

FIRE SAFETY PLAN
FOR
NORTH LAMBTON LODGE

FOREST, ONTARIO

November 2019

SECTION 2 -- Fire Safety Plan

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AUDIT OF HUMAN RESOURCES AND ANY PERSONS HAVING SUPERVISORY STAFF RESPONSIBILITIES

BUILDING OWNER	
Name:	Corporation of the County of Lambton
Street Address:	789 Broadway St.
City/Postal Code:	Wyoming, ON N0N 1T0
Telephone:	519-845-0801

Site Management Contact Information available

* see attached

NOTE: At all times there is an RN or "charge nurse" responsible for the staff, residents and building. All registered staff are trained in emergency procedures. At all times there is a Manager/Supervisor on call.

GENERAL FIRE PROCEDURES FOR ALL STAFF

If you Discover a Fire or Smoke

REACT UPON DISCOVERY OF FIRE OR SMOKE

- **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

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.

How to Activate a Fire Alarm Pull Station

1.



Please note that when the cover is removed it will sound a warning bell, but the 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 Home 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.

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.
- **NOTE:** Whenever the fire alarm is activated at North Lambton Lodge a trouble will show at the Childcare Centre and the Apartments
- 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 (eg. 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

NORTH LAMBTON LODGE

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.

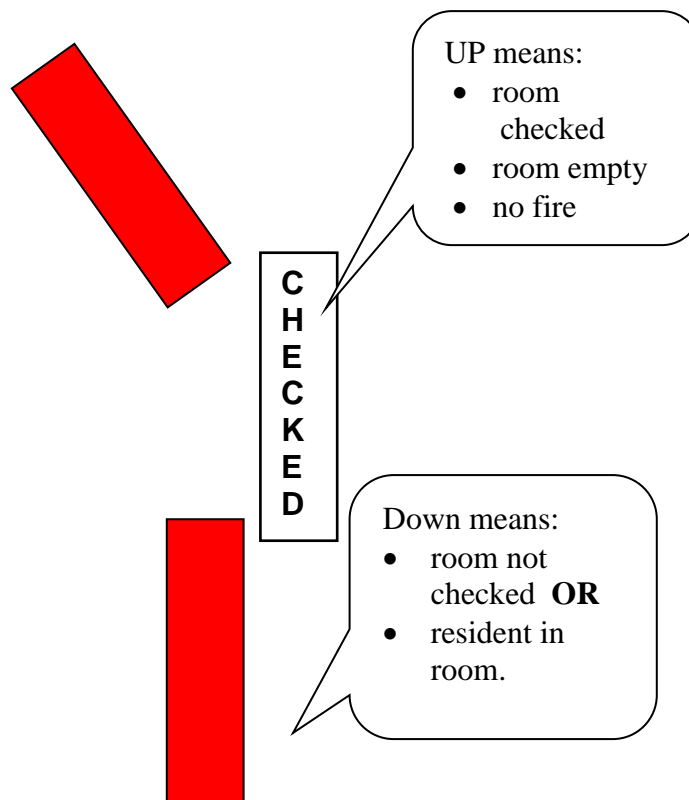
EMERGENCY PROCEDURES

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

DOOR MARKERS



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 orange vest.
2. Proceed quickly to fire area and assess situation.
3. **If fire - evacuate residents in room of origin immediately and close door(s).**
4. Once room is evacuated - hand instruction card to delegate to call 9-1-1 and report Fire and area of Fire.
5. 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.
6. Continue to direct staff accordingly and until arrival of fire department.
7. 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.
8. **FULL EVACUATION - Sound evacuation alarm** takes 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.
9. Designate the same staff member to notify the supervisor on call to initiate the emergency call out procedure.
10. Once the Fire department (Chief) has issued an all clear the Charge Nurse will then reset Pull Station and Fire Alarm System and page All Clear from the front annunciator 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 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.

NUTRITION/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 General 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.
5. **The Housekeeping Aide working 4 p.m. – 8 p.m. or 12 p.m. – 8 p.m. (Tues. & Thurs) will check the business office area, the washrooms at the front of the building and the rooms at the front of the building (activate door markers). Then remain at the front doors to prevent anyone from entering or exiting the building.**

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. 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.

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.

RECREATION AND LEISURE

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 and 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/REC & LEISURE SUPERVISOR/COMMUNITY 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.**

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 front 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 front 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.**

Forestview Apartments

If there is an alarm in the Apartments – we are NOT to go into that area. Procedures have been developed with the apartment’s staff to address their own Fire Safety needs.

The apartments will call off a False Alarm to fire monitoring company, reset their fire panel and then report to the Home what has happened. At this time, we can reset our fire panel. See page 8

If fire alarm is after hours then the Fire Department will respond to the Apartments after checking our enunciator panel. Do Not go into that area.

Start using the Apartment’s Call-in list below till someone is contacted.

When contacting them – Identify yourself - report that there is a fire alarm in the apartments and that they are needed to come in, check on the alarm and to reset the apartment fire panel.

Also, ask them to report to the home when they have completed their check and reset fire panel.

In case of Fire System Alarm at Forestview Apartments contact:

See site for details

North Lambton Childcare Centre

NLCC regular hours of operation are Monday to Friday 6:30 am to 6:15 pm.

If there is an alarm in the Daycare – we are NOT to go into that area. Procedures have been developed with the Day care staff to address their own Fire Safety needs.

The day care will call off a False Alarm to the fire monitoring company, reset their fire panel and then report to the Front of the Home to report what has happened. At this time, we can reset our fire panel.

If fire alarm is after hours then the Fire Department will respond to the Day Care after checking our enunciator panel. Do not go into that area.

Start using the Daycare Call-in list below until a Day care staff member is contacted.

When contacting them – Identify yourself - report that there is a fire alarm in the childcare and that they are needed to come in, check on the alarm and to reset the childcare fire panel.

Also, ask them to report to the home when they have completed their check and reset the fire panel.

In case of Fire system Alarm at North Lambton Childcare Centre outside of business hours contact: (if the first person is not available, go to next person on the list until someone is contacted)

Please Note:

The childcare centre areas and Apartments are connected to the fire alarm system and have their own Fire Plans. The child care staff and the apartment's staff respond in their own areas only. Home staff does not assist in child care drills but may be called to assist during a fire.

Evacuation alarm triggers the fire alarm system in the Home, Daycare and apartments. Fire alarm at Home puts daycare and apartments into "Trouble".

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 wheelchairs
 - 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 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 North Lambton Lodge.

- Smoking is only permitted in outside designated areas. They are the courtyard on Oak Court, the end of the front porch and for staff at the south end of the back sidewalk. Always 90 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 for Resetting the Fire Pull Station

Once pull station has been activated and you have confirmed NO fire is present or that a Resident has Pulled the pull station follow the instructions below:

First Call Fire Monitoring Company.

1. Charge Nurse - Go to the Pull station activated
2. Insert Allan key (on charge nurse key ring) into the screw on the right-hand side of the pull station
3. Turn counter-clockwise to open the station – the front will pop open and the Pull-down section will pop back to its up position
4. Hold down the front face of the pull station and turn the Allan key clockwise till the screw is snug – **DO NOT over tighten**
5. Remove the Allan key and put the Pull station guard back in place.
6. Proceed to front and “Reset” system.

Fire Alarm System Reset Procedure for NLL



1. Push Audibles On/Silenced Button
2. Push "Acknowledged" Button
3. Push “Reset” Button

Fire Alarm system will be reset at this point. Panel will read “Normal” (takes a few minutes)

Mag locks must also be reset - Green Tag Key

If the source of the fire is in the apartments or daycare - once the apartment or daycare has found the origin of their Fire alarm and have **reset** their Fire Panel they will notify the Home. You can now proceed to the front panel to reset NLL Fire System.

PAGING Procedure from Front Fire Panel:

Use for paging False Alarm or All Clear

1. Proceed to main annunciator panel (front entrance).
2. Open lock on the main fire panel with marked key (“Fire Panel”) on key ring.
3. Pull the mike out of the receptacle.
4. Depress and hold button on mike.
5. GREEN light beside mike will come on.
6. Wait for long tone to finish sounding and then you can page.
7. Page 3 times - situation is **All Clear**.

Note: If mike button is released and green light does not come on you must repeat procedure steps 4 - 6.

If Fire Alarm system goes into trouble – there is an audible beep.

This indicates that a part of the system is experiencing trouble.
Read the enunciator panel for trouble.

Proceed to front panel – open panel and PUSH Trouble Silence.

The indicator light will stay lit until the trouble is fixed.

Notify maintenance during normal working hours.

In off hours, the system can remain in trouble till the next working day.
(you may notify the manager on call of the trouble issue if warranted)

If the evacuation alarm is triggered the Fire alarm system reset is the same except that the Magnetic locks need to be reset: Follow direction below:

1. Open Front Fire Panel and retrieve the Green tagged key inside:
2. Put Green tagged key into the Mag Lock (Right Lock - green) and turn to the right once. You should hear the mag locks engage.
3. Put key back into the fire panel and lock panel.

(The red labeled key inside is for the key lock labeled fire system ON/OFF beside the panel. This key should never be used as it will turn off the fire alarm system)

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 become 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 DRILL

To start a fire drill, 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 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

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 NLL 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 Nutrition/Environmental Supervisor (NES)

PROCEDURE:

- 1) NES or designate will advise the Charge Nurse of the time and location of the alarm, and will call the 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, NES will call the fire monitoring company advise that system is back online.
- 8) 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.

**NORTH LAMBTON LODGE
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 fires 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 top 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:	

**NORTH LAMBTON LODGE
FIRE SAFETY PLAN
Fire Drill**

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 <input type="checkbox"/>	SPRINKLER FLOW <input type="checkbox"/>
THERMAL DETECTOR <input type="checkbox"/>	SMOKE DETECTOR <input type="checkbox"/>
OTHER <input type="checkbox"/>	Describe: _____.
DESCRIBE DETECTOR LOCATION	

EVIDENCE OF CAUSE OF ALARM:	
FIRE CONDITION <input type="checkbox"/>	HIGH HUMIDITY <input type="checkbox"/>
HIGH TEMP. IN AREA <input type="checkbox"/>	PHYSICAL DAMAGE <input type="checkbox"/>
SMELL SMOKE <input type="checkbox"/>	VANDALISM EVIDENT <input type="checkbox"/>
NOTICEABLE ODOUR <input type="checkbox"/>	OPEN EXTERIOR DOOR <input type="checkbox"/>
CONSTRUCTION IN AREA <input type="checkbox"/>	
OTHER <input type="checkbox"/>	Describe: _____.
ADDITIONAL INFORMATION (Include follow up actions. Use back if necessary)	

FIRE PREVENTION AND PREPARATION

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

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. These provisions and actions must be acceptable to the Chief Fire official.

Fire Alarm Shutdown

In the event of a shutdown of the fire alarm system, the Fire Department will be notified by calling and the Charge Nurse will be notified verbally. The Charge Nurse will ensure all areas of the home are notified. Notices will also be posted in all Resident Home Areas explaining the extent and the duration of the shutdown. Notices will also be posted when the system has been activated, and the Fire Department will be notified by calling again.

Staff will be instructed to advise the Fire Department immediately via 911 if they should detect any fire situation and to warn other staff and residents verbally through the paging system

Sprinkler Shutdown

In the event of a shutdown in the sprinkler system, the Fire Department will be notified by calling immediately. They must be informed of the extent and the expected duration of the shutdown. They must also be informed immediately upon re-activation of the system. All staff and residents will be notified by the way of notices posted in all Resident Home Areas, this notice will explain the extent and duration for the shutdown. Notices will also be posted when the system has been reactivated.

Note: All shutdowns will be confined to as limited an area and duration as possible. During the shutdown of fire protection equipment, the home will provide personnel to patrol all unprotected area every hour and record findings using the audit tool until such time as the system is again operational.

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.

Building Resources

Type of building:	Steel frame, wood frame, brick and steel clad
Number of Suites:	88 (Private - 34; Semi - 18; Basic - 36)
Building use:	Long-Term Care Home
Number of Occupants:	88
Number of Stories:	1
Fire vehicle access route?	YES
Location:	Front and rear of building.
Fire department Siamese connections	YES
Location: (north side of building)	Outside Maintenance shop
Full fire alarm system	YES
Number of stages:	2 (alarm and evacuation)
Partial fire alarm system (i.e. interconnected smoke alarms)	NO
Fire alarm connected to a private monitor Company?	YES
Fire alarm panel location	See site for details
Annunciator panel location:	See site for details
Emergency voice communication system	YES
Smoke control measures (Required in buildings in excess of 18 meters)	NO
Individual suites with their own balcony	NO
Sprinkler System:	Wet <u>YES</u> Dry <u>No</u>
Location: Wet - all building	
Location of sprinkler valves:	See site for details
Standpipe and hose system?	NO

Fire pump	YES
Location:	Maintenance Room
Emergency power	Generator - 100%
Elevators	NO
Portable fire extinguishers throughout the Building?	YES
Type:	ABC, CO ₂
Location of Exits:	See schematics