



## LONG-TERM CARE DIVISION POLICY MANUAL

Manual 11 – Emergency Procedures	<b>Policy: Manual 5</b>
Code Red – North Lambton Lodge – Fire Plan	
<b>Effective Date:</b> January 6, 2021	
<b>Reviewed Date:</b> September 5, 2025	

### POLICY

To provide preparedness tips and guidance to employees to protect the health and safety of themselves and others and ensure minimal disruption to the Long-Term Care Homes operations during a fire.

As per the Ontario Fire Code sentence 2.8.2.1. (4),

“The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.”

It is the responsibility of the owner (defined by the Ontario Fire Code as any person, firm or corporation controlling the property under consideration) to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act, Part VII, Section 28, outlines that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$500,000 for a first offence and not more than \$1,500,000 for a subsequent offence. An individual is liable to a fine of \$50,000 for a first offence and not more than \$100,000 for a subsequent offence or imprisonment for a term of not more than one year or both.

The Ontario Fire Code and the Fire Protection and Prevention Act 1997 can be viewed online.

**Approved: November 2024**

James Marshall  
Fire Chief  
Lambton Shares Fire and Emergency Services

Brian Soulard  
Coordinator, Facilities/Capital Services  
County of Lambton, Long-Term Care

## **PROCEDURE**

North Lambton Lodge is located at 39 Morris Street, Forest, ON N0N 1J0.

## Table of Contents

Contact List.....	5
Fire Alarm Monitoring Company .....	7
General Procedures for All Staff .....	8
REACT.....	8
How to Activate a Fire Alarm Pull Station.....	9
Instructions to Staff on Fire Procedures .....	10
Instructions to Resident on Fire Procedures .....	11
Instructions to Volunteers/Visitors/Contractors on Fire Procedures .....	11
How to Use Door Markers .....	12
Staff Duties .....	13
Charge Nurse.....	13
False Alarm Procedure .....	14
RN/RPN Team Leader .....	15
Fire in your Neighbourhood .....	15
Fire away from your Neighbourhood .....	15
PSW.....	16
Fire in your Neighbourhood .....	16
Fire away from your Neighbourhood .....	16
Recreation and Leisure .....	17
Fire in your Neighbourhood .....	17
Fire away from your Neighbourhood .....	17
Cooks.....	18
Fire in Kitchen .....	18
Working in Kitchen (fire away from the area).....	18
Working in the Dining Room in the Fire Area .....	18
Working in the Dining Room not in the Fire Area .....	19
Fire Suppression System .....	20
Dietary Aides.....	21
Fire in the Kitchen.....	21
Working in the Dining Room Servery in the Fire Area .....	21
Working in the Dining Room Servery and Fire away from your area .....	21
Housekeeping and Laundry Aides .....	22
Fire in the Laundry Room .....	22

Maintenance .....	23
Managers, Supervisors and Administration Staff On-Site .....	24
After the fire:.....	24
Forestview Apartments .....	25
North Lambton Childcare Centre .....	26
Fire Prevention and Preparation / Drills .....	27
Points to Remember (Be CLEER).....	27
Classes of Fire .....	28
How to Use a Fire Extinguisher (PASS).....	29
Hazards to Watch for .....	30
Electrical Hazards .....	31
Oxygen Hazards, Storage and Handling.....	31
Elements of Fire .....	32
Resetting the Fire Pull Station.....	33
Fire Alarm System at the Lodge .....	33
Paging Procedure from Front Fire Panel:.....	34
Use for paging False Alarm or All Clear .....	34
If Fire Alarm system goes into trouble .....	34
Training of Staff.....	34
Fire Drill Process.....	36
Purpose of Fire Drills .....	37
Method and Frequency of Holding Fire Drills .....	37
FIRE SAFETY PLAN.....	38
False Alarms – Check List for Staff Monitoring Fire Alarm Test.....	38
FIRE SAFETY PLAN – Supervisor in Charge of Fire Drill.....	39
FIRE ALARM INCIDENT REPORT .....	40
Maintenance procedures for Fire Protection Systems .....	41
Portable Fire Extinguishers .....	41
Emergency Power Systems .....	41
Fire Alarm Systems .....	41
Water Supplies for Fire Fighting .....	41
Building Systems and Information .....	42
System Maintenance and Monitoring .....	42
Fire Alarm Shutdown.....	42
Sprinkler Shutdown .....	42

Fire Protection Measures .....	42
Fire Alarm Systems .....	42
Exits.....	43
Fire Department Access .....	43
Portable Fire Extinguishers .....	43
Automatic Sprinkler Systems.....	43
Water Supply .....	43
Emergency Power .....	43
Emergency Lighting .....	43
Alternative Measures .....	44
Building Resources .....	45
Fire Department Response .....	47
Fire Hydrants.....	47
Shut Off Locations.....	47
Sprinkler System .....	47
Fire Hoses .....	47
Fire Extinguishers.....	48
Fire Blankets .....	48
Doors.....	48
Door Marker System.....	48
Wireless Phones.....	48
Emergency Power .....	48
Fire Alarm System .....	49

## Contact List

### **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

### **BUILDING MANAGEMENT**

#### **General Manager**

Name: Michael Gorgey  
Street Address: 789 Broadway St  
City/Postal Code: Wyoming, ON N0N 1T0  
Home Telephone: 519-845-5412 (office)  
  
Bus. Telephone: 519-845-0801 ext. 5412

### **BUILDING MANAGEMENT**

#### **Administrator**

Name: Carolyn Hodges  
Street Address: 39 Morris St.  
City/Postal Code: Forest, ON N0N 1J0  
Home Telephone:  
Bus. Telephone: 519-786-2151 ext 5502

### **BUILDING MANAGEMENT**

#### **Nutrition/Environmental Services Supervisor**

Name: Susan Casey  
Street Address: 39 Morris St.  
City/Postal Code: Forest, ON N0N 1J0  
Home Telephone:  
Bus. Telephone: 519-786-2151 ext 5519

**BUILDING MANAGEMENT****Director of Nursing and Personal Care**

Name: Tracey Millar  
Street Address: 39 Morris St.  
City/Postal Code: Forest, ON N0N 1J0  
Home Telephone:  
Bus. Telephone: 519-786-2151 ext 5516

**BUILDING MANAGEMENT****PSW Supervisor**

Name: Amber Henry  
Street Address: 39 Morris St.  
City/Postal Code: Forest, ON N0N 1J0  
Home Telephone:  
Bus. Telephone: 519-786-2151 ext 5509

**BUILDING MANAGEMENT****Facility/Capital Services Coordinator**

Name: Brian Soulard  
Street Address: 39 Morris St.  
City/Postal Code: Forest, ON N0N 1J0  
Home Telephone:

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.

## Fire Alarm Monitoring Company

Name of Company                      Damar Security Systems

Phone Number

Home's System Number

Damar notifies the Home when any trouble or alert has not been acknowledged and if no response, contacts the following:

Administrator                      Carolyn Hodges

Coordinator, Facilities/Capital    Brian Soulard  
Services

### **NOTES**

When an alarm is activated, the signal automatically goes to the central monitoring station at Damar Security Systems. Damar then calls 911 to say, "There is a fire emergency at the Home. Please respond immediately." The Forest OPP may also respond.

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

Maintenance staff or administration will notify Damar Security Systems of the date and time of a planned fire drill to prevent unnecessary Fire Department response.



## General Procedures for All Staff

### **If you discover fire or smoke**

#### REACT

- |                     |   |
|---------------------|---|
| <b>R</b> - Remove   | Remove persons in immediate danger if possible                  |
| <b>E</b> - Ensure   | Ensure the door(s) is closed to confine the fire and smoke      |
| <b>A</b> - Activate | Activate the fire alarm system using the nearest pull station   |
| <b>C</b> - Call     | Call 9-1-1  |
| <b>T</b> - 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



Please note that when the cover is removed it will sound a warning alarm 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

1. 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 Charge Nurse of the issue so it can be included on the Fire Alarm Report
2. 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 will be advised that a smoke or fire was found and the alarm was pulled as a result. The Charge Nurse will activate a Stage Two Alarm to notify everyone in the Home of the fire emergency

## Instructions to Staff on Fire Procedures

### 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 Nursing Staff or delegate for direction. This may include but is not limited to the evacuation of residents to a safe zone, checking rooms and activating door markers
- If assigned, meet arriving fire department and provide them with any necessary information (i.e., 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 beyond the closest set of fire doors or a designated safe area outside the building
- Staff will stay with evacuated residents await further instructions if your work area is not in immediate danger
- Employees in the staff room or out of their work area, will return immediately to their work area.

**REMAIN CALM AND REASSURE RESIDENTS**

## Instructions to Resident on Fire Procedures

When the fire alarm sounds you 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 enter or return to the fire zone until instructed to do so by staff.

DO NOT go through the closed fire doors unless directed to do so by the staff

If the alarm is fast ringing:

- An entire evacuation may occur
- Follow the directions of the staff in regards to the evacuation
- If you are closest to a danger area, you will be evacuated first

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

## Instructions to Volunteers/Visitors/Contractors on Fire Procedures

When the fire alarm sounds you will:

1. Remain in your area
2. Request that any residents remain with you
3. Follow the directions of the staff

DO NOT enter or return to the fire zone until instructed to do so by staff.

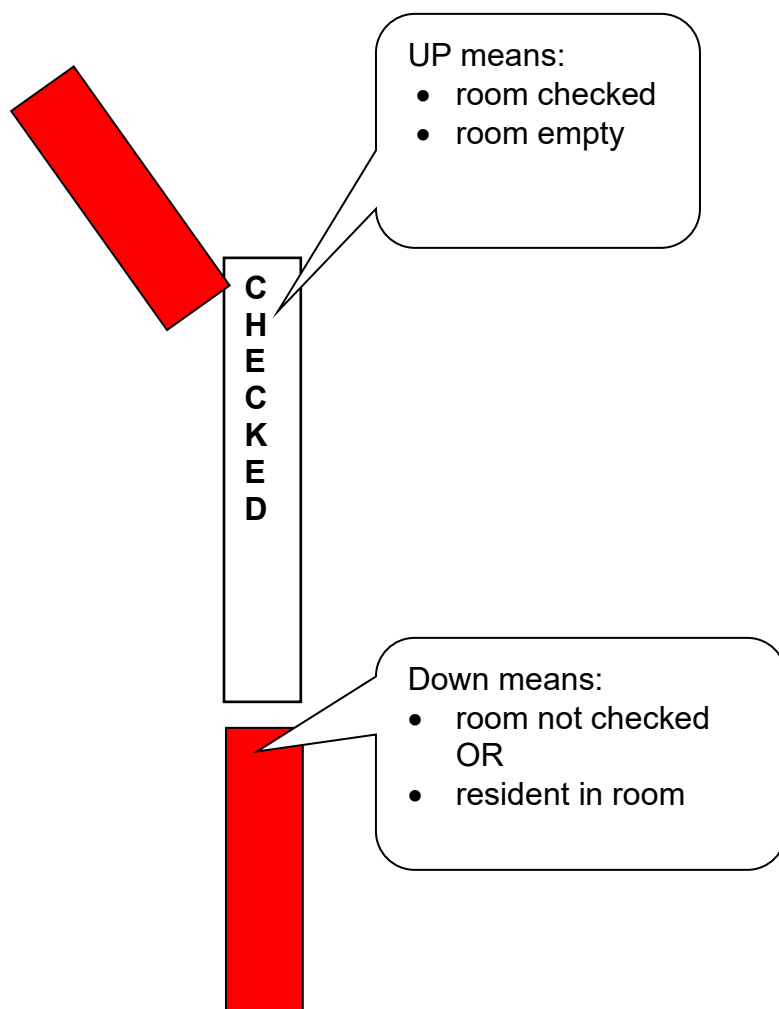
DO NOT go through the closed fire doors unless directed to do so by the staff

If the alarm is fast ringing:

- An entire evacuation may occur
- Follow the directions of the staff in regards to the evacuation
- If you are closest to a danger area, you will be evacuated first

**RESIDENTS AND VISITORS ARE THE FIRST PRIORITY OF THE STAFF. AWAIT DIRECTION FROM STAFF WITH REGARDS TO ANY EMERGENCY SITUATION.**

## How to Use Door Markers



## Staff Duties

### 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 which is located in each chart room.
2. Proceed quickly to fire area following a safe route and assess the situation.
3. If fire - evacuate residents in room of origin immediately and close door(s).
  - a. If false alarm, see section below.
4. 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 all staff as applicable to evacuate residents out of the fire zone. Ensure the evacuated residents are not congesting the corridors or blocking exits.
5. Delegate staff to go to front to meet the Fire Department and secure the entrance.
6. Continue to direct staff accordingly and until arrival of fire department.
7. When Fire Department arrives inform them of conditions within the building and coordinate the efforts of supervising staff with those of the fire department.
8. FULL EVACUATION – Only when instructed by the Fire Department – The Charge Nurse/Delegate will sound the second (2<sup>nd</sup>) stage evacuation alarm by inserting the evacuation key into the lock inside the pull station and turning key to the right. (see Evacuation Plan for further details). To activate evacuation alarm you may use any pull station, it does not need to be at initiating one.
9. Designate a staff member to notify the supervisor on call to initiate the emergency call out procedure.
10. Once the Fire department (Chief or designate) has issued an all clear the Charge Nurse/Delegate will then reset pull station and Fire Alarm System. All clear will be paged by the Charge Nurse/Delegate from the front annunciator panel.
11. Charge Nurse/Delegate will reset the magnetic door lock system using the reset key located inside the panel on white key chain.
12. Prepare the Fire Alarm incident report after the event.

## False Alarm Procedure

**If FALSE ALARM – immediately Call Damar  
and instruct them it is a False Alarm and to CANCEL the Fire Department.**

If the fire department is dispatched during a false alarm, **do not** complete a full reset on the system until Fire department arrives, as they require seeing the alarm and where the false alarm originated from. The alarm may only be silenced until their arrival.

If the Fire Department does not respond in 30 minutes, notify General Manager – Long-Term Care.

The Fire Department will come even if a false alarm is determined to assist in understanding why the alarms sounded. **DO NOT RESET THE PANEL UNTIL THEY HAVE REVIEWED**

## RN/RPN Team Leader

### Fire in your Neighbourhood

1. Proceed to the closest annunciator panel to determine the location of the 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. Complete head count of residents and provide to Charge Nurse/Delegate after All Clear has been announced.
6. Follow the directions of the Charge Nurse/Delegate.

### Fire away from your Neighbourhood

1. Proceed to the closest annunciator panel to determine the location of the fire.
2. Direct and assist staff to close doors and activate door markers appropriately.
3. Dispatch all staff to follow a safe route to fire area (if staffing allows, assign one staff member to remain with you and monitor residents).
4. Remain in your neighbourhood and reassure residents that everything is under control.
5. Report resident head count to Charge Nurse /delegate after "All Clear". All residents must be accounted for.



## PSW

### Fire in your Neighbourhood

1. Proceed to the closest annunciator panel to determine the location of the fire.
2. Evacuate residents in room of origin immediately, if safe to do so, close door(s) and activate door marker.
3. Remove all residents in immediate danger beyond the closest set of fire doors.
4. Check all rooms including washrooms, tub rooms, utility rooms. Close all doors and activate door markers appropriately.
5. After neighbourhood is secured remain with residents beyond the fire doors and wait for direction from the Charge Nurse/Delegate.

### Fire away from your Neighbourhood

1. Proceed to closest annunciator panel to determine the location of the fire.
2. **NIGHTS Immediately report to fire area. Take direction from the Charge Nurse/Delegate.**
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 neighbourhood. The Team Leader will dispatch staff to the fire area. When going to fire area ensure that you follow a safe route.
5. **DAYS AND EVENINGS ONLY** PSW's going to the fire area will report to the Charge Nurse.
6. **ALL SHIFTS** After all clear is sounded, open doors and reassure residents and complete a head count and report to the Team Leader.

## Recreation and Leisure

### Fire in your Neighbourhood

1. Proceed to the closest annunciator panel to determine the location of the fire.
2. At the direction of the Team Leader in your neighbourhood 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 neighbourhood 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/Delegate.

### Fire away from your Neighbourhood

1. Proceed to the closest annunciator panel to determine the for location of the fire.
2. Close and doors and activate door markers appropriately.
3. Report back to the Nursing Station in your neighbourhood. The Team Leader will dispatch staff to the fire area. When going to fire area ensure that you follow a safe route.

**Note: If leading a program, remain with the residents until directed by a Team Leader**

4. Follow the direction of the Charge Nurse/Delegate.

## Cooks

### Fire in Kitchen

1. Direct all visitors and contractors/delivery personnel from immediate danger, beyond the closest fire doors.
2. Activate Fire Suppression System, if **NOT TRIGGERED**.
3. If safe to do so, try to extinguish fire using fire extinguisher.
4. Close all doors and activate door markers.
5. Direct Dietary Aide to stand in front of service wing doors to secure area.
6. Follow directions of Charge Nurse/Delegate.

### Working in Kitchen (fire away from the area)

1. Secure equipment, turn off heat sources.
2. Proceed to closest annunciator panel to determine the location of fire. If fire anywhere in service hallway direct a staff member to stand in front of service wing doors to secure area.
3. Close all kitchen doors and activate door markers. Assign Dietary Aide to check laundry room, garbage room, staff locker rooms, maintenance shop and staff lunchroom. If no Dietary Aide present to assist, check these areas.
4. After area is secure, report to fire area following a safe route and follow direction of the Charge Nurse/Delegate.

### Working in the Dining Room in the Fire Area

1. Secure equipment (turn off equipment in use)
2. At the direction of the Team Leader in the neighbourhood 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/Delegate.

#### Working in the Dining Room not in the Fire Area

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

## Fire Suppression System

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. Direct all contractors/delivery personnel from immediate danger, beyond the closest set of fire doors.
2. If Cook is NOT available, try to extinguish fire by activating fire suppression equipment **IF NOT TRIGGERED** or use fire extinguishers (**if it is safe to do so**).
3. Close all doors and activate door markers appropriately - check laundry room, maintenance shop, garbage room, staff locker lunchroom. Stand in front of service hallway fire doors to secure area.
4. Follow the direction of the Cook in charge to secure area until Charge Nurse/Delegate responds.

### Working in the Dining Room Servery in the Fire Area

1. If meal is in service or the residents are in the dining room, assist residents beyond the closest set of fire doors.
2. If meal is not in service, close servery doors and proceed to the closest annunciator panel to determine the location of the fire.
3. Follow the direction of the Charge Nurse/Delegate.
4. After neighbourhood is secured remain with residents beyond the fire doors, await further direction from the Charge Nurse/Delegate.

### Working in the Dining Room Servery and Fire away from your area

1. Proceed to the closest annunciator panel to determine the location of the fire.
2. Follow the direction of the Registered Nursing staff If assigned to fire area:
  - Follow safe route and receive direction from Charge Nurse in fire area.

If assigned to remain on neighbourhood:

- Follow direction from Registered Nursing staff. Assist with closing doors, activating door markers and providing reassurance and safety monitoring of the residents on that home area.

### Housekeeping and Laundry Aides

1. Upon hearing the fire alarm, stop what you are doing and secure your cart in a location that doesn't impede the hallway.
2. Proceed to the closest annunciator panel to determine the location of the fire.
3. Report to the area of the fire following a safe route.
4. Follow the direction of the Charge Nurse/Delegate.

### Fire in the Laundry Room

1. Direct all contractors/delivery personnel from immediate danger, beyond the closest set of fire doors.
2. Activate or have another staff activate the pull station.
3. Try to extinguish the fire using fire extinguishers (if it is safe to do so).
4. Close all doors and activate door markers appropriately.
5. Follow directions of Charge Nurse/Delegate.

## Maintenance

1. Upon hearing the fire alarm, stop what you are doing and secure your cart in a location that does not impede the hallway.
2. Proceed to the closest annunciator panel to determine the location of the fire.
3. Report to the area of the fire following a safe route.
4. Follow the direction of the Charge Nurse/Delegate.



### Managers, Supervisors and Administration Staff On-Site

1. Proceed to the closest annunciator panel to determine the location of the fire.
2. Report to the fire area following a safe route and follow the direction of the Charge Nurse delegate.

### After the fire:

#### Administrator or delegate must:

1. Notify the General Manager of Long-Term Care.
2. Notify the Ministry of Long-Term Care.
3. Liaise with Emergency Services as the situation warrants.

## 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 Damar, reset their fire panel and then report to the Home what has happened. At this time, we can reset our fire panel. (See page 33)

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

Start using the Apartment's Call-in list below until someone is contacted.

When contacting them – Identify yourself - report there is a fire alarm in the Apartments and 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 their primary contact.**

## 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 Childcare Centre– we are NOT to go into that area. Procedures have been developed with the Childcare Centre staff to address their own Fire Safety needs.

The Childcare Centre will call off a False Alarm to Damar, 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 the Fire Department will respond to the Childcare Centre after checking our annunciator panel. Do not go into that area.

Start using the Childcare Centre Call-in list below until a Childcare Centre staff member is contacted.

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

### **Please Note:**

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

Evacuation alarm triggers the fire alarm system in the Home, Childcare Centre and Apartments.

Fire alarm at Home puts and apartments into "Trouble".

## Fire Prevention and Preparation / Drills

### Points to 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 station
  - 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 Evacuation and total Evacuation. Be familiar with all exits and fire doors in the area
5. Remain calm

## Classes of Fire

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

- |                |   |
|----------------|---|
| <b>CLASS A</b> | Combustible solids - wood, paper, plastics, textiles    |
|                | Use a water type extinguisher                           |
| <b>CLASS B</b> | Flammable liquids and greases                           |
|                | Extinguish by smothering                                |
|                | Do <u>not</u> use water                                 |
|                | It can float the burning substance and spread the fire  |
| <b>CLASS C</b> | Energized electrical equipment - wiring, motors, TV set |
|                | Extinguish by smothering                                |
|                | Do <u>not</u> use water                                 |
|                | Water is a conductor of electricity                     |

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

## How to Use a Fire Extinguisher (PASS)

- P** Pull the pin
- A** Aim the extinguisher nozzle at the base of the fire
- S** Squeeze the trigger while holding the extinguisher upright
- S** Sweep the nozzle from side to side covering the area of the fire with the extinguishing agent

## 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 9 metres 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 kept in a clean condition at all times. 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 unobstructed.
- 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

## 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.

## Oxygen Hazards, Storage and Handling

- Oxygen - safe storage practices, use only in safe areas P&P (CSA standards)
- Rooms with large Oxygen Canisters:

Pine Utility Room #136

Oak Utility Room #226

Maple Utility Room #331

These rooms are identified by appropriate signage.



## Elements of Fire

### HEAT - FUEL - AIR

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

- HEAT** Heat or ignition temperature is the required amount of heat that must be generated to sustain free burning in any substance.
- FUEL** Fuel is the substance that is burning, whether it be liquid (alcohol), gas (natural gas, propane) or solid (wood, paper, etc.).
- AIR** Oxygen in the air is required to sustain free burning. Common air contains approximately 21% oxygen by volume. If this volume drops below 16%, combustion or free burning cannot be maintained.

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

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

- REMOVE HEAT** Cool the substance below its ignition temperature, generally with water in the form of an extinguisher, fire hose or jug of water.
- REMOVE FUEL** In the case of gases, shut off the supply. Close supply valve for natural gas stoves, pressurized gas cylinders or piped systems. This is impossible or difficult in the case of liquid spills. Solid fuel can sometimes be separated from a burning pile.
- REMOVE AIR** Smother with blankets or pillows, or with the use of special type extinguishers. (See later section on extinguishers.)

## 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 Damar and provide with system number and report False Alarm and ask them to cancel the Fire Department.**

1. Charge Nurse - Go to the Pull station activated.
2. Insert allen 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 allen key clockwise till the screw is snug – **DO NOT over tighten.**
5. Remove the allen key and put the Pull station guard back in place.
6. Proceed to front and “Reset” system.

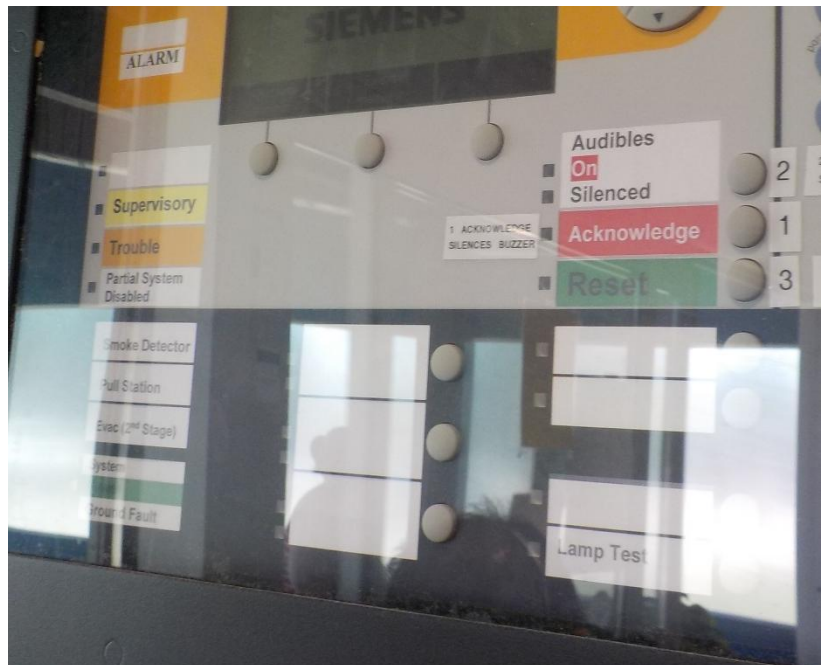
## Fire Alarm System at the Lodge

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 Childcare Centre- once the Apartment or Childcare Centre 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 Lodge 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. Press and hold the button on the side of the microphone.
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 mic 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 which indicates that a part of the system is experiencing trouble.

1. Read the annunciator panel for trouble.
2. Proceed to front panel – open panel and PUSH Trouble Silence  
The indicator light will stay lit until the trouble is fixed.
3. 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 white tagged key inside.
2. Put white 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.

## Training of Staff

Management Staff shall present basic fire prevention training to all employees upon hire and annually 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.

### Fire Drill Process

To start a fire drill, an employee of the Home will be provided the information below or asked to respond to a specific situation:

#### **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

### Purpose of Fire Drills

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.

### Method and Frequency of Holding Fire Drills

Fire drills for staff are held once a month on all 3 shifts.

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

Staff requested to monitor drills will proceed to their assigned areas to observe staff during the drill and ensure fire system is operating properly.

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

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

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

## FIRE SAFETY PLAN

### False Alarms – Check List for Staff Monitoring Fire Alarm Test

<b>Location of Fire Drill:</b> _____		
<b>Date:</b> _____ <b>Time:</b> _____		
1. Fire Drill Coordinator to circulate this Checklist and Fire Drill Exercise 2. When alarm sounds proceed to your area and take note of the following:		
<b>Staff</b> - Staff response – Quick or Slow? (Choose Yes if Quick, No if Slow) - Staff returned to their work areas? - Staff knew what to do? - Staff closed doors and windows? - Staff set fire markers properly? - Staff shut down equipment properly?	<b>Yes</b>	<b>No</b>
_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
<b>System</b> - All fire horns sounded in your area? - Electromagnetic locking devices released applicable doors upon fire alarm system signal - All exit and stairway doors remain locked with sounding of Stage 1 alarm? - All exits and stairway doors unlocked with sounding of Stage 2 alarm? - Exit next to pull station unlocked during 1 <sup>st</sup> stage alarm?	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
<b>Fire Area</b> - Did staff act appropriately at the “fire”? <i>e.g. setting fire door markers, relocating residents, going for extinguisher, etc?</i> - Was the “All Clear” received? - Did staff reassure residents before leaving the area?	_____ _____ _____ _____	_____ _____ _____ _____
<b>Observer</b> Please have all staff present in the area that you are reviewing sign the fire drill attendance sheet and submit it with this sheet to the Confidential Secretary.		
<b>Area Observed:</b> _____		
<b>Person Observing:</b> _____		
<b>Comments:</b> _____		
<b>Print Name:</b> _____ <b>Signature:</b> _____		

## FIRE SAFETY PLAN –

### Supervisor in Charge of Fire Drill

<b>Date:</b>			
<b>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)</b>			
		<b>Yes</b>	<b>No</b>
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?			
<b>Unscheduled Fire Alarm Signal Activation</b>	<b>Date:</b>	<b>Time:</b>	<b>Applicable:</b>
Cause of alarm determined to be:			
Fire department arrival time (if known):			
		<b>Yes</b>	<b>No</b>
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:			
<b>Print Name:</b>		<b>Signature:</b>	



## FIRE ALARM INCIDENT REPORT

<b>ALARM LOCATION:</b>			
<b>DATE:</b>		<b>TIME:</b>	
<b>TIME OF ALL CLEAR:</b>			
<b>FORM COMPLETED BY:</b>			
<b>IF ALARM CONDITION DESCRIBE CAUSE:</b>			
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"/>	<u>Describe:</u> _____.	
<b>DESCRIBE DETECTOR LOCATION</b>			
_____			
<b>EVIDENCE OF CAUSE OF ALARM:</b>			
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"/>	<u>Describe:</u> _____.	
<b>ADDITIONAL INFORMATION (Include follow up actions. Use back if necessary)</b>			

## Maintenance procedures for Fire Protection Systems

### Portable Fire Extinguishers

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

### Emergency Power Systems

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

### Fire Alarm Systems

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

### Water Supplies for Fire Fighting

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

## Building Systems and Information

### System Maintenance and Monitoring

All fire systems and equipment are inspected and maintained according to Ontario Fire Code, Building codes and any other relevant legislation.

### Fire Alarm Shutdown

In the event of a shutdown of the fire alarm system, call the Fire Department to notify and ensure the Charge Nurse /delegate is aware. The Charge Nurse /delegate will ensure all areas of the Home are notified, including the Administrator or on-call supervisor (after hours) Notices will also be posted in all neighbourhoods explaining the extent and the duration of the shutdown. Notices will be posted when the system has been activated, and the Fire Department will be notified by phone.

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 way of notices posted in all neighbourhoods. 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 areas every hour and record findings using the audit tool until such time as the system is operational.

### Fire Protection Measures

Brief descriptions of the fire protection measures present in this building are as follows:

#### 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 all staff put into practice the measures 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 Home 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. The Fire Department can access the building using the swipe fob located in the key box at the front entrance between the double doors. 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
- K – cooking oils/fats

All portable fire extinguishers in the Home are Class ABC and suitable for all types of fires.

## 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.

## 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 / delegate 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.

## Building Resources

<b>Type of building:</b>	Steel frame, wood frame, brick and steel clad
<b>Number of Suites:</b>	88 (Private - 34; Semi - 18; Basic - 36)
<b>Building use:</b>	Long-Term Care Home
<b>Number of Occupants:</b>	88
<b>Number of Stories:</b>	1
<b>Fire vehicle access route?</b>	YES
Location	Front and rear of building
<b>Fire department Siamese connections</b>	YES
Location:	Outside Maintenance shop (north side of building)
<b>Full fire alarm system</b>	YES
Number of stages:	2 (alarm and evacuation)
<b>Partial fire alarm system</b> (i.e. interconnected smoke alarms)	NO
<b>Fire alarm connected to a private monitor Company?</b>	YES Damar
<b>Fire alarm panel location</b>	Boiler Room
<b>Annunciator panel location:</b>	Front vestibule, each neighbourhood Nursing Station (3) Service Hallway
<b>Emergency voice communication system</b>	YES
<b>Smoke control measures</b> (Required in buildings in excess of 18 metres)	NO
<b>Individual suites with their own balcony</b>	NO
<b>Sprinkler System:</b>	
Wet	<u>YES</u>
Dry	<u>NO</u>
Location:	Wet - all building
<b>Location of sprinkler valves:</b>	Boiler and Maintenance Room (on schematics)
<b>Standpipe and hose system?</b>	NO
<b>Fire pump</b>	YES
Location:	Maintenance Room
<b>Emergency power</b>	Generator - 100%

**Elevators**

NO

**Portable fire extinguishers throughout the Building?**

YES

Type:

ABCK, CO<sub>2</sub>

**Location of Exits:**

See schematics

### Fire Department Response

The Fire Department will respond to the back entrance of the building.

The street address is 39 Morris Street.

### Fire Hydrants

There are two (2) fire hydrants, 1 in the back parking lot beside the fence and 1 in front across the street.

### Shut Off Locations

GAS	Main valve is on the north side of the building beside the fire department connection.
ELECTRIC	Main shut off is inside the electrical room.
SPRINKLER SYSTEM	Inside boiler room, back wall on the left side.
WATER	Main shut off is in the maintenance room.

### Sprinkler System

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

The kitchen is served by the sprinkler system except for the cooking equipment area covered by the ventilation hood. The hood includes a wet chemical spray (suppression) system to smother grease fires. The extinguishing agent in the cooking hood is a wet chemical agent designed for grease fires. While it is very effective on grease fires, it conducts electricity making it very dangerous around live electrical appliances. This is why the cooking hood suppression system also shuts off gas and electrical supply to appliances underneath the hood. All other electrical appliances in the kitchen remain energized. To avoid electrocution hazards, the stainless-steel fire extinguisher (Class K) in the kitchen should only be used after the cooking hood suppression has been activated and only on appliances underneath the hood.

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

The Fire Department can pump water into the sprinkler system at the fire hose connection which is located outside the front of the building by the kitchen.

### Fire Hoses

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



## Fire Extinguishers

Multipurpose, dry chemical fire extinguishers (for class A, B, and C fires) are located throughout the building. There is 1 Class K extinguisher in the main kitchen. The Class K extinguisher is only to be used after the pull station for the hood suppression system has been activated. Locations are marked on the floor plans.

## Fire Blankets

A fire blanket (red) is located by the smoking area's in front of the building by the gazebo and at the back of the building by the Oak courtyard.

Examples:

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

## Doors

Initial activation of the fire alarm system causes zone separation doors to release and close to contain any fire.

Activation of the fire alarm system to second (2<sup>nd</sup>) stage evacuation alarm causes all doors with magnetic locking devices (mag locks) to release.

Exit doors with mag locks are identified by the overhead exit signs.

“EMERGENCY EXIT UNLOCKED BY FIRE ALARM”

## Door Marker System

In emergency, place the red marker in up position with white “Checked” marker showing to indicate that “This room was checked, and the room is vacant.”

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

## Wireless Phones

During an alarm, Nursing staff, Maintenance, Recreation and Environmental Staff will keep in contact with each other using the wireless phones.

## Emergency Power

Emergency power is provided by a diesel generator to all areas of the home.

The diesel generator is located outside beside the staff parking area.

## Fire Alarm System

### **PULL STATIONS - AT ALL EXITS**

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

There is one key that fits the pull station. This will activate the second (2<sup>nd</sup>) stage evacuation alarm. This key is held by the Charge Nurse and Maintenance team members.

### **2 - STAGE FIRE ALARM SYSTEM (SIMPLEX SYSTEM)**

#### **Stage 1 - Alert Signal**

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

#### **Stage 2 - Evacuation Signal**

An evacuation signal (2nd stage) can be initiated manually by operation of a key switch located in any manual pull station.

The evacuation signal is a continuous or fast pulse alarm.

Keys are held by the Charge Nurse.

The fire alarm system is activated by:

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

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

- magnetic door hold-open devices will release, allowing fire doors to close.
- recirculating fans will shut down.
- alarm signals will sound.
- the alarm will be transmitted to Damar Security's central monitoring station.

#### **Fire Alarm System Panels (Annunciator Panels)**

- the fire department will check the main system panel located at the front entrance.

- a remote annunciator panel is located at each nurse station and in the service hallway.
- emergency power to the system is provided by a diesel generator.
- the fire alarm system is connected by a direct (dedicated) phone line to the central monitoring station.