



## **MOCK EVACUATION TABLETOP EXERCISE OCTOBER 11, 2022**

- **Fire Department coming to complete our Vulnerable Occupancy Fire Drill October 11, 2022**
- **Sean McKibben will do a Time Verification of actual time to respond to the room of fire origin and time to evacuate the room. (ROOM 1)**
- **Last minute we were told we were unable to get the buses for our planned evacuation.**

**The following was reviewed as part of the Disaster Drill**

- **The circumstance was regarding a Fire in our Home**
- **Our Plan was that all residents would be evacuated to the alternate site – Thurlow Recreation Centre on Harmony Road**

## **STEP BY STEP PROCESSES AND REVIEW OF DISASTER PACK**

- **ALL RESIDENTS FROM ZONE 2 WERE EVACUATED TO THE LOUNGE BEHIND FIRE DOORS**
  - **ALL RESIDENTS IN ZONE 3 REMAINED IN THEIR ROOMS UNTIL THAT ZONE WAS EVACUATED**
  - **CHARGE NURSE WILL TAKE THE DISASTER PACK TO LOUNGE WHICH IS NOW CONSIDERED THE CONTROL CENTRE**
  - **CHARGE NURSE PUTS ON THE ORANGE REFLECTIVE VEST TO IDENTIFY AS THE DISASTER MARSHALL**
  - **THERE IS AN ENVELOPE IN THE PACK DESIGNATED TO THE DISASTER MARSHALL**
  - **ON THE SMALLER OUTSIDE ZIPPERED COMPARTMENT ARE LOCATED ALL FOR THE RESIDENTS ARM BANDS FOR IDENTIFICATION**
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- **WITHIN THE DISASTER PACK ARE ENVELOPES AND A MANUAL THAT GUIDES THROUGH THE EVACUATION CHECKLISTS.**
- **CHARGE NURSE/DISASTER MARSHALL WILL ASSIGN STAFF TO THE REQUIRED DUTIES SUCH AS – RESIDENT IDENTIFICATION ASSIGNMENT (PSW/HCA)**
- **FIRST REGISTERED STAFF AVAILABLE WILL BE ASSIGNED THE STAFF POOL COORDINATOR**
- **SECOND AVAILABLE REGISTERED STAFF ARE ASSIGNED THE RELOCATION CENTRE COORDINATOR**
- **MANAGERS ARE ASSIGNED TO EQUIPMENT AND SUPPLIES**
- **THE DIRECTOR OF NURSING/REGISTERED PERSON IS ASSIGNED FAMILY UPDATE**
- **THIRD AVAILABLE REGISTERED STAFF OR A SENIOR STAFF MEMBER IS ASSIGNED “DIRECT RESIDENT CARE COORDINATOR”**
- **THE ADMINISTRATOR ALSO HAS AN ENVELOPE ASSIGNED AS DESIGNATED SPOKESPERSON**

**ALL RESIDENTS WOULD BE SYSTEMATICALLY EVACUATED AND SET UP AT OUR RE-LOCATION SITE AT THURLOWW RECREATION CENTRE**



Disaster Pack.  
Found in the Report Room  
at Nurses Station



Exterior Zippered  
Area contains Resident  
Identification Wristbands



In the Disaster Pack

- Manual
- Orange Vest
- Relocation Pack
- Envelopes with Assignments



Distaster Marshall  
wears the vest to  
Identify as person  
in Command

Resident Involvement  
• HCA or BSA

Family Update  
DON or Registered Nurse

Direct Resident Care  
Co-ordinator  
• First Registered or Senior Staff

Staff Pool  
Co-ordinator  
• First available  
Registered Staff

Equipment/Supplies  
Manager  
During the Laundry  
Nursing

Administrator

Disaster Marshall

• This is the person in  
charge at the time of  
a disaster

Disaster Marshall  
assigns responsibilities  
to other staff members  
available



Our intended relocation  
site is the Thurlow  
Recreation Centre  
Harmony Road



# DISASTER PLAN TESTING REPORT

Type of Disaster Plan tested: Vulnerable occupancy  
Witnessed Fire Drill with Belleville Fire Dept

Date of Disaster Plan test: ① Sept 15, 2022 +

Describe events of Disaster: ② Oct 11, 2022

① - Vulnerable occupancy  
Witnessed Fire Drill

② Evacuation procedures.

Emergency measures in place: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
See Attached  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Disaster: \_\_\_\_\_

Summary of lessons learned: \_\_\_\_\_

→ Sept 15, 2022 - Fail in  
evacuation

Rescheduled for Evacuation  
Oct 11, 2022

Completed by Chris Garland

## Vulnerable Occupancy – Fire Drill Scenario Form

### This Section Completed by Owner /

This guideline is intended to assist facility administrators and Chief Fire Officials with the development and validation of the annual fire drill scenario requirement in care occupancies, care and treatment occupancies and retirement homes. Complete the 4 steps below when seeking a fire service approval of the fire drill scenario.

### PART (1) PROPERTY INFORMATION

Property Operating Name: E.J. McQuigge Lodge		Contact number: 613-966-7717
Contact Name: Anita Garland		Occupancy Classification: CHECK Below
Occupancy Address: 38 Black Diamond Road		<input type="checkbox"/> Care Occupancy
City/Town: Cannifton	Postal Code: K0K 1K0	<input checked="" type="checkbox"/> Care and Treatment Occupancy
Licensing Agency: MOHLTC	Licensing Number: NH2925	<input type="checkbox"/> Retirement Home

### PART (2) CONTACT INFORMATION

Owner Name: Roger Keay	
Owner Address: 15 Oakwood Links Lane	
City/Town: Grand Bend	Postal Code: N0M 1Z0
Contact Number: 519-238-1475	Email address: roger.keay@hay.net

### PART (3) APPROVED FIRE DRILL

**TIP:**

- The Ontario Fire Code requires monthly fire drills to be performed in care occupancies, and care and treatment occupancies. The local fire service observes an annual fire drill to determine sufficient supervisory staff is available to perform fire safety duties described in the Fire Safety Plan.
- Every person required to implement a fire safety plan must have completed an acceptable training program/course by January 1, 2017.
- Additional requirements and Compliance dates can be found in the [Compliance Schedule](#). [Check all Fire Code applications here](#)

#### Step 1 - Develop a Scenario Representing Lowest Staffing Level Complement

<b>A</b>	Select a zone/floor area of fire origin involving residents/patients in resident/patient rooms that poses the greatest evacuation challenge for staff.	Floor # : <u>      1      </u> Zone: <u>      3      </u> Number of residents/patients in the fire compartment that will require evacuation to a point of safety: <u>      22      </u>
<b>B</b>	Identify the point of safety to which residents/patients in the zone/floor area of fire origin will be evacuated.	<input type="checkbox"/> Outside Building <input type="checkbox"/> Exit stairwell (min. 30 minutes fire resistance rating) <input checked="" type="checkbox"/> Adjacent Zone (min. 30 minutes fire resistance rating)

C	Select a resident/patient room within this zone/floor area that would represent the room of fire origin.	Room #: <u>8-10</u> Total residents/patients in the room: <u>2</u>
D	Simulate the time of day representing the lowest staffing level complement available to respond to the room of fire origin.	Time of day: <u>3:00 am</u> ✓ Number of staff available to respond: <u>4</u> ✓

**TIP:**

- Submit drawings to the fire service that show the building features and the proposed area affected by the fire drill. Include the proposals ~~to~~ above on the drawing so that the scenario can be reviewed and approved.
- Evacuations in stairwells with non-ambulatory residents may be labour intensive. Proxies should be considered when scenarios are developed to ensure the safety of all residents / patients within the facility. Refer to OFMEM TG-01-2013 and TG-01-2004 for details.

**Step 2 - Determine Time Available for Closing the Door to the Room of Fire Origin**

A	Estimate the time required for detecting a fire in the room of fire origin based on the device in the room of fire origin. Use the <del>time</del> shown from Table C.1 below unless otherwise documented.	Fire Detection Time <u>.75</u> (minutes) <b>(A)</b>
B	Estimate the time period during which the suite or room of fire origin is safe to enter.  Choose <b>2.5 minutes</b> for an unsprinklered room <b>or 5 minutes</b> for a sprinklered room.	Time room is safe to enter <u>2.5</u> (minutes) <b>(B)</b>
C	Calculate the time available for staff to : <input type="checkbox"/> respond to the room of fire origin <input type="checkbox"/> remove/assist occupants from the room, and <input type="checkbox"/> close the room of fire origin door.	<b>(B) - (A) = (C) Time Available</b>  Time available: <u>1.75</u> (minutes) <b>(C)</b>

Table C.1 Detection Method**Maximum Detection Time	Time to Detect (min)
smoke alarm/detector in small bedroom (12 x12 ft) of fire origin	.5
smoke alarm/detector in medium to large room (15 x 20 to 25 x 25 ft) of fire origin	.75
smoke detector in corridor, with fire initiating in adjacent bedroom with open door	1.5
smoke detector in corridor, with fire initiating in adjacent small bedroom with closed solid core wood door	5
135°F heat detector in small bedroom (12 x12 ft) of fire origin	1.5
135°F heat detector in medium to large room (15 x 20 to 25 x 25 ft) of fire origin	2.5
135°F heat detector in corridor outside adjacent small bedroom of fire origin with open door	3.3
135°F heat detector in corridor outside adjacent small bedroom of fire origin with closed solid core wood door	18
135°F/165°F residential type sprinkler system in a bedroom of fire origin	2.5
supervisory staff at work station smelling smoke from fire in room with door open to corridor	6
supervisory staff at work station smelling smoke from fire in room with solid core wood door closed to corridor	8.3

\*\* For the purposes of this document only the maximum time to detect is shown. Refer to OFM TG-01-2013 Table C.1 for additional information.


<b>TIP:</b>	<input type="checkbox"/> <b>NEVER</b> re-open the door to the room of fire origin after evacuating the room. Smoke and fire may compromise the hallway & reduce the time available to evacuate residents to the next point of safety. Fire Safety Plan instructions should ensure doors remain closed. <input type="checkbox"/> Smoke alarms are now mandatory in each suite, or sleeping room not within a suite, that is not equipped with a smoke detector. Information can be found in the Fire Alarm Test Report to determine the type of detector in each suite and sleeping room. <input type="checkbox"/> Self-closing devices may be required on doors to suites and sleeping rooms on January 1, 2017. <a href="#">Check all Fire Code applications here.</a>
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<b>Step 3 - Determine Time Available to Evacuate Occupants in the Zone/Floor Area of Fire Origin to a Point of Safety AND Closing the Door to the Room of Fire Origin</b>	
<b>A</b>	<p>Identify the type of door to the room of fire origin.</p> <p>*Door rating information may be found on suite door frame and on door near hinges.</p>
	<p>Check applicable door type / rating;</p> <p><input type="checkbox"/> Wood panel or Hollow-core wood = 5 min  <input type="checkbox"/> 45 mm solid-core wood = 15 min  <input type="checkbox"/> 20-min. rated door in 20 min labelled frame = 20 min  <input checked="" type="checkbox"/> Hollow metal / steel door = 30 min  <input type="checkbox"/> 45 min labelled door in 45 min labelled frame = 45 min</p> <p style="text-align: center;">Door rating <u>30</u> (min.) (A)</p>
<b>B</b>	<p>Determine the minimum water supply duration for automatic sprinklers from the following information:</p> <p><b>No sprinklers = 0 minutes</b></p> <p>Sprinklers designed to NFPA 13D = 20 minutes</p> <p>Sprinklers designed to NFPA 13R = 30 minutes</p> <p>Sprinklers designed to NFPA 13 = 30 minutes</p> <p>Municipal water supply to sprinklers = 60 minutes</p> <p>*Sprinkler design information may be found in Sprinkler System Test Reports or other documentation.</p>
	<p style="text-align: center;">Sprinkler system water supply duration (minutes)</p> <p style="text-align: center;"><u>0</u> (min.) (B)</p>
<b>C</b>	<p>Calculate the <u>time available</u> to evacuate residents to the point of safety.</p> <p><u>Time available</u> is denoted as (C).</p> <p>(This is time available after the door to the room of fire origin is closed.)</p>
	<p style="text-align: center;">(A) + (B) = (C) Time available</p> <p style="text-align: center;">Time available to evacuate residents to point of safety.</p> <p style="text-align: center;"><u>30</u> (min.) (C)</p>

<b>List Supervisory Staff duties to be carried out as noted in the Approved Fire Safety Plan</b>
<p>May include calling 911, pulling fire alarm or other duty to ensure resident safety:</p> <p>Code Red</p> <p>All staff available would evacuate residents in Immediate danger.</p> <p>Close the door.</p> <p>Phone 911 either personally or assigning the task.</p> <p>Charge Nurse will monitor fire zone and continue to evacuate the zone.</p>


**PART (4) APPROVED FIRE DRILL SCENARIO**

Document Prepared by: Anita Garland	Date Prepared by: June 15, 2022
Proposed Date for Fire Drill Observation:	Alternative Date:
Date Submitted to Chief Fire Official for APPROVAL: <u>June 15, 2022</u>	

Chief Fire Official Approval of Fire Drill Scenario		
<u>Sean McKibben</u> Print Name	 Signature	<u>June 15, 2022</u> Date

**This Section Completed by the Fire Service**

Verification of Fire Drill Scenario Variables	
Verify the following prior to running the actual fire drill. Adjust scenario times as required if discrepancies identified.	Confirmed - Y or N
Does the Fire Drill Scenario represent the lowest staffing level as identified in the Fire Safety Plan?	Y
Is the detection method provided in Step 2 A (table C.1) properly identified and used in calculation?	Y
Will the identified point of safety accommodate everyone from the evacuated zone?	Y
Is the door rating provided in Step 3 A properly identified and used in calculation?	Y

Time Verification by the Fire Service			
Actions from Directive 2014-02	Time Calculated By Owner	A	
The actual time to respond to the room of fire origin, remove occupant(s) from the room, and close the door to the room.	Show time from Step 2 C - Available Time <u>1.75 min</u> <u>1 min 45 sec.</u>	Record actual time to complete task <u>55 seconds</u>	<input checked="" type="checkbox"/> Acceptable Y or N
The actual time to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety	Show time from Step 3 C - Available Time <u>30 min.</u>	Record actual time to complete task <u>7 min 58 seconds</u>	<input checked="" type="checkbox"/> Acceptable Y or N
			Pass      Fail
Was the actual time to respond to the room of fire origin, remove occupant(s) from the room, and close the door to the room within the time permitted?			<input checked="" type="checkbox"/> <input type="checkbox"/>
Was the actual time to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety within the time permitted?			<input checked="" type="checkbox"/> <input type="checkbox"/>
Were all identified Supervisory Staff duties from Fire Safety Plan completed as shown above?			<input checked="" type="checkbox"/> <input type="checkbox"/>
Did the fire drill observation identify any Supervisory Staff duties performed that were not shown in the Fire Safety Plan?			<u>YES</u> NO

**TIP** If the fire drill observations determine that insufficient supervisory staff is available to perform the fire safety duties as described in the Fire Safety Plan, appropriate enforcement options provided in OFMEM TG-01-2012 -Fire Safety Inspections and Enforcement should be utilized to ensure the safety of the occupants.

Complete the "Registry of Vulnerable Occupancies" as required in Directive 2014-001 and detailed in Communiqué 2014-09

Directive 2014-002 requires a Fire Safety Inspection to be completed. The inspection may be done on a different date than the Fire Drill.

\*\*Ensure the Fire Safety Inspection Checklist is completed and retained in the fire department file.