

Volume

1

THE GIBSON GROUP

Carveth Care Centre

Fire Emergency Manual

[Type text]

[Type text]

[Type text]

Carveth Care Centre
Fire Emergency Manual

The Gibson Group
375 James Street
Gananoque Ontario
Phone 613-382-4752
Fax 613-382-8514

Table of Contents

A. FIRE	A-1
1. Fire prevention Plan	A-1
Introduction	A-1
Responsibility of the Staff.....	A-1
Priorities	A-3
R – A – C – E - Rescue Alarm Confine Extinguish.....	A-3
Rescue - safeguarding the residents.	A-3
Alarm- sounding the alarm	A-3
Notifying The Fire Department.....	A-3
Confine – confine the fire	A-3
Extinguish –controlling the fire	A-3
2. Instructions to Residents & Visitors.....	A-2
Resident & Visitor Response	A-2
If you Discover a Fire.....	A-2
If you hear the Alarm	A-2
In Case of Fire	A-2
Carveth Care Centre is Equipped with a 2 Stage Fire Alarm System	A-3
If you hear an Alarm	A-3
First Stage Alarm Procedures:	A-3
Lodge Staff	Error! Bookmark not defined.
Secretary:	Error! Bookmark not defined.
Visitors:	Error! Bookmark not defined.
Activation:	Error! Bookmark not defined.
Second Stage Alarm Procedures.....	A-4
3. Emergency Action Plan Procedures.....	A-2
Action for Staff to Take Upon Discovering a Fire	A-2
Charge Nurse Responsibilities – above and beyond steps 1 through 9	A-3
Types of Fires and Fire Extinguishers.....	A-6
1. Class A Fires	
Fires in ordinary combustibles such as paper, wood, cloth, etc. , which are normally extinguished by cooling.....	A-6
2. Class "B" Fires	A-6
Fires involving flammable liquids such as gasoline, oil, alcohol, benzene, ether, etc, which are best extinguished by smothering.	A-6
3. Class "C" Fires	A-6
Fires involving electrical equipment , wiring when the use of non conductive extinguishing agent prevents injury.....	A-6
False Alarm	A-7
Procedures for Resetting Fire Alarms and Magnetic Door Locks	A-8
Fire Alarms System.....	A-8
Magnetic Locks	A-8
4. Fire Hazards	A-10
To all Staff	A-10
The More Common Hazards are	A-10
Smoking	A-10

5. Fire Alarm, Fire Extinguishment-Confinement	A-2
To All Staff.....	A-2
Sounding The Alarm	A-2
Hose Cabinets	A-2
Portable Fire Extinguishers.....	A-2
Fire Confinement	A-3
6. Training of Staff	A-2
Specific Training Program	A-2
7. Fire Drills	A-2
Fire Drill Procedures for each shift.....	A-3
Day - 7 am - 3 pm.....	A-3
Evening - 3 pm - 11 pm	A-3
Nights - 11 pm - 7 am	A-3
Charge Nurse	A-4
Director Of Care/Lodge Manager	A-4
Fire Drill Procedures:	A-4
Fire Drill Sheet	A-5
8. Maintenance Program- Fire Protection Equipment.....	A-2
Definition of terms	A-2
9. Alternate measures	A-2
10. Audit of Building Resource	A-3
Fire Alarm & Detection System	A-3
Standpipe Hose Cabinets	A-4
Portable Fire Extinguishers	A-4
Automatic Extinguishers System	A-4
Exits from all Floor Areas	A-5
Emergency Lighting	A-5
Audit of Human Resource	A-2
11. Distribution of Fire & safety Plan A-2	

SECTION

A

A. Fire

FIRE & EMERGENCY

1. FIRE PREVENTION PLAN

Introduction

The purpose of a fire safety plan is to assist the owners, managers, staff and residents to develop and implement an effective program of Fire Safety and Procedures within the home. It is a job requirement for all of Carveth Care staff to be thoroughly familiar with and to understand and carry out the requirements of the Fire Safety Plan.

Responsibility of the Staff

Fire safety is the responsibility of all members of Carveth Care Centre. All staff is expected to practice and demonstrate the highest level of Fire Safety and Fire prevention techniques at all times.

Responsibilities of the Administrator/Owner

The Administrator/Owner will ensure that the residence complies with the provisions of the Fire Code.

The Administrator/Owner will ensure that the following measures are incorporated into the Fire Safety Plan:

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment, organization and instruction of designated supervisory staff to carry out fire safety duties.
3. Instructions to supervisory staff and residents so that they are aware of their responsibilities for fire safety during orientation and annually thereafter.
4. Holding of fire drills monthly and document on a fire report form. All staff attending fire drill will confirm attendance on fire report.
5. Control of fire hazards in the residence.
6. Maintenance of residence for the safety of the residents and staff.
7. Assuring those checks, tests and inspections as required by the Fire Code, are completed on schedule and that records are retained.

8. Posting and maintaining a copy of the Fire Safety Plan.
9. Posting copies of schematics and directions for exits on each floor.
10. Notifying the Fire Department regarding changes in the Fire Safety Plan.
11. Conducting fire and evacuation drills, regularly. This includes internal and lateral evacuations to safe zones and total evacuations.

Responsibilities of the Department Supervisors

1. To co-ordinate the fire safety program throughout their departments.
2. To ensure that all employees are completely familiar with the fire safety manual and their responsibilities in the event of a fire.
3. To see that all employees participate in fire drills and other training sessions at least once a year.
4. To ensure that all employees know the location of and how to operate the fire extinguishers.

All staff members will:

- Have a working knowledge and understanding of the Fire Safety Plan
- Know the location and proper usages of all fire equipment
- Know proper procedures for notifying the Fire Department and monitoring company
- Know the procedures for reporting fires and sounding the alarm
- Know and practice the proper techniques for fire situation rescues
- Participate in and practice proper fire drill procedures
- Be familiar with charge nurse responsibilities
- Attend and participate in fire training discussions including video presentations

In the event of fire or similar emergency situations, all personnel will respond as directed by the Fire Safety Plan Emergency Action Plan Procedures. While it is anticipated that the Emergency Action Plan Procedure will be followed, certain fire situations may require some variation in your response.

In the event of a conflict or inconsistency between the Fire Code and this emergency plan, the Fire Code regulations and Act will prevail.

Priorities**R - A - C - E - Rescue Alarm Confine Extinguish****RESCUE - SAFEGUARDING THE RESIDENTS.**

In the event of fire or an alarm of fire, your first priority must be given to the rescue, evacuation and safeguarding of the residents. Those residents in immediate danger should be moved or evacuated to a place of safe haven first. A place of safe haven may be considered as being beyond fire barrier doors, another part of the building, or into another resident's room with the door closed, as well as external of the building. Movement of residents to safety must be started immediately by staff personnel using proper techniques of lifts, carries, wheeled conveyances or other safe, expedient means of transfer. **DO NOT WAIT FOR THE FIRE DEPARTMENT TO ARRIVE** before starting to move residents. Begin by moving those residents at greatest risk from smoke and fire first. Then evacuate the rooms on each side of the fire scene as well as across the corridor from the fire, continuing to move outward from the fire scene until all residents have been moved to safety and accounted for. Remember never to bring anyone across the fire path and to close doors to limit or reduce the spread of fire and smoke. **Remember to use the signal marker on each room once the residents' room has been completely evacuated.**

ALARM- SOUNDING THE ALARM

To sound the alarm in the event of a fire or unidentified smell emergency, using a loud firm voice, call out to the other staff members repeating the fire code signal 3 times: **Code Red _____ wing, room _____**. If the alarm is not already sounding, activate it by pulling the nearest pull station. Another staff member may be directed to pull the alarm if you are involved in a resident's rescue.

NOTIFYING THE FIRE DEPARTMENT

You must telephone the Fire Department in the event of any fire emergency situation. **Never assume** that they have been called. **Verify it** by asking other staff members. If you are not able to call the Fire Department yourself because of a resident rescue, delegate another staff member to do it. Be prepared to tell them the correct address, what is on fire and where it is located. Consideration must also be given to providing the responding Fire Fighters with access to the building and directing them to the fire scene.

To Call the Fire Department dial 911.**CONFINE - CONFINE THE FIRE**

To prevent the spread of smoke and fire throughout the building close all doors to residents rooms. Keep fire barrier doors in the corridors closed as much as possible. Remember, smoke travels, smoke kills. Keep it confined.

EXTINGUISH -CONTROLLING THE FIRE

If the fire is small enough, use the proper rated fire extinguisher to extinguish the fire. Remove the resident to safety, and then extinguish the fire while someone else is calling the Fire Department. If the fire is too large, remove the resident, confine the fire, and continue evacuation the

remainder of the residents from the fire zone through the fire separation doors. Await the arrival of the Fire Department.

*** Always activate the fire system before attempting to fight any fire.**

2. INSTRUCTIONS TO RESIDENTS & VISITORS

The following instructions to residents and visitors have been posted in the inside of each resident bedroom in a visible location.

Resident & Visitor Response

If you Discover a Fire

- Verbalize to someone to activate alarm
- Remove all occupants from the room, close the door
- Sound alarm closest to fire, if not already activated
- Notify staff of fire location
- Follow instructions from staff

If you hear the Alarm

- Remain calm and remain where you are
- Close doors and windows
- Prepare for evacuation
- Follow instruction from staff

The following additional instructions in case of fire will be posted at each fire alarm pull station:

In Case of Fire

- Remove residents in immediate danger
- Confine the fire
- Sound the alarm
- Phone the fire department at 911

- Evacuate the residents from the fire zone
- Exits are identified with lighted signs and arrows on the wall indicating exit doors

Carveth Care Centre is Equipped with a 2 Stage Fire Alarm System

Stage 1 – is the “alert” stage which means that when the alarm is activated, the alarm bells will sound slow, intermittent rate to alert you of a fire situation.

Stage 2 – is the “evacuation” stage, the alarm bell will have a faster signal tone.

If you hear an Alarm

FIRST STAGE ALARM PROCEDURES:

1. Ensure fire department has been notified
2. Listen for the announcement of where fire is located over the P.A. system

NOTE: Registered Staff is to check the fire enunciator panel for the origin of the alarm, then go to the nearest phone and announce area of the fire location. **Code Red _____ Street _____**

3. Staff from the West, North and East streets are to meet at nursing station 1, staff from the Northeast Street are to meet at Nursing station 2 and staff from Joyce Faye and Kingsley Earl streets are to meet at Nursing station 3 ensuring that 1 staff member remains on each street to watch over their residents. RPN’s are to go to their assigned Nursing Station. Staff in the Lodge are to meet at their nursing station

NOTE: laundry and kitchen are to shut down all equipment and close windows and doors before leaving your area

4. Await further instructions from Registered Staff. Registered staff will send a 2-way radio to North and East Street, West Street will hear communications from Nursing Station 1. 2-way radios will remain at Nursing Station 2 for remaining wings and one will remain in the Lodge, to ensure that everyone is kept up to date with progress and for communication purposes. Nursing station 3 will retrieve the portable phone that is located in nursing station 3 chart room and communicate with the charge nurse at extension 300 or use the pager on the phone to communicate with charge staff.

Lodge Staff

If you hear an alarm and the fire is not in your area, stay in your area and retrieve your 2-way radio from the Lodge nursing station. Turn the radio to the “on” position to keep up to date with happenings on the nursing home side. If the fire is in your area, registered staff will send over staff as needed and assist with directions via 2-way radio.

Office Staff

If you hear an alarm, it will be your responsibility to watch over the main door and ensure no one enters or leaves without permission.

Visitors

Visitors are asked to stay where you are and await further direction from nursing staff.

Activation

Staff is to report to the nearest nursing station and let the registered staff know that you have residents in the activation room, and you will be remaining there with them. If no residents are in the activation rooms, staff is to report to nursing station 1. If unable to get there due to fire, report to nursing station 2 or 3 and let the registered staff communicate to nursing station 1 that you are there.

Family Health Clinic

Are asked to remain in your offices and await further instructions from registered staff or Fire Department.

SECOND STAGE ALARM PROCEDURES:

This will be initiated by the Fire Department

1. Begin a coordinated evacuation beginning with those in immediate danger first.
2. The Fire Department and management will determine the extent of evacuation required, the area of assembly for those being evacuated, their personal needs and health records needed and who will be in charge of obtaining them.
3. If a total evacuation is required, at the request of the Fire Chief, it may be necessary to implement the “call back system” for off duty staff and alternative accommodations and transportation plan. This implementation will be conducted by management or designated to a person of authority.

NOTE

- The P.A. system and/or 2-way radios will be used to give staff additional instructions as required.
- The location of the fire may be determined by checking the nearest enunciator panel
- Never re-enter the building unless advised to do so by the fire department
- It is important that all staff and residents are accounted for when evacuating horizontally to the outside. This is done by assigned staff with clip boards with staff and residents names to mark off as they leave the building, this includes all areas of the home.

- Medical records are to be brought out by Registered staff in charge of the area when evacuating
- During the evening and night shifts, when staffing is at minimum, and it has been determined that a fire is in progress, it will be necessary to use the telephone fan-out system to bring in additional staff for evacuation.
- When a general evacuation is required, means shall be provided for the transportation and accommodation of all residents and staff to designated buildings. This is done by consulting with the Fire Chief, Administrator, Director of Care, Lodge manager and registered staff.

3 . E M E R G E N C Y A C T I O N P L A N P R O C E D U R E S

Action for Staff to Take Upon Discovering a Fire

1. Upon discovering a fire or unidentified smell, sound the verbal Fire Alarm Code to alert the rest of the nursing home staff of an emergency. Use a loud firm voice and repeat 3 times **Code Red _____ Street, Room _____**. Do not scream or yell in a manner that may frighten the residents. Remain calm and take control of the situation
2. Evaluate the fire and smoke situation to determine which residents are in most immediate danger and begin rescue operations as close to the point of the fires' origin as possible.
3. Establish the priority for resident movement in terms of ambulatory or confined state.
4. Activate the building's fire alarm system by pulling the nearest manual pull station. If unable to do so because of resident rescue involvement, instruct the next responding staff member to activate the fire alarm system. This will allow Charge staff to follow through with her actions and **notify the Fire Department** by dialing **9-1-1**
5. A staff member that is assigned by Charge by nurse will show up with a 2-way radio as soon as possible. This will allow you to receive any further instructions and give any information you may have.
6. If evacuation is required, give priority for rescue to those residents who are closest to the smoke and fire. Then evacuate the residents on either side of the fire area and those directly across the corridor, continuing to evacuate outward until all residents have been totally evacuated from the fire area and accounted for. As each resident room is completely evacuated set the rescue marker signal to indicate the room as being clear of residents.
7. Keep barrier doors in the fire scene area closed as much as possible during rescue operations to prevent the spread of smoke and fire into adjoining rooms and corridors.
8. If the fire is small enough, use proper rated fire extinguisher to extinguish the fire. This can be done while others remove the residents to safety and are notifying the Fire Department.

9. If the fire is too large, remove the resident, confine the fire, and continue evacuating the remainder of the residents from the fire zone through the fire separation doors.

Charge Nurse Responsibilities – above and beyond steps 1 through 9

1. The Charge Nurse is responsible for all critical decisions with the assistance of the Director of Care/Lodge manager, if available, and the Fire Departments coordinator.
2. The Charge Nurse must wear the red vest for identity purposes and is responsible for directing the rest of the staff with their duties.

3. **NOTE: For the Nursing Home section:**

Red vest, memo boards and list of residents and volunteers are located under desk at nursing station 1 in a grey and red box. - way radios are located at nursing station 1 and there is also a 2-way radio at each nursing station and in the lodge. It will be the nursing home charge staff that will announce over the PA “Code RED” and the area the fire is located.

NOTE: For the Lodge section:

Red vest, memo boards and list of residents and volunteers are located under desk at the nursing station in a grey and red box. 2-way radios are located at Lodge nursing station and there is also 2-way radios located at each nursing station and in the nursing home. It will be the Lodge charge staff that will announce over the PA “Code RED” and the area the fire is located.

4. The Charge Nurse will ensure that the Fire Department has been notified by calling herself or designating a staff member to call
5. The Charge Nurse will give designated staff a 2-way radio to distribute to the North and East and keep one for her. The Director of Care/Lodge manager, if available, or designated staff will also wear a red vest, receive a 2-way radio, a memo board and go to meet the Fire Officer at the point of entry - Main door off James Street. There they will be able to keep the Fire Officer updated to what is going on inside the building. Location of fire, nature of fire, number of residents and staff within the area of fire, etc. (2 Memo boards will be used to keep track of staff members sent to designated areas. RN must state name of staff and where she is sending them to into the 2-way radio so DOC/Lodge manager or designated staff and 1 other designated staff will be able to write it down.) **NOTE:** 1 other designated staff should be at main nursing station with charge nurse.
6. If an evacuation is required, authorized by the Fire Officer, the charge nurse will initiate the second stage alarm by using the fire alarm key located on the master set of keys. To activate place the key in any pull station, turn (1/4 turn) and remove the key.
7. The Charge Nurse will assign 1 staff member to call Helen Henderson Care Centre at 613-384-4585 to immediately activate the Carveth Care Call back system, notify the

Gibson Family, the relocation centre and transportation if necessary. **NOTE TO ALL STAFF:** If Helen Henderson's phone number shows up on your phone, please realize that we are in an emergency state, and you are needed at work.

8. The Charge Nurse may initiate an evacuation if felt the fire is of significant size to jeopardize resident's safety and if the fire department has not yet arrived.
9. If discovered by Fire Officer that the fire is extinguished and everyone is able to return to normal, the charge nurse must announce an **ALL CLEAR** over the P.A system and repeat 3 times.

* **Air exchange will automatically shut down once alarm is activated.**

Code Green - Evacuation

Our goal is to provide a safe and secure environment for residents, staff, and visitors. Code Green policies will be implemented at the order of the Executive Director/Designate or Community Based Emergency Personnel.

Written evacuation plans should include levels of authority, designated meeting point outside the residence, transportation of residents, notification of family, resident count, staff count, relocation of residents, resident identification and a method of obtaining medical records and medications. Also, included is a re-entry plan outlining who is responsible for authorizing the re-entry.

Commented [PL1]: This needs to be updated to include all of these items

A planned evacuation of the residence is required at least once every three years. In addition, a written record of the planned evacuation along with any changes made to improve the Evacuation Plan.

Evacuation Procedures

Internal evacuation is to be interpreted to mean - removing residents from one area of Carveth Care Centre to another area of the home.

Internal evacuation may be authorized by the Fire Chief or any Charge Staff at Carveth Care Centre.

Internal evacuation should be to an area of Carveth Care Centre that is considered to be a safe distance from area of potential or actual danger to our residents.

1. The Charge nurse will assemble all staff at the nursing station and select an internal area to re-locate residents.
2. The Charge nurse will notify residents over Public Address System (P.A.) of necessity to re-locate and where to re-locate.

3. All staff will encourage residents to move quickly and calmly to area of the home designated as the relocation area. All staff to assist residents who are unable to move quickly either by use of wheelchairs or guiding the resident.
4. One staff member will be assigned responsibility for taking a head count and reporting back when all residents are accounted for.
5. The Charge nurse will wait further instructions from Fire Chief or Officer in Charge.

External Evacuation

Policy:

All staff and volunteers should be familiar with the procedures to follow to evacuate Carveth Care Centre.

Purpose:

To evacuate the home in the event of an emergency that requires all residents, staff, and volunteers to exit the building

Using the paging system, announce Code Green three times. The paging system should only be used for announcements related to the Code Green until the “all clear” has been announced.

Procedure:

1. Direct and assist residents to evacuate the home to your designated meeting point outside the home (main parking lot).
2. Remove residents closest to the danger zone first.
3. Ensure staff is assigned to stay with evacuees
4. Ambulatory residents should be moved first, followed by wheelchair residents, bed ridden residents then resistive residents.
5. The Charge nurse will contact the Director of Care and Administrator
6. Ensure all residents are accounted for marking them off a printed list when sent from Carveth to the external emergency placement area and on their arrival to the external emergency placement area. All residents are to receive an identification tag upon arrival to the external emergency placement area indicating the resident's name and the name and telephone # of the Director of Care of the home or lodge.
7. Once the home has been evacuated, complete a resident and staff count.
8. If it is necessary to relocate residents, the Director of Care and Administrator will make that decision and be responsible to notify emergency contacts and implement the relocation plan.
9. Only if evacuation greater than fourteen (14) hours, the Charge nurse will notify Hunt's Guardian Pharmacy of evacuation medical requirements and assign a staff member to verbally notify all resident families of evacuation and expected duration.
10. The Charge nurse will assign one staff member to meet residents on arrival at the relocation centre. This staff member to record resident head count and compare to Carveth Care Centre list.
11. The Charge nurse will assign remaining staff to assist residents in re-location centre (Gananoque Secondary School).

12. All staff will instruct any volunteers in assisting and attending to residents.

NOTE: Any family wishing to take their relative home must first sign resident out with staff who is doing the head count at relocation centre (Gananoque Secondary School).

TYPES OF FIRES AND FIRE EXTINGUISHERS should be a separate policy

Types of Fires/Fire Extinguishers:

Fires are divided into three classifications:

1. Class "A" Fires

Fires in ordinary combustibles such as paper, wood, cloth, etc., which are normally extinguished by cooling.

2. Class "B" Fires

Fires involving flammable liquids such as gasoline, oil, alcohol, benzene, ether, etc, which are best extinguished by smothering.

3. Class "C" Fires

Fires involving electrical equipment, appliances and wiring in which the use of a non conductive extinguishing agent prevents injury.

It is most important to use the correct type of extinguisher on the fire. Extinguishers should be of the type most suitable for the class of fire, which may occur in their locality. The wrong type of fire extinguisher may fail to not only extinguish the fire but may cause great personal hazard from electrical shock or the possibility of spreading the fire.

FALSE ALARM PROCEDURES

All fire alarm activation must be treated as a “real” or “serious” fire situation until proven otherwise.

Never “assume” an alarm is false unless it is a “known” false alarm.

A “known” false alarm may be considered where:

- A resident is observed by staff to activate a pull station for no apparent reason.
- Accidental or willful damage to a component of the fire alarm system has occurred causing activation.
- High levels of humidity or steam activating a smoke detector.
- Workers in the area accidentally activating a sensor or detector by producing excessive heat or smoke but no actual fire.

In all alarm situations, normal Fire Alarm Procedures must be followed and the Fire Department notified.

In the event of a “known” or observed intentional false alarm, the alarm bells may be silenced but the system must not be reset until advised to do so by the Fire Department.

Procedures for False Alarm

1. Follow normal emergency procedures until the occurrence is indeed proven to be a false alarm.
2. The Charge Nurse will immediately contact the Fire Department informing them of the situation by dialing 9-1-1
3. Upon approval by the Fire Department, the Charge Nurse will announce “**Code Red All Clear**” over the PA system three (3) times.
4. Follow the procedures for resetting the alarm system and reassure the residents.
5. The Charge Nurse should also contact 401 Security at 1-800-363-7564 to advise them that the alarm has been reset.

Procedures for Resetting Fire Alarms and Magnetic Door Locks

Fire Alarms System

After the “all clear” is given by the Fire Department, the charge nurse is to reset the fire alarm system. To reset the system, you go to the enunciator that is located at the Main Entrance of the Nursing Home. Once you are at the enunciator, you will need a key that is marked T45 on your key ring to open the enunciator door. Once the door is open you will press the ALARM ACK button then Signal SIL button and the Last System Reset button.

NOTE: If a pull station has been pulled down, that station has to be put back in the upright position in order for the Fire Alarm Panel to rest. To put a pull station up in place you will need the Allen Key that is located on the board at Nursing Station 1. There is a small screw located on the right side of the pull station that you need to unscrew for the pull station to pop back up in place. Once it has popped back up you need to retighten the screw. At this time you will be able to go back and reset the enunciator.

Magnetic Locks

Locations: doors equipped with automatic electronic locking devices (mag locks) will be found on the following door locations:

West street door	North street door
Northeast street doors at chapel	Northeast street door exit
West end of Kingsley Earl street door	End of Kingsley Earl Street door
Main Entrance Nursing Home	Lodge Entrance
Entrance Lodge from Herbert Street	Kitchen Delivery Door
Door to stairwell leading upstairs *** see note	
Door from zone 7 to Timothy Earl Lodge	Timothy Earl Lodge door
Door from lodge to nursing home	East street door to clinic
Clinic door	Joyce Faye street door
Multi-purpose room door to East wing	
Multi-purpose room door by staff room	

Upon activation of the Fire Alarm

- All magnetic locks will release allowing the door to be used without the use of the access code
- The door alarm will automatically become deactivated

Reactivating the Magnetic Locks

To reset magnetic locks you must go to the panel situated at the main entrance to Carveth Care Centre located off of James Street. Located on the right side of the Fire Annunciater panel is the mag lock key box. The key to this box is located on the nursing home registered nurse key ring. Insert the mag lock key and turn. The light on the box must be green to ensure the mag locks are turned on. If the light on the box is red this means the mag locks are not activated.

4 . F I R E H A Z A R D S

TO ALL STAFF

Fire prevention and the elimination of all fire hazards are the responsibility of all staff. You are to report to your supervisors all potential fire hazards. Management will take all steps that are necessary to correct the hazards that have been noted.

The More Common Hazards Are:

- Careless smoking
- Storage in stairways, corridors and the blocking of exit doors
- The blocking of fire protection equipment (extinguishers, pull stations, hose cabinets, etc.)
- Fire doors that are blocked open
- The accumulation of rubbish and other debris in any other part of the building
- Use of extension cords as permanent wiring
- Frayed cords on appliances
- Fireplace room- when occupied – no more than 100 people

SMOKING

- **Only residents** are allowed to smoke in a designated area outside the building, which is located by the old lodge entrance in the gazebo.
- Proper ashtrays are to be provided for these areas.
- Disposal of smoking materials shall be in metal containers.

- There is no smoking allowed by residents in their room or patio areas.
- There is no smoking allowed by visitors or staff on the property of Carveth Care Centre.
- Residents, families, visitors, or staff that are non-compliant with smoking rules will be reported to the department manager to be dealt with by means of conversation, education and/or collective bargaining policy.

5. FIRE ALARM, FIRE EXTINGUISHMENT - CONFINEMENT

TO ALL STAFF**SOUNDING THE ALARM**

Fire alarm pull stations are located at every exit door. When they are pulled they sound the bells throughout the building. This is the 1st stage of the fire alarm and the bells will ring intermittently. A special key is required to activate the second stage of the fire alarm which means a general evacuation. On the 2nd stage of the fire alarm, the bells will ring much louder and faster. The fire alarm system is connected directly to Alliance Alarms. However, the fire department must still be called 911 when the alarm rings.

The building is also equipped with heat and smoke detectors which will ring the fire bells automatically when they sense heat or smoke. Some doors are also held open with magnets which will release automatically when the fire alarm system is activated.

HOSE CABINETS

Hose cabinets are located throughout the building in the corridors. These cabinets contain a length of hose complete with a combination shut-off nozzle. All the hose on the rack must be removed before turning on the water valve. Use these only if you have been trained to do so, and make yourself familiar with the location of the hose cabinets in your work area.

PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are located in all corridors and other areas of the building. Make yourself familiar with their locations and the type of fire the extinguisher will put out. Use these only if you have been trained to do so and you feel confident enough to safely extinguish the fire. See types of fire and fire extinguishers in previous section.

SPRINKLER SYSTEM

The expansion is equipped with a sprinkler system. Sprinkler system pump is located in kitchen housekeeping room.

FIRE CONFINEMENT

If a fire cannot be extinguished or controlled, it is very important to confine it. Close all doors and windows in the immediate fire area.

NOTE: It is very important, for all fires, to ensure that the alarm has been sounded and that the fire department has been called.

6. TRAINING OF STAFF

The Health and Safety Coordinator with the assistance of the orientation team will be responsible for the training of all staff. This fire emergency plan will cover the following areas:

- The method of sounding the alarm
- Evacuation procedures
- Fire hazards
- Location of building fire safety features
- Assisting fire department
- Fire department access

SPECIFIC TRAINING PROGRAM

It will be stressed to all staff as they receive copies of their specific responsibilities that they must learn and know them. These tasks will be reviewed from time to time (minimum of once annually).

Additional training, as required, will be done at least annually. This will cover the use of the hose in cabinets, portable fire extinguishers and the automatic extinguishing system. If requested, assistance will be provided by the local fire department.

7 . FIRE DRILLS

Fire drills shall be held monthly, on all shifts and all staff shall participate in at least one annually. This will be reviewed to ensure all staff participates by the health and safety committee.

The procedure is as follows:

- Notify the fire department that you are having a drill, plus four-o-one and dispatch
 - Simulate a fire condition
 - Staff to follow their procedures
 - Ensure proper annunciation
 - Ensure that all bells are ringing
 - Reset the fire alarm system
 - Notify the fire department that the drill is completed (check to see if received the signal)
 - Hold a brief meeting with staff to ensure that procedures were followed and to discuss any problems
 - Keep a record of drill including any special comments or problems and names of staff who participated.
-

Fire Drill Procedures for each shift

Each shift will have one fire drill a month.

Day - 7 am - 3 pm

- notify Alliance Alarms, fire department and residents
- activate alarm
- monitor action of staff
- reset alarm system
- evaluate drill with staff]
- record attendance at drill
- sign drill sheet, indicate both date and time

Evening - 3 pm - 11 pm

-same as day shift (noted above)

OR

- do not activate alarm but simulate fire situation by using hidden light (fire)
- have staff locate "fire" and perform drill procedures
- monitor staff reaction
- evaluate drill with staff
- record attendance at drill
- sign drill sheet, indicate both date and time

Nights - 11 pm - 7 am

-do not activate alarm

BUT

- simulate a fire
 - have staff locate "fire" and carry out drill procedures
 - monitor staff reaction
 - evaluate drill with staff
-

- record attendance at drill
- sign drill sheet, indicate both date and time

CHARGE NURSE

SUBMIT SIGNED DRILL SHEETS TO THE DIRECTOR OF CARE

DIRECTOR OF CARE/LODGE MANAGER

- To record on master record the attendance at drill each month
- immediately react if any one staff member has failed to participate in a drill in the past 3 months
- CORRECT SITUATION

GENERAL FIRE DRILL PROCEDURES:

1. Gananoque Fire Department to hold fire extinguisher demonstration as requested.
 2. Staff to be tested at least once a year on fire drill manual.
 3. External evacuation to be carried out at least once every 2 years.
 4. Internal evacuation to be carried out on random basis.
-

FIRE DRILL SHEET

DATE OF DRILL _____ SHIFT: _____ TIME: _____ LOCATION OF FIRE _____

ALARM ACTIVATED: _____ SILENT DRILL _____

SECTION A

1. Was fire department notified?
2. Was Code Red announced over P.A. system 3 times in a row ?
3. Were 2 way radios handed out to designated wings?
4. Was someone ready to meet Fire Officer?
5. Did RN and designated staff wear red vest?
6. Did enunciator indicate correct zone?
7. Does staff know Carveth's address and fire departments phone number?
8. Does staff know where pull stations and extinguishers are located?
9. Was an all clear announced over the P.A. system and were staff directed to sign attendance record?
10. Does staff know location of "allen" key and how to use it to unlock front door if needed?
11. Does staff understand the meaning of a 2 Stage Fire Alarm?
12. Does staff know the locations of the fire blankets and how to use them?
13. Does staff know the proper use of the red and white evacuation flags?

SECTION B Did the following features operate properly in your area?

1. Fire alarm pull station (where applicable)
2. Was the fire alarm heard in your area?
3. Voice communication audible and clear?
4. Did mag lock doors release upon fire alarm system signal?

SECTION C Did the employee's respond properly during the alarm and communication instructions?

1. Did staff meet at the proper nursing stations?
 2. Was each wing properly covered during the alarm?
-

SECTION D

1. Is Fire Alarm devices reset and checked?
 - Electro-magnetic locking devices.
 - Hold open feature on fire doors.

Charge Nurse Signature: _____

Participating Staff- Sign on bottom of sheet.

8 . MAINTENANCE PROGRAM - FIRE PROTECTION EQUIPMENT

This building has an inspection, test and maintenance program for all fire protection equipment. This program is designed to have all of our fire protection equipment in working order in the event of a fire.

The appropriate forms are used so that an accurate written report can be maintained of all inspection and tests. All records will be kept for a period of two years after they are made and they shall remain on the premises at all times.

Definition of terms

The following definitions have been provided for clarity or terminology:

CHECK

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

INSERT

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

TEST

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

The following page identifies the preventative maintenance program on protective equipment.

SENSORS - checked once a year by Georgian Bay Fire

FIRE EXTINGUISHERS - visual inspection by maintenance department monthly and yearly by Georgian Bay Fire

ALARMS - monthly by maintenance department and yearly by Georgian Bay Fire

PULL STATIONS - yearly by Georgian Bay Fire

FIRE HOSES - yearly by Georgian Bay Fire

ANNUNCIATOR PANEL - yearly by Georgian Bay Fire

KITCHEN EXTINGUISHER - every 6 months by ABC Fire Protectors

FIRE SAFETY MAINTENANCE REQUIREMENT

Ensure preventative maintenance schedule is in compliance with current fire code.

1. Access routes clear and unobstructed.
 - a. All access routes (doors, fire doors, corridors) should be kept clear and unobstructed.
 - b. All roads accesses should be kept clear and unobstructed.
 2. Complete the following **daily**.
 - a. Exit lights should be checked to ensure that they have not been damaged and that they are functioning properly
 - b. Fire alarm system, AC power lamp and trouble signal should be checked to ensure that they are functioning properly.
 3. Complete the following **weekly**.
 - a. Check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits .
 - b. Inspect the valves controlling fire protection water supplies.
 - c. Operate fire pumps
 - d. Emergency generator
 4. Complete the following **monthly**.
 - a. Check all fire doors
 - b. Emergency exit lighting, batteries, units and lamps should be inspected and tested
 - c. Check all portable fire extinguishers.
 - d. Test residence's fire alarm system and check all components including the stand-by power batteries
-

- e. Inspect all the fire hose cabinets.
 - f. Test sprinkler system alarm
5. Complete the following every **6 months**.
- a. Inspect fire protection systems for commercial cooking equipment
6. Complete the following **annually**:
- a. Inspect disconnect switches for mechanical air conditioning and ventilation systems
 - b. Conduct a complete test of the residence's fire alarm system including all smoke detectors, by qualified personal.
 - c. Test all standpipe hose valves.
 - d. Remove and re-rack all standpipe hoses
 - e. Inspect and lubricate Fire Department connections.
 - f. Test fire pump for rated flow
 - g. Test sprinkler system water flow
 - h. Carry out maintenance procedures for fire extinguishers, yearly by trained and licensed technician.
 - i. Inspect magnetic locking devices to ensure they release upon activation of fire alarm
7. Complete the following every **5 years**:
- a. Hydrostatic test of carbon dioxide and water-type fire extinguishers
8. Complete the following every **6 years**:
- a. Fireplace the extinguishing agent in dry chemical fire extinguishers.
9. Complete the following every **10 years**:
- a. Replace fire hoses, dependent on manufactures specifications.
10. Complete the following every **12 years**:
- a. Conduct hydrostatic testing of dry chemical and vaporizing liquid fire extinguishers.
-

9 . A L T E R N A T E M E A S U R E S

The administration will ensure that where any fire protection equipment or system or any part thereof is shut down or out of order, the fire department will be notified and alternate measures acceptable to the Fire Chief will be established to maintain the safety of the buildings occupants.

The following procedures are to be followed in the event that the fire and detection system is out of order.

1. Notify the fire department of the alternate measure to be used to alert occupants of a fire. This could be any mechanical or manual device acceptable to the Fire Chief such as a whistle, horn bell, etc.
 2. Notify all staff of the alternate method of sounding the alarm.
 3. Notify all residents of the alternate method of sounding the alarm.
 4. Provide a foot patrol of all areas of the building on a 1/2 hour basis. A record shall be kept of each foot patrol and shall include the time of the patrol, the signature of the person taking the patrol and any finding for each patrol. This will be initiated by the charge nurse.
 5. When the system is back to normal, notify the fire department, all the staff and the residents.
-

10. AUDIT OF BUILDING RESOURCE

The following sheets in this chapter give a description of the fire safety equipment found in this building.

This will include:

- Fire Alarm & Detection System
- Standpipe hose cabinets
- Portable Fire Extinguishers
- Automatic Extinguishing System
- Exits from all floor areas
- Emergency lighting

Further information on the location of other building equipment can be found on the schematic drawings at front of this manual.

Fire Alarm & Detection System

NAME OF COMPANY: Siemens Fire Safety

MODEL: PAD 3

TYPE: 2 Stage Alert and evacuation

PRIMARY POWER: 120 Volt

BACK-UP POWER: Battery back-up & gas generator

LOCATION OF FIRE CONTROL PANEL: Mechanical room 2nd floor

LOCATION OF ANNUNCIATOR:

- vestibule of the nursing home
 - vestibule clinic entrance
 - nursing stations 1, 2 and 3
- {digital display}

LOCATION OF PULL STATIONS:	At all exits and nursing stations
LOCATION OF BELLS:	Throughout
LOCATION OF HEAT DETECTORS:	All rooms
LOCATION OF SMOKE DETECTORS:	All corridors

Standpipe Hose Cabinets

LOCATIONS:	Corridors
HOSE:	75' long unlined liner hose
NOZZLES:	1 1/2" forge-line HNL 4 LE XAN
FIRE DEPARTMENT CONNECTION:	2 1/2" x 2 1/2" x 4" Wilson & Cousins type 1E-28 Standpipe

P.S. System tied into 401 Security

Portable Fire Extinguishers

TYPE	LOCATION
ABC	All corridors 2.27kg also in fire cabinets
DRY CHEMICAL	Mechanical room -2nd floor, each nurses station

Automatic Extinguishers System

LOCATION:	Kitchen
MODEL:	K9375
TYPE:	Wet chemical

COVERAGE: Entire Stove
LOCATION OF PULL HANDLE: 15ft. from stove
TYPE OF FUEL FOR COOKING: Gas
AUTOMATIC FUEL SHUT-OFF: Manual above stove and main shut off outside of garbage bin area 30' from fire department hook-up

Exits from all Floor Areas

1ST FLOOR: 15 exits total
2ND FLOOR: Both mechanical rooms on roof

Emergency Lighting

*Also standby flashlights

EMERGENCY BACK UP Gas generator

Fire Detection information

1. Fire alarm panels (enunciator panel) indicating location of fire is found:
 - a. Main entrance to nursing home in vestibule;
 - b. Clinic vestibule
 - c. Nursing stations 1, 2 and 3
 2. Fire Zones are marked:
 - a. ZONE 1 - NORTH STREET
 - b. ZONE 2 - WEST STREET
 - c. ZONE 3 - EAST STREET
 - d. ZONE 4 – NORTHEAST STREET
 - e. ZONE 5 -ADMINISTRATION/KITCHEN/LARGE DINING ROOM
- FIREPLACE ROOM
-

- f. ZONE 6 – KINGSLEY EARL EAST
- g. ZONE 7 – KINGSLEY EARL NORTH
- h. ZONE 8 - UPSTAIRS MECHANICAL ROOM/STORAGE
- i. ZONE 9 – JOYCE FAYE TERRACE
- j. ZONE 10 – MULTIPURPOSE ROOM/CLINIC/MECHANICAL ROOM
- k. ZONE 11 TIMOTHY EARL LODGE/TIMOTHY EARL STREET

3. Master keys are held by:

- a. Charge staff in nursing home and Lodge
- b. Phyllis Lorbetskie - Lodge manager
- c. Shelley Bender- Director of Care - Nursing Home
- d. Brett Gibson- Owner/Administrator
- e. Tim Keyes – Maintenance Supervisor

Staffing

Staff days	7-3	Scheduled 33 staff
Staff evening	3-11	Scheduled 12 staff
Staff night	11-7	Scheduled 8 staff

Resident in Home

Nursing section	104
Lodge section	37
Total occupancy	141

AUDIT OF HUMAN RESOURCE

Owner:

Name: Brett Gibson
Address: 375 James Street
Gananoque, Ontario
Postal Code: K7G 2Z1

Contact:

Name: Brett Gibson
Telephone: Office: 1-613-382-4752
Home: 1-613-659-2483
Cell: 1-613-876-1877

Name: Donna Gibson
Telephone: Office: 1-613-382-4752
Home: 1-613-382-7176

Name: Lisa Gibson
Telephone: Office: 1-613-384-4585
Home: 1-613-382-9643

Director of Care

Name: Shelley Bender
Telephone: Office: 1-613-382-4752
Home: 1-613-926-1684

Lodge Manager

Name: Phyllis Lorbetskie
Telephone: Office: 1-613-382-4752
Cell: (613) 530-6308

Maintenance:

Name: Tim Keyes
Telephone: Office: 1-613-382-4752
Cell: 1-613-561-6386

Fire Co-ordination will be carried out by the building's Administrator. When the Administrator is not present in the building, Fire Co-ordination will be carried out by the following:

DAY SHIFT: Charge Nurse

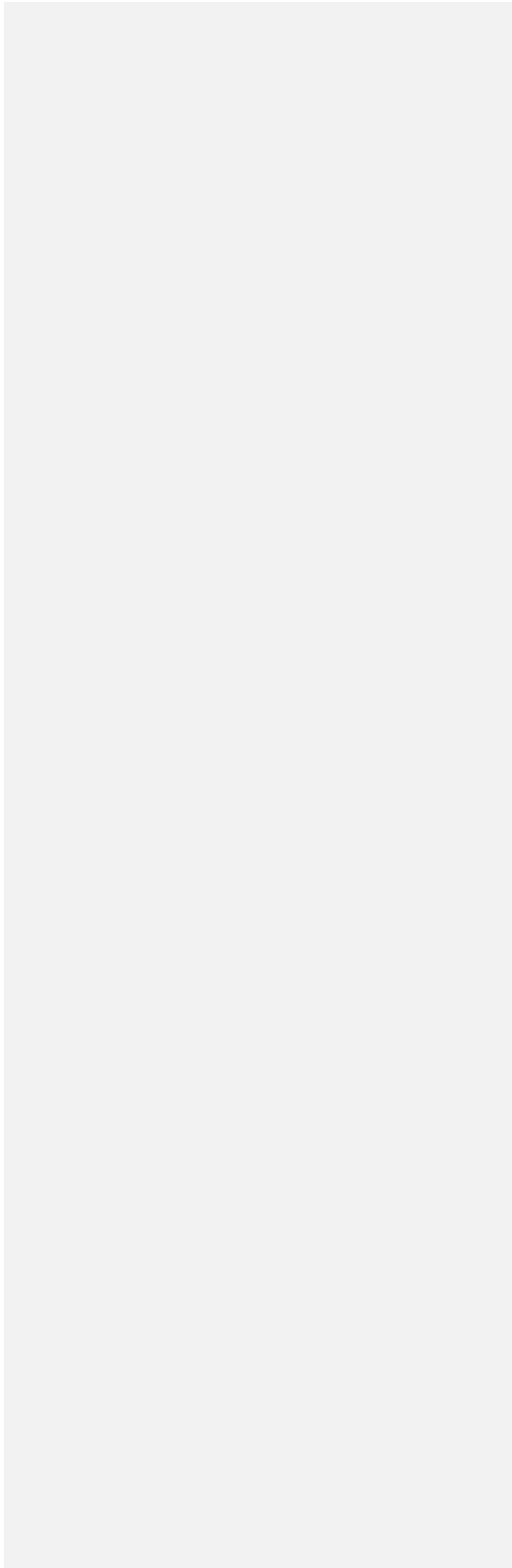
EVENING SHIFT: Charge Nurse

NIGHT STAFF: Charge Nurse

11. DISTRIBUTION OF FIRE & SAFETY PLAN

A complete copy of this Fire Emergency Plan will be distributed as follows:

Office of the Fire Marshall, Toronto	1 copy
O.F.M. Fire Safety Officer	1 copy
Fire Department	1 copy
All Department Heads	1 copy
All Nursing Stations	1 copy



Chapter

12
