



FIRE SAFETY PLAN

Business / Property Name: Victoria Gardens Long Term Care

Address: 176 Victoria Avenue North, Hamilton ON, L8L 5G1

Phone Number: 905-527-9111

Occupancy Classification: Long Term Care Home

Date of Origin: November 2022

Amended: June 2026

TABLE OF CONTENTS

Building Resources Audit	PAGE 2
Human Resources Audit	PAGE 3
Introduction	PAGE 4
Victoria Gardens' Fire System	PAGES 5 - 6
Environmental Safety	PAGE 7
General Housekeeping and Maintenance Duties	PAGE 8
Fire System Inspections and Audits	PAGE 9
Alternative Measures During Shutdown of Any Fire Protection Equipment	PAGE 10
Control of Fire Hazards (Fire Prevention)	PAGE 11
Occupant Fire Procedures	PAGES 12 - 17
Staff Duties and Responsibilities	PAGES 18 - 31
Instructing Occupants on Procedures to be Followed Once the Fire Alarm Sounds	PAGE 32
Fire Drills and Setting out Fire Drill Procedures	PAGES 33 - 35
Fire Emergency Training	PAGE 36
Fire Extinguisher Operations	PAGE 37

BUILDING RESOURCES AUDIT

Business Name: Victoria Gardens Long Term Care

Business Address: 176 Victoria Avenue North
Hamilton, Ontario
L8L 5G1

Telephone Number: 905-527-9111

Occupancy Type: Long Term Care Home

Building Construction: 1995

Number of Stories: Three

HUMAN RESOURCES AUDIT

INTRODUCTION

Under the Ontario Fire Code Division B, a fire safety plan shall be prepared, approved, and implemented in buildings and premises to which it applies.

Victoria Gardens' Fire Safety Plan has been established to provide safety to the building's occupants in the event of a fire, to provide effective utilization of the fire safety features of the building, and to minimize the possibility of fire. This plan also outlines the duties of the Home's owner, supervisory staff, and employees.

The Fire Safety Plan is intended to assist the owner with the basic essentials for the safety of all occupants, to ensure an orderly evacuation at the time of an emergency, and to provide a maximum degree of flexibility to achieve the necessary fire safety for the building.

Victoria Gardens' Fire Safety Plan shall be available on every floor of the Home, be a part of the Home's new resident admission package, and will be reviewed during orientation with all staff.

An accessible format or communication support are available upon request.

VICTORIA GARDENS' FIRE SYSTEM

Victoria Gardens Long Term Care is divided into seven basic fire zones. An east and a west fire zone on the first, second and third floors and an east only zone in the basement. The elevator is a separate fire zone with its own smoke detectors and sprinkler system.

The Home is equipped with a variety of fire safety systems and equipment to ensure the Home maintains the highest possible standards of fire safety.

Fire Safety Systems and Equipment include:

- Fire Alarm System
- Smoke Detectors
- Carbon Monoxide Detectors
- Heat Detectors (in the sprinkler head)
- Fire/Smoke Separation Doors
- Kitchen System Extinguishers
- Automatic Closers and Release Doors
- Fire Extinguishers
- Sprinkler System
- Emergency Lighting

Victoria Gardens is equipped with an in-house two-stage fire alarm system connected to a central alarm monitoring center. The first stage alerts the building occupants to a potential emergency and sends a signal to the central alarm monitoring center, which is relayed to the fire department.

The first stage sounds a short, repetitive alarm for two (2) minutes. This gives staff the opportunity to investigate the nature of the alarm before the building is put into full emergency evacuation mode.

The second stage is a continuous sounding alarm. Once the location of the fire is determined, staff can use the key found on all fire alarm pull stations to activate this second stage (evacuation mode).

The system operates on normal electrical power. However, should a power failure occur, the system will provide emergency power for up to one hour. Emergency power will light the corridors and stairwells.

Each resident bedroom is equipped with a smoke detector connected to an annunciator panel. Should an alarm be activated by smoke, a red light will appear over the door in the hallway, indicating the room that has activated the alarm. The area where the room is located will appear on the annunciator panel, which is located on the first floor, near the main entrance of the building.

The entire Home is equipped with a sprinkler system. Sprinklers are located in all resident rooms, in common areas, and in all support areas of the building, including the basement and elevator.

Sprinklers are activated by heat detectors located in the middle of each sprinkler. If the sprinkler system is activated, the flow switch from the standpipe will be released, and an activated sprinkler will appear on the annunciator panel.

Heat detectors are located in the freezer and refrigerator units.

The kitchen is equipped with an automatic dry chemical extinguisher system over the range and grill and in the canopy and exhaust duct over the cooking area. The kitchen is also equipped with a fire blanket, fire extinguishers, and sprinklers.

There are two fire alarm pull stations located in the corridor in each of the east and west fire zones on each floor. In addition, there is a portable fire extinguisher and a fire hose cabinet in each fire zone area (total of seven in the building).

Fire/smoke separation doors are located to separate the east and west fire zones on each floor. These will automatically close in the event of an alarm. The doors leading into the stairwells automatically unlock in the event of an alarm.

Each floor is equipped with two carbon monoxide (CO) detectors, one in each fire zone. One is also located in the basement hallway. These detectors are not connected to the fire panel. They will indicate the levels of CO and the alarm will sound to alert staff. The basement level CO detector will sound an alarm connected to the 1st floor.

The elevator, equipment rooms, boiler rooms, laundry room, and kitchen are equipped with hand-held fire extinguishers. Fire extinguishers are located in the hallway beside each exit stairwell within the fire hose cabinet.

ENVIRONMENTAL SAFETY

The safe use of electrical equipment and appliances is a priority in the Home and as such the Home strives to ensure that the highest standards of electrical safety are observed.

All electrical equipment entering the Home, for use by or for a resident, must be inspected by the maintenance department before it is used in the Home.

All staff will be instructed in the safe use of electrical equipment during orientation.

The Home will exclusively use the services of a qualified electrician for all necessary repairs and service.

GENERAL HOUSEKEEPING AND MAINTENANCE DUTIES

- Keep access to exits both inside and outside clear of any obstructions.
- Do not permit combustible materials to accumulate in quantities or locations, which will constitute a fire hazard.
- Keep access to roadways, fire routes and fire department connections clear and accessible for fire department use.
- Ensure portable fire extinguishers are easily seen and accessible.
- Ensure all fire alarm pull stations are easily seen and accessible.
- Where smoking is permitted, dispose of the contents of ashtrays separately from other materials in metal containers.
- Ensure fire separation doors are free of obstacles to allow them to self close during an alarm.
- Do not use unsafe electrical appliances, extension cords or overload electrical outlets.

FIRE SYSTEM INSPECTIONS AND AUDITS

Victoria Gardens has an inspection, testing, and maintenance program for all fire protection equipment on a monthly basis. There is also a yearly inspection process. This program is designed to keep all of the fire protection equipment in working order, in the event of a fire.

Victoria Gardens employs Onyx Fire Protection Services Inc. to complete its inspections and audits of the fire protection equipment. A Maintenance Log is kept in the 1st floor nursing station. Accurate written reports are kept following each inspection.

All records must be kept for a period of two (2) years after they are completed, and shall remain on the premises at all times.

The following definitions have been provided for clarity of terminology:

CHECK: Means visual observation to ensure a device or system is in place and is not obviously damaged or obstructed.

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

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

All building facilities provided for the safety of the occupants shall be maintained and tested in accordance with the applicable sections of the Ontario Fire Code.

The following audits and checks will be carried out to maintain the fire safety systems:

- Fire Extinguishers - Monthly
- Sprinklers - Annually
- Standpipe Hose Systems - Annually
- Cooking Exhaust, Automatic Extinguishing - Every Six Months
- HVAC - Every Three Months
- Elevators - Monthly
- Fire Drills - Monthly on Each Shift
- Evacuations - Every Three Years
- Lateral Evacuation - Yearly with Fire Inspectors
- Fire Alarm System - Monthly
- Fire Alarm System - Yearly
- Emergency Light Units - Monthly

ALTERNATIVE MEASURES DURING SHUTDOWN OF ANY FIRE PROTECTION EQUIPMENT

In the event the Fire Alarm System is out-of-order, a whistle will be used to alert occupants to a fire emergency.

The Fire Department will be notified of the alternate measures to be used to alert occupants of a fire.

The following procedures are to be followed in the event the Fire Alarm System is out-of-order:

- Notify the Fire Department – contact information is 905-546-3333 option 6.
- The Fire Department is also to be notified if the elevator is out of service or if emergency lights are offline.
- Notify all staff of the alternate method of sounding the alarm.
- Notify the residents of the alternate method of sounding the alarm.
- Provide a foot patrol of all areas of the building on an hourly basis. A record shall be kept of each foot patrol and shall include the time of the patrol, the signature of each person taking the patrol, and any findings of each patrol.
- When the system is back to normal, notify the Fire Department, all staff, and residents.

If the Standpipe Hose System is rendered inoperative, contact the Fire Department immediately. If portable fire extinguishers are sent out for servicing, temporary replacements must be utilized.

In the event that the Home's sprinkler system is out-of-order, the included procedures are to be followed:

- Notify the Fire Department - contact information is 905-546-3333 option 6.
- Notify all staff and residents that the sprinkler system is out of order and of the alternate measures in place.
- Contact the service provider responsible for the sprinkler system for immediate assessment.
- If the outage is to be prolonged, extra fire extinguishers may be brought into the Home.
- Provide a foot patrol of all areas of the building on an hourly basis. A record shall be kept of each foot patrol and shall include the time of the patrol, the signature of each person taking the patrol, and any findings of each patrol.
- When the sprinkler system is back to working order, notify the Fire Department, all staff, and residents.

CONTROL OF FIRE HAZARDS (FIRE PREVENTION)

It is the responsibility of every member of staff to assist in fire prevention procedures and practices.

Causes of fire include:

1. Careless Smoking Outside
2. Overloaded Electrical Circuits
3. Untidy Work or Storage Areas
4. Careless Use of Flammable Liquid or Substances
5. Improper Use of Electrical and Gas Powered Equipment
6. Improper Storage of Flammable Liquids
7. Leaving Cooking Equipment Unattended

Fire prevention strategies include:

1. Report all fire hazards and suspicion of fires immediately to your supervisor.
2. Enforce "No Smoking" regulations within the Home for all residents, visitors and staff.
3. Monitor each resident's room for potential hazards including overloaded circuits or poor storage areas.
4. Carefully read instructions before using any electrical or gas powered equipment.
5. Ensure all flammable products are properly labeled, and stored in a safe place.
6. Never leave a piece of potentially dangerous equipment unattended.
7. Avoid unsafe cooking practices such as deep fat frying, too much heat, unattended stoves, or loosely hanging sleeves.
8. Never use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring.
9. Ensure hallways are kept free from clutter and ensure fire exits are kept unobstructed.
10. Ensure all fire exit signs, fire doors, fire extinguishers and sprinklers are in good working order.

OCCUPANT FIRE PROCEDURES

Procedures for Sounding the Fire Alarm

Emergency Code Red will be used:

- a) To alert all occupants of the building when a fire is discovered.
- b) When conducting fire drills.
- c) When there is a suspicious event that may lead to a fire (i.e. smoke, smelling something burning, etc.)

If You Discover a Fire or Smoke (Cross Reference: EF-01-01)

1. Call out "CODE RED" and the location of the fire.

2. R.E.A.C.T.:

R: Remove residents from the immediate area. Call for help if unable to move on your own. The first responsibility is the safety of the residents. Remain calm.

E: Ensure windows and doors are closed. Shut off all equipment and turn off all lights. Ensure all corridors and access routes are free of obstacles.

A: Activate the nearest fire alarm (pull station). Pulling the alarm is the quickest way to get help.

C: Call the Fire Department at 911. Speak clearly and calmly. Give your name and state "There is a fire at Victoria Gardens Long Term Care. The address is 176 Victoria Avenue North". The 911 call is a back-up - the fire alarm is connected to the monitoring system.

T: Try to extinguish fire (if possible). Efforts shall be made to confine, control, and extinguish the fire using available fire extinguishers. If smoke or fire threatens safety, leave the area and close the door.

If the Fire Alarm Sounds (Cross Reference: EF-01-02)

1. When a fire is detected or the fire alarm sounds, the location is to be announced on the overhead speaker. Staff on the first floor are to go to the fire panel, located on the first floor by the front office. They are to announce the location of the fire using the pager system, announcing "Code Red and Fire Location". This is to be repeated three times.

The wall beacon outside of the affected room will light up to indicate which room is affected. This only occurs if the alarm is triggered by smoke or fire.

2. Elevator Use: When the fire alarm sounds, the elevator must be brought to the first floor and placed in "Recall Position - On", unless the alarm is activated by a smoke detector or sprinkler head directly in front of the elevator. In this case the elevator will automatically place itself on another floor, away from the fire and stay in "Recall Position - On". Staff are not to use the

elevator when the fire alarm is sounding. The elevator is not to be used for movement of residents, unless authorized by the Fire Marshall.

3. Appointment and Organization of Designated Supervisory Staff: The Charge Nurse is to use the stairs and report to the 1st floor to meet the fire department to ensure that they are brought directly to the affected fire area. The Charge Nurse will provide the firefighters with all keys necessary to the building.

4. All other staff are to listen for the location of the fire on the pager system. They are to report to their normal working area and assist with fire evacuation preparations. All staff present in the building must respond to any alarm.

5. Staff will be instructed to either stay on their unit or to go to the fire site using the opposite stairwell of the fire.

6. Once the location of the fire has been identified, staff may use the key located on each fire alarm pull station to turn the alarm to the second stage "Evacuation Mode". If this is not completed, the system will automatically switch over after five minutes.

7. As all magnetized doors will unlock, one staff member must go to each exit and remain there to ensure no resident walks out (except on nights). Emergency back-up alarms must be turned on manually on all doors. These alarms can only be turned off once the doors have locked after the emergency has ended.

8. After hearing the announcement from the first floor as to the location of the alarm, staff on that floor will check all rooms until the source of the alarm is located. Staff can then start evacuating residents who are in the room that triggered the alarm. Another announcement on the pager system can be made to indicate the specific room that the fire was located. Once the room of origin, or the affected room, has been evacuated, the door is to be closed. Staff are then able to regroup and begin evacuating residents from the adjoining rooms next to the room of origin.

9. Staff shall keep in mind the order of resident evacuation (outlined below).

10. Once a room is empty, close the door and tag it using "Flex-Evac Evacuation Indicators", which are located on each resident bedroom door. These indicators are lifted and attached to the door frame via a magnet. This exposes a "VACANT" sign and creates a link between the door and doorframe. If the door is reopened, the link is broken and the flap drops down.

Staff will continue evacuating residents from the affected area until all residents have been evacuated. Staff are to approach stairwells and fire doors with caution. Check all doors before opening - feel for heat using the back of the hand. Proceed only if the way is clear of fire and smoke.

11. Residents are to be relocated laterally on the other side of the fire separation doors. If an area must be evacuated, evacuate in a lateral direction to a safe zone, but remember to not cross an unsafe zone.

12. Never re-enter the building unless advised to do so by the Fire Department.

13. It is important that all staff, and residents, are accounted for when evacuating horizontally, or vertically to the outside.

14. During the evening and night shifts, when staffing is at a 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 help for the evacuation.

15. If a full evacuation from the building is required, all residents are to be moved to the outside of the building by using the nearest and safest exit. Follow Code Green procedures.

First Floor Procedure

When the fire alarm is sounded and it has been determined that the fire origin is in your floor area (1st floor), the residents may be moved horizontally (sideways) to a safe fire zone, or they may be moved out of the building.

When the fire alarm is sounded, and it has been determined that the fire origin is not on your floor (not on 1st floor), keep the residents on the floor and if necessary, evacuate them to the evacuation zone that is not affected.

Second and Third Floor Procedure

When the fire alarm is sounded, and it has been determined that the fire origin is in your floor area, the residents may be moved horizontally (sideways) to another area or they may be moved to a lower floor (but not the basement) by using a stairway.

When the fire alarm is sounded and it has been determined that the fire origin is not on your floor, keep the residents on the floor and if necessary, evacuate the residents laterally to an unaffected zone.

Order of Occupant Evacuation

1. Those nearest the danger.
2. Walking residents - gather them together, holding hands if possible. Appoint someone to go with them to a safe area. Do not leave ambulatory residents without guidance. Station someone at the door.
3. Residents in a wheelchair or those requiring assistance / handicapped occupants are then moved using a wheelchair or evacuation chair.
4. Bed-ridden residents – roll residents in blankets and drag safely down the hall, and then use an evacuation chair for stairs.
5. Resistive Residents – Staff must not waste valuable time trying to move those who resist.

The elevator is not to be used for movement of residents unless authorized by the Fire Department.

Minimum Staffing Levels

The Home shall maintain minimum staffing levels for all shifts to ensure that the actions indicated in the fire safety plan can be fulfilled accordingly. A staff “Fan Out” list is used to bring in additional staff, as required, to assist with these actions and if evacuation of residents from the building is required.

Oxygen Tanks and Concentrators

During the movement and evacuation of residents, oxygen tanks and concentrators must also be removed from the affected area. Oxygen can contribute to a fire. As well, tanks and concentrators are highly pressurized and may explode in heat. During the clearing and evacuation of rooms, staff must also remove any oxygen tanks or concentrators from that space.

Use of Evacuation Chair

Victoria Gardens has a Stryker Evacuation Chair that can be used for evacuating residents down stairs.

Unfolding the Chair:

1. Stand behind the chair.
2. Apply the wheel locks.
3. Pull the backrest and the extension handle apart. The lock mechanism will automatically engage when the chair is completely unfolded.
4. Verify the lock is engaged by pulling up on the seat. If the lock is properly engaged, the chair will not fold.

Transferring Passenger to Chair:

1. Place the chair beside the passenger.
2. Apply the wheel locks to prevent the chair from moving.
3. Open the restraint straps. Extend the upper control handle.
4. Transfer the passenger to the chair.
5. Use all the restraints to secure the passenger on the chair. Always secure the passenger on the chair with all restraint straps. Buckle one restraint across the passenger’s chest and the other across the passenger’s lap. Buckle the ankle restraint across the passenger’s legs.
6. Disengage the wheel locks before transporting

To Roll Chair over Flat Surfaces:

1. Push and guide the chair from the rear of the passenger, using either the head end handles or the backrest tube. Lift the chair over and around obstructions with the head end and foot end lift handles.
2. In addition to the head end lift handles, the extendable upper control handle can be used in any position to roll and guide the chair. Extend the upper control handle by pulling the red release cable with one hand, and pulling up on the control handle with the other. Release the cable to lock the handle in either the intermediate or fully extended position.
3. Lift the chair over and around obstructions with the head end and foot end lift handles.

To Roll Chair Down Stairs:

1. To avoid injury, always verify the lift handles are locked in place before using them to lift the chair.
2. Roll the chair to the stairs and align it squarely with the edge of the first step.
3. Foot end operator (if necessary) - Extend the foot end lift handles by pushing the red release buttons and pulling the handles out until they stop. Release the buttons and verify the handles are locked.
4. Head end operator - Use one hand to pull the red upper control handle release cable while using the other hand to pull up and fully extend the handle. Release the cable and verify the handle is locked on both sides in the fully extended position.
5. Squeeze the red track release bar against the black cross tube. Relax your grip on the release bar and forcefully pull the Stair-TREAD system to the fully extended position until both sides lock securely. Always verify both sides of the Stair-TREAD system are locked by trying to fold it back up.
6. Operators face each other while descending the stairs.
7. Head end operator - Tilt the chair back just far enough to allow the Stair-TREAD system to contact the floor.
8. Both operators - Maintaining the angle, guide the Stryker Evacuation Chair over the edge of the stairs, allowing the Stair-TREAD system to engage the first step. Glide down the stairs until the treads are level across the edges of two or three steps.
9. Head end operator - Apply slight downward pressure on the extendable upper control handle while the foot end operator applies slight upward pressure on the foot end lift handles to keep the chair from rocking forward as it glides down the stairs.

10. When the track reaches the last step, release the front handles. Allow the chair to tip forward until all four wheels are on the ground. Roll the chair on the ground.

STAFF DUTIES AND RESPONSIBILITIES

Role of the Fire Coordinator (Cross Reference: EF-01-03)

1. To ensure the safety and security of all staff, residents, visitors, students, and volunteers in the event of a fire.
2. The Fire Coordinator, or Person in Charge, shall be the Charge Nurse at the time.
3. The Charge Nurse will notify the Administrator and Director of Care.
4. During evening or night shifts or if additional staff are required, the fanout list is to be used to bring in additional staff.

PROCEDURE:

1. Report to the first floor to meet the Fire Department and be prepared to provide the Fire Department with information or assistance (fire location, schematic drawings, master keys, number of staff and residents in the building, etc.)

If total evacuation is required:

1. Ensure all floor areas are evacuated.
2. Ensure all staff and residents are accounted for.
3. Proceed with the movement of staff and residents to evacuation sites.
4. Ensure required access routes are always kept free of obstructions.
5. If possible, remove physical resident charts from the building. Resident care plans and medications lists are cloud based and can be accessed remotely from a computer at the evacuation site.
6. Electrical equipment – turn off all fans, radios, computers, televisions, etc. – leave the lights on.
7. Open the doors and resume normal activities only when instructed by the Fire Chief. Announce Code “Red All Clear” three times. Ensure the fire alarm system, magnetic system, and elevators are all reset. Hold a debrief session after the code has been cleared. Discuss strengths and weaknesses of the response.

Role of the Administrator (Cross Reference: EF-01-10)

1. The Administrator will demonstrate in-depth understanding of his/her role during a Code Red.
2. Ensuring the checks, tests, and inspections as required by the Ontario Fire Code are completed on schedule and that records are kept for a period of two (2) years.
3. When on site, upon hearing Code Red, the Administrator listens for the page and goes to the site.
4. Maintain constant communication with the Director of Care and other members of the management team.
5. Take direction from the Emergency Services / Fire Department.
6. Assist in evacuation efforts, if required.
7. Elicit the help of other facilities as needed for evacuation efforts. Ensure that any receiving facilities are aware of the emergency as per the Hamilton Long Term Care Emergency Accommodation Plan.
8. Ensures that resident families are kept informed of the situation.
9. Have staff who discovered the fire or who were in the area before or during the fire make written independent statements on what they observed and actions that were taken.
10. Immediately completes the Critical Incident Report for the Ministry of Health.
11. Ensure that relocation of residents is occurring as per the Home's emergency plan and that families are kept informed.
12. Contact a media consultant to assist in making public announcements.
13. Following a total evacuation from the Home, the Administrator will ensure that a notice is posted at the facility entrance listing necessary information and contact phone numbers and that continued provision of care at level provided prior to evacuation is provided to all residents (help with staffing at relocation sites and visit relocation sites regularly).
14. Debriefing meeting after emergency to determine loss of life, extent of damage, location of each resident/staff, assistance required from external sources, length of time it will take for the facility to resume normal operations, need to release further media statements and assess the need for trauma counseling for staff and residents.

Role of the Director of Care (Cross Reference: EF-01-11)

1. The Director of Care will demonstrate an in-depth understanding of his/her role during a Code Red.
2. When on site, upon hearing Code Red, go directly to the fire location.
3. Assess leadership at fire scene. Follow instructions of the Fire Coordinator.
4. Ensure that staff are using R.E.A.C.T. (as outlined above).
5. Ensure that residents are removed to safety. Ensure that resident rooms are evacuated as per Code Red procedures. Ensure evacuation indicators used to identify vacant rooms have been utilized.
6. Ensure that assigned staff are accounting for all residents and that the census is being completed.
7. Ensure that once an area is evacuated that it is sealed to prevent residents, staff, or visitors from re-entering.
8. Following total evacuation, if required, the Director of Care will ensure the suspension of all regular work schedules and rework the schedule to reflect the changed needs and location of residents.

Role of Registered Nursing Staff (Cross Reference: EF-01-05)

All Registered Staff will demonstrate an in-depth understanding of his/her role during a Code Red.

PROCEDURE:

If the fire is not on your unit:

1. Listen for fire location over P.A. system.
2. Take charge of the floor and provide specific directions to staff. Assign a staff member to monitor stairwell doors until magnetic doors locks are reset.
3. Close all doors and windows.
4. Flex-Evac Evacuation Indicators – display on empty rooms.
5. Clear halls of all equipment and residents.
6. Electrical Equipment – turn off all fans, televisions, computers, radios, etc. Leave the lights on.
7. Account for all residents, staff and visitors using a census list.
8. Keep residents calm.
9. One staff member monitors each corridor to ensure residents stay in rooms and no signs of fire are evident.
10. After the all clear has sounded, open the doors and resume normal activities.

If the fire is on your unit:

1. Make a visual check of your area. If you detect a fire, follow Home procedures.
2. If the origin of the alarm is in your floor area, follow R.E.A.C.T. and proceed with the evacuation of the residents from the area.

Role of Personal Support Workers (Cross Reference: EF-01-12)

Personal Support Workers will demonstrate an in-depth knowledge of his/her role during a Code Red.

PROCEDURE:

If the fire is on your unit:

Begin and continue calling out "CODE RED" while you R.E.A.C.T. Remember the first responsibility is the safety of the residents.

If the fire is not on your unit:

1. On hearing the alarm, listen for the fire location over the voice communication system.
2. Close all doors and windows – residents may stay in rooms.
3. Flex-Evac Evacuation Indicators – display only on empty rooms.
4. Clear halls of all equipment and residents.
5. Electrical equipment – turn off all fans, televisions, computers, radios. Keep the lights on.
6. Account for all residents on the floor.
7. Keep residents calm and continue to monitor the floor for signs of fire.
8. Await further direction from Fire Coordinator.

Role of Food Service Manager (Cross Reference: EF-01-13)

The Food Service Manager will demonstrate an in-depth understanding of his/her role during a Code Red.

PROCEDURE:

If the fire is in your area:

1. Upon hearing the Code Red, return to the kitchen and take charge.
2. Ensure that staff are using R.E.A.C.T.
3. Ensure that residents are moved to safety.

If the fire is not on in your area:

1. Upon return to the kitchen ensure equipment is in off position and doors closed.
2. Assign staff to monitor residents in the area. Direct dietary aide(s) to the fire scene to provide assistance.
3. Follow directions as given by the Fire Coordinator.
4. If total evacuation is required, the Food Services Manager will assign staff to assist with evacuation efforts.

Role of Dietary Staff (Cross Reference: EF-01-07)

Dietary Staff will demonstrate an in-depth understanding of his/her role during a Code Red.

PROCEDURE:

On discovering a fire/smoke:

1. Follow R.E.A.C.T. procedures.
2. If there is a flare-up on a cooking surface, activate the pull station and report the situation to the main nursing station. If able, use the kitchen fire extinguisher on a grease fire.
3. If there is a major event on a cooking surface, activate the pull station. Report the emergency to the Charge Nurse. Activate the range hood fixed extinguishing system. Leave the area, closing the doors and turning off any fans. Await further instructions.

On hearing the alarm while in the kitchen:

1. Shut off all gas fired equipment, electrical motors, and fans and turn on the lights.
2. Close all doors and check each area in the department.
3. Report directly to the first floor nurse station for further directions.

While in Dining Room:

1. Listen for the location of the fire.
2. If the alarm is not in your area, keep all residents in your area calm and be prepared for evacuation.
3. If the origin of the alarm is in your area, proceed with evacuation. Assist with the evacuation of all residents from the building, but only after the direction has been given.

Role of Environmental Services Manager (Cross Reference: EF-01-14)

The Environmental Services Manager will have an excellent understanding and knowledge of fire code, fire equipment, fire alarm system and fire safety protocols. They shall demonstrate an in-depth knowledge of his/her role during a Code Red.

PROCEDURE:

If the fire is in your area:

Follow R.E.A.C.T. procedure.

If the fire is not on in your area:

1. Report to the fire scene and follow directions from the Fire Coordinator.
2. Assist in evacuation efforts as required.
4. After the all clear is announced, assist with resetting the alarm and check the fire panel to make sure it is functioning.

Role of Housekeeping and Laundry Staff (Cross Reference: EF-01-06)

The Housekeeping and Laundry Staff will demonstrate an in-depth knowledge of his/her role during a Code Red.

PROCEDURE:

On discovering a fire/smoke:

Follow R.E.A.C.T. procedures.

If the fire is in your area:

1. Follow Home procedures.
2. Report to the Fire Coordinator for further instructions.

If the fire is not on in your area:

1. Remove your housekeeping cart and any other housekeeping equipment from the hallways. Turn off any equipment being used.
2. Turn off exhaust fans and air exchange in the laundry.
3. Ensure doors are closed, including laundry chute doors.
4. Listen for and proceed to the location of the fire and assist with the evacuation of residents.
5. Await further instructions.

Role of Maintenance Staff (Cross Reference: EF-01-04)

Maintenance Staff will demonstrate an in-depth knowledge of his/her role during a Code Red.

PROCEDURE:

On discovering a fire/smoke:

Follow R.E.A.C.T. procedure.

If the fire is in your area:

1. Remove yourself from the fire area and shut off all equipment including ventilators and fans. Turn on all lights and close doors as you exit.
2. Activate the alarm using the nearest pull station.
3. Follow instructions from the Fire Coordinator.

If the fire is not on in your area:

1. Listen for the page for the location of the fire.
2. Proceed to the origin of the fire area and assist with the evacuation of the residents.
3. Follow directions from the Fire Coordinator.

Role of Program Manager (Cross Reference: EF-01-15)

The Program Manager will demonstrate an in-depth understanding of his/her role during a Code Red.

PROCEDURE:

If the fire is in your area:

1. Upon hearing Code Red, return to the program department.
2. Ensure that staff are using R.E.A.C.T. procedures.
3. Ensure that residents are moved to safety.

If the fire is not on in your area:

1. Upon hearing Code Red, go directly to the fire scene.
2. Follow directions as given by the Fire Coordinator.
3. Ensure that staff are using R.E.A.C.T. procedures.
4. Ensure that residents are moved to safety. Ensure rooms are evacuated as per Code Red procedures. Flex-Evac Evacuation Indicators used to identify vacant rooms have been utilized.
5. Fire Department to determine if further evacuation measures are to commence.
6. Following total evacuation, if required, the Program Manager will ensure the suspension of all regular work schedules in a disaster situation and rework the schedule to reflect the changed needs and location of residents.

Role of Office and Activity Staff (Cross Reference: EF-01-08)

All Office and Activity Staff will demonstrate an in-depth understanding of his/her role during a Code Red.

PROCEDURE:

1. On discovering fire and or smoke, follow R.E.A.C.T. procedures.
2. Upon hearing the alarm, listen for a fire location announcement.
3. If not in a program, immediately report to your unit and follow the instructions of the Fire Coordinator.
4. If in the middle of a program, provide reassurance to residents as needed.

If the fire is in your area:

1. Evacuate all residents from the programs location to a safe area
2. Close the doors and notify the Fire Coordinator of the location of the fire.
3. Account for all residents in the program you are running.
4. Clear the halls of all equipment
5. Turn off all electrical equipment

If the fire is not on in your area:

1. Close all doors and windows.
2. Clear halls of equipment.
3. Turn off all electrical equipment
4. Follow instructions from the Fire Coordinator. Be prepared to evacuate.

Role of Volunteers (Cross Reference: EF-01-16)

All volunteers are responsible for understanding and demonstrating ongoing competence in all relevant aspects of emergency fire procedures.

PROCEDURE:

1. On discovering fire or smoke, follow R.E.A.C.T. procedures,
2. On hearing the alarm, listen for announcement of the fire location and follow instructions provided by the Fire Coordinator.

Role of Owners (Cross Reference: EF-01-17)

1. Establish emergency procedures to be followed in the event of an emergency. Appoint and organize designated supervisory staff (the Administrator) to carry out fire safety duties.
2. Instruct supervisory staff and other occupants so they are aware of their responsibilities for fire safety.
3. Maintain building facilities for the safety of the occupants.
4. Provide provisions of alternative measures for the safety of the occupants during shut down of any fire safety systems.
5. Maintain communication with the Administrator.

INSTRUCTING OCCUPANTS ON PROCEDURES TO BE FOLLOWED ONCE FIRE ALARM SOUNDS

Visitors and Residents (Cross Reference EF-01-09)

If a visitor or resident discovers fire or smoke, the following procedure is to be followed:

1. Remove all occupants, including themselves, from the affected room.
2. Close the door behind you.
3. Sound the Fire Alarm using the safest, nearest pull station.
4. Notify staff of the fire location and have someone call 911.
5. Follow instructions as provided from staff.

If a visitor or resident hears a fire alarm, the following procedure is to be followed:

1. Remain calm.
1. Close any doors.
2. Prepare for evacuation.
3. Follow instructions as provided from staff.

FIRE DRILLS AND SETTING OUT FIRE DRILL PROCEDURES

Monthly Fire Drill Procedure (Cross Reference: EF-02-07)

Fire Drills shall be held monthly on each shift, and all staff who are working shall participate. This is a mandatory requirement under the Ontario Fire Code.

Fire Coordinator Pre Drill Responsibilities:

1. Prior to conducting the drill, notify Chubb (monitoring company) that you will be having a drill. Contact information is located in the Routine Information Binder located on the 1st Floor.
2. Notify the Fire Department that a drill is planned (contact is 905-546-3333 option 6).
- 3.. Simulate a fire condition using the beacon that is kept in the first floor medication room. Activate the fire alarm system in that area.

Staff Responsibilities:

4. Follow Home procedures.

Fire Coordinator Post Drill Responsibilities:

5. Ensure proper annunciation was made.
6. Ensure that all bells were ringing.
7. Ensure staff responded appropriately to the “fire,” including following evacuation protocols. Ensure that staff have checked all separation doors, dining room doors, activity room door, lounge doors, and laundry room door to ensure that the doors have closed and fully latched.
8. Once drill is complete, reset the Fire Alarm System and reset the magnetic locks. Ensure that each unit reports back to the Fire Coordinator that all doors have been reset and locked.
9. Notify Chubb (check to see if they received the signal) and the Fire Department that the drill is completed.
10. Hold a debriefing with staff. Discuss any problems noted during the drill with staff. Discuss prevention of smoke spread.
11. Complete the “Scheduled Fire Drill Report” and ensure that all staff who have participated sign the report. See below for example.

Yearly Evacuation Exercise (Cross Reference: EF-02-13)

Evacuation exercises are completed yearly with the Hamilton Fire Department. This drill represents the lowest staffing level complement in the Home (night shift).

**Victoria Gardens Long Term Care
Scheduled Fire Drill Report**

Date: _____ Coordinator: _____ Floor: _____ Location of Fire: _____

Alarm Pulled By: _____ Time: _____ Shift: _____

Staff Response (time): _____ Termination of Drill (time): _____

Device Activated: ☐ Pull Station ☐ Smoke Detector ☐ Sprinkler Head

Location of Device: _____ Pull Station #: _____

Item Discussed with Staff	Yes	No	Comments
Evacuation procedure			
Fire extinguisher			
Fire hose			
Other			
Equipment Functioning	Yes	No	Comments
Annunciator panels			
Alarm bells			
Smoke doors			
Elevator			
All fire exit doors unlocked on alarm			
All fire exit doors locked after re-set of system			
1 st floor separation door			closed
			latched
1 st floor dining room door			closed
			latched
1 st floor lounge door			closed
			latched
2 nd floor separation door			closed
			latched
2 nd floor activity room door			closed
			latched
2 nd floor dining room door			closed
			latched
2 nd floor lounge door			closed
			latched
3 rd floor separation door			closed
			latched
3 rd floor dining room			closed
			latched
3 rd floor lounge door			closed
			latched

**Victoria Gardens Long Term Care
Scheduled Fire Drill Report**

After the "all clear" signal on the panel, was it possible to reset the panel? ____ Yes ____ No

If no, explain the follow up function: _____

Departments Participating:

Nursing: _____

Housekeeping/Dietary/Laundry Activity: _____

Total number of staff responding: _____

Fire Drill Coordinator's Comments (findings, staff reaction, response, attitudes, strengths, weaknesses, etc.):

Fire Coordinator's Signature: _____

FIRE EMERGENCY TRAINING

Orientation for all new staff, students and volunteers of the Home includes how to access Fire and Emergency Policies, Plans, and Procedures. They are shown the location of fire alarm pull stations, the layout of the building, fire zones, location of fire extinguishers, location of posted fire exits, location of fire doors, and the location of the annunciator panel in the building. They are to be educated on evacuation procedures as well.

Staff will also be provided orientation in their job specific duties during a fire and their responsibilities. Supervisory staff (Registered Nurse) are also provided training on their role as the Fire Coordinator so they are aware of their responsibilities for fire safety. Staff are instructed on responsibilities during evening and night shifts, as well as during weekends and holidays, when staffing levels may be at a minimum.

During the orientation process and on a regular basis, staff will be notified of the alternate methods of sounding the alarm.

On-going training will occur for all staff. This shall include participating in a mock evacuation exercise and receiving training on how to properly use the Stryker Evacuation Chair.

FIRE EXTINGUISHER OPERATIONS

Pressurized Water Fire Extinguisher:

Large silver coloured cylinder with an attached rubber hose. These are only used on Class A fires (wood, paper, fabric or rubbish fires).

To Operate:

1. Hold Upright
2. Pull Pin
3. Grasp nozzle firmly and aim nozzle at base of fire
4. Squeeze handle. Range of 40 to 50 feet.

Dry Chemical Extinguisher:

Orange/red or blue coloured cylinders. The small ones have a short metal nozzle. The larger ones have an attached hose with a cone or horn on the end. These can be used on three classes of fire. Class A: Wood, paper, fabric, rubbish, etc. Class B: Gasoline, oil, grease. Class C: Electrical, motors, wiring, etc.

To Operate:

P: Pull the Pin

A: Aim at base of fire

S: Squeeze the trigger

S: Sweep in a back and forth motion (Range 5 to 20 feet)

CO² Fire Extinguisher:

Red in color, all CO² extinguishers have an attached hose with end. These can be used on two classes of fire: Class B: Gasoline, oil, grease, paint, flammable liquids, etc. Class C: Electrical equipment

To Operate:

1. Hold upright
2. Pull pin. Squeeze handle.
3. Squeeze lever, direct at base of fire. (Range 3 to 8 feet.). Do not hold the telescopic end - it will freeze your hands.