

## 1.0 INTRODUCTION

This Fire Safety Plan has been prepared for Markhaven Home for Seniors in accordance with the requirements of the Ontario Fire Code, Ontario Regulation 213/07.

The safe evacuation of all occupants in a building is an essential component of fire protection. The intent of a Fire Safety Plan is to assist specifically assigned personnel in the safe evacuation of all occupants and the effective operation of the life safety features in a building in the event of an emergency condition.

Equally important is the maintenance of the life safety features and systems during non-emergency conditions.

At least two (2) copies of the fire safety plan will be submitted to the Chief Fire Official. Upon approval one copy will be returned to Markhaven Home for Seniors and the other will be retained by the fire department.

In order for this plan to be effective, management must know the plan and be able to implement it in the event of fire. The Fire Code requires the owner and manager to be responsible for carrying out the provisions for fire safety.

The Fire Protection and Prevention Act states that:

*“Director of officer in a corporation is liable of a fine of not more than \$50,000 for an individual or \$100,000 corporation.”*

The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building. Do not make any changes in this plan without the approval of the Fire Department.

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

### 1.1 Distribution of Fire Safety Plan

- 1 Copy for City of Markham Fire Department
- 1 Copy for Owners Officer
- 1 Copy to be kept at Fire Alarm Control Panel
- 1 Copy of Emergency Procedures Section 4.1 shall be distributed to all residents upon their arrival to the home.
- A Copy of Emergency Procedures Section 4.1 shall be posted in a location that is accessible to all occupants.

## 2.0 BUILDING and SYSTEMS DESCRIPTION

### 2.1 Site Configuration

Markhaven Home for Seniors in Markham, Ontario is a three-storey non-combustible building divided into three (3) fire compartments per floor, comprised of a Group B, Division 2 major occupancy with 96 residents. There are 21 residents in the north wings and 27 residents in the south wings. It is equipped with a 2 stage addressable fire alarm system and a one way voice paging system, announcements can be made via the annunciator located at the main entrance. Nursing stations are located in the Centre Core fire compartment on the 1<sup>st</sup> floor and 2<sup>nd</sup> floor. The 2<sup>nd</sup> floor nursing station does not contain an annunciator. Annunciator panels are located at the main entrance and the 1<sup>st</sup> floor south nursing station.

Markhaven Home for Seniors in Markham is bounded by Paramount Avenue and Parkway Avenue. The primary fire fighter entrance and main public entry is located on the west side of the building accessed from Parkway.

There is a private fire hydrant located beside the gazebo on the west side of the building. The municipal hydrant is located at the end of the driveway at Parkway Avenue.

### 2.2 Building Description

BUILDING NAME: Markhaven Home for Seniors  
ADDRESS: 54 Parkway Ave.  
Markham, Ontario  
L3P 2G4

PHONE NUMBER: (905) 294-2233

OWNER: Board of Governors:

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John Webster (Director)  
1 Town Crier Lane  
Markham, Ontario  
L3P 2G2  
johnwebster@johnwebster.com

PROPERTY TYPE: Institutional, Long Term Care  
NUMBER OF STOREYS: Three stories  
PORTABLE PHONES: DECT 6-Line IP54 Rated Durable Wireless

EVAC PLATES: Residents are identified as being evacuated via evacuation door plates on their room doors.

Staff aiding in the evacuation will leave their name tags outside the fire compartment they are evacuating. Upon completion of evacuating the compartment, staff will pick up their name tags so that the lead can see that everyone is out.

Staff schedules will be brought to compartment as a secondary check to ensure everyone is safely out of the fire compartment

Refer to Appendix E & G.

### **2.3 Basement Floor Level**

The basement level mainly consists of mechanical and electrical rooms. There are staff change rooms and the laundry facility. The main Fire Alarm Control Panel and sprinkler riser/valves are located on this level. (See schematics for exact locations)

### **2.4 First and Second Floor Levels**

The first and second floor levels contain primarily resident rooms. The first floor north unit is our Secure Unit. The main entrance is located on the first floor. The second floor contains the multi-purpose rooms. The kitchen is on the first floor and both floors contain dining facilities. There are 3 fire compartments per wing: resident home area, nurses station area, and center core.

#### **Fire Compartments:**

Each home area consists of 3 fire compartments. From the end of each hallway moving horizontally, residents can be moved from compartment 3 to 2 and then to compartment 1.

There are stairs at the end of each hallway (compartment 1) which lead to the outside of the building or to the first floor for vertical evacuation. Stairwells are also at the beginning of the wing in Compartment 3 which leads to first floor or the outside of the building.

#### 2 North

Compartment 3: Center core:

Compartment 2: nurse station area Resident Room numbers 2003 – 2006

Compartment 1: Resident Room numbers 2012 – 2026

#### 2 South

Compartment 3: Center core

Compartment 2: Resident Room numbers 2065 – 2070

Compartment 1: Resident Room numbers 2074 – 2090

#### 1 South:

Compartment 3 : Center core

Compartment 2: nurse station area, Resident Room numbers 1069 – 1074

Compartment 1: Resident Room numbers 1078 – 1094

#### 1 North (Secure Unit)

Compartment 3: Center core:

Compartment 2: Resident Room numbers 1003 – 1006

Compartment 1: Resident Room numbers 1012 – 1028

#### **Exit stairs:**

B2 -> B1: Center Staff Entrance/ exit

C2 -> C1: Center Front Entrance/ exit

D2 -> D1: 2 South and 1 South exit

A2 -> A1: 2 North and 1 North exit

### **2.5 Penthouse Floor Level**

The penthouse floor level contains primarily mechanical rooms. The staff lounge is also located on this floor, along with the generator room.

### **2.6 Electromagnetic Locking Devices**

Locking devices release upon activation of the fire alarm system and immediately upon the loss of power controlling the electro-magnetic locking mechanism. Locking devices release immediately upon activation of a manual operated pull station. The front door lock also releases upon activation of the fire alarm system.

In the event of a power failure the EMLD must be reset. The reset switch is located between the main entrance doors.

The activation of any pull stations or the fire alarm system will release all doors and magnetic locking devices. The manual switch to reset the electromagnetic locking device is located adjacent to the main entrance annunciator panel, which must be used for reset after each activation of the fire alarm system.

In the event of a fire alarm or power failure, the electromagnetic locking devices must be reset. The reset switch is located between the main entrance doors.

Trouble Operation: to silent the trouble buzzer, operate the trouble silence switch on the fire alarm control panel. All indicators will return to normal once the trouble has been corrected and the panel has been reset. Do not silence the trouble until the contractor has been called to repair the problem.

## **2.7 Exit Signage**

Directional exit signs are provided at all principal access routes and exit lights are provided above all designated area exits.

There are nine (9) exits in total. Locations are as follows:

- 1) Main entrance (center core) - Front Lobby - West side of building
- 2) C1 – Front side(center core) - West side of building
- 3) B1 - Staff entrance/ exit (center, back)- East side of the building
- 4) Shipping/ receiving (center core) – East side of the building
- 5) A1 – 1 north (secure unit) – North end of corridor
- 6) Garden Exit – 1 North - Secure Unit on the West side of building
- 7) D1 – 1 South wing - South side nearest to Parkway Ave.
- 8) 1 South – Program/Activity Room - East side of Building
- 9) 1 South – Lounge - West side of Building

## **2.8 Emergency Generator (Room #P03)**

Emergency lighting and power is provided by a generator to each emergency light fixture. The generator is 150 kw, 600V diesel generator. The following systems are provided with emergency power: elevator #1, fire alarm control panel, electromagnetic locking devices, emergency lighting, exit signs, emergency outlets (indicated by a sticker) and stairwell lights.

The generator is located in the generator room (P03) which is inside the mechanical penthouse (P02). This generator is equipped with an automatic transfer switch. The diesel fuel tank is located at the back of the building (see schematic for exact location).

## **2.9 Fire Alarm and Detection**

The building is equipped with an Edwards EST-3 two-stage addressable fire alarm system. The Fire Alarm System is activated by sprinkler flow, manual pull stations (the manual pull stations are key type switches), smoke detectors or the kitchen hood suppression system. All alarm conditions are shown on the remote annunciator panels located throughout the building. (See drawings and page 4)

A remote annunciator panel is located in the information center (1160). The main annunciator panel is located in the main entrance vestibule on the first floor.

Fire alarm system is in normal mode when green, AC Power of LED is illuminated and all other LEDs are extinguished. Upon alarm activation, an automatic alarm zone red LED and common alarm LED are illuminated. Also, remote station circuitry and ancillary alarm supplementary relays will activate. The fire alarm system remains in alert stage. The Fire Warden will decide whether to move all residents horizontally into the adjacent uninvolved fire compartment, with assistance of responding staff or have the residents need to remain in their rooms. Upon arrival of the fire department the Executive Director (Mon-Fri, 8:30am-4:30pm) or Fire Warden will provide vital information (conditions of building, partial evacuation, horizontal evacuation, immediate evacuation or sheltering in place) to the fire department. The Executive Director or Fire Warden will confirm location of the fire and identify the rooms that still need to be evacuated. Depending on the conditions within the building/fire compartment the Executive Director or Fire Warden may have to make decision prior to arrival of fire department to evacuate the fire compartment. A total evacuation of the building will be made in conjunction with the Fire Department. Sprinkler zones do not correspond with the fire compartments. An alternate means of compliance was determined to meet the code requirements. Smoke detectors were added in patient rooms connected to the nurse call light indicator on the outside of the room. This light will illuminate and indicate a fire emergency. Once the smoke detector has been activated the nurse call light indicator will flash red. This will help locate a fire condition.

### **2.10 Automatic Sprinklers**

The building is a measure A fully sprinklered building, which satisfies OBC Sentence 3.2.6.4(1) for any major occupancy classification. All floor areas are sprinklered. The main sprinkler room is located in the basement (B03). There are also flow switches and supervisor valves located throughout the building (for exact location see schematics). Fire Department connection for the sprinkler system is located at the west side of the building just north of the main entrance.

### **2.11 Kitchen Suppression System**

The kitchen exhaust hood is designed in accordance with NFPA 96 and is provided with a wet chemical fire suppression system. This system is connected to the fire alarm panel. There is no ecology unit provided. The fuel (natural gas) shut-off for this application is located on the west wall of the kitchen.

### **2.12 Portable Fire Extinguishers**

Portable 3A 40 BC fire extinguishers are located throughout the building in accordance with requirements of the Ontario Fire Code, Section 6.2.

### **2.13 Heating Ventilating and Air Conditioning System (HVAC)**

The building is heated by natural gas. HVAC supply fans shut down upon activation of the fire alarm system. The switch that can manually activate or deactivate this application is located at the fire panel.

#### **2.14 Use of a Fire Blanket**

Fire blankets are used for throwing over or wrapping people who have had their clothing ignited or been sprayed by a burning liquid, thus smothering the fire on their clothing.

Fire blankets may be used to cover and smother small fires. Stop, Drop and Roll procedures must still be enforced.

#### **2.15 Main Gas Shut-Off**

The main gas shut off is located adjacent to the staff entrance, off the east driveway. (See schematic for exact location)

#### **2.16 Lockbox**

The lockbox which contains elevator and all master keys is located within the main entrance vestibule.

#### **2.17 Elevators**

There are two elevators located in the building. The fire fighter elevator which is elevator #1, located near the main lobby at the west entrance, does serve all levels of the building. The other elevator is a service elevator and does not go to all levels. The elevators are provided with automatic and manual recall. The manual recall is located in the main floor elevator lobby. The keys for this function are located on the key chain located in the lock box.

#### **2.18 Main Electrical Shut-Off Location**

The main electrical shut-off is located in the main electrical room located in the basement (B04).

#### **2.19 Main water Shut-Off Location**

The main water shut-off is located in the basement sprinkler room (B03).

### 3.0 HUMAN RESOURCES

#### 3.1 Authority in the Event of a Fire (refer to Appendix G)

In order that there will be no confusion in authority in the event of a fire, the order of authority is as follows:

1. Chief Fire Official (from fire department upon arrival)
2. Night Nursing Supervisor or 1<sup>st</sup> floor RPN is the days & afternoon **Fire Warden** and is identified by an orange reflective vest.
3. Registered Practical Nurse (RPN)
4. Executive Director
5. HR Business Partner
6. Maintenance Manager
7. Director of Care
8. Clinical Nurse Manager

All other staff reporting to the information centre to assist in care of fire must report to, and accept direction from, the senior person present.

The Fire Warden and Registered Practical Nurse will both be responsible for an Emergency Key Set. This key set will have all the keys required in an emergency situation. The RPN will relinquish their set to the fire department upon their arrival.



**3.1.1 Fire Procedures Key Contact Persons**

<b>POSITION SPECIFIC RESPONSIBILITIES</b>	
Executive Director	1 <sup>st</sup> floor outside main foyer
Clinical Nurse manager	2 <sup>nd</sup> floor home area south
Director of Care	1 <sup>st</sup> floor home area south
Resident Services	2 <sup>nd</sup> floor home area south
Charge Nurse/Nurse Supervisor	To fire area to assist
Food Services Supervisor/ Cook	Kitchen
Administrative Nursing Coordinator	Office
Scheduling Coordinator	2 <sup>nd</sup> Floor Information Centre – north
Maintenance Manager	Fire Location
Maintenance	Fire location with extinguisher
Recreation Manager	2 <sup>nd</sup> floor home area south
Program assistant	To fire area to assist stay-in residents
Registered Practical Nurses/ RNs	1 <sup>st</sup> & 2 <sup>nd</sup> floor information centre – south
1 <sup>st</sup> Floor RPN Days and Night Nursing Supervisor (Fire Warden)	Fire location
HR Business Partner	1 <sup>st</sup> floor outside main foyer
Registered Practical Nurses	1 <sup>st</sup> floor information center – north Code Red zone

<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>
Janice Pitts	Executive Director	(705) 715-7129
Evangeline Rabena	Director of Care	(647) 457-3074
Jason Ramoutar	Environmental Services Manager	(647) 981-7734
Jonathan Waddington	Human Resources Business Partner	(289) 387-2884

3.1.2 Staff on Duty

Position	6am-10am	6am-12pm	6am-1pm	6am-130pm	6am-2pm	630am-2pm	7am-3pm	730am-2pm	730am-330pm	8am-12pm	8am-330pm	8am-4pm	830am-430pm	9am-1pm	9am-5pm	9am-6pm	10am-6pm	2pm-10pm	3pm-11pm	4pm-9pm	415pm-715pm	5pm-9pm	10pm-6am	11pm-6am	11pm-7am	
<i>7 Days per Week</i>																										
Charge Nurse							1																			
Registered Practical Nurse							2									1			2							1
Personal Support Worker	2	2	2		8													8		1			1	4	1	
Nursing Supervisor																			1						1	
Laundry Aide						1								1												
Housekeeping Aide					1						2															
Cook					1												1									
Dietary Aides									3													4				
<b>Total</b>	2	2	2	0	10	1	3	3	0	0	2	0	0	1	0	0	2	8	3	1	4	1	4	1	2	
<i>5 Days Mon-Fri</i>																										
Executive Director									1																	
Director of Care												1														
Environmental Services Manager												1														
Maintenance Supervisor												1														
Food Service Manager												1														
Project Worker				1																						
Director of Programs												1														
Program Assistants														2												
Admin Nursing Coord												1														
<b>Total</b>	0	0	0	1	0	0	0	0	1	0	0	6	2	0	0	0	0	0	0	0	0	0	0	0	0	
<i>Part-Time</i>																										
Director of HR & Business - Mon-Thurs														1												
Resident Services - Tues-Fri															1											
Scheduling Coord - Mon, Tues, Thurs, Fri												1														
Project Worker - Sat, Sun	1																									
Mon&Wed																							1			
Program Assistants - Sat										1																
<b>Total</b>	1	0	0	0	0	0	0	0	0	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	0	
<b>Grand Total</b>	3	2	2	1	10	1	3	3	1	1	2	7	3	1	1	0	2	8	3	1	4	2	4	1	2	

### 3.2 Instructions in Event of a Fire

All Staff and Departments “REACT” quickly:

1. **REMOVE** yourself and, if safe to do so, other persons in immediate danger. Calmly notify others around you.
2. **ENSURE** door(s) are closed as you leave the fire area.
3. **ACTIVATE** fire alarm system at the nearest pull station
4. **CALL** the Fire Department (9-911) from a safe location. Give the address of the building.
5. **TAKE** other appropriate action, such as notifying staff and/ or continue to leave the building.

#### 3.2.1 Fire Warden (Days 7am-3pm & Afternoons 3pm-11pm – 1<sup>st</sup> floor RPN) (Nights – Nursing Supervisor)

Upon hearing the fire alarm – first stage- intermittent ring:

1. Check nearest fire panel to determine location of alarm.
2. Go to location of alarm to confirm status. Take fire extinguisher if possible.
3. Identify the type of fire (electrical, chemical, etc.) and the rate of growth of the fire.
4. REACT
5. Determine if further evacuation is necessary.
6. Communicate location and status of fire to Deputy via cell phone.
7. Assumes duties and directs responding staff (as discussed in evacuation section).

#### 3.2.2 Deputy (Panel) (Days 7am-3pm & Afternoons 3pm-11pm – 2nd floor RPN) (Nights – PSW from the 1<sup>st</sup> floor, south)

Upon hearing the fire alarm – first stage- intermittent ring:

1. Report to the 1<sup>st</sup> floor main lobby and establish via the annunciator panel the location of the alarm.
2. Make “CODE RED” announcement over the one way paging system. Include the location of the emergency.
3. Upon confirmation of a fire from the Fire Warden, call the fire department (911). Make sure you give proper address of the building and the location of the fire.
4. Communicate with the fire warden via cell phone,
5. Make any further announcements on the location or change in the fire condition on request of the Fire Warden.

### 3.2.3 Health Care Aide (HCA)/ Personal Support Worker (PSW)

**Upon hearing the fire alarm – first stage – intermittent ring:**

1. Using stairs, return to your assigned area immediately
2. Listen for instructions regarding the location of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.
3. Designated “Fire Runners” report to fire location for further instruction from Fire Warden. **For Night shifts, 1-North PSW remains on unit to monitor residents and exits.**
4. Check all resident rooms, including vacant rooms using the flex-tab system. Close all corridor doors and windows to prevent any heat or smoke from getting into the rooms and prevent drafts.
5. Check all resident rooms and indicate using the flex tab whether they are occupied.
6. Shut off all electrical equipment in your area
7. Pay special attention to any residents receiving oxygen.
8. Direct residents to remain in home area.
9. Do not use the telephone except when you have important information for switchboard
10. Do not use elevators
11. Take direction from the Fire Warden

### 3.2.4 Environmental Services Manager (Daytime only)

**Upon hearing the fire alarm – first stage – intermittent ring:**

1. Listen for instructions regarding the location of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.
2. Turn off any equipment in your area
3. Using stairs report to alarmed area to assist the Fire Warden, taking an extinguisher with you.

### 3.2.5 Maintenance Services (Daytime only)

**Upon hearing the fire alarm – first stage – intermittent ring:**

1. Listen for instructions regarding the location of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.
2. Turn off any equipment in your area
3. Using stairs report to alarmed area to assist the Fire Warden, taking an extinguisher with you.

### 3.2.6 Administrative Services (Daytime only)

**Upon hearing the fire alarm – first stage – intermittent ring:**

1. Return to designated work area
2. Close all doors and windows in the area. (Prepare to evacuate).

3. Listen for instructions regarding the location of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.
4. Turn off any special equipment such as fans, ventilators, etc. Con't...
5. Do not use the telephone except to give vital information
6. Do not use the elevator
7. Report to the exterior of the building near the main entrance closest to the fire panel so they are close to receive directions from the Fire Warden.

### **3.2.7 HR Business Partner (Monday-Friday Daytime only)**

#### **Upon hearing the fire alarm – first stage – intermittent ring:**

1. Will report to the exterior of the building and await instruction from the Fire Warden, or designate.
2. Implement FAN OUT call system (located in Appendix B)
3. In the absence of the Director of HR & Business Services the Nursing Administrative Assistant will implement the FAN OUT call system.

### **3.2.8 Dietary Services**

#### **Upon hearing the fire alarm – first stage – intermittent ring:**

1. Report to designated work area and stay there.
2. Close all windows and doors in your area.
3. Shut off all equipment in the area
4. Listen for instructions regarding the locations of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.
5. Do not use elevator.

### **3.2.9 Dining Room**

#### **Upon hearing the fire alarm – first stage – intermittent ring:**

1. If residents are in the dining room, one staff member will remain with the residents.
2. Listen for instructions regarding the locations of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.
3. Close all doors and windows in the dining room.

### **3.2.10 Housekeeping Service**

#### **Upon hearing the fire alarm – first stage – intermittent ring:**

1. Return to designated work area and stay there
2. Close all doors and windows behind you as you leave your area
3. Listen for instructions regarding the locations of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.

4. Do not use elevators
5. Housekeeping staff will position themselves to monitor exit doors on their assigned Floors, 1 or 2.

### **3.2.11 Laundry Services**

#### **Upon hearing the fire alarm – first stage – intermittent ring:**

1. Report to designated work area
2. Shut off all equipment
3. Close doors in your area
4. Listen for instructions regarding the locations of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.
5. Do not use elevators

### **3.2.12 Hairdressing**

#### **Upon hearing the fire alarm – first stage – intermittent ring:**

1. Remain in your department if residents are present and await directions.
2. Shut off all equipment
3. Listen for instructions regarding the locations of the fire over the one way paging system.  
ANNOUNCED 3 TIMES.
4. Reassure residents
5. Close all doors and windows in the area
6. Do not use elevators

### **3.2.13 Volunteers/ Recreation & Restorative Staff**

#### **Upon hearing the fire alarm – first stage – intermittent ring:**

1. Remain in your assigned area, take direction from the Fire Warden
2. Shut off all equipment
3. Ensure residents are calmed and reassured
4. Await further instructions from staff.

### **3.2.14 Visitors**

#### **Upon hearing the fire alarm – first stage – intermittent ring:**

1. Remain where you are
2. Await further instructions from staff

## **3.3 Residents Response to Fire**

#### **Upon discovering fire or smoke in your room:**

1. Proceed out of the room
2. Close the door behind you
3. Pull the nearest fire alarm pull station

Con't...

4. Proceed to the nearest information center or reception to inform details of the fire emergency
5. Remain there and await instructions from staff

**Upon hearing the 1st stage alarm while in your room:**

1. Stay in your room. Make sure door to hallway is closed
2. Close window
3. Do not leave the room
4. Remain calm
5. Staff will inform you of the emergency.

**Upon hearing the 1<sup>st</sup> stage fire alarm while in all other areas of the building:**

1. If you are in a common area stay where you are
2. If in the hallways, in your home area, proceed directly to your room
3. Await directions. Instructions will be given by staff members.
4. Please remain calm and follow directions without hesitation

**Upon hearing the 2<sup>nd</sup> stage alarm while in your room:**

1. Staff will assist you in vacating the area and/or building.
2. Remain in your room and await the assistance of a staff member.

#### 4.0 EMERGENCY PROCEDURES FOR ALL STAFF

##### 4.1 Introduction

Markhaven is using the acronym “REACT” to assist staff in following the correct emergency procedures.

The sequence of the steps in the acronym will vary depending upon the circumstances of the fire and the abilities of the responding individuals. For example, activation of the fire alarm could be in the initial step upon discovery of smoke or fire, to alert other staff of the danger.

### **REACT** UPON THE DISCOVERY OF FIRE OR SMOKE

**R**emove persons in immediate danger if possible

**E**nsure the door(s) are closed to confine the fire and smoke

**A**ctivate the fire alarm system using the nearest pull station

**C**all the fire department (9-911)

**T**ry to extinguish the fire or concentrate on further evacuation

Whenever fire occurs, the risk to life and property are major concerns, especially in a nursing home. The actions taken by the person who discovers a fire can make the difference between a minor incident and a major catastrophe. The following instructions are intended for visitors and residents. They shall be posted at Fire Alarm Pull Stations, at elevators and at exists.

#### UPON DISCOVERY OF FIRE OR SMOKE

“REACT” quickly:

Normally, the discoverer of the fire is the person with the most knowledge of the fire and assumes the initial “command or control” of the fire situation and will take appropriate actions, such as closing doors, notifying staff & giving directions to activate fire alarm, initial “CODE RED”, attempt to extinguish the fire (if it is safe to do so). Start initial evacuation of residents in immediate danger. Command may transfer to the **nurse** within the fire area who will take control of the emergency incident and provide direction to other responding staff until the responding Fire Warden is briefed on the situation and command is formally transferred.

Once briefed, the **Fire Warden** will assume “Command” ideally a command post will be established outside the involved fire compartment and the Fire Warden will oversee the emergency operation, as is necessary provide direction to other responding staff members (as per specific directions laid out in item 4.6.2).



1. REMOVE yourself and, if safe to do so, other persons in immediate danger. Calmly notify others around you.
2. ENSURE door(s) are closed as you leave the fire area.
3. ACTIVATE fire alarm system at the nearest pull station
4. CALL the Fire Department (9-911) from a safe location. Give the address of the building.
5. TRY to extinguish the fire or concentrate on further evacuation.

**UPON HEARING THE FIRE ALARM – Alert Signal  
Intermittent signal – Evacuation of Fire Compartment**

1. Check your floor to make sure the fire is not in your area. Close doors and wait for directions.
2. If fire is in your area, REACT. Remain clam.
3. Close doors within your area.
4. Relocate all residents who are in immediate danger, close doors behind you using the “T” evacuation pattern, sweep floor area moving in one direction – relocating residents as you move away from the area of origin. Fire Warden or designate should conduct head count during this procedure.
5. Be ready for additional direction from the Fire Warden.
6. If assigned, assist with the relocation of remainder of the endangered residents/ persons into adjacent fire compartment/ residents home area.
7. If assigned, meet arriving fire department and provide them with necessary information (e.g. location of fire if known, number of residents needing assistance to relocate.)

**UPON HEARING THE FIRE ALARM – Evacuation Signal  
Continuous signal – Total Building Evacuation**

1. Relocate all residents who are in danger
2. If floor area/ fire compartment not in immediate danger, report to staff member, await further directions from Fire Warden.
3. If directed to do so coordinate the assembly and relocation of all residents within your area.
4. Ensure you are ready to continue to another area, if requested to do so.

REMAIN CALM  
DO NOT USE ELEVATOR

It is crucial that staff members at all levels become familiar with the fire safety plan and regularly participate in the scheduled fire drills. The knowledge and practical experience needed to act competently in an actual fire emergency is refined in their scheduled fire drills. The following instructions are intended for all staff. They are to be practiced and part of all fire drills and fire safety training programs.

**4.1.1 Codes**

<b>CODE RED</b>	Fire
<b>CODE BLACK</b>	Bomb Threat
<b>CODE BLUE</b>	Medical Emergency
<b>CODE ORANGE</b>	External Disaster
<b>CODE GREEN</b>	Evacuation
<b>CODE YELLOW</b>	Missing Person
<b>CODE WHITE</b>	Aggressive Behaviour
<b>CODE BROWN</b>	Receiving Evacuees
<b>CODE PURPLE</b>	Chemical Spill
<b>CODE GREY</b>	External Air Exclusion

## **4.2 Fire Department Response**

All Fire Department initial responses including medical will be through the main entrance of the building. The Fire Warden will meet the Fire Department personnel.

## **4.3 Evolution of Emergency Response**

### General:

These are generic procedures that serve a wide context. Specific procedures in later sections are based on these procedures but are modified to reflect the special circumstances that exist in the different types of operations throughout the Home.

1. Fire/smoke is detected by the fire detection system or through human observation.
2. Evacuation of immediate danger area (i.e. room)
3. Confinement of fire by closing doors to the room involved in the fire
4. Activation of fire alarm system
5. Closing of all resident bedroom doors
6. Arrival of the Fire and Emergency Services
7. Briefing on conditions
8. Appropriate action plan to be initiated by staff under the direction of the Fire Department
9. If no further risk to life or property, the Fire Department shall initiate all clear signal.
10. The emergency is deemed under control by the Fire Department
11. All-clear announcement is made by staff.

## **4.4 Upon Hearing a Fire Alarm**

### **4.4.1 If Fire Alarm Originated from Your Home Area, Staff Shall:**

R.E.A.C.T. and then proceed to follow Horizontal Evacuation Procedures

### **4.4.2 Upon Hearing a Fire Alarm Signal: (continuous tone)**

When the alarm stage evacuation alarm sounds 120 pulses per minute on bells, staff shall R.E.A.C.T. and proceed to follow total evacuation procedures.

## **4.5 Specific Emergencies**

### **4.5.1 Discovery of a Fire**

It is crucial that staff members at all levels become familiar with the fire safety plan and regularly participate in the scheduled fire drills. The knowledge and practical experience needed to act competently in an actual fire emergency is refined in there scheduled fire drills. The following instructions are intended for all staff. They are to be practiced and part of all fire drills and fire safety training programs.

**Upon Discovery of Fire or Smoke,  
REACT quickly:**

1. REMOVE yourself and, if safe to do so, other persons in immediate danger. Calmly notify others around you.
2. ENSURE door(s) are closed as you leave the fire area.
3. ACTIVATE fire alarm system at the nearest pull station.
4. CALL the Fire Department (9-911) from a safe location. Give the location of the fire.
5. TAKE appropriate action, such as notifying other staff, extinguishing the fire, if it is safe to do so, and/or continue to evacuate the area. Do not enter a room if the door is hot. If smoke, heat or flame threaten individuals, immediately leave the area. Close all doors.

**4.5.2 In Case of Suspicious Odour**

1. Investigate the source
2. Notify Fire Warden
3. Call 9-911 from a safe location, if the source of the odour is not immediately apparent.
4. Communicate the nature of the emergency including the type of odour, location in the building and the building address.

**4.5.3 Fire Extinguishment, Control or Confinement of a Fire, Close Door to Contain Fire**

Attempting to extinguish a fire is strictly a voluntary act and if attempted it must be by at least 2 people and only if they are properly trained. This act should only be attempted once the fire alarm has been activated and 911 has been called. The production of toxic fumes in buildings makes firefighting potentially dangerous and only persons experienced in the use of fire extinguishers should attempt to fight a fire. Never put yourself at risk to smoke, heat or flame. Always two people. Only properly trained persons shall attempt.

If attempting to extinguish a fire ensure that all doors and windows are closed in order to contain the fire; remember "PASS"

P – Pull the safety pin

A – Aim the nozzle

S – Squeeze the trigger handle

S – Sweep from side to side (watch for possible re-ignition)

**4.5.4 If You Cannot Leave Your Room or Have Returned Because of Fire or Heavy Smoke**

1. Close all doors to the room, office or fire compartment
2. Notify others of your position in the building (e.g. contact reception, dial 9-911 or single to fire fighters by waving at the window)
3. Leave the door unlocked for possible entry by fire fighters
4. Seal all cracks where smoke can enter by using papers, towels, clothing or other material
5. Keep low if smoke enters the room
6. Wait to be rescued, remain calm, do not panic or jump
7. Listen for instructions or information given by authorized personnel.

During code “red” and “green” conditions, floors above the floor of the fire origin should be inspected for smoke migration and reported to the Fire Warden.

#### **4.6 Evacuation Procedures**

##### **4.6.1 Introduction**

When a fire emergency occurs, you must respond with calm, intelligent action. Confusion and indecisiveness could cause as much damage as fire and smoke.

Basic procedures must be followed in an emergency; however, no single precise order of action can be prescribed. Each particular emergency situation will create its own unique problems. The most tragic fires in health care facilities tend to occur in the resident home areas.

Medical complications in residents can add to the specific response required by staff.

1. Intravenous therapy
2. Oxygen respirators and other support systems
3. Urinary drainage hook-ups
4. Traction or other medical equipment and restraint devices

All require special care.

Nurses must use their professional judgment during a fire emergency. They must also be aware that medical conditions are of secondary importance.

The immediate threat to life is smoke and fire  
Patient evacuation and safety is of the first priority.

##### **4.6.2 Fire Warden**

The Fire Warden is most familiar with the Home, the staff, and the residents on the floor.

1. The Fire Warden will be in charge of emergency procedures until the arrival of the Fire Department.
2. The Fire Warden is to:
  - Listen for the “CODE RED” announcement and location of emergency over the one way paging system.
  - Report to the alarm area and investigate
  - REACT
  - Identify the type of fire (electrical, chemical, etc.) and the rate of growth of fire. Report back to the command centre via cell phone

The Fire warden shall oversee the emergency operation and, as necessary, provide direction to other staff members to:

1. Move residents into adjacent fire compartment
2. Close room doors and windows
3. Check fire doors to make sure that they have closed properly
4. Clear the corridors of obstructions

Con’t...

5. Reassure family and visitors. Remain with the residents.
6. Update responding fire department personnel on the conditions of the building/ involved fire compartment and advise the number of endangered occupants left to evacuate within the fire compartment.

## **PATIENT REMOVAL AND SAFETY IS THE FIRST PRIORITY**

### **4.6.3 Horizontal Evacuation – Alert Stage**

Horizontal evacuation refers to moving residents away from fire area, from a fire affected area or major fire compartment to an adjacent fire compartment (away from the fire area) on the same floor beyond fire doors. The following steps should be taken during a horizontal evacuation:

1. Evacuate all people beyond the fire barrier doors:
  - Remove residents from immediate danger using the “T” evacuation pattern
  - Evacuate the affected room (source of fire), then evacuate the rooms on either side and then the room directly across from the fire
  - Proceed to remove remaining residents from the affected area
2. Close doors once the resident is evacuated and set room tag to indicate the room has been evacuated
3. Remove resident records, phone lists and staff schedule
4. Check residents and staff members present against records
5. Follow the direction of the Fire Department, Executive Director or designated alternate

If fire blocks the passage to the adjacent fire compartment, staff and residents are to close doors, remain calm and follow guidelines established if you cannot leave your room.

Partial evacuation from a room with active fire or smoke will be initiated by staff at the location of the event. This may involve removing one or more residents from dangerous rooms and/ or the resident home area.

1. Send for help and activate the fire alarm system
2. Remove residents from imminent danger, and move beyond smoke contaminated rooms.
3. Close doors to confine smoke and fire
4. Report to the Fire Warden
5. Evaluate future action

### **4.6.4 Vertical Evacuation – Alert Stage**

Only if requested and directed by the fire department shall the following procedures be implemented.

Vertical evacuation refers to the moving of residents from a fire affected area to a safer area on another floor below the fire floor. Evacuation by way of stairways will involve many challenges.

Ambulatory residents should hold hands to form a chain. One staff member will lead the chain down the staircase to a safe area. Another staff member will follow to watch for stragglers.

Assist residents who are disoriented or have a mobility problem on a one to one basis. Move resident to a safe location on the floor, then implement vertical evacuation. Use appropriate lift procedures.

1. Evacuate all people to a lower floor.

Con't...

2. Close doors once the resident is evacuated and set room tag to indicate the room has been evacuated.
3. Remove resident records, phone lists and staff schedule.
4. Check residents and staff members present against records.
5. Follow the direction of the Fire Department, Executive Director or designated alternate.

#### **4.6.5 Total Evacuation – General Alarm**

Total evacuation is to be considered as a last resort. If an event is developing and total evacuation may be considered the following steps shall be executed:

##### PREPERATION

1. Notify local York Region Emergency Response and Ministry of Health Long Term Care and the evacuation building that has been assigned.
2. Notify the Executive Director
3. Dispatch non home area staff, if available, to areas of greatest need.

The Fire Warden and senior staff from the Fire Department will take charge of the fire emergency. They will be stationed on the ground floor along with Senior Officials from the local Police Department and other services.

If evacuation of the entire building is considered essential, the person in charge of the fire emergency, the following steps will take place:

##### EVACUATION

1. The Fire Warden in consultation with the Fire Department official will make the Total Evacuation announcement and the location of those areas being evacuated. If it is an entire zone that is being evacuated, Fire Warden or person in consultation with the Chief Fire Official will insert a key into any pull station or activate the General Alarm from the main annunciator panel.

#### **4.7 Emergency Procedures – Specific Staff**

Instruction and training is required for all staff to enable them to handle hazards in their specific place in the home. These hazards will be identified in training sessions, see Section 5.

##### **4.7.1 Fire Wardens**

In the event that the building is to be evacuated, the Fire Warden will direct someone to notify York Regional Emergency Response. However, if the building is unsafe to evacuate then designate all staff to move the residents into their bathrooms with a chair and the bell cord in their hands. The residents will be placed in the bathrooms in order to have access to water and bell cord if require further assistance until can be evacuated. The bed ridden residents are to be moved into the corridor near the nursing stations. Then please call York Region Emergency Response and update them on the building condition.

NOTE: If there is a power failure please ensure that you reset the Maglocks immediately.

YORK EMERGENCY RESPONSE - 877-464-9675 X 1219

The first floor reception is the main lobby, if safe. If not you must assign another location as the main lobby.

Follow the list of duties that must be carried out:

1. Call Ministry of Health to inform them of the status. After Hours 1-800-268-0600, Business Hours 1-866-434-0144.
2. Call accepting facility that the York Region has assigned to you or call St. Joseph's School 905-294-4045
3. Evacuate by per home area with the residents MARS sheets and the Med. Cart to the lobby starting with the 2<sup>nd</sup> floor, the side that has the immediate danger. Then the 1<sup>st</sup> floor and then last floor, the basement.
4. Ensure the emergency Med. Box is brought to the safe area.
5. Have the residents wait in a common room away from the windows.
6. Retrieve the emergency kit or designate this to a staff member
7. Designate staff to comfort, monitor, track, and transport the residents. Also, to move supplies, answer phones, and any other job duties to be performed
8. Wait for emergency transportation for the residents to arrive.

**4.7.2 HR and Business Services Supervisor/Nursing Administrative Assistant:**

1. Implement the FAN OUT call system (Appendix B)
2. Assist where necessary

**4.7.3 Director of Care**

1. Call physicians
2. Designate team members to call in staff in department
3. Assist where necessary

**4.7.4 Maintenance Manager**

1. Implement the FAN OUT call system (appendix B) if not already done.
2. Designate assistant to check generator full every ½ hour
3. Designate/ call in department staff
4. Assist where necessary

**4.7.5 Scheduling Coordinator**

1. Implement the FAN OUT call system (Appendix B) if not already done
2. Assist where necessary

**4.7.6 HCA/ PSW**

1. Tag residents and belongings with their name and where they are going
2. Check off from the master list that the resident has been accounted for and where they are going.

**4.7.7 Director of Support Services**

1. Retrieve emergency food cart
2. Assist where necessary



#### **4.7.8 Responsibilities of the Owner/ Executive Director**

The owner has numerous responsibilities related to fire safety and must ensure that specific measures are incorporated in the fire safety plan (refer to Ontario Fire Code article 2.8.2.1) such as:

- Establish emergency procedures
- Appointment and organization of supervisory staff to carry out fire safety duties
- Instructions to supervisory staff
- Providing sufficient supervisory staff in care and detention occupancies to carry out the duties as required in the fire safety plan.
- Educate and train all building personnel
- Holding of fire drills
- Control of fire hazards
- Maintenance of building facilities
- Notification to the Chief Fire Official regarding any changes in the fire safety plan
- Prepare and post on each floor or within each fire compartment a schematic and emergency procedure for use by occupants, visitors, and staff

## 5.0 FIRE SAFETY MEASURES / ALTERNATIVE MEASURES

From time to time for various reason the fire alarm system and/or the fire sprinkler system may be out of service. During those times it is important to realize what alternate methods must be taken to ensure fire safety is maintained.

Environmental Services will maintain surveillance of all areas within the Long Term Care Centre. In the event of a shutdown of the FIRE ALARM SYSTEM, SPRINKLER OR STANDPIPE SYSTEM, the Markham Fire and Emergency Services will be notified of the extent and expected duration of the shutdown.

For interruption of dietary services in the event of partial or total impairment refer to policy Appendix F EM-B-040. Cooking appliances shall not be used when the kitchen exhaust system or fixed suppression system is inoperative.

Occupants will be instructed to advise Markham Fire and Emergency Services immediately via 911 of any fire situation and to verbally warn other occupants of immediate danger. Markham Fire and Emergency Services will be notified when the work is completed and the Life Safety Systems is reactivated.

**NOTE: ALL SHUT DOWNS WILL BE CONFINED TO AS LIMITED AN AREA AND DURATION AS POSSIBLE.**

THE MARKHAM FIRE AND EMERGENCY SERVICES IS TO BE NOTIFIED IMMEDIATELY IN WRITING OF SHUTDOWN LONGER THAN 24 HOURS.

THE NON-EMERGENCY PHONE NUMBER IS 905-477-2011 (FIRE COMMUNICATIONS)

### 5.1 Fire Alarm System

#### 5.1.1 Total Impairment

1. Environmental Services will notify the Fire Warden in advance, if possible, of the time, the reason and the anticipated duration of the shutdown. Staff and residents will be made aware of the change in status of the fire alarm system.
2. Environmental Services will notify the Fire Department of the time out and the anticipated time of the restoration of service.
3. Environmental Services will conduct a Fire Watch during the period the fire alarm is out of service. This fire watch will consist of:
  - A roaming foot patrol that covers the entire building at a maximum of 15 intervals. The patrol will be aware of extinguisher locations
  - A main lobby will be established at the building one way paging system station. This location will be manned by an individual equipped with a telephone.
  - A log of all events occurring
4. In the event of an emergency, the building telephone system will be used to direct staff and patients
5. Other staff will join the Environmental Services Department and assist in the fire watch in every way possible.

Con't...

6. During the period the fire alarm system is out of service, all 'hot work' will be suspended.
7. As soon as possible, the Environmental Services Department will reconnect the fire alarm system and notify the Fire Warden that it is back in service. All fire alarm work must be carried out by qualified, certified personnel.
8. Environmental Services will note in the engineering log the time the fire alarm system was out of service, the reason and the time back in service. Please note: a certified fire alarm technician must carry out all repairs to the system.

### **5.1.2 Zone Impairment**

This type of impairment may be more frequent as hot work, smoke from soldering, etc. could inadvertently set off fire alarms.

All work should be scheduled in advance and all departments made aware of the work to be performed in conjunction with the rest of these duties.

1. Environmental Services will advise the Fire Warden of zone disconnections prior to making them. The estimated time of zone impairment will also be given.
2. Upon job completion and resetting of the fire zone, Environmental Services will advise the Fire Warden as to the time the system is reactivated.
3. Environmental Services will record all zone impairment with time out, time in and reason.
4. Environmental Services will supply its own fire watch during the time it is conducting maintenance tasks.
5. Environmental Services will notify the Fire Warden in advance, if possible, of the time the reason and the anticipated duration of the shutdown. A qualified, certified fire alarm technician should be notified to repair the system.

## **5.2 Fire Sprinkler Impairment**

Fire sprinkler impairments will be handled in the same fashion as fire alarm system impairments. Total impairments are not anticipated. Zone impairment for tests and repairs may be experienced. In all cases, the Environmental Services Department will notify the Fire Warden of the reason for the impairment, the time of impairment, the anticipated time it will be back in service, and the area affected.

## **5.3 Fire Prevention – General/ Control of Fire Hazards**

Wherever the human element exists, the possibility of accidental fire is always present. The best way to fight fire is to prevent it from happening in the first place.

The prevention of fires is the ultimate achievement in fire safety.

Fire prevention is everyone's responsibility. If you notice a fire hazard in your area, contact your Manager as well as the Home's Administrator immediately. If you notice a fire hazard in another area, contact the Environmental Services Manager or Nursing Supervisor.

The following fire prevention measures are noted for the purpose of creating a safe environment for workers and residents. The following fire prevention measures are applicable to various parts of the building.

The following measures are mandated by home policy, by-law and this Fire Safety Plan.

### **5.3.1 Fire Prevention for Administration/ Office Areas**

1. Keep all hallways, aisles and corridors free from obstructions such as chairs, desks, file boxes, etc.
2. Do not allow accumulation of paper and boxes in the office area. Inactive files should be stored in designated, approved storage rooms.
3. Ensure stairwell doors remain closed at all times. They should never be propped open.
4. Smoking is permitted only outdoors. Many fires are related to careless smoking practices (refer to the Home's Smoking Policy).
5. Avoid placing combustible materials directly in contact with an electrical outlet.
6. Do not hang anything from a fire sprinkler head.
7. Flammable decorations such as crepe paper, large paper banners and live Christmas trees will not be permitted in corridors.
8. All personal electrical appliances in resident's home area must meet CSA standards.

### **5.3.2 Electrical Hazards**

1. Report any frayed or damaged electrical wires to the appropriate authority. Electrical wiring that is defective, frayed, or cracked must be replaced.
2. Outlets or electrical devices that show evidence of electrical arcing or sparking will not be used and immediately reported to the Environmental Services Department.
3. Extension cords are not permitted for residents inside of the home.
4. If a circuit breaker consistently "trips", discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician will assess and repair problems in the electrical distribution system.

### **5.3.3 Storage Areas**

1. Storage areas should be kept clean and free of rubbish.
2. Materials should be stacked to ensure stability of the piles.
3. There must be a clearance of at least 18 inches between fire sprinkler heads and stored material.
4. Light fixtures will be protected by wire guard or cage to prevent the accidental breakage of light bulbs.
5. Material must not be stored directly touching an electrical outlet.
6. Circuit breaker panels located in storage rooms will not be covered or obstructed by stored material. Access to the panel will be maintained under all conditions. Con't...

7. Electrical equipment and devices must not be operated, or connected to an electrical source in storage rooms.
8. Doors to storage rooms will be kept closed at all times.
9. Flammable and combustible liquids must not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, clothing, linens, etc.)
10. Hazardous, reactive, or unstable chemicals and substances will not be stored in storage rooms used for ordinary combustible materials.
11. Full or empty compressed gas cylinders will not be stored in storage rooms used for ordinary combustible materials.

#### **5.4 Fire Prevention for Resident Home Areas**

1. Keep all hallways, aisles and corridors free from obstructions such as chairs, desks, file boxes, etc.
2. Do not allow accumulation of paper and boxes in the office area. Inactive files must be stored in designated, approved storage rooms.
3. Ensure that all stairwell doors remain closed at all times. They must never be propped open.
4. Smoking is permitted only outdoors. Many fires are related to careless smoking practices.
5. Avoid placing combustible materials directly in contact with an electrical outlet.
6. Do not hang anything from a fire sprinkler head.
7. Flammable decorations such as a crepe paper, large paper banners, and live Christmas trees will not be permitted in any location.
8. Electrical appliances and smoking pre-cautions identified.

##### **5.4.1 Smoking Hazards**

1. Smoking is prohibited in all sections of the Home. Many fires are related to careless smoking practices. Smoking is only permitted outdoors at a minimum of 9 meters away from the building. We are not responsible for taking residents out for a smoke. They must store their cigarettes and lighter with Markhaven , sign the items out and back in.
2. Be aware of signs of residents smoking in their rooms or other hidden areas. Tell-tale signs are:
  - a) Smell of smoke in bathrooms, secluded areas or rooms of the home.
  - b) Cigarette butts or ashes present on corners, cracks and hiding places
  - c) If windows are operable, look at the window ledges for ashes
  - d) Cigarette odour on resident's clothes
3. Residents suspected of smoking must be reported to your manager.
4. Special concern and action must be taken if smoking has occurred near sources of oxygen

##### **5.4.2 Compressed Gas Cylinders**

1. Cylinders containing compressed gas will be protected against mechanical/ physical damage. Cylinders must be stored on racks or other devices designed to hold them securely.
2. Compressed gas cylinders, when not in use, will be equipped with valve caps. Con't....

3. Compressed gas cylinders will not be stored in corridors. Storage rooms will have an ambient air temperature not exceeding 53 degrees Celsius (125 degrees F).
4. Oil or grease will not be used in the lubrication of valves or fittings on oxygen cylinders or equipment that transfers or distributes oxygen.

#### **5.4.3. Special Hazards**

1. Oxygen does not burn. Oxygen, however, causes any combustible material to burn faster and with higher intensity than in air. No smoking or open flames will be allowed near oxygen storage or use.
2. "NO SMOKING" signs will be posted in areas where oxygen is being administered. Residents must be instructed on the dangers and precautions associated with the use of oxygen.\

### **5.5 Fire Prevention for Places of Public Assembly**

The following rooms, or fire compartments, will observe the fire prevention measures in this section.

Dining rooms, lounges, gathering places, chapels, etc.

- 1) Keep all hallways, aisles and corridors free from obstructions such as chairs, desks, file boxes, etc.
- 2) Do not allow accumulation of paper and boxes in the office area. Inactive files must be stored in designated, approved storage rooms.
- 3) Ensure that all stairwell doors remain closed at all times. They must never be propped open.
- 4) Smoking is permitted only outdoors. Many fires are related to careless smoking practices.
- 5) Avoid placing combustible materials directly in contact with an electrical outlet
- 6) Do not hang anything from a fire sprinkler head.
- 7) Open flames will not be permitted in public assembly occupancies.
- 8) Open-flames, such as candles, will not be permitted in a public assembly room.
- 9) Flaming meals or drinks will not be served in the home environment.
- 10) Open-flames will not be permitted in or adjacent resident sleeping rooms.

#### **5.5.1 Means of Egress/ Exits**

- 1) Ensure that, where posted, "Occupant Load" limits are not exceeded.
- 2) Ensure that corridors, passageways, halls, and aisles that are used as a passageway leading to an exit are kept clear free of obstructions.
- 3) During hours of operation, exits must be unlocked and free of visual and physical obstructions
- 4) Ensure that "EXIT" signs are illuminated. Burnt-out bulbs must be replaced.
- 5) Partitions or other objects will not be placed so as to obstruct or obscure the visibility of an exit.
- 6) Seating arrangements in dining areas, lounges (is seats are moveable) and other public assembly rooms where seats are moveable, will maintain adequate aisle space for egress purposes as required by the Ontario Fire Code.

## **6.0 FIRE DRILLS**

Listen for “CODE RED” announcement over the one way paging system. Listen for instructions regarding location of the fire, follow your procedures as described in “Instructions in the Event of Fire”.

### **6.1 Fire Alarm Staging**

#### Alert Stage (First stage) Fire Alarm Signal

This will be a notification that a potential fire situation (or evacuation) exists. During this period, designated personnel will investigate the situation. While an Alert Stage signal is in effect the audible alarm will sound in all areas of the Long Term Care Centre. This stage is activated by a pull station or by automatic fire detection devices located throughout the Long Term Care Centre. An Alert Stage is a tone at 20 beats per minute. Maglocks open.

#### Alarm Stage (Second stage) Fire Alarm Signal

Stage 2 will indicate that an evacuation of the building MUST take place immediately. The alarm signal is a rapid sounding tone (120 bpm). The alarm is activated manually by the Fire Warden in consultation with the most senior responding Fire Officer. To activate the second stage alarm, a special key is inserted into the manual pull station and turned causing the second stage alarm to activate resulting in full building evacuation – CODE GREEN.

Alarm Stage will be accompanied by a message announced over the voice communication system indicating directions for the staff. Exit the building calmly. It is imperative that all staff work together as a team to ensure a safe and efficient evacuation.

Announcements and instructions of what is happening during each stage of the fire alarm can be given by the one way paging system.

### **6.2 Objectives**

1. To familiarize building occupants with the emergency evacuation procedures by actual performance.
2. To identify problems in procedures and make adjustments.

### **6.3 Fire Drill Frequency**

The home will conduct one fire drill for each shift (3 shifts) on a monthly basis to ensure familiarity with the evacuation procedures.

Fire drills will involve all shift staff. Upon indication of a fire alarm signal, the staff will proceed with the steps outlined in the emergency procedures.

At the end of each fire drill a debriefing session will be held to identify any deficiencies or problems in the evacuation procedure.

The Environmental Services Manager will maintain a written record of all fire drills and the debriefing session.

## **6.4 Fire Drill Preparation**

### **Prior to Drill:**

- Notify the Fire Department approximately 5 minutes BEFORE fire drill is to commence, if determined by the fire department.
- Call Fire Alarm Monitoring company
- Give approximate time you will activate alarm
- Record the attendant's or firefighter's name and/or number
- Give your name to the fire department for record purposes

### **During Drill:**

- Plan Fire Drill Notice by placing written sign "Fire in Room" on a chair at an open doorway.
- When staff discovers the fire, activate the fire alarm using the nearest pull station.
- Deputy Receptionist or designate will check annunciator panel upon hearing the alarm and will announce "CODE RED" three times stating clearly the area of fire.
- Staff must call and identify the exact location of the fire. Receptionist or designate will again announce "CODE RED" three times with the exact location of the fire.
- Monitor the floor on which the Fire Drill Notice will be placed. Evaluate all staff involved with the drill on their ability to carry out correct fire drill procedures.
- An alternate process may be developed for fire drills held during the evening and night shifts. Such a drill should be developed and reviewed by the local fire department.

### **Horizontal Evacuations:**

Practicing evacuation techniques is an essential part of any fire drill. A variety of evacuation scenarios should be planned and practiced during fire alarm drills.

### **After Drill:**

- Reset Electro Magnetic Locking Devices with key switch in the main entrance lobby.
- Reset manual pull station and annunciator panel.
- Use one way paging system to announce "Code Red – All Clear" three times.
- Notify the fire department that the fire drill has been completed.
- Confirm with the Fire Department that the alarm was received.
- Post-drill debriefing meetings will be held on each unit to assess:
  - Any problems that may have occurred
  - That all the required fire protection equipment functioned as designed
- Have staff sign an attendance form after a drill.



- Complete Fire Drill Evaluation. Records of the fire drills are to be maintained for a minimum of 2 years.

## **6.5 Instructions to Staff on Fire Alarm Procedures**

### **6.5.1 Fire Safety Features**

1. Fire alarm system is full addressable system
2. Fire alarm annunciator panels are located in the main entrance lobby and at the 1<sup>st</sup> floor information centre. The main fire alarm panel is located in the basement.
3. The building is equipped with an automatic sprinkler system. Activation of the sprinkler system will automatically sound the fire alarm system
4. A generator supplies emergency power for lighting and other emergency systems,
5. Adequate exits have been provided for the long term care centre. All exits from the long term care centre are located on the fire safety plan drawings.

### **6.5.2 Fire Alarm Operating Instructions**

1. To activate fire alarm, pull down the lever at the pull station.
2. Fire alarm will then sound.
3. Lamp of initiating zone will light up on the annunciator panels.

### **6.5.3 Silencing Alarm Signals**

All manual pull stations must be reset before the fire control panel can be reset and the alarm silenced

RESET THE FIRE ALARM PANEL ONLY WHEN  
AUTHORIZED BY THE FIRE DEPARTMENT  
FIRE CHIEF

### **6.5.4 To Reset Manual Pull Station**

1. Pull open station cover by turning key in a counter clockwise direction
2. Close manual pull station to re-lock
3. Go to annunciator fire control panel (NOTE: signal silencing action will be delayed until one minute of alarm sounding is completed).
4. Open panel door and press reset button for four seconds.
5. Alarm will stop ringing and green light will return indicating normal operation. The display will read – “reset complete system normal”.

### **6.5.5 Trouble Light**

1. If trouble light is on, a yellow light will be illuminated on the annunciator fire control panel.
2. First check to see that green light on annunciator panel is on indicating power to the panel.
3. If the green light is off, contact Environmental Services Department for further direction.
4. If green light is on, press the trouble reset button for four seconds. Con't...

5. If this does not cause the trouble light to go off contact the Environmental Services Department for further direction.

## **6.6 Re-Entry policy**

After an evacuation has been carried out and the emergency situation settled, the Fire Warden or Designate will order the re-entry of the building. This will be done after the appropriate responding agency (police, fire, etc.) has determined that it is safe to re-enter the building.

To ensure the re-entry is carried out in a safe manner with concerns of the security of Markhaven Home for Seniors assets as well as the safety of the staff and occupants, the following will be the order of entry:

1. Fire Warden will enter first.
2. Upon notification from Fire Warden, all Supervisory Staff will enter the building. Supervisors will ensure assets are secure and their respective areas are ready for staff.
3. Upon notification from the Fire Warden, all other staff will re-enter the building. Supervisors will ensure that their areas are prepared for the re-entry of residents.
4. Upon notification by the Fire Warden, residents will be permitted to re-enter the building.

**6.7 FIRE DRILL EVALUATION**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ SHIFT: \_\_\_\_\_

FIRE DRILL AND TESTING PHONE #: \_\_\_\_\_  
BADGE #: \_\_\_\_\_

Power to Fire Alarm Disconnected \_\_\_\_\_  
Reconnected \_\_\_\_\_  
Trouble Indicator \_\_\_\_\_

Location of Simulated Fire \_\_\_\_\_ Location of Pull Station \_\_\_\_\_

Alarm Sounded \_\_\_\_\_ Automatically \_\_\_\_\_ Manually \_\_\_\_\_

Who Discovered Fire? \_\_\_\_\_

Who Sounded the Alarm? \_\_\_\_\_

Was the Fire Department Notified? \_\_\_\_\_ Before the Drill \_\_\_\_\_  
After the Drill \_\_\_\_\_

How Long Did It Take to Locate the Fire? \_\_\_\_\_

Did Staff Respond? \_\_\_\_\_

Was There Any Panic? \_\_\_\_\_

Was Evacuation Carried Out? a) None \_\_\_\_\_  
b) Fire Room Only \_\_\_\_\_  
c) Horizontal \_\_\_\_\_  
d) Vertical \_\_\_\_\_

Were All Fire Doors Closed? \_\_\_\_\_ (Exceptions listed below) \_\_\_\_\_

Were all Residents Room Doors Closed? \_\_\_\_\_

Did They All Latch? \_\_\_\_\_

Was Laundry and Kitchen Equipment Turned Off? \_\_\_\_\_

Were Extinguishers Brought to the Fire Scene? \_\_\_\_\_

Did the Annunciator Work? \_\_\_\_\_

Did All Staff Hear the P.A. System? \_\_\_\_\_



7.0 MAINTENANCE PROCEDURES

Maintenance Procedure	Inspection Frequency	Performed By
<b>Emergency lighting and Exit lighting (Ref. OFC 2.7.3)</b>		
<p>Required exit signs shall be clearly visible and maintained in a clean and legible condition.</p> <p>Internally illuminated exit signs shall be kept clearly illuminated at all times when the building is occupied.</p>	DAILY	Maintenance Manager
<p>The pilot lights on emergency lighting unit equipment shall be checked monthly for proper operation.</p> <p>Emergency lighting unit equipment shall be <i>inspected</i> monthly to ensure that:</p> <ul style="list-style-type: none"> <li>a) The terminal connections are clean, free of corrosion, and lubricated when necessary.</li> <li>b) The terminal clamps are clean and tight as per manufacturers specifications</li> <li>c) The electrolyte level and specific gravity are maintained as per manufacturers specifications</li> <li>d) The battery surface is kept clean and dry</li> </ul> <p>Emergency lighting unit equipment shall be <i>tested</i> monthly to ensure that the emergency lights will function upon failure of the primary power supply.</p>	MONTHLY	Maintenance Manager
<p>Emergency lighting unit equipment shall be <i>tested</i> annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions,</p> <p>The charging conditions for voltage and current and the recovery period shall be <i>tested</i> to ensure that the charging system in is accordance with the manufacturer’s specifications.</p>	ANNUALLY	LICENSED CONTRACTOR

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Emergency Power Generator (ref. 6.7)</b></p> <p>The emergency power generator(s) shall be inspected, tested and maintained in conformance with CSA-C282, "Emergency Electrical Power Supply for Buildings".</p> <p>The generator fuel levels, starter systems, batteries, charging equipment, engine control panel, and air control louver settings shall be inspected weekly.</p> <p>The entire emergency power supply system shall be inspected, tested and a 60 minute test at 30% capacity shall be conducted.</p> <p>The cleaning and lubricating of the generator shall be performed every 6 months.</p> <p>The control panel, engine, fuel storage tank, generator, and transfer switches shall be fully inspected, tested, and status logged. A 2 hour full load test shall be conducted.</p> <p>The insulation of the generator windings shall be inspected. The cooling system shall be drained, flushed and refilled with new coolant.</p>	<p>WEEKLY</p> <p>MONTHLY</p> <p>6 MONTHS</p> <p>ANNUALLY</p> <p>EVERY 5 YEARS</p>	<p>Maintenance Manager</p> <p>Maintenance Manager</p> <p>Maintenance Manager</p> <p>LICENSED CONTRACTOR</p> <p>LICENSED CONTRACTOR</p>

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Fire Alarm System (Ref. OFC 6.3)</b></p> <p>The following daily checks shall be conducted and if a fault is established, appropriate corrective action shall be taken:</p> <ul style="list-style-type: none"> <li>a) Check the principle and remote trouble lights for trouble indication.</li> <li>b) Inspect the status of the “power on” or equivalent indicator. (ULC-S536 “Standard for the Testing, Inspection and Maintenance of Existing Fire Alarm System”.)</li> </ul>	DAILY	Maintenance Manager
<p>Every month the following tests shall be conducted under batter back up and if a fault is established, appropriate corrective action shall be taken; (ULC S536)</p> <ul style="list-style-type: none"> <li>a) One manual alarm initiating device shall be operated on a rotating basis and shall initiate an alarm condition.</li> <li>b) All audible alarm devices shall be checked to ensure they are audible and function correctly.</li> <li>c) The annunciator panel shall be checked to ensure correct annunciation.</li> <li>d) Intended function of the audible and visual trouble signals shall be ensured.</li> <li>e) Fire alarm batteries shall be checked to ensure that:                             <ul style="list-style-type: none"> <li>i) Terminals are clean and lubricated where necessary</li> <li>ii) Terminal clamps are secure</li> <li>iii) Electrolyte level and specific gravity (where applicable) meet manufacturers specifications.</li> <li>iv)</li> </ul> </li> </ul>	MONTHLY	Maintenance Manager
<p>Annually tests shall be conducted. If faults are discovered appropriate action shall be taken: (ULC-S536)</p> <ul style="list-style-type: none"> <li>a) Every reasonable effort shall be made to test all systems components. In the event that some components cannot reasonable be made accessible, a list of such components and their location shall be included in the report. All components shall be tested once every three years.</li> <li>b) The fire alarm system shall be operated under general alarm conditions.</li> <li>c) A minimum of six manual alarm initiating devices, most remote from the standby power supply, shall be activated individually, with the main power supply disconnected.</li> </ul>	ANNUALLY	LICENSED CONTRACTOR (must be in compliance with 1.1.5.2. of the OFC)

Maintenance Procedure	Inspection Frequency	Performed By
<p>Fire Alarm System continued:</p> <ul style="list-style-type: none"><li>d) Each manual alarm initiating device, manual pull stations, on each floor shall be activated on the main power supply.</li><li>e) Operation of every audible and visual signal appliance shall be ensured during the testing of the alarm initiating devices.</li><li>f) Each automatic alarm initiating device, heat detectors and smoke detectors shall be tested for its intended function in accordance with the manufacturer's instructions.</li><li>g) Each alarm signaling and alarm initiating circuit shall be checked for electrical supervision and trouble indication.</li><li>h) Correct annunciation shall be ensured for each initiating device tested.</li><li>i) The fire alarm system control unit shall be visually checked to ensure that the control unit has not been altered. Check all replaceable over-current protective devices for correct rating.</li><li>j) Inspect standby batteries for correct electrolyte level, specific gravity, integrity of connections, sulfation, corrosion, and electrolyte leaks, including dryness between terminal posts.</li></ul>	ANNUALLY	LICENSED CONTRACTOR



Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Fire Separations (Ref. OFC 2.2)</b></p> <p>Where <i>fire separation</i> between <i>major occupancies</i> are damaged in a manner so as to affect the integrity of their <i>fire-resistance rating</i>, such damaged fire separations shall be repaired so that the integrity of their fire separation is maintained.</p> <p>Where <i>fire separations</i> between rooms, corridors, shafts and other spaces are damaged so as to affect the integrity of their <i>fire-resistance rating</i>, the damaged <i>fire separations</i> shall be repaired so that the integrity of the fire separations is maintained.</p> <p>Where <i>closures</i> are damaged so as to affect the integrity of their <i>fire-protection rating</i> the damaged <i>closures</i> shall be repaired so that the integrity of the closure is maintained.</p> <p>Closures in fire separations shall be maintained to ensure that they are operable at all times by:</p> <ul style="list-style-type: none"> <li>a) Keeping fusible links and heat or smoke actuated devices undamaged and free of paint and dirt.</li> <li>b) Keeping guides, bearings and stay rolls clean and lubricated.</li> <li>c) Inspecting door hardware and other ancillary components and making necessary adjustments or repairs to ensure proper closing and latching.</li> <li>d) Repairing or replacing inoperative parts of hold-open devices and automatic releasing devices.</li> </ul> <p><i>Closures in fire separations</i> shall not be blocked or wedged open.</p>	<p>DAILY</p>	<p>Maintenance Manager</p>
<p><b>FIRE DAMPERS</b></p> <p>Inspection of fire dampers inspected annually</p> <p>Door opening surrounding area shall be kept clear of anything that would be likely to interfere with the operation.</p> <p>Doors in <i>fire separations</i> in occupied buildings shall be checked as frequently as necessary to ensure that they remain closed, unless equipment is installed to close the doors automatically as required under the fire safety plan.</p> <p>Door openings and the surrounding areas shall be kept clear of everything that would be likely to obstruct or interfere with the free operation of the door.</p>	<p>ANNUALLY</p> <p>FREQUENTLY AS NEEDED</p>	<p>LICENSED CONTRACTOR</p> <p>Maintenance Manager</p>

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>FIRE DAMPERS Continued</b></p> <p>Doors in fire separations shall be inspected monthly.</p>	MONTHLY	Maintenance Manager
<p>Fire dampers and fire-stop flaps shall be inspected annually, or on an approved time schedule.</p>	ANNUALLY	LICENSED CONTRACTOR
<p><b>Portable Fire Extinguishers (Ref. OFC 6.2)</b></p>		
<p>Portable fire extinguishers shall be kept operable and fully charged.</p> <p>Portable extinguishers having defects shall be repaired or recharged where necessary.</p> <p>Portable extinguishers shall be located so that they are easily seen and shall be accessible at all times.</p> <p>The location of portable extinguishers shall be prominently indicated by signs or markings in large floor areas and in locations where visual obstructions cannot be avoided.</p> <p>Extinguishers shall be kept operable and fully charged. They shall be installed at locations that are accessible at all times and easily seen. Defects shall be repaired immediately.</p> <p>All fire extinguishers should be inspected and tags should be signed. Ensure they are charged and that they have not been tampered with.</p>	WHEN REQUIRED	Maintenance Manager
<p>Portable extinguishers shall be inspected monthly.</p> <ul style="list-style-type: none"> <li>a) Nozzles for obstructions</li> <li>b) Seal or tamper indicators are in place</li> <li>c) Pressure gauge reading in operable range</li> <li>d) No sign of physical or mechanical damage</li> <li>e) Operation instructions on name plate legible and face outwards</li> <li>f) Access and visibility to extinguishers not obstructed</li> </ul>	MONTHLY	Maintenance Manager

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Portable Fire Extinguishers (Ref. OFC 6.2) Continued</b>                      Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.</p> <p>A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.</p>	<p>WHEN                      REQUIRED</p>	<p>LICENSED CONTRACTOR</p>
<p>Portable extinguishers shall be replaced and recharged after use in conformance with the instructions given on the extinguishers name plate.</p> <p>Extinguisher shells, cartridges or cylinders that show leakage or permanent distortion in excess of specified limits or that rupture shall be removed from service.</p> <p>Hydrostatic pressure tests shall be conducted at the original test pressure as stated on the name plate.</p>	<p>ANNUALLY</p>	<p>LICENSED CONTRACTOR</p>
<p><b>Maintenance and Inspection of a Hose Station and Equipment</b></p> <p>Hose stations shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.</p> <p>6.4.2.2. Standpipe and hose system equipment shall be used for fire protection only.</p> <p>6.4.2.3. Standpipe hose stations shall be conspicuously identified and unobstructed.</p> <p>Hose valves</p> <p>6.4.2.4. Hose valves shall be inspected annually to ensure that they are tight so that there is no water leakage into the hose.</p> <p>Hose</p> <p>6.4.2.5. (1) Standpipe hose shall be inspected and replaced on the rack annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced.</p>	<p>MONTHLY</p>	<p>Maintenance Manager</p>

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Testing Standpipe System</b></p> <p>6.4.2.7. (1) If a fire hose station is located in a cabinet, an approved lockable, scored glass break-front cabinet may be used.</p> <p>(2) Hose stations in a major occupancy consisting of detention occupancy may be located in secure areas, or in lockable cabinets where</p> <p>(a) identical keys for all cabinets are located at all guard stations, or</p> <p>(b) electrical remote release devices are provided and are connected to an emergency power supply.</p> <p>Subsection 6.4.3. Testing Standpipe systems</p> <p>6.4.3.1. (1) Standpipe systems that have been modified, extended or are being restored to service after a period of disuse exceeding one year shall be tested in conformance with Articles 6.4.3.2. to 6.4.3.5.</p> <p>(2) Where standpipe connections are built in walls or partitions, the tests shall be made before the standpipes are concealed.</p> <p>Hydrostatic test</p> <p>6.4.3.2. Standpipe system piping shall be hydrostatically tested at a pressure of not less than 1400 kPa (gauge) for 2 h, or at 350 kPa (gauge) in excess of the normal hydrostatic pressure when the normal hydrostatic pressure is in excess of 1050 kPa (gauge).</p>	<p>ANNUALLY</p>	<p>LICENSED CONTRACTOR</p>

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Fire Pump</b></p> <p>Pump room temperature</p> <p>6.6.3.2. The temperature of pump rooms shall be checked daily during freezing weather.</p> <p>Inspection of fire pumps</p> <p>6.6.3.3. (1) Fire pumps shall be operated at least once per week at rated speed.</p> <p>(2) The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected during the weekly operation of fire pumps.</p> <p>Internal combustion engine inspection</p> <p>6.6.3.4. (1) Internal combustion engine fire pumps shall be operated once a week for a sufficient time to bring the engine up to normal operating temperature.</p> <p>(2) The storage batteries, lubrication systems, oil and fuel supplies shall be inspected once a week.</p> <p>Fire pump flow tests</p> <p>6.6.3.5. Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow.</p>	<p>DAILY: Manually                      WEEKLY:Automatic</p>	<p>Maintenance Manager</p>

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Sprinkler Systems (Ref. OFC 6.5)</b></p> <p>Sprinkler systems shall be maintained in operating condition.                      No obstructions shall be placed so as to interfere with the effectiveness of water discharge from sprinklers.                      Sprinkler Systems shall not be used to support anything that will interfere with effective sprinkler system performance.                      Auxiliary drains shall be inspected to prevent freezing.                      Sprinklers shall be protected by sprinkler guards, where this is the possibility of mechanical damage.                      Sprinkler control calves shall be accessible and maintained in operable condition at all times.</p>	DAILY	Maintenance Manager
<p>Where sprinkler systems are installed, a supply of spare sprinkler heads and equipment shall be maintained in conformance with the following:</p> <ul style="list-style-type: none"> <li>Spare sprinkler heads shall be kept in a cabinet where the temperature does not exceed 38 degrees C.</li> <li>The minimum stock of spare sprinkler heads to be kept on hand shall be:                             <ul style="list-style-type: none"> <li>6 sprinkler heads for installations containing not more than 300 sprinklers.</li> <li>12 sprinkler heads for installations containing 301 to 1000 sprinklers.</li> <li>24 sprinkler heads for installations containing more than 1000 sprinklers</li> </ul> </li> <li>Spare sprinkler heads shall correspond to the types and temperature ratings of the sprinklers installed on the system.</li> <li>A wrench suitable for replacing sprinkler heads shall be kept in the cabinet where the spare sprinkler heads are stored.</li> </ul>	DAILY	Maintenance Manager
<p>An alarm test using the alarm test connection located at the sprinkler valve shall be performed monthly on sprinkler systems.</p>	MONTHLY	Maintenance Manager
<p>Where an electrical supervisory signal service is provided for a sprinkler system, it shall be tested in conformance with ULC-S536-1992. Transmitters and water flow actuated devices shall be tested every 2 months.</p>	2 MONTHS	Maintenance Manager
<p>Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tests at least every 6 months.</p>	ANNUALLY	Maintenance Manager

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Sprinkler Systems continued...</b></p> <p>Exposed sprinkler piping hangers shall be checked annually to ensure that they are kept in good repair.                      Sprinkler heads that are identified as inoperable shall be replaced where necessary as a result of such conditions.</p> <p>Fire Department connections shall be equipped with plugs or caps secured wrench tight.</p> <p>Plugs or caps shall be removed annually and the threads inspected for wear, rust or obstruction.</p> <p>Water flow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.</p>	ANNUALLY	LICENSED CONTRACTOR

<b>Water Supply Equipment (Ref. 6.6 OFC)</b>		
Private and public water supplies for fire protection installations shall be maintained to provide the required flow under fire conditions.	DAILY	Maintenance Manager
Municipal and private hydrants shall be maintained in operating condition.	AS REQUIRED	LICENSED CONTRACTOR
Hydrants shall be maintained free of snow and ice accumulations. Hydrants shall be readily available and unobstructed for use at all times.	AS REQUIRED	Maintenance Manager
Valves controlling water supplies used exclusively for fire protection systems shall be inspected weekly to ensure that they are wide open and are sealed or locked in that position.	WEEKLY	Maintenance Manager

Maintenance Procedure	Inspection Frequency	Performed By
<p><b>Water Supply Equipment (Ref. 6.6 OFC) Continued</b>                      Hydrant water flow shall be inspected annually in accordance with Ontario Fire Code Article 6.6.5.7.                      The main valve of the hydrant shall be fully opened and the hydrant operated with one port open and the water flow checked.                      A record of the hydrant operation shall be kept.</p> <p>Hydrants shall be inspected annually and after each use in accordance with:</p> <p>The port caps on hydrants shall be removed and the treads inspected for wear, rust or other obstructions and re-secured at the end of inspection.</p>	ANNUALLY	LICENSED CONTRACTOR
<p>Where hydrant barrel is found to contain water, the drain valve shall be inspected for operation.</p> <p>Where the hydrant barrel is found to contain water because of poor drainage that cannot be corrected, provisions shall be made to prevent freezing during winter conditions.</p>	ANNUALLY	LICENSED CONTRACTOR
<p><b>Miscellaneous Inspections</b></p> <p>Ensure fire access routes, windows, doors and Fire Department connections are free of obstructions.</p> <p>Check corridors to ensure that they are free of obstructions.</p> <p>Maintain illumination in egress and access to egress.</p> <p>Clean chimneys, flues, and flue pipes to keep them free from accumulation of combustible deposits.</p>	DAILY	ALL STAFF
<p>Check lint traps in laundry equipment for accumulations of lint.</p> <p>Check hoods, filters and ducts subject to accumulation of combustible deposits and clean on a regular basis.</p>	WEEKLY	Laundry Personnel Kitchen and Environmental Services Personnel



Maintenance Procedure	Inspection Frequency	Performed By
<b>Fixed Fire Suppression System (Kitchen)</b>		
<p>Fixed fire suppression system shall be kept operable and full charged.</p> <p>Fixed fire suppression system having defects shall be repaired or recharged where necessary.</p>	WHEN REQUIRED	Maintenance Manager
<p>Fixed fire suppression system shall be inspected monthly.</p> <ul style="list-style-type: none"> <li>a) Nozzles for obstructions</li> <li>b) Seal of tamper indicators are in place</li> <li>c) Pressure gauge reading in operable range</li> <li>d) No sign of physical or mechanical damage</li> <li>e) Operation instructions on name plate legible</li> <li>f) Access and visibility to extinguishers not obstructed</li> </ul>	MONTHLY	Maintenance Manager
<p>Fixed fire suppression system shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.</p> <p>A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for the system.</p> <p>The operational status of the extinguisher system will be verified after every fire event, even if the extinguishing system did not discharge.</p>	6 MONTHS	LICENSED CONTRACTOR
<p>Kitchen exhaust and hood shall be kept operable and be repaired when necessary.</p>	WHEN REQUIRED	LICENSED CONTRACTOR
<p><b>ELEVATORS</b></p> <p>Elevator door-opening devices operated by means of photo-electric cells shall be <b>tested</b> to ensure that the devices become inoperative upon activation of an alarm signal.</p>	MONTHLY	LICENSED CONTRACTOR

## **8.0 IN SERVICE STAFF TRAINING**

### **8.1 Introduction**

The purpose of this sub-section is to provide the trainer with background information that is relevant to training supervisory staff in the execution of their duties and responsibilities as outlined in the Fire safety Plan. This information augments detailed information about fire and life safety systems and fire prevention measures presented in this Section.

Employee training and orientation play a vital role in effectively carrying out the necessary emergency procedures. The benefit of developing a New Employee Fire Safety Training Orientation program is twofold.

1. It ensures all staff member are made aware of their roles and tasks during a fire emergency condition so that confusion and havoc are limited.
2. A well trained and organized staff will reduce evacuation time and the spread of fire and smoke, increasing the safety of all residents and staff members, and reducing loss of life and property.

An effective fire safety program involves three main components: fire prevention, emergency response and recovery. Markhaven Home for Seniors Fire Safety Plan places the greatest emphasis on preventions. However, when a fire emergency does occur, both the physical environment and human element will determine the outcome. In such cases, employees are the first line of defense. In order for the Fire Safety Plan to protect our residents, employees and property from fire, each employee's commitment to and enthusiasm for the program is necessary.

### **8.2 Training Programs**

1. Environmental Services Manager will ensure that new staff are provided with an orientation to all aspects of fire safety.
2. Annual review of the above material shall be provided for all staff.
3. Environmental Services Manager will make use of any additional available resources such as the Office of the Fire Marshall and the local Fire Department.
4. Training sessions for supervisory staff will be held on a regular basis.
5. Record will be kept, with names of staff trained for each session.

### **8.3 Orientation Program**

1. All new employees review fire safety plan with specific fire safety procedures given to each employee with relation to his/her work related areas.
2. Each department received individual training as follows:
  - Procedures in relation to discovery of fire
  - Procedures in relation to fire alarms
  - Walk through of individual areas, pointing out fire protection equipment, i.e. pull stations, hose cabinets, fire extinguishers, fire exits.

## **8.4 Fire in a Long Term Care Home**

Uncontrolled, unwanted and destructive fires are a serious concern in any environment, particularly a health care centre where many of the occupants are in a vulnerable state.

It is for that reason that prevention of fires will receive top priority.

In spite of great efforts to ensure safety, accidents and fires do happen. When a fire does occur the prospects of quickly and easily controlling it diminish with the passing of time. Quick decisive and correct action is necessary on the part of all home staff.

The Fire Department may take four to ten minutes to arrive, depending on many factors such as the time of day, traffic and weather. Response time is measured from when the alarm is initiated. It is up to staff on the scene to ensure that the alarm is initiated as rapidly as possible and that appropriate firefighting is initiated immediately.

## **8.5 General Instructions to Staff on Fire Procedures**

### **8.5.1 All Departments**

1. In case of an emergency, each department has specific instructions when they *hear the fire alarm and if you discover fire or smoke*.
2. These instructions are outlined under each department
3. It is everyone's duty to acquaint him/herself with, and carry out, these instructions as quickly and safely as possible.
4. Please ensure that your department has instructions posted in your work area.
5. If they are not, please see your supervisor.

### **8.5.2 General Objectives**

1. Do not try to move through heavy smoke
2. Do not use elevators
3. Stay low when exiting a fire area/ floor.
4. Use firefighting equipment only if trained
5. When the alarm rings stop what you are doing.
6. Report any fire hazards IMMEDIATELY!
7. Know your fire procedures
8. If you do not know what to do, ASK!
9. Never attempt a procedure if you are in danger.

### **8.5.3 What Every Employee Must Know**

1. Know the location of extinguishers
2. Know the location of all emergency exits/ stairwells
3. Know the location of fire alarm pull stations in the areas you frequent

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4. Know the alarm sounds for alert stage and alarm stage (know that a continuous bell – 2<sup>nd</sup> stage – means evacuation)
5. Know that when the Flex-Tab marker has been placed on the door, it will indicate whether the room is either vacant or occupied.
6. Be able to identify location of heat sensors, smoke detectors and sprinklers.
7. Know the designated smoking areas for residents and visitors.
8. Know the Universal Codes and what each code means.
9. Be able to contact the Fire Warden and/or reception in case of an emergency.
10. Know how to be alert for signs of fire.
11. Know how to practice good fire prevention
12. Know the location and layout of all departments/ the building.
13. Know the location of the first aid station
14. Know the location of all eye wash stations.
15. Know the location of M.S.D.S. sheets.
16. Read the fire, evacuations and emergency preparedness plan and know your roles and responsibilities.

#### **8.6 Fire Prevention**

1. Close the door.
2. Don't allow rubbish to accumulate.
3. Insist that the "no smoking" policy is obeyed.
4. Report all fire or safety hazards to the Environmental Services Manager.
5. Watch for and do not use worn or damaged electrical cords or equipment (tag "DO NOT USE") and report to the Environmental Services Department.
6. Review the Fire Safety Plan on a regular basis. Document discussions and implement changes if required.
7. Attend in-service sessions on fire safety annually or more frequently as required.
8. Participate in the fire drills (according to Home policy).
9. Make sure exits are free from obstructions at all times.

#### **"SOME DO's"**

1. Know and understand the fire procedure. Attend the Fire Safety in-service sessions annually.
2. Participate in monthly fire drills.
3. Review the fire manual annually and more frequently if required.
4. Know the location of the fire exits.
5. Know the location of the "fire pull stations"
6. Know the location of the extinguishers.
7. Enforce and obey the Home's smoking policy.
8. Fire doors are on listed electromagnetic locking devices which release upon activation of the fire alarm system.
9. Study methods of lifting and moving residents
10. Know the appropriate evacuation areas.

### “SOME DON'TS”

1. Do not let door wedges or other items hold doors open. Remove offending items.
2. Do not block or obstruct an exit
3. Don't allow hazards to go unreported.
4. Don't disengage the self-closing device installed on any fire door.
5. Don't use the elevator during a fire.
6. In event of a fire, don't allow someone to undo what has been done.
7. Don't re-enter a unit of the building after evacuation.

## **8.7 Fire Fundamentals**

### Fire

Fire is a rapid oxidation-reduction reaction accompanied by the evolution of heat and light in varying intensities. Fire burns because three elements are present – heat, fuel and oxygen (air). Removal of any of the three elements will prevent the development of a fire. Fire is a chemical reaction. Disrupting the reaction itself in some way will also stop or inhibit the fire.

### Removing Fuel

Taking away the fuel available to a fire will cause it to burn itself out. In a Long Term Care Centre environment this is accomplished by confining the fire to the point of origin and not allowing it to spread. The best way to confine a fire is to close all doors and windows around the fire.

### Removing Oxygen

Using the example above, the confinement of the fire also causes the oxygen level in the confined fire room to decrease. In this scenario, the lack of oxygen does not extinguish the fire but it slows down the spread and converts a free-burning fire to a smoldering state.

A CO<sub>2</sub> or K extinguisher used on burning flammable liquids will displace the oxygen over the fire and extinguish it.

### Removing Heat

The most common method of removing heat from a fire is with the application of water. Water, especially in a spray form, has a great capacity for absorbing heat. Water is applied using a pressurized water extinguisher or a fire hose.

### Breaking the Chain Reaction

This is not one of the three elements of combustion; it is method of operation of dry chemical extinguishers. The material that is discharged disrupts a chemical process that is necessary for combustion to occur.

### Classification of Fires

There are four classifications of fires, the classification is based on the type of material that is burning, Three classifications that may be encountered in the home include:

CLASS	TYPE OF FUEL	EXAMPLES	EXTINGUISHER TYPE
A	ORDINARY COMBUSTIBLES	PAPER, WOOD, LINEN, RUBBISH, BESSIND, DRAPES, ETC.	Pressurized water ABC Dry Chemical
B	FLAMMABLE LIQUIDS	FUEL, OIL, GASOLINE, SOLVENTS, PLASTICS, PAINT, GREASE, ETC.	ABC Dry Chemical, CO2, K Wet Foam
C	LIVE ELECTRICAL	OVER-HEATED WIRING, FUSE BOXES, STOVES, MOTORS, ETC.	ABC Dry Chemical CO2

### 8.8 Fire Control

The primary concern upon discovering a fire is to rescue endangered occupants and sounding the fire alarm. REACT and follow the five steps upon discovery of a fire:

#### Upon Discovery of Fire or Smoke "REACT" Quickly:

1. **REMOVE** yourself and, if safe to do so, other persons in immediate danger. Calmly notify others around you.
2. **ENSURE** door(s) are closed as you leave the fire area.
3. **ACTIVATE** fire alarm system at the nearest pull station.
4. **CALL** the Fire Department (9-911) from a safe location. Give the address of the building.
5. **TRY to extinguish the fire or concentrate on further evacuation.**

Any response that does not address all five steps is deficient.

The most effective method to control and extinguish a fire is to confine it and apply an extinguishing agent as soon as possible. Confining the fire by closing doors and windows around the fire cuts off access to more fuel for the fire and also helps to reduce the oxygen available for the combustion process.

In the event of a small fire, a person must decide if he/she is capable of fighting the fire.

Staff that have been trained in the use of a fire extinguisher may attempt to control and extinguish small fires that are not spreading rapidly and are producing low levels of smoke and heat in an enclosed area. Fires that are spreading and are producing uncomfortable levels of smoke and heat are best controlled by confining the fire.

## **WHEN FIGHTING A FIRE, NEVER PUT YOURSELF OR SOMEONE ELSE IN A DANGEROUS SITUATION**

### **8.9 Portable Fire Extinguishers**

#### Types of Fire Extinguishers

There are typically four types of portable extinguishers found within the home:

1. PRESSURIZED WATER                   - Used to fight Class A fires only  
  - Located within fire hose cabinets
2. ABC DRY CHEMICAL                   - Used to fight ABC Class fires
3. CLASS BC                               - Used to fight Class B and C fires
4. CLASS K                                 - Used to fight grease fires

#### Use of Portable Fire Extinguishers

All portable fire extinguishers in the home are operated in essentially the same manner. Ensure that the pin is intact and the seal has not been broken.

After setting the extinguisher on the floor, break the plastic or wire seal by twisting the pin. Note that some pressurized water extinguishers require that you push a lever which breaks the pin.

You are not ready for the PASS method:

**PULL** the pin  
**AIM** the extinguisher  
**SQUEEZE** the trigger  
**SWEEP** the fire

When you have finished using the extinguisher, lay it down. This will signify that the extinguisher has been used.

### Important Safety Precautions

Never use pressurized water extinguishers on live electrical equipment. Electrical shock may injure or kill the user.

Be careful when using a dry chemical extinguisher on ordinary combustibles such as trash. This extinguisher will initially knock the fire down, but it may flare up again. Water must be used to achieve the needed soaking action.

As a precautionary note, NEVER hold the plastic horn of a CO2 type extinguisher. This type of extinguisher is commonly found in electrical rooms. The temperature of the expellant CO2 gas is 80 degrees Celsius, which could cause severe frostbite. Be prepared for the loud noise as the gas is expelled.

#### **8.10 Kitchen Exhaust Hood, Extinguisher System**

The kitchen exhaust hood is equipped with an automatic fire extinguishing system. The system can be operated by an automobile fusible link located in the exhaust hood OR by the manual pull station located adjacent the exit door.

In the event of a fire under the exhaust hood:

Request a co-worker activate the fire alarm  
PULL the remove manual activation switch for the built-in suppression system,

Please note, the activation of the built-in suppression system will also activate an automatic gas shut-off valve and electrical shut-off switch.

The automatic extinguishing system should be serviced after any fire located under the hood, even if the fire suppression system was not activated.

The fire safety plan will be located on site at the four nurses stations, in the library, and in the administration office.

The Fire Safety Plan will be reviewed as often as necessary, but at intervals not greater than 12 months.