

Fire Safety Plan

Two-Stage Fire Alarm System for:

Fire Safety Plan - Two-Stage Fire Alarm System for:

Pioneer Manor – City of Greater Sudbury **960 Notre Dame**

[Code Red Overview](#)

[Emergency Designated Positions](#)



Table of Contents

Topic

| | | |
|------------|----------------------------------------------------------------------------------------------------|----|
| Part 1 | <u>Introduction</u> | 3 |
| Part 2 (a) | <u>Building Resources Audit</u> | 4 |
| Part 2 (b) | <u>Human Resources Audit</u> | 8 |
| Part 3 | <u>Alternative Measures</u> | 9 |
| Part 4 | <u>Maintenance Requirements of Building Fire And Life Safety Systems</u> | 10 |
| Part 5 | <u>Building Schematics</u> | 24 |
| Part 6 | <u>Fire Safety Protocols – Occupants Two Stage Fire Alarm Code Red</u> | 26 |

Part 1 Introduction

The Ontario Fire Code, Div. B, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$50,000 and an individual is liable to a fine of not more than \$25,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is the front vestibule fire safety box.

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 changes in the use and other characteristics of the building.

SUBMISSION PROCEDURES

At least two (2) copies of the Plan (8 ½ X 11 format) must be submitted to the Chief Fire Official. Upon approval, one (1) copy will be returned to the author and one (1) copy will be retained by the Fire Department.

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

Part 2(a)
Audit of Building Resources Checklist

Occupancy Type

Care Occupancy

Occupant Load

Occupant Load: (if applicable)

433

Access

Designated Fire Route: No Yes

Nearest Municipal

Hydrant Location: Refer to Schematics

Private Hydrants: No Yes (Location(s)): Refer to Schematics

Lockbox: No Yes (Location(s)): Main Front Entrance
Back Entrance

Heating Natural GJ.gas Electric Other

Main Gas

Shut-off: No Yes (Location(s)): Refer to Schematics

Main Electrical Shut-off Location: Refer to Schematics

Main Domestic Water Shut-off Location: Boiler Room, Refer to Schematics

Two Stage

Fire Alarm System:

Make: Edwards

Model: EST 3

Main Panel Location: Next to elevator in Winter Park nearest to Bistro

Annunciator Panel Location: Refer to Schematic

Fire Alarm Description: Two Stage with Horns and Strobe light

Sprinkler System: No Yes

Type: Wet Dry Other ____

Connected to the Fire Alarm System: No Yes

Location of Sprinkler Room/Shut Off Valves: Refer to Schematics

Standpipe System: No Yes

Location of Shutoff/Isolation Valves: _____

Fire Department

Connection: No Yes (Location(s)): Back of Building, refer to schematics

Fixed Extinguishing System for Commercial Cooking Equipment

No Yes Type: Dry Chemical
(e.g. Wet Chemical, Dry Chemical, CO²)

Connected to F/A System: No Yes

Ecology Unit: No Yes Protected by Fixed System: No Yes

Fuel Source: Natural Gas Electric Other ____

Fuel Shut Off for Appliances: Location: Bistro, refer to Schematics

40BC Extinguisher: Location: ____

K Type (wet) Extinguisher Location: Bistro

Portable Fire Extinguishers: (Refer to schematic drawings)

Portable Fire Extinguishers: Type: ABC and BC for Serveries (kitchenette)
Refer to schematic drawings.

Emergency Lighting

No Yes Location(s):

Emergency Power

No Yes Battery Generator

Generator

Diesel Natural Gas

Fuel Supply Location: In-Ground by garage, Refer to Schematics

Transfer Switch Location: Basement, Refer to Schematics

Equipment Powered by Generator: Entire Building

Electromagnetic Locking Devices

No Yes (manual release switch location) Door releases automatically with alarm

Proper Signage

No Yes

Location(s) throughout building: Staff is assigned to escort to any location required

Extra Hazardous Area:

Are there hazardous materials on site? No Yes

If YES, please list the material and quantity:

Oxygen : stationary liquid oxygen cylinders and portable units (storage room M111, S107, CP1045, PP2045, TP3045)

Paint & paint remover : store in basement room V022

Lubricants: stored in basement maintenance shop room V020

Fuel : Stored in garage at rear of building in a flammable storage cabinet

Exits: Refer to schematics for type and location of exits.

Elevators:

Firefighter (FF) Elevator Firefighter Service
 (red helmet designation) (yellow helmet designation)

Automatic Recall No Yes

Manual Recall No Yes

Manual Recall Switch(es) No Yes Location: _____

Total Number of Elevators: 5

Total Number of FF Elevators: NA

FF Elevator Location: NA

Floors Served by FF Elevator: NA

Location of recall/operating keys:

Operating Instructions:

Part 2(b)
Audit of Human Resources

Business/Building Name: Pioneer Manor - City of Greater Sudbury

Address: 960 Notre-Dame

Postal Code: P3A 2T4 Business Phone No. (705) 566-4270

Business Owner: City of Greater Sudbury

Address: 200 Brady Street

Postal Code: P3A 5P3

Phone Number(s): (705) 566-4282

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: RN supervisor Phone No. (705)677-5978

Employee/Title: RN supervisor Phone No. (705)665-0499

Employee/Title: _____ Phone No. _____

Other: _____ Phone No. _____

Building Owner: City of Greater Sudbury

Address: 200 Brady Street

Postal Code: P3A 5P3 Phone No. (705) 671-2489

Fire Alarm Monitoring Company: True Steel Phone No. (705) 673-8181

Sprinkler Monitoring Company: True Steel Phone No. (705) 673-8181

Part 3

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Greater Sudbury Fire Services Fire & Emergency Services.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify Greater Sudbury Fire Services at (705)675-3341. Give your name, address and a description of the problem and when you expect it to be corrected. Greater Sudbury Fire Services is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices on all floors by elevators and in the lobby entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify Greater Sudbury Fire Services and the building occupants when repairs have been completed and systems are operational at (705)675-3341.

Note: All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Part 4

Requirements of the Ontario Fire Code

☐ Please take the time to review this section (1 page)

Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

- Check* means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
- Test* means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
- Inspect* means physical examination to determine that the device or system will apparently perform in accordance with its intended function

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two (2) years after they are made.

General Fire Protection Systems/Equipment

General

Responsibility

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

All Staff

Exit signs shall be clearly visible and maintained in a clean and legible condition.

All Staff

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

All Staff

Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

Food Service Staff

Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

Maintenance Staff

Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

Contractor via Physical Services

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

Contractor via Physical Services

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.

Contractor via Physical Services

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.

Portable Fire Extinguishers

General

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.

Responsibility

Physical Services

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

Contractor via Physical Services

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

Contractor via Physical Services

Monthly

Portable extinguishers shall be **inspected** monthly.

Physical Services

Yearly

Extinguishers shall be subject to maintenance not more than one (1) year apart or when specifically indicated by an inspection.

Contracted Services via Physical Services

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

Contracted Services via Physical Services

Every twelve (12) months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable

NA

Responsibility

Five (5) Years

Every five (5) years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

Contracted Services via
Physical Services

Six (6) Years

Every six (6) years, stored pressure extinguishers that require a twelve (12) year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

Contracted Services via
Physical Services

Fire Alarm/Voice Communications Systems

General

Responsibility

Fire alarm and voice communication system components shall be kept unobstructed.

All Staff

Fire alarm system power supply disconnect switches shall be locked on in an approved manner.

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.

Contracted Services via
Physical Services

- a) **Check** the principle and remote trouble lights for trouble indication;
- b) **Inspection** of the AC power-on light shall be done to ensure its normal operation.

Monthly

Every month the following **tests** shall be conducted and if a fault is established, appropriate corrective action shall be taken:

Contracted Services via
Physical Services

- a) one (1) manual fire alarm initiating device shall be operated, on a rotating basis and shall initiate an alarm condition
- b) function of all signal devices shall be ensured
- c) the annunciator panel shall be checked to ensure correct annunciation
- d) intended function of the audible and visual trouble signals shall be ensured
- e) fire alarm batteries shall be checked to ensure that:
 - i) terminals are clean and lubricated where necessary;
 - ii) terminal clamps are clean and tight;
 - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications

Voice paging capability to one zone shall be **tested** monthly on a rotational basis.

Physical Services

Monthly (continued)

Responsibility

One (1) emergency telephone shall be **tested** monthly on a rotational basis for operation and correct indication at control unit.

Physical Services

Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended.

Physical Services

At least one (1) firefighter’s emergency telephone shall be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones shall be **tested** each year.

Physical Services

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems”.

Contracted Services via
Physical Services

Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signalling devices.

Contracted Services via
Physical Services

Smoke detector sensitivity instrument may be used to conduct annual sensitivity testing of smoke detectors

Smoke Alarms

General

Ensure dwelling unit smoke alarms are maintained in operating condition.

Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided.

Ensure a Listed Smoke Alarm is installed on every level of the home and in the corridor adjacent to sleeping areas.

Responsibility

Physical Services

Physical Services

Physical Services

Standpipe Systems

Monthly

Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable.

Responsibility

Physical Services

Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.

Contracted Services via
Physical Services

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary and replace plugs or caps.

Contracted Services via
Physical Services

Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.

Contracted Services via
Physical Services

Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.

Contracted Services via
Physical Services

Sprinkler Systems (Wet)

General

Auxiliary drains shall be **inspected** as required to prevent freezing.

Responsibility

Physical Services

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

Physical Services

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.

Physical Services

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.

Physical Services

Two (2) Months

All transmitters and water flow devices shall be **tested** at two (2) month intervals.

Physical Services

Six (6) Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six (6) month intervals.

Physical Services

Yearly

Responsibility

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

contractor

Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.

contractor

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash. They shall be replaced where necessary as a result of such conditions.

contractor

On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually.

contractor

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

contractor

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

contractor

Supply spare sprinkler heads and wrench and stored in appropriate cabinet near the main valve

6 sprinkler heads system contains up to 300 sprinklers

12 sprinklers heads system contains from 301 to 1000

24 sprinklers heads system contains more than 1000

Water Supplies for Firefighting (Hydrants)

General

Hydrants shall be readily available and unobstructed for use at all times.

Responsibility

Physical Services

Yearly

Hydrants shall be **inspected** annually after each use.

Contractor

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.

City of Greater Sudbury

The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.

City of Greater Sudbury

The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.

City of Greater Sudbury

Hydrant waterflow shall be **inspected** annually and a record shall be kept.

City of Greater Sudbury

Commercial Cooking Equipment

General

Responsibility

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

contractor

Ensure wet chemical portable fire extinguisher is provided to protect commercial cooking equipment and are readily available for use in an emergency.

Food Service/Physical Services

Weekly

Hoods, grease removal devices, fans, ducts and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

Food Services

Six (6) Months

Inspection and servicing of the fire extinguishing system shall be made at least every six (6) months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.

Contractor via Physical Services

Emergency Power Systems

General

Responsibility

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.

Physical Services

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer’s instructions.

Physical Services

At least two (2) copies of the instruction manual shall be maintained.

Physical Services

Monthly

The emergency electrical power shall be completely **tested** monthly as follows:

Physical Services

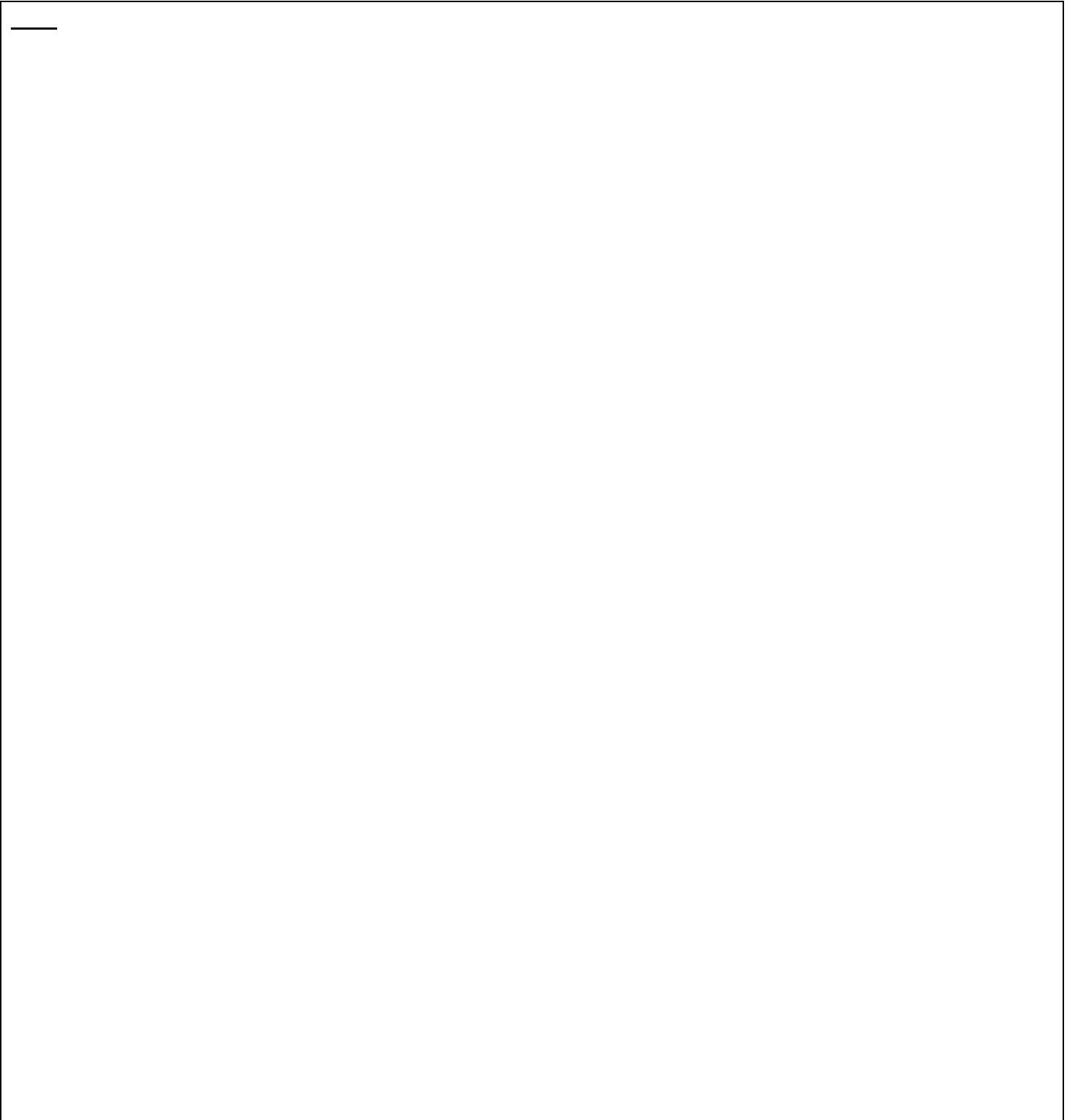
- a) Simulate a failure of the normal power supply.
- b) Arrange so that:
 - i) an engine generator set operates under at least 30% of the rated load for 60 minutes and;
 - ii) all automatic transfer switches are operated under load.
- c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.
- d) Record all instrument readings associated with the prime mover and generator and a verification that they are normal.
- e) Log and report as further prescribed in the manual of instruction for operation and maintenance.
- f) Check fuel supply for sufficient quantity.

Annually

Test the generator, control panel and transfer switch in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.

Contractor via Physical Services











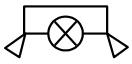








Maintenance Additional Comments



Part 5- Building Schematics

□ Please take the time to review this page

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

| | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|  | Pull Pin For Kitchen Fire Suppression System |
|  | Entrance / Exit |
|  | Hydrant |
|  | Siamese Fire Department Connection |
|  | Free Standing Siamese Fire Department Connection |
|  | Valves (General) Identify The Type Of Valve (e.g. Shut Off Valve For Natural Gas, Sprinklers, etc.) |
|  | Fire Alarm Control Panel |
|  | Fire Alarm Annunciator |
|  | Emergency Light, Battery-Powered |
|  | Illuminated Exit Sign, Single Face |
|  | Combined Battery-Powered Emergency Light & Illuminated Exit Sign |
|  | Pull Station |
|  | Heat Detector |
|  | Smoke Detector |
|  | Fire Extinguisher - BC Type |
|  | Fire Extinguisher - ABC Type |
|  | Fire Extinguisher – Water |
|  | Hose Cabinet |
|  | Sprinkler Riser, indicate whether Wet or Dry System |



Part 6

FIRE SAFETY PROTOCOLS

Pioneer Manor, Long-Term Care Facility
960 Notre Dame Ave, Sudbury

Code RED: Fire



Fire Safety Protocols

- 1.0 [Introduction](#)
- 2.0 [Implementation of the Fire Safety Protocols](#)
 - 2.1 [Training & Education](#)
- 3.0 [Fire Alarm System](#)
 - 3.1 [Stage 1 – Alarm Stage](#)
 - 3.2 [Stage 2 – Evacuation Stage](#)
 - 3.3 [Resetting the Alarm System](#)
- 4.0 [Fire Emergency Procedures for Designated Positions](#)
 - 4.1 [Emergency Operations Team](#)
 - 4.2 [Emergency Operations Centre](#)
 - 4.3 [Communication Centre](#)
 - 4.4 [Emergency Control Officer](#)
 - 4.5 [Communication Officer](#)
 - 4.6 [Communication Runner](#)
 - 4.7 [Emergency Brigade](#)
 - 4.8 [Stand-by Procedures](#)
- 5.0 [Fire Emergency Procedures for All Employees](#)
 - 5.1 [Upon Discovery of Fire or Smoke](#)
 - 5.2 [Upon Hearing the Fire Alarm](#)
 - 5.3 [Environmental Services Staff Duties](#)
 - 5.4 [Food Services Staff Duties](#)
 - 5.5 [Resident Care Staff Duties](#)
 - 5.5.1 [Registered Practical Nurse](#)
 - 5.5.2 [Health Care, Activity, Nutritional staff](#)
 - 5.6 [All Other Staff](#)
 - 5.7 [Volunteer & Student Duties](#)
 - 5.8 [Tenants](#)
- 6.0 [Fire Watch Procedures](#)
 - 6.1 [Causes for Fire Watch Orders](#)
 - 6.2 [Staff Responsibilities](#)
 - 6.3 [Communication](#)
 - 6.4 [Forms](#)
- 7.0 [Fire Drill Procedures](#)
 - 7.1 [Practical Fire Drills](#)
 - 7.2 [Silent Fire Drills](#)
 - 7.3 [Table-Talk Fire Drills](#)
- 8.0 [Fire Extinguishers](#)
 - 8.1 [Types of Extinguishers at Pioneer Manor](#)
 - 8.2 [Operation of a Portable Fire Extinguisher](#)

FORMS

- [ECO Report to the Administrator/Fire Watch Check List](#)
- [Communication Officer's Record of Event](#)
- [Emergency Census Sheet](#)

1.0 *Introduction*

Pioneer Manor is required by law to have in place a written fire safety plan under the Ontario Fire Code O. Reg. 388/97 that is a provincial regulation made under the *Fire Protection and Prevention Act, 1997*. Pioneer Manor is classified as Group B Institution, under the Fire Code because it is occupied by persons who require supervisory care, and/or medical care. Pioneer Manor is also mandated by the Ministry of Health & Long-Term Care (MOHLTC) and the Canadian Council on Health Services Accreditation (CCHSA) to have a written fire plan and to carry out regular education.

As a component of the Emergency Plan, the Fire Safety Plan provides instructions for a coordinated operational response to a fire emergency as well as organizational practices related to fire safety.

Pioneer Manor's Emergency Preparedness Team is responsible to review, implement and monitor the effectiveness of the Fire Safety Plan in accordance with the Fire Code, the MOHLTC and the CCHSA standards. The Fire Safety Plan is reviewed annually by the Team and the City of Greater Sudbury's Fire Department, and updated regularly to reflect organizational and structural changes of the Home.

Refer to the Emergency Plan section for more information regarding contact information, the building audit, fire protection system audit, communication procedures, fan-out procedures, designated positions/locations, rescue markers, the emergency kit, and the maintenance schedule.

2.0 *Implementation of the Fire Safety Protocols*

2.1 *Training & Education*

Fire safety training for all staff and volunteers is delivered at a minimum annually and may include but not be limited to in-class presentations, area/classification specific training, facility-wide fire drills, table-talk drills & discussions, hands-on practice sessions, and mock scenarios. All newly hired staff and recruited volunteers receive fire safety training at orientation.

Residents/families receive fire safety education during their admission and thereafter at a minimum annually via Resident Council meetings and Family Council meetings during the month of October. Other means of providing education to residents/families include newsletter articles, correspondence, and by participating in practice drills and mock scenarios.

Students receive fire safety education upon orientation and participate in practice drills and mock scenarios.

Fire safety education is coordinated jointly by the Emergency Preparedness Team and tenants of Pioneer Manor at a minimum annually and tenants are invited to participate in practice drills and mock scenarios.

3.0 *Fire Alarm System*

The fire alarm can be activated by:

- a) Pulling a fire alarm pull station; or
- b) A detonated smoke and/or heat detector; or
- c) A detonated sprinkler head
- d) Inserting key into pull station to set 2nd stage alarm
- e) Using the overhead paging system if above attempts has failed.

Once activated, the alarm system alerts all occupants of the Home and the fire department of a fire (or potential fire) and the possible need for an evacuation.

The fire alarm is characterized by 2 stages:

3.1 Stage 1 – Alarm stage

When the alarm is activated by either of the methods listed above, (excluding d and e), the horn/strobe units located throughout the Home sound at 20 strokes per minute.

All staff must respond by following the procedures set out in the Fire Safety Plan and be on stand-by for evacuation orders, paged as Code Green.

3.2 Stage 2 – Evacuation stage


When second stage is initiated, by inserting key at any pull station, the evacuation order has been issued; the horn/strobe units will now sound at 60 strokes per minute. This stage of the alarm alerts staff to begin to evacuate the residents beyond the first set of fire doors, beginning with the closest to the room of origin of the fire.

Important: Paging will inform staff of the direction of the evacuation and any other pertinent information to the emergency needs.

3.3 Resetting the Alarm System

ONLY after obtaining the All Clear and the direction from the Fire Department, the alarm system can be reset as follows:

From any annunciator panel:

1. Acknowledge the panel by pressing  on the Alarm button
2. Press the Alarm Reset button

4.0 Fire Emergency Procedures for Designated Positions. [\(Chart\)](#)

4.1 Emergency Operations Team

The Emergency Operations Team (EOT) is composed of all management and administrative personnel.

Upon notification of a Code Red, management personnel must secure their work space and immediately report to the main reception desk. One person is to conduct a head count with names of persons at the home desk and/or pool area (refer to the FORMS section herein).

Upon notification of a Code Green, the EOT is to report immediately to the area of evacuation and assist in evacuating residents. Once the initial evacuation is complete the EOT gathers at the Emergency Operations Centre and discusses further necessary actions/plans.

4.2 Emergency Operations Centre

The OTN room (N103) is the primary Emergency Operations Centre (EOC). If it is not feasible to use room N103, the second floor leisure room will be the secondary Operation Center or the Emergency Control Officer will designate an alternate location if either rooms are not acceptable. The EOC should be equipped at a minimum with a telephone, tables and chairs.

4.3 Communication Centre

The primary Communication Centre is the Cranberry resident care desk, as this has a communication speaker to the front entrance door. If Cranberry is the affected area, the secondary Communication Centre will be the

Ramsey/Scenic resident care desk.

Both Communication Centers are equipped with a fluorescent vest, clipboard and necessary emergency forms.

4.4 Emergency Control Officer

The Resident Care Supervisor #2 is the designated Emergency Control Officer (ECO) (refer to Appendix A of the Emergency Plan for the *Emergency Plan: Designated Positions* chart). The ECO will take charge of the emergency situation until the Emergency Operations Team and/or emergency services arrive, e.g. fire department, police, or other.

Upon notification or hearing the fire alarm, the ECO's duties include but are not limited to the following (note: duties may be delegated at the ECO's discretion):

1. Putting on a fluorescent vest and obtaining the ECO Report to the Administrator form on a designated clipboard.
2. Checking the nearest annunciator panel for the location of the fire affected area and proceed to that location. If smoke or fire is observed, insert key into nearest manual pull station and initiate stage 2 alarm (evacuation stage)
3. Taking charge of the activities in the affected area as follows:
 - a) Directing staff to check rooms for location of the fire if not yet identified;
 - b) Delegating personnel to unlock and check all locked rooms; and
 - c) Delegating a staff member to page the exact location of the fire three times if this has not already been done so by the Communication Officer.
4. Assessing and issuing evacuation orders by:
 - a) Delegating a staff member or the Communication Officer to announce the exact location of the evacuation three times, e.g. "Code Green, Cedar, horizontal to Cranberry"
 - b) Directing the flow of the evacuation and delegating staff to monitor the flow at each set of smoke barrier doors;
 - c) Delegating a staff member or the Communication Officer to contact the Administrative On-Call person if the incident occurs after regular business hours; and
 - d) Delegating staff to conduct a head count to ensure all residents from the evacuated area are accounted for.
5. Assisting the Fire Department.
6. Assessing the need for further assistance and obtaining such as required.
7. After the "All Clear" has been issued by the Fire Department, s/he ensures the alarm system is reset, the Code Red cancellation is paged three times, and all magnetic doors are reset.
8. Delegating a Maintenance Worker to ensure all fire extinguishers brought to the affected area are retrieved (if possible), re-filled if used, and returned to the original location.
9. Documenting the incident on the ECO Report to the Administrator form and conducting a de-briefing meeting with the staff involved in the incident to evaluate the response to the follow-up of the emergency. An email informing the RN's and Managers of the outcome and/or status must be sent using the user group "PM_Emergcomgroup" after the occurrence.


Important: The ECO must report all incidents of smoke or fire to the Fire Department immediately even if staff

has managed to control the situation before the fire alarm was triggered.

4.5 Communication Officer

The primary Communication Officer is a designated Health Care Aide from Cranberry; secondary is a Health Care Aide from Ramsey/Scenic (refer to Appendix A of the Emergency Plan for the *Emergency Plan: Designated Positions* chart)

Upon notification or hearing the fire alarm, the Communication Officer's duties include but are not limited to the following:

1. Putting on a fluorescent vest and checking the annunciator panel for the fire affected area.
2. Silencing the alarm so staff can hear the page (this will silence the horns but the strobes will continue to flash):
 - a) Opening the panel
 - b) Acknowledging the alarm by pressing  on alarm button, then;
 - c) Pressing the Alarm Silence button.
3. Paging the affected area over the paging system 3 times, e.g. Code Red, Park Place, Room 107. If there is an evacuation order, paging the area 3 times, e.g. Code Green, Park Place, horizontal to the Winter Park. If paging is not working, the Communication Office must begin the secondary communication protocol. (refer to section 7.1 of the Emergency Plan)
4. Placing a back-up call to 9-1-1 notifying them that the fire alarm has been activated at Pioneer Manor. If it is a false alarm or the cause of the alarm is known, providing the 9-1-1 operator with this information to assist them in determining the appropriate fire rescue apparatus to send.
5. Contacting the Administrative On-Call person (if on afternoons/nights & weekends).
6. Every minute from the initial page, announcing twice "Everyone is to remain on Code Red alert" until the Code is cancelled.
7. Answering inside calls only to ensure communication within the building.
8. Completing the Communication Officer's Record of Event form and returning it to the Emergency Control Officer (refer to the FORMS section herein).
9. Upon notification of the Emergency Control Officer, announcing 3 times "Code Red Cancelled".
10. After the Code is cancelled, ensuring the magnetic devices on all doors are reset.

4.6 Communication Runner

Refer to Appendix A of the Emergency Plan for the *Emergency Plan: Designated Positions* chart for the assigned Communication Runner. Upon notification or hearing the fire alarm, the Communication Runner's duties include but are not limited to the following:

1. Putting on a fluorescent vest and immediately proceeding to the front entrance foyer.

2. Checking the annunciator panel for the location of the fire affected area.
3. Escorting the Fire Department to the fire affected area.
4. Taking directions from the Emergency Control Officer or the Emergency Operations Team that may include:
 - making announcements over the paging system or assisting in area-by-area communication (refer to section 7.1 of the Emergency Plan)
 - recruiting staff, volunteers, or students to assist in an evacuation
 - retrieving the Emergency Kit
 - distributing communication devices

4.7 Emergency Brigade

Refer to Appendix A of the Emergency Plan for the *Emergency Plan: Designated Positions* chart for the assigned Fire Brigade members. Upon notification or hearing the fire alarm, members of the Fire Brigade's duties include but are not limited to the following:

1. Securing their work area.
2. Retrieving a fire extinguisher & reporting immediately to the fire affected area. If the code is for the Lodge, the first member of the brigade relieves the Health Care Aid monitoring the door. The Health Care Aid then enters the Lodge to assist with the code red procedure. The fire brigade is to remain at the main doors until the ECO requests their assistance.
3. Assisting in extinguishing the fire if safe to do so.
4. Leaving one extinguisher outside the fire affected room (to facilitate identification of the room by the fire department).
5. Assisting in the evacuation of the area.
6. Taking directions from the Emergency Control Officer.
7. After the Code Red is cancelled, returning fire extinguishers to their original location if not used. If an extinguisher has been discharged, returning it to the maintenance department to have it refilled.

When responding to the Lodge, the ECO will carry his/her duties as per 4.4. The first member of the emergency brigade will relieve the Health Care Aid monitoring the main entrance to the Lodge, and communicate between staff in the Home area and remaining brigade waiting for further instruction outside the entrance doors.

4.8 Stand-By Procedures

When the ECO determines the alarm is a false alarm due to a person falsely pulling the alarm, the ECO can downgrade to stand-by until the fire department arrives to cancel the alarm. During stand-by, staff who do not monitor exit doors can return to their regular duties. Staff monitoring exit doors must remain in their designated roles until the Fire Department cancels the code.

5.0 Fire Emergency Procedures For All Employees

5.1 Upon Discovery of Fire or Smoke:

R- A- C- E

- R** **Rescue:** Remove persons from immediate danger if possible
- A** **Alarm:** Activate the fire alarm system / use the nearest pull station and set second stage
- C** **Contain:** Close the door to contain the fire/smoke
- E** **Extinguish/Evacuate:** Extinguish the fire if safe to do so or evacuate

Every situation is different and may necessitate reversing the order of the above 4 steps.

1. It is important to **REMAIN CALM**. Do not shout fire.
2. Ensure the alarm has been activated by pulling the nearest pull station or delegating someone to do so.
3. If a person is on fire, extinguish the flames by using blankets, sheets, or curtains to smother the flames. Assist the person to STOP, DROP & ROLL if capable. If a part of the room or furnishing is on fire, only extinguish the flames if safe to do so.
4. Remove any persons from immediate danger to an area beyond the smoke barrier doors without crossing the fire affected area. Evacuate adjacent rooms if smoke or flames are visible. Evacuate the entire area upon the order of the Emergency Control Officer.
5. Confine the fire by closing doors and windows (if possible). After evacuating a room use the rescue markers (refer to section 10.0 of the Emergency Plan). **Do not re-enter the room**, unless the markers have been dislodged.
6. If smoke is filtering from a closed door to a resident's room, take extra precautions. Get down on your knees and gently feel the door knob with the outside of your hand. If it is too hot, do not attempt to open the door. If it is warm or cool, attempt to open the door a few inches. If black smoke is evident or the room is engulfed in flames, do not enter the room, close the door and wait for the Fire Department. If smoke is filtering from any other room, e.g. storage room, closet, or electrical room, do not open the door at all; wait for the Fire Department.
7. Place a wet towel or blanket along the edge of a closed door to help prevent the spread of smoke.
8. Attempt to move any residents on oxygen farthest away from the affected area. Shut off any resident oxygen tanks/valves and assess the resident regularly or provide alternate means for oxygen in another location where feasible.
9. Evacuate persons across one set of smoke barrier doors and return to rescue others. Staff outside the smoke barrier doors will escort pooled residents to an alternate safe area (receiving area), ie. leisure room, MacRae Centre, Winter Park. Direct volunteers and students to assist. ***Refer to the Emergency Evacuation Plan for detailed evacuation procedures.***
10. Shut off all electrical equipment unless such action would be hazardous.
11. **Do not use elevators.**
12. Respect the lines of authority.
13. Remain on stand-by for further instructions or evacuation orders.

Important:

- < If flames are visible inside the building, always activate the fire alarm and contact 9-1-1.
- < If in doubt regarding the source of smoke inside the building, activate the fire alarm.
- < All incidents of smoke or fire must be reported to the Fire Department immediately even if staff have managed to control the situation without triggering the fire alarm.

Exceptions:

- If smoke is generated from burnt food items such as toast, there is no need to notify the fire department or 9-1-1,

unless flames are visible. Close the door to the appliance if applicable and unplug the device if safe to do so. Try to ventilate the area as much as possible to avoid triggering the fire alarm.

- If a fire or source of smoke is located outside the building the ECO is to contact 9-1-1 (regardless if staff managed to extinguish it), and explain the situation. There is no need to activate the fire alarm unless there is an apparent risk to the building and its occupants.

5.2 Upon Hearing the Fire Alarm:

1. Check all resident rooms, storage rooms, closets, bathrooms, sitting rooms, medication rooms, utility rooms, linen rooms, tub rooms, etc. to ensure the following:
 - a) There is no smoke/fire
 - b) To verify if the smoke detector has been detonated (red light stays on, or flashes continuously)
 - c) To ensure the resident is safe

****If fire is discovered when checking rooms, initiate R-A-C-E.****

****When checking a resident's room, look under the bed, behind doors, in the washroom and closet.****

2. Once satisfied that the resident is safe and there is no fire in the room, inform the resident to remain in the room until the Code Red is cancelled.
3. Close doors and use the rescue markers (refer to section 10.0 of the Emergency Plan). Do not re-enter the room unless the marker has been dislodged
4. Instruct residents and visitors to return to the resident's room or nearest pool area such as a sitting room, dining room, lounge, Bistro, or Winter Park.
5. Conduct a census of all persons in each Home area, in common areas, Winter Park, Bistro and November wing including residents, staff, visitors, students, volunteers and contracted service providers. All headcounts are to be collected by the ECO and attached to the ECO's Report to the Administrator.
6. Keep hallways clear. If possible, store items into rooms or move them to one side of the hallway.
7. Shut off all electrical equipment unless such action would be hazardous.
8. Respect the lines of authority.
9. Remain on stand-by for further instructions or evacuation orders.
10. Remain calm, ready and reassure residents
11. If on break or lunch, return to your assigned work area and avoid going through the fire affected area.

**** Residents who live in other home areas should not go back upstairs until the Code Red is cancelled. They must go to one of the designated resident pool areas.****

****Elevators are not to be used during a fire alarm unless otherwise authorized by the Fire Department****

****All magnetic lock doors should be checked by staff in the area during the fire alarm and again**

after it has been reset. Staff should keep in mind that all exit doors are unlocked when the alarm is activated.**

12. If meal service has begun when a Code is paged, the Registered Staff member must ensure proper supervision of the dining room. The Nutritional Aide(s) can be re-assigned to assist or relieve staff with a search (must shut off all electrical equipment & lock the servery), and must not to be left alone to supervise the dining room.
13. When the Code is cancelled, all staff must ensure the rescue markers are placed in their original position.

5.3 Environmental Services Staff Duties

5.3.1 Housekeeping:

1. Assist staff in their work area to carry out the *Fire Procedures for All Employees*.
2. Report to the nearest resident care desk for a head count.
3. Staff who's position is listed on the *Emergency Plan: Designated Positions* chart carry out their duties as assigned.

5.3.2 Laundry:

1. Check the laundry area for fire/smoke.
2. Turn off all electrical equipment if safe to do so
3. Exit the laundry area, close doors and use the rescue markers.
4. Report to the Bistro for further instructions and for a head count
5. Staff whose position is listed on the *Emergency Plan: Designated Positions* chart carry out their duties as assigned.

5.3.3 Maintenance:

1. Secure their work area and immediately carry out Fire Brigade duties.
2. May be delegated by the Emergency Operations Team or emergency personnel to carry out certain tasks, e.g. shut down the ventilation system in a certain area, resetting the alarm. system, etc.

5.4 Food Services Staff Duties (Bistro/Kitchen)

1. Check their area for fire/smoke
2. Turn off all electrical equipment if safe to do so.
3. Turn off the natural gas valve in the Bistro if advised due to risk and is safe to do so. The valve is located at eye level behind the cash register.
4. Staff in the kitchen, exit the area, close doors and report to the Bistro for further instructions and for a head count
5. Calm and reassure persons in the Bistro
6. Staff who's position is listed on the *Emergency Plan: Designated Positions* chart carry out their duties as assigned. Staff searching November must conduct a headcount of occupants in this area.
7. One staff member is to conduct a head count with names of persons pooled in the Bistro and occupants of the private dining room (refer to the FORMS section herein).

5.5 Resident Care Staff Duties

- All medical personnel and contracted professional service providers on site should report immediately to the reception area in the main lobby or nearest pool area.
- All Resident Care employees will maintain continuity of care in an emergency situation to the best of their ability utilizing all available resources.

5.5.1 Registered Staff:

1. Coordinate a head count of all persons in their area including residents, staff, visitors, students,

- volunteers, and contracted service providers (refer to the FORMS section herein)
2. Ensure that resident's charts and administrative records are secure in the event of an evacuation.
 3. Plan to provide residents on oxygen with alternate means in the event of an evacuation.
 4. When the Code Red is cancelled, registered staff in each area designate someone to check all resident pool areas to ensure persons are aware the code is cancelled and assist in returning residents to their previous location.
 5. Staff whose position is listed on the *Emergency Plan: Designated Positions* chart carries out their duties as assigned.

5.5.2 Health Care Aides, Activity Workers, Resident Services Aides:

1. Assist staff in their work area to carry out the *Fire Procedures for All Employees*.
2. Assist the registered staff person with tasks as assigned.
3. Staff whose position is listed on the *Emergency Plan: Designated Positions* chart carries out their duties as assigned.

5.6 All other staff not included above

1. Remain calm
2. Check work space for fire/smoke
3. Exit office, close door and use rescue marker
4. Report to the front lobby area for further instructions and for a head count

5.7 Volunteer & Student Duties

1. Upon discovery of smoke/fire, activate the fire alarm and notify staff in the area.
2. Upon hearing the fire alarm, secure their work area, close the door and report to the nearest pool area for further instructions.
3. May be asked to assist staff to carry out the *Fire Procedures for All Employees*, evacuate residents, or to perform tasks as assigned.

5.8 Tenants

5.8.1 Upon Discovery of Smoke/Fire

1. Initiate R-A-C-E and follow procedures outlined above under *Fire Emergency Procedures for all Employees*.

5.8.2 Upon Hearing the Fire Alarm

1. Check all rooms, offices, common areas, and locked areas to ensure the following:
 - a) there is no smoke/fire
 - b) to verify if the smoke detector has been detonated (red light stays on)
 - c) to ensure the client(s) is safe

If fire is discovered when checking areas, initiate R-A-C-E.

2. Gather all clients and visitors into your assigned pool area.
3. Close all windows and doors.
4. Keep hallways clear.
5. Shut off all electrical equipment unless such action would be hazardous.
6. Assist Pioneer Manor staff carry out their duties under the Emergency Plan.
7. Respect the lines of authority.
8. Remain on stand-by for further instructions or evacuation orders.
9. Remain calm, ready and reassure clients.

6.0 **Fire Watch Procedures**

The purpose of the Fire Watch procedures is to ensure all staff are on higher alert for fire in their work areas and adjacent public areas because the alarm system is either malfunctioning, undergoing servicing.

In all cases, if an actual fire is detected in the building while on Fire Watch, staff must first try to activate the fire alarm as it may still be functional; secondly, call 9-1-1 to indicate that a TRUE fire is in progress; and thirdly, page CODE RED over the paging system to alert all staff and occupants.

6.1 Causes for Fire Watch Orders

A - System Malfunction, Repair, Inspection

When the alarm system is under repair or inspection, the Fire Department, alarm technician or the ECO may put the entire building or sections of the building on Fire Watch. Pull stations and/or horns/strobes may not be operational during servicing, therefore; staff must call 9-1-1 to report an actual fire, and page CODE RED over the paging system to alert everyone in the building.

Fire Watch orders by the Fire Department may be downgraded or reduced by the fire alarm technician, to specific areas of the building that are affected. Any downgrade of a fire watch order must be clearly indicated on the Fire Watch Report with a follow up email to the "PM_emergcomgroup" informing of the occurrence.

B - False Alarms

When the alarm system triggers a set of false alarms that cause the Fire Department to respond unnecessarily, Fire Watch orders may be issued by the Fire Department. Under this type of Fire Watch, the Fire Department will not respond to Pioneer Manor's fire alarm when it is activated. Should an actual fire be discovered, staff must call 9-1-1 to have the Fire Department respond, and page CODE RED over the paging system to alert everyone in the building.

Although the building is under Fire Watch orders due to false alarm issues, staff must respond to each alarm in accordance with the Emergency Plan as the system may be triggered by an actual fire.

6.2 Staff Responsibilities

The Emergency Control Officer or the Building Superintendent notifies the Communication Officer to page the Fire Watch every hour and when it is cancelled.

Upon notification of a Fire Watch order, all staff must be more vigilant for smoke and fire in their work areas and when walking around the building.

When the cause of an alarm is known to be due to a false alarm while we are under Fire Watch, the Emergency Control Officer will silence the alarm and cancel the Code Red. The Communication Officer will call the Fire Department to notify them of the false alarm.

IMPORTANT: Staff must respond to the Code Red in accordance with the Fire Safety Plan at all times.

6.3 Communication

The Emergency Control Officer at the time the Fire Watch is issued, sends out an e-mail to “PM_emergcomgroup”, advises the next shift supervisor, and records the order on the back side of the Emergency Control Officer Report to the Director.

Fire Watch orders are paged over the paging system by the Communication Officer or delegate every hour on days and afternoons and on shift report in all areas for the night shift staff. The paging system should not be used to communicate a Fire Watch during the night shift.

6.4 **Forms** (refer to the FORMS section herein)

- A - [Fire Watch Report](#) (back side of Emergency Control Officer Report to the Administrator)
 - This form is completed and signed by the fire alarm technician and the Emergency Control Officer or the Building Superintendent/delegate.
 - This form is to be left in the housekeeping/laundry supervisor’s mail pan once completed.
- B - Fire Department Fire Watch Statement
 - This form is completed and signed by the Fire Department representative and the Emergency Control Officer or Building Superintendent.
 - This form is to be attached to the Fire Watch Report form at all times.
 - The Fire Watch procedures listed on the statement are downgraded to more manageable procedures and as approved by the Fire Department.
- C - [Emergency Control Officer Report to the Administrator](#) (front page of Fire Watch Report)
- D – [Fire Watch Paging Documentation](#)

7.0 ***Fire Drill Procedures***

Fire drills are conducted monthly on all three shifts and may vary in format to provide staff with the most efficient training. All staff, volunteers and students on-site at the time of the drill must participate and carry out their assigned duties according to the Fire Safety Plan. Tenants of the Home are also invited to participate in scheduled fire drills and education/training sessions.

Staff response to the drill is assessed and the drill may be repeated 30 minutes later if found to be unsatisfactory by the drill coordinator or the Emergency Control Officer. All fire drill responses are recorded on the Emergency Control Officer’s Report to the Administrator form which is reviewed by the Emergency Preparedness Team (refer to section 9.1 of the Emergency Plan).

7.1 Comprehensive Fire Drills

Comprehensive fire drills involve the activation of the fire alarm system and the use of emergency equipment/devices, e.g. paging system and rescue markers. This type of drill is conducted on day and early afternoon shift.

Procedures

1. Prior to conducting a fire drill, the person conducting the drill (drill coordinator) **must** contact the alarm monitoring company (id code 0727) and the CGS Fire Department (705)675-3341(Fire Communication Centre) to inform their communicators of the impending drill. These numbers are posted on the Emergency

Telephone List at all telephones in the building.

2. The drill coordinator **must** give the Fire Department Communicator their name and a direct Pioneer Manor telephone number that the Communicator can access in the event of a true fire. **No fire drill may be conducted without the receipt of this information and the drill coordinator must be accessible for the duration of the exercise.**
3. The fire drill must be conducted within 15 minutes of the advance call to the Fire Department and the alarm monitoring company.
4. The drill coordinator will receive a call from the Fire Department's Communicator should the Fire Department receive a call from the public or occupant, a monitoring station, and/or 9-1-1, to confirm that the calls received from the Fire Department are related to the fire drill.
5. Should the Fire Department receive a call during the fire drill period and the Fire Department's Communicator cannot reach the drill coordinator, then the Fire Department's Communicator will dispatch a unit to respond at Pioneer Manor.
6. Upon completion of the drill, and when the fire alarm panel is reset, the drill coordinator will notify the Fire Department (705)675-3341 as well as the alarm monitoring company that the exercise is completed. At this time, the drill coordinator can obtain information from the Communicators regarding the calls received from the building occupants/public, their monitoring station, or 9-1-1.
7. Enforcement of the Ontario Fire Code (Ont. Reg. 388/97) section 2.8, may result should the drill coordinator not follow this procedure.
8. Fire Drills Reports will be documented and reviewed on a quarterly basis at Emergency Preparedness Committee to evaluate its effectiveness and address and training requirements.

7.2 Silent Fire Drills




Silent fire drills are conducted during the night shift and **do not involve the activation of the fire alarm**. The designated ECO is also the drill coordinator. At a pre-scheduled time, all staff in the Home simulate a response to the fire alarm according to their duties under the Fire Safety Plan. The ECO assesses the staff's response and documents the results of the drill using the Emergency Control Officer's Report to the Administrator form.

7.3 Table Talk Fire Drills

Table talk fire drills are conducted in addition to comprehensive fire drills and are facilitated by members of the Emergency Preparedness Team. Team leads conduct class-room type training with staff and tenants in their work areas. Topics may vary depending on identified training needs required by staff throughout the year. Table talk fire drills involve verbally leading staff through a fire scenario and discussing appropriate responses according to the Fire Safety Plan.

8.0 Fire Extinguishers

There are different types of extinguishers designed to respond to the different classes of fire.

| Classes | Fire Description | Extinguisher Symbol & Description | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Class A | Involves ordinary combustibles such as wood, cloth, paper, rubber and some plastics. Staff roles and responsibilities are discussed and staff have the opportunity to ask questions and share their concerns or suggestions to improve the plan. | | The background of the symbol will be either metallic or green. It will always be found on Water, Multi-Purpose Dry Chemical and Foam type extinguishers. |
| Class B | Involves ordinary flammable or combustible liquids, flammable gases, greases and similar materials such as gasoline, oil, paint and natural and propane gases. |  | The background of the symbol will be either metallic or red. It will always be found on Dry Chemical, Multi-Purpose Dry Chemical, Carbon Dioxide, and Foam type extinguishers. |
| Class C | Usually a Class A or B fire, but also involves energized electrical equipment such as wiring and electrical appliances. |  | The background of the symbol will be either metallic or blue. It will always be found on Dry Chemical, Multi-Purpose Dry Chemical, Carbon Dioxide extinguishers. |
| Class K | Class K fires are fires that involve vegetable oils, animal oils, or fats in cooking appliances. |  | The background of the symbol will be white. This is for commercial kitchens, including those found in restaurants, cafeterias, and caterers. |

8.1 Types of Extinguishers at Pioneer Manor

8.1.1 Automatic

A Dry Chemical extinguishing system located in the range hood over the gas burners in the Bistro is automatically activated when there is fire/extreme heat. To activate the system manually, pull the pin out of the pull station located between the door frame and the left side of the sink unit in the cooking area of the Bistro.

8.1.2 Portable

ABC - Multi-purpose Dry Chemical

- located in all areas of the building
- used on class A, B, & C fires
- weighs 5-10 lbs
- contains powder (sodium bicarbonate, potassium bicarbonate or potassium chloride base) under pressure
- can be held when in use
- has a range of 5-20 feet (2-6 meters)

- lasts approximately 20 seconds
- has a smothering or blanketing effect on a fire

BC - Dry Chemical

- located in the Bistro and in each servery
- used only on class B & C fires
- weighs 10 lbs
- contains sodium bicarbonate or potassium bicarbonate
- leaves a mildly corrosive residue which must be cleaned immediately to prevent any damage to materials

K - Wet Chemical

- located in the Bistro
- used on class K fires and as a backup in the event the automatic dry chemical system in the range hood is malfunctioning
- contains a potassium acetate based, low PH agent
- discharges a fine mist which helps prevent grease splash and fire reflash while cooling the appliance

8.2 Operation of a Portable Fire Extinguisher

1. Stand 8-10 feet (1.5 to 2 meters) from the fire and ensure you have a safe exit;
2. Break the seal by turning the pin and remove the safety pin completely;
3. Hold or stand the extinguisher in an upright position and aim the nozzle at the base of the fire;
4. Squeeze the lever briefly to ensure the extinguisher is working;
5. Squeeze the lever and using a sweeping motion, gradually approach the fire.

Remember: PASS

Pull the safety pin

Aim the nozzle at the base of the fire

Squeeze the lever

Sweep from side to side

If the extinguisher does not put out the fire, back away and leave the area immediately. Close the door behind you to confine the fire and smoke.

When the fire is extinguished, back away and monitor the fire to ensure it does not re-ignite (do not turn you back to a fire or an extinguished fire).

Never re-hang an extinguisher if it has been used/discharged. Ensure it is brought to the maintenance department to be recharged.

FORMS

[ECO Report to the Administrator/Fire Watch Report](#)
[Communication Officer's Record of Event](#)
Fire Department Fire Watch Statement - SAMPLE
[Emergency Census Sheet](#)