and shut down all equipment in your area.
2. Clear corridors of any carts that may be there and place in the department.
3. Report to kitchen to hear location of fire.
4. If fire location is not in service hallway, close and doors and activate door markers appropriately in your area.
5. Report immediately to fire location (safely) and follow direction of the Charge Nurse.
6. At the direction of the Charge Nurse remove all residents in immediate danger beyond the closest set of fire doors.

FIRE IS IN RHA WHERE YOU ARE CURRENTLY WORKING:

1. Cease what you are doing and secure your cart in a location that does not impede the corridor.
2. Report to closest Nursing Station and check annunciator panel for location of fire.
3. At the direction of the Team Leader in the Resident Home Area (RHA) remove all residents in immediate danger beyond the closest set of fire doors.
4. Check all rooms including washrooms, close all doors, and activate door markers appropriately.
5. After RHA is secured report to nursing station for direction from the Team Leader. If the Team Leader is NOT available at your nursing station, please report to the fire area safely.

LIFE ENRICHMENT

FIRE IN YOUR RESIDENT HOME AREA:

1. Report to closest Nursing Station and check annunciator panel for location of fire.
2. At the direction of the Team Leader in your Resident Home Area (RHA) remove all residents in immediate danger beyond the closest set of fire doors.
3. Check all rooms including washrooms, tub rooms, utility rooms. Close all doors and activate door markers appropriately.
4. After RHA is secured report to Nursing Station for direction from the Team Leader until the Charge Nurse arrives.
5. Follow the direction of the Charge Nurse.

FIRE AWAY FROM YOUR RESIDENT HOME AREA:

1. Check annunciator panel in your area for location of fire.
2. Close doors and activate door markers appropriately.
3. Reassure residents that everything is under control.
4. Report back to the Nursing Station in your RHA The registered staff will dispatch all but 1 PSW to the fire area. When going to fire area ensure that you follow a safe route.
5. Follow direction of the Charge Nurse in the fire area.

**QA MANAGER/COMMUNITY SERVICES SUPERVISOR/VISITING
PROFESSIONALS**

1. Check annunciator panel in your area for location of fire.
2. If fire is in your area, remove all residents from immediate danger by placing them beyond the closest set of fire doors.
3. Stay with residents until the “**all clear**” signal is given.
4. Reassure residents that everything is under control.
5. **If there are no residents in your area report to the fire area and take direction from the Charge Nurse.**

HAIRDRESSER

FIRE IN YOUR AREA:

1. Check annunciator panel in your area for location of fire.
2. If fire is in your area, remove all residents from immediate danger by placing them beyond the closest set of fire doors.
3. Shut off all equipment and close doors (activate door markers).
4. Stay with the residents until the “**all clear**” signal has been given.
5. Reassure residents that everything is under control.

ADMINISTRATOR

1. Check annunciator panel in your area for location of fire.
2. If fire is in your area, remove all residents from immediate danger by placing them beyond the closest set of fire doors.
3. Stay with residents until the “**all clear**” signal is given.
4. Reassure residents that everything is under control.
5. **If there are no residents in your area report to the fire area and take direction from the Charge Nurse.**
6. Initiate Fan Out List
7. Notify the General Manager of Long-Term Care.
8. Notify the Ministry of Health.
9. Liaise with Emergency Services as the situation warrants.

DIRECTOR OF NURSING AND PERSONAL CARE

1. Check annunciator panel in your area for location of fire.
2. If fire is in your area, remove all residents from immediate danger by placing them beyond the closest set of fire doors.
3. Stay with residents until the “**all clear**” signal is given.
4. Reassure residents that everything is under control.
5. **If there are no residents in your area report to the fire area and take direction from the Charge Nurse.**

AFTER THE FIRE:

In the absence of the Administrator:

1. Notify the General Manager of Long-Term Care.
2. Notify the Ministry of Health.

WARD CLERK/RECEPTIONIST COMFORT TRUST CLERK

1. Check annunciator panel at the back of the building for location of fire alarm.
2. Check all rooms and close all doors in the front of the building and activate door markers appropriately.
3. If fire is in your area, remove all residents from immediate danger by placing them beyond the closest set of fire doors.
4. If the fire is not at the front of the building remain at the front doors to direct fire department to the fire area and to prevent visitors from entering the building.

CONFIDENTIAL SECRETARY

1. Check annunciator panel at the back of the building for location of fire alarm.
2. Check all rooms and close all doors in the front of the building and activate door markers appropriately.
3. If fire is in your area, remove all residents from immediate danger by placing them beyond the closest set of fire doors.
4. In the absence of the Ward Clerk/Comfort Trust Clerk if the fire is not at the front of the building remain at the front doors to direct fire department to the fire area and to prevent visitors from entering the building.
5. **If there are no residents in your area report to the fire area and take direction from the Charge Nurse.**

FIRE INSTRUCTIONS FOR DAY PROGRAM

A person discovering a fire will call “911” to notify the fire department of the fire’s exact Location

Ideally, no person should enter or exit the building during an emergency situation. Visitors, volunteers and private service providers within the building will be asked to remain in the area in which they are located to ensure they are accounted for in the area’s count.

The Recreation & Leisure Staff are responsible for knowing which clients are in their program areas at all times. This may be achieved by manually updating the “Client Program List” daily as well as throughout the day. Whenever a client is taken out of the program area by another staff member, that staff member must notify the Recreation Staff where the client is going (i.e. to the hairdresser, the spa, the kitchen, another program area etc).

If fire is in your immediate area, evacuate through the main exit door of the unit. If fire is blocking exit to main door, evacuate through long term care door exit. Follow the "REACT" procedures.

If the fire is in your area: (Follow REACT procedures as outline on page 14)

1. Remove anyone from immediate danger.
2. Pull the fire alarm.
3. Check all rooms in the adult enrichment center (activate door markers)
4. Move everyone beyond the fire doors to safety.
5. Stay with clients until "all clear" is sounded.
6. Reassure clients that everything is under control.
7. Prepare to evacuate if necessary; take IPP (Individual Program Plan) binder with you.

If the fire is not in your area:

1. Close all doors and windows.
2. Check all rooms in the adult enrichment center (activate door markers)
3. Reassure clients and stay with them in area.
4. Follow directions from charge nurse.

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

2. Know the **L**ocation of:
 - The nearest pull station
 - The nearest phone
 - The nearest fire equipment
 - The nearest wheelchairs
 - All exits in and adjoining your area

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

4. Know the **E**vacuation 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 **R**eassurance, Residents that everything is in order while returning to assigned work areas.

SECTION 5 - Fire Hazard

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. Smoking is not permitted inside Marshal Gowland Manor.

- Smoking is only permitted in outside designated areas. Always 9 meters from any entrance.
- Avoid careless smoking. Use ashtrays. Do not put cigarettes or ashes directly into garbage cans.
- 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:
 - Kitchen - exhaust hood grease accumulations, safe cooking practices, knowledge of fire extinguishing equipment.
 - Laundry - Dryer lint traps free from accumulations, safe shutdown procedures
- 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. Identify where they are used, safe storage practices, safe handling practices, and safe refueling practices.
- 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.
- A permit system to control hazards associated with cutting, welding, soldering or other similar activities.
 - only do in safe area (shield combustibles)
 - post a fire watch with fire extinguisher during and after hot works

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
- Do NOT use extension cords for permanent wiring
- Power bars are acceptable to use

Permanent Wiring

- Junction boxes lack protective cover plates
- Improper splices and joints

Appliances and Electrical Equipment and Resident appliances

- Heaters and lamps too close to combustibles
- Unapproved or homemade appliances lack either CSA or Ontario Hydro Special inspection label
- Appliance cord spliced
- Resident appliances to be checked and tagged before use

Electrical installation by qualified electrician and inspected by Electrical Safety Authority

FIRE SAFETY - OXYGEN HAZARDS, STORAGE AND HANDLING

Oxygen - safe storage practices, use only in safe areas P&P (CSA standards)

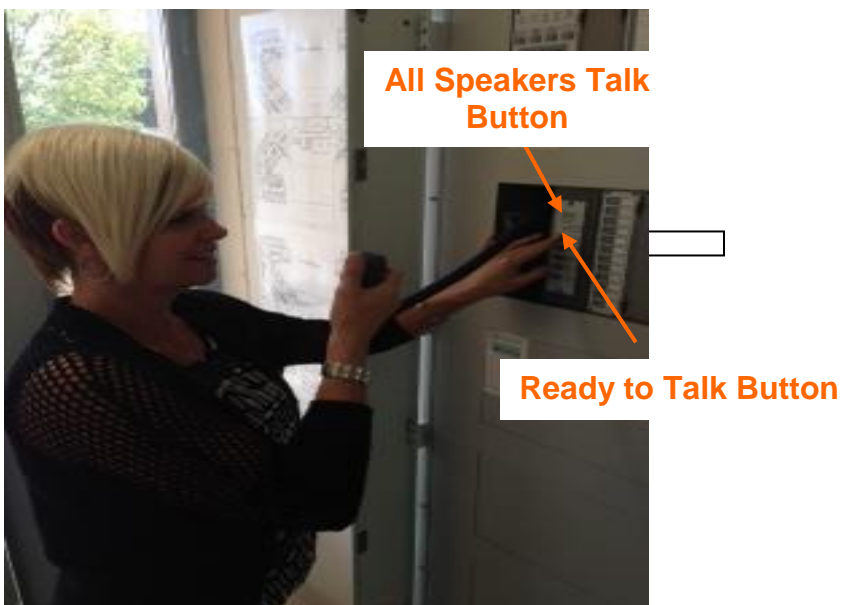
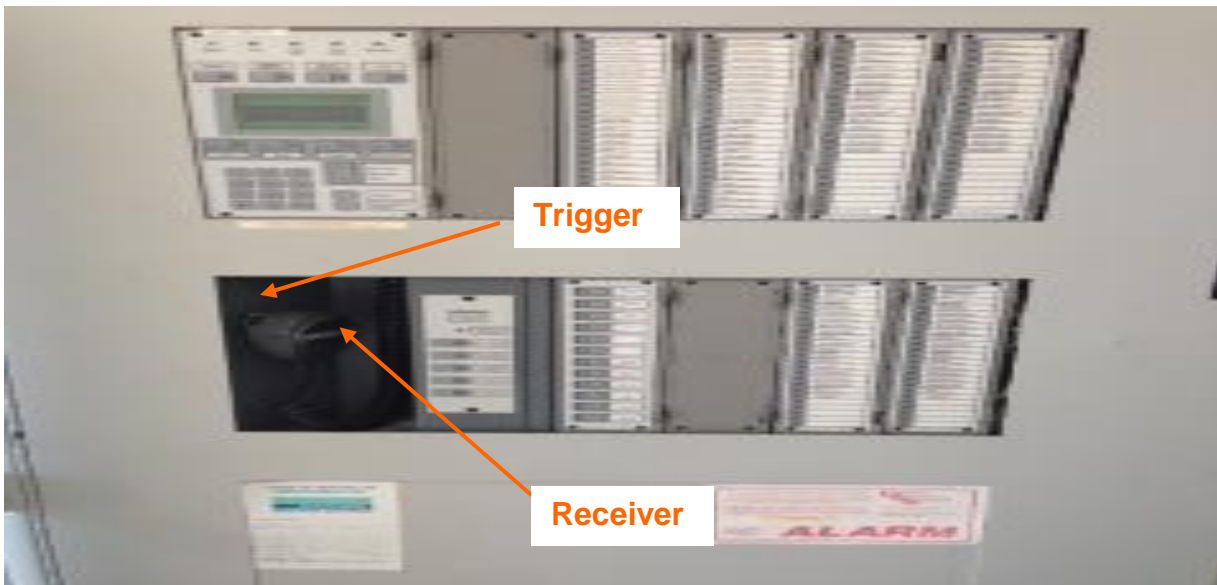
INSTRUCTIONS ON THE USE OF THE VOICE COMMUNICATION SYSTEM



**Lift receiver
and dial 5800
to page**

1. From the annunciator panel located at the back entrance.
2. Write down the location of the fire
3. Using the telephone at front reception, lift the receiver and dial 5800
4. Announce 3 times "Code Red" and the location of the fire
5. When the fire emergency is over, announce 3 times "Code Red all Clear"

BACK-UP INSTRUCTIONS ON THE USE OF THE VOICE COMMUNICATION SYSTEM



1. From the annunciator panel located at the back entrance.
2. Press the “All Speakers Talk” button. The green indicator will be lit.
3. Holding the receiver approximately 2” from your mouth, press the trigger and wait for the “Ready to talk” green indicator to light up.
1. Announce 3 times “Code Red” and the location of the fire as displayed on the annunciator panel.
2. When the fire emergency is over, announce 3 times “Code Red all Clear”

RESETTING THE FIRE ALARM SYSTEM AFTER A PULL STATION HAS BEEN ACTIVATED
Station



Once reset, display should read "system reset complete"

**RESETTING THE ELEVATORS AFTER A FIRE EVENT
(Located outside 1st floor elevator lobby between elevators)**

How to Reset Elevators



Turn key to reset
and hold for 3
seconds



Doors will close and return to normal when reset

ACTIVATING STAGE #2 EVACUATION MODE

How to Activate 2nd Stage Alarm



Insert key and turn
right



*This will activate a fast continuous alarm which signals the evacuation mode

**MANUALLY STARTING EMERGENCY GENERATOR
(Generator room located across from staff lunch room)**

How to manually start the Generator

Turn knob to "RUN"



***Generator will start in "run" mode**

INSTRUCTIONS ON THE USE OF THE FIRE EXTINGUISHER

EXTINGUISHING A FIRE

P.A.S.S.

Pull the pin to release the handle

Aim the extinguisher at the base of the flames

Squeeze the handle to release the extinguishing agent

Sweep back and forth across the base of the flames, and if the fire does not seem to be getting any smaller, **LEAVE THE AREA IMMEDIATELY**



- **CALL 911 IMMEDIATELY** when you detect smoke or discover a fire
- Only attempt to use a fire extinguisher on small fires
- **ALWAYS** stay between the fire and your nearest exit. **NEVER** let a fire get between you and your escape route.
- **ALWAYS** use the proper extinguisher. Using the wrong classification can cause a fire to spread.
- Know where your extinguishers are kept **BEFORE** a fire starts.

INSTRUCTIONS ON ACTIVATION OF THE RANGE GUARD KITCHEN EXTINGUISHING SYSTEM

1. The fire suppression system is located above the main cooking appliance bank in the main kitchen. It is designed to automatically activate during a fire condition.
2. To manually activate the fire suppression system, the lever must be pulled on the pull station which is located directly behind the chest freezer and near the steam table.
3. When activated, the fire suppression system will discharge ANSULEX Liquid Fire Suppressant which will knock down flames and cool hot surfaces while generating a vapour securing blanket that helps prevent reflash.



Pull Pin

SECTION 6 - Training of Staff

TRAINING OF STAFF

Management Staff shall present basic fire prevention training to all employees upon employment and shall maintain documentation of the training, which includes:

1. Copy of the Fire Safety Plan, and are expected to be familiar with its contents.
2. Proper response and notification in the event of a fire
3. Participation in a minimum of 1 fire drill per year
4. Instruction on the use of portable fire extinguishers
5. Good housekeeping practices
6. Recognition of potential fire hazards

Supervisory Staff (Registered Staff) means those who have some delegated responsibility for the fire safety of our Residents and Staff.

All Supervisory Staff are to be trained upon employment:

- How to read and control the Annunciator Panel
- How to reset the fire alarm system (an activated system must not be reset until authorized by a Fire Department Official)
- Use of the Voice Communication System
- The location of keys to provide access to all locked areas including evacuation site
- The procedures of evacuation of all residents including non - ambulatory
- The procedures established to facilitate the Fire Department access to the building and fire location(s) within the building.

Management staff will also provide annual training to all employees about the fire hazard associated with the specific materials and processes to which they are exposed, as well as a review of the fire safety plan and will maintain documentation for the training.

FIRE DRILLS

PURPOSE:

The purpose of a fire drill is to ensure that all staff members, volunteers, residents and members of the Emergency Preparedness Committee are totally familiar with fire alarm response and evacuation procedures.

OBJECTIVES:

- 1) Fire drills will be held once monthly, on each shift.
- 2) Three types of fire drills will be held:
 - (i) card given to staff - initiate the alarm
 - (ii) one-on-one., silent drill
 - (iii) lowest staffing compliment drill
- 3) All MGM staff must attend at least one drill annually.
- 4) Documentation of staff attendance will be kept in the “Fire Drill” binder at Reception.
- 5) Fire drills will be carried out exactly as if there were a real fire.
- 6) Partial evacuations will be practiced monthly and at the discretion of the Environmental Supervisor (EVS)

PROCEDURE:

- 1) EVS or designate will advise the Charge Nurse of the time and location of the alarm, and will call fire monitoring company to advise of the test.
- 2) The fire scenario will be predetermined by management – e.g. card passed to staff member, role playing, etc.
- 3) The area to be covered by the test will be identified before the test. A checklist will be distributed to monitors.
- 4) When the alarm rings the monitors will proceed to their designated areas and carry out their duties.
- 5) Staff will be re-instructed if they are seen following procedures incorrectly.
- 6) During a Fire Drill only residents in the fire area should be evacuated to a safe place. A staff person must be with the residents at all times during the drill.
- 7) After the Fire Drill, EVS will call the fire monitoring company to advise that system is back online. Monitors will report to the fire source for debriefing. Any questions or uncertainties about emergency procedures should be raised and answered immediately. The monitors will also fill out their Fire Drill reports. Minutes will be reviewed at Health & Safety and Quality Assurance Committee

**Marshall Gowland Manor
FIRE SAFETY PLAN
Supervisor in Charge of Fire Drill**

Date:		
This form is to be completed by the person responsible for conducting and coordinating the building fire safety program, which includes monitoring fire drills and monthly fire alarm system test(s)		
	Yes	No
Alarm monitoring company notified before alarm test or fire drill? Monitoring company phone #:		
Fire alarm system activated correctly?		
Second stage alarm signal activated correctly (where applicable)?		
Annunciator(s) indicated the correct fire alarm zone of alarm origin?		
"All Clear" announced and staff instructed to sign fire drill attendance record?		
Fire alarm system reset and returned to primary power source?		
Fire alarm ancillary devices reset and checked: Electro-magnetic locking devices HVAC Hold-open features on fire doors		
Fire alarm system clear of any "trouble"?		
Confirmed fire alarm monitoring company received alarm signal?		
When applicable, confirmed fire department received alarm system?		
Unscheduled Fire Alarm Signal Activation	Date:	Time:
Applicable:		
Cause of alarm determined to be:		
Fire department arrival time (if known):		
	Yes	No
Fires alarm control panel reset after emergency was over?		
Fire alarm "trouble signal" clear?		
"All Clear" announced and staff instructed to sign fire drill attendance record?		
Fire alarm ancillary devices reset and checked: Electro-magnetic locking devices HVAC Hold-open features on fire doors		
Fire alarm system repair company notified of repairs required? Time: Name of person contacted:		
Fire alarm system repaired: Date: Time:		
Conclusions, recommendations for changes to fire safety plan or procedures:		
Print Name:	Signature:	

**Marshall Gowland Manor
FIRE SAFE PLAN**

Date:	Time:	Location of Fire:	Location Monitored:
Type of Drill: Comprehensive Drill ___ Silent Drill ___ Lowest Staffing Complement Drill ___			
Instructions Each supervisor or designate is responsible for monitoring employee responses and assessing building features during every fire drill and at any time the fire alarm audible signal activates. Forward this completed form after each drill to (insert name of person and department):			
SECTION 1	Assessment of person discovering/responding to fire		
Describe fire drill scenario, fire incident or fire alarm occurrence:			
Simulated or Actual Activities			
	Yes	No	
Were people in immediate danger evacuated?			
Was the zone of origin evacuated?			
Were doors closed and latched to confine the fire and reduce smoke spread?			
Was the fire alarm manually activated?			
Was an attempt made to distinguish the fire?			
Was the attempt appropriate?			
Did sufficient staff respond and evacuate endangered occupants in an organized and timely matter?			
Was scene supervision appropriate?			
Were instructions clear?			
Horizontal evacuation conducted?			
Comments/observations/recommendations on emergency responses:			
Assessment of Specialized Supervisory Staff Responses			
	Yes	No	
Was the fire department notified by phone promptly and clearly?			
Were verbal instructions correct and clearly stated over the voice communication system?			
Did designated staff respond correctly to provide fire department assistance and access?			
If "No" was answered for question(s) above, provide comments/observations/recommendations:			
SECTION 2	Did employees respond properly upon hearing fire alarm signal and voice communication instructions?		
	Yes	No	
A) Fire alarm pull station (where applicable) and audible fire alarm devices			
B) Voice communication system (voice messages were audible)			
C) Self-closing doors closed and latched upon fire alarm system activation			
D) Electromagnetic locking devices released locked doors upon fire alarm system signal			
E) Fire hose stations, fire extinguishers and/or sprinklers (where applicable)			
F) Checked rooms and area for fire and closed doors immediately			
G) Staff set fire markers appropriately			
H) Staff returned to work areas if on break			
I) Staff followed safe route to fire area			
Print Name:	Signature:		

FIRE ALARM INCIDENT REPORT

ALARM LOCATION:

DATE: _____ **TIME:** _____

TIME OF ALL CLEAR:

FORM COMPLETED BY:

IF ALARM CONDITION DESCRIBE CAUSE:

MANUAL PULL STATION SPRINKLER FLOW
THERMAL DETECTOR SMOKE DETECTOR

OTHER Describe: _____.

DESCRIBE DETECTOR LOCATION

EVIDENCE OF CAUSE OF ALARM:

FIRE CONDITION HIGH HUMIDITY
HIGH TEMP. IN AREA PHYSICAL DAMAGE

SMELL SMOKE VANDALISM EVIDENT
NOTICEABLE ODOUR OPEN EXTERIOR DOOR

CONSTRUCTION IN AREA Describe: _____.

ADDITIONAL INFORMATION (Include follow up actions. Use back if necessary)

SECTION 8 - Maintenance procedures for Fire Protection Systems

Portable Fire Extinguishers

Check/Inspection/Test	Frequency
Inspect all portable fire Extinguishers	Monthly
Portable fire Extinguisher subject to Maintenance	Annually by Outside Agency
Recharge extinguishers after use or as indicated by an inspection or when performing maintenance	As Required

Emergency Power Systems

Check/Inspection/Test	Frequency
Check all components of the system and operate the weekly generator set under at least 50% of rated load for 30 minutes	Weekly
Preventative Maintenance to check and clean breathers, governors, and linkages on emergency generators	Semi Annually
Inspect and service Generator	Semi Annually

Fire Alarm Systems

Check/Inspection/Test	Frequency
Check fire alarm A/C power lamp and trouble lamp	Daily
Check central alarm and control facility	Daily
Check all fire alarm components including power batteries	Monthly
Test Fire Alarm System	Monthly
Test Voice Communication system to all RHA's	Monthly
Test Fire Alarm System by persons acceptable to the authority having jurisdiction for service	Annually

Water Supplies for Fire Fighting

Check/Inspection/Test	Frequency
Check Fire pump trouble lamp	Daily
Test Sprinkler System by persons acceptable to the authority having jurisdiction for service	Annually
Inspect Sprinkler system main control valves are open and in good working condition	Annually
Test Fire pump at full capacity	Annually
Inspect all fire hydrants	Annually
Inspect all fire hydrant water flow	Annually

SECTION 9 - Alternative Measures

In the event of any shutdown of the fire protection equipment and systems or part thereof, the fire department and staff will be notified and instructions will be given to the Charge Nurse who will ensure all staff are aware of alternate provisions or actions to be taken in case of an emergency.

This alternate safety plan will be known as “Fire Watch”.

Purpose:

To ensure that the facility is monitored to detect a fire when the Fire Alarm system is faulty or under repair and to activate the Fire Safety Plan in the event of a fire.

Procedure:

All staff will follow normal fire safety procedures by following **R.E.A.C.T.** if a fire is located during a Fire Watch.

PLEASE NOTE

The alarm may or may not work. It is imperative that you call 911 (“C” in R.E.A.C.T.)

The Environmental Services Supervisor or delegate:

1. Will determine if the facility is to activate the Fire Watch Plan. The plan is activated when one or more of the following conditions apply:
 - a) The Fire Alarm System is faulty.
 - b) The Fire Alarm System is under repair.
 - c) The Fire Alarm System is lost due to a power failure or malfunction.
 - d) The Communication System for the facility is lost due to a power failure or malfunction.
2. Will notify the Fire Department and fire monitoring company that we are under Fire Watch.
3. Will direct the Confidential Records Clerk to announce on the overhead paging system that the facility is under Fire Watch.
4. Will investigate to confirm a fire if the alarm rings and notify the Fire Department if there is a fire or is a false alarm.
5. Will notify the Fire Department and fire monitoring company when Fire Watch is no longer in effect.
6. Will direct the Confidential Records Clerk to announce on the overhead paging system Fire Watch is cancelled.

The Charge Nurse (when administrative staff is unavailable):

1. Will determine if the facility is to activate the Fire Watch Plan. The plan is activated when one or more of the following conditions apply:
 - a) The Fire Alarm System is faulty.
 - b) The Fire Alarm System is under repair.
 - c) The Fire Alarm System is lost due to a power failure or malfunction.
 - d) The Communication System for the facility is lost due to a power failure or malfunction.
2. Will notify the Fire Department and fire monitoring company that we are under Fire Watch.
3. Will investigate to confirm a fire if the alarm rings and notify the Fire Department if there is a fire or is a false alarm.
4. Will follow normal fire safety procedures by following **R.E.A.C.T.** if a fire is located during a Fire Watch.
5. Will notify the Fire Department and fire monitoring company when Fire Watch is no longer in effect.

The Registered Staff in each Resident Home Area (RHA):

1. Will Delegate a “Fire Watch Person” to patrol the hallways and rooms in that RHA once every hour.
2. Maintain a log of fire watch activities. Fire Watch Logs are available in each Fire Box located in each RHA Nursing Station.
3. Will follow normal fire safety procedures by following **R.E.A.C.T.** if a fire is located during a Fire Watch.
4. Will forward Fire Watch Logs to the Environmental Services Supervisor at the end of Fire Watch.

In the event of a Fire Alarm System and Communication System Failure, use Portable telephone system.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - CORE												
Storage room 1332												
Housekeeping Storage 1333												
Men's Washroom 1331												
Family Dining Room 1329												
Office 1330												
Pharmacy Storage 1327												
Machine Room 1325												
Housekeeping Room 1322												
Storage 1324												
Hair Salon 1313												
Storage 1312												
IT Room 1311												
Administrator Office 1309												
Board Room 1307												
Work Room 1308												
Business Office												
Staff Washroom 1305												
Washroom 1304												
Nursing Clerk Office 1303												
Nursing Director Office 1302												
Elevator 1												
Elevator 2												
CAA												
Bar												
Chapel 1337												
Chapel Storage 1334												
CAA Storage 1136												
Life Enrichment Office 1335												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - SERVICE CORRIDOR												
Staff Lounge 1347												
Ladies Locker 1346												
Electrical 1350												
Generator 1351												
Laundry Room 1352												
Soiled Carts Room 1353												
Men's Locker and washroom / shower												
Maintenance Shop 1344												
Maintenance Office 1344A												
Kitchen (check walk-in fridge and freezer)												
FSS Office												
Dry Food Storage (kitchen)												
Storage 1343												
Housekeeping												
Meals on Wheels 1340												
Dish wash (check chemical storage and janitor room)												
File Storage 1323												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - IVY CENTRE CORE

Chart Room													
Nursing Station													
Med Prep													
Staff Washroom													
Visitor Washroom													
Housekeeping Room													
Dining Room													
Servery													
Physiotherapy Office 1310													
TIME OF DAY:													

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - IVY SOUTH												
1136												
1137												
1139												
1138												
1140												
Storage												
Sitting Room												
1145												
Electrical Room 1142												
Clean Utility												
Soiled Utility												
1147												
1149												
Garbage 1148												
1151												
Spa												
1153												
1155												
Linen 1152												
1157												
Janitor												
Equipment Charge												
1159												
Storage Room												
1161												
Stair												
TIME OF DAY												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - IVY NORTH												
Activation Room and Office												
1107												
1109												
1106												
1111												
1108												
1110												
1113												
Storage 1115												
1117												
Electrical 1112												
Clean Utility												
Soiled Utility												
1119												
1121												
Equipment Charge 1118												
Garbage 1120												
1123												
1125												
1127												
Spa												
Linen 1124												
1129												
Housekeeping 1126												
Washroom 1128												
Room 1130 to exit												
1131												
1133												
Storage 1132												
Lounge Room												
Stair												
TIME OF DAY												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - POPPY CORE												
Chart Room												
Med Prep												
Nursing Station												
Dining Room												
Servery												
Housekeeping 1201												
Staff Washroom												
Visitor Washroom												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - POPPY NORTH												
Activity Room and Office												
1207												
1209												
Meeting Room 1206												
1211												
1208												
1210												
1213												
Storage 1215												
1217												
Electrical 1212												
Clean Utility												
Soiled Utility												
1219												
1221												
Equipment Charge 1218												
Garbage 1220												
1223												
1225												
1227												
Spa												
Linen 1224												
1229												
Housekeeping 1226												
Washroom 1228												
1231												
1233												
Exit Corridor 1230												
Storage 1232												
Lounge Room 1234												
Stair 1234												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - POPPY SOUTH												
1236												
1238												
1237												
1239												
1240												
Sitting Room 1241												
1243												
Electrical 1242												
Clean Utility												
Soiled Utility												
1245												
1247												
Garbage 1248												
1249												
1251												
1253												
Spa												
Linen 1252												
1255												
Janitor 1254												
Equipment Charge 1256												
Storage 1258												
1257												
1259												
Stair 1260												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

FIRST FLOOR - ADULT DAY CENTRE												
Storage 1315												
Vestibule 1314A												
Office 1316												
Office 1317												
Janitor 1318												
Washroom 1319												
Washroom 1320												
Spa 1321												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

SECOND FLOOR - CORE

Mezzanine													
Mechanical room 2303													
Office 2302													
Storage 2304													
TIME OF DAY:													

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

SECOND FLOOR - IRIS CORE												
Chart room												
Med Room												
Nursing Station												
Dining Room												
Servery												
Storage												
Stair												
Housekeeping 2201												
Staff Washroom 2203												
Visitor Washroom 2205												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

SECOND FLOOR - IRIS NORTH

Activity Room and Office																				
2207																				
2209																				
Meeting Room 2206																				
2211																				
2208																				
2210																				
2213																				
Storage 2215																				
2217																				
Electrical 2212																				
Clean Utility 2214																				
Soiled Utility 2216																				
2219																				
2221																				
Equipment Charge 2218																				
Garbage 2220																				
2223																				
2225																				
Spa																				
2227																				
Linen 2224																				
2229																				
Housekeeping 2226																				
Washroom 2228																				
Storage 2230																				
2231																				
2233																				
Stair																				
Lounge Room 2232																				
TIME OF DAY:																				

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

SECOND FLOOR- IRIS SOUTH													
2236													
2237													
2238													
2239													
2240													
Sitting Room 2241													
2243													
Electrical 2242													
Clean Utility 2244													
Soiled Utility 2246													
2245													
2247													
Garbage 2248													
2249													
2251													
2253													
Linen 2252													
2255													
Housekeeping 2254													
Equipment Charge 2256													
2257													
2259													
Stair													
Storage 2258													
TIME OF DAY:													

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

SECOND FLOOR- ROSE CORE

Chart Room													
Med Prep													
Nursing Station													
Dining Room													
Servery													
Housekeeping 2101													
Staff Washroom 2103													
Visitor Washroom 2105													
Comfort Suite 2301													
Electrical 2300													
Stair													
TIME OF DAY:													

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

SECOND FLOOR- ROSE NORTH												
Activity Room and Office												
2107												
2109												
Meeting Room 2106												
2111												
2108												
2110												
2113												
Storage 2115												
2117												
Electrical 2112												
Clean Utility 2114												
Soiled Utility 2116												
2119												
2121												
Equipment Charge 2118												
Garbage 2120												
2123												
2125												
2127												
Spa												
Linen 2124												
2129												
Housekeeping 2126												
Washroom 2121												
Tuckshop 2130												
2131												
2133												
Lounge Room 2132												
Stair												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

FIRE WATCH LOGS

Today's Date: _____

Start Time: _____ End Time: _____

SECOND FLOOR- ROSE SOUTH												
2136												
2137												
2139												
2138												
2140												
Meeting Room 2141												
Sitting Room 2143												
2145												
Electrical 2142												
Clean Utility 2144												
Soiled Utility 2146												
2147												
2149												
Garbage 2148												
2151												
Spa												
2153												
2155												
Linen 2152												
2157												
Janitor 2154												
Equipment Charge 2156												
2159												
Stair												
2161												
Storage 2158												
TIME OF DAY:												

Initial each area checked. Enter time of day check was completed.

SECTION 10 - Fire Protection Measures

Brief descriptions of a number of fire protection measures present in this building follow:

Fire Alarm Systems

The Purpose of a fire alarm system is to alert all occupants of the building that an emergency of fire exists, so that all staff may put into practice the measure required by the Fire Safety Plan

All Fire alarm systems shall be maintained in full-operating conditions at all times.

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

Exits

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors, or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge.

Fire Department Access

Fire Department access allows fire fighters and equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstruction to access routes, fire hydrants, and fire department connections are not permitted by the Fire Code. Maintaining Fire Department access is an ongoing matter. Additionally access to a building is provided through the fire department.

Portable Fire Extinguishers

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

A - wood/paper

B - Flammable liquids

C - Electrical

Portable extinguishers are rated for the corresponding classes of fire.

Automatic Sprinkler Systems

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system is usually activated by heat and discharges water over the fire area.

Water Supply

The total water supplies required for the fighting fire purposes are supplied from various sources such as municipal water supply, storage tanks, or a combination of sources. Water should be attainable within practical distances and must be accessible to and compatible with firefighting equipment.

Emergency Power

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

Emergency Lighting

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