



FIRE PLAN

The Elliott Long Term Care & Retirement & Community Centre

**170 Metcalfe Street
Guelph, Ontario
N1E 4Y3**

Approved by:

Matt Valeriote | Assistant Chief Fire Prevention Officer
Fire Prevention | **Emergency Services**

City of Guelph

T 519 763-8111 ext. 4 | F 519-837-5691

E matt.valeriote@guelph.ca

Jan. 24/2017

INTRODUCTION

It is known that when people are not prepared for an emergency situation they usually panic, and their responses are not very effective. This emergency plan, which has been developed in consultation with employee input, provides the guidelines and expectations of The Elliott Community to emergencies.

The information in this plan is organized so that it can be used as a reference or as the working document in emergency situations. The development and implementation of this plan demonstrates The Elliott Community's intention to meet its responsibilities in emergency situations. It is a plan for the coordination of services required in the event of a real or anticipated emergency that will ensure:

- Prompt response by all required services and the establishment of overall control of an emergency situation;
- Elimination of all sources of potential danger in the area of the incident;
- Evacuation of the building considered to be in a hazardous situation;
- Prompt rescue of all persons trapped and the provision of first aid at the site;
- Controlled evacuation and balanced distribution of Residents to hospitals and other care environments;
- Traffic control to minimize crowd convergence at the site so that emergency operations are not impeded, and to prevent additional casualties;
- Prompt factual official information to:
 - All officials involved in emergency operations;
 - News media to allay public anxiety and to reduce the numbers of onlookers at the scene;
 - Concerned individuals and family seeking personal information;
- Restoration of normal services.

The CEO, Board of Trustees and all staff are fully committed to prevention of fire and other emergency situations that could potentially harm our residents, visitors, staff and building resources. We all have a responsibility for the care and custody of our residents, as well as for the safety of employees and visitors while in our facility.

The CEO and Board of Trustees will ensure through their department Directors that all Supervisory and non-supervisory staff will be instructed on the Fire Safety Plan and emergency procedures before staff are given responsibilities.

It is for these reasons that we have adopted this Fire Plan, which outlines the actions required of employees to protect life and property in case of fire. It is important that all employees become thoroughly familiar with the part they must play in this plan.

It is the individual responsibility to protect oneself from liability by recorded participation in fire drills and in-service. It is our goal with constant vigilance continual update, safety maintenance and awareness to avoid disaster and be prepared for an emergency.

EMERGENCY RESPONSE STRATEGY

Incident

Identify the emergency situation and take immediate action to ensure the safety of people involved in the immediate emergency



Activate Emergency Alerting System

Refer to the Emergency Alerting System Contact List to initiate immediate response from Essential Services



Notify and Assemble Emergency Control Group

Refer the Emergency Control Group List to assemble the Individuals who will represent the organization



Declaration of Emergency Situation

After reviewing the emergency situation and consulting with Essential Services, the state and extent of the emergency situation is declared



Implementation

The action that is appropriate, timely, and coordinated to ensure the safety and security of Residents, Staff, and Essential Service Personnel

POLICY REVIEW TABLE

FIRE PLAN

Policy Section EP04

EP04 -	Subject	Page	Review	Revised / New	Date	Authorization
001	Plan Development	5	√		Feb 2021	Dean Broughton
002	Human Resources Audit	6	√		Feb 2021	Dean Broughton
003	Supervisory Contact List	7		√	Mar 2021	Dean Broughton
004	Plan Responsibilities	8	√		Feb 2021	Dean Broughton
005	Building Resources	11	√		Feb 2021	Dean Broughton
006	Fire Fighting Equipment	29	√		Feb 2021	Dean Broughton
007	General Staff Procedures	36	√		Feb 2021	Dean Broughton
008	Procedures By Department	45	√		Feb 2021	Dean Broughton
009	Training And Education	82	√		Feb 2021	Dean Broughton
010	Maintenance Requirements	87	√		Feb 2021	Dean Broughton
011	Control Of Fire Hazards	91	√		Feb 2021	Dean Broughton
012	Alternate Fire Plan	92	√		Feb 2021	Dean Broughton
013	Floor Plans	93	√		Feb 2021	Dean Broughton

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-001
Category: PLAN DEVELOPMENT	Page: 1 of 1

This plan has been developed in accordance with section 2.8 of the Ontario Fire Protection and Prevention Act. [Ont. Reg. 213/07]

In order for this plan to be effective management must know the plan and be able to implement it in the event of fire. The Ontario Fire Protection and Prevention Act requires the owner to be responsible for carrying out the provisions for fire safety, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one or a combination of parties, including building management, nursing staff and occupancy groups.

This Fire Safety Plan has been reviewed by the Guelph Fire Department, but this does not in any way relieve the owner, the lessee, or the management, of their responsibilities. The Ontario Fire Protection and Prevention Act states that "every person who contravenes any provision of the Act every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a corporation or to imprisonment for a term of not more than one year, or to both".

The Fire Services may require this plan, once approved, to be resubmitted if there are any changes to occupancy or use, if there is any change in standards, if the fire plan has not been kept current or up to date, or because the Chief Fire Official judges the current fire safety plan as no longer being acceptable.

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

PLAN DISTRIBUTION

A copy of the fire safety plan will be distributed to:

- i) The Board of Trustees (Electronic- Elliott Website under secured access)
- ii) The CEO (Electronic- Elliott Website under secured access)
- iii) Senior Leadership Team (Electronic- Elliott Website under secured access)
- iv) Chief Fire Official (Electronic)
- v) Each Nursing Floor or Nursing Station (5) (Fire Plan Box)
- vi) Main Entrance (Fire Plan Box)

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-002
Category: HUMAN RESOURCES AUDIT	Page: 1 of 1

OWNER: The Elliott Board of Trustees

Level of staff	Days	Evenings	Nights
Administration			
CEO (Supervisor)	7.5x1x5d		
CEO Support Staff	7.5 x 4 x 5d	4x1x5d	
Administrator (Supervisor)	7.5x1x5d		
Director of Finance (Supervisor)	7.5x1x5d		
Financial Support Staff	7.5x2x5d		
Director of Human Resources	7.5x1x5d		
Human Resources Support Staff	7.5x2x5d		
Environmental Services			
Director of Environmental Services	7.5x1x5d		
Maintenance Supervisor	7.5x1x5d		
Maintenance Support Staff	7.5x5x7d 7.5x1x2d	On-Call	On-Call
Housekeeping Supervisor	7.5x1x5d		
Housekeeper Support Staff	7.5x4x7d	7.5x1x7d	
Laundry Support Staff	7.5x1x7d	7.5x1x5d	
Dietary Services			
Director of Dietary Services	7.5x1x5d		
Food Service Supervisor	7.5x1x5d		
Food Service Support Staff	7.5x8x7d	7.5x5x7d	
Recreation and Volunteer Services			
Director of Recreation and Volunteer Services	7.5x1x5d		
Recreation Support Staff	7.5x2x5d 7.5x1x2d	7.5x1x5d	
Nursing Department- Long Term Care			
Director of Care	7.5x1x5d		
Nursing Support Staff	7.5x3x5d		
Registered Nurse (Unit Supervisor)	7.5x1x7d	7.5x1x7d	7.5x1x7d
Registered Practical Nurses (Unit Supervisor)	7.5x2x7d	7.5x2x7d	
Personal Support Workers	7.5x14x7	7.5x11x7d	7.5x4x7d
Nursing Department- Retirement and Retirement Plus			
Registered Practical Nurses (Unit Supervisor)	12x2x7d		12x1x7d
Personal Support Workers	12x4x7d		12x2x7d

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-003
Category: SUPERVISORY CONTACT LIST	Page: 1 of 1

In the event of an emergency that requires evacuation from a unit or floor, the Emergency Control Group must be notified. The Charge Nurse must make contact with at least one of the following numbers to inform them of the emergency.

CEO	-Cellular Telephone:	██████████
Administrator LTC	-Cellular Telephone:	██████████
DOC – Retirement	-Cellular Telephone:	██████████
DOC – LTC	-Cellular Telephone:	██████████
Director, Environmental Services	-Cellular Telephone:	██████████
Director, Human Resources	-Cellular Telephone:	██████████
Director, Dietary Services	-Cellular Telephone:	██████████
Director, Finance	-Cellular Telephone:	██████████
Maintenance Supervisor	-Cellular Telephone:	██████████
ADOC- Retirement	-Cellular Telephone:	██████████
Executive Assistant	-Cellular Telephone:	██████████

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-004
Category: PLAN RESPONSIBILITIES	Page: 1 of 3

CEO / Administrator (LTC) and Board of Directors Responsibilities

- Appointing, organizing and training supervisory staff to carry out fire safety duties and emergency procedures. Ensuring alternate staff are trained and designated to act as supervisor in the event the appointed supervisor is unavailable or incapacitated.
- Appointing and organizing of supervisory staff for the training of carrying out fire safety duties and emergency procedures for all front line staff.

Director of Care Responsibilities

- Identify and establish a plan for resident who require assistance to evacuate due to physical or mental disabilities
- Ensure all hallways and stairwells are kept clear of storage, debris and equipment
- Ensure stairwell doors and doors in other fire separations are kept closed except where approved hold-open devices are provided. Do not allow anyone to interfere with the self-closing device on any door.
- Training of Supervisory Staff will be recorded and kept on file with the Human Resources Department for not less than 2 years and available for review by the Chief Fire Official at any time.
- Ensure that sufficient Supervisory Staff are scheduled onsite to carry out all duties of the Fire Safety Plan.

Director of Environmental Services Responsibilities

- Ensuring the fire safety plan is developed, and approved and fully implemented. Ensure that the fire safety plan is maintained and updated.
- Establishing and posting the fire emergency procedures on each floor
- Ensure that all staff is trained in actions to take when responding to a fire.
- Ensuring fire drills involving all staff are held at least monthly on each shift.
- Scheduling and co-coordinating regular fire drills
- Ensuring that fire hazards throughout the building are identified and eliminated or controlled.
- Providing alternate measures for fire safety during the temporary shutdown of fire protection equipment
- Keeping records of all tests and corrective measures of the above for a period of two years after they are made. This record will be made available to the Chief Fire Official when requested.
- Keeping records of all training, fire safety education, and fire drills are delivered to residents and staff
- Ensure that commercial laundry equipment is maintained in good working order
- Ensure that all duct systems and dryer drums are cleaned of lint and combustible residue regularly.
- Ensure that flammable or combustible liquid saturated rags are only cleaned off-site
- Ensure that chemicals are safely stored
- Ensure that laundry staff knows how to shut down the drying equipment safely in order to prevent foam rubber products from spontaneously heating.
- Ensure that commercial housekeeping equipment is maintained in good working order

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-004
Category: PLAN RESPONSIBILITIES	Page: 2 of 3

- Ensure that all fire protection equipment and building features such as fire separation, emergency lighting, fire alarm systems, sprinkler systems, standpipe systems, fire extinguishers, fixed extinguishing systems and voice communication systems are checked, tested, and inspected and maintained in accordance with Parts 2, 6, and 7 of the Fire Code and all applicable standards.
- Ensure that magnetic locking devices, if installed on exit and access to exit doors, release upon activation of the fire alarm and adjacent manual pull stations.
- Maintain permanent records of all fire equipment inspections, tests and maintenance as set out in Div. B, Part 1 of the Fire Code.
- Ensure access roadways, fire routes, hydrants and pumper connections are accessible to the fire department and are clear of all obstructions.

Supervisory Nursing Staff Responsibilities

- They are aware of their responsibilities upon discovery of a fire, or upon hearing the fire alarm.
- Stairway doors are kept in the closed and latched position at all times
- Doors that separate floors into fire safety zones are kept closed and latched at all times, unless designed to close automatically upon activation of the fire alarm
- Self-closing devices attached to doors are not disengaged or rendered inoperable
- Doors on hold-open devices in fire separations close automatically upon activation of the fire alarm
- Stairways, landings, hallways, passageways and exits are kept clear of any storage or other obstructions
- Combustible waste and debris accumulations are restricted to designated storage areas within the building
- Understand what each type of fire alarm signal means and how to initiate the fire alarm from anywhere in the facility.
- Take charge of an emergency to ensure the safety of residents, staff and visitors on the home areas.
- Follow the direction of emergency responding personnel during an emergency.

Director of Dietary Services Responsibilities

- Ensure that cooking equipment and appliances are maintained in good working order.
- Ensure all grease filters in hoods and duct systems are maintained and tested in accordance with Div. B, Part 2 of the Fire Code.
- Ensure that the fixed automatic extinguishing systems are maintained and tested in accordance with Div. B, Part 2 of the Fire Code.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-004
Category: PLAN RESPONSIBILITIES	Page: 3 of 3

All other staff responsibilities

- They are aware of their responsibilities upon discovery of a fire, or upon hearing the fire alarm.
- Stairway doors are kept in the closed and latched position at all times
- Doors that separate floors into fire safety zones are kept closed and latched at all times, unless designed to close automatically upon activation of the fire alarm
- Self-closing devices attached to doors are not disengaged or rendered inoperable
- Doors on hold-open devices in fire separations close automatically upon activation of the fire alarm
- Stairways, landings, hallways, passageways and exits are kept clear of any storage or other obstructions
- Combustible waste and debris accumulations are restricted to designated storage areas within the building
- Understand what each type of fire alarm signal means and how to initiate the fire alarm from anywhere in the facility.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 1 of 15

Address: 170 Metcalfe Street, Guelph, Ontario

Major Intersecting Street: Metcalfe Street and Eramosa Road

Building Description

Construction: Non Combustible
 Size 156,000 square feet
 Storeys: 4 story building not including penthouse and
 Partial basement

Fire Service Access: Main Entrance with after-hours access using Key Fob located in Fire Department Key Box located outside of the main entrance of the building. A staff member will wait to escort the Fire Officials unless otherwise occupied by the emergency.

Floor Identification

Ground Floor:

- Entrance Vestibule- FIRE ALARM CONTROL PANEL
- Lobby
- Elevators (4)
- Public washrooms (6)
- Offices (17)
- Staff washroom
- Boardroom
- Hairdressing room
- Lounges (2)
- Kitchen with dishwashing room
- Laundry room
- Storage Rooms (3)
- Receiving and loading area
- Cart Wash Room
- Maintenance Shop
- Staff lounge
- Chapel
- Auditoriums (2)
- Café
- Dining Rooms (2)
- Meeting Room

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 2 of 15

Second Floor (Eramosa and Paisley Home Areas)

- Elevator Lobby
- Nursing Stations (2)
- TV Lounges (2)
- Nursing Office
- Resident Rooms (4 Semi Private Rooms, 44 Private Rooms)
- Storage and treatment rooms (Called the Bullet)
- Tub Rooms (2)
- Activity Room (2)
- Dining Room (2)
- Served

Third Floor (Wellington, Fountain and Retirement Plus)

LTC

- Elevator Lobby
- Nursing Stations (2)
- TV Lounges (2)
- Nursing Office
- Resident Rooms (4 Semi Private Rooms, 33 Private Rooms)
- Storage and treatment rooms (Called the Bullet)
- Tub Rooms (2)
- Activity Rooms (2)
- Dining Rooms (2)
- Served

Retirement Plus

- Elevator Lobby
- Nursing Office
- Resident Rooms (20 Private Rooms)
- Dining/Activity Room
- Served

Fourth Floor (Nottingham)

Retirement

- Elevator Lobby
- Nursing Office
- Resident Rooms (35 Private Rooms)
- Dining Room
- Served
- Activity Room
- Storage Rooms (2)
- Laundry Room

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 3 of 15

Basement – (Service Elevator or Stairwell #1)

- Elevator Control Rooms (2)
- Phone Room
- Records Storage room
- Sump Room (2)
- Electrical Room
- Generator Room
- Resident Storage Locker Room
- Parking Garage
- Storage
- Glycol Room

Penthouse– (Service Elevator or Stairwell #3)

- Air Exchange Room (2)
- Boiler Room
- Roof Exit (5)

Exit Doors

Exit doors are located:

- Metcalfe Street (Stairwell 1, Stairwell 2, Main entrance and Community Centre entrance)
- East (Stairwell 5, Auditorium (2), Dining room)
- South (Receiving Area (2))
- West (Link to parking lot, Community Centre (4))

Magnetic door locks [Mag Locks]

All exit doors throughout the facility, the separating doors between the Long Term Care and the Retirement and common areas of the facility are equipped with magnetic lock mechanisms.

The magnetic lock will disengage when the fire alarm is activated or fob/keypad control. The manual magnetic lock release is located beside the fire annunciator panel at main reception. Manual release is link through the fire pull station on both sides of the exit doors.

Door Hold Opens

Located in the elevator bays separating home areas in Long Term Care, Activity Room/Dining Room openings, LTC hallway separations activity rooms and Retirement Plus resident rooms.

The door hold open device will disengage when the fire alarm is activated or in the event of a power failure.

Compartmentation

Upon activation of the fire alarm all fire separation doors will automatically close.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 4 of 15

Portable Extinguishers

Portable five 5 lb ABC rated multipurpose fire extinguishers are located in hose cabinets and ten 10 lb extinguishers are located in the service rooms. Kitchen and café have fire suppression systems in the ventilation hoods as well as class K extinguishers.

Sprinkler System

Sprinklers cover all areas and all floors of the building which will trigger the alarm system.

Fire Pumps

Fire pumps supply water to all hose cabinets and sprinklers in the building. Fire pumps are located in the Meter Room located at the front of the building inside the North covered parking garage.

Fire Detection

The building is equipped with smoke detectors, heat detectors and ventilation duct detectors, kitchen hood suppression system and fire pull stations which will trigger the alarm system.

Fire Monitoring

The Facility buildings are monitored 24/7 by Fire Monitoring of Canada. FMC will contact the Guelph Fire, the Elliott emergency phone, The Director of Environmental Services and the Maintenance Supervisor in the event of a fire alarm.

Natural Gas Emergency Shutoff

The building gas shut off is located at the front of the building outside of the west side covered parking.

The kitchen gas shut off is located on the east side of the ventilation hood.

The laundry gas shut of is located in the soiled side of the laundry by the laundry room exit door.

The Penthouse shut off is located on the other side of the boiler room wall beside the boiler room exit.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 5 of 15

Emergency Power (Generator)

The building is equipped with a standby diesel generator located in the basement in the main electrical room. The generator services the following areas:

- Designated lighting in the corridors and stairwells
- Exit signs
- Fire alarm systems
- Emergency electrical plugs
- Nurse call system
- Water Pumps
- Parking Garage/Roof Drainage Pumps
- Air make up system
- Kitchen Refrigeration

Fuel Burning Appliances- Natural Gas

Fuel burning appliances are located:

- Kitchen main ovens
- Laundry Driers
- Ramp glycol Boiler in basement
- 3 heating boilers in penthouse
- 2 Domestic Hot Water boilers in penthouse
- Humidification Boiler in penthouse

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 6 of 15

The New Elliott Home
30-201-6010-000
SEQUENCE OF OPERATION
ISSUE: 1

SYSTEM DESCRIPTION

This EST3 fire alarm system is Two Stage with Audible that sound a Bell tone at an Alert Rate of 20 Pulses per Minute (PPM) and an Evacuation Rate of 3-3-3 (Temporal).

1st STAGE ALARM

When the EST3 system receives a first stage alarm:

- The audible will sound at the Alert Rate throughout the building
- The LED for the alarm zone will be illuminated at any LED annunciator.
- A message for the device/zone will be illuminated at any LED annunciator.
- The red ALARM LED will flash and the internal buzzer will sound until all messages have been acknowledged.
- The fire doors will close.
- The elevators will return to the floor of egress or to the alternate floor as required.
- All HVAC fans will shut down
- The auxiliary relays will activate as required.
- The Fire Department/Central Monitoring Alarm Relay will activate.

2nd STAGE ALARM

When the system receives an alarm from a pull station key switch or any other device deemed necessary to enter the system into second stage alarm, the following will occur:

- The audible will sound at the evacuation rate throughout the building.
- The LED for the alarm zone will be illuminated at any LED annunciator.
- A message for the zone will appear on the LCD displays.
- The red ALARM LED will flash and the internal buzzer will sound at the Fire Alarm Control Panel LCD's. This LED will flash & the buzzer will sound until all messages have been acknowledged.
- The auxiliary relays will activate as required.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 6 of 15

SEQUENCE OF OPERATION continued.

CONTROL FEATURES:

Total Evacuation Switch:

When the Total Evac switch is activated the audible throughout the building(s) will sound at the evacuation rate and LED(s) will be illuminated.

FDR Bypass Switch:

When the Fire Department Relay (FDR) Bypass switch is activated it will prevent the operation of the FDR relay, illuminate the FDR bypass LED and a trouble condition will be initiated.

Door Holder Bypass Switch:

When the Door Holder bypass switch is activated it will prevent the operation of the door holder relays, illuminate the Door Holder Bypass LED and a trouble condition will be initiated.

Page Select Switches:

When a Page Select switch is activated, the speakers for the corresponding area(s) are selected and the corresponding page LED will be illuminated. When the Microphone "Press to Talk" switch is operated, the alarm signal will silence (if previously sounding) and a Pre-Announcement Tone will sound prior to the paging announcement.

All Call Page Switch:

When the All Call switch is activated, the speakers throughout the complex are selected and All Call LED will be illuminated. When the Microphone Press to talk switch is operated, the alarm signal will silence (if previously sounding) and Pre-Announcement Tone will sound prior to the paging announcement.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 6 of 15

SEQUENCE OF OPERATION continued.

1 MINUTE INHIBIT

When the system receives the first alarm, the Reset Switch, the Alarm Silence Switch and the Paging Selection switches will enter a 1 minute inhibit period. During this period the switches will not operate and the 1 Minute Inhibit LED will be illuminated.

SUPERVISORY CONDITION

Activation of any supervisory device or circuit, (Tamper, Valve, etc.) will cause the following:

- Message for the device/circuit will appear on the LCD displays, identifying the supervisory condition.
- The yellow SUPERVISORY LED will flash and the internal SUPERVISORY buzzer will sound until all messages have been acknowledged.
- The Fire Department/Monitoring Trouble Relay will be activated.

TROUBLE CONDITION

Any of the following will cause a trouble condition:

- Activation of an open or short circuit across any supervised device/circuit identified as Audible, Supervised Output/Monitor or Visual.
- Activation of an open circuit across any supervised device/circuit identified as ALARM or SUPERVISORY.
- An Internal Panel Fault or Panel Communications Fault.

Activation of a Trouble Condition will cause the following:

- A Message will display on the LCD's identifying the trouble condition.
- The yellow TROUBLE LED will flash and the internal TROUBLE buzzer will sound at the Fire Alarm Control Panel LCD's. The LED will flash & the buzzer will sound until all messages have been acknowledged.
- The Fire Department/Monitoring Trouble Relay will be activated.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 6 of 15

FIRE ALARM SYSTEM AT 170 METCALFE STREET

The fire alarm system at 170 Metcalfe Street is a two-stage system.

STAGE ONE

This stage is activated when any of the following alarm signals are activated:

- A smoke detector,
- A heat detector,
- A duct detector,
- A sprinkler head,
- The kitchen fire suppression system, or
- A pull station.

At this stage, there is a shrill “BEEP” noise at the rate of 20 pulses per minute and the strobe lights will commence.

The following steps will occur automatically following the initiation of Stage One:

- The alarm will sound at the monitoring company (FMC- phone number 1-800-563-3840);
- The alarm type and source will be displayed on the main fire panel located beside the main reception desk and each sub-panel located across from the main elevator doors on each floor.
- The red call bell light outside of the resident’s room will activate and stay a solid light if the smoke detector or sprinkler system has been activated in that room.
- All fire barrier doors will close;
- All fans and air make up systems will shut down;
- **Elevator No. 3, the Service Elevator is the Designated Fire Elevator.** Upon alarm, this elevator will go to the main floor and will be accessed by the fire department only; for emergencies, a key to the Service elevator is located in the key lock box beside the main fire panel. This key has a yellow tag and is labelled “SERVICE ELEVATOR”.
- **All magnetically locked doors will release; and**
- Bright strobe lights will light with short bursts in all common areas, mechanical rooms and in retirement suites.

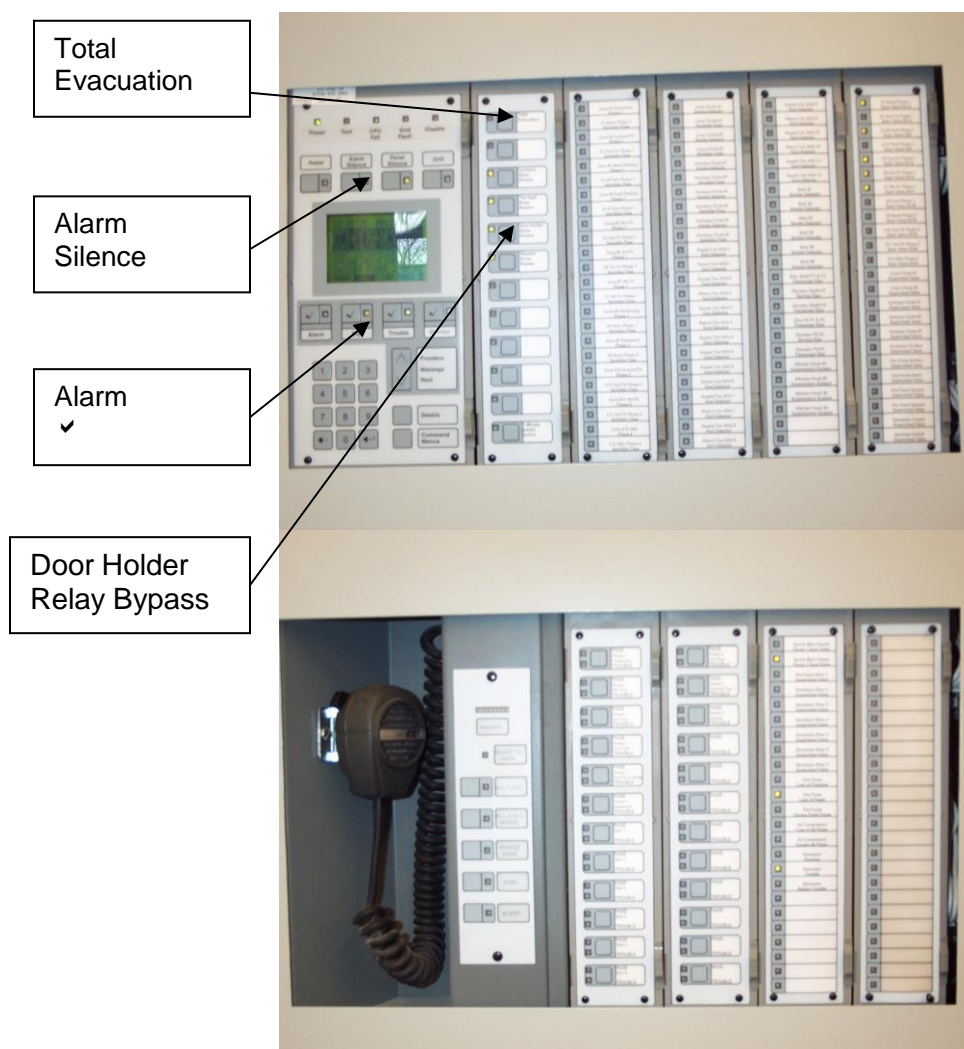
Upon the initiation of the Stage One signal, the following must occur:

- All staff must respond to the fire alarm;
- Charge Nurse must get the orange, emergency vest and checklist found in the fire plan box on each floor located in the elevator bay. Ellington and Retirement plus is located in the nursing office.
- Charge Nurse must ensure fire department and maintenance pager are contacted directly (yellow card in Forms Binder);
- Charge Nurse must verify the source and type of emergency; and
- Charge nurse must ensure floor staff monitors all stairwell doors are monitored for resident safety.
- Charge Nurse must initiate Stage Two, if necessary.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 7 of 15

FIRE ALARM SYSTEM AT 170 METCALFE STREET - Continued

If the emergency were confirmed, the Charge Nurse would then initiate Stage Two. To activate Stage Two, the Charge Nurse needs to insert the yellow tagged “FIRE KEY” into any pull station and turn the key to the right or by pressing the “TOTAL EVACUATION” button on the very top row of the fire panel located in the main lobby. See the picture below.



STAGE TWO (Evacuation Mode)

Once this stage is activated, the signal will become a series of three short shrill “BEEPS” in a row. At this stage, an emergency has been confirmed and all staff must commence evacuation. The strobe lights will not act any differently for Stage One or Stage Two.

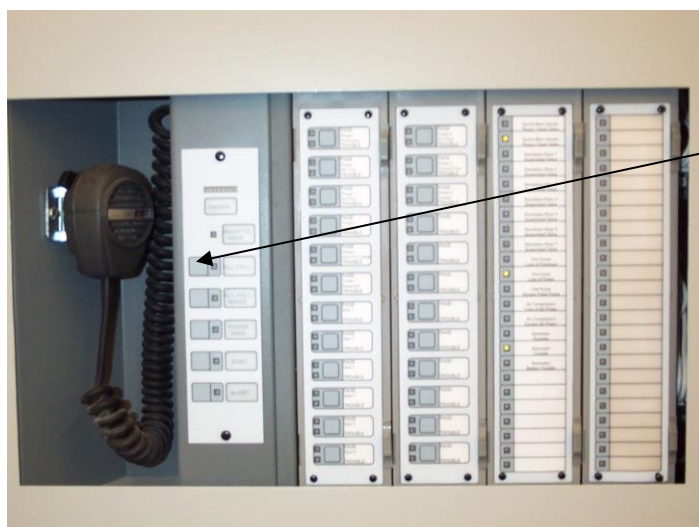
Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 8 of 15

USING THE REMOTE MICROPHONE

The remote microphone can be used to address all staff within 170 Metcalfe Street. An example of when this would be required is to announce an “ALL CLEAR”.

On the main floor fire panel, on the lower section there is a handheld microphone. To use the microphone:

- 1) On the Registered staff key ring, there is a **red tagged key** to open the KEY LOCK BOX.
- 2) The key is in the From the KEY LOCK BOX just right of the fire panel on the adjoining wall remove the **pink tagged key**. In order to open the fire panel, insert the **pink tagged key** in the two locations, one is on the upper right and the other is on the lower right.
- 3) Unclip the microphone.
- 4) Press the “ALL CALL” button
- 5) Press the button on the side of the microphone and hold it down until the squealing noise stops. Continue to hold down the button and make your announcement letting the button go when the announcement is complete. During this process the alarm bells will be interrupted allowing you to make the announcement. If still in an alarm mode, the bells will resume once the button is released. See picture of fire.
- 6) Press the “ALL CALL” button once again to disengage the paging system



All Call

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 9 of 15

SILENCING THE ALARMS

The **fire department** is the only authority that may grant permission to silence the fire alarms. If the fire department gives you the permission to silence the alarms, follow the procedures as below:



If you are certain that there is no emergency situation and you want **to silence the alarms:**

1. Press the “Alarm ✓” until the button stops flashing.
2. Press the “Alarm Silence” button.

Never press the “RESET” button as the fire department must review all the alarm messages and then they will give permission to reset the panel if necessary.

Also, **do not** hit the “Panel Silence” button even if the panel itself continues to beep. This slight beeping is required until the alarm codes are reviewed.

To ensure the fire panel is reset properly, the Fire Monitoring Company will call the emergency maintenance phone to respond to the facility and the maintenance staff will reset the panel, elevators and Mag Lock system.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 10 of 15

Automatic Front Door – Controlling the Operation

Purpose:

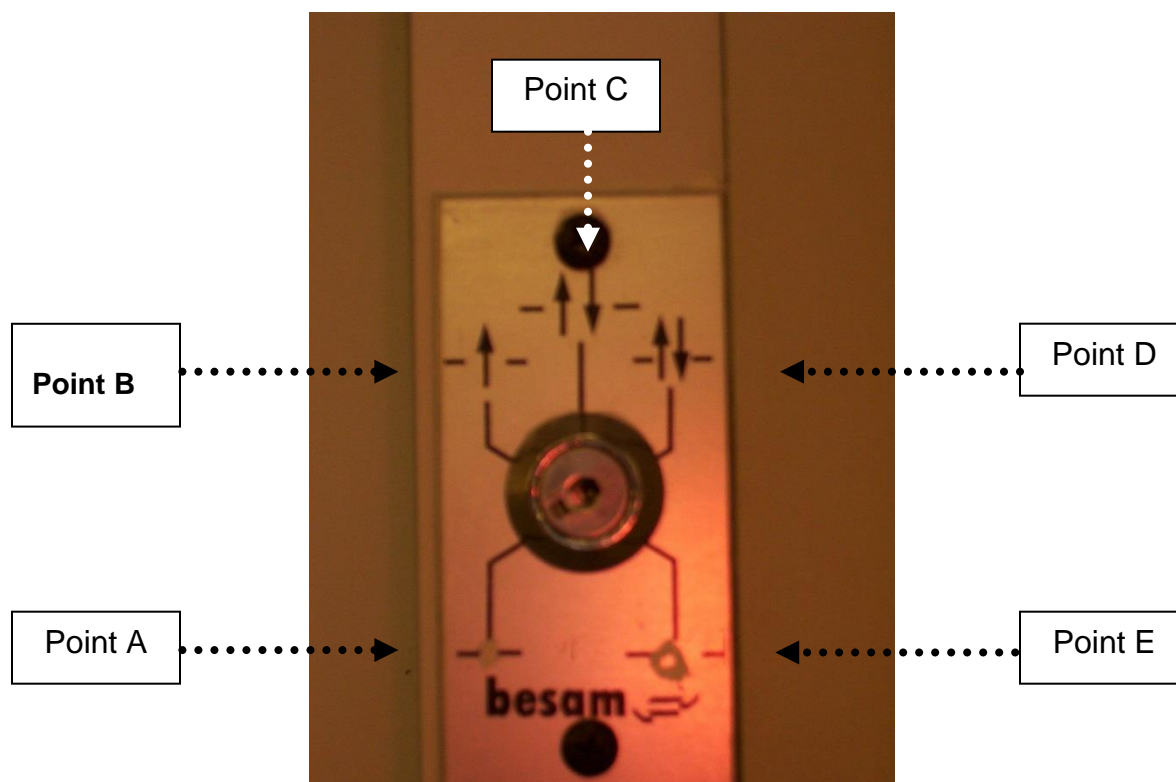
At times, it is appropriate and/or necessary to disengage the automatic features of the sliding front doors. As an example, this is appropriate when a resident is moving in or out and the doors need to be disengaged so that they do not bang into people or objects.

Policy:

The sliding front doors, if disengaged, should be done through the procedures listed herein. As well, the doors must be re-engaged as soon as possible, again through the procedures listed herein, to ensure the safety and security of residents and staff.

Procedure:

Beside the door on the top right hand side there is a unit as pictured below:



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 11 of 15

Automatic Front Door - Controlling the Operation - Continued

The door is normally secured with the lock pointed towards **Point A**. In this position, the door remains locked until a toggle either disengages it, the code is entered or it is released through the phone.

The operation of the door can be altered if the required key is inserted into the lock. In the main reception area, beside the main fire panel, there is locked key box.

Every charge nurse has a key to this locked key box on his or her key chain. This key is tagged “red”. Maintenance and some administration staff also have this key.

When the locked key box is opened with the red tagged key, they will find a “green tagged” key called “Front Door” that will operate the automatic front door. A copy of these instructions is also located in this locked key box.

If the key is inserted and the direction of the lock is changed to **Point B**, then the door will be secure from the outside but will open automatically when someone passes in front of the door from the inside. *This is not a safe mode for prolonged use as wandering residents could accidentally leave the facility. This mode should only be used for a short duration and while the door is being supervised.*

If the key is inserted and the direction of the lock is changed to **Point C**, the door will open to its widest point and open whenever someone passes in front of it from either the inside or the outside. *This is not a safe mode for prolonged use as wandering residents could accidentally leave the facility. Unwanted visitors could also enter the building uninhibited. This mode should only be used for a short duration and while the door is being supervised.*

If the key is inserted and the direction of the lock is changed to **Point D**, the door will open partway but will open whenever someone passes in front of it from either the inside or the outside. *This is not a safe mode for prolonged use as wandering residents could accidentally leave the facility. Unwanted visitors could also enter the building uninhibited. This mode should only be used for a short duration and while the door is being supervised.*

If the key is inserted and the direction of the lock is changed to **Point E**, the door, once opened, will remain open. This is the option that would most likely be used as an alternate to **Point A** as it prevents the door from closing in on people or objects. *This is not a safe mode for prolonged use as wandering residents could accidentally leave the facility. Unwanted visitors could also enter the building uninhibited. This mode should only be used for a short duration and while the door is being supervised.*

The door lock must always be returned to **Point A** as soon as any special need has passed.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 12 of 15

Automatic Front Door - Controlling the Operation - Continued

Emergency Breakaway

In an emergency the door can be opened **from the inside** by simply applying a small amount of force on one or both of the two middle doors. Once the inside doors are opened, the outside doors can also be forced open. To secure the doors, pull or push them back to their normal positions. Once fully in place, the doors will be secure once again

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 13 of 115

Re-engaging the Magnetic Locks on Exits

Purpose:

Magnetic locks are installed on various exit points, primarily the stairwells and connecting hallways. These locks ensure the door is kept locked until it is disengaged. On occasions, primarily for emergencies it is required for these locks to be disengaged. This policy describes how the magnetic locks can be disengaged and re-engaged.

Policy:

Under normal circumstances magnetic locks must be engaged. If they are disengaged on a door by door basis, they will automatically re-engage but if they are disengaged on mass, through a fire alarm, as an example, then they must be re-engaged by the procedure described herein.

Procedure:

If the system goes into alarm, all magnetic locks will automatically release and become disengaged. At this point all residents and staff can move freely through all normal doors including into the stairwells. This is to assist in the speedy evacuation of all personnel in an emergency. If the magnetic lock does not release on an individual door during a fire alarm state, pull the fire pull station located on either side of the door that has not released. This will de-energize the power going to that individual door.

Once the emergency has passed, **all magnetic locks must be re-engaged**. To do this the Charge Nurse, Team Leader or maintenance staff must go to the main floor lobby and using the red tagged key from their key chain, open the locked key box beside the main fire panel. Inside, find the key that has a black key tag and is called "MAG LOCK". A copy of these procedures will also be in the locked key box.

If the system is still in alarm, but the emergency has passed or if it is verified to be false, then you must first access the fire panel using the pink key in the lock box and follow these steps:

- 1) Press the "✓" above the "ALARM" button until the button becomes solid and stops flashing. This is located directly below the LCD display on the left hand side. This procedure is explained in policy titled "Silencing the alarms"
- 2) Press the "ALARM SILENCE" button. It is located on the top left hand side, above the LCD display, and is the second button from the left.
- 3) Press the "DOOR HOLDER RELAY BYPASS" button. It is located just to the right of the LCD display.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-005
Category: BUILDING RESOURCES	Page: 14 of 15

Re-engaging the Magnetic Locks on Exits - Continued

Now you are able to re-engage the magnetic locks.

Just to the left of the reception desk there is a lock as pictured on the following page.

Insert the key and turn it **to the left two complete times**. It will make a clicking sound after each time, so make sure you hear two clicks. As a reminder, an "R" is written on the lock to remind you that this is the side to "re-engage" the lock. Once you have completed this procedure, make sure the magnetic locks are secure again. The closest door to test is behind the elevators and is the door to the long corridor to the Ellington and the Community Centre.

On occasion, it may be necessary to manually disengage the magnetic locks. To do this, the key is inserted into the same lock, but this time the key is turn **to the right two complete times**. As a reminder, an "O" is written on the lock to remind you that this is the side to turn the key if you want to turn the locks "off". Once again you will hear a clicking sound after each time, so listen for the two clicks.



This lock is located in the main lobby on the wall just left of the reception desk.

Charge Nurses,
Team Leaders,
Maintenance staff
and some
administration staff
have a key to

Section: 170 Metcalfe Fire Plan	Policy Number: EP07-005
Category: BUILDING RESOURCES	Page: 15 of 15

DETERMINING THE SOURCE OF AN ALARM IN THE COMMUNITY CENTRE

For 170 Metcalfe Street, all fire alarms are relayed to each fire panel including the sub panels. The sub panel for the community centre is located in the vestibule at the Metcalfe street entrance for the community centre. Any staff who has been assigned to determine the source of an alarm should first go to a fire panel or one of the sub panels. These panels will reveal the location of the alarm, and the type of device that has activated the alarm.

An alarm will occur at 170 Metcalfe when any of the following alarm signals are activated:

- A smoke detector,
- A heat detector,
- A duct detector,
- A sprinkler head,
- A pull station, or
- The kitchen/Cafe fire suppression system.

Look on the panels for the location of the alarm as well as the type of device that has been activated. Once determined, go to the source of the alarm and take further instructions from the charge nurse.



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-006
Category: FIRE EQUIPMENT	Page: 1 of 7

LOCATION OF EMERGENCY EQUIPMENT

The Floor Plan is located by each fire panel. On each drawing there is a legend to explain the symbols that are used.

If you discover a fire, you should pull the nearest Fire Pull Station. They are all painted red and are rectangular (8 x 12cm) and secured to walls at shoulder height of an adult (approximately 4 feet from floor).

There is a “Fire Pull Station” located near the entrance of each stairwell and at each door that exits to the outside with supplemental ones on the third floor in the Secure Unit and in other high-risk areas such as the main kitchen.

Fire Hose Cabinets are located near each Fire Pull Station and supplemental Portable Fire Extinguishers are installed in other high-risk areas such as an electrical room.

In each Fire Hose Cabinet, there is:

- A laminated floor plan for the relevant floor,
- A portable fire extinguisher,

Maintenance staff will check each Fire Hose Cabinet monthly to ensure everything required is present and in good working order.

On the home area side of each stairwell door, there is a laminated sign indicating which floors the stairwell has access to.

On the stair side of each stairwell door, there is a laminated floor plan for the relevant floor with a “YOU ARE HERE” indication.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-006
Category: FIRE EQUIPMENT	Page: 2 of 7

TYPES

Fire Hose Cabinet
(With Portable Fire Extinguisher)



Fire Hose Cabinets are located in hallways throughout the facility

HOW TO USE

To Be Used By Fire Department Only

Multi-Purpose A-B-C
Portable Extinguisher



P = PULL THE PIN
A = AIM (AT BASE OF FIRE)
S = SQUEEZE (THE HANDLE)
S = SWEEP (AT BASE OF FLAME)

Take extinguisher to the fire. Pull pin ring with a twisting motion to break thin plastic/wire seal. Stand approximately eight feet from the fire. Point nozzle at **base** of fire and squeeze both handles together. Slowly wave the foam spray across **base** of the burning material.

Fire extinguishers should only be used to extinguish a small fire and is considered a voluntary action to be used by trained individuals. The staff's main responsibility is to evacuate people away from the danger to safe refuge.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-006
Category: FIRE EQUIPMENT	Page: 3 of 7

FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT

In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, the doors to the area should be closed to control and confine the fire. Leave the fire area immediately via the closest exit.

Ensure the fire alarm system has been activated and the Fire Department notified prior to an attempt to extinguish the fire. Only those persons trained and familiar with the use of a fire extinguisher may attempt to fight the fire. This is a voluntary act!

Suggested operation of a portable fire extinguisher:

P = PULL THE PIN
A = AIM (AT BASE OF FIRE)
S = SQUEEZE (THE HANDLE)
S = SWEEP (AT BASE OF FLAME)

Never re-hang a fire extinguisher after use. Ensure they are properly recharged by a person qualified to service portable extinguishers and that a replacement extinguisher is provided in the meantime.

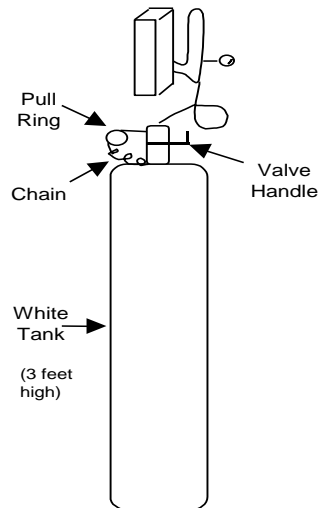
Keep all extinguishers visible without obstructions around them.

The proper type of extinguisher shall be used depending on the class of fire:



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-006
Category: FIRE EQUIPMENT	Page: 4 of 7

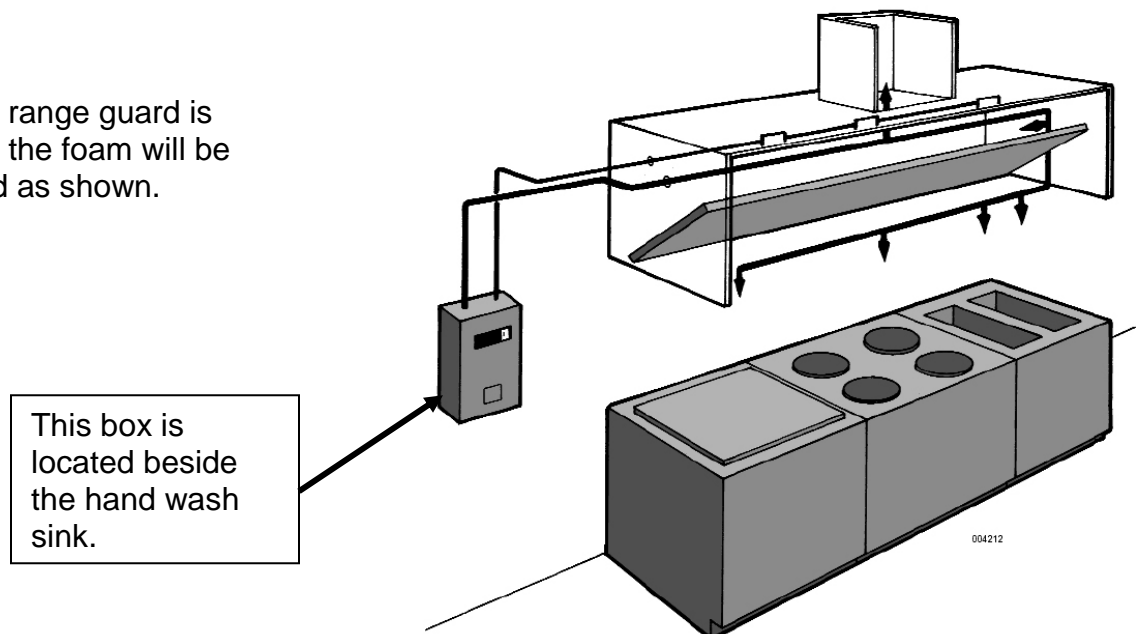
RANGE GUARD INSTALLED ABOVE MAIN KITCHEN COOKING EQUIPMENT



Turn off stove, burners, and griddle. If a fire occurs on the stove burners or griddle, and if the fire is too extensive or if fire is not put out by fire extinguisher, use "Range Guard" chemical foam system as follows:

1. Go to large "Range Guard" white, round tank (3 feet in height) on side wall beside stove;
2. On top of large tank, locate pull ring (it has a small chain attached to it);
3. Pull this ring with a twisting motion to break thin plastic seal. Then pull out the pin attached to this ring.
4. When pin is pulled out, the upright metal valve beside pin should spring open. If it does not, pull the upright valve handle toward you.
5. Foam will then spray from the several nozzles inside the stove metal canopy. This foam will smother the fire on top of the stove.
6. A fire inside the oven should be put out with the portable fire extinguisher located beside the penthouse ladder (in the kitchen).

When the range guard is activated, the foam will be dispensed as shown.



Section: 170 Metcalfe Fire Plan	Policy Number: EP07-006
Category: FIRE EQUIPMENT	Page: 5 of 7

CAFÉ GRIDDLE- COMMUNITY CENTRE



Turn off the burners and griddle. If a fire occurs on the stove burners or griddle, and if the fire is too extensive or if fire is not put out by fire extinguisher, use “ANSUL” chemical foam system as follows:

1. Go to large “ANSUL” pull clip on the right side of the front control panel;
2. Pull this ring toward you with a twisting motion to break thin glass tube.
3. Foam will then spray from the several nozzles inside the stove metal canopy. This foam will smother the fire on top of the stove.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-006
Category: FIRE EQUIPMENT	Page: 6 of 7

Fire Pull Stations

The building is equipped with manual two stage fire pull stations located throughout the building. Staff should become aware of the locations of pull stations in their work area.



*Pull to activate Fire Alarm *Second stage manual alarm *Reset latch *Reset toggle Switch

To reset pull station, use a small standard screw driver to unlatch the pull station, flip the reset toggle switch down and close cover. Maintenance will replace tamper glass.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-006
Category: FIRE EQUIPMENT	Page: 7 of 7

EMERGENCY TELEPHONE AND TELEPHONE JACK

In each nursing station of Long Term Care, in the Wellness Centre of the Nottingham floor and in Reception on the main floor, there is an emergency jack and an emergency telephone. These are available should the regular business phones not operate. Each of these jacks and phones are identified with signage so that they can be easily located in an emergency.

EMERGENCY POWER OUTLETS

In each resident room in long-term care, there is an outlet with a red face. This outlet is hooked up to the generator and will be fully functional in the event of a power outage. On the fourth floor, there is also an emergency outlet in the Wellness Centre. Emergency generator power is also connected to:

- Fire alarm system
- Nurse call system
- Land line phone system
- Portable phone system
- Service elevator
- Hot water boilers
- Heating Systems
- Air make-up units
- Serveries and Kitchen refrigeration
- Common area lighting

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 1 of 10

Upon the discovery of a fire emergency, refer to the acronym “**REACT**” to assist all staff in following the correct emergency procedures. The sequence of steps in the acronym will vary depending upon the circumstances of the fire and the abilities of the responding individuals.

If you discover a fire, follow the actions outline in the acronym **REACT**

Remove persons in immediate danger if possible.

Ensure the door(s) is/are closed to confine the fire and smoke.

Activate the fire alarm system using the nearest pull station.

Call the fire department and/or notify reception.

Thoroughly concentrate on further evacuation.

If you hear the alert signal:

- Check your floor to make sure the fire is not in your area. If the fire is in your area, see “**REACT**” above. At the first sign of smoke and or fire, the Charge Nurse will initiate the evacuation signal via the key switch on any of the fire alarm pull stations.
- As you move though the area to locate the fire, close the resident’s doors to keep the hallways clear and to stop smoke from entering the rooms as you move toward the room of origin.
- Prepare for the assembly and relocation of residents. Ensure that all of the residents who require special assistance are prepared for relocation.
- Await further instructions from the Charge nurse if the fire is not on your home area. Keep a watch on stairwell doors to ensure residents do not exit through the stairwells.
- If assigned, assist with the relocation of endangered residents.
- If assigned, meet the fire department and provide them with any necessary information (i.e. location of the fire if known, resident needing assistance to relocate, etc.).

If you hear an evacuation signal:

- Relocate all residents who are in danger behind the next set of fire doors and wait instructions from the Charge Nurse. Prepare to evacuate the building if necessary.
- Co-ordinate the assembly and relocation of all other residents.
- Await further instructions from the Charge Nurse if floor area is in no immediate danger.
- Evacuate residents down stairwells if required, never use the elevators during a fire alarm.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 2 of 10

DETERMINING THE SOURCE OF AN ALARM

For 170 Metcalfe Street, all fire alarms are relayed to each fire panel including the sub panels that are located in each of the centre elevator lobbies. Any staff who has been assigned to determine the source of an alarm should first go to a fire panel or one of the sub panels. These panels will reveal the location of the alarm, and the type of device that has activated the alarm.

An alarm will occur at 170 Metcalfe when any of the following alarm signals are activated:

- A smoke detector,
- A heat detector,
- A duct detector,
- A sprinkler head,
- A pull station, or
- The kitchen fire suppression system.

Look on the panels for the location of the alarm as well as the type of device that has been activated. Once determined, go to the source of the alarm and take further instructions from the charge nurse.

If required, an 'All page' can be done through the main fire panel on the main floor by a staff in charge (normally the charge nurse). A copy of the procedure of how to use the remote microphone is included in the lock box beside the main fire panel which can be accessed by using the red tagged key on the nurse's key chain. Once the Fire Department instructs staff to silence the alarm, an 'All Page' must be completed to inform the residents and staff that the building is all clear from the fire emergency.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 3 of 10

Voluntary actions by Staff

The decision to enter a smoke and or fire filled room is a voluntary act. Extreme caution and judgement should be used prior to undertaking this type of rescue. Should you encounter a smoke and or fire filled room, the fire department recommends not entering the room but instead keeping the door closed and proceeding to evacuate other rooms.

The attempt to extinguish a fire with the use of a portable extinguisher is a voluntary act and should only be attempted if there is an exit between you and fire, you have been trained and the fire is small and it is safe to do so.

EVACUATING FROM FIRE ORIGIN

The Nurse in Charge is responsible for determining when a partial or complete evacuation of the home area should occur. The fire department will inform charge staff if a total evacuation is warranted. Should and actual fire be confirmed, staff will commence a total evacuation. At times, the fire alarm may go off and it may take a while to determine **if or where** a fire is actually occurring. Until an actual fire is confirmed, staff may commence evacuating of the suspected fire zone. All safety precautions are required (e.g. to follow all safe lifting procedures). If an actual fire is confirmed, then staff should expediently complete an evacuation, which may involve emergency lifts and transfer techniques as described below.

Evacuation – Room of Origin

1. All rooms in the Long Term Care resident care areas and the Nottingham and Edinburgh retirement suites are equipped with sprinklers that will keep a fire suppressed. This will provide staff with a better opportunity to move residents to safety.
2. When you approach a fire area, if a door is closed, feel the door for heat with the back of your hand. **If hot, do not enter the room**, as the added oxygen will only feed a fire and makes it worse. If you open the door, the fire may become so large that you may not be able to close the door again and this will put the entire home area at even greater risk.
3. If you are able to enter the room of fire, stay low to avoid smoke and heat. Evacuate residents from the room, checking everywhere. Start with the most ambulatory. If the room is a ward or semi-private, evacuate the first resident to the hallway then evacuate the second resident beyond the fire doors before returning to evacuate the first resident beyond the fire doors. If a resident is resistive, you may have to leave them and proceed to evacuate others. Always close the door upon leaving the room. **Ensure the door tab is raised and secured against the doorframe. If you leave a resident in a room, put up the red tag that reads “Fire Dept. required”. If the room is completely vacant, put up the green tag against the doorframe that reads “Checked Vacant”.** (See Volunteer actions- pg. 36)

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 4 of 10

4. **Immediately take evacuated residents beyond the fire area and beyond a fire barrier door.** Do not leave a resident for any length of time in a hallway of the fire area. They can easily be overtaken by smoke inhalation.
5. Attempt to put out the fire with an extinguisher or by smothering it. If you are not able to extinguish the fire leave the room and close the door behind you. (See Volunteer actions- pg. 36).
6. Start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat. Remember to check closed doors with the back of your hand to ensure they are safe to enter. The Charge Nurse may determine that rooms above and below the fire area must also be evacuated.
7. Evacuate all residents, starting with the most ambulatory, checking carefully for residents (under furniture, in closets, bathroom etc.). If a non-ambulatory resident is in bed, you can use the blanket transfer method to evacuate them (See above). **Immediately evacuate residents beyond the fire area and beyond a fire barrier door.** Do not leave a resident for any length of time in a hallway of the fire area. They can easily be overtaken by smoke inhalation.
8. If a resident is resistive, leave them and proceed to evacuate others.
9. Always close the door upon leaving the room. **Ensure the door tab is raised and secured against the doorframe. If you leave a resident in a room, put up the red tag that reads "Fire Dept. required". If the room is completely vacant, put up the green tag against the doorframe that reads "Checked Vacant".**
10. Continue to evacuate the next nearest room or as determined by the Nurse in Charge.
11. If a resident is reliant on oxygen, you can transport the portable strollers with them if time and circumstances allow. They will not explode. Leave the concentrators in the resident's room.
12. Do not evacuate residents off of a floor unless directed to by emergency personnel or conditions warrant this. The furthest you should take evacuated residents is to a stairwell, or the next home area, behind the fire doors, whichever is safer. The water sprinklers will be effective in keeping the fire suppressed.

Note: There are 3 sets of fire separation doors between the living area of one home area and the nursing area of the next home area of Long Term Care. This will give 4.5 hours of fire separation. If smoke does enter through the 3 sets of fire doors, evacuating further is required with the ultimate goal of evacuating to the Community Centre.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 5 of 10

CRADLE DROP (non-ambulatory):

Note:

The Cradle Drop technique may be difficult if rooms are carpeted.

Steps

1. Ensure the bed will not move (lock wheels or move the bed against the wall)
2. Place a blanket on the floor partially under the bed and past the head of the resident/patient
3. Kneel beside the bed with one leg raised closest to the resident/patient's head
4. Grip resident/patient under knees and shoulders
5. Lean back, sliding the resident/patient off the bed
6. Control the resident/patient's descent onto your lap and then onto the floor while protecting the head
7. Fold the blanket around the resident/patient
8. Drag the resident/patient head-first to a safe area



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 6 of 10

SWING CARRY (non-ambulatory):

Note:

This carry requires two rescuers and can also be used on stairs in the case of a vertical evacuation.

Steps

1. First rescuer raises the resident/patient to the sitting position
2. Second rescuer moves the resident/patient's legs over the side of the bed
3. One rescuer must maintain control of the resident/patient at all times to prevent the patient from falling to the floor
4. Rescuers sit on each side of the resident/patient
5. Resident/patient's arms are placed on the rescuer's shoulders
6. Rescuers secure their arm around the resident/patient's back and grasp each other's arm
7. Rescuers pass other hand under resident/patient's knees locking hands or wrists
8. Simultaneously lift resident/patient and remove to a safe area

Lowering Technique

1. Lower resident/patient to the sitting position by kneeling down with leg closest to the resident/patient
2. Lower resident/patient from the sitting position to the lying position while protecting the head



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 7 of 10

EXTREMITY CARRY (non-ambulatory):

Note:

This carry requires two rescuers and can also be used on stairs in the case of a vertical evacuation.

Steps

1. Standing between the resident/patient's legs, one rescuer grasps the resident/patient's legs just above the ankles or under the knees.
2. The second rescuer places their arms under the resident/patient's arms and clasps their hands on the resident/patient's chest.
3. Both rescuers holding the resident/patient firmly lift the resident/patient simultaneously and move to a safe area.



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 8 of 10

SIDE- BY- SIDE (semi-ambulatory):

Steps

1. Stand beside the resident/patient
2. Secure resident/patient's arm around rescuer and hold the resident/patient's wrist or hand if possible
3. Snug the person close
4. Walk to a safe area
5. Grasp the resident/patient's other arm if possible



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 9 of 10

BEAR HUG (semi-ambulatory):

Steps

1. Stand behind the resident/patient
2. Place arms under the resident/patient's armpits
3. Rescuer's head should be kept off to one side
4. Grasp resident/patient's left and right wrists
5. Cross the arms in front
6. Gently drag the resident/patient to a safe area



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-007
Category: GENERAL STAFF PROCEDURES	Page: 10 of 10

Food Service Specific

Policy:

To ensure the safety of staff and residents in our facility, The Elliott treats these areas as a high risk area of the facility. The Elliott staff must ensure all reasonable precautions are taken no matter how insignificant the fire emergency may seem. Staff must always ensure equipment is used as per the manufacturer's recommendations and staff must never use heat sources in equipment not designed to use them (use of chafing fuel in non-chafing equipment).

Chafing equipment may only be used in the Community Centre during events and must never be used in any of the resident areas of the Elliott Community. Café or event staff must monitor this equipment during use and must ensure any table linens will not come into contact with the open flame. Café or event staff must ensure the safe disposal of depleted chafing containers to ensure containers have cooled off before disposal.

Kitchen and Server areas experiencing any open flame and/or smoke, the staff must react quickly and efficiently to extinguish the fire and limit the contamination of air quality in the surrounding area and beyond into other areas. If the fire alarms do not activate, the staff are to pull the closest pull station to activate the fire alarms. Staff must turn off all equipment and close off all access to the area to contain smoke. Any fire in these areas, no matter how small, must be investigated by the Fire Department.

Café areas experiencing any open flame and/or smoke, the staff must react quickly and efficiently to extinguish the fire and limit the contamination of air quality in the surrounding area and beyond into other areas. If the fire alarms do not activate, the staff are to pull the closest pull station to activate the fire alarms. Staff must turn off all equipment and close off all access to the area to contain smoke. Any fire in these areas, no matter how small, must be investigated by the Fire Department. Staff must evacuate all Community Centre patrons out of the Community Centre.

Unpackaged food being prepared before the fire started must be disposed of and not be served. Any contamination from the smoke will penetrate the unprotected food and cannot be served to anyone.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 1 of 37

CHARGE NURSE- LONG TERM CARE



If Fire Occurs in Your Area.

1. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
2. Evacuate anyone in immediate danger, stay low to avoid smoke and heat and close door.
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
4. Provide immediate instructions to nearby staff to evacuate residents to the next home area with the intention of evacuating to the community Centre.
5. Pick up and wear the fluorescent orange emergency vest and checklist found in the fire plan box located in the elevator bay. Send a staff member to the main entrance to escort the Fire Department to the fire origin (utilize other home area staff if required).



If The Fire Is Out Of Control.

1. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
2. Evacuate anyone in immediate danger, stay low to avoid smoke and heat and close door.
3. Provide immediate instructions to nearby staff to evacuate residents to the next home area with the intention of evacuating to the Community Centre.
4. Go to the Fire Plan Box in the elevator bay and wear the fluorescent orange emergency vest and retrieve the checklist found in the fire plan box on each floor located in the elevator bay. Provide instructions to staff. Send a staff member to the main entrance to escort the Fire Department to the fire origin (utilize other home area staff if required). From the checklist follow the checklist form ensuring residents are accounted for and times are logged. The evacuation binder inside the box details evacuation procedures and includes all forms needed for an evacuation.
5. Dependent on the number of staff available, send them in teams of at least two to commence evacuation if safe to do so.
6. Ensure evacuated residents stay safe behind fire barrier doors in a separate and smoke and fire free compartment. At this point you should be working to evacuate residents to the Community Centre if the fire and smoke progress beyond the fire unit.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 2 of 37

CHARGE NURSE- LONG TERM CARE continued



If you hear the Fire Alarm Alert signal.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. Once determined, go to the alarm source (This includes all Community Centre Alarms).
2. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
3. Get a fluorescent orange emergency vest and checklist found in the fire plan box on each floor located in the elevator bay.
4. From the checklist follow the checklist form ensuring residents are accounted for and times are logged.
5. Dependent on the number of staff available, send them in teams of at least two to commence evacuation if safe to do so.
6. **Ensure staff** feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
7. **Ensure staff** entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
8. **Ensure staff** always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
9. **Ensure staff** leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
10. **Ensure staff** immediately take evacuated residents to the second fire compartment with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
11. **Ensure staff** start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
12. Once the Fire Department arrives, advise them of all steps taken and take further instructions from them.
13. Using the resident census form from the forms binder, ensure a completed resident census is taken. Have MARS and Progress Note Book assembled for removal if required.
14. To evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).
15. The Fire Department give the “ALL CLEAR” for Maintenance On-Call staff to announced and reset the fire panel.
16. Ensure Senior Leadership is informed as soon as the residents are safe (See Emergency Contact List).

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 3 of 37

CHARGE NURSE- LONG TERM CARE continued



If you hear the Fire Alarm Evacuation Signal.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. If the alarm is on another LTC floor, Go to the fire floor and relieve the Team Leader. If the alarm is on a Retirement floor, send a PSW to meet the fire department at the front entrance and escort them to the fire floor. If the alarm is from the Community Centre, proceed there to take charge of the evacuation.
2. Ensure 911 has been called.
3. Have staff on the floor you are on prepare the residents and commence a building evacuation.
4. From the checklist follow the checklist form ensuring residents are accounted for and times are logged.
5. **Ensure staff** feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
6. **Ensure staff** entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
7. **Ensure staff** always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
8. **Ensure staff** leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
9. **Ensure staff** start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
10. **Ensure staff** immediately take evacuated residents to the second fire compartment with the ultimate goal of evacuating residents to the Community Centre.
11. Once the Fire Department arrives, advise them of all steps taken and take further instructions from them.
12. Using the resident census form from the forms binder, ensure a completed resident census is taken. Have MARS and Progress Note Book assembled for removal if required.
13. To evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).
14. The Fire Department give the “ALL CLEAR” for Maintenance On-Call staff to announced and reset the fire panel.
15. Ensure Senior Leadership is informed as soon as the residents are safe (See Emergency Contact List).

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 4 of 37

NURSING TEAM LEADERS - LONG TERM CARE



If Fire Occurs in Your Area.

1. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
2. Evacuate anyone in immediate danger, stay low to avoid smoke and heat and close door.
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
4. Provide immediate instructions to nearby staff to evacuate residents to the next home area with the intention of evacuating to the Community Centre.
5. Send a staff member to the main entrance to escort the Fire Department to the fire origin (utilize other home area staff if required).
6. The Charge Nurse Will take the supervisory duties once they are able to get to the fire unit. The Staff will then take direction from the Charge Nurse.



If The Fire Is Out Of Control.

1. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
2. Evacuate anyone in immediate danger, stay low to avoid smoke and heat and close door.
3. Provide immediate instructions to nearby staff to evacuate residents to the next home area with the intention of evacuating to the Community Centre.
4. Go to the Fire Plan Box in the elevator bay and wear the fluorescent orange emergency vest and retrieve the checklist found in the fire plan box on each floor located in the elevator bay. Provide instructions to staff. Send a staff member to the main entrance to escort the Fire Department to the fire origin (utilize other home area staff if required).
5. The Charge Nurse Will take the supervisory duties once they are able to get to the fire unit. The Staff will then take direction from the Charge Nurse.
6. From the checklist follow the checklist form ensuring residents are accounted for and times are logged. The evacuation binder inside the box details evacuation procedures and includes all forms needed for an evacuation.
7. Dependent on the number of staff available, send them in teams of at least two to commence evacuation if safe to do so.
8. Ensure evacuated residents stay safe behind fire barrier doors in a separate and smoke and fire free compartment. At this point you should be working to evacuate residents to the Community Centre if the fire and smoke progress beyond the fire unit.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEDURES BY DEPARTMENT	Page: 5 of 37

NURSING TEAM LEADERS- LONG TERM CARE continued



If you hear the Fire Alarm Alert Signal.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. Once determined, go to the alarm source.
2. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
3. Get a fluorescent orange emergency vest and checklist found in the fire plan box on each floor located in the elevator bay.
4. From the checklist follow the checklist form ensuring residents are accounted for and times are logged.
5. Dependent on the number of staff available, send them in teams of at least two to commence evacuation if safe to do so.
6. **Ensure staff** feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
7. **Ensure staff** entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
8. **Ensure staff** always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
9. **Ensure staff** leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
10. **Ensure staff** immediately take evacuated residents to the second fire compartment with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
11. **Ensure staff** start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
12. Once the Fire Department arrives, advise them of all steps taken and take further instructions from them.
13. Using the resident census form from the forms binder, ensure a completed resident census is taken. Have MARS and Progress Note Book assembled for removal if required.
14. The Fire Department give the “ALL CLEAR” for Maintenance On-Call staff to announced and reset the fire panel.
15. Ensure Senior Leadership is informed as soon as the residents are safe (See Emergency Contact List).

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 6 of 37

NURSING TEAM LEADERS- LONG TERM CARE continued



If you hear the Fire Alarm Evacuation Signal but the Fire is not on your floor.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated.
2. Have staff on the floor you are on prepare the residents and commence a building evacuation.
3. From the checklist follow the checklist form ensuring residents are accounted for and times are logged.
4. **Ensure staff** feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
5. **Ensure staff** entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
6. **Ensure staff** always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
7. **Ensure staff** leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
8. **Ensure staff** immediately take evacuated residents to the second fire compartment with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
9. **Ensure staff** start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
10. Once the Fire Department arrives, advise them of all steps taken and take further instructions from them.
11. Using the resident census form from the forms binder, ensure a completed resident census is taken. Have MARS and Progress Note Book assembled for removal if required.
12. The Fire Department give the “ALL CLEAR” for Maintenance On-Call staff to announced and reset the fire panel.
13. Ensure Senior Leadership is informed as soon as the residents are safe (See Emergency Contact List).
14. If the evacuation signal is from a fire in the Community Centre, be prepared for the residents and staff to evacuate to the Elliott building from Retirement Plus as this home area is directly over the Community Centre.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 7 of 37

CHARGE NURSE- RETIREMENT



If Fire Occurs in Your Area.

1. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
2. Evacuate anyone in immediate danger, stay low to avoid smoke and heat and close door.
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
4. Provide immediate instructions to nearby staff to evacuate residents to the next home area with the intention of evacuating to the Community Centre.
5. Pick up and wear the fluorescent orange emergency vest and checklist found in the fire plan box located in the elevator bay. Send a staff member to the main entrance to escort the Fire Department to the fire origin (utilize other home area staff if required).



If The Fire Is Out Of Control.

1. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
2. Evacuate anyone in immediate danger, stay low to avoid smoke and heat and close door.
3. Provide immediate instructions to nearby staff to evacuate residents to the next home area with the intention of evacuating to the Community Centre.
4. Go to the Fire Plan Box in the elevator bay and wear the fluorescent orange emergency vest and retrieve the checklist found in the fire plan box on each floor located in the elevator bay. Provide instructions to staff. Send a staff member to the main entrance to escort the Fire Department to the fire origin (utilize other home area staff if required). From the checklist follow the checklist form ensuring residents are accounted for and times are logged. The evacuation binder inside the box details evacuation procedures and includes all forms needed for an evacuation.
5. Dependent on the number of staff available, send them in teams of at least two to commence evacuation if safe to do so.
6. Ensure evacuated residents stay safe behind fire barrier doors in a separate and smoke and fire free compartment. At this point you should be working to evacuate residents to the Community Centre if the fire and smoke progress beyond the fire unit.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 8 of 37

CHARGE NURSE- RETIREMENT continued



If you hear the Fire Alarm Alert signal.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. Once determined, go to the floor of the alarm source.
2. Ensure 911 has been called.
3. Get a fluorescent orange emergency vest and checklist found in the fire plan box on each floor located in the elevator bay.
4. From the checklist follow the checklist form ensuring residents are accounted for and times are logged.
5. Dependent on the number of staff available, send them in teams of at least two to commence evacuation if safe to do so.
6. **Ensure staff** feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
7. **Ensure staff** entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
8. **Ensure staff** always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
9. **Ensure staff** leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
10. **Ensure staff** immediately take evacuated residents via the stairwells to the floor below with the intention of evacuating to the Community Centre.
11. **Ensure staff** start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
12. Once the Fire Department arrives, advise them of all steps taken and take further instructions from them.
13. Using the resident census form from the forms binder, ensure a completed resident census is taken. Have MARS and Progress Note Book assembled for removal if required.
14. The Fire Department give the “ALL CLEAR” for Maintenance On-Call staff to announced and reset the fire panel.
15. Ensure Senior Leadership is informed as soon as the residents are safe (See Emergency Contact List).

If there is a Fire Alarm at the Ellington, the Ellington Charge Nurse will call for you to send a Staff Member over to escort the Fire Department to the Fire Floor.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 9 of 37

CHARGE NURSE- RETIREMENT continued



If you hear the Fire Alarm Evacuation Signal but the Fire is not on your floor.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. Once determined, go to the floor of the alarm source.
2. Ensure 911 has been called.
3. Have staff on the floor you are on prepare the residents and commence a building evacuation.
4. Go to the floor of the fire alarm and take charge of the floor if it is Retirement.
5. Get a fluorescent orange emergency vest and checklist found in the fire plan box on each floor located in the elevator bay.
6. From the checklist follow the checklist form ensuring residents are accounted for and times are logged.
7. **Ensure staff** feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
8. **Ensure staff** immediately take evacuated residents to the second fire compartment with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
9. **Ensure staff** entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others.
(See Volunteer actions- pg. 36)
10. **Ensure staff** always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
11. **Ensure staff** leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
12. **Ensure staff** immediately take evacuated residents via the stairwells to the floor below with the intention of evacuating to the Community Centre.
13. **Ensure staff** start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
14. Once the Fire Department arrives, advise them of all steps taken and take further instructions from them.
15. Using the resident census form from the forms binder, ensure a completed resident census is taken. Have MARS and resident charts assembled for removal if required.
16. The Fire Department give the “ALL CLEAR” for Maintenance On-Call staff to announced and reset the fire panel.
17. Ensure Senior Leadership is informed as soon as the residents are safe (See Emergency Contact List).
18. If the evacuation signal is for a fire in the Community Centre, inform Retirement Plus to evacuate to the Elliott Building.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page:10 of 37

CHARGE NURSE RESPONSIBILITIES- EDINBURGH (RETIREMENT PLUS)



If Fire Occurs in Your Area.

1. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
2. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat. Close door.
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
4. Provide immediate instructions to nearby staff to begin to evacuate residents via the stairwells or through the Fountain home area door or to the floor below with the intention of evacuating to the Community Centre.
5. Pick up and wear the fluorescent orange emergency vest and checklist found in the fire plan box located in the elevator bay. Send a staff to the main entrance to escort the Fire Department to the fire origin.



If The Fire Is Out Of Control.

1. If there is an actual fire, immediately use key to initiate evacuation signal at any fire alarm pull station, Put yellow tagged Fire Key in Pull Fire Alarm Station and turn the key to the right to initiate STAGE TWO, then call 911.
2. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat. Close door.
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
4. Provide immediate instructions to nearby staff to begin to evacuate residents via the stairwells to the floor below with the intention of evacuating to the Community Centre.
5. Go to the Fire Plan Box in the elevator bay and wear the fluorescent orange emergency vest and retrieve the checklist found in the fire plan box on each floor located in the elevator bay. Provide instructions to staff. Send a staff to the main entrance to escort the Fire Department to the fire origin. From the checklist follow the checklist form ensuring residents are accounted for and times are logged. The evacuation binder inside the box details evacuation procedures and includes all forms needed for an evacuation.
6. Dependent on the number of staff available, send them in teams of at least two to commence evacuation if safe to do so.
7. Ensure evacuated residents stay safe behind fire barrier doors via the stairwells to the floor below with the intention of evacuating to the Community Centre.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 11 of 37

CHARGE NURSE- RETIREMENT PLUS continued



If you hear the Fire Alarm Alert signal.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. Once determined, go to the floor of the alarm source.
2. Ensure 911 has been called.
3. Get a fluorescent orange emergency vest and checklist found in the fire plan box on each floor located in the elevator bay.
4. From the checklist follow the checklist form ensuring residents are accounted for and times are logged.
5. Dependent on the number of staff available, send them in teams of at least two to commence evacuation.
6. **Ensure staff** feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
7. **Ensure staff** entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others.
(See Volunteer actions- pg. 32)
8. **Ensure staff** always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
9. **Ensure staff** leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
10. **Ensure staff** immediately take evacuated residents beyond the fire area via the stairwells to the floor below with the intention of evacuating to the Community Centre.
11. **Ensure staff** start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
12. Once the Fire Department arrives, advise them of all steps taken and take further instructions from them.
13. Using the resident census form from the forms binder, ensure a completed resident census is taken. Have MARS and resident charts assembled for removal if required.
14. The Fire Department give the “ALL CLEAR” for Maintenance On-Call staff to announced and reset the fire panel.
15. Ensure Senior Leadership is informed as soon as the residents are safe (See Emergency Contact List).

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 12 of 37

CHARGE NURSE- RETIREMENT PLUS continued



If you hear the Fire Alarm Evacuation Signal.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. Once determined, go to the floor of the alarm source.
2. Ensure 911 has been called.
3. Have staff on the floor you are on prepare the residents and commence a building evacuation.
4. Go to the floor of the fire alarm and take charge of the floor if it is Retirement.
5. Get a fluorescent orange emergency vest and checklist found in the fire plan box on each floor located in the elevator bay.
6. From the checklist follow the checklist form ensuring residents are accounted for and times are logged.
7. **Ensure staff** feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
8. **Ensure staff** entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
9. **Ensure staff** always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
10. **Ensure staff** leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
11. **Ensure staff** immediately take evacuated residents via the stairwells to the floor below with the intention of evacuating to the Community Centre.
12. **Ensure staff** start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
13. Once the Fire Department arrives, advise them of all steps taken and take further instructions from them.
14. Using the resident census form from the forms binder, ensure a completed resident census is taken. Have MARS and resident charts assembled for removal if required.
15. The Fire Department give the “ALL CLEAR” for Maintenance On-Call staff to announced and reset the fire panel.
16. Ensure Senior Leadership is informed as soon as the residents are safe (See Emergency Contact List).
17. If the evacuation signal is for a fire in the Community Centre, the Retirement Nurse will contact Retirement Plus to evacuate to the Elliott Building.
18. Immediately evacuate to Fountain and Wellington home areas and wait for instruction from the LTC Charge Nurse or Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 13 of 37

MAINTENANCE STAFF RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station Evacuate anyone in immediate danger. Stay low to avoid smoke and heat and close door.
2. Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911.
2. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
3. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you.
2. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
3. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If you hear the Fire Alarm Alert signal.

1. If the alarm turns out to be a fire caused by a gas leak, shut off main valve (See Page 14).
2. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. Once determined, go to the floor of the alarm source.
3. Report to Nurse in Charge on the fire unit and take further instructions from them.
4. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
5. If you are able to enter the room of fire origin, stay low to avoid smoke and heat. (See Volunteer actions- pg. 36).
6. Always close the door upon leaving the room. Ensure the door tab is raised and secured against the doorframe.
7. If you have to leave a resistant resident in a room, put up the red tag that reads “**Fire Dept. required**”. If the room is completely vacant, put up the green tag against the doorframe that reads “**Checked Vacant**”.
8. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 14 of 37

MAINTENANCE ALERT SIGNAL continued

9. Start with the rooms closest to the Room of Fire and then fan out from there.
10. If you are sent to help evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).



If you hear the Fire Alarm Evacuation Signal.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated. Once determined, go to the floor of the alarm source.
2. Feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
3. When entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 32)
4. Always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
5. When leaving a resident in a room, they put up the red tag that reads **“Fire Dept. required”**. Or if the room is completely vacant, they put up the green tag against the doorframe that reads **“Checked Vacant”**.
6. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
7. Start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
8. Always follow instructions from the Charge Nurse of Fire Department.
9. To evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEDURES BY DEPARTMENT	Page: 15 of 37

NON-REGISTERED NURSING STAFF RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat. Close door.
2. Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911.
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
4. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you.
2. Report to Nurse in Charge and take further instructions from them.
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If you hear the Fire Alarm Alert signal.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated.

If it is on your floor

2. Report to Nurse in Charge on the fire unit and take further instructions from them.
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. If you are able to enter the room of fire origin, stay low to avoid smoke and heat. (See Volunteer actions- pg. 32).
5. Always close the door upon leaving the room. Ensure the door tab is raised and secured against the doorframe.
6. If you have to leave a resistant resident in a room, put up the red tag that reads “**Fire Dept. required**”. If the room is completely vacant, put up the green tag against the doorframe that reads “**Checked Vacant**”.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 16 of 37

NON-REGISTERED STAFF continued

7. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
8. Start with the rooms closest to the Room of Fire and then fan out from there.
9. Always follow instructions from the Charge Nurse of Fire Department.



If you hear the Fire Alarm Alert signal but the Fire is not on your floor.

1. Take direction from the Charge Nurse on your floor.
2. Keep your residents calm.
3. Ensure all stairwell exits are supervised as the Magnetic Locks will release on activation of the fire alarm.
4. Always follow instructions from the Charge Nurse of Fire Department.
5. If you are sent to help evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).



If you hear the Fire Alarm Evacuation Signal and the Fire is on your floor.

1. Report to Nurse in Charge on the fire unit and take further instructions from them.
2. Feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
3. When entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
4. Always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
5. When leaving a resident in a room, they put up the red tag that reads **“Fire Dept. required”**. Or if the room is completely vacant, they put up the green tag against the doorframe that reads **“Checked Vacant”**.
6. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
7. Start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
8. Always follow instructions from the Charge Nurse of Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 17 of 37

NON-REGISTERED STAFF continued



If you hear the Fire Alarm Evacuation Signal but the Fire is not on your floor.

1. Take direction from the Charge Nurse on your floor.
2. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
3. Ensure all stairwell exits are supervised as the Magnetic Locks will release on activation of the fire alarm.
4. Always follow instructions from the Charge Nurse of Fire Department.
5. If you are sent to help evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).
6. If the evacuation signal is from a fire in the Community Centre, Long Term Care Staff must be prepared for the residents and staff to evacuate to the Elliott building from Retirement Plus as this home area is directly over the Community Centre.
7. Retirement Plus Staff must immediately evacuate to Fountain and Wellington home areas and wait for instruction from the LTC Charge Nurse or Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 18 of 37

RECREATION STAFF RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat.
2. Close door Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911.
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
4. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you.
2. Report to Nurse in Charge and take further instructions from them
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If you hear the Fire Alarm Alert Signal and the Fire is on your floor.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated.
2. Report to Nurse in Charge on the fire unit and take further instructions from them.
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. If you are able to enter the room of fire origin, stay low to avoid smoke and heat. (See Volunteer actions- pg. 36).
5. Always close the door upon leaving the room. Ensure the door tab is raised and secured against the doorframe.
6. If you have to leave a resistant resident in a room, put up the red tag that reads “**Fire Dept. required**”. If the room is completely vacant, put up the green tag against the doorframe that reads “**Checked Vacant**”.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEDURES BY DEPARTMENT	Page: 19 of 37

RECREATION STAFF continued

7. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
8. Start with the rooms closest to the Room of Fire and then fan out from there.
9. Always follow instructions from the Charge Nurse of Fire Department.



If you hear the Fire Alarm Alert signal but the Fire is not on your floor.

1. Take direction from the Charge Nurse on your floor.
2. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
3. Ensure all stairwell exits are supervised as the Magnetic Locks will release on activation of the fire alarm.
4. Always follow instructions from the Charge Nurse of Fire Department.
5. If you are sent to help evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).



If you hear the Fire Alarm Evacuation Signal and the Fire is on your floor.

1. Report to Nurse in Charge on the fire unit and take further instructions from them.
2. Feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
3. When entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
4. Always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
5. When leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
6. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
7. Start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
8. Always follow instructions from the Charge Nurse of Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEDURES BY DEPARTMENT	Page: 20 of 37

RECREATION STAFF continued



If you hear the Fire Alarm Evacuation Signal but the Fire is not on your floor.

1. Take direction from the Charge Nurse on your floor or the Fire Department.
2. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
3. Ensure all stairwell exits are supervised as the Magnetic Locks will release on activation of the fire alarm.
4. If you are sent to help evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 21 of 37

DIETARY STAFF RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat. Shut the Gas Valve off located on the east side of the ventilation hood if safe to do so. Close doors.
2. Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36).



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you.
2. Report to Nurse in Charge and take further instructions from them
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If you hear the Fire Alarm Alert Signal and the Fire is on your floor.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated.
2. Report to Nurse in Charge on the fire unit and take further instructions from them.
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. If you are able to enter the room of fire origin, stay low to avoid smoke and heat. (See Volunteer actions- pg. 36).
5. Always close the door upon leaving the room. Ensure the door tab is raised and secured against the doorframe.
6. If you have to leave a resistant resident in a room, put up the red tag that reads "**Fire Dept. required**". If the room is completely vacant, put up the green tag against the doorframe that reads "**Checked Vacant**".
7. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
8. Start with the rooms closest to the Room of Fire and then fan out from there.
10. Always follow instructions from the Charge Nurse of Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 22 of 37

DIETARY STAFF continued



If you hear the Fire Alarm Alert signal but the Fire is not on your floor.

1. Take direction from the Charge Nurse on your floor.
2. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
3. Always follow instructions from the Charge Nurse of Fire Department.
4. If you are sent to help evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).



If you hear the Fire Alarm Evacuation Signal and the Fire is on your floor.

1. Report to Nurse in Charge on the fire unit and take further instructions from them.
2. Feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
3. When entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
4. Always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
5. When leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
6. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
7. Start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
8. Always follow instructions from the Charge Nurse of Fire Department.



If you hear the Fire Alarm Evacuation Signal but the Fire is not on your floor.

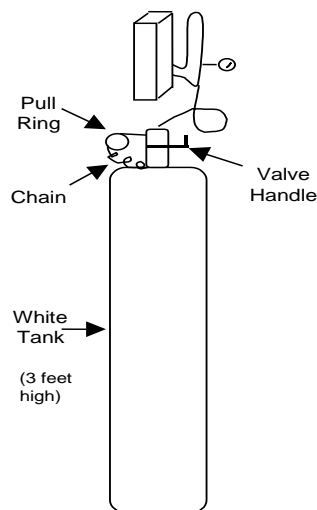
1. Take direction from the Charge Nurse on your floor or the Fire Department.
2. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
3. Ensure all stairwell exits are supervised as the Magnetic Locks will release on activation of the fire alarm.
4. If you are sent to help evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).

5.Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 23 of 37

DIETARY STAFF continued

If a fire starts in the kitchen and involves cooking oils, use the type K fire extinguishers located by each exit. (See Volunteer actions- pg. 36) If Class K extinguisher does not extinguish fire, follow procedure on page 64 if safe to do so.

If the fire is under the kitchen hood, follow the procedure below on page 64 before evacuating the kitchen. (See Volunteer actions- pg. 36)

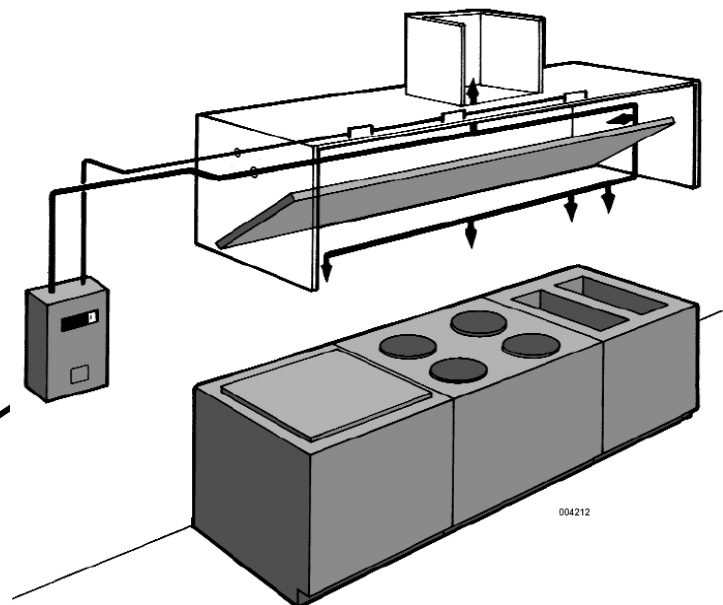


Turn off stove, burners, and griddle. If a fire occurs on the stove burners or griddle, and if the fire is too extensive or if fire is not put out by fire extinguisher, use "Range Guard" chemical foam system as follows:

7. Go to large "Range Guard" white, round tank((3 feet in height) on side wall beside stove;
8. On top of large tank, locate pull ring (it has a small chain attached to it);
9. Pull this ring with a twisting motion to break thin plastic seal. Then pull out the pin attached to this ring.
10. When pin is pulled out, the upright metal valve beside pin should spring open. If it does not, pull the upright valve handle toward you.
11. Foam will then spray from the several nozzles inside the stove metal canopy. This foam will smother the fire on top of the stove.
12. A fire inside the oven should be put out with the portable fire extinguisher located beside the penthouse ladder (in the kitchen).

When the range guard is activated, the foam will be dispensed as shown.

This box is located beside the hand wash sink.



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 24 of 37

CAFE STAFF RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat and close doors.
2. Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911.
3. If a fire starts in the kitchen and involves cooking oils, use the type K fire extinguishers located by each exit. (See Volunteer actions- pg. 36) If Class K extinguisher does not extinguish fire, follow procedure if safe to do so.
4. If the fire is under the kitchen hood, follow the procedure below before evacuating the kitchen. (See Volunteer actions- pg. 36).
5. Start evacuating everyone out of the Community Centre through the safest exits.



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you.
2. Start evacuating the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).
3. Check all washrooms, auditoriums, offices to ensure the Community Centre is vacant.
4. Report to the Charge Nurse and take further instructions from them when they arrive.



If you hear the Fire Alarm Alert Signal and the Fire is on your floor.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated.
2. Start evacuating the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).
3. If you are able to enter the room of fire origin, stay low to avoid smoke and heat. (See Volunteer actions- pg. 36).
4. Always close the door upon leaving the room.
5. Check all washrooms, auditoriums, offices to ensure the Community Centre is vacant.
6. Always follow instructions from the Charge Nurse of Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 25 of 37

CAFÉ STAFF continued



If you hear the Fire Alarm Alert signal but the Fire is not on your floor.

1. Prepare to start receiving evacuated residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
2. Instruct Café Customers of the evacuation and have them help set up the chairs in the auditorium if they wish to help.
3. Always follow instructions from the Charge Nurse and the Fire Department.



If you hear the Fire Alarm Evacuation Signal and the Fire is on your floor.

4. Start evacuating the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).
5. If you are able to enter the room of fire origin, stay low to avoid smoke and heat. (See Volunteer actions- pg. 36).
6. Always close the door upon leaving the room.
7. Check all washrooms, auditoriums, offices to ensure the Community Centre is vacant.
8. Always follow instructions from the Charge Nurse of Fire Department.



If you hear the Fire Alarm Evacuation Signal but the Fire is not on your floor.

1. Prepare to start receiving evacuated residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
2. Instruct Café Customers of the evacuation and have them help set up the chairs in the auditorium if they wish to help.
3. Always follow instructions from the Charge Nurse and the Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 26 of 37

DIETARY STAFF continued

If a fire starts in the kitchen and involves cooking oils, use the type K fire extinguishers located by each exit. (See Volunteer actions- pg. 36) If Class K extinguisher does not extinguish fire, follow procedure if safe to do so.

If the fire is under the kitchen hood, follow the procedure below before evacuating the kitchen. (See Volunteer actions- pg. 36)



Turn off the burners and griddle. If a fire occurs on the stove burners or griddle, and if the fire is too extensive or if fire is not put out by fire extinguisher, use "ANSUL" chemical foam system as follows

Go to large "ANSUL" pull clip on the right side of the front control panel; Pull this ring toward you with a twisting motion to break thin glass tube. Foam will then spray from the several nozzles inside the stove metal canopy. This foam will smother the fire on top of the stove.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 27 of 37

HOUSEKEEPING STAFF RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat. Close door.
2. Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)
4. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you. Remove housekeeping carts from the hallway. Report to Nurse in Charge and take further instructions from them
2. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
3. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If you hear the Fire Alarm Alert signal and the Fire is on your floor.

1. Store your cart out of the hallway then look on the fire panel for the location of the alarm as well as the type of device that has been activated.
2. Report to Nurse in Charge on the fire unit and take further instructions from them.
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. If you are able to enter the room of fire origin, stay low to avoid smoke and heat. (See Volunteer actions- pg. 36).
5. Always close the door upon leaving the room. Ensure the door tab is raised and secured against the doorframe.
6. If you have to leave a resistant resident in a room, put up the red tag that reads “**Fire Dept. required**”. If the room is completely vacant, put up the green tag against the doorframe that reads “**Checked Vacant**”.
7. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
8. Start with the rooms closest to the Room of Fire and then fan out from there.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 28 of 37

HOUSEKEEPING STAFF continued



If you hear the Fire Alarm Alert signal but the Fire is not on your floor.

1. Take direction from the Charge Nurse on your floor. Store your cart out of the hallway
2. Keep your residents calm.
3. Always follow instructions from the Charge Nurse of Fire Department.
4. To evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).



If you hear the Fire Alarm Evacuation Signal and the Fire is on your floor.

1. Store your cart out of the hallway then report to Nurse in Charge on the fire unit and take further instructions from them.
2. Feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
3. When entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
4. Always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
5. When leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
6. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
7. Start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
8. Always follow instructions from the Charge Nurse of Fire Department.



If you hear the Fire Alarm Evacuation Signal but the Fire is not on your floor.

1. Take direction from the Charge Nurse on your floor or the Fire Department.
2. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
3. To evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 29 of 37

LAUNDRY STAFF RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat. If safe to do so, close the gas valve located in the soiled side of the laundry by the laundry room exit door. Close door.
2. Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911.
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it (See Volunteer actions- pg. 36).



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you.
2. Report to Nurse in Charge and take further instructions from them.
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.



If you hear the Fire Alarm Alert Signal and the Fire is on your floor.

1. Look on the fire panel for the location of the alarm as well as the type of device that has been activated.
2. Report to Nurse in Charge on the fire unit and take further instructions from them.
3. Dependent on the number of staff available, go in teams of at least two to commence evacuation if safe to do so.
4. If you are able to enter the room of fire origin, stay low to avoid smoke and heat. (See Volunteer actions- pg. 36).
5. Always close the door upon leaving the room. Ensure the door tab is raised and secured against the doorframe.
6. If you have to leave a resistant resident in a room, put up the red tag that reads “**Fire Dept. required**”. If the room is completely vacant, put up the green tag against the doorframe that reads “**Checked Vacant**”.
7. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
8. Start with the rooms closest to the Room of Fire and then fan out from there.
9. Always follow instructions from the Charge Nurse of Fire Department.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 30 of 37

LAUNDRY STAFF continued



If you hear the Fire Alarm Alert signal but the Fire is not on your floor.

1. Take direction from the Charge Nurse on your floor.
2. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
3. Always follow instructions from the Charge Nurse of Fire Department.
4. To evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).



If you hear the Fire Alarm Evacuation Signal and the Fire is on your floor.

1. Report to Nurse in Charge on the fire unit and take further instructions from them.
2. Feel the door with the back of your hand before entering. If hot, do not enter the room, as the added oxygen will only feed a fire and makes it worse.
3. When entering the room of fire origin, stay low to avoid smoke and heat. If a resident is resistive, you may have to leave them and proceed to evacuate others. (See Volunteer actions- pg. 36)
4. Always close the door upon leaving the room and ensure the door tab is raised and secured against the doorframe.
5. When leaving a resident in a room, they put up the red tag that reads “**Fire Dept. required**”. Or if the room is completely vacant, they put up the green tag against the doorframe that reads “**Checked Vacant**”.
6. Evacuate residents to the next home area or down to the next floor via the stairwell with the ultimate goal of evacuating residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
7. Start with the rooms closest to the Room of Fire and then fan out from there. If necessary, stay low to avoid smoke and heat.
8. Always follow instructions from the Charge Nurse of Fire Department.



If you hear the Fire Alarm Evacuation Signal and the Fire is on your floor.

1. Take direction from the Charge Nurse on your floor or the Fire Department.
2. Prepare to evacuate residents to the Community Centre if instructed by the Charge Nurse or Fire Department.
3. To evacuate the Community Centre, all residents must evacuate out through the safest exit (Toward the Ellridge, Ellington/Elliott or to the parking lot).

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 31 of 37

ADMINISTRATION STAFF RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat. Close door.
2. Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911
3. If safe to do so, it may be appropriate for you or someone else to put out the fire with an extinguisher or by smothering it. (See Volunteer actions- pg. 36)



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you.
2. Call 911
3. Check the main lobby for residents or visitors. If residents/visitors are present have them evacuate the building.



If you hear the Fire Alarm Alert Signal.

1. Immediately report to the front reception (do not use the elevators).
2. Report to a Senior Supervisor on duty for further instructions.
3. Be prepared to ready the Community Centre to receive residents being evacuated.



If you hear the Fire Alarm Evacuation Signal.

1. One person (normally the receptionist) stays at the main door to restrict visitors from entering the building and to direct the emergency personnel when they arrive. This staff will also place the magnetic emergency signs on the elevator doors to notify others of the emergency and to restrict anyone from entering the elevators.
2. All other Administration Staff will utilize the Evacuation Checklists to ensure receiving areas and facilities are set up before residents are evacuated from the Facility. (SEE EVACUATION PLAN)

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 32 of 37

VOLUNTEER RESPONSIBILITIES



If Fire Occurs in Your Area.

1. Activate fire alarm using fire alarm pull station. Evacuate anyone in immediate danger. Stay low to avoid smoke and heat. Close door. Call 2721 and inform the Charge nurse of the fire so they will put alarm into second stage and then call 911
2. Immediately leave the area via the stairwell (do not use the elevators) and report to the front reception area of the **Elliott building**.
3. Report to the Director of Recreation and Volunteer Services or the Receptionist on duty if the Director is not in the facility.



If The Fire Is Out Of Control.

1. Leave lights on and close door behind you.
2. Immediately report to the front reception area of the **Elliott building** via the stairwell (do not use the elevators).
3. Report to the Director of Recreation and Volunteer Services or the Receptionist on duty if the Director is not in the facility.



If You Hear The Fire Alarm Alert Signal.

1. Immediately report to the front reception area of the **Elliott building** via the stairwell (do not use the elevators).
2. If you are in another area of the facility with a resident (Café, community Centre etc.) and hear an alarm, return to the main reception of the **Elliott building** with the resident. Never leave a resident unattended.
3. Report to the Director of Recreation and Volunteer Services or the Receptionist on duty if the Director is not in the facility.



If You Hear The Fire Alarm Evacuation Signal.

1. Immediately evacuate the **Elliott building** via the stairwell (do not use the elevators).
2. If you are in another area of the facility with a resident (Café, Community Centre etc.) and hear an alarm, immediately evacuate the **Elliott building** to the Ellington Building with the resident. Never leave a resident unattended.
3. Report to the Charge Nurse at the Ellington.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 33 of 37

NOTTINGHAM RESIDENT FIRE PROCEDURES



If Fire Occurs in Your Suite.

1. Leave your suite immediately. Do not try to extinguish the fire.
2. Close your suite door behind you.
3. Call out FIRE as loud as possible and pull the nearest fire pull station.
4. Leave the floor area via the stairwell and proceed to exit the building.
5. If you are unable to move down the stairs on your own, wait for help behind the stairwell side of the door.
6. Call 911 from safe location.



If You Hear The Fire Alarm Alert Signal.

1. DO NOT PANIC! STAY IN YOUR SUITE UNLESS YOU ARE IN IMMEDIATE DANGER. The Elliott Staff will inform you to evacuate if the fire is on your floor.
2. **When staff tell you to evacuate, DO NOT PANIC, leave your suite and go to the nearest stairwell and proceed to the floor below and prepare to evacuate to the Community Centre.**
3. **If the fire is immediately outside of your suite, block the door with a wet towel, and call 911. Proceed to your window to be seen.**
4. **If the stairwell is not easily accessible, return to your suite or to any other fire/smoke free suite and close the door.**
5. **If you require assistance to evacuate, keep your suite door unlocked but closed.**
Wait for staff to help you evacuate.



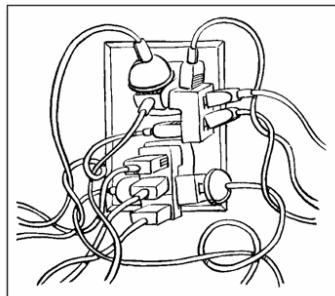
If You Hear The Fire Alarm Evacuation Signal.

1. DO NOT PANIC! Leave your suite and go to the nearest stairwell and proceed to exit the building to the community center.
2. **If the stairwell is not easily accessible, return to your suite or to any other fire/smoke free suite and close the door.**
3. **If you require assistance to evacuate, keep your suite door unlocked but closed.**
Wait for staff to help you evacuate.

Review these procedures from time to time to remind yourself of what to do.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEDURES BY DEPARTMENT	Page: 34 of 37

NOTTINGHAM RESIDENTS continued



Fire Hazards

1. Eliminate fire hazards such as paper, piled clothing, cardboard boxes and extension cords running across the floor of your suite and your storage locker in the basement.
2. Review these procedures from time to time to remind yourself of what to do.
3. If you see a fire, pull the fire alarm (red panel box located throughout the building). Be prepared and look for where these fire pull stations are located.
4. Leave the fire area immediately.
5. **If you require assistance to evacuate, keep you suite door unlocked but closed.** Wait for staff to help you evacuate.

Please Note

- If you are in the Community Centre and a fire starts, leave the community Centre Immediately through the safest exit. Make your way back to your home floor and report in to the Charge Nurse.
- If you are in the Community Centre and there is a fire Alarm from the Elliott, please stay in the Community Centre and do not go back to your floor until staff says it is ok. You may be called on to help set up the Community Centre to receive residents from the Elliott Building.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 35 of 37

RETIREMENT PLUS RESIDENT PROCEDURES



If Fire Occurs in Your Suite.

1. Leave your suite immediately. Do not try to extinguish the fire.
2. Close your suite door behind you.
3. Call out FIRE as loud as possible and pull the nearest fire pull station.
4. Leave the floor area via the stairwell and proceed to exit the building.
5. If you are unable to move down the stairs on your own, wait for help behind the stairwell side of the door.
6. Call 911 from safe location.



If You Hear any Fire Alarms.

1. **DO NOT PANIC! STAY IN YOUR SUITE UNLESS YOU ARE IN IMMEDIATE DANGER.** Close your door but keep it unlocked. The Elliott Staff will inform you to evacuate if the fire is on your floor.
2. **When staff tell you to evacuate, DO NOT PANIC,** wait for staff to evacuate you to safety.

Review these procedures from time to time to remind yourself of what to do.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEDURES BY DEPARTMENT	Page: 36 of 37

LONG TERM CARE RESIDENT PROCEDURES



If Fire Occurs in Your Suite.

1. Leave your suite immediately. Do not try to extinguish the fire.
2. Close your suite door behind you.
3. Call out FIRE as loud as possible and pull the nearest fire pull station.
4. Proceed toward the Nursing station as staff will be proceeding to the origin of fire.
5. Staff will be ensuring 911 has been called.
6. Follow what staff are directing you to do.



If You Hear any Fire Alarms.

1. **DO NOT PANIC! STAY IN YOUR SUITE UNLESS YOU ARE IN IMMEDIATE DANGER.** Close your door but keep it unlocked. The Elliott Staff will inform you to evacuate if the fire is on your floor.
2. **When staff tell you to evacuate, DO NOT PANIC,** wait for staff to evacuate you to safety.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-008
Category: PROCEEDURES BY DEPARTMENT	Page: 37 of 37

FAMILY AND VISITORS

All Fire Pull Stations have direction above them. Please follow the instructions.



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-009
Category: TRAINING AND EDUCATION	Page: 1 of 5

RESPONSIBILITIES OF THE CEO

This Home ensures that the following measures are incorporated in the Fire Safety Plan:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out fire safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring the checks, inspections and tests, as required by the fire code, are completed on schedule and that records are retained.
- Notification of the chief fire official regarding changes in the fire safety plan.
- Be in complete charge of the approved fire safety plan and the specific responsibilities of the personnel.
- Designate and train sufficient assistants to act in this position.
- Educate and train all building personnel and occupants in the use of the existing fire safety equipment, and in the actions to be taken under the approved fire safety plan.
- Survey the building to determine the number of exits available from each floor or area.
- Prepare and post on each area of the Nursing Home, a schematic and emergency procedure for use by the occupants of each exit, primary and secondary, in the case of an evacuation.
- Ensure that the schematic diagrams show type, location and operation of all building fire emergency systems, e.g. location of fire alarm control panel, fire hose cabinets, water control valves, in the Nursing Home is maintained.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-009
Category: TRAINING AND EDUCATION	Page: 2 of 5

TRAINING OF SUPERVISORY STAFF

- The Administrator is responsible for instructions to the Management Staff on all aspects of the Fire Safety, emergency procedures and Evacuation Plans.
- The initial instruction of the Nurse Manager will be the responsibility of the Director of Care.
- Subsequent instructions and assurance of knowledge and skill of the Supervisor will be the responsibility of the Director of Care.
- The Director of Care is responsible for training all new employees within five working days of starting employment. All new staff must read and understand the Emergency Manual.
- All supervisory staff training will be recorded and these records shall be retained in the building for a period of at least two years after being prepared.

STAFF EDUCATION

- To maintain a high level of employee awareness, the Home's Fire Marshall will conduct periodic in-service sessions on Fire Safety.
- To assure knowledge and skill in fire safety procedures, department Managers are responsible for reviewing the manual with existing employees at least yearly.
- All staff members are to read and be familiar with pertinent sections of the manual.
- In the event of a fire, judgement may be necessary in deciding which action is appropriate in a given situation. The selection made should always be the one, which achieves the greatest protection for the occupants and the staff.

DIRECTOR OF CARE RESPONSIBILITIES

- Provide training to all employees and supervisory staff members so that they are familiar with General Fire Emergency Procedures as well as all other responsibilities that have been assigned to them in this plan.
- Provide training to all employees and supervisory staff members so that they are knowledgeable about basic fire hazards in their work area and maintain their areas in such a manner as to be free of hazards.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-009
Category: TRAINING AND EDUCATION	Page: 3 of 5

EMPLOYEE RESPONSIBILITIES

- Be familiar with the contents of the emergency manual.
- Know the location of fire alarm pull stations; firefighting equipment and exits in his/her work areas.
- Adhere to the fire safety policies of the home.
- Report to the Director of Environmental Services or your Supervisor any accumulation of combustible waste material inside or outside the building.
- Report to the Director of Environmental Services or your Supervisor any defective mechanical, gas or electrical equipment or other fire hazard.
- Ensure that gas and electrical appliances in the department are turned off during unsupervised hours.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-009
Category: TRAINING AND EDUCATION	Page: 4 of 5

FIRE DRILLS

1. The Facilities Maintenance Department co-ordinates three fire drills monthly at different times and locations to ensure all staff practice Fire Safety Procedures. This is coordinated to ensure all shifts participate in a fire drill monthly.
2. The area to be tested will not be announced in advance. Maintenance decides which shift needs the fire drill to ensure that a fire drill is completed on each shift each month.
3. All employees on duty are to participate in the drill. All staff will respond to the fire alarm as though it were a real fire, and initiate evacuation of residents in the fire area.
4. Maintenance completes an evaluation of the drill with all staff and have all participating staff to sign for our records.

FIRE DRILL PROCEDURE

1. The Maintenance Supervisor/or designate will designate an area to test staff on a fire drill. Another Maintenance Aide will man the main fire panel waiting for instruction from the Maintenance Supervisor/or designate.
2. The Maintenance Supervisor/or designate will inform Fire Monitoring and the Fire Department of the drill before the start of the drill.
3. A fire simulation lamp will be set up.
4. Staff coming upon the lamp will activate the fire pull station, or the Maintenance Supervisor/or designate will activate a smoke detector.
5. The Maintenance Supervisor/or designate will monitor the drill and record staff reaction.
6. Staff will be required to evacuate residents in the immediate area to the 2nd fire compartment from the origin of fire.
7. The Charge Nurse will ensure they are wearing the fire vest and direct staff during the drill. This will include sending a staff member to the front lobby where they will report to the Maintenance Aide at the fire panel.
8. Once the drill has been deemed completed, the Maintenance Supervisor/or designate will discuss the drill with staff taking any feedback from staff as well as recording participants signatures.
9. The record will be forwarded to the Director of Environmental Services.
10. The Maintenance Supervisor/or designate will inform Fire Monitoring and the Fire Department that the drill has concluded

FIRE DRILL MASTER ATTENDANCE RECORD

The Director of Environmental Services will maintain the master Fire Drill records with the cooperation of the Human Resources Department. The master Fire Drill records contain fire drill, fire training and evacuation scenario participants. A record will be kept with the Director of Environmental Services for further inspection by the Chief Fire Official at any time. Records of fire drill shall be kept for 24 months.

The Director of Environmental Services will complete and pass the **'Improving Fire Safety for Vulnerable Ontarians: Training for Owners/Operators of Care Occupancies, Care and Treatment Occupancies and Retirement Homes'** course. A record will be kept in the front of the fire plan for further inspection by the Chief Fire Official at any time.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-009
Category: TRAINING AND EDUCATION	Page: 5 of 5

EVACUATION EXERCISES

The Facility will participate in annual fire drill scenarios supervised by the Chief Fire Official.

Fire Safety Plan Requirements for Approved Scenario Based Fire Drills

In addition to the Ontario Fire Code requirements to conduct a fire drill for supervisory staff at least monthly, Ontario Regulation 364/13 requires a **care occupancy**, a **care and treatment occupancy** or a **retirement home**, to also carry out a fire drill for **supervisory staff** 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 sufficient supervisory staff are available to carry out the duties required in the fire safety plan.

The Ontario Fire Code requires the Chief Fire Official to be notified within an “approved” time period before conducting an approved scenario based fire drill. The Guelph Fire Depts. Chief Fire Official requires the proposed fire drill scenario to be submitted for review at least one month prior to the date of the drill. The proposed scenario shall indicate the date in which the owner would like to conduct the drill.

The proposed scenario based fire drill shall be prepared in conformance with *Appendix E of TG-01-2013 “Staffing Levels in Care Occupancies, Care and Treatment Occupancies and Retirement Homes”*

Ontario Fire Marshal’s Directive 2014-002 requires Assistants to the Fire Marshal (Fire Inspectors) to approve a scenario based fire drill which represents the lowest staffing level complement and that determines:

- a. The time available for staff to respond to the room of fire origin, remove occupant(s) from the room and close the door to the room, and,
- b. The time available after closing the room door for staff to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety.

Upon approval of the scenario based fire drill, Assistants to the Fire Marshal (Fire Inspectors) are required to observe the fire drill to determine if there is sufficient staff to:

1. Respond to the room of fire origin, remove occupant(s) from the room and close the door to the room within the approved timeframe,
2. To evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety within the approved timeframe, and
3. To carry out other duties in the approved fire safety plan that may be necessary within the context of the fire drill.

The above tasks 1, 2, and 3 must be carried out within the approved timeframes listed in the approved fire drill scenario. Failure to complete these tasks within the approved timeframes will result in the issuance of an inspection order, ordering the “owner” to do “anything” in order to complete tasks 1, 2 and 3 within the approved timeframes. Failure to comply with an inspection order will result in charges against the owner under the Fire Protection and Prevention Act.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-010
Category: MAINTENANCE REQUIREMENTS	Page: 1 of 4

MAINTENANCE SCHEDULES

The following list outlines the checks, inspections and tests required by the Ontario Fire Code. The schedule is listed as per code requirement, item and responsibility.

Records A written record of the maintenance, tests and corrective measures will be kept in the building for 2 years and will be available on request by the Chief Fire Official.

For the purpose of carrying out these maintenance procedures, the following definitions should be considered applicable:

Check Means visual observation to ensure that the device or system is in place and is not obviously damaged or obstructed.

Inspect Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Test Means operation of a device or system to ensure that it will perform in accordance with its intended function.

Building owners should be aware that the requirement for having their fire alarms tested and maintained in accordance with **Sentence 1.1.5.3.(1) of the Fire Code**. Building owners are responsible for confirming that fire alarm technicians working on their fire alarm systems have either successfully completed a fire alarm training program acceptable to the Fire Marshal or are supervised by a technician that has met these requirements.

Technicians will carry a wallet-sized card that includes the name and photo of the technician, the program provider's name with an authorization signature, an expiry date. As well the card will incorporate a statement of Fire Marshal acceptance of the program that reads, " **This program is deemed acceptable to the Fire Marshal and satisfies the requirements of Clause 1.1.5.3. (1)(A) Of the Ontario Fire Code.**

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-010
Category: MAINTENANCE REQUIREMENTS	Page: 2 of 4

REF. #	REQ.	ITEM	RESPONSIBILITY
DAILY			
2.5.1.1	check	ensure private roadways provided for fire dept. access are kept clear	Elliott Maintenance Staff
2.7.3.1 2.7.3.2	check	exit lights	Elliott Maintenance Staff
6.3.1.1	check	fire alarm ac power and trouble light	Elliott Maintenance Staff
6.3.2.2	check	mechanical room during freezing weather	Elliott Maintenance Staff
WEEKLY			
2.6.1.4	check	hoods, filters and ducts subject to accumulation of combustible deposits	Elliott Maintenance Staff
6.5.3.1	check	that sprinkler control valves are open and properly supervised	Elliott Maintenance Staff
6.5.3.3	check	air/water supply pressure gauges	Elliott Maintenance Staff
6.6.1.2	inspect	valves controlling fire protection water supply	Elliott Maintenance Staff
6.6.3.2	check	Fire pump room temperature	Elliott Maintenance Staff
MONTHLY			
2.2.3.4	inspect	all doors in fire separations	Elliott Maintenance Staff
2.7.3.3[1]	check	pilot lights on emergency lighting unit equipment	Elliott Maintenance Staff
2.7.3.3[2]	inspect	emergency lighting unit equipment	Elliott Maintenance Staff
2.7.3.3[3][a]	check	all emergency lighting unit equipment for operation upon failure of primary power	Elliott Maintenance Staff
6.2.7.2	inspect	all portable fire extinguishers	Elliott Maintenance Staff
6.3.2.1	inspect	fire alarm batteries	Elliott Maintenance Staff
6.3.2.1	test	fire alarm system	Elliott Maintenance Staff
6.4.2.1	inspect	all hose stations	Elliott Maintenance Staff
6.6.1.2[2]	inspect	Water supply controlling valves	Elliott Maintenance Staff
CSA-C282-M89	test/inspect	emergency generator set operated at 30% of rated load for 60 minutes	Elliott Maintenance Staff
2.8.3.2[1]	test	fire drill	Maintenance Supervisor
EVERY THREE MONTHS			
6.5.4.3	inspect	dry-pipe system priming water level	Elliott Maintenance Staff

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-010
Category: MAINTENANCE REQUIREMENTS	Page: 3 of 4

REF. #	REQ.	ITEM	RESPONSIBILITY
Every Six Months			
2.6.1.13 6.8.1.1	inspect	kitchen exhaust hood and fire extinguishing per NFPA 96&17A	Contractor
6.5.5.7[3]	test	gate valve supervisory switches, and other supervisory devices	Contractor
6.7.1.1	test	clean crankcase breathers, governors and linkages on emergency generators	Contractor
Annually			
2.2.3.7	inspect	fire dampers	Contractor
2.6.1.5	inspect	chimneys, flues and flue pipes and clean as necessary	Contractor
2.6.1.8	inspect	disconnect switch for mechanical air conditioning and ventilation systems	Contractor
2.7.3.3[3][b]	test	Emergency lighting unit equipment for design	Contractor
2.7.3.3[4]	test	duration emergency lighting	Contractor
6.2.7.1	inspect	all portable fire extinguishers	Contractor
6.3.2.1	test	fire alarm system by qualified personnel acceptable to the Chief Fire Official[as per CAN/ULC S536 M97]	Contractor
6.3.2.1		all fire dept. connections[Siamese] for wear, rust or obstructions	Contractor
6.4.1.3[2]	inspect	remove and re-rack standpipe hose and replace worn gaskets	Contractor
6.4.2.4	inspect	Hose valves	Contractor
6.4.2.5	inspect	inspect and flow test all fire hydrants	Contractor
6.5.3.2	check	exposed sprinkler pipe hangers	Contractor
6.5.5.3	test	water flow alarm test	Contractor
6.5.5.4[2]	test	dry pipe valves	Contractor
6.5.5.5	test	sprinkler water supply pressure	Contractor
6.5.5.7[1]	test	electrical supervisory signal	Contractor
6.6.3.5	test	fire pump flow test	Contractor
6.7.1.1	test	emergency generator load testing and fuel cleaning	Contractor

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-010
Category: MAINTENANCE REQUIREMENTS	Page: 4 of 4

REF. #	REQ.	ITEM	RESPONSIBILITY
Every Two Years			
6.7.1.1	inspect	and torque heads and valve adjustments for emergency generator engines	Contractor
Every Three Years			
6.7.1.1	inspect	service injector nozzles and valve adjustments on diesel emergency power engines	Contractor
6.5.5.4[4]	test	dry pipe valves- full open	Contractor
Every Five Years			
6.7.1.1	test	insulation of emergency power generator windings	Contractor
Every Six Years			
6.2.7.1	test	replace the extinguishing agent in dry chemical fire extinguishers	Contractor
Every Twelve Years			
6.2.7.1	test	hydrostatically test dry chemical fire extinguishers	Contractor
Every Fifteen Years			
6.5.4.2	inspect	dry pipe systems for blockages	Contractor
As Required			
	check	doors in fire separations to ensure they are closed	Maintenance Supervisor
	check	recharge fire extinguishers after use	Contractor
	check	hydrostatically test standpipe systems that have been modified or extruded	Contractor
	check	exit lights to ensure they are illuminated clear and legible	Maintenance Supervisor

RECORDS

A written record shall be kept of all test and corrective measures for the period of two years after they are made. The records will be kept by the Director of Environmental Services. The record shall be made available upon request of the Chief Fire Official.

A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work. All other required maintenance as listed in the "Maintenance Procedures" section will also have written records kept.

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-011
Category: CONTROL OF FIRE HAZARDS	Page: 1 of 1

Everyone must be aware of the potential fire hazards that can exist throughout the facility. The maintenance Department is responsible to complete a weekly walk through of the facility including all common areas, stairwells, storage, and electrical and mechanical rooms of the building.

All staff is responsible to check the following to ensure that potential fire hazards are being controlled:

- The facility is a non-smoking facility and all staff are required to follow the no smoking policies and procedures. Staff can smoke in the designated smoking area only.
- Always keep storage, laundry, furnace and electrical rooms clear of combustible materials.
- Avoid washing clothing or rags saturated with flammable or combustible liquids in laundry.
- Never dispose of flammable liquids or aerosols in garbage.
- Do not store any materials or equipment in exit stairwells.
- All personal electrical appliances used by residents will be inspected on admission for CSA standards
- Fire doors or doors with self-closing device will not be wedged open or hampered with.
- Combustible materials shall not be permitted in locations or quantities that constitute a fire hazard
- Lint traps and vent ducts in laundry equipment will be cleaned regularly to prevent the accumulation of lint or obstructions
- Practice safe cooking measures. Do not overheat any cooking utensil. Constantly attend all cooking operations. While cooking avoid clothes that contain loosely hanging sleeves and highly combustible fabrics
- Do not use unsafe electrical appliances or frayed extension cords
- Do not use extension cords as permanent wiring or over load circuitry
- Kitchen hoods and filters shall be cleaned in accordance to the Ontario Fire Code
- Keep exits, stairways, landings and corridors and all access to exits and exits clear of obstructions and combustible materials at all times
- Keep doors to stairways closed at all times
- Store and use flammable and combustible liquids in quantities, locations, and containers as set out in the Ontario Fire Code

Section: 170 Metcalfe Fire Plan	Policy Number: EP04-012
Category: Alternate Measures	Page: 1 of 1

IF FIRE ALARM SYSTEM, SPRINKLER SYSTEM or OTHER LIFE SAFETY SYSTEM BECOMES INOPERABLE for any reason, the following “**Alternate Measures**” will be put into effect.

"Alternate Measures" for the Safety of Occupants

1. The Director of Environmental Services/or designate will, **in the event of a shutdown of a FIRE ALARM SYSTEM, SPRINKLER SYSTEM, OTHER LIFE SAFETY SYSTEM, or parts thereof; or a failure of any component of these systems, the Guelph Fire Department will be notified by calling immediately. They must be informed of the extent and expected duration of the shutdown.**
2. The Director of Environmental Services will inform Senior Leadership Team as well as all Supervisory Staff (Charge Nurse).
3. The Director of Environmental Services will notify Fire Department that we are using the alternate plan until the Fire System is operational.
4. Supervisory Staff will ensure that all areas affected are patrolled every 30 minutes, so that if a fire starts, it will be quickly detected. Records of your fire rounds must be kept (See forms binder).
5. The person conducting the patrols shall have a whistle for notifying occupants of the fire situation.
6. Instructions shall be posted at all exit doors indicating the fact the system is not operational with the specific alternate measures to follow

IF FIRE IS DETECTED (while the fire alarm system is not functioning)

1. The person finding the fire must follow "General Fire Procedures" see "If you discover a Fire", and contact the Fire Department by dialling **911**.
2. Inform Supervisory Staff by phone to ensure staff are sent to the fire area to assist in evacuation. **REMEMBER THERE may not be any ALARM BELLS.**
3. Supervisory Staff must call the Emergency Maintenance phone [REDACTED] (or direct someone else to make the call).
4. When the "All Clear" is sounded, the following announcement is to be made: "We are now announcing the ALL CLEAR, Alternate Measures is still in effect."

WHEN THE FIRE SYSTEM RETURNS TO NORMAL

1. Supervisory Staff will advise staff that the fire system is operational again
2. Supervisory Staff will notify Fire Department at [REDACTED] that the fire system is operational again.
3. Supervisory Staff will notify Senior Leadership Team that the fire system is operational again.

170 METCALFE STREET - SECOND FLOOR

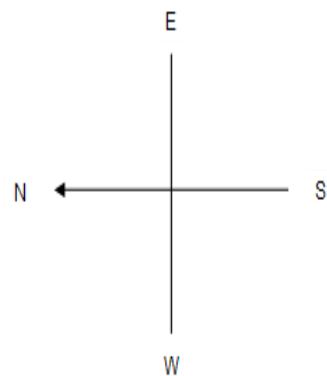
PAISLEY RESIDENT HOME AREA

ERAMOSA RESIDENT HOME AREA

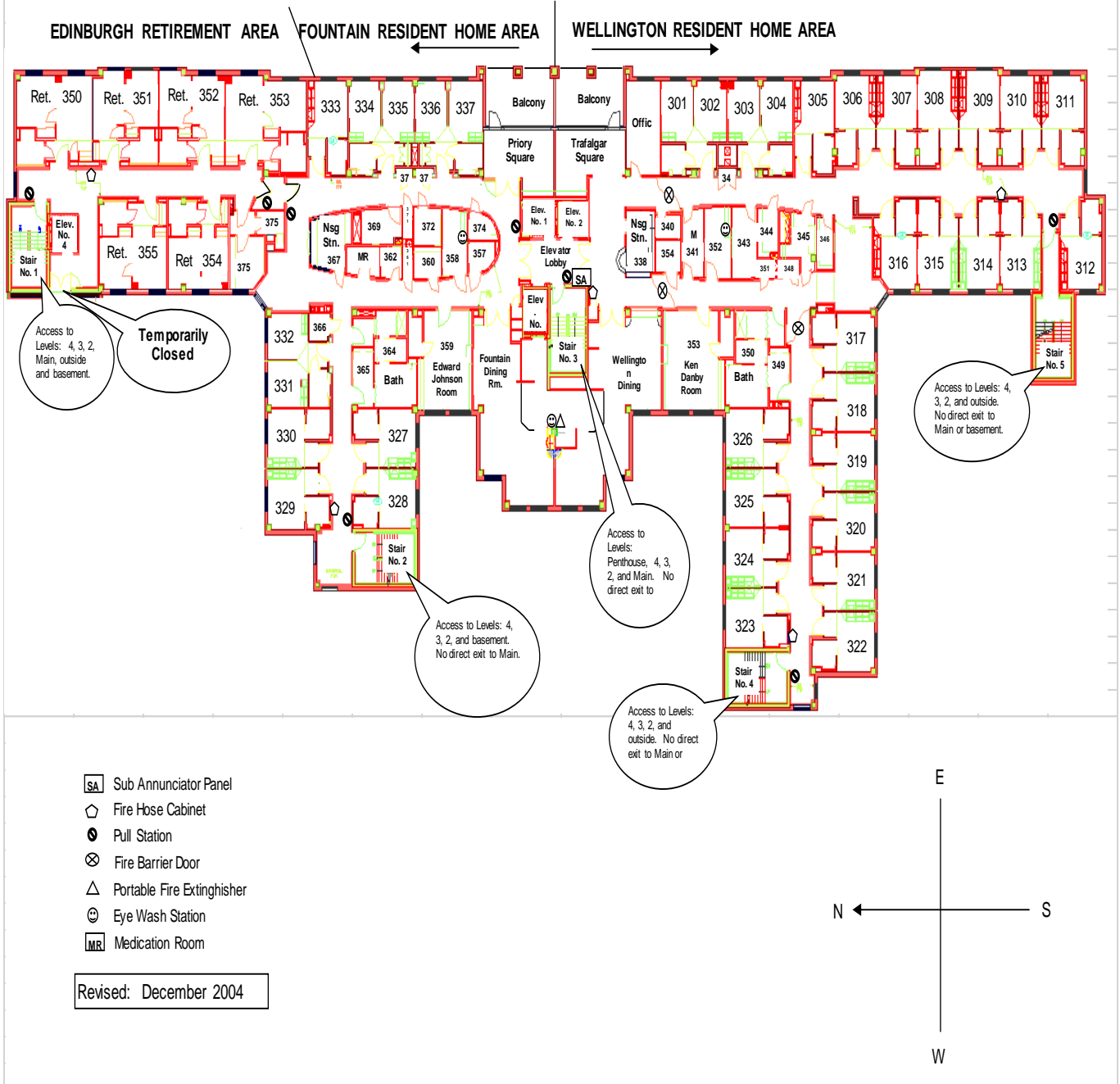


- Sub - Annunciator Panel
- Fire Hose Cabinet
- Pull Station
- Fire Barrier Door
- Portable Fire Extinguisher
- Eye Wash Station
- Medication Room

Revised: December 2004



170 METCALFE STREET - THIRD FLOOR



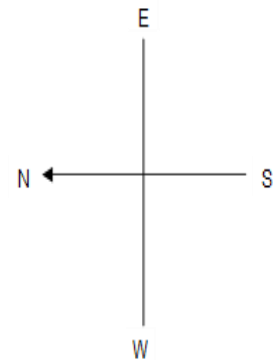
170 METCALFE STREET - FOURTH FLOOR

NOTTINGHAM RETIREMENT AREA

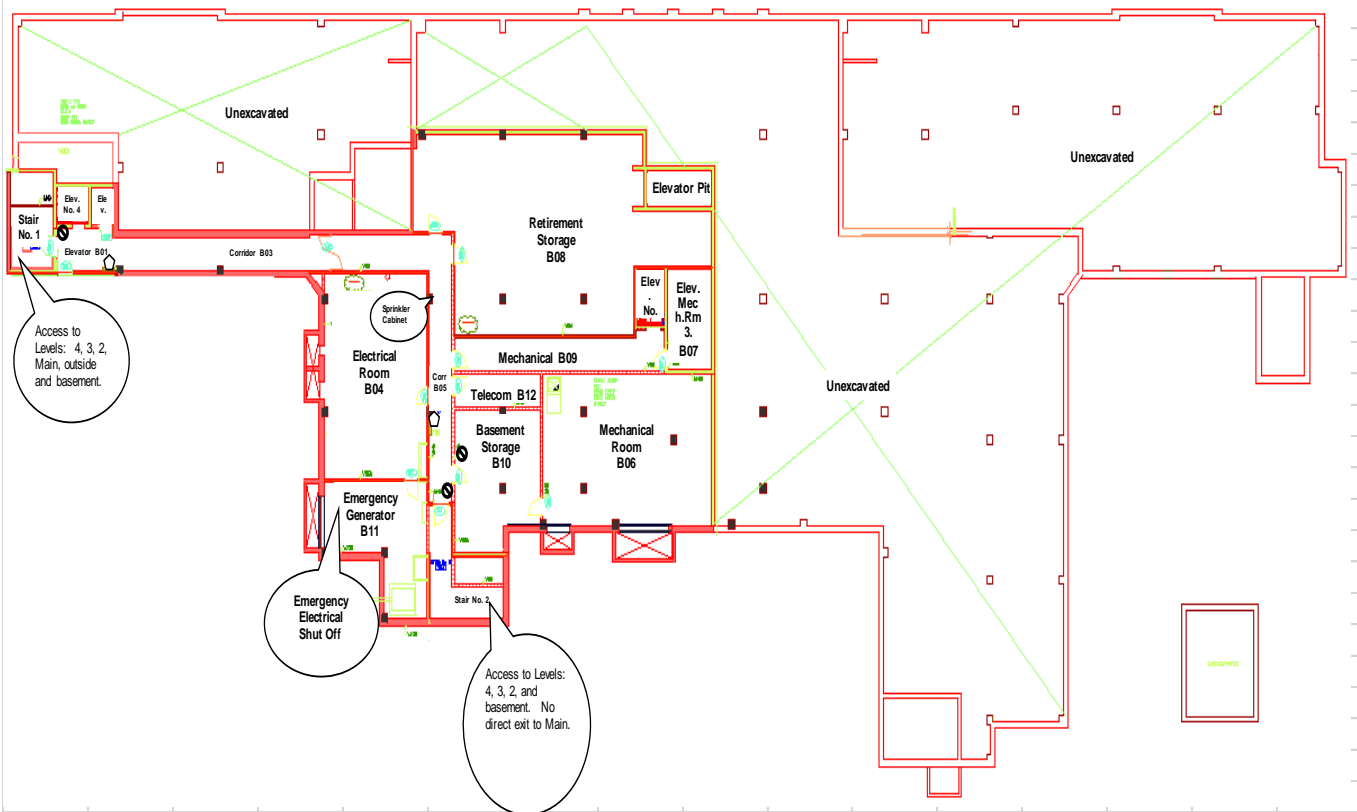


- SA Sub Annunciator Panel
- Fire Hose Cabinet
- Pull Station
- ⊕ Eye Wash Station

Revised: December 2004

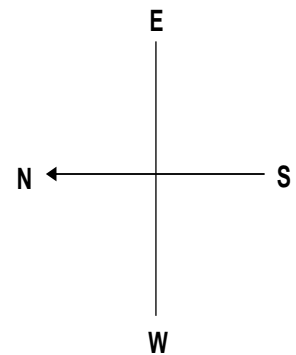


170 METCALFE STREET - BASEMENT



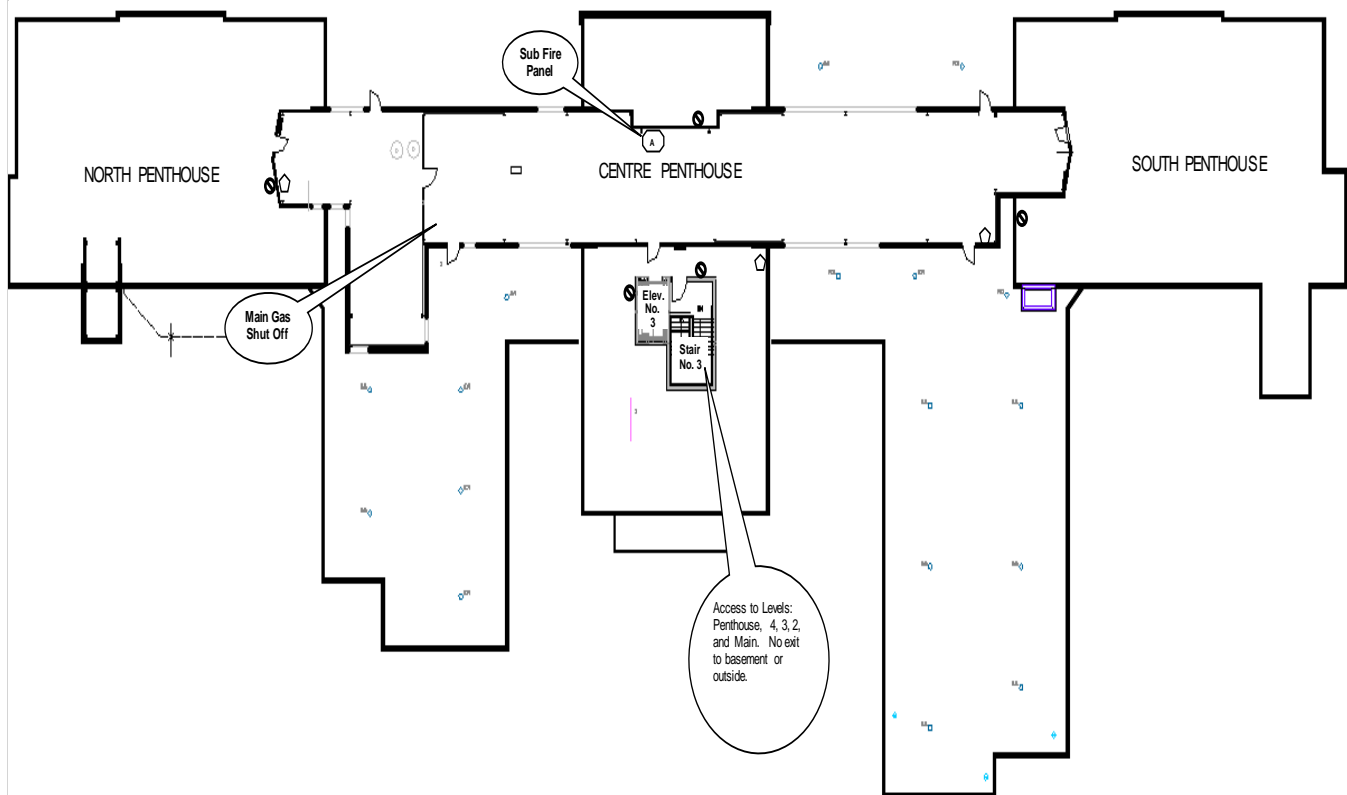
- ◇ Fire Hose Cabinet
- ⊙ Pull Station

Revised: December 2004



Section: 170 Metcalfe Fire Plan	Policy Number: EP04-013
Category: FLOOR PLANS	Page: 6 of 6

170 METCALFE STREET - PENTHOUSE



- Annunciator - Sub Fire Panel
- Pull Station
- Fire Hose Cabinet
- Main Gas Shut Off

Revised: DECEMBER 2004

