



LONG-TERM CARE DIVISION POLICY MANUAL

Manual 11 – Emergency Procedures	Policy: Section 5
Code Red – Marshall Gowland Manor – Fire Plan	
Effective Date: January 6, 2021	
Reviewed Date: November 13, 2024	

POLICY

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

PROCEDURE

Marshall Gowland Manor is located at 749 Devine St., Sarnia, ON N7T 1X3.

Approved November 12, 2024

P. Aalbers
Fire Prevention Officer
Sarnia Fire Rescue Services

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Contact List

BUILDING OWNER

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

BUILDING MANAGEMENT

General Manager

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

BUILDING MANAGEMENT

Administrator

Name: Laura Campbell (Acting)
Street Address: 749 Devine Street
City/Postal Code: Sarnia, ON N7T 1X3
Home Telephone:
Bus. Telephone: 519 336-3720 ext. 5705

BUILDING MANAGEMENT

Environmental Services Supervisor

Name: Mark Genovy
Street Address: 749 Devine Street
City/Postal Code: Sarnia, ON N7T 1X3
Home Telephone:
Bus. Telephone: 519 336-3720 ext. 5711

BUILDING MANAGEMENT	Nutrition Services Supervisor
Name:	Nicole Coulson
Street Address:	749 Devine Street
City/Postal Code:	Sarnia, ON N7T 1X3
Home Telephone:	
Bus. Telephone:	519 336-3720 ext. 5703

BUILDING MANAGEMENT	Director of Nursing and Personal Care
Name:	Rachael Sygrove (Acting)
Street Address:	749 Devine Street
City/Postal Code:	Sarnia, ON N7T 1X3
Home Telephone:	
Bus. Telephone:	519 336-3720 ext. 5706

BUILDING MANAGEMENT	PSW Supervisor
Name:	Lipine Prak
Street Address:	749 Devine Street
City/Postal Code:	Sarnia, ON N7T 1X3
Home Telephone:	
Bus. Telephone:	519 336-3720 ext. 5708

BUILDING MANAGEMENT	Facility/Capital Services Coordinator
Name:	Brian Soulard
Street Address:	3958 Petrolia Line
City/Postal Code:	Petrolia, ON N0N 1R0
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 – if there is a trouble light or alarm that is not acknowledged at the home, DAMAR will call the following:

Administrator	Laura Campbell (Acting)
Environmental Services Supervisor	Mark Genovy

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 Sarnia Police 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

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 9-1-1
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



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 must be pulled straight down 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, ensure the lever is pulled. If the system still does not activate proceed to another pull station. Notify the Charge Nurse of the issue so it can be included on the Fire Alarm Incident 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 can be advised that a smoke or fire was found, and the alarm was pulled as a result. The Charge Nurse can at that point activate a Stage Two alarm to notify everyone in the Home that a fire emergency exists.
3. When the alarms sound, both elevators will automatically return to the first floor. They will only operate with the use of a fire fighters key.

Instructions to Staff on Fire Procedures

If you Hear a First Stage Alarm Signal

- Proceed to the closest annunciator panel to determine the location of the fire
If fire is in your area “REACT”.
- If fire is not in your area report to the fire area and follow direction from Registered Nursing staff or delegate. This may include but is not limited to evacuating residents to a safe zone, checking doors/activating door markers, etc.

NOTE: Whenever the fire alarm is activated at Marshall Gowland Manor the alarms will sound at the ADP.

If You Hear a Second Stage Evacuation Signal (Fast Ringing)

- Registered Nursing Staff will co-ordinate the assembly and relocation of all residents beyond the closest set of fire doors or a designated area outside the building.
- Staff will stay with evacuated residents and await further instruction from Registered Nursing Staff
- Employees in the staff room or out of their work area, will return immediately to their work area.

REMAIN CALM AND REASSURE RESIDENTS

Instructions for Residents 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
- 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.

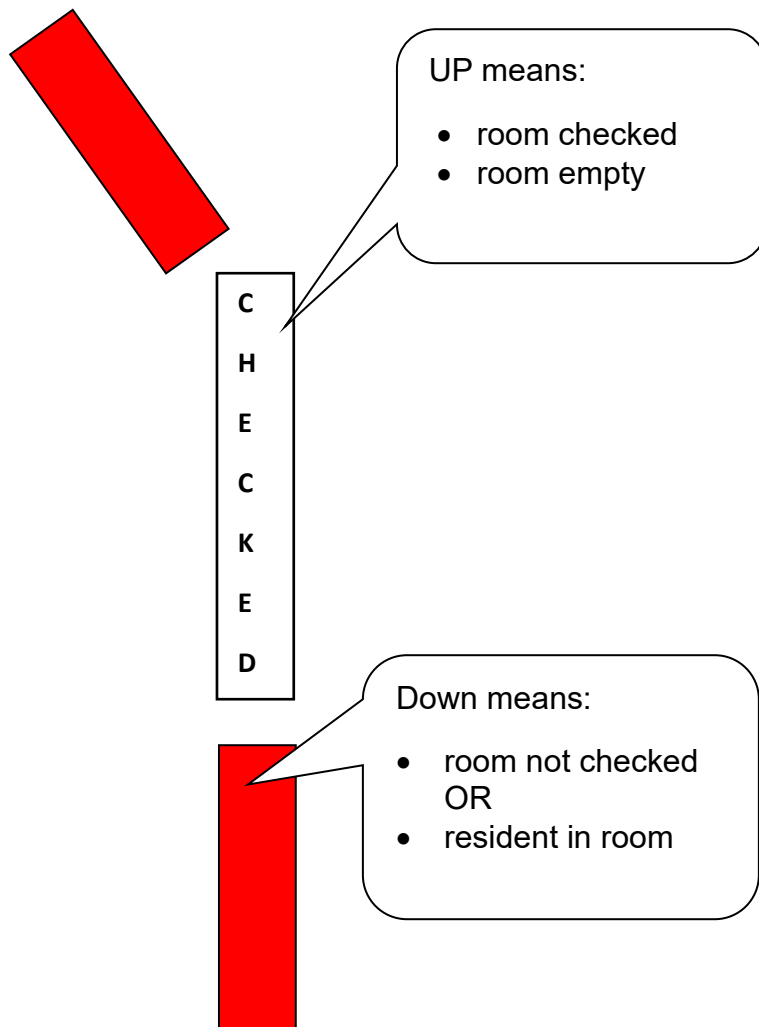
DO NOT go through the closed fire doors unless directed to do so by the staff

If the alarm is fast ringing:

- An entire evacuation may occur
- Follow the directions of the staff
- 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 the location of the fire. Damar will call the Charge Nurse phone to verify the emergency. Put on orange vest which is in the Fire and Emergency Toolbox (white bin) located under the nursing desk.
2. Proceed quickly to fire area following a safe route and assess situation.
3. If fire - evacuate residents in room of origin immediately and close door(s)
 - a. If false alarm, see below.
4. FULL EVACUATION –The Charge Nurse/Delegate will sound the second (2nd) 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. When the 2nd stage alarm is activated, all doors with mag locks will release.
5. Designate a staff member to notify the supervisor on call to initiate the emergency call out procedure.
6. Direct staff to remove residents from rooms closest to the fire and working outwards past the next set of fire doors. If fire is on neighbourhood, evacuate residents to the adjacent dining room. 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.
7. Delegate staff to go to the back doors to meet the Fire Department and secure the entrance.
8. Continue to direct staff accordingly and until arrival of the fire department.
9. When Fire Department arrives, inform them of the conditions within the building and coordinate efforts.
10. Once the Fire Department (Chief or designate) has issued an all clear, the Charge Nurse/Delegate will reset the alarm initiating pull station and Fire Alarm System. All Clear will be paged by the Charge Nurse/Delegate from the main

fire panel at the back doors. The magnetic door lock system will reset automatically upon reset of the main fire panel.

11. After resetting the main fire panel, the Charge Nurse/Delegate will reset the elevators. This is done by inserting the elevator key in the panel between the elevators (on the 1st floor).
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 fire.
2. DAYS AND EVENINGS – The RPN will direct and assist staff in removing all residents from immediate danger beyond the closest set of fire doors, close doors, activate door markers and provide reassurance and safety monitoring of the residents on that home area.

NIGHTS - All staff will immediately report to the fire area following a safe route and take direction from the Charge Nurse/Delegate.

3. 1 RPN to remain with residents beyond fire doors. Complete head count of residents and provide to Charge Nurse after ALL CLEAR has been announced. All residents must be accounted for.
4. Follow the directions of the Charge Nurse/Delegate.

NOTE: If second stage evacuation alarm has been activated, after the ALL CLEAR has been announced, staff should complete a sweep of the stairwells and ensure the door locks are reactivated and doors are secured.

Fire away from your Neighbourhood

1. Proceed to the closest annunciator panel to determine the location of fire.
2. DAYS AND EVENINGS – The RPN will assign two staff and one RPN to remain on the neighbourhood to assist. All additional staff will report to the fire area following a safe route and receive direction from the Charge Nurse/Delegate.

NIGHTS - All staff will immediately report to the fire area following a safe route and take direction from the Charge Nurse/Delegate.

3. The RPN remaining on the neighbourhood will direct and assist remaining staff to close doors, activate door markers and provide reassurance and safety monitoring of the residents on that home area.
4. Complete head count of residents and provide to Charge Nurse after ALL CLEAR has been announced. All residents must be accounted for.
5. Follow the directions of the Charge Nurse/Delegate.

NOTE: If second stage evacuation alarm has been activated, after the ALL CLEAR has been announced, staff should complete a sweep of the stairwells and ensure the door locks are reactivated and doors are secure.

PSW

Fire in your Neighbourhood

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

Fire away from your Neighbourhood

1. Proceed to closest annunciator panel to determine location of fire.
2. **NIGHTS** - Immediately report to fire area following a safe route. Take direction from the Charge Nurse/Delegate.
3. **DAYS AND EVENINGS ONLY** - Receive direction from the RPN. 1 RPN and 2 other staff will remain on home area to close doors, activate door markers and provide reassurance and safety monitoring of the residents on that home area. All other staff will follow a safe route to the fire area and take direction from the Charge Nurse/Delegate.
4. **ALL SHIFTS** - After all clear is sounded, open doors and reassure residents. Assist RPN to complete a head count.

Recreation and Leisure

Fire in your Neighbourhood

1. Proceed to closest annunciator panel to determine location of fire.
2. Assist with removing 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.
4. After neighbourhood is secured remain with residents beyond the fire doors and await further direction from the Charge Nurse/Delegate.

Fire away from your Neighbourhood

1. Proceed to the closest annunciator to determine location of fire.
2. Receive assignment from Registered staff.
3. If assigned to fire area:

Follow safe route and receive direction from Charge Nurse in fire area.

If assigned to remain on home area:

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

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

Cooks

Fire in Kitchen

1. Direct all visitors and contractors/delivery personnel (if applicable) in immediate danger, beyond the closest fire doors.
2. Activate Fire Suppression System, if NOT TRIGGERED.
3. Try to extinguish fire using fire extinguishers (if it is safe to do so).
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 equipment in use)
2. Proceed to closest annunciator panel to determine 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. Cook to assign Dietary Aide to check laundry 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.

Working in the Servery in the Fire Area

1. Secure equipment. (Turn off equipment in use)
2. Close doors to Servery and activate door markers. Proceed to closest annunciator panel to determine location of fire. Receive direction from registered staff.
3. Assist with removing residents in immediate danger beyond the closest set of fire doors.
4. Check all rooms including washrooms, close all doors and activate door markers.
5. After neighbourhood is secured remain with residents beyond the fire doors and await further direction from the Charge Nurse.

Working in the Servery not in the Fire Area

1. Secure equipment. (Turn off all equipment in use)
2. Cook in charge, return to kitchen, and secure area.
3. Other cook, proceed to closet annunciator panel to determine location of fire. Follow safe route to the fire area. At the Fire, follow the direction of the Charge Nurse.

Fire Suppression System

In case of fire, if suppression system does not trigger pull the pin



Dietary Aides

Fire in the Kitchen

1. Assist Cook with directing all contractors/delivery personnel in 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**). Close doors to kitchen and activate door markers.
3. If Cook is available, receive direction from Cook in Charge to check laundry room, staff locker rooms, staff lunchroom, maintenance shop and activate door markers. Stand in front of service wing fire doors to secure area.
4. When Charge Nurse arrives to fire area, follow their direction.

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 to remove residents beyond the closest set of fire doors.
2. If meal is not in service, close Servery doors and activate door markers. Proceed to the closest annunciator panel to determine 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 away from the fire area

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

If assigned to remain on home area:

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

Fire in the Served/Dining Room

1. Remove residents in immediate danger.
2. Activate, or delegate activation of pull station.
3. Use fire extinguishers (if it is safe to do so) to extinguish fire.
4. Close doors to Served and activate door markers.
5. If fire is in the dining room continue to assist with evacuation of residents past fire door.

Housekeeping and Laundry Aides

1. Upon hearing the fire alarm, cease what you are doing and secure your cart in a location that does not impede the corridor.
2. Proceed to the closest annunciator panel to determine location of fire.
3. If working in the service area, check all rooms in service hallway and activate door markers moving towards the kitchen. Communicate with Dietary staff to ensure all areas of basement have been secured.
4. Report to fire area following a safe route.
5. Follow the direction of the Charge Nurse/Delegate.

Fire in the Laundry Room

1. Direct all contractors/delivery personnel in immediate danger, beyond the closest set of fire doors.
2. Activate, or delegate activation of pull station.
3. Try to extinguish 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, cease what you are doing and secure your cart in a location that does not impede the corridor.
2. Proceed to closest annunciator panel to determine location of fire.
3. Report to the fire area following a safe route.
4. Follow the direction of the Charge Nurse/Delegate.

Managers, Supervisors and Administration Staff On-Site

1. Proceed to 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.

Adult Enrichment Centre

Fire in your area

1. Evacuate participants in room of origin immediately, close door(s) and activate door markers.
2. Remove all participants 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 area is secured remain with participants beyond the fire doors and wait for direction from the Fire Department or Charge Nurse.

Fire away from your area

1. Keep participants calm by assuring them that the alarm is being investigated.
2. Prepare to assist in the evacuation of residents from the area originating the alarm. Decide who will assist in the evacuation and who will remain in your area (minimum 2 person to remain with the participants).
3. Persons who are assisting are to check the annunciator panel at the back service entrance.
4. Report to the area of the fire following a safe route.
5. Follow the direction of the Charge Nurse.

Fire Prevention and Preparation / Drills

Points to Remember (Be CLEER)

1. Take **C**are of your area to prevent fires:
 - Maintain cleanliness. Good housekeeping is the best guarantee against fire.
 - Form habits of watchful care
2. Know the **L**ocation of:
 - The nearest pull station
 - The nearest phone
 - The nearest fire equipment
 - The nearest wheelchairs
 - All exits in and adjoining your area
3. Know how to **E**xtinguish a fire by using:
 - A blanket
 - A jug of water
 - The different types of Fire Extinguishers
 - Suppression Systems
 - Other methods (lids, etc)
4. Know the **E**vacuation procedures and routes for Partial Evacuation and total Evacuation. Be familiar with all exits and fire doors in the area
5. **R**emain 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.

CLASS A Combustible solids - wood, paper, plastics, textiles

Use a water type extinguisher

CLASS B Flammable liquids and greases

Extinguish by smothering

Do not use water

It can float the burning substance and spread the fire

CLASS C Energized electrical equipment - wiring, motors, TV set

Extinguish by smothering

Do not use water

Water is a conductor of electricity

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

How to Use a Fire Extinguisher (PASS)

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

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 Marshall Gowland Manor.
 - Smoking is only permitted in outside designated areas. 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.
- Stairwells must be kept empty of any items.
- 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 clear from obstruction 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

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

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 a Fire Pull Station

If you have determined this to be a false alarm, please follow the false alarm procedure.

1. Go to the pull station that activated the alarm.
2. Using a flat head screwdriver (located at the nursing station), turn the screw on top of the pull station counter-clockwise to open the pull station.
3. Pull the pull station down and press the switch behind it to the 'Normal' position.
4. With your left hand, hold the pull-down section closed and lift the tab marked 'Lift'.
5. With your right hand, insert a new glass bar into the right side of the pull station.
6. Close the pull station.

Fire Drill Process

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

FIRE DRILL

1. This is the start of a fire drill.
2. There is a fire in this room.
3. Please begin the procedure you would follow in the event this was a real fire.

Purpose of Fire Drills

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

Method and Frequency of Holding Fire Drills

Fire drills for staff are held once a month 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

Location of Fire Drill: _____		
Date: _____ Time: _____		
1. Fire Drill Coordinator to circulate this Checklist and Fire Drill Exercise 2. When alarm sounds proceed to your area and take note of the following:		
Staff - Staff response – 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?	Yes	No
_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
System - 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 st stage alarm?	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
Fire Area - 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?	_____ _____ _____	_____ _____ _____
Observer 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.		
Area Observed: _____		
Person Observing: _____		
Comments: _____		
Print Name: _____ Signature: _____		

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 to sign fire drill attendance record?			
Fire alarm system reset and returned to primary power source?			
Fire alarm ancillary devices reset and checked:			
Electro-magnetic locking devices			
HVAC			
Hold-open features on fire doors			
Fire alarm system clear of any "trouble"?			
Confirmed fire alarm monitoring company received alarm signal?			
When applicable, confirmed fire department received alarm system?			
Unscheduled Fire Alarm Signal Activation	Date:	Time:	Applicable:
Cause of alarm determined to be:			
Fire department arrival time (if known):			
		Yes	No
Fires alarm control panel reset after emergency was over?			
Fire alarm "trouble signal" clear?			
"All Clear" announced and staff instructed to sign fire drill attendance record?			
Fire alarm ancillary devices reset and checked:			
Electro-magnetic locking devices			
HVAC			
Hold-open features on fire doors			
Fire alarm system repair company notified of repairs required? Time:			
Name of person contacted:			
Fire alarm system repaired:			
Date:			
Time:			
Conclusions, recommendations for changes to fire safety plan or procedures:			
Print Name:		Signature:	

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)	

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 neighbourhoods	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

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.

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, 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. Fire watch must occur when the fire alarm system is shut down or inoperative.

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.

MGM is protected by a 2-stage fire alarm system. The first stage of the fire alarm system sounds and alert signal through the entire building. This alert signal notifies all occupants that a fire emergency is being investigated by Charge Nurses and Team Leaders as per the “In the Event of a Fire In Any Area” on page 13. The first stage of the fire alarm system is activated by a manual pull station (see “How to Activate a Fire Alarm Pull station” on page 9), heat detector, smoke detector, or sprinkler head.

When the cause of the 1st-stage activation is discovered, the 2nd stage alarm is activated by the Charge Nurse/Delegate 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 the evacuation alarm (also known as the 2nd stage alarm), you may use any pull station, it does not need to be at the initiating one.

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

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.

Building Resources

General Description

Marshall Gowland Manor is a Long-Term Care Home consisting of:

- Resident Accommodation (126 beds)
- Resident Activity Area, Reception Area, Adult Day Program Centre
- Administration offices areas

The building is a 2-storey building housing the above listed areas. Each floor has 2 dining rooms, 2 serveries and 2 nursing stations. The main mechanical room is on the 2nd floor. The building is constructed of wood framing, steel framing, brick and siding.

The back service area of the building contains the main kitchen, laundry, maintenance shop, electrical room, generator room and staff lunchroom.

Fire Department Response

The Fire Department will respond to the back entrance off Eddings St.

The street address is 749 Devine St.

A grand master key and swipe card for the building is kept in a fire box outside the back entrance.

Fire Hydrants

There are two (2) fire hydrants spaced around the perimeter of the building, 1 in the front and 1 in the back.

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 system 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 Siamese connection (Y-shaped) which is located outside of the back entrance. See the floor plan drawing for the Ground Floor.

Fire Hoses

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

Fire Extinguishers

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

Fire Blankets

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

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

Fire Blankets are also located in each hallway of each home area. They are located halfway down the hallway beside the electrical rooms.

Emergency Evacuation Chairs

Two (2) chairs (yellow bag) hang on the wall in the stairwells on the second floor. Use to move residents in emergency. Use in vertical evacuation to move residents down the stairs - if elevators can not be used.

Elevators

2 passenger elevators operate from the 1st floor to the 2nd floor.

When an alarm is activated, the elevators will automatically return to the first floor. They will only operate by use of a fire fighters key.

Exits

Six (6) exit stairs serve the building (resident rooms) from the ground floor to the 2nd floor inclusive. Locations: Rose (End of North and South hallways and across from the server), Iris (End of North and South hallways and across from the server).

All 6 stairwells discharge directly outside at grade.

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 (2nd) 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 Tag (Flag) System

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

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

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 the following fire protection systems:

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

The diesel generator is located on the ground floor of the building in the back of the electrical room located by the service doors.

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 (2nd) stage evacuation alarm. This key is held by the Charge Nurse, All RPN's on the home areas, both Maintenance team members, the Environmental Services Supervisor (EVS), the Administrator and at Reception. A screwdriver and glass bar are required to assist with resetting the pull station. Please refer to the section titled "Resetting a Fire Pull Station".

2 - STAGE FIRE ALARM SYSTEM (SIMPLEX SYSTEM)

Stage 1 - Alert Signal

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

An alert signal is a slow pulsing alarm.

Stage 2 - Evacuation Signal

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

The evacuation signal is a continuous or fast pulse alarm.

The fire alarm system is activated by:

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

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











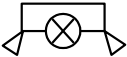





- magnetic door hold-open devices will release, allowing fire doors to close.
- recirculating fans will shut down.
- alarm signals will sound.
- the alarm will be transmitted to Damar Security's central monitoring station.
- the elevators will return to the first floor and will only be operable by a fire fighters key.

Fire Alarm System Panels (Annunciator Panels)

- the fire department will check the main system panel located at the back entrance.
- a remote annunciator panel is located at each nurse station.
- emergency power to the system is provided by a diesel generator and by batteries located within the system control panel.
- the fire alarm system is connected by a direct (dedicated) phone line to the central monitoring station.

Building Schematics

Legend for Building/ Unit Fire Emergency System

	Pull Pin for Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify the Type Of Valve (Ie. Shut Off Valve for Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type



Fire Extinguisher - Water

H

Hose Cabinet



Sprinkler Riser, indicate whether Wet or Dry System