

Belmont Long Term Care Facility
2025 Fire Safety Plan
250 Bridge Street West
Belleville, ON K8P 5N3
Submission Date: July 2025

Fire Safety Plan

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Introduction

SECTION 1.0

All provinces in Canada have adopted the National Fire Code Act (NFCA) and National Building Code as the standard. However, each province manages compliance and sets its own penalties for non-compliance. This Fire Safety Plan is required by the National Fire Code and the Alberta, Manitoba, Ontario and Saskatchewan Provincial Fire Code Section 2.8:

This Fire Safety Plan is designed to provide occupant safety in the event of [a] fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of [a] fire, fire safety, supervisory staff and related duties, and other related issues.

The Fire Safety Plan will also assist firefighters in the performance of their duties, by providing floor plans, and building and resident information, if an emergency ever occurs.

Belleville Fire Department Introduction

A Fire Safety Plan (FSP) shall be prepared, approved and implemented in buildings regulated by Article 2.8.1.1. of the Ontario Fire Code (see submission procedures below).

Section 2.8 of the Ontario Fire Code, requires the implementation of a FIRE SAFETY PLAN for this building occupancy. The FSP is required to be kept in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan shall be designed to suit the resources of each individual building of complex of buildings.

It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. As required by the Fire Code, the Fire Safety Plan must be reviewed as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and characteristics of the building (Ontario Fire Code 2.8.2.1.(4) of Division B). As defined in the Ontario Fire Code, “Owner” means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

The Fire Protection and Prevention Act, 1997, Part6 VII, Section 28 states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual person, a director or officer of a corporation is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The Fire Safety Plan is also used to provide training to the building's supervisory staff who must have received instructions in the fire safety procedures as described in the plan before they are given any responsibility for fire safety. Supervisory staff shall be available on notification of a fire emergency to fulfil their obligation as described in the Fire Safety Plan, although it is not necessary that supervisory staff be in the building on a continual basis.

Submission Procedures

At least two (2) copies of the Fire Safety Plan (8 ½" X 11" format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department. A copy of the plan returned to the author must be placed on site in the approved location as noted on the cover page.

Note: Whenever you see the word "*approved*", it means "*Approved by the Chief Fire Official*" and in this case, by the Fire Department official who approved and signed this page.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

FACILITY FIRE SAFETY PLAN DIRECTIVE

In order for this plan to be effective, management and staff must know the Fire Safety Plan and be able to implement it in the event of a fire. The National and Provincial Fire Codes requires the owner to be responsible for carrying out the provisions for fire safety (see Section 8 of this plan), and defines "owner" as "any person, firm or corporation controlling the property under consideration." Consequently, the owner may be any one of, or a combination of parties, including building management, maintenance staff and tenant groups.

The home is required to keep a copy of this Fire Safety Plan, as outlined in Section 2 of this plan. Homes are also required to store a copy in the Fire Safety Plan box. The Fire Safety Plan box is located in main entrance of the home. In addition, a key to open the Fire Safety Plan Box is in the Key box identified with the fire safety tag.

The staff is required to adhere to all Belmont policies outlined in the Fire Safety Plan and Emergency Preparedness manual. All Fire Safety and Emergency Preparedness policies have been created using the highest standard across the national spectrum. As part of our continuous improvement, the Fire Safety Plan policies are reviewed annually and where required, updated to reflect legislative and accreditation requirements and best practices.

The Fire Safety Plan shall be reviewed, at minimum, once a year. The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Distribution**SECTION 2.0**

1.0	DISTRIBUTION OF THE FIRE SAFETY PLAN	A copy of the fire safety plan must be distributed to the following stakeholders listed below.
1.1	STAKEHOLDERS	• The Belleville Fire Services • Belmont Long term care Facility, Belleville, Ontario
1.2	DISTRIBUTION OF FIRE SAFETY PLAN IN THE HOME	Belmont Long-term Care Facility • At reception desk • Nurses' station(s) all 4 units • Administrator's office • Director of Care's office • Environmental Services Manager's office • Resident Program Manager's office • Administrative Assistant Office • Dietary Manager's office • In the Firefighter box located at the Main Entrance and identified as such
2.0	COMMITMENT TO RESIDENTS	Residents must be provided with a resident handbook that outlines the fire emergency procedures and important information related to fire safety.
3.0	CHANGES TO THE FIRE SAFETY PLAN	Once approved, the Belleville Fire Services will require the Fire Safety Plan, or parts thereof, to be resubmitted if: • There are any changes to occupancy or use; • There are any changes in standards; • The Fire Safety Plan has not been kept current; and/or, • The Chief Fire Official judges the current Fire Safety Plan no longer being acceptable. The Chief Fire Official is to be notified regarding any changes in the approved Fire Safety Plan and procedures.

Human Resources Audit**SECTION 3.0**

OWNER: Belcrest Nursing Homes Limited
ADDRESS: 250 Bridge Street west, Belleville
TELEPHONE: 613-968-4434

ADMINISTRATOR/CHIEF FIRE WARDEN: Denise Mackey
Office Telephone: 613-968-4434 **Alternate Number:** 613-243-4012

DIRECTOR OF CARE/ALTERNATE CHIEF FIRE WARDEN: Kaitlin Bazinet
Office Telephone: 613-968-4434 **Alternate Number:** 613-855-5974

DIETARY MANAGER/FIRE WARDEN: Meagan Lacavera
Office Telephone: 613-968-4434 **Alternate Number:** 613-827-3594

RESIDENT PROGRAM MANAGER/FIRE WARDEN: Jane McCracken
Office Telephone: 613-968-4434 **Alternate Number:** 343-263-2376

ENVIRONMENTAL SUPPORT SERVICES MANAGER/FIRE WARDEN: Eric DeLong
Office Telephone: 613-968-4434 **Alternate Number:** 613-243-4013

MONITORING AGENCY: **The home is monitored by:**
Alarms Systems
613-969-5100

Building Resources Audit**SECTION 4.0**

-
- Belmont Long Term Care Facility is located at 250 Bridge Street West, at/near the intersection of Sidney Street and Bridge Street.
 - The building is a private long-term care facility and is classified as a Long Term Care facility
 - The building is X shaped and has two stories in height and does not have a basement level.
 - The building does have a sprinkler system throughout and is constructed on non-combustible construction comprising of concrete block walls and concrete slab floors.
 - The building is 60,323 sq. ft. in size on two floors and is constructed of fire-resistant materials, i.e., block, concrete, brick & drywall. The facility consists of 4 Wings, which contain the resident's beds totaling 128. The central atrium contains the elevators, kitchen, dining areas, laundry services, and staff offices/areas. The structure was built in 2003. There are currently approx. 200 people employed at this site. Belmont Long Term Care Facility provides a wide range of patient care, and senior activities
 - There are 64 residents housed on the main floor and 64 residents housed on the Second floors.

Building Resources Audit

FIRE DEPARTMENT CONNECTION

The Fire Department Connection is located at the south-west corner of the building.

MAIN GAS SHUTOFF

The main gas shutoff is located at the Outside on the west side of the building by the mechanical service room.

MAIN ELECTRICAL SHUT OFF

The main electrical shutoff is located on the main floor in the electric room near the kitchen

WATER SHUTOFF – SPRINKLER SYSTEM/DOMESTIC WATER

The facility is protected with a Wet/Dry Sprinkler system.

The main sprinkler shutoff and domestic water supply are located in the mechanical room.

1.0 FIRE ALARM SYSTEM

The Fire Alarm system is a One Stage System. The alarm will indicate that a Horizontal or Vertical evacuation is to be initiated. If a Full Evacuation is necessary, it will be verbally communicated to staff by utilizing the intercom and cellular phones. Fire Alarms are routed directly to the Belleville Fire Department but a 9-1-1 call is required to ensure the reporting of an emergency has been received. Smoke alarms, pull stations and sprinkler system when activated will trigger the Alarm.
MAKE: Cerberus MODEL: MBR-MP

1.1 FIRE ALARM CONTROL PANEL

The building is equipped with a Indicate stage fire alarm system with fire alarm bell audible devices provided throughout the facility. Smoke and heat detectors, sprinklers, pull stations, carbon monoxide detectors, and kitchen hood suppression systems are also part of the system.

The main fire panel is located in the Front door entrance. The fire alarm panel is equipped with battery back-up power. In general, batteries will provide emergency power for 30 minutes under a full alarm load and 24 hours for a supervisory alarm. It is also connected to the generator.

The fire alarm system is monitored by Alarms Systems. They will reach out to the fire department. An independent call to the fire department. They can be reached at 613-962-6937, 24 hours a day.

1.2	ANNUNCIATOR PANELS	The main fire alarm panel is also an annunciator panel located at the front entrance. Remote annunciator panels are installed in each nursing station. The annunciator panels provide the facility with instant identification of locations under the threat of fire by listing the location of the detector (heat and/or smoke and/or flow) as well as the pull station that has been activated. Refer to the schematic diagram(s) to identify the location of the fire alarm control panel and the locations of annunciator panels.
1.3	FIRE ALARM BELLS	Fire alarm bells are located throughout the facility in all zones, as well as all service areas. The fire alarm system operates with one stage with no differentiation between alert and alarm.
1.4	HEAT DETECTORS	Where installed, heat detectors detect when temperatures rise above a specified level or with a combination of rate and rise. Refer to schematic diagrams for location(s) of heat detectors.
1.5	SMOKE DETECTORS	Where installed, smoke detectors detect smoke concentration. Refer to the schematic diagrams for location(s) of smoke detectors.
1.6	CARBON MONOXIDE DETECTORS	Where installed, carbon monoxide detectors detect dangerous carbon monoxide levels.
1.7	PULLSTATIONS	Pull stations are activated manually by pulling on the handle which will initiate the alert stage of the fire alarm system. The alarm stage can only be initiated by authorized persons by inserting the fire key into any pull station and turning it. All employees must know the location of the pull stations and detectors throughout the building as well as fire zones of the facility. This will promote quick response in an emergency for those staff responsible to report to the fire scene. Refer to the schematic diagrams for location(s) of pull stations.

1.8 SPRINKLER HEADS	The flow of water activates the fire alarm through a water flow alarm switch on each floor. An indicator light on the fire panel will identify the area in which the sprinkler head has been activated. The building does have a sprinkler system. WET: first and second floors DRY: Attic only All floor zones have their own individual shut offs on the centre ceiling area near the fire doors, the main shut off is in the mechanical room. The riser system will be electronically monitored so if a sprinkler head activates the alarm will sound when water pressure is reduced. The riser system is in the mechanical room.
1.9 ELECTROMAGNETIC LOCKING DEVICES (MAG-LOCKS)	Mag-locks are installed throughout the building on various exits and doors. They are controlled by the Fire Alarm System as an ancillary function. Upon activation of the Fire Alarm System, the Mag-locks will release their controlled doors. The Mag-lock system has a key switch located: Front door The key switch provides two functions; release and reset. It can be used to release all Mag-locks at any time. It can also be used to reset the Mag-locks once they are released. If the Fire Alarm System caused the release of the Mag-locks, the Fire Alarm System must be returned to normal before the reset function of the key switch can be used. Refer to the schematic diagrams for location(s) of Mag-lock and their associated devices.
1.10 DOOR HOLD OPEN DEVICES	Door hold open devices are located at the doors separating the building into separate zones. These devices are controlled by the Fire Alarm Control System as an ancillary function. Upon activation of the Fire Alarm System, the door Magnets open devices release the doors. Refer to schematic diagram for location(s) of door hold open devices.

1.11 TROUBLE ALARM	A trouble alarm indicates a trouble situation in the fire alarm system. When the trouble alarm activates, a buzzer will sound at the annunciator panel and a light on the annunciator panel will flash under Trouble Alarm.
1.12 SUPERVISORY ALARM	A supervisory alarm indicates a change in a supervised portion of the fire alarm system. When the supervisory alarm activates, a buzzer will sound at the annunciator panel and a light on the annunciator panel will flash under Supervisory Alarm.
1.13 OPERATION OF THE SYSTEM	Activation of heat and smoke detectors, pull stations and sprinkler systems will automatically initiate the following events: a) Fire alarm bells will ring once every three seconds (alert stage); b) The LED annunciator in the Fire Control Panel and the remote annunciator panels indicate the zone of initiation; c) A manual Alarm stage activation will be required to cause the fire alarm bells to sound; d) Fire alarm bells will continue to sound during the alert or alarm stage until manually silenced; e) Ventilation systems will shut down; f) Hold open devices on doors will be released upon initiation of the alert stage of the fire alarm; g) Signal is sent directly to the monitoring station; and, h) Doors with magnetic locking devices are released upon initiation of the alarm stage of the fire alarm.
1.14 SMOKE CONTROL	The building is setup with smoke control systems including, fire-rated walls and doors to contain smoke and prevent it from spreading to different areas of the building. The fire-rated doors automatically deploy when a fire is detected, sealing off escape routes and protecting occupants.
1.15 ELEVATOR RECALL	The elevators will automatically return to the 1st floor during a fire or other emergencies. This will prevent occupants from being trapped or potentially exposed to hazardous conditions. This function is triggered by the fire alarm system and is a crucial component of life saving systems in buildings with elevators.
2.0 BOILER ROOM	Building is heated by: Gas/Propane/electric Gas Shut off Valves: Exterior: West side of atrium at mechanical room Interior: Near all appliances

3.0	EXITS	Location of all exit signs in the building: Total of 16, all internal doors are secured with a coded entry system Refer to schematic diagram for all exits.
4.0	FIRE DEPARTMENT ACCESS	The access route for the fire department is: Off bridge street cross street Palmer Rd The primary fire department entrance is: Front entrance. There are two fire Hydrants located to the east and west of the main entrance. Refer to schematic diagram for fire department access route(s).
5.0	PORTABLE FIRE EXTINGUISHERS	Fire extinguishers are located throughout the facility. The facility is equipped with: Types: ABC The kitchen is equipped with: K Type Refer to schematic diagram for location(s) of portable fire extinguishers.
6.0	STANDPIPE AND HOSE SYSTEM	A standpipe and hose system are provided in the building. The standpipe and hose system are supplied from a 4" riser. The riser isolation valve is located: the west side of the building center atrium
7.0	EMERGENCY LIGHTING	Remote emergency lighting heads are located throughout the facility. Remote heads are powered by battery packs. The duration of emergency lighting is one hour. Refer to schematic diagram for location(s) of emergency lighting.
8.0	KITCHEN HOOD SUPPRESSION SYSTEMS (KHSS)	A wet chemical KHSS is provided in the kitchen. A manual release for the KHSS is located in the kitchen near the suppression system. Refer to schematic diagram for KHSS location(s).

9.0 STAND-BY GENERATOR

In the event of power failure, the facility is equipped with a 150 kilo Watts stand-by generator that powers all life safety systems (i.e., fire alarm system, nurse call system, door security, resident elopement control system, emergency lighting, exit lights and elevator(s)).

The stand-by generator is located: Outside electrical room

Refer to schematic diagram for location(s) of the stand-by generator.

10.0 KEY LOCK BOX

There is a key lock box located: outside Administrative Assistant' s office at front entrance

It must contain the keys for the Mag-lock key switch, and the elevator.

Emergency Procedures for Residents**SECTION 5.0****PROCEDURE****WHEN YOU HEAR THE FIRE ALARM****ALL
RESIDENTS**

1. Stay calm.
2. Remain in your room with the door closed.
3. Turn off all non-medical equipment in the room.
4. Follow instructions given by employees and volunteers.
5. If you are away from your room, go with an employee to a designated safe location.

**WHEELCHAIR
RESIDENTS**

1. Travel along the right-hand side of the hallway, close to the wall so that the corridor is not blocked. Go with an employee to a designated safe location.

**IF THE FIRE IS
IN YOUR
ROOM/AREA**

1. Leave the room/area immediately and close the door if possible.
2. Call for help and notify employees and other residents.
3. If able, pull the fire alarm at the pull station.

**IF THE FIRE IS
NOT IN YOUR
ROOM/AREA**

1. Remain in your room with the door closed and wait for an employee to assist you.

**IF SMOKE IS
COMING
THROUGH THE
DOOR**

1. Place a wet towel at the bottom of the door to keep out smoke.
2. Attempt to notify staff of your location. Wait for help to arrive.

Emergency Procedures Sign**SECTION 5.1**

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- Leave the fire area immediately.
- Close all doors behind you. Alert staff and occupants.
- Activate the fire alarm system. Use the pull station.
- Call 9-1-1 (from a safe location) to request fire/rescue services.
- Use exit(s) to leave the building.
- Do not use elevators.

UPON HEARING ALARM

- Stand by and prepare to leave the building.
- When instructed to leave the building via the nearest exit. Close all doors behind you.

CAUTION

- If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place a wet towel at base of door.
- If you encounter smoke in stairway, use alternative exit or find refuge in nearest safe place.

Emergency Procedures for First Responders

SECTION 6.1

PROCEDURE***DISCOVERY OF FIRE OR SMOKE*****FIRST
RESPONDER**

Ensure that the **R-E-A-C-T** sequence is initiated:

- R** Remove endangered people from immediate danger (evacuate).
- E** Ensure room doors and windows are closed.
- A** Activate fire alarm pull station closest to the site of the fire. Activate the second stage of the fire alarm system if evacuation is necessary.
- C** Call 911 and say:
"There is a fire at Belmont Long Term Care Facility located in: **Name Exact Location of Fire Including Floor, Home Area and Room Number**"
- T** Try to confine/contain/extinguish fire, if possible, without undue risk using the nearest fire extinguisher.

Note: Place wet towels, sheets, blankets, pillows or other confining materials at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area.

**OTHER
EMPLOYEES**

1. Stop all normal activities.
2. Assist the first responder. Take supplies (i.e., fire extinguisher) to the fire site.
3. If the fire cannot be extinguished, close the door and if smoke is coming from under the door place wet materials (towels, sheets, blanket, etc.) under the door to restrict the rapid transfer of smoke to the rest of the home.
4. At all times, take direction from the Incident Manager and/or Incident Managers for evacuation procedures.
5. Once all residents have been evacuated from the fire site, begin evacuation procedures.
6. Move residents and visitors towards area of refuge ensuring that they are not exposed to smoke and/or blocking evacuation routes.
7. Check and evacuate all rooms and ensure that all:
 - a. Oxygen concentrators are turned off,
 - b. Windows and doors are closed, and
 - c. Rooms that are evacuated are flagged.

SOUNDING OF THE FIRE ALARM

EVERYONE

1. Any person (staff, residents, volunteers, visitors, service providers) in the home is expected to respond immediately when the fire alarm sounds.

Emergency Procedures for Incident Manager

SECTION 6.2

PROCEDURE**INCIDENT****MANAGER** Take out and utilize the below job action checklist.

- Proceed to the nearest annunciator panel and read the fire location.
- Acknowledge the fire alarm by pushing the button under the flashing light on the fire alarm control panel.
- If the first to the main panel, announce or delegate a staff member to announce (if the home has an overhead paging system, this can be announced using the telephone paging system to make this announcement) three times and/or calling with the unit cell phones,
“CODE RED – *Location*”
- If 9-1-1 has not already been called, appoint a person to call the Fire Department (9-1-1) to confirm response and provide additional information on the source of the alarm.
- Put on the orange vest located in the evacuation box. Collect the clipboard with the Resident list, next of kin list, fan out list, staff on duty list, etc.
- Designate a staff member to proceed to elevators and bring elevators to lower level, if requested to do so by fire department. Do not allow the use of elevators during a fire emergency situation.
- Proceed to the fire site if safe to do so and assume control of the situation:
- Ensure all persons in immediate danger are rescued,
- Direct evacuation procedures as required,
- Communicate with others by sending an employee as a runner, and
- Appoint a person to meet fire fighters at the front door. Ensure the front door is unlocked and have a building floor plan ready to provide them. Liaise with fire department upon arrival as to the conditions at the fire site and the actions that have been taken. Provide fire department Fire safety plan with floor plan included
- Assign staff to monitor exit doors and account for all residents and visitors in the area.
- Provide assistance to the Fire Department as requested.
- If evacuation is required**
- Appoint a person to activate the staff call back list. This will start with the notification of the first person on the staff call in plan.
- Enact Code Green for the evacuation and follow the Code Green procedures.
- Maintain a record of residents evacuated.
- Provide assistance to the Fire Department as requested.

After being notified by fire department personnel that the incident has ended, the “all clear” will be in effect.

- _____ Announce or designate a staff member to announce three times,
“CODE RED- ALL CLEAR”
“CODE RED- ALL CLEAR”
“CODE RED- ALL CLEAR”
- _____ Direct or take fire department personnel to annunciator and/or main panel to reset the fire alarm system.
- _____ Reset the mag lock system.
- _____ Reset the elevators.
- _____ Advise Maintenance Manager/designate of any fire equipment that was used.
- _____ Complete the appropriate incident reports and forward a copy to the Administrator.
- _____ Document staff in attendance and forward the list to the Administrator.
- _____ Provide support to residents, staff and volunteers impacted by the situation. Arrange for medical aid and/or counseling services as needed and requested.
- _____ Hold Debrief with staff, residents and visitors involved.
Debriefing notes will include the time and date of the debriefing, the location, list of attendees, and notes from the discussion; what went well and what needs to be improved.
- _____ Upload completed Debrief Report in the Home Status Report folder.
- _____ Replenish used Job Action Checklists.

Emergency Procedures for Registered Nursing Staff**SECTION 6.3****PROCEDURE*****FIRE ALARM PREPARATION***

CHARGE NURSE

- The Charge Nurse is the RN/RPN in charge of their home/unit area.
 - During a fire alarm, the Charge Nurse is responsible for the safety of residents and visitors in their home area and response of personnel.
 - At the beginning of each shift, the Charge Nurse confirms which HCA or PSWs in their area will be responsible to report to the fire scene in the event of a fire and confirms that staff are aware of their responsibilities in the event of a fire alarm. For example, at shift report, staff are reminded that shift D1 gets the extinguisher and runs to the scene, D2 stays with the residents, etc.
 - Inspect their designated home area once during each shift to ensure that there is no danger of fire.
-

UPON HEARING THE FIRE ALARM

- ✓ Always proceed to the fire scene in pairs
 - ✓ Take a fire extinguisher.
 - ✓ Take a fire blanket
-

REGISTERED STAFF/ CHARGE NURSE DUTIES

1. During the fire alarm, the nurses in charge of the units are responsible for the safety of residents and visitors in their home area as well as personnel on their unit.
2. In the event of a fire alarm, the unit nurse should do the following in the order shown:
 - a. Proceed immediately to the nurses' station in their designated unit and listen for the announcement over the telephone intercom system. (Please note annunciator panels are also located front doors and at each nursing station.
 - b. Obtain a resident list.
 - c. If the fire is located within their home area, the charge nurse will proceed to the fire location and assume control:
 - i. Ensuring all persons in immediate danger are rescued
 - ii. Direct evacuation procedure, as needed
 - iii. Maintain control until relieved by a more senior nurse or the Incident Manager.

- d. If the fire is not located in their home area or unit, unit nurses will ensure staff is responding to the fire alarm appropriately, redirecting as required:
 - i. Ensure staff are remaining in their home area to fulfill their duties (i.e., close fire doors, check all rooms for signs of fire and or smoke, clear hallways, report resident and visitor locations to the Incident Manager.
 - ii. Account for all residents and staff of the home area using the resident list, write down location of residents and visitors in the unit. Check the resident sign-out list.
 - iii. Turn off all unnecessary equipment.
 - iv. If you are conducting a medication pass, ensure all medication is put into the medication cart and lock the cart.
 - v. If conditions with the unit become unsafe due to smoke, heat or fire:
 - vi. Initiate evacuation of unit
 - vii. Notify Incident Manager of the decision to evacuate, the route to be taken and the intended destination.
3. When "Code Red – All Clear" has been announced three times, and staff return to the work area, check that all unused fire extinguishers and fire blankets are replaced.
4. Complete Fire Drill Report and send to Administrator.

Emergency Procedures for Care Staff

SECTION 6.4

PROCEDURE***UPON HEARING THE ALARM*****CARE
STAFF**

1. Stop all normal activities. Ensure resident safety.
2. Assigned “fire scene” duties:
 - ✓ Wait for fire location announcement or confirm location of fire on a nearby annunciator panel.
 - ✓ Designated HCA/PSW proceed to fire scene with a fire extinguisher and fire blanket
 - ✓ Report to and take direction from the Incident Manager (person wearing orange vest) at the site.
3. Staff remaining undertake a review or “sweep” of the area to:
 - ✓ Check for fire conditions (smoke, heat, flames);
 - ✓ Close all doors and windows in the area;
 - ✓ Close any fire doors;
 - ✓ Ensure all exits are clear;
 - ✓ Clear all hallways and corridors; move all carts and portable equipment into safely stored areas;
 - ✓ Move all residents to a safe location, and
 - ✓ Direct all Residents and visitors as required.
 - ✓ Turn off all non-medical equipment in resident rooms.
4. Report to the Emergency Operations Centre the outcome of the sweep including the location of all residents, volunteers and visitors. Standby to await further instructions from the Charge Nurse.
5. Monitor doors throughout fire alert and ensure wandering residents do not leave while exit door locks are deactivated.
6. Remain on emergency alert until the “all clear” is given to resume normal activities. Once the Incident Manager calls an end to the emergency “Code Red-All Clear”, sweep the unit and notify all residents, volunteers and visitors that it is safe to resume normal activities.
7. Ensure that all fire safety equipment is replaced.
8. Ensure that all residents are accounted for.

Emergency Procedures for Program Employees**SECTION 6.6****PROCEDURE*****UPON HEARING THE ALARM*****PROGRAM
EMPLOYEES**

1. If you are involved in a program and in a safe location (separated from the fire location by two sets of doors), close the door and supervise the residents.
2. If you are in a unit, report to the Charge Nurse for directions.
3. If you are not actively involved in a program and not in a unit, return to the Program office.
4. Close windows and doors,
5. Check for Residents in the vicinity and ensure their safety,
6. Flag all rooms that have been evacuated, and
7. Report to the Emergency Operations Centre.

Emergency Procedures for Dietary Employees

SECTION 6.7

PROCEDURE***UPON HEARING THE ALARM*****DIETARY
EMPLOYEES**

1. Turn off all kitchen equipment.
2. Before leaving the kitchen, turn off ceiling fans, close doors and windows.
3. Check other areas to ensure that all windows and doors have been closed.
4. Where appropriate, assist residents via planned evacuation routes to ensure their safety.
5. Flag all department rooms that have been evacuated.
6. Report to the Emergency Operations Centre for assigned duties.

COOKING APPLIANCE FIRES

***DIETARY
EMPLOYEES***

- If a fire occurs involving the cooking appliances, pull the pin to activate the fixed extinguishing system. The extinguishing nozzles mounted under the hood will discharge a wet extinguishing agent extinguishing the fire.
- If it is not possible to pull the pin, the system will automatically discharge the extinguishing agent when the heat from the fire releases the fusible links.
- When the system discharges, the building fire alarm system will activate and the gas supply to the cooking appliances is cut off.
Note: The “K” type extinguisher is never to be used unless the fixed extinguishing system has deployed first.
- The “K” type extinguisher is primarily meant to be left for use by the responding Firefighter.
- No attempt should be made to reset the kitchen suppression system.

**Emergency Procedures for Housekeepers,
and Laundry Employees****SECTION 6.8****PROCEDURE*****UPON HEARING THE ALARM*****ENVIRONMENTAL
SERVICES
EMPLOYEES**

1. Lock and move housekeeping cart to a safe location out of the hallway and line of traffic.
2. Staff assigned to “fire scene” duties:
3. Proceed to the fire scene
4. Take a fire extinguisher and fire blanket
5. Report to and take direction from the Incident Manager (person wearing orange vest)
6. Staff working in a resident home area are to remain in the area and check:
7. Check for fire conditions (smoke, heat, flame)
8. Close all doors and windows in the area
9. Close any fire doors that have failed to close
10. Make sure all exits have clear access
11. Check that the portable fire extinguisher is available
12. Clear all the hallways by moving all carts and equipment into rooms
13. Move all residents and visitors in an open area into a room with a door (resident room, activity room, dining room, etc.) and close the door.
14. Direct residents and visitors to stay in their current location with the door closed until the “all clear” is announced
15. Turn off all non-medical equipment.
16. Proceed to the Emergency Operations Centre **Note Location** and report the outcome of the initial “sweep” including the location of all residents, visitors, volunteers and others.
17. Standby at the Emergency Operations Centre to await further instructions
18. Monitor doors throughout the fire alert as assigned to ensure wandering residents do not leave while fire door locks are deactivated.
19. Remain on emergency alert until “Code Red-All Clear” is announced. Once an “all clear” has been given, “sweep” the unit to notify residents, visitors and volunteers that it is safe to resume regular activities, open doors and reassure residents.

Emergency Procedures for Maintenance Employees**SECTION 6.9****PROCEDURE*****UPON HEARING THE ALARM*****MAINTENANCE
EMPLOYEES**

1. Lock and move cart(s) to safe location.
2. Check for fire conditions (smoke, heat, flames).
3. Close all doors and windows in the area before leaving.
4. Make sure all exits and planned evacuation routes are clear.
5. Lock and supervise elevators.
6. Report to Emergency Operations Centre.

Emergency Procedures for Volunteers

SECTION 7.0

PROCEDURE***UPON HEARING THE ALARM***

VOLUNTEERS

- STAY CALM.
 - Stay with residents in a safe location.
 - If not with residents, proceed to the Emergency Operations Centre and obtain further instructions from management and supervisory staff.
 - Do not run.
 - Resume normal duties only after a "Code Red – All Clear" is announced.
-

IF YOU DISCOVER A FIRE

- Ensure that the R-E-A-C-T sequence is initiated:
 - R** Remove endangered people from immediate danger (evacuate).
 - E** Ensure room doors and windows are closed.
 - A** Activate fire alarm pull station closest to the site of the fire. Activate the second stage of the fire alarm system if evacuation is necessary.
 - C** Call 911 and say:

"There is a fire at **Name of Home** located in: **Name Exact Location of Fire Including Floor, Home Area and Room Number**
 - T** Try to confine/contain/extinguish fire, if possible, without undue risk using the nearest fire extinguisher.

Note: *If necessary, place wet towels at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area.*
- Report to Emergency Operations Centre and wait until tasks can be assigned. You will be oriented and assigned to specific tasks and will receive support and supervision from management and supervisory staff.
- Volunteers will be assigned to tasks such as:
 - a. Assisting in care and comfort of residents and families
 - b. Transportation of equipment and supplies

Emergency Procedures for Staff Call-Back List**SECTION 8.0**

SUMMARY	The staff call back list will be used for the purpose of calling in employees to assist in an emergency situation only. The list must be updated quarterly or as required by the Administrator. The Administrator or designate is to update and distribute staff call back lists to the Callers and Alternate Callers and review the procedure with them as required.
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PROCEDURE***UPON HEARING THE ALARM***

-
- | | |
|----------------------|---|
| ADMINISTRATOR | <ol style="list-style-type: none">1. Determine personnel needed and begin fan out procedure until the required number of employees have been obtained.2. Please see call in procedure in the Emergency Code Plan |
|----------------------|---|
-

- | | |
|-----------------------------|---|
| CALLERS OR DESIGNATE | <ul style="list-style-type: none">• Telephone the employees on your list. Do not leave a message.• Once all the employees on your list have been called, notify the Administrator of the results.• Continue to attempt to reach any employees that were not immediately reached.• Check in with Administrator for directions as to next steps. |
|-----------------------------|---|
-

- | | |
|-------------------------------------|--|
| EMPLOYEES REPORTING FOR DUTY | <ul style="list-style-type: none">• Employees reporting for duty will report to the Emergency Operations Centre upon arrival at the home to receive their assignments. |
|-------------------------------------|--|

Evacuation of Residents

SECTION 9.0

1.0 SUMMARY	The objective of an evacuation is to remove residents from danger in the shortest amount of time possible.
2.0 RISK LEVEL	Any fire emergency situation is a progressive incident. This means that the longer it takes to isolate the source(s) of danger and evacuate residents, the greater the chances of someone being seriously injured.
3.0 EVACUATION PLAN	As part of the Emergency Response Plan, there must be an evacuation plan that indicates the following: • Planned evacuation routes, • Evacuation Centre location, • Emergency Operations Centre (inside building), • Area of Refuge (outside building), • Assigned exits, and • Assessment and Treatment Centre location.
4.0 PARTIAL EVACUATION	A partial evacuation must occur if the emergency situation can be contained to a specific area of the building that ensures the safety of all residents and employees.
4.1 EVACUATION STAGES	Evacuation starts with removing residents from individual rooms to beyond a set of fire doors. Partial evacuation is carried out if the disaster itself can be contained in a particular area of the facility. If safety of the residents cannot be ensured, total evacuation of the facility will be carried out. STEP I FIRE ZONE or partial evacuation is the initial response to the emergency situation. It involves removing residents from the rooms(s)/area threatened by the source of the disaster: • Room of emergency site • Rooms on each side of the emergency site • Room directly across from emergency site Evacuate these residents beyond fire/smoke separation doors to a safe area by Team and Chain Evacuation procedure outlined inside this plan. Note: Fire evacuation routes are away from the fire. Depending on the fire situation, the amount of smoke, and the flow of traffic of the fire department,

the Incident Manager may permit the movement of residents past the rooms with the fire if it is safe and more expedient to do so.

STEP II WING EVACUATION - If a fire cannot be contained to a single fire zone, evacuate residents beyond the fire separation doors to another safe zone within the building (internal area of refuge). Residents in immediate danger should be moved first.

STEP III TOTAL EVACUATION occurs if smoke and or fumes continue to spread throughout the facility, or the Incident Manager or Fire department gives the order to evacuate the entire building.

Person giving the order should allocate exits to be used by various wings so that movement will be quick and orderly.

Take residents to a safe distance away from the facility (Area of Refuge). Stay out of the way of emergency vehicles.

Evacuate away from the fire area to the next zone. If unable to reach safe zone, evacuate out of the facility via the nearest exit. Check to ensure evacuation of fire zone is complete.

A one-way traffic flow should be maintained where possible. Tally resident count to verify that evacuation is complete.

Note: At this step it is critical that Transfer/Discharge system is initiated to a safe location or "area of refuge."

5.0 COMPLETE EVACUATION

A complete evacuation must occur if the emergency situation cannot be contained to a specific area and/or the safety of all residents and employees cannot be ensured.

5.1 AUTHORITY TO ORDER EVACUATION

Authority and responsibility for the evacuation decision generally rests with the Incident Manager or Fire department (if present). Any Charge Nurse can order evacuation of their area if residents under their care are endangered by fire, smoke or any other factor.

Procedure for Evacuation of Residents**SECTION 9.1****SUMMARY**

Residents will be evacuated in a calm and orderly manner according to the evacuation plan. Employees are to guide Residents along the planned evacuation route(s). Resistant Residents will be evacuated last.

Rooms that have been evacuated must be flagged using the home's evacuation identification system.

Establish Emergency Operations Centre (EOC) – the most senior position (person) on site (that is not at the fire scene) must take charge of the EOC. It is located **<Identify location>** (i.e., reception desk/main lobby) or alternate site **<identify location>** (i.e., activity room/Administrator's office).

PROCEDURE***DECISION TO EVACUATE*****INCIDENT
MANAGER**

- Assess the emergency situation and determine whether the incident requires a partial or complete evacuation.
- Initiate Incident Management System (IMS).
- Determine and communicate evacuation route(s).

Note: If the communication system(s) fail, send a runner to notify all employees of the code red emergency situation.

**INCIDENT
MANAGER**

- Identify and determine appropriate evacuation stages and evacuate the specific area where the emergency situation is occurring.
- Call 911 immediately.
- Liaise with authorities to determine:
 - a. The end of the partial evacuation, or
 - b. The need to call a complete evacuation.

**SAFETY
LEADER**

- Direct Residents and employees to the Area of Refuge using planned evacuation routes.

COMPLETE EVACUATION**INCIDENT
MANAGER**

1. Determine the need for a complete evacuation.
 - Call EMS immediately.
 - Direct employees to evacuate all residents from the home.
 - Liaise with authorities and follow directions as required.

**CHARGE
NURSE**

1. Remove the following records from the building using linen hamper bags:
 - a. Medication Carts with Narcotic Books
 - b. IPADS
 - c. Emergency Response Plan
 - d. Disaster/Evacuation Box(es),
 - e. MSDS Master Binder
2. Direct and organize residents and employees to the Area of Refuge. If required, used planned transportation.

Note: Ensure that emergency vehicles have an unobstructed path into the Home.

ADMINISTRATOR

- Liaise with the Incident Manager and the Corporate Communications Department and follow directions as required.
- Update employees, residents, family members, community leaders and media as required.

Evacuation Procedures

SECTION 9.2

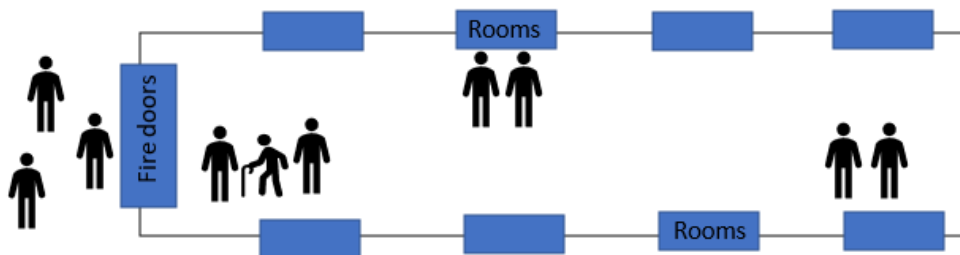
SUMMARY

To ensure a smooth process for evacuating residents during an emergency situation, residents will be moved in a calm and orderly manner during any code red or green emergency situation.

PROCEDURE

CHARGE NURSE

1. Designate all staff members to either be on the outer side of the fire doors taking received residents, or to go room to room evacuating residents. Try to have the same number of people receiving residents at the fire door as teams evacuating residents from rooms (for example, you have 9 staff members, 3 will receive residents at the fire doors and 6 will be broken into teams to evacuate rooms).
2. Organize all staff members who are going room to room into teams of two.



TEAMS

- Teams enter rooms and bring resident(s) to the closest fire doors.
- Staff waiting on the other side of fire doors take the residents to safety.
- After a team has confirmed there are no residents in a room, they close the door and flag the room as empty.
- Steps 1-3 continue until all the residents in the affected area have been evacuated.

Persons Requiring Assistance

SECTION 9.3

In the event of a fire alarm, Residents will count on employees to provide some level of assistance.

Residents are to be classified as either ambulatory or non-ambulatory.

Ambulatory residents are evacuated first unless other residents remain in immediate danger. The evacuees should be gathered and led in groups or in single file. Once the ambulatory residents have been evacuated all other residents can be assisted.

Non-ambulatory residents may be evacuated by wheelchair or by other wheeled conveyance. This is easiest and fastest for covering a distance but requires transferring the resident to a chair. Residents can be pulled from the bed onto a blanket and pulled along the floor. Blankets are usually readily available but carpeted hallways make this very difficult. In this case, if two or more carriers are available, the blankets can be used as an improvised stretcher.

As a care facility, detailed files of each resident are maintained and kept readily available in the event of an emergency. Use the form attached to log which Residents needed assistance.

Persons Requiring Assistance Log

SECTION 9.4

Information current as of [Click here to enter a date.](#) (M/DD/YYYY)

To be filled out and placed in each units emergency box

Floor Level	Suite #	Name of Person Requiring Assistance	Reason for Needing Assistance

SECTION 10.0

Accountabilities

1.1 RESPONSIBILITIES OF THE OWNER

In a court of law, the definition of owner can mean the person whose name is on the title, executive officer in a corporation owning the building, an administrator, a night supervisor/manager or even a maintenance supervisor/manager.

The building owner/manager has numerous responsibilities as specified in the Fire Code and must ensure that the following measures are incorporated in the Fire Safety Plan:

1. Establishment of emergency procedures to be used in case of a fire emergency.
2. Appointment and organization of designated 'supervisory employees' to carry out fire safety duties.
3. Training of 'supervisory employees' and other staff so that they are aware of their responsibilities for fire safety.
4. Holding of fire drills in accordance with the Fire Code, incorporating emergency procedures appropriate to the building.
5. Control of fire hazards in the building.
6. Maintenance of building facilities provided for the safety of occupants (keeping records of same).
7. Provisions of alternate measures for safety of residents during shutdown of fire and life safety systems.
8. Ensure the information in the Fire Safety Plan is current, reviewed as often as necessary, but at least every 12 months and notifying the Chief Fire Official regarding changes to the Fire Safety Plan.
9. Designate and train sufficient alternates to replace 'supervisory employees' during any absence.
10. Post and maintain on each floor area emergency procedures for residents.
11. Ensure the approved Fire Safety Plan or parts thereof are distributed.
12. Be able to inform staff in the operation of Fire Alarm Systems and its associated devices.
13. Be able to inform staff in the operation of the sprinkler system.
14. Before demolition or construction, including hot surface applications, commences in or on the building or premises, the fire safety plan shall be revised to incorporate temporary alternative measures for the fire safety of the occupants during the demolition or construction, and temporary procedures to control fire hazards associated with the demolition or construction, including procedures to mitigate risks to adjacent buildings.

**1.2 RESPONSIBILITIES
OF SUPERVISORY
EMPLOYEES**

1. Be trained and know the emergency evacuation procedures including special provisions for persons requiring assistance. Provide instruction/guidance to residents, staff, and visitors regarding these procedures.
 2. Maintain an up-to-date list of occupants requiring assistance to evacuate in the event of an emergency.
 3. Identify the notification procedures of designated supervisory staff to carry out their duties. Provide instruction/guidance to residents, staff, and visitors on procedures of notifying the Fire Department.
 4. Know the fire extinguishment, control or confinement procedures. Provide instruction/guidance to residents, staff and, visitors regarding these procedures.
 5. Practice measures to control fire hazards. Provide instruction/guidance to residents, staff, and visitors regarding these measures.
 6. In the event of any shutdown of the fire and life safety systems, initiate alternative measures. Provide instruction/guidance to residents, staff, and visitors regarding these measures.
 7. Maintain the fire alarm/sprinkler system and other fire protection features in good operating condition. Provide instruction/guidance to residents, staff, and visitors regarding on how to sound the fire alarm and procedures when the fire alarm sounds.
 8. Participate in fire drills.
 9. Report any hazards or immediate threats to life safety to your supervisor/manager.
 10. Obtain and comply with the Fire Code and regulations in your jurisdiction.
 11. Provide instruction to residents, staff, and visitors on the use of elevators during an event.
-

**1.3 RESPONSIBILITIES
OF ALL
EMPLOYEES**

1. Be trained and know the emergency evacuation procedures.
2. Maintain an up-to-date list of Residents requiring assistance to evacuate in the event of an emergency.
3. Know the fire extinguisher, control and confinement procedures.
4. Practice measures to control fire hazards. In the event of any shutdown of the fire and life safety systems, ensure alternative measures are initiated.
5. Ensure the fire alarm/sprinkler system and other fire protection features are operating properly.
6. Participate in fire drills.
7. Report any hazards or immediate threats to safety to your Supervisor/Manager.
8. Obtain and comply with the National and Provincial Fire Code.

Extinguishment, Control and Containment

SECTION 11.0

1.0 SUMMARY

- The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.
- Only after ensuring everyone has evacuated the area, the alarm has been initiated and the fire department notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire.

Note: This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

2.0 OPERATING A FIRE EXTINGUISHER

- | | |
|-----------------------------|--|
| P -Pull Pin | Pull the pin. This will also break the tamper seal. |
| A - Aim Extinguisher | Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire and not at the flames. Ensure that the fire is not between yourself and the exit. |
| S -Squeeze Trigger | Squeeze the handle to release the extinguishing agent. |
| S - Sweep | Use a sweeping motion from side to side, pointing the extinguisher at the base of the fire, until it appears to be out. Watch the area. If the fire re-ignites, repeat "PASS" procedure. |

3.0 KITCHEN HOOD SUPPRESSION SYSTEM (KHSS)

1. In the event of a fire in the cooking equipment in the kitchen, the Kitchen Hood Suppression System (KHSS) must be activated.
2. The "K" type extinguisher is never to be used unless the HSS has activated.
3. Never use an ABC fire extinguisher to extinguish a fire involving cooking appliances installed under the exhaust hood.
4. If a fire occurs below the KHSS, and it is safe to do so, the manual release pull station must be activated to initiate the system. The location of the KHSS manual release pull station is identified on the Schematic Diagrams.

Control of Fire Hazards**SECTION 12.0**

The following describes the specific requirements to control fire hazards:

- ☐ All exits must be clear of obstructions at all times
- ☐ No blocking of automatic fire doors
- ☐ Posted fire instructions located at pull stations
- ☐ Clear access to the building
- ☐ Paint cans and aerosol cans are stored in metal cabinets
- ☐ Any items stored must be at least 18" below sprinklers
- ☐ Only flame-retardant drapes, carpets and mattress covers are used
- ☐ Residents' appliances are inspected for CSA approval
- ☐ Use of temporary wiring is not permitted where it presents a fire hazard
- ☐ Heating appliances are not permitted in residents' rooms
- ☐ Combustible refuse is stored in designated areas only
- ☐ Kitchen equipment and filters are routinely cleaned
- ☐ Flammable material controlled
- ☐ Rooms are kept clean and orderly
- ☐ Heaters are not blocked
- ☐ Dryer vents are cleaned out daily and bi-weekly
- ☐ Fire procedures are to be discussed during the pre-admission interview and orientation

Alternative Measures**SECTION 13.0**

1.0	SUMMARY	The following are alternative measures to be taken in the event of a shut down or other disabling circumstances of specific life safety devices/systems.
1.1	FIRE EXTINGUISHERS	Portable fire extinguishers shall be recharged as soon as possible after use. If the building is open to the public during a recharge delay, replacement extinguishers must be available.
1.2	SPRINKLER SYSTEM	- In the event that the automatic sprinkler system becomes inoperative, all employees shall be made aware of the situation and repairs shall be affected as soon as possible. - Notify the fire department 613-966-5450 every time the sprinkler system is non-operational.
1.3	FIRE ALARM SYSTEM	- In the event that the fire alarm system becomes inoperative, a responsible employee shall be assigned to conduct hourly fire watch inspections of the whole building and to calmly alert all Residents in the event of a fire. - The employee conducting fire watch duties must have a portable communication device in order to immediately call 911 in the event of a fire emergency. - Notify the fire department 613-969-5100 any time the fire alarm system is non-operational.
1.4	KITCHEN HOOD SUPPRESSION SYSTEM (KHSS)	- In the event the Kitchen Hood Suppression System (KHSS) becomes inoperative, all staff shall be made aware of the situation and repairs shall be made immediately. All cooking, which produces grease-laden vapours, must be stopped. - Notify the fire department 613-966-5450 any time the KHSS is non-operational.

**2.0 SHUTDOWN
OF FIRE
PROTECTION
EQUIPMENT**

- In the event of any shutdown of fire protection equipment or part thereof, Residents, the owner and Fire Department 613-969-5100 Non-Emergency Number must be notified.
- Instructions and procedures for alternate provisions must be posted in case of an emergency.
- The following are the procedures that are to be followed in the event of a shutdown of any part of a fire protection system or equipment:
 - c. Notify the fire department and the monitoring company. Give your name, address and a description of the work and when you expect it to be corrected.
 - d. Post Out of Service notices on front entrances, other entrances, all floors, nursing stations, stating the work and when it is expected to be completed.
 - e. An appointed designated employee will conduct a walk-through of the affected area every hour, keeping records of what is observed. These records will be kept in the Log Book in the Administrators office.
Note: The designated employee must be equipped with a flashlight.
 - f. If a fire is found, immediately activate the Fire Alarm System if it is operational. If not, call the 911 and alert the Incident Manager of the situation.
 - g. Update fire department and Residents/employees when the work has been completed and all systems are operational.

Tests, Inspections and Checks

SECTION 14.0

The Fire Chief periodically inspects buildings to ensure that the required checks, inspections and tests are being carried out.

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a minimum of two years and made available to the fire department upon request.

If the time interval between tests exceeds two years, the written records shall be kept for a period of the test interval plus one year.

The owner is responsible to ensure that all checks, inspections and tests are completed. Always refer to the Provincial Fire Code for complete requirements.

DEFINITIONS

CHECK:	Means a visual observation , to ensure the device or system is in place and is not obviously damaged or obstructed.
INSPECTION:	Means a physical examination , to determine that the device or system will apparently perform in accordance with the intended function.
TEST:	Means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
	<i>The Environmental Service Manager will complete and/or qualified Contractor:</i>
5 YEARS:	Every 5 years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested.
6 YEARS:	Every 6 years, stored pressure extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.
12 YEARS:	Every 12 years, mild steel or aluminum shell fire extinguishers shall be hydrostatically tested.

GENERAL LIFE SAFETY SYSTEMS		ROLE RESPONSIBLE
Doors in fire zone separations shall be checked as frequently as necessary to ensure that they remain closed, unless doors are controlled by a door hold-open device that is operated by the fire alarm.		Maintenance
All required exit signs shall be clearly visible and maintained in a clean and legible condition at all times.		Maintenance
Internally illuminated exit signs are kept clearly visible at all times.		Maintenance
WEEKLY:		
When subject to accumulation of combustible deposits, hoods, filters and ducts shall be checked weekly and be cleaned when such deposits create an undue fire hazard.		Maintenance
MONTHLY:		
Doors in fire separations shall be inspected monthly for proper operations.		Maintenance
YEARLY:		
Fire dampers and fire-stop flaps shall be inspected annually, or based on a schedule via contractor acceptable to the Chief Fire Official.		Qualified Contractor
Every chimney, flue, and flue pipe shall be inspected annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.		Qualified Contractor
Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down.		Qualified Contractor

PORTABLE FIRE EXTINGUISHERS	ROLE RESPONSIBLE
Except as otherwise stated in this section maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10.	Maintenance
Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	Maintenance
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable fire extinguisher.	Maintenance
All extinguishers shall be recharged after use or as indicated by inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.	Qualified Contractor
MONTHLY:	
Portable fire extinguishers shall be inspected monthly.	Maintenance
YEARLY:	
Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	Qualified Contractor
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: • mechanical parts • extinguishing agent • expelling means	Qualified Contractor
Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable.	Qualified Contractor

SPRINKER SYSTEMS (WET) – IF APPLICABLE		ROLE RESPONSIBLE
Auxiliary drains shall be inspected as required to prevent freezing.		Maintenance
WEEKLY:		
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are sealed or locked in the open position.		Maintenance
MONTHLY:		
Valves controlling water supplies to sprinklers and alarm connections shall be inspected monthly to ensure that they are sealed or locked in the open position. On all sprinkler systems, an alarm test, using the inspector test connection shall be performed monthly to ensure all flow switches are activated.		Maintenance
TWO MONTHS:		
All transmitters and water flow devices shall be tested at two-month intervals.		Maintenance
SIX MONTHS:		
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six-month intervals.		Qualified Contractor

SPRINKER SYSTEMS (DRY) – IF APPLICABLE		ROLE RESPONSIBLE
Auxiliary drains shall be inspected as required to prevent freezing.		Maintenance
WEEKLY:		
Check that dry pipe sprinkler system air pressure is being maintained.		Maintenance
MONTHLY:		
Test the sprinkler system alarm using the alarm test connection.		Trained Maintenance
Check dry system compressors: - Oil level - Belt condition		Maintenance

ANNUALLY:	
Inspect dry pipe valve water priming level. Conduct a dry pipe system trip test.	Qualified Contractor
Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	Qualified Contractor
EVERY 5 YEARS	
DRY ONLY – Hydro statistically tests the dry standpipe system	Qualified Contractor
EVERY 15 YEARS	
Inspect dry pipe sprinkler system for pipe obstructions – flush the system.	Qualified Contractor
GENERAL SPRINKLER MAINTENANCE -YEARLY	
Sprinkler heads shall be checked at least once a year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	Qualified Contractor
On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually.	Qualified Contractor
Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	Qualified Contractor
Plugs or caps on fire department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	Qualified Contractor

FIRE ALARM	ROLE RESPONSIBLE
Fire alarm system components shall be kept unobstructed.	Maintenance
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	Maintenance
DAILY:	
The following daily checks shall be conducted and if a fault is established, appropriate corrective action shall be taken: • Check the principle and remote trouble lights for trouble indication; • Inspection of the AC power-on light shall be done to ensure its normal operation.	Maintenance
MONTHLY:	
Every month the following test shall be conducted and if a fault is established, appropriate corrective action shall be taken: • One manual alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition; • Function of all signal devices shall be ensured; • The annunciator panel shall be checked to ensure correct annunciation; • Intended function of the audible and visual trouble signals shall be ensured; • Fire alarm batteries shall be checked to ensure that: a. Terminals are clean and lubricated where necessary, b. Terminal clamps are clean and tight, and c. Electrolyte level and specific gravity, where applicable, meet manufacturer's specifications. • Communication from at least one remote firefighter emergency telephone location control unit shall be tested monthly on a rotational basis so that all such telephones are tested at least once per year.	Maintenance

YEARLY:	
Yearly tests shall be conducted by a certified fire alarm and or contractor as required by all applicable codes. Tests shall be in conformance with CAN/ULC S536, Inspection and Testing of Fire Alarm System.	Qualified Contractor

COMMERCIAL COOKING EQUIPMENT	ROLE RESPONSIBLE
WEEKLY:	
Hoods, grease removal devices, fans, ducts, and other equipment shall be checked weekly and cleaned as necessary, prior to surfaces becoming heavily contaminated with grease or oily sludge.	Maintenance
MONTHLY:	
Inspect the fixed extinguishing system and verify the following: • The extinguishing system is in its proper location. • The manual actuators are unobstructed. • The tamper indicators and seals are intact. • The maintenance tag or certificate is in place. • No obvious physical damage or condition exists that might prevent operation. • The pressure gauge(s), if provided, is in operable range. • The nozzle blow-off caps are intact and undamaged. • The hood, duct, and protected cooking appliances have not been replaced, modified or relocated.	Maintenance
EVERY 6 MONTHS:	
Inspection and maintenance of special extinguishing systems shall be conducted in conformance with the appropriate NFPA standard.	Qualified Contractor

EMERGENCY POWER SYSTEMS (CSA-C382 for details)		ROLE RESPONSIBLE
WEEKLY:		
Check all components of the system; operate the generator set under at least 50% of rated load for 30 minutes.		Maintenance
SIX MONTHS:		
Check and clean crankcase breathers, governors and linkages on stand-by generators.		Qualified Contractor
YEARLY:		
Inspect and service generator and generator set.		Qualified Contractor
EVERY 2 YEARS:		
Check torque heads and valve adjustments for engines.		Qualified Contractor
EVERY 3 YEARS:		
Inspect and service injector nozzles and valve adjustments on diesel engines.		Qualified Contractor
EVERY 5 YEARS:		
Check insulation of generator windings		Qualified Contractor

EMERGENCY LIGHTING (BATTERY PACK TYPE ONLY)		ROLE RESPONSIBLE
DAILY:		
Check pilot lights for indication of proper operation daily.		Maintenance
MONTHLY:		
Unsealed batteries shall have the electrolyte level and specific gravity inspected monthly and be maintained as per manufacturer's specifications. Ensure that battery surface is clean and dry. Ensure that terminal connections are clean, free of corrosion and lubricated monthly.		Maintenance
Ensure that terminal clamps are clean and tight as per manufacturer's specifications monthly.		Maintenance
Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.		Maintenance
YEARLY:		
Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for the duration equal to the design criteria under simulated power failure conditions.		Qualified Contractor
After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications.		Qualified Contractor

STANDPIPE SYSTEM		ROLE RESPONSIBLE
Standpipe and hose systems shall be identified and unobstructed.		Maintenance
Standpipe and hose systems shall be maintained in operating condition.		Maintenance
MONTHLY:		
Hose cabinets shall be inspected to ensure that the hose and equipment are in proper position and appear to be operable.		Maintenance
YEARLY:		
Plugs or caps on fire department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.		Qualified Contractor
WATER SUPPLIES FOR FIRE FIGHTING (FIRE PUMPS)		ROLE RESPONSIBLE
DAILY		
The temperature of pump rooms shall be checked daily during freezing temperatures		Maintenance
WEEKLY		
Valves controlling water supplies (used exclusively for fire protection systems) shall be sealed in the open position and inspected weekly. Fire pumps shall be operated at least once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected during the weekly operation of fire pumps.		Maintenance
YEARLY		

STANDPIPE SYSTEM	ROLE RESPONSIBLE
Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow.	Qualified Contractor

ELEVATORS	ROLE RESPONSIBLE
Ensure keys required to recall elevators and to permit independent operation are in their appropriate location.	Maintenance
3 MONTHS:	
Every three months the elevator door opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.	Qualified Contractor
If required, the key operated switch located outside an elevator shaft shall be tested to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has been stopped at the next floor at which it can make a normal stop.	Qualified Contractor

Fire Drills

SECTION 14.1

1.0	SUMMARY	Fire Drills are to be performed monthly to provide employees and residents with realistic training and practice in steps to take in the event of a fire. 8 times per year the drill will be conducted as a tabletop exercise. 4 times per year (once per quarter) a live fire drill will be conducted with participation of staff and residents. Contact the Fire Department 613-969-5100 before conducting a live fire drill and when the fire drill has been completed.
2.0	FREQUENCY	Fire drills should simulate an actual fire emergency and will: • Be performed monthly on all shifts, in different locations and at different times. • Include practice in evacuation procedures and practice in the use of fire extinguishers and fire blankets. • Night drills may be conducted as silent drills requiring three annual drills with full bells.
3.0	SCHEDULING	The H&S Lead will organize and initiate the monthly drills on all shifts according to the pre-planned schedule. The effectiveness of these exercises can be supported through pre-planning. Schedule of drills must be incorporated into the Quality Service/Management Program. All employees are required to respond to each fire alarm as a real emergency. Fire drills should not occur in a pattern which allows employees to predict a drill. Drills will be a combination of announced and unannounced, ensuring employee training and practice. The person conducting the fire drill will notify the fire department and monitoring company at the beginning and end of each fire drill. Determining the fire drill schedule should consider the following variables: • Location • A/C power • D/C power • Bells ring • Silent • Time

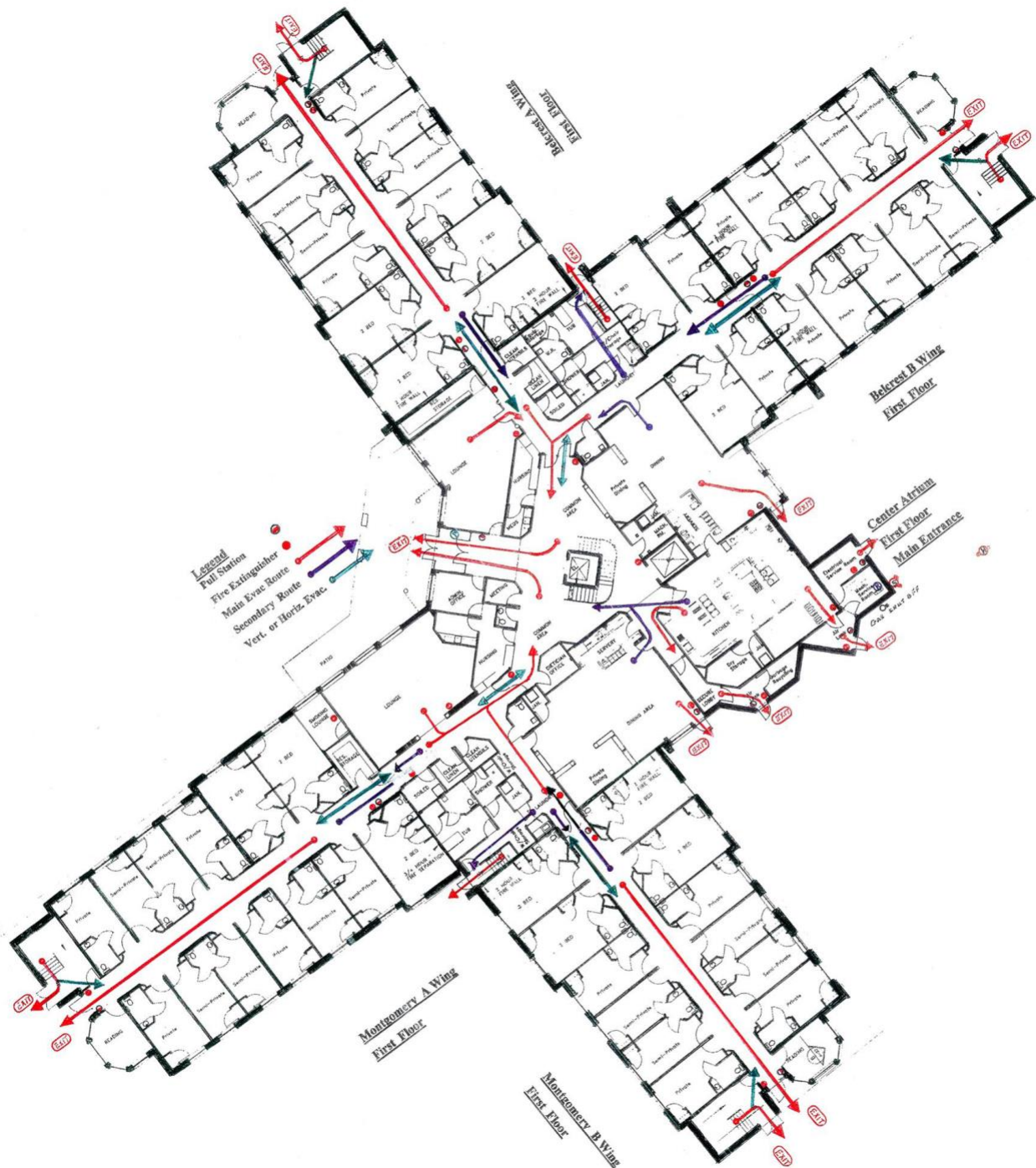
4.0	STAFF DEVELOPMENT RESPONSIBILITIES	The Director of Care or designate may provide overall coordination of the fire drill, to assist in analyzing the response to the drill and correcting any deficiencies that may occur. They are required to complete the Report of Fire Drill in order to document employee behavior in carrying out fire procedures. They must conduct a post drill review to pinpoint areas where the drill deviated from the Emergency Response Plan. The Director of Care or designate will monitor and maintain records of employee attendance at fire drills. They will evaluate employee response in terms of training needs and advise the Administrator accordingly.
5.0	STAFF ATTENDANCE	Each regularly scheduled employee must participate in at least one fire drill per year.
6.0	RECORD OF FIRE DRILL ATTENDANCE FORM	All staff in attendance at the time of a fire drill will sign the Record of Fire Drill Attendance Form. Transferring the attendance from the Record of Fire Drill form to the Continuing Education Report form will assist the Administrator or designate in planning future drills. All records of the fire drills must be kept for a minimum of two years. They should be made part of a fire drill log book.
7.0	REPORT OF FIRE DRILL	A Report of Fire Drill form will be completed by the person conducting the fire drill to document the actions and effectiveness of employees in implementing fire procedures following each drill. Copies of the Report of Fire Drill will be sent to the Administrator each month for review.

7.1 ANNUAL FIRE EVACUATION DRILL

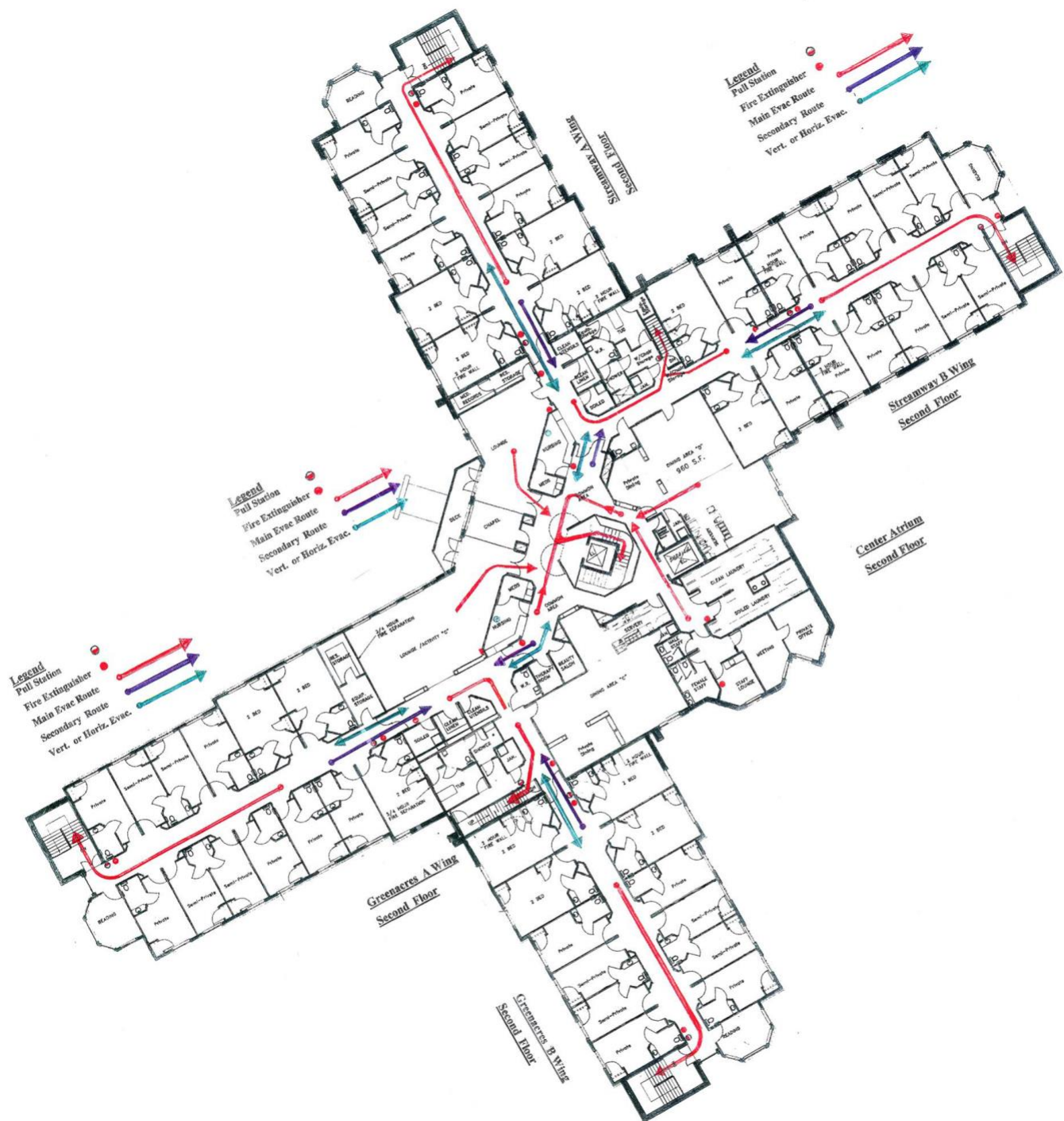
The Administrator shall contact the Chief Fire Official to carry out a fire drill at least once during each 12-month period for an approved scenario representing the lowest staffing level complement in the occupancy in order to confirm that there is sufficient supervisory staff available to carry out the duties as required in the Fire Safety Plan. The Chief Fire Official must be notified within an approved time period for this fire drill that is to be carried out on an annual basis.

Floor Plans

SECTION 15.0



First Floor Plans



Second Floor Plans



Bird's Eye View of Property

Fire Drill Observation Evaluation Form – Other Nursing Units Response to Fire Drill/Alarm

Location of Observation: _____ # of Staff Present: _____

Date: _____ Shift: _____ Time: _____

Fire Drill Alarm Location: _____ Floor: _____

	COMPETENTLY PERFORMED	PTS SCORED
Did the charge nurse wear an Orange Vest & assume the role of Incident Manager? (4pts.)	☐ YES ☐ NO	
Did the Charge Nurse use the Code Red Checklists and delegate staff? (4pts.)	☐ YES ☐ NO	
Did staff close all fire doors in the area, including resident room doors? (4pts.)	☐ YES ☐ NO	
Were the rooms searched & vacant rooms closed and marked with evac-alert tag? (4pts.)	☐ YES ☐ NO	
Are the staff familiar with the evac-alert tag process/use on the doors? (4pts.)	☐ YES ☐ NO	
Were the corridors cleared of equipment? (4pts.)	☐ YES ☐ NO	
Staff acted in a calm manner, took instructions, and acted as a team? (4pts.)	☐ YES ☐ NO	
Did the staff account for all residents on the unit as per the resident list? (4pts.)	☐ YES ☐ NO	
Did staff keep the residents/visitors informed of the alarm condition? (4pts.)	☐ YES ☐ NO	
Did the unit send a secondary team (e.g., PSW's) to the scene of the fire? (4pts.)	☐ YES ☐ NO	
Were the 2 fire exits manned & in case of (4A) locked unit both doors manned? (4pts.)	☐ YES ☐ NO	
(44 points possible) Sub-Section Total:		

	COMPETENTLY PERFORMED	PTS SCORED
Did staff know "R E A C T"? (10PTS.)	☐ YES ☐ NO	
Are staff familiar with "CODE RED" Policy & Procedures? (5pts.)	☐ YES ☐ NO	
Does staff know location of fire exits in the observation area? (5pts.)	☐ YES ☐ NO	
Does staff know location of pull stations in observation area? (5pts.)	☐ YES ☐ NO	
Does staff know location of fire extinguisher & fire hose reels in observation area? (5pts.)	☐ YES ☐ NO	
Does staff know where adjacent smoke compartments are in the observation area?	☐ YES ☐ NO	
Does staff know the proper sequence & procedures to evacuate residents? (5pts.)	☐ YES ☐ NO	
(44 points possible) Sub-Section Total:		

Nursing Unit Observation Scoring Grid: 70-84 point = Excellent 50-60 points = Nursing Unit In-Service Required 60-+70 points = Acceptable <50 points = Nursing Unit In-Service & Re-Drill	Nursing Unit Score Add Sections 1 & 2 (84 points possible)	
	COMPETENTLY PERFORMED	PTS SCORED
Were "CODE RED" & "Correct Location" paged three times (clear & audible)? (5pts.)	☐ YES ☐ NO	
Were fire alarm devices functioning properly in the observation area? (3pts.)	☐ YES ☐ NO	
Did the Nursing Unit Fire Panel indicate the correct location of the fire alarm? (3pts.)	☐ YES ☐ NO	
Did the automatic fire separation doors close and latch in observation area? (3pts.)	☐ YES ☐ NO	
Did the mag-locks release automatically during the fire alarm in observation area? (3pts.)	☐ YES ☐ NO	
Did the staff respond to the observation area from other departments? (3pts.)	☐ YES ☐ NO	

(20 points possible) Sub-Section Total		
	Overall Drill Total Sections 1, 2, and 3 104 points possible	

 Floor Coordinator Name

 Floor Coordinator Signature

 Observer Conducting Drill Name

 Observer Conducting Signature

Appendix 2**Fire Drill, Fire Alarm, Fire Alarm Test or Fire Alarm Equipment Repairs**

This form is to be complete by the person responsible for conducting & coordinating the fire drills, unscheduled fire alarm activation, fire alarm system, and monthly fire alarm system test(s).

Alarm Monitoring Company notified before fire alarm test or fire drill? ☐ YES ☐ No ☐ N/A

Monitoring Company: _____ Tel.#: _____

System #: _____ ED #: _____

Offline: hrs.	Operator #:	Online: hrs.	Operator #:
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Fire Department notified before fire alarm test or fire drill? YES / NO / N/A

Fire Department: _____ Tel.#: _____ -Dispatch

Offline: hrs.	Badge #:	Online: hrs.	Badge #:
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1. Fire alarm system tested on secondary source of power (battery backup or generator)? ☐ YES ☐ NO ☐ N/A
2. Fire Alarm system activated correctly? ☐ YES ☐ NO ☐ N/A
3. Second stage alarm signal activated correctly (where applicable)? ☐ YES ☐ NO ☐ N/A
4. Annunciator Panel(s) indicated the correct zone of alarm origin? ☐ YES ☐ NO ☐ N/A
5. "All Clear" announced and staff instructed to sign fire drill attendance record? ☐ YES ☐ NO ☐ N/A
6. Fire alarm reset and returned to primary source of power? ☐ YES ☐ NO ☐ N/A
7. Fire alarm auxiliary devices reset and checked for normal operations: ☐ YES ☐ NO ☐ N/A
8. Fire alarm system clear of any "trouble" indication? ☐ YES ☐ NO ☐ N/A
9. Confirmed fire alarm monitoring company received alarm signal at _____ hrs. & reset at _____ hrs.
10. Alarm Monitoring Company and Fire Department notified after fire alarm test of fire drill? ☐ YES ☐ NO ☐ N/A
11. When applicable, confirm if Fire Department received the alarm signal? ☐ YES ☐ NO ☐ N/A
12. No. of staff attended: _____ ☐ YES ☐ NO ☐ N/A

Unscheduled Fire Alarm Signal Activation

Date: _____ Time: _____

Cause of Fire Alarm determined to be:

1. Fire Department arrival time (if known): _____ hrs. Badge #: _____
2. Fire alarm control panel reset only after the Fire Dept. has given the all-clear signal after checking? ☐ YES ☐ NO ☐ N/A
3. Fire alarm "trouble signal" clear? ☐ YES ☐ NO ☐ N/A
4. "All Clear" announced and staff instructed to sign fire drill/ alarm attendance record? ☐ YES ☐ NO ☐ N/A
5. Fire alarm auxiliary devise reset and checked for normal operations:
 - Elevators (guest and service) ☐ YES ☐ NO ☐ N/A

- Maglocks (entrance, exits, and locked units) ☐YES ☐NO ☐N/A
- HVAC units ☐YES ☐NO ☐N/A
- Hold open features on fire doors ☐YES ☐NO ☐N/A

Fire Alarm Equipment Test or Repair

Date: _____ Time: _____

1. Fire alarm system repair company notified of repairs required? ☐YES ☐NO ☐N/A
2. Company Name: _____ Date: _____ Time: _____
3. Tel.#: _____ Contact Person: _____
4. Fire alarm system repaired? ☐YES ☐NO ☐N/A
5. Date: _____ Time: _____

Problem: _____

Conclusion, recommendations for changes to fire safety or procedures:

Name

Signature

Date

Appendix 3

Live Fire Drill Evaluation Form – Scene of Fire Alarm

Date: _____ Shift: _____ Time: _____

Location: _____ Floor: _____ Pull Station/Smoke detector: _____

Type of Fire Simulated: _____ Unannounced Drill: ☐ YES ☐ NO

	COMPETENCY PERFORMED	PTS SCORED
R – Removed person(s) from immediate danger (4pts.)	☐ Y ☐ N	
E- Ensured doors and windows are closed (4pts.)	☐ Y ☐ N	
A – Activated the fire alarm using the nearest pull station (4pts.)	☐ Y ☐ N	
C – Called 9-1-1/Inform Reception with exact location of fire (4pts.)	☐ Y ☐ N	
T – Tried to extinguish and/or further evacuate (4pts.)	☐ Y ☐ N	
Did the charge Nurse wear Orange Vest and assume role of Incident Manager? (4pts.)	☐ Y ☐ N	
Were the adjacent rooms & opposite room searched & evacuated? (4pts.)	☐ Y ☐ N	
Did the staff use the evac-alert tag on the doors after evacuating the rooms? (4pts.)	☐ Y ☐ N	
Were the corridors cleared (equipment in proper place) in the drill area? (4pts.)	☐ Y ☐ N	
Staff acted in a calm manner, took instructions, and acted as a team? (4pts.)	☐ Y ☐ N	
(40 points possible) Sub-Section Total:		

	COMPETENCY PERFORMED	PTS SCORED
R – Removed person(s) from immediate danger (4pts.)	☐ Y ☐ N	
E- Ensured doors and windows are closed (4pts.)	☐ Y ☐ N	
A – Activated the fire alarm using the nearest pull station (4pts.)	☐ Y ☐ N	
C – Called 9-1-1/Inform Reception with exact location of fire (4pts.)	☐ Y ☐ N	
T – Tried to extinguish and/or further evacuate (4pts.)	☐ Y ☐ N	
Did the charge Nurse wear Orange Vest and assume role of Incident Manager? (4pts.)	☐ Y ☐ N	
Were the adjacent rooms & opposite room searched & evacuated? (4pts.)	☐ Y ☐ N	
Did the staff use the evac-alert tag on the doors after evacuating the rooms? (4pts.)	☐ Y ☐ N	
Were the corridors cleared (equipment in proper place) in the drill area? (4pts.)	☐ Y ☐ N	
Staff acted in a calm manner, took instructions, and acted as a team? (4pts.)	☐ Y ☐ N	
(40 points possible) Sub-Section Total:		

	COMPETENCY PERFORMED	PTS SCORED
Does staff know location of fire exits in the drill area? (4pts.)	☐ Y ☐ N	
Does staff know location of pull stations in the drill area? (4pts.)	☐ Y ☐ N	
Does staff know location of fire extinguishers & for hose reels in the drill area? (4pts.)	☐ Y ☐ N	
Does staff know where adjacent smoke compartments are in the fire drill area? (4pts.)	☐ Y ☐ N	
Did staff switch off all electrical equipment in the rooms that were evacuated? (4pts.)	☐ Y ☐ N	
Did staff shut off all oxygen equipment in the rooms that were evacuated? (4pts.)	☐ Y ☐ N	
Does staff know the proper sequence & procedures to evacuate residents? (4pts.)	☐ Y ☐ N	
Did secondary teams (e.g., PSW's from other nursing units) report to the fire unit? (4pts.)	☐ Y ☐ N	
Did staff account for all residents on the floor by checking off the resident list? (4pts.)	☐ Y ☐ N	
Were all fire exits manned and/or in case of locked unit, both doors manned? (4pts.)	☐ Y ☐ N	
(40 points possible) Sub-Section Total:		
Nursing Unit Scoring Grid: 70-80 points = Excellent 50-60 points = Nursing Unit in-service Required 60-70 points = Acceptable <50 points = Nursing Unit in-service & Re-Drill	Nursing Unit Score Add Sections 1 & 2 (80 points possible)	

	COMPETENCY PERFORMED	PTS SCORED
Were "CODE RED" & "Correct location" paged three times (clear & audible)? (5pts.)	☐ Y ☐ N	
Were fire alarm devices functioning properly in the drill area (audible tone)? (3pts.)	☐ Y ☐ N	
Did the Nursing Unit Fire Panel indicate the correct location of the fire alarm? (3pts.)	☐ Y ☐ N	
Did the automatic fire separation doors close and latch in the drill area? (3pts.)	☐ Y ☐ N	
Did the mag-locks release automatically during the fire alarm in drill area? (3pts.)	☐ Y ☐ N	
Was the response from the other nursing units and departments to the fire scene immediate? (3pts.)	☐ Y ☐ N	
(20 points) Sub-Section Total:		
	Overall Drill Total Sections 1, 2, and 3 (100 points possible)	

 Floor Coordinator Name

 Floor Coordinator Signature

 Observer Conducting Drill name:

 Observer Conducting Signature

Record of Fire Drill Attendance Form

Topic: _____

[illegible]

Appendix 5**Fire Drills**

Facility: _____

LOCATION: _____

REPORT TO: _____ DATE: _____ TIME: _____

TYPE OF DRILL

- ☐ FIRE DRILL ☐ ALARM ACTIVATED ☐ FIRE SITUATION
☐ SILENT ALARM ☐ STAFF EDUCATION ☐ SPECIAL EXERCISE

How quickly was location of fire identified?	Minutes:
Were appropriate steps taken to confine the fire?	☐ Yes ☐ No
Was the fire code and location heard clearly over the P.A. system? (3 times)	☐ Yes ☐ No
Did all fire/smoke doors close automatically?	☐ Yes ☐ No
Did all fire bells ring?	☐ Yes ☐ No
Was the Fire Department notified before and after the drill?	☐ Yes ☐ No
Did the Fire Department monitoring service receive the signal?	☐ Yes ☐ No
Was the tape dialer reset after the drill? (If applicable)	☐ Yes ☐ No
Was the evacuation done correctly as per the Emergency Preparedness Plan?	☐ Yes ☐ No
RECEPTIONIST/DESIGNATE	
Announced the fire location?	☐ Yes ☐ No
Stayed in the lobby to direct traffic?	☐ Yes ☐ No
Announced all clear?	☐ Yes ☐ No
EMERGENCY RESPONSE CAPTAIN	
Checked annunciator panel for location?	☐ Yes ☐ No
Went to fire scene to direct procedure?	☐ Yes ☐ No
REGISTERED NURSE	
Reported directly to assigned areas?	☐ Yes ☐ No
Directed staff according to procedure	☐ Yes ☐ No
OTHER NURSING STAFF	
Went to assigned areas?	☐ Yes ☐ No
Searched for fire and closed door on all units?	☐ Yes ☐ No
Removed residents in danger?	☐ Yes ☐ No
HOUSEKEEPING STAFF	
Cleared carts and equipment from corridor?	☐ Yes ☐ No
Reported to assigned areas?	☐ Yes ☐ No
Assisted in location/evacuation procedure?	☐ Yes ☐ No
LAUNDRY STAFF	
Turned off all equipment?	☐ Yes ☐ No
Closed all doors?	☐ Yes ☐ No
Checked service areas?	☐ Yes ☐ No
Secured elevator on first floor? (If appropriate)	☐ Yes ☐ No
Maintenance staff	
Shut off equipment and left work area secure?	☐ Yes ☐ No
Went to fire area with extinguisher?	☐ Yes ☐ No

