



Iroquois Lodge Nursing Home

750 Gibraltar Street, Delhi ON

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Fire Safety Plan

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Introduction

SECTION 1.0

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

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

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

Fire Safety Plan Directive

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

Each home is required to keep a copy of this Fire Safety Plan, as outlined in Section 2 of this plan.

All Emergency Preparedness policies have been created using the highest standard across the national spectrum. As part of our continuous improvement, the Fire Preparedness manual policies are reviewed annually and where required, updated to reflect legislative and accreditation requirements and best practices.

Any person(s) who contravenes any provision of the provincial fire code and every director and or officer of a corporation who knowingly concurs of such contravention is subject to the penalties outlined in the provincial fire code.

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



Distribution

SECTION 2.0

1.0	Distribution Of The Fire Safety Plan	A copy of the fire safety plan must be distributed to the following stakeholders listed below.
1	Stakeholders	• The Norfolk County Fire Department • Six Nations of the Grand River Elected Council Ohsweken, Ontario • Iroquois Lodge Nursing Home, Delhi, Ontario
1.2	DISTRIBUTION IN THE HOME	Iroquois Lodge Nursing Home • At reception desk • Nurses' station(s) • Administrator office • Director of Care's office • Activity Manager's office • Office Manager • Dietary Manager's office • The main entrance of the building where the firefighters will normally respond.
2.0	COMMITMENT TO RESIDENTS	Residents must be provided with a resident handbook that outlines the fire emergency procedures and important information related to fire safety.
3.0	CHANGES TO THE FIRE SAFETY PLAN	Once approved, the Norfolk County Fire Department will require the Fire Safety Plan, or parts thereof, to be resubmitted if: • Changes to occupancy or use. • Changes in standards. • The Fire Safety Plan has not been kept current; and/or, • The Chief Fire Official judges the current Fire Safety Plan no longer being acceptable. The Chief Fire Official is to be notified regarding any changes in the approved Fire Safety Plan and procedures.



Human Resources Audit

SECTION 3.0

Owner: Six Nations of the Grand River
Address: 1695 Chiefswood Road, Ohsweken, ON
Telephone: 519-445-2201

Administrator: Stephanie Pongracz

Office Telephone: 519-445-2224

Alternate Number: 226-387-9545

Director Of Care: Melissa Cranney

Office Telephone: 519-445-2224

Alternate Number: 705-331-6477

Dietary Manager: Sara Martin

Office Telephone: 519-445-2224

Alternate Number: 519-761-9374

Activity Program Manager: Giulia Cowlin

Office Telephone: 519-445-2224

Alternate Number: 905-531-3069

Environmental Services Manager: Linda Loft

Office Telephone: 519-445-2224

Alternate Number: 519-757-5879

Administrative Assistant: Jeanette Mabblerley

Office Telephone: 519-445-2224

Administrative Assistant: Alveretta Scott

Office Telephone: 519-445-2224

Alternate Number:

Monitoring Agency:

Troy Life & Fire Safety
1-900 Maple Grove Rd, Cambridge, ON
1-833-920-2166
System Number 530-10-357



Building Resources Audit

SECTION 4.0

1. Iroquois Lodge Nursing Home is located at 750 Gibraltar Street, Delhi, ON, near the intersection of Ewell St and Gibraltar St.
2. The building is a private long-term care facility and is classified as a Class C Home.
3. The building is Cross shaped and has only one story in and does not have a basement level.
4. The building does not have a sprinkler system throughout and is constructed on non-combustible construction comprising concrete block walls and concrete slab floors.
5. The building contains a total of Twenty-Eight (28) of resident rooms, with a total capacity of Sixty-One (61) of residents.
6. There are Forty-Seven (47) of occupiable beds.



FIRE DEPARTMENT CONNECTION

The Fire Department Connection is located at the Standpipe located south-east of building by the service door.

MAIN GAS SHUTOFF

The main gas shutoff is located at the east end of the building by the Service Entrance.

MAIN ELECTRICAL SHUT OFF

The main electrical shutoff is located within the Mechanical Room in the South Wing (See Schematic)

WATER SHUTOFF

Shut of valve for water supply is located within the Mechanical Room in the South Wing (See Schematic)

1.0 Fire Alarm System

The facility is equipped with a two-stage fire alarm system that can be activated manually.

- Manual activation occurs using pull stations putting switch in upward position activates the second stage.

1.1 Fire Alarm Control Panel

The building is equipped with a two-stage fire alarm system with fire alarm bell devices provided at the nursing station and some service areas. Smoke and heat detectors, pull stations and kitchen hood suppression systems are also part of the system.

There are two fire panels one located in the Mechanical Room and the Front Entrance. The fire alarm panels are equipped with battery back-up power. In general, batteries will provide emergency power for 30 minutes under a full alarm load and 24 hours for a Manager alarm.

The fire alarm system is monitored by Troy Life & Fire Safety. They can be reached at 1-833-920-2166, 24 hours a day.



1.2 Annunciator Panels

There are two annunciator panels located at the main entrance and the Mechanical room down the South Wing.

The annunciator panels provide the facility with instant identification of locations under the threat of fire by listing the location of the detector (heat and/or smoke and/or flow) as well as the pull station that has been activated.

Refer to the schematic diagram(s) to identify the location of the fire alarm control panel and the locations of annunciator panels.

1.3 Fire Alarm Bells

Fire alarm bells are located at the Nursing Station and some service areas. The fire alarm system operates in two stages, the alert stage and the alarm stage.

The fire alarm bells will transmit two distinctive sounds depending on the stage of the fire alarm system:

Alert Stage: Initial activation and potential fire warning. The fire alarm bells will sound a long ring every 2 or 3 seconds.

Alarm Stage: Should an evacuation be required, the fire alarm bells will ring continuously.

1.4 Heat Detectors

Refer to schematic diagrams for location(s) of heat detectors.

1.5 Smoke Detectors

Refer to the schematic diagrams for location(s) of smoke detectors.



1.6	Pull Stations	Pull stations are activated manually by pulling on the handle which will initiate the alert stage of the fire alarm system. The alarm stage can only be initiated by authorized persons by inserting the fire key into any pull station and turning it. All employees must know the location of the pull stations and detectors throughout the building as well as fire zones of the facility. This will promote quick response in an emergency for those staff responsible to report to the fire scene. Refer to the schematic diagrams for location(s) of pull stations.
1.7	Electromagnetic Locking Devices (Maglocks)	Maglocks are located throughout the building on various exits and doors. Control is an ancillary function of the Fire Alarm System. Upon activation of the Fire Alarm System, the Maglocks will release allowing the doors to close. The Maglock system has a key switch located at the Nursing Station. The key switch provides two functions; release and reset. It can be used to release all Maglocks at any time and it can reset the Maglocks after code red/power outage/etc. If the Fire Alarm System caused the release of the Maglocks, the Fire Alarm System must reset before the Maglocks can be re-engaged. Refer to the schematic diagrams for location(s) of Maglocks and their associated devices.
1.8	Door Hold Open Devices	Door hold open devices are located at the doors separating the building into separate zones. These devices are controlled by the Fire Alarm Control System as an ancillary function. Upon activation of the Fire Alarm System, the door hold open devices release the doors. Refer to schematic diagram for location(s) of door hold open devices.
1.10	Trouble Alarm	When the trouble alarm activates, a buzzer will sound at the annunciator panel and a light on the annunciator panel will flash under Trouble Alarm.
1.11	Manager Alarm	A Manager alarm indicates a change in a supervised portion of the fire alarm system. When the Manager alarm activates, a buzzer will sound at the annunciator panel and a light on the annunciator panel will flash under Manager Alarm.
1.12	Operation Of The System	Activation of heat and smoke detectors and pull stations will automatically initiate the following events: - Fire alarm bells will ring once every three seconds (alert stage). - The LED annunciator in the Fire Control Panel and the remote annunciator panels indicate the wing of initiation.



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- c) The fire alarm system will enter the 2nd stage alarm after being activated by putting switch in upward position to activate.
 - d) During the second stage alarm the alarm tone will be faster than the 1st stage alarm.
 - e) Ventilation systems will need to be manually shut down.
 - f) Hold open devices on doors will be released upon initiation of the alert stage of the fire alarm.
 - g) Signal is sent directly to the monitoring station; and,
 - h) Doors with magnetic locking devices are released upon initiation of the alarm stage of the fire alarm.
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2.0 Boiler Room

Building is heated by: Natural Gas

Location of boiler room: Mechanical Room

3.0 EXITS

Location of all exit signs in the building:

Main Entrance, Service Entrance and the Exits locate at the end of each wing

Refer to schematic diagram for all exits.

4.0 Fire Department Access

The access route for the fire department is: Hwy 3 / James St - Ewell St - Gibraltar St

The primary fire department entrance is: Front Entrance off Gibraltar St.

Refer to schematic diagram for fire department access route(s).

5.0 Portable Fire Extinguishers

Fire extinguishers are located throughout the facility. The facility is equipped with:

5lb ABC Type Fire Extinguishers

The kitchen is equipped with:

6L wet chemical type "K" Fire Extinguishers

Refer to schematic diagram for location(s) of portable fire extinguishers.



6.0 Standpipe And Hose System

A standpipe and hose system is provided in the building. The standpipe and hose system is supplied from a 4" riser. The riser isolation valve is located: Maintenance Room

Hose outlets are 1 ½" and hose locations contain a Seventy-Five (75) ft. length of hose equipped with an adjustable fog nozzle. The fire hoses are for Firefighters' use only.

Refer to schematic diagram for location(s) of hose cabinets.



7.0	Emergency Lighting	Remote emergency lighting heads are located throughout the facility. Remote heads are powered by battery packs. The duration of emergency lighting is one hour. Refer to schematic diagram for location(s) of emergency lighting.
8.0	Kitchen Hood Suppression Systems (KHSS)	A wet chemical KHSS is provided in the kitchen. A manual release for the KHSS is located in the kitchen near the suppression system. Refer to schematic diagram for KHSS location(s).
9.0	Stand-By Generator	In the event of power failure, the facility is equipped with a stand-by generator. The stand-by generator is located: by the service entrance Refer to schematic diagram for location(s) of the stand-by generator. In the event of power failure, the facility is equipped with a stand-by generator that powers all life safety systems (i.e. fire alarm system, door security, emergency lighting and exit lights
10.0	Key Lock Box	There is no lock box on property.



EMERGENCY PROCEDURES FOR RESIDENTS

SECTION 5.0

.0

PROCEDURE

WHEN YOU HEAR THE FIRE ALARM

All Residents

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

Wheelchair Residents

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

If The Fire Is In Your Room/Area

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

If The Fire Is Not In Your Room/Area

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

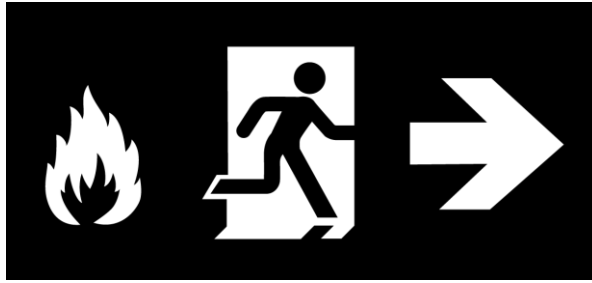
If Smoke Is Coming Through The Door

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

Emergency Procedures Sign

SECTION 5.1

Print the emergency procedures sign from the next page and post throughout the home.



IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- Leave the fire area immediately.
- Close all doors behind you. Alert staff and occupants.
- Activate the fire alarm system. Use the pull station.
- Call 9-1-1 (from a safe location) to request fire/rescue services.
- Use exit(s) to leave the building.

UPON HEARING ALARM

- If intermittent signal (1st stage) – stand by and prepare to leave the building.
- If continuous signal (2nd stage) – leave the building via the nearest exit. Close all doors behind you.

CAUTION

- If intermittent signal (1st stage) – stand by and prepare to leave the building.
- If continuous signal (2nd stage) – leave the building via the nearest exit. Close all doors behind you.
- If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place a wet towel at base of door.



Emergency Procedures For All Employees

SECTION 6.0

Summary

Employees must respond immediately to any fire emergency following the procedures listed below. Employees must understand and be able to implement all procedures for fire emergencies.

The procedures must be permanently posted by each manual pull station.

1.0 Sounding Of Fire Alarm

All employees in the home are expected to respond immediately when the fire alarm sounds.

2.0 Responsibilities Of All Employees

1. Listen for an announcement of where the fire site is located.
2. All employees must immediately proceed to assigned area: fire scene, work area or emergency operations centre.
3. Employees who are not assigned to the fire scene must return to their assigned work area unless they are at the site of the fire or in a resident's room. In these situations, all employees are under the direction of the charge nurse and must stay at the site of the fire carrying out duties that are assigned to them.
4. Employees proceeding to the fire site or to their work area are to move quickly, but cautiously, approaching smoke barrier doors with caution.
5. Check all doors before opening and look through the window (if possible) for signs of a fire. If the door has no window, place the back of your hand on the door at the top and feel for heat and/or look for smoke at the base.
6. Proceed only if the way is free and clear of fire and smoke. If there are signs of smoke and/or fire, proceed to another exit.



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7. If it is unsafe to return to your work area, report to the Emergency Operations Centre.
 8. Do not resume normal duties until the Incident Manager has called an end to the fire emergency situation.
-

3.0 Responsibilities Of Department Heads (Except Administrative Assistant), Designated Departmental Staff, Maintenance Staff And Any Other Personnel

1. Go to the fire scene to assist as directed by the Incident Manager
 2. Resume normal duties only after "Code Red – All Clear" is announced.
 3. The charge nurse on duty and Environmental Manager will have a key to the fire pull stations and the alarm panel.
-



Emergency Procedure for First Responders

SECTION 6.1

SUMMARY

Employees must respond immediately to any fire emergency following the procedures listed below. Employees must understand and be able to implement all procedures for fire emergencies.

The procedures must be permanently posted by each manual pull station.

PROCEDURE

Discovery Of Fire Or Smoke

First Responder

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

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





Other Employees

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

Sounding Of The Fire Alarm

Everyone

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



Emergency Procedures For Incident Manager

SECTION 6.2

PROCEDURE

Incident Manager Incident Manager Checklist

RESPOND

_____	Proceed to the nearest annunciator panel and read the fire location.
_____	Acknowledge the fire alarm by pushing the button under the flashing light on the fire alarm control panel.
_____	If the first to the main panel, announce or delegate a staff member to announce three times, "CODE RED – Location" "CODE RED – Location" "CODE RED – Location" Using our walkie talkies
_____	If 9-1-1 has not already been called, appoint a person to call the Fire Department (9-1-1) to confirm response and provide additional information on the source of the alarm.
_____	Put on the orange vest located adjacent to the main fire alarm panel. Collect the clipboard with the Resident list, next of kin list, fan out list, staff on duty list, etc.
_____	Proceed to the fire site if safe to do so and assume control of the situation:
_____	Ensure all persons in immediate danger are rescued,
_____	Direct evacuation procedures as required,
_____	Communicate with others by sending an employee as a runner, and
_____	Appoint a person to meet fire fighters at the front door. Ensure the front door is unlocked and have a building floor plan and all keys necessary to get around the building ready to provide them. Liaise with fire department upon arrival as to the conditions at the fire site and the actions that have been taken.
_____	Assign staff to monitor exit doors and account for all residents and visitors in the area.
_____	Provide aid to the Fire Department as requested.



	If evacuation is required
_____	Appoint a person to activate the staff call back list. This will start with the notification of the Administrator/DOC.
_____	Enact Code Green for the evacuation and follow the Code Green procedures.
_____	Maintain a record of residents evacuated.
_____	Provide aid to the Fire Department as requested.

RECOVER

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

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



Emergency Procedures For Registered Nursing Staff

SECTION 6.3

PROCEDURE

Fire Alarm Preparation

- Charge Nurse**
1. The Charge Nurse oversees RPN's and PSW's. RPN's are in charge of their home area.
 2. During a fire alarm, the RPN is responsible for the safety of residents and visitors in their home area and response of personnel.
 3. At the beginning of each shift, the RPN confirms which PSWs in their area will be responsible for reporting to the fire scene in the event of a fire and confirms that staff are aware of their responsibilities in the event of a fire alarm. For example, at shift reports, staff are reminded that shift D1 gets the extinguisher and runs to the scene, D2 stays with the residents, etc.
 4. Inspect their designated home area once during each shift to ensure that there is no danger of fire.

Upon Hearing The Fire Alarm

1. Always proceed to the fire scene in pairs
2. Take a fire extinguisher.

Registered Staff/ Charge Nurse Duties

1. During the fire alarm, the nurses in charge of the units are responsible for the safety of residents and visitors in their home area as well as personnel on their unit.
2. In the event of a fire alarm, RPN's should do the following in the order shown:
 - a. Proceed immediately to the nurses' station and listen for the announcement. (Please note annunciator panels are at the main entrance and outside the Mechanical room door down South Wing.



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3. Obtain an elder list.
 4. If the fire is located within their home area, the RPN will proceed to the fire location and assume control:
 - a. Ensuring all persons in immediate danger are rescued
 - b. Direct evacuation procedure, as needed
 - c. Maintain control until relieved by a more senior nurse or the Incident Manager.
 5. If the fire is not located in their home area or unit, RPN will ensure staff are responding to the fire alarm appropriately, redirecting as required:
 - a. Ensure staff are remaining in their home area to fulfill their duties (i.e. close fire doors, check all rooms for signs of fire and or smoke, clear hallways, report resident and visitor locations to the Incident Manager.
 - b. Account for all resident and staff of the home area using the elder list, write down location of elders and visitors in the unit. Check the resident sign-out list.
 6. Turn off all unnecessary equipment.
 7. If you are conducting a medication pass, ensure all medication is put into the medication cart and lock the cart.
 8. If conditions with the unit become unsafe due to smoke, heat or fire:
 - a. Initiate evacuation of unit
 - b. Notify Incident Manager of the decision to evacuate, the route to be taken and the intended destination.
 9. When "Code Red – All Clear" has been announced three times, and staff return to the work area, check that all unused fire extinguishers are replaced.
 10. Complete Fire Drill Report and send it to Administrator/ DOC

PROCEDURE

Upon Hearing The Alarm

Care Staff

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

Emergency Procedures For Social Workers

SECTION 6.5

PROCEDURE

Upon Hearing The Alarm

Social Worker

1. If you are involved in a conference, stay in office and wait for area of fire to be announced. If you are in the immediate area take the resident and family to the nearest area of refuge with other residents via the planned evacuation route.
2. If you are in a unit, report to the RPN for directions.
3. If you are in your office, close the window and door before leaving. Flag door to show it is empty.
4. Proceed to the Emergency Operations Centre for role assignment.

Emergency Procedures For Program Employees

SECTION 6.6

PROCEDURE

Upon Hearing The Alarm

Program Employees

1. If you are involved in a program and in a safe location (separated from the fire location by two sets of doors), close the door and supervise the elders.
2. If you are in a unit, report to the RPN for directions.
3. If you are not actively involved in a program and not in a unit, return to the Program office if safe to do so.
 - a. Close windows and doors,
 - b. Check for residents in the vicinity and ensure their safety,
 - c. Flag all rooms that have been evacuated, and
 - d. Report to the Emergency Operations Centre.

Emergency Procedures For Dietary Employees

SECTION 6.7

PROCEDURE

Upon Hearing The Alarm

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

Cooking Appliance Fires

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

Emergency Procedures For Housekeepers, SECTION 6.8 Janitors And Laundry Employees

PROCEDURE

Upon Hearing The Alarm

Housekeepers And Janitors

1. Lock and move housekeeping cart to a safe location out of the hallway and line of traffic.
2. Staff assigned to "fire scene" duties:
 - a. Proceed to the fire scene
 - b. Report to and take direction from the Incident Manager (person wearing orange vest)
3. Staff working in a resident home area are to remain in the area and check:
 - a. Check for fire conditions (smoke, heat, flame)
 - b. Close all doors and windows in the area
 - c. Close any fire doors that have failed to close (ensure this is reported to the Incident Manager as part of the debrief)
 - d. Make sure all exits have clear access
 - e. Clear all the hallways by moving all carts and equipment into rooms
 - f. Move all residents and visitors in an open area into a room with a door (resident room, activity room, dining room, etc.) and close the door.
 - g. Direct residents and visitors to stay in their current location with the door closed until the "all clear" is announced
 - h. Turn off all non-medical equipment.
 - i. Proceed to the Emergency Operations Centre (Nursing Station) and report the outcome of the initial "sweep" including the location of all residents, visitors, volunteers and others.
 - j. Standby at the Emergency Operations Centre to await further instructions from the Incident Manager.
 - k. Monitor doors throughout the fire alert as assigned to ensure wandering residents do not leave while fire door locks are deactivated.
4. Remain on emergency alert until "Code Red-All Clear" is announced. Once an "all clear" has been given, "sweep" the unit to notify residents,



visitors and volunteers that it is safe to resume regular activities, open doors and reassure residents.

Laundry Staff

1. Turn off all equipment in the laundry room.
2. Ensure doors are closed and proceed to the Emergency Operations Centre (Nursing Station) for instructions from the Incident Manager.

Emergency Procedures For Maintenance SECTION 6.9 Employees

PROCEDURE

Upon Hearing The Alarm

Maintenance Employees

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

Emergency Procedures For Volunteers SECTION 7.0

PROCEDURE

Upon Hearing The Alarm

- Volunteers**
1. STAY CALM.
 2. Stay with residents in a safe location.
 3. If not with elders, proceed to the Emergency Operations Centre (Nursing Station) and obtain further instructions from Incident Manager.
 4. Do not run.
 5. Resume normal duties only after a "Code Red – All Clear" is announced.
-

If You Discover A Fire

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

"There is a fire at Iroquois Lodge Nursing Home 750 Gibraltar St, Delhi the fire is located in: **Name Exact Location of Fire Including Floor, Home Area and Room Number**
 - T** Try to confine/contain/extinguish fire, if possible, without undue risk using the nearest fire extinguisher.

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

Emergency Procedures For Staff Call- SECTION 8.0

Back List

SUMMARY

The staff call back list will be used for the purpose of calling in employees to assist in an emergency situation only. The list must be updated quarterly or as required by the Administrator.

The Administrator is to distribute and update staff call back lists to the Callers and Alternate Callers and review the procedure with them as required.

PROCEDURE

Upon Hearing The Alarm

-
- | | |
|----------------------|---|
| Administrator | <ol style="list-style-type: none">1. Determine personnel needed and begin fan out procedure until the required number of employees have been obtained.2. Telephone callers, as listed and inform them that an emergency is occurring and that they are needed to report to the home. If a Caller cannot be reached, the Alternate Caller will be notified and assigned the list of the Caller that could not be reached. |
|----------------------|---|
-

- | | |
|-----------------------------|---|
| Callers Or Designate | <ol style="list-style-type: none">1. Telephone the employees on your list. Do not leave a message.2. Once all the employees on your list have been called, notify the Administrator of the results.3. Continue to attempt to reach any employees that were not immediately reached.4. Check in with Administrator for directions as to next steps. |
|-----------------------------|---|
-

- | | |
|-------------------------------------|---|
| Employees Reporting For Duty | <ol style="list-style-type: none">1. Employees reporting for duty will report to the Emergency Operations Centre upon arrival to Iroquois Lodge to receive their assignments. |
|-------------------------------------|---|

1.0	Summary	The objective of an evacuation is to remove elders from danger in the shortest amount of time possible.
2.0	Risk Level	Any fire emergency is a progressive incident. This means that the longer it takes to isolate the source(s) of danger and evacuate elders, the greater the chances of someone being seriously injured. For homes with a fire alarm system that operates in two stages the first alarm is the ALERT STAGE. The Alert Stage activation signals a potential fire warning. The fire alarm bells will sound a long ring every 2 or 3 seconds. The second stage of the alarm is the evacuations stage; the alarm bells will sound more rapidly to inform of the need to evacuate.
3.0	Evacuation Plan	As part of the Emergency Response Plan, there must be an evacuation plan that indicates the following: 1. Planned evacuation routes, 2. Evacuation Centre location, 3. Emergency Operations Centre German Hall 443 James St, Delhi 519-842-3563 9am-1am ____-____-____ After hours 4. Area of Temporary Refuge: German Hall 443 James St, Delhi 519-842-3563 9am-1am ____-____-____ After hours 5. Long Term Refuge: Cedarwood Village Retirement Apartments and Nursing Home 500 Queensway W, Simcoe



519-426-8305

Administrator:

Accommodation:

Dover Cliffs Long-Term Care Home

501 St George St, Port Dover

519-583-1422

Administrator:

Accommodation:

Norview Lodge

44 Rob Blake Way, Simcoe

519-426-0902

Administrator: Bill

Accommodation:

Caressant Care Courtland

4850 Hwy 59, Courtland

519-688-0710

Administrator: Alex Stevens

Accommodation: 3 residents

Maple Manor

73 Bawell St, Tillsonburg

519-582-3563

Administrator: Ashley

Accommodation:

6. Assigned exits, and

7. Assessment and Treatment Centre location:

Tillsonburg District Memorial Hospital

167 Rolph St. Tillsonburg

519-842-3611



Norfolk General Hospital
365 West St. Simcoe
519-426-0130

Brantford General Hospital
200 Terrace Hill St, Brantford
519-751-5544

Partial Evacuation

A partial evacuation must occur if the emergency can be contained to a specific area of the building that ensures the safety of all resident and employees.

4.1 Evacuation Stages

Evacuation starts with removing residents from individual rooms to beyond a set of fire doors. Partial evacuation is carried out if the disaster itself can be contained in a particular area of the facility. If safety of the residents cannot be ensured, total evacuation of the facility will be carried out, and this will be announced by putting the alarm system into second stage activation.

STEP I FIRE ZONE or partial evacuation is the initial response to the emergency. It involves removing residents from the rooms(s)/area threatened by the source of the disaster:

1. Room of emergency site
2. Rooms on each side of the emergency site
3. Room directly across from emergency site

Evacuate these residents beyond fire/smoke separation doors to a safe area by Team and Chain Evacuation procedure outlined inside this plan. Consideration will be given to evacuation areas immediately adjacent.

Note: Fire evacuation routes are away from the fire. Depending on the fire situation, the amount of smoke, and the flow of traffic of the fire department, the Incident Manager may permit the movement of residents past the rooms with the fire if it is safe and more expedient to do so.

STEP II WING EVACUATION - If a fire cannot be contained to



a single fire zone, evacuate residents beyond the fire separation doors to another safe zone within the building (internal area of refuge). Residents in immediate danger should be moved first.

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

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

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

Evacuate away from the fire area to the next zone and then out of the building or right to the closest exit, whichever is. Check to ensure evacuation of fire zone is complete.

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

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

5.0 Complete Evacuation

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

Note: At this step the Incident Manager must utilize the Code Green Incident Manager Job Action Checklist.

5.1 Authority To Order Evacuation

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

Procedure for Evacuation of Residents SECTION 9.1

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

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

Establish Emergency Operations Centre (EOC) – the most senior position (person) on site (that is not at the fire scene) must take charge of the EOC. It is located at the Nursing Station.

PROCEDURE

Decision To Evacuate

Incident Manager

1. Assess the emergency and determine whether the incident requires a partial or total evacuation.
2. Initiate Incident Management System (IMS).
3. Determine and communicate evacuation route(s).
4. Convert the fire alarm system to the second phase to create a continuous ringing sound by the designated keyholder by inserting and turning the key to the right.
Note: If the communication system(s) fails, send a runner to notify all employees of the code red emergency.
5. Identify and determine appropriate evacuation stages and evacuate the specific area where the emergency is occurring.
6. Call 911 immediately.
7. Liaise with authorities to determine:
 - a. The end of the partial evacuation, or
 - b. The need to call a complete evacuation.

Safety Leader

1. Direct residents and employees to the Area of Refuge using planned evacuation routes.



Complete Evacuation

Incident Manager

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

Logistics Leader

1. Remove the following records from the building using linen hamper bags or carts:
 - a. Elder Care Plans,
 - b. M.A.R. Books,
 - c. Elder Medical Charts (if applicable)
 - d. L.O.A. Books,
 - e. Emergency Response Plan
 - f. Disaster Box(es),
 - g. MSDS Master Binder, and
 - h. If possible, pictures of elders
2. Direct and organize elders and employees to the Area of Refuge. If required, used planned transportation.

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

Evacuation Procedures

SECTION 9.2

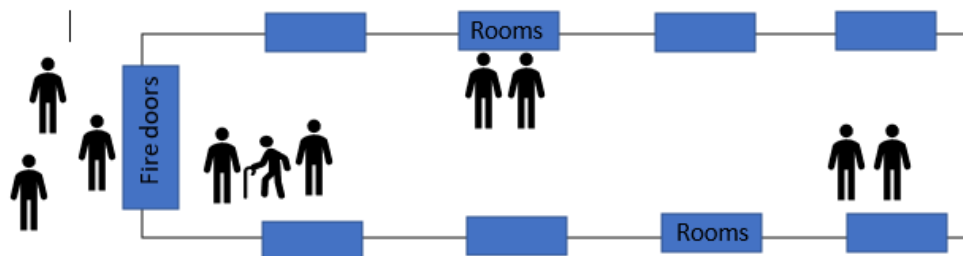
SUMMARY

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

PROCEDURE

Logistics Leader

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



Teams

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

Persons Requiring Assistance

SECTION 9.3

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

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

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

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

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

Accountabilities

1.0 Responsibilities Of The Owner

Owner means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property. This means the owner can be the person whose name is on the title, executive officer in a corporation owning the building, an Administrator/ Executive Director, a night Manager/Manager or even a maintenance Manager/Manager.

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

1. Establishment of emergency procedures to be used in case of a fire emergency.
2. Appointment and organization of designated Managers employees to carry out fire safety duties.
3. Training of Managers employees and other staff so that they are aware of their responsibilities for fire safety.
4. Holding of fire drills in accordance with the Fire Code, incorporating emergency procedures appropriate to the building.
5. Control of fire hazards in the building.
6. Maintenance of building facilities provided for the safety of occupants (keeping records of same).
7. Provisions of alternate measures for safety of residents during shutdown of fire and life safety systems.
8. Ensure the information in the Fire Safety Plan is current and notifying the Chief Fire Official regarding changes to the Fire Safety Plan.
9. Designate and train sufficient alternates to replace Managers employees during any absence.
10. Post and maintain on each floor area emergency procedures for residents.
11. Ensure the approved Fire Safety Plan or parts thereof are distributed.
12. Be able to inform staff in the operation of Fire Alarm Systems and its associated devices.
13. Storage, handling and use of portable oxygen systems shall be in conformance with CSA-Z305.12



2.0 Responsibilities Of Manager Employees

1. Be trained and know the emergency evacuation procedures.
 2. Maintain an up-to-date list of occupants requiring assistance to evacuate in the event of an emergency.
 3. Know the fire extinguishment, control or confinement procedures.
 4. Practice measures to control fire hazards.
 5. In the event of any shutdown of the fire and life safety systems, initiate alternative measures.
 6. Maintain the fire alarm and other fire protection features in good operating condition.
 7. Participate in fire drills
 8. Report any hazards or immediate threats to life safety to your Manager/Manager.
 9. Obtain and comply with the Fire Code and regulations in your jurisdiction.
-

3.0 Responsibilities Of All Employees

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

Extinguishment, Control And Containment

SECTION 11.0

1.0 Summary

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

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

2.0 Operating A Fire Extinguisher

P – Pull Pin

Pull the pin. This will also break the tamper seal.

A – Aim Extinguisher

Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire and not at the flames. Ensure that the fire is not between yourself and the exit.

S – Squeeze Trigger

Squeeze the handle to release the extinguishing agent.

S – Sweep

Use a sweeping motion from side to side, pointing the extinguisher at the base of the fire, until it appears to be out. Watch the area. If the fire re-ignites, repeat "PASS" procedure.



3.0 Kitchen Hood Suppression System (KHSS)

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

The following describes the specific requirements to control fire hazards:

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

Alternative Measures

SECTION 13.0

1.0 Summary

1. The following are alternative measures to be taken in the event of a shut down or other disabling circumstances of specific life safety devices/systems.

1.1 Fire Extinguishers

2. Portable fire extinguishers shall be recharged as soon as possible after use. If the building is open to the public during a recharge delay, replacement extinguishers must be available.

1.3 Fire Alarm System

1. If the fire alarm system becomes inoperative, a responsible employee shall be assigned to conduct hourly fire watch inspections of the whole building and to calmly alert all Elders in the event of a fire.
2. The employee conducting fire watch duties must have a portable communication device to immediately call 911 in the event of a fire emergency.
3. Notify the fire department 1-226-549-6256 any time the fire alarm system is non-operational.

1.4 Kitchen Hood Suppression System (KHSS)

1. In the event the Kitchen Hood Suppression System (KHSS) becomes inoperative, all staff should be made aware of the situation and repairs should be made immediately. All cooking, which produces grease-laden vapors, must be stopped.
 2. Notify the fire department 1-226-549-6256 any time the KHSS is non-operational.
-



2.0 Shutdown Of Fire Protection Equipment

1. In the event of any shutdown of fire protection equipment or part thereof, residents, the owner and Fire Department 1-226-549-6256 must be notified.
2. Instructions and procedures for alternate provisions must be posted in case of an emergency.
3. The following are the procedures that are to be followed in the event of a shutdown of any part of a fire protection system or equipment:
 - a. Notify the fire department and the monitoring company. Give your name, address and a description of the work and when you expect it to be corrected.
 - b. Post Out of Service notices on front entrances, other entrances, all floors, nursing stations, stating the work and when it is expected to be completed. **A sample of this notice can be found in Section 17.0 of this Fire Safety Plan.**
 - c. An appointed designated employee will conduct a walk-through and fire watch of the affected area every hour, keeping records of what is observed. These records will be kept in the Logbook in the Administrators office. **A sample of this Fire Watch Log can be found in Section 17.1 of this Fire Safety Plan.**

Note: The designated employee must be equipped with a flashlight.
 - d. If a fire is found, immediately activate the Fire Alarm System if it is operational. If not, call the 911 and alert the Incident Manager of the situation.
 - e. Update fire department and residents/employees when the work has been completed and all systems are operational.

Tests, Inspections And Checks

SECTION 14.0

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

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

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

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

DEFINITIONS

Check: Means a **visual observation**, to ensure the device or system is in place and is not obviously damaged or obstructed.

Inspection: Means a **physical examination**, to determine that the device or system will apparently perform in accordance with the intended function.

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

The Administrator will assign a designated employee and/or qualified contractor(s) to fulfill the following maintenance requirements:

5 Years: Every 5 years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested.

6 Years: Every 6 years, stored pressure extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.



Every 12-years, mild steel or aluminum shell fire extinguishers shall be hydrostatically tested.

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

Portable Fire Extinguishers	Role Responsible
Except as otherwise stated in this section maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10.	Maintenance
Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	Maintenance



Portable Fire Extinguishers	Role Responsible
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable fire extinguisher.	Maintenance
All extinguishers shall be recharged after use or as indicated by inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.	Qualified Contractor
MONTHLY:	
Portable fire extinguishers shall be inspected monthly.	Maintenance
YEARLY:	
Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	Qualified Contractor
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: 1. mechanical parts 2. extinguishing agent 3. expelling means	Qualified Contractor
Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable.	Qualified Contractor

Fire Alarm	Role Responsible
Fire alarm system components shall be kept unobstructed.	Maintenance
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	Maintenance
Daily:	
The following daily checks shall be conducted and if a fault is established, appropriate corrective action shall be taken:	Maintenance



Fire Alarm	Role Responsible
1. Check the principle and remote trouble lights for trouble indication. 2. Inspection of the AC power-on light shall be done to ensure its normal operation.	
Monthly:	
Every month the following test shall be conducted and if a fault is established, appropriate corrective action shall be taken: 1. One manual alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition. 2. Function of all signal devices shall be ensured. 3. The annunciator panel shall be checked to ensure correct annunciation. 4. Intended function of the audible and visual trouble signals shall be ensured. 5. Fire alarm batteries shall be checked to ensure that: a. Terminals are clean and lubricated where necessary, b. Terminal clamps are clean and tight, and c. Electrolyte level and specific gravity, where applicable, meet manufacturer's specifications. 6. Communication from at least one remote firefighter emergency telephone location control unit shall be tested monthly on a rotational basis so that all such telephones are tested at least once per year.	Maintenance
Yearly:	
Yearly tests shall be conducted by a certified fire alarm and or contractor as required by all applicable codes. Tests shall be in conformance with CAN/ULC S536, Inspection and Testing of Fire Alarm System.	Qualified Contractor

Commercial Cooking Equipment	Role Responsible
Weekly:	
Hoods, grease removal devices, fans, ducts, and other equipment shall be checked weekly and cleaned as necessary, prior to surfaces becoming heavily contaminated with grease or oily sludge.	Maintenance
Monthly:	
Inspect the fixed extinguishing system and verify the following:	Maintenance



Commercial Cooking Equipment		Role Responsible
1. The extinguishing system is in its proper location. 2. The manual actuators are unobstructed. 3. The tamper indicators and seals are intact. 4. The maintenance tag or certificate is in place. 5. No obvious physical damage or condition exists that might prevent operation. 6. The pressure gauge(s), if provided, is in operable range. 7. The nozzle blow-off caps are intact and undamaged. 8. The hood, duct, and protected cooking appliances have not been replaced, modified or relocated.		
Every 6 Months:		
Inspection and maintenance of special extinguishing systems shall be conducted in conformance with the appropriate NFPA standard.		Qualified Contractor
Every 12 Years:		
The following parts of the chemical extinguishing system shall be subjected to a hydrostatic pressure test: 1. Containers, 2. Auxiliary pressure containers, and 3. Hose Assemblies.		Qualified Contractor

Emergency Power Systems (Csa-C382 For Details)		Role Responsible
Weekly:		
Check all components of the system; operate the generator set under at least 50% of rated load for 30 minutes.		Maintenance
Six Months:		
Check and clean crankcase breathers, governors and linkages on stand-by generators.		Qualified Contractor
Yearly:		



Emergency Power Systems (Csa-C382 For Details)		Role Responsible
Inspect and service generator and generator set.		Qualified Contractor
Every 2 Years:		
Check torque heads and valve adjustments for engines.		Qualified Contractor
Every 3 Years:		
Inspect and service injector nozzles and valve adjustments on diesel engines.		Qualified Contractor
Every 5 Years:		
Check insulation of generator windings		Qualified Contractor

Emergency Lighting (Battery Pack Type Only)		Role Responsible
Daily:		
Check pilot lights for indication of proper operation daily.		Maintenance
Monthly:		
Unsealed batteries shall have the electrolyte level and specific gravity inspected monthly and be maintained as per manufacturer's specifications. Ensure that battery surface is clean and dry. Ensure that terminal connections are clean, free of corrosion and lubricated monthly.		Maintenance
Ensure that terminal clamps are clean and tight as per manufacturer's specifications monthly.		Maintenance
Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.		Maintenance
Yearly:		



Emergency Lighting (Battery Pack Type Only)	Role Responsible
Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for the duration equal to the design criteria under simulated power failure conditions.	Qualified Contractor
After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications.	Qualified Contractor

Standpipe System	Role Responsible
Standpipe and hose systems shall be identified and unobstructed.	Maintenance
Standpipe and hose systems shall be maintained in operating condition.	Maintenance
Monthly:	
Hose cabinets shall be inspected to ensure that the hose and equipment are in proper position and appear to be operable.	Maintenance
Yearly:	
Plugs or caps on fire department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	Qualified Contractor
Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose.	Qualified Contractor
Standpipe hose shall be inspected and re-racked annually and after use without refolding existing fold locations. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.	Qualified Contractor

Water Supplies For Fire Fighting (Fire Pumps)	Role Responsible
Daily	
The temperature of pump rooms shall be checked daily during freezing temperatures	Maintenance
Weekly	



Water Supplies For Fire Fighting (Fire Pumps)		Role Responsible
Valves controlling water supplies (used exclusively for fire protection systems) shall be sealed in the open position and inspected weekly. Fire pumps shall be operated at least once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected during the weekly operation of fire pumps.		Maintenance
Yearly		
Fire pumps shall be tested annually at full rated capacity to ensure that they can deliver the rated flow.		Qualified Contractor



Fire Drills

SECTION 14.1

-
- 1.0 Summary** Fire Drills are to be performed monthly in each facility to provide employees with realistic training and practice in steps to take in the event of a fire.
- The Fire Department and the monitoring company will be notified of the fire drill before and after each fire drill.
- Contact the Fire Department 1-226-549-6256 and the Monitoring Company at 1-833-920-2166 before conducting the fire drill and when the fire drill has been completed.
-
- 2.0 Frequency** Fire drills should simulate an actual fire emergency and will:
1. Be performed monthly on all shifts, in different locations and at different times.
 2. This includes practice in evacuation procedures and practice in the use of fire extinguishers and fire blankets.
 3. Night drills may be conducted as silent drills requiring three annual drills with full bells.
-
- 3.0 Scheduling** Administrator or designate will organize and initiate the monthly drills on all shifts according to the pre-planned schedule. The effectiveness of these exercises can be supported through pre-planning. Schedule of drills must be incorporated into the Quality Improvement Program.
- All employees are required to respond to each fire alarm as a real emergency. Fire drills should not occur in a pattern which allows employees to predict a drill. Drills will be a combination of announced and unannounced, ensuring employee training and practice. The Administrator or designate will notify the fire department and monitoring company at the beginning and end of each fire drill.
- Determining the fire drill schedule should consider the following variables:
1. Location
 2. A/C power
 3. D/C power
 4. Bells ring
 5. Silent
 6. Time
-



4.0 Staff Development Responsibilities

The Director of Care or designate may provide overall coordination of the fire drill, to assist in analysing the response to the drill and correcting any deficiencies that may occur. They are required to complete the Report of Fire Drill to document employee behaviour in carrying out fire procedures. They must conduct a post drill review to pinpoint areas where the drill deviated from the Emergency Response Plan.

The Director of Care or designate will monitor and maintain records of employee attendance at fire drills. They will evaluate employee response in terms of training needs and advise the Administrator accordingly.

5.0 Staff Attendance

Each regularly scheduled employee must participate in at least one fire drill per year.

6.0 Record Of Fire Drill Attendance Form

All staff in attendance at the time of a fire drill will sign the Record of Fire Drill Attendance Form. Transferring the attendance from the Record of Fire Drill form to the Continuing Education Report form will assist the Administrator or designate in planning future drills.

All records of the fire drills must be kept for a minimum of two years. They should be made part of a fire drill logbook.

7.0 Report Of Fire Drill

A Report of Fire Drill form will be completed by the Administrator or designate to document the actions and effectiveness of employees in implementing fire procedures following each drill. Copies of the Report of Fire Drill will be sent to the Administrator each month.



7.1.1 ONLY APPLIES TO ONTARIO HOMES

7.1.1 Annual Fire Evacuation Drill

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

Facility: _____ Location: _____

Report To: _____ Date: _____ Time: _____

Type Of Drill

☐ Fire Drill ☐ Alarm Activated ☐ Fire Situation ☐ Silent Alarm

How quickly was location of fire identified? _____ minutes

Were appropriate steps taken to confine the fire? ☐ Yes ☐ No

Was fire code and location heard clearly over the P.A. system? (3 times) ☐ Yes ☐ No

Did all fire/smoke doors close automatically? ☐ Yes ☐ No

Did all fire bells rings? ☐ Yes ☐ No

Was Fire Department notified before and after the drill? ☐ Yes ☐ No

Did Fire Department monitoring service receive the signal? ☐ Yes ☐ No

Was evacuation done correctly as per the Emergency Preparedness Plan? ☐ Yes ☐ No

Receptionist/Designate:

Announced the fire location? ☐ Yes ☐ No

Stayed in the lobby to direct traffic? ☐ Yes ☐ No

Announced all clear? ☐ Yes ☐ No

Incident Manager

Checked annunciator panel for location? ☐ Yes ☐ No

Went to fire scene to direct procedures? ☐ Yes ☐ No

Registered Nurse:

Reported directly to assigned areas? ☐ Yes ☐ No

Directed staff according to procedure? ☐ Yes ☐ No

Other Nursing Staff:

Went to assigned areas? ☐ Yes ☐ No

Searched for fire and closed door on all units? ☐ Yes ☐ No



Removed elders in danger?

☐ Yes ☐ No

Housekeeping Staff:

Cleared carts and equipment from corridor?

☐ Yes ☐ No

Reported to assigned areas?

☐ Yes ☐ No

Assisted in location/evacuation procedure?

☐ Yes ☐ No

Laundry Staff:

Turned off all equipment?

☐ Yes ☐ No

Closed all doors?

☐ Yes ☐ No

Checked service areas?

☐ Yes ☐ No

Secured elevator on first floor? (if appropriate)

☐ Yes ☐ No

Maintenance Staff:

Shut off equipment and left work area secure?

☐ Yes ☐ No

Went to fire area with extinguisher?

☐ Yes ☐ No

Dietary Staff:

Turned off all equipment?

☐ Yes ☐ No

Left kitchen?

☐ Yes ☐ No

Searched and closed door in adjacent area?

☐ Yes ☐ No

Evacuated dining room (if necessary)?

☐ Yes ☐ No

Assigned staff to remain with elders?

☐ Yes ☐ No

Reported to Emergency Operations Centre?

☐ Yes ☐ No

Activities:

Checked area and secured as appropriate?

☐ Yes ☐ No

Supervised elders in safe area?

☐ Yes ☐ No

Followed proper procedures?

☐ Yes ☐ No

Beautician:

Followed proper procedures?

☐ Yes ☐ No

Residents:

Did residents actively participate in the drill?

☐ Yes ☐ No



**For any “no” response, provide comments below:
Identify problems/concerns:**

Identify Corrective Action(s) taken or record in-service topics:

Signature _____



Record Of Fire Drill Attendance Form

SECTION 14.2

Date: _____ Facility: _____

Time: _____ Fire Drill Location: _____

In Service: _____ Topic: _____

Name (Please Print)	Department	Signature



Letter to Fire Chief

SECTION 16.0

Stephanie Pongracz
Iroquois Lodge
750 Gibraltar Street
Delhi, Ontario N4B 3B3

Cory Armstrong-Smith
[Click to Insert Address](#)
Delhi, Ontario N4B 3B3

Dear Cory;

Enclosed please find a copy of the Fire Plan for Iroquois Lodge. I would appreciate your review of the document and would be pleased to receive any recommendations or suggestions regarding the Plan. I would be pleased to meet with you to review the plan at your convenience.

Following review of the Plan, please return the Plan with a covering letter acknowledging your review, any recommendations for approval and if the plan is considered appropriate and meets requirements of your fire service.

Thank you for your assistance in maintaining our high standards of fire safety.

Sincerely,

Stephanie Pongracz



SECTION 17.0

Instructions: Note what fire protection system is out of service and post copies of this sign at main entrance and on all floor areas.

Fire Watch Log



BUILDING AREA/ROOM CHECK Q 1 HOUR INTERVALS

[illegible]

Page 62 of 69

Instructions: Note what fire protection system is out of service and post copies of this sign at main entrance and on all floor areas.

**SECTION
17.1**

Fire Watch Log

This form may be used to document visual checks of the home during loss of fire safety systems. This form may also be useful when monitoring the loss of other essential services such as call bells or used at the discretion of the Incident Manager.



(fire protection system out of service)

OUT OF SERVICE

**A FIRE WATCH IS PATROLLING THE
AFFECTED AREAS OF THE BUILDING**

IN CASE OF FIRE CALL 9-1-1

**FOLLOW POSTED
EMERGENCY PROCEDURES**

*This document is uncontrolled when printed.
Iroquois Lodge Nursing Home. will provide, on request, information in an accessible
format or with communication supports to people with disabilities, in a manner that takes
into account their disability. Confidential and Proprietary Information of Iroquois Lodge
Nursing Home.*



(fire protection system out of service)

OUT OF SERVICE

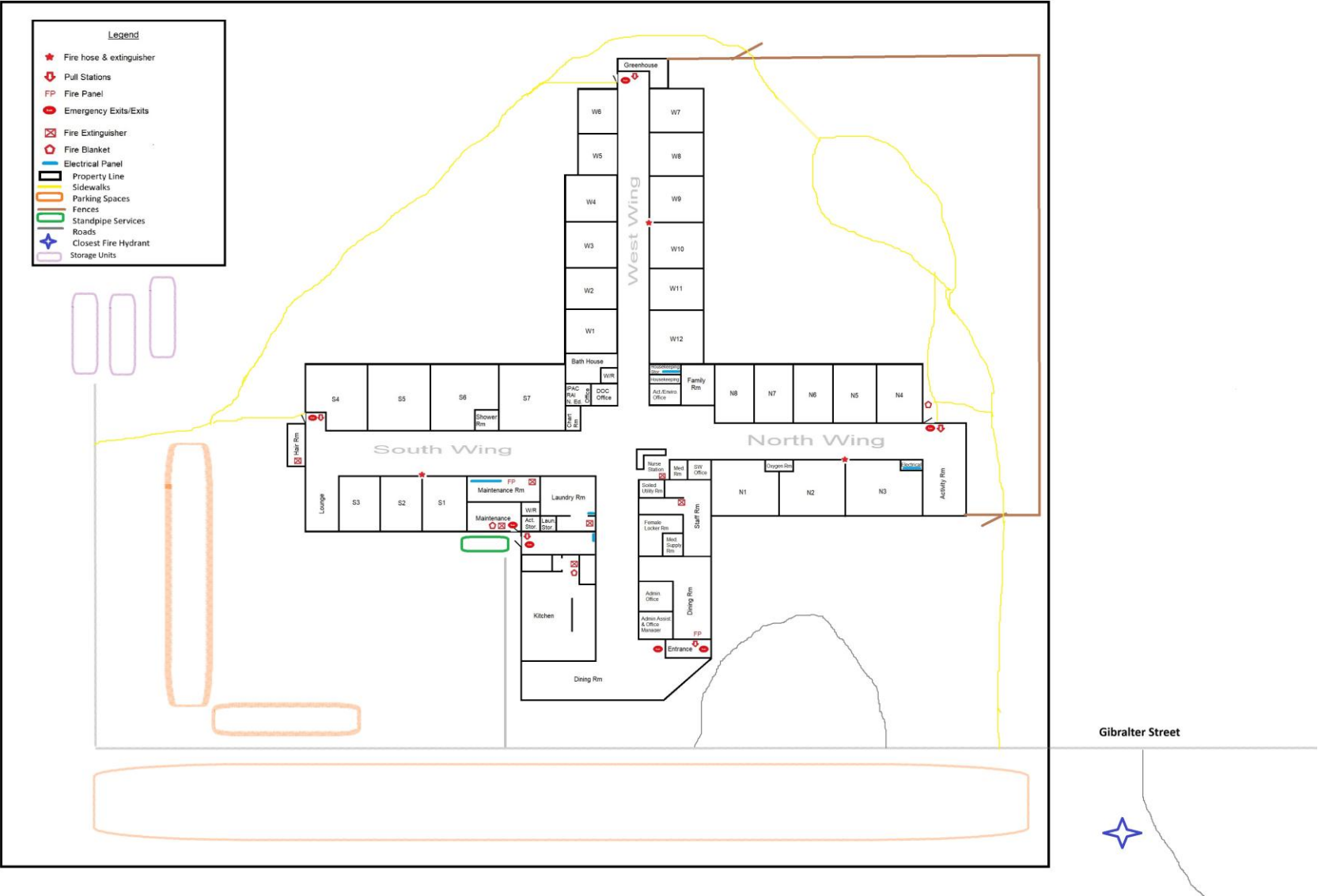
**A FIRE WATCH IS PATROLLING THE
AFFECTED AREAS OF THE BUILDING**

IN CASE OF FIRE

CALL 9-1-1

**FOLLOW POSTED
EMERGENCY PROCEDURE**

Delhi Site Plan



Delhi Floor Plan



Delhi Site Plan

