

FIRE SAFETY PLAN

E.J. McQuigge Lodge

38 Black Diamond Road

Cannifton ON K0K 1K0

February 1, 2024

TABLE OF CONTENTS

- **TAB A - Introduction**
- **TAB B - Distribution**
- **TAB C - Human Resources**
- **TAB D - Building Resources**
- **TAB E – Drawings**
- **TAB F – Supervisory Roles and Responsibilities -Emergency Procedures**
- **TAB G - Instructions to Occupants**
- **TAB H – Fire Extinguishment, Control or Confinement**
- **TAB I – Fire Prevention**
- **TAB J – Fire Drills and Fire Watch**
- **TAB K – Maintenance Schedule and Responsibilities**
- **TAB L – Vulnerable Occupancies**

INTRODUCTION

Fire safety is an important responsibility. The implementation of the fire safety plan helps to ensure effective utilization of life safety features to protect people from fire. The fire safety plan is designed to suit the resources of each individual building or complex of buildings.

Owner as defined in the *Fire Code O. Reg. 213/07, as amended*, "means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property".

As required by the *Fire Code Div. B Section 2.8, Emergency Planning*, the owner is responsible for the preparation of a fire safety plan. After the fire safety plan has been prepared, it must be submitted to the municipal fire department Chief Fire Official for approval. Once approved, the owner is responsible for implementing the fire safety plan. The fire safety plan is used to provide training to the building's supervisory staff who must have received instructions in fire emergency procedures as described in the plan before given any responsibility for fire safety.

Owners must be familiar with their responsibilities under the *Ontario Fire Code*.

Fire Protection and Prevention Act Part VII, Section 28, states upon conviction of an offence for contravention of the Fire Code,
Individual

An individual convicted of an offence is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence, or to imprisonment for a term of not more than one year, or to both.

Corporation

A corporation convicted of an offence is liable to a fine of not more than \$500,000 for a first offence and not more than \$1,500,000 for a subsequent offence.

Offence, director or officer of corporation

A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence or to imprisonment for a term of not more than one year, or to both.

The owner is responsible to ensure fire emergency procedures are prominently posted so visitors and staff are informed of what to do in the event of fire.

SUBMISSION PROCEDURES

At least two copies of the fire safety plan must be submitted to the Chief Fire Official for approval, either by mail or electronic transmission. Once approved, one copy will be returned to the author and one copy will be retained by the municipal fire department. The fire safety plan shall be implemented and kept in an **approved** location.

DISTRIBUTION

• Belleville Fire and Emergency Services	Complete Plan
--	---------------

• Supervisory Charge Nurses	Duties & Responsibilities
-----------------------------	---------------------------

• Main Office & Health and Safety Board	Complete Plan
---	---------------

Fire Safety Boxes located at Main and Service Entrance	Complete Plan
--	---------------

Nurse will provide a key and Fire Plan is readily available in the event of an emergency.

There is an Abloy Box on outside wall at Main Entrance

HUMAN RESOURCES

BUSINESS NAME & ADDRESS

Keay Nursing Homes O/A E.J. McQuigge Lodge

38 Black Diamond Road, Cannifton ON

BUILDING OWNER (NAME/ADDRESS/TELEPHONE NUMBER):

Roger Keay

BUILDING MANAGEMENT (NAME/ADDRESS/TELEPHONE NUMBER IF APPLICABLE):

Anita Garland

Alarm Systems – Fire Alarm Monitoring System 260 Adam St. Belleville ON – 613-969-5100

BUILDING SUPERINTENDENT (NAME/ADDRESS/TELEPHONE NUMBER IF APPLICABLE):

Charge Nurses are the "Supervisory staff" They are in care and control of the keys

EMERGENCY CONTACT(S):

Anita Garland –

Dana Anderson –

Kathy Brinklow –

E.J. McQuigge Lodge			
MANUAL: FIRE AND EMERGENCY		PAGE NO. 1	
SECTION: 4.0 Human Resource		APPROVED BY: Administrator	
DATE OF ORIGIN: 06/05	REVIEWED DATE(S): 02/06	DATE REVISED: February 2024	
HUMAN RESOURCES			
Building staff consists of the following:			
Level of staff	Day Shift	Evening Shift	Night Shift
Administrative			
Administrator	7.5 x 1 x 4D		
Office Manage	7.5 x 2 x 5d		
Nursing Department			
Director of Care	7.5 x 1 x 5d		
Registered Nurse	7.5 x 1 x 7d	7.5 x 1 x 7d	7.5 x 1 x 7d
Registered Practical Nurses	7.5 x 2 x 7d	7.5 x 1 x 7d	
HCA/PSW/RSA	7.5 x 7 x 7d	7.5 x 6 x 7d	7.5 x 3 x 7d
Recreation and Leisure			
Coordinator	7.5 x 1 x 5d		
Aides	7.5 x 2 x 4d	7.5 x 1 x 2d	
Environmental			
Supervisor	7.5 x 1 x 5d		
Housekeepers	7.5 x 2 x 7d		
Laundry			7.5 x 1 x 7d
Dietary Services			
Food Service Supervisor	7.5 x 1 x 5d		
Cooks	7.5 x 1 x 7d		
Aides	7.5 x 5 x 7d		

E.J. McQuigge Lodge**MANUAL: FIRE AND EMERGENCY****PAGE NO. 1****SECTION: 2.0 Emergency Numbers****APPROVED BY: Administrator**DATE OF ORIGIN:
06/05REVIEWED DATE(S):
02/06DATE REVISED:
February 2022**EMERGENCY TELEPHONE NUMBERS
CONTACT BOOK AT NURSES STATION**

FACILITY MANAGEMENT	EMERGENCY NUMBER	NON-EMERGENCY NUMBER
Administrator	613-966-4015	
Director of Nursing	613-243-2340	
Food Service Supervisor	613-438-1086	
Environmental Supervisor		
Activity Director	613-885-7095	
Medical Director	613-391-0483	613-969-5217
Nurse Practitioner	613-217-3410	
AGENCY	EMERGENCY NUMBER	NON-EMERGENCY NUMBER
Police	911	613-966-0882
Fire Department	911	613-962-2010
Ambulance	911	
Local Spills Coordinator		
Public Works		
Ministry of Labour	1-800-268-2966	
Natural Gas Supplier		
Canutec	1-613-996-6666	
Poison Information Centre	1-800-268-9017	
Weather Information		
CONTRACTORS	EMERGENCY NUMBER	NON-EMERGENCY NUMBER
Generator Service		
Alarm systems	613-9695100	
Extinguishers/Hastings Fire Safety	613-966-5450	
IT Choicecom	613-827-7949	613-962-3485
Plumber	613-813-3494	
Electrician	613-969-8715	

Business Name: Keay Nursing Homes O/A E.J. McQuigge Lodge

Building Address: 38 Black Diamond Road, Cannifton ON 613-966-7717

Classification: Group B
Nursing Home

Built: Original 1977, Additions 1989

Construction: Combustible, Brick

Occupant Loads: 57-bed operating presently with 40

Secure Units: Exits from the Nursing Home area on Magnetic Locking Devices. Mag locks release upon activation of Fire Alarm.

Structure: 1 Storey Above Grade

BUILDING RESOURCES

FIRE DEPARTMENT ACCESS ROUTE: YES ☒ NO ☐

FIRE ROUTE SIGNS POSTED: YES ☒ NO ☐ (REFER TO BY-LAW #4084-97)

DESCRIBE LOCATION:

North West of Main Entrance -Signage for Emergency Stand Pipe

FIRE EXTINGUISHERS:

DESCRIBE EXTINGUISHER CLASS INSTALLED (SEE SCHEMATICS FOR LOCATIONS)

Fire Extinguishers throughout the home and fire standpipe cabinets

Types -A B C -10 - H

EMERGENCY LIGHTING EQUIPMENT: YES X NO ☐

TYPE PROVIDED (IE: BATTERY / GENERATOR) Emergency Generator C7.1 model with remote monitoring and preventive maintenance

ILLUMINATION TEST DURATION:

X 30 MINUTES ☐ 1 HOUR

FIRE ALARM SYSTEM PROVIDED: YES X NO ☐

MAKE & MODEL Mircom FA 1000 Series

VERIFICATION DATE OF SYSTEM February 16, 2012

STAGES SINGLE ☐ TWOX LOCATION OF KEYS – Charge Nurse

MONITORED YES X NO ☐

CONTROL PANEL LOCATION

Mechanical Room

Monitored by Alarm Systems

ANNUNCIATOR YES X NO ☐

ANNUNCIATOR LOCATION

Main Entrance & Nurses Station

BUILDING RESOURCES cont'd

FIRE ALARM SYSTEM cont'd

AUDIBLE DEVICES BELLS X HORNS ☐ SIRENS ☐ BUZZER ☐

VISUAL DEVICES (IE: STROBES) YES ☐ NO X

ACTUATION DEVICES SMOKE DETECTORS X HEAT DETECTORS X PULL STATIONS X

ELECTROMAGNETIC DEVICES YES X NO ☐

LOCATION

VOICE COMMUNICATION YES ☐ NO X

SMOKE CONTROL FUNCTIONS YES X NO

SEQUENCE OF OPERATION Bells , Stage 1, Stage 2

SUPPRESSION SYSTEM: YES ☐ NO ☐

TYPE OF SYSTEM INSTALLED:

AUTOMATIC SPRINKLER SYSTEM WET ☐ DRY ☐ PRE-ACTION ☐ DELUGE ☐

DOMESTIC SUPPLY SPRINKLER PROTECTION YES ☐ NO ☐

COMMERCIAL COOKING SYSTEM WET CHEMICAL X DRY CHEMICAL ☐

AREA(S) PROTECTED Over stove in kitchen

SYSTEM MONITORED YES X NO ☐

CONTROL VALVE(S) LOCATION

CHAIN-LOCKED 'OPEN' YES ☐ NO X

FIRE DEPARTMENT CONNECTION YES X NO ☐

LOCATION Siamese

FIRE DAMPERS YES X NO ☐

LOCATION

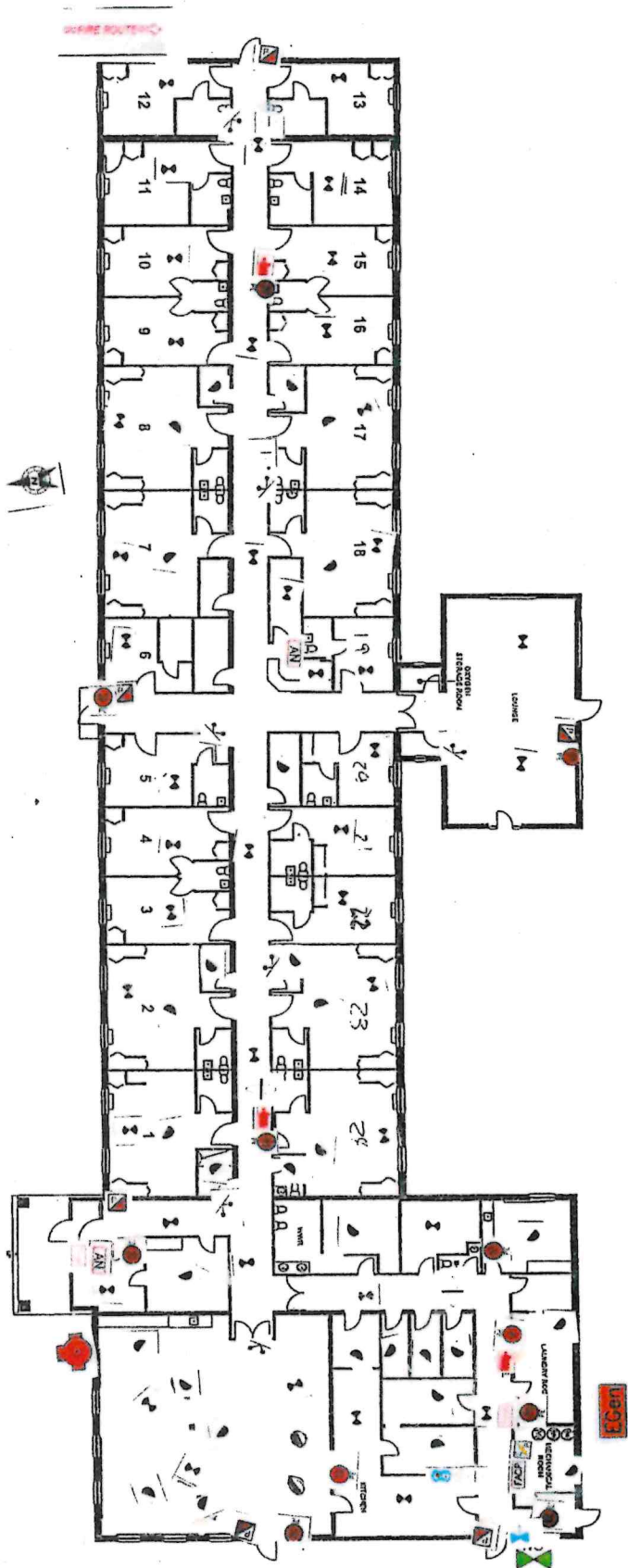
Kitchen HVAC System Shutdown

BUILDING AUDIT – LIFE SAFETY SYSTEMS

Fire Alarm System
















1. The Fire Alarm System is a zoned two-stage, addressable, non-coded system as defined in the Ontario Building Code.
2. FIRST STAGE (ALERT STAGE) OF THE ALARM is a slow repetitive ringing/sounding throughout the building.
3. SECOND STAGE (ALARM STAGE) OF THE ALARM is a rapid temporal ringing/sounding throughout the building.
4. The fire alarm system is activated by one of the following mechanisms:
 - Automatically by the operation of a fire detector.
 - Manually by pulling the lever of a pull station.
 - Automatically by the operation of a smoke detector.
 - Automatically by the Kitchen Suppression system.
5. When the fire alarm is activated by one of the above, the following will occur:
 - Signal in the building will sound an alert signal.
 - Annunciation panels will identify the location where the alarm originated. (Main Entrance, Nurses Station and Mechanical Room)
 - Red solid dome light over any resident room indicates the smoke detector in that room has been activated
 - Roof top unit fans will be automatically turned off as it is a smoke-controlled system.
 - Hold-open devices for fire doors will de-energize closing all doors.
 - Signal will be automatically transmitted to the fire alarm system monitoring station and then the Fire Department.
6. The alert signal will continue to sound indefinitely until it is manually keyed into the Alarm Stage at a pull station, or if an additional fire alarm device is activated, sending it into alarm.
7. Trouble on the system will be indicated on the annunciation panels when a condition that is not normal occurs, such as power failure, short circuit, faulty fuse, broken wire, or other breakdown.
8. The keys to manually initiate 2nd stage evacuation are in care and control of the Charge Nurse.














We have an Emergency Generator, fueled by diesel, that supports all Life Safety Systems during power outages.



SCHEMATIC DIAGRAMS

A floor plan and a site plan must be included showing the location of all fire protection equipment, using the schematic symbols provided by Whitby Fire.

	Fire alarm control panel
	Fire alarm annunciator panel
	Smoke detector
	Manual pull stations
	Fire alarm bell/horn
	Heat detector
	Municipal hydrant
	Private hydrant
	Portable fire extinguishers
	Smoke alarm
	Fire hose cabinet
	Sprinkler shut-off valves
 	Fire Department Connections - Sprinkler Fire Department Connections - Standpipe
	Emergency lighting

	Fire pump
	Emergency generator
	Fire department key box
	Elevators (general)
	Electrical panel
	Natural Gas shut off
	Fixed extinguishing system
	Fire Route
	North Arrow
	Dry Sprinkler System
	Wet Sprinkler System
	Pre-Action Sprinkler System
	Valve – Main Water Shutoff

ATTENTION

SCHEMATIC DIAGRAMS OF THE BASEMENT, MAIN LEVEL, AND A TYPICAL FLOOR SHOULD BE DISPLAYED IN THE MAIN LOBBY AREA, CLEARLY VISIBLE TO ALL PERSONS. FIRE ACCESS ROUTES SHOULD ALSO BE SHOWN ON SCHEMATIC DRAWINGS.

ZONE PLAN

Zone I

- Back Hallway-Storage areas, Woman's washroom, Nutritional Manager, RAI Coordinator, housekeeping, men's washroom, Activities, staff breakroom, soiled and clean laundry, Mechanical/Electrical, Maintenance room and Kitchen

Zone II

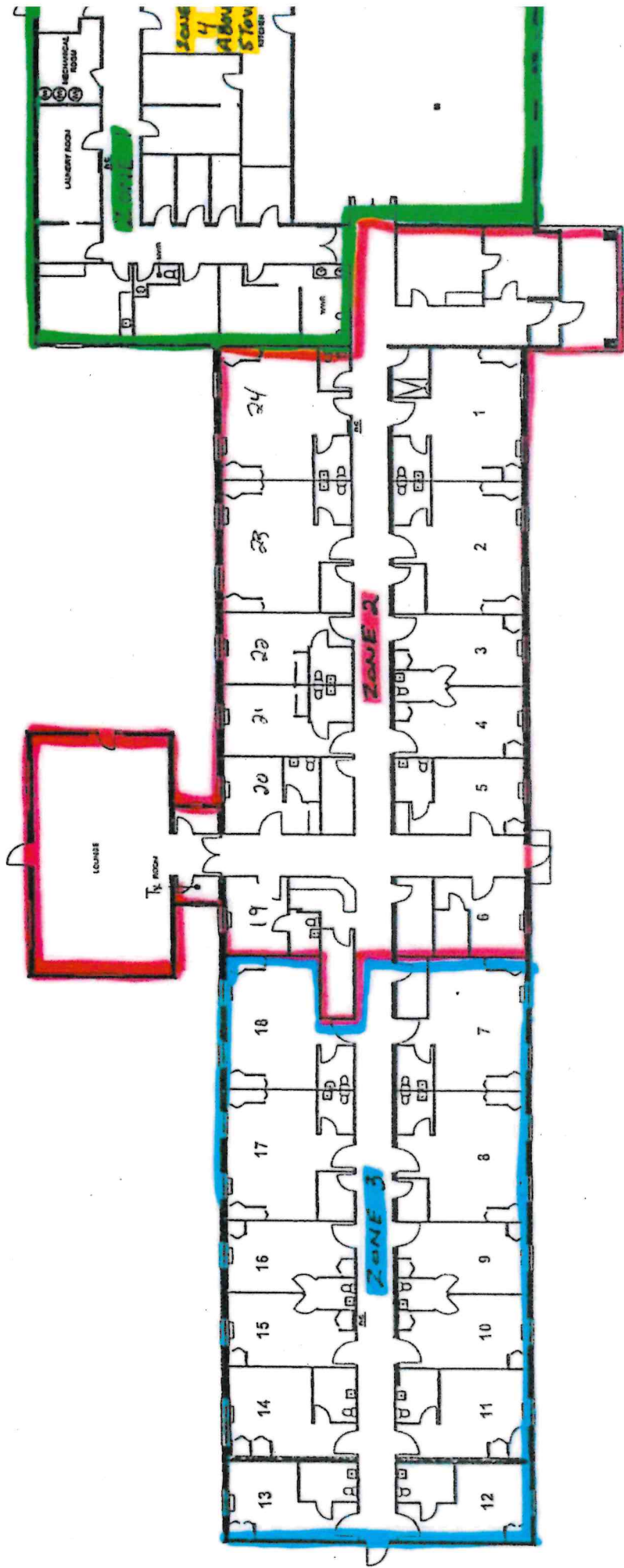
- Residents' rooms - Top end
Clean utility room, soiled utility room
Tub room
Nursing Station
Main Office
Shower Room
Lounge Area
Treatment/Supplies
Beauty Salon/Barber Shop
Visitors' Bathroom
Pharmacy

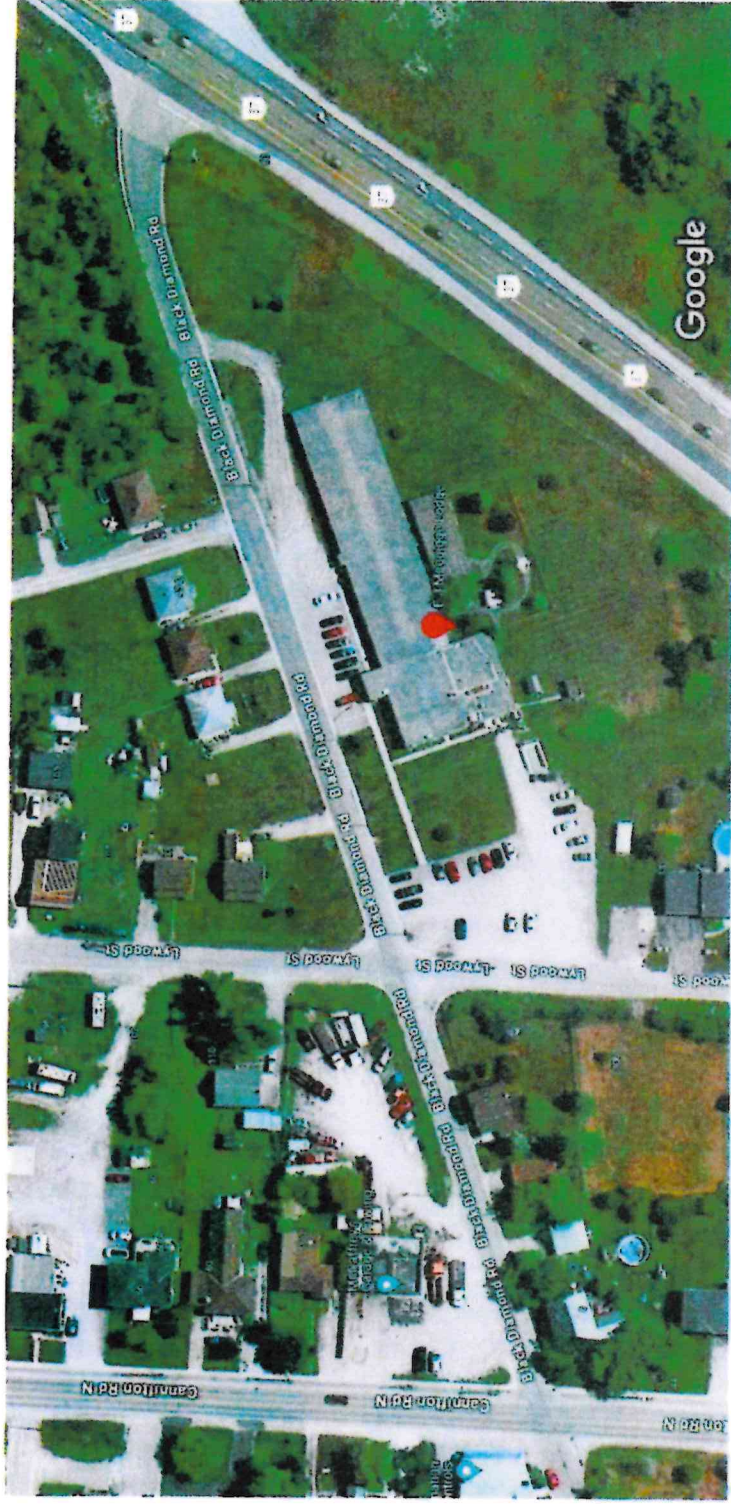
Zone III

- Residents' Rooms - Bottom End
Filing room
Oxygen Storage
Linen Room

Zone IV

- Area over kitchen and stove

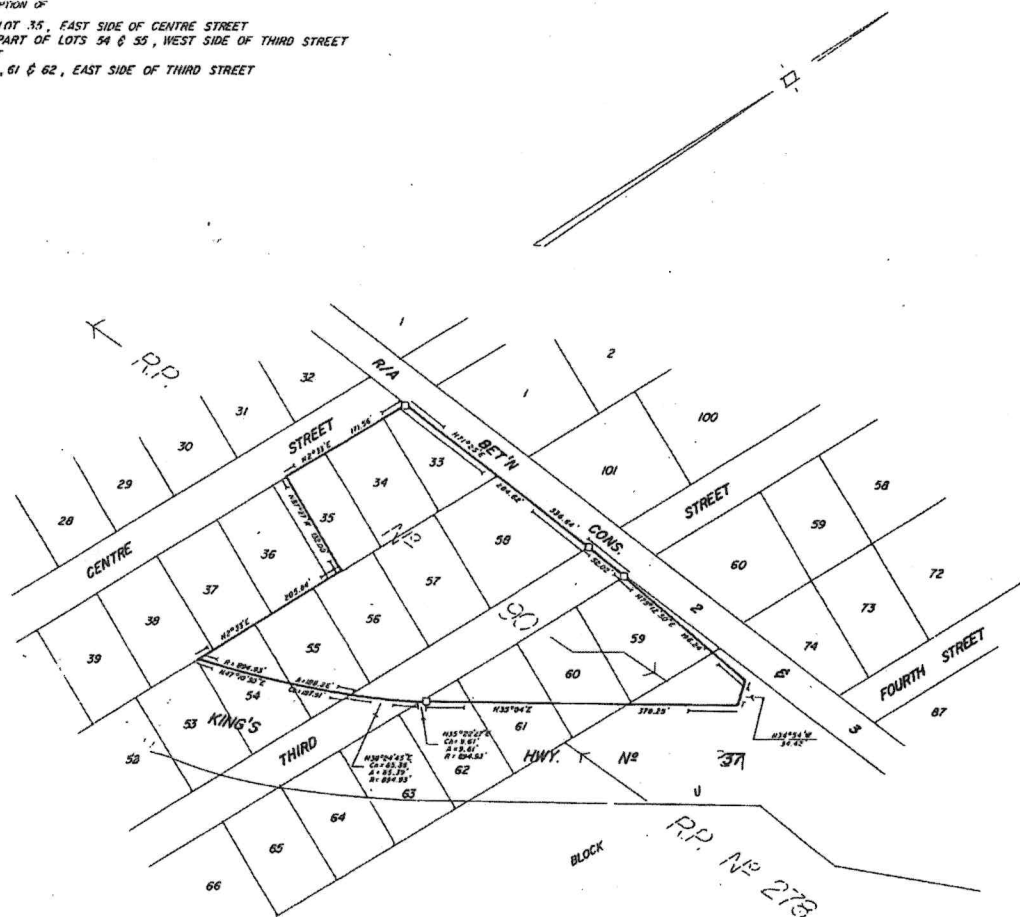




Imagery ©2024 CNES / Airbus, Maxar Technologies, Map data ©2024 20 m



SKETCH TO ILLUSTRATE DESCRIPTION OF
 LOTS 34, 33 & PART OF LOT 35, EAST SIDE OF CENTRE STREET
 and LOTS 56, 57, 58 & PART OF LOTS 54 & 55, WEST SIDE OF THIRD STREET
 and PART OF THIRD STREET
 and PART OF LOTS 59, 60, 61 & 62, EAST SIDE OF THIRD STREET
 REGISTERED PLAN N^o 90
 and PART OF BLOCK U
 REGISTERED PLAN N^o 278
 VILLAGE OF CANNIFTON
 COUNTY OF HASTINGS
 SCALE 1" = 100'



OWNER & ADMINISTRATOR RESPONSIBILITIES

The Building Owner and or Designate have numerous responsibilities, as specified in the Fire Code, and must ensure that the following measures are incorporated in the Fire Safety Plan.

Establishment of emergency procedures to be used in case of a Fire Emergency.

Appointment and organization of designated "Supervisory Staff" to carry out fire safety duties.

Instruction of "Supervisory Staff" and other occupants so that they are aware of their responsibilities for fire safety.

Holding of fire drills every month (each shift must hold monthly fire drills) in accordance with the Fire Code incorporating the emergency procedures appropriate to this building.

Control of fire hazards in this building: regular inspection of corridors, stairways, exit areas and storage areas shall be made to ensure the removal of trash and hazardous material, etc.

Maintenance of building facilities provided for the safety of occupants and keeping records of the same. These facilities shall be checked, tested and inspected as required by the Fire Code.

Provisions of alternate measures for safety of occupants during any shutdown of the fire protection features.

Notifying the Chief Fire Official regarding changes in the Fire Safety Plan.

Listing of specific responsibilities of "Supervisory Staff".

Designate and train alternatives to replace "Supervisory Staff" during any absence.

Post and maintain emergency procedures for occupants. Show primary and secondary exits to be used in case of evacuation.

Provide and maintain approved Exit signage indicating the direction of each Emergency Exit Doors.

Ensure that the schematic diagrams show type, location and operation of all Building Fire Emergency Systems and Exit Doors.

Ensure that the Building Occupants have received and are familiar with the Occupant Fire Emergency Procedures for this building.

The Administrator is to obtain a copy of the Ontario Fire Code

The Administrator designates the Charge Nurses that will assume the Chief Fire Warden responsibilities.

The Office of the
Fire Marshal and
Emergency Management



CERTIFICATE OF COMPLETION

This is to certify that

Anita Garland

has successfully completed the course entitled

**Improving Fire Safety for Vulnerable Ontarians: Training for
Owners/Operators of Care Occupancies, Care and Treatment Occupancies
and Retirement Homes**

on

December 14, 2014

Delivered by:



Public Services Health
& Safety Association
Your Health. Your Safety. Our Commitment.

Tadeusz (Ted) Wieclawek
Fire Marshal and Chief of
Emergency Management

SUPERVISORY STAFF – CHARGE NURSE ROLES AND RESPONSIBILITIES

The Charge Nurse shall:

- a) Demonstrate an in-depth understanding of their role during a **CODE RED**.
- b) Complete mandatory fire safety education annually to maintain knowledge of current practices and participate in monthly fire drills.
- c) Have an understanding and working knowledge of:
 - i. The Emergency Preparedness Plan for the Home;
 - ii. The location of emergency response resources, including access to all keys for the building and the Disaster Packs;
 - iii. The Fire Safety Plan for the building; and
 - iv. ALL residents who will require assistance in the event of an evacuation as well as the names of the residents with special needs who would require special requirements in the event of evacuation (e.g., g-feed, therapeutic surfaces, portable oxygen).

The Charge Nurse must know:

- How to sound the alarm and what the alarms sounds mean. The red solid dome light over any resident room indicates the smoke detector in that room has been activated. An intermittent signal indicates a fire concern, a continuous ring which would have been activated by the key the Charge Nurse carries, indicates immediate evacuation.
- Your assignment. Fire assignments must be reviewed each shift as staff are colour coded on the schedule.
- There are 8 (eight) pull stations: 1 (one) at each exit, 1 (one) in the kitchen beside the dining room door, 1 (one) going to employee/service area.
- There are 3 standpipe units: 1 (one) at either end of the main hall; 1 (one) in the back hall beside the laundry. ABC Extinguishers are located in each standpipe unit, laundry, mechanical room, storage room, dining room, lounge and kitchen (2) & dining room.
- Fire Blankets are located in the kitchen and lounge.
- Fire extinguishers are checked annually.
- The Alarm Fire Panel is located in the Main Electrical Room with two remote annunciator panels, one at the Main Entrance and one at the Nursing Station. Annunciator panels will show the Zone activated, not necessarily the Fire Zone. All Automatic Detection Devices will show the correct Fire Zone. i.e. Smoke Detector
- Evacuation always take precedence over extinguishment.
- This is a smoke free environment...residents who have been assessed as able to smoke on their own must have that assessment on their file. Residents, staff, volunteers and visitors must smoke

in designated smoking area which is a minimum of 9 meters from an entrance, exit or resident window.

- Disposable lighters must be locked in the pharmacy for residents and are not allowed in resident care areas by staff

The routine must be discussed with the staff to make sure that they know their assignment and their responsibilities. Report any concerns—you may **not** get a second chance!

ROUNDS (Charge Nurse Responsibility)

Rounds are a built-in SAFETY feature.

ALWAYS –

- Check all storage and resident areas and ensure all electrical equipment is turned off.
- Pay special attention to upholstered furniture and outdoor Butt boxes.
- **OPEN** all exits to ensure evacuation routes are clear.
- Report any problems **IMMEDIATELY**.

CHARGE NURSE ROLES AND RESPONSIBILITIES

On-going drills and inspections are necessary to ensure an effective Fire Safety Program. Any revisions of the program, including the training of new personnel, are the responsibility of the Administrator.

Charge Nurse Must Know:

The location and operation of all Building Fire Safety features which would include:

The Exit Doors to the outside.

The Fire Alarm System and the importance of its use to notify the occupants of a fire emergency condition.

The function and use of fire extinguishing equipment and other Life Safety equipment.

How to initiate any smoke control measures and/or how to activate any other specialized fire emergency systems.

The procedures for the evacuation of persons requiring assistance

The procedures established to facilitate Fire Department access to the building and to the specific fire location in the building.

Their role in participating in fire drills as required.

The control of fire hazards listed under Fire Hazards

The alternate measures for occupant safety listed under Alternate Measures

The maintenance of the building facilities listed - "Daily Fire Safety Checks"

Their role as designated as the Chief Fire Warden in the establishment, implementation and maintenance of the Fire Safety Plan

FIRE SAFETY AND EMERGENCY RESPONSE PREPAREDNESS

STAFF TRAINING

1. The general orientation program shall provide instructions on fire drills and emergency procedures.
2. There shall be a test to ensure that staff has understood the instructions given.
3. Specific in-services or Surge Learning shall be done throughout the year on emergency procedures.
4. The Fire Safety Plan is posted prominently on the Health and Safety Board

Procedures:

1. All new employees shall be given orientation including fire safety and other emergency training. This training shall be repeated at least annually and where required.
2. During the general orientation program, staff shall be taught fire drill procedure following the **R.A.C.E.** process.

R.A.C.E.

- **R.A.C.E.:** Remove, Alarm, Confine and Evacuate.
 - **Remove.** Remove everyone from the area.
 - **Alarm.** The fire alarm pull station shall be activated call 911 to report fire.
 - **Confine.**
 - **Evacuate**
3. Staff shall be shown the location of pull stations, fire extinguishers and fire hose cabinet on each department.
 4. Designated staff shall be shown the annunciation panel with an explanation on its use. They shall be shown the location of all annunciation panels. Tests shall be given and reviewed during the session.
 5. Evacuation and emergency lifts and carries shall be reviewed but not practiced at this time.
 6. All Emergency Codes shall be reviewed and each staff member shall be given a USB file including Universal Codes
 7. All staff shall review **R.A.C.E.** following the monthly fire drill on each shift.
 8. Employees shall review **R.A.C.E.** and the Emergency procedures during their annual performance review.
 9. Human Resources maintains records of attendance at in-service education sessions

STAFF RESPONSE TO FIRE EMERGENCY

CODE RED SUMMARY

Policy:

CODE RED shall be used:

1. To alert all occupants when a fire is discovered.
2. When there is a suspicious event that may lead to a fire (i.e., smoke, smelling something burning).
3. Upon activation of Fire Alarm System.
4. When conducting fire drills.

Procedures:

GENERAL INSTRUCTIONS FOR ALL STAFF:

At the beginning of your shift, ensure that you:

- Know the location of the fire alarm pull stations and fire extinguishers
- Know the exit locations
- Know what to do in the event of a fire
- Know how to report a fire
- Ensure that smoking policies are strictly adhered to
- Keep all fire and exit doors closed (except those on "hold-open devices") and unobstructed
- Keep doorways and corridors unobstructed and hazard-free.

SUSPECTED FIRE OR SMOKE – REMAIN CALM

If the door is shut to a room where smoke or fire is suspected to be located, the staff person shall do the following:

- If there is the smell of smoke, the staff person must immediately activating the fire alarm at the nearest pull station and remove resident from the area. The staff person is not to look for the source of the smoke before sounding the fire alarm.
- Feel the door (Using the back of your hand) for heat-check for smoke under the door.
 - If hot upon touch, DO NOT OPEN the door.
 - If the door is not hot, open slowly to check the extent of the fire. If it is safe to enter, do so, but only for rescue purposes.

IF YOU DISCOVER SMOKE OR A FIRE – REMAIN CALM

INITIATE R.A.C.E.

- | | |
|---------------------|---|
| R – Remove | Remove residents from the immediate area while calling out "CODE RED" and location. |
| A – Activate | Activate the fire alarm pull station |
| C – Contain | Close all remaining doors and windows in the fire zone |
| E – Evacuate | Evacuate area of danger |

R - REMOVE

Remove anyone in danger if it is safe to do so. Call for help.

Evacuate the room where the fire is, the room on either side and the room opposite. Check under the bed (resident may be hiding), the bathroom and closet, if it is safe to do so.

A - ACTIVATE

Pull the nearest fire alarm pull station or delegate someone to do this.

If fire is on a Resident Room, the Charge Nurse or designate is responsible for phoning the fire department 911 & reporting the "Code Red" and its location within the building via the overhead paging system located at the Nursing station.

If fire is in common area, Charge Nurse or designate calls 911 & pages Code Red.

C – CONTAIN

Check all doors for heat, using the back of your hand. Check all tub rooms.

Open the evacuation alert flap on the door of the evacuated room and secure by closing door.

Make sure that all doors and windows are closed in the fire zone.

Except for those rooms that must be evacuated, residents may remain in their rooms.

Place wet towels where needed to control smoke.

E – EVACUATE

Evacuate area of danger - **FIRE**,

Then rooms on either side of fire

Rooms directly across hall

Remainder of Zone to another safe Zone

Building as needed

IF YOU HEAR THE FIRE ALARM

1. Return to your assigned work area if safe to do so.
2. Close all doors and windows.
3. Determine the location of all residents. Reassure residents and visitors that the situation is under control.
4. Ensure that corridors and exits are clear.
5. Listen to the announcements over the paging system. Prepare to evacuate if directed to do so.
6. Do not use telephones unless essential.
7. The alarm system has two bells.
 - First stage – alert signal at 20 times per minute
 - Second stage – evacuation alarm at 60 times per minute. This bell means initiate vertical evacuation by listening and following instructions. Charge Nurse to activate 2nd stage alarm indicating total evacuation.

COMMUNICATIONS

The Charge Nurse on duty is responsible for calling 911 or delegating such.

After the alert signal has sounded, Charge Nurse or designate shall call out Code Red and location.

Once the "All Clear" has been determined by the Fire Department or the person in charge (for a fire drill), the supervisor shall make the following announcement: **"Code Red All Clear"**

EMERGENCY RESPONSE - EVACUATION

Policy:

1. There is a process in place to ensure orderly, safe and expedited evacuation of Residents and staff in the event of an emergency/disaster.
2. All employees are responsible and accountable for understanding and demonstrating ongoing competence in the order of evacuation in the event of a disaster/emergency.

General Procedure:

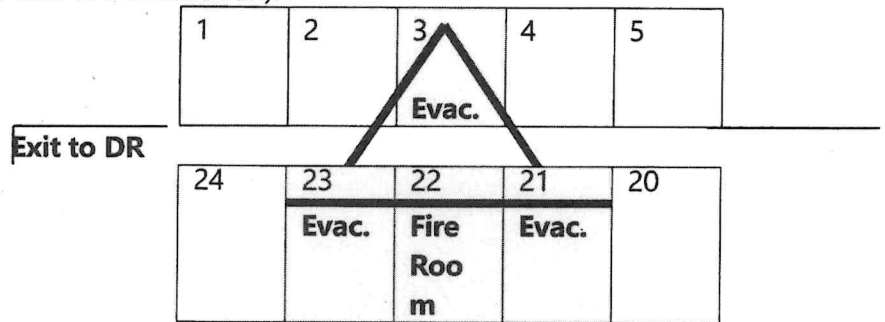
When evacuating residents:

1. The Charge Nurse must be aware of the physical capabilities and limitations of the staff on his or her assigned Area.
2. If certain staff members can only perform limited lifting, they are to provide assistance to those staff members who can lift without difficulty.
3. When in the process of moving residents, staff should communicate with the residents, keeping each resident informed of what the staff person is doing and what is expected of the resident. Staff should work in pairs whenever possible.
4. Staff can assist ambulatory residents and should carry only those who must be carried.
5. Residents are to be evacuated starting with those who are least resistive in the following order-those who are:
 - Ambulatory
 - Wheelchair dependent
 - Non-Ambulatory
 - Resistive

Lifts and Carries Options:

- Side-by-side and Bear Hug for the semi-ambulatory
- Cradle Drop and Swing Carry for non-ambulatory
- Evacuation first takes place horizontally from the emergency area to a safe zone and then out of the building.

CODE RED is initiated by the person discovering the fire (RACE).
Evacuation of fire location and rooms to either side and directly across the fire location (The triangle of safe fire evacuation).



Fire Response Procedures of the Dietary Staff:

UPON DISCOVERY OF A FIRE IN THE KITCHEN:

1. Pull the fire alarm. Assist anyone in immediate danger to evacuate the area using R.A.C.E.:
R – Remove - remove residents from the immediate area while calling out "CODE RED" and location.
A – Activate – activate the fire alarm
C – Contain – close all remaining doors in the fire zone
E – Extinguish and Evacuate -
2. Turn off all electrical and gas equipment.
3. Shut all fire doors in kitchen. Close all doors to the kitchen to confine the smoke and fire.
4. Ensure passageways are clear.
5. If the fire is in the cooking equipment, or cooking exhaust equipment, and the automatic extinguishing system has not activated, then activate this system by pulling the handle on the kitchen wall
6. Leave the kitchen area, making sure that doors are closed on the way out
7. Meet in hallway outside of dining room and wait for further instructions from Charge Nurse.
8. All staff members shall participate in debrief meeting and sign the "Fire Response Report" to acknowledge their participation

UPON HEARING THE ALARM:

Area – Dining room, kitchen, food storage – in the absence of laundry and housekeeping, check mechanical room, laundry room, staff room, storage area change rooms as well

1. Check all areas for residents, staff and visitors
2. Turn off stove, oven and all equipment and shut doors
3. Once area is secure, report to main hall by office
4. If residents are in your area, supervise them
5. Be prepared to give assistance with evacuating area as directed by Charge Nurse
6. All staff members shall participate in a debrief meeting and sign the "Fire Response Report" to acknowledge their participation.

Fire Response Procedures of the Laundry and Housekeeping Staff:

UPON DISCOVERY OF A FIRE

1. Pull the fire alarm. Assist anyone in immediate danger to evacuate the area using R.A.C.E.:
R – Remove - remove anyone from the immediate area while calling out "CODE RED" and location.
A – Activate – activate the fire alarm
C – Contain – close all remaining doors in the fire zone
E – Extinguish and Evacuate -
2. Turn off all appliances
3. Meet in hallway outside of dining room and wait for further instructions from Charge Nurse.
4. All staff members shall participate in debrief meeting and sign the "Fire Response Report" to acknowledge their participation.

UPON HEARING THE ALARM:

Area - Back hall, mechanical room, staff room, laundry room, storage area, office, janitor's closet and staff bathrooms.

1. Check all areas for residents, staff and visitors
 2. Close doors and shut equipment off
 3. Keep hall clear for possible evacuation
 4. Report to main hall by office
 5. Be prepared to give assistance with evacuating area as directed by Charge Nurse
 6. All staff members shall participate in a debrief meeting and sign the "Fire Response Report" to acknowledge their participation.
- In the absence of kitchen/housekeeping/laundry staff this area must be delegated to a staff person by the Charge Nurse. (Should be maintained in secure fashion on hourly rounds)

EMERGENCY PROCEDURES FOR VISITORS

Emergency procedures signage shall be affixed to the wall at all fire alarm pull stations and in resident rooms.

IN CASE OF FIRE

Upon Discovery of Fire:

- R.A.C.E. (Remove, Alarm, Contain, Evacuate)
- Leave fire area immediately and **close doors**
- Sound Fire Alarm
- Visitors to wait for further instructions from Charge Nurse

Upon Hearing Fire Alarm:

- Return to your assigned area
- Identify area on annunciation panel
- Red dome light over any resident room indicates smoke detector activated

If Intermittent Signal:

- Prepare to leave the building
- Listen to announcements/instructions

If Continuous Signal:

- Leave Building via nearest Exit when it is required to do so
- Close doors behind you

REMAIN CALM

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

In the event a small fire cannot be extinguished with the use of portable fire extinguisher, or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and **911** has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Operation of Portable Fire Extinguishers:

Remember the "PASS"

- P – Pull the safety pin
- A – Aim at the root of the fire
- S – Squeeze the trigger handle
- S – Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

Extinguishment must not be attempted unless safe to do so and resident safety is not in jeopardy. **Evacuation takes precedence over extinguishment.**

FIRE BLANKETS

One fire blanket is located in the Dietary department to the right of the exit. The second blanket is located in the Lounge on the south wall. The blankets may be used to wrap a person or to smother flames on a person.

CONTROL OF FIRE HAZARDS

Fire safety precautions shall be in place and supported through the following mechanisms:

- Direction to the staff on identifying/reporting hazards
- Electrical equipment check
- Maintenance of building facilities and fire protection equipment
- Annual fire system inspection by Fire Department
- External safety inspection of the building
- Joint Occupational Health and Safety Committee inspections
- Annual training of staff, volunteers, contracted services staff, and visitors of fire safety plan and procedures.

STAFF RESPONSIBILITIES FOR IDENTIFYING/REPORTING HAZARDS

1. All staff members are directed to always be on the alert for any condition that constitutes a fire hazard and to report such a condition to their supervisor. Escalate as necessary to Administrator.
2. Fire safety hazards include, but are not limited to:
 - i. Residents, visitors or staff found smoking in non-designated areas (smoking not permitted in the building)
 - ii. Defective electrical equipment, for example: bare wires, electrical equipment that is malfunctioning
 - iii. Exit lights/doors that are not well lit and/or free from obstructions
 - iv. Broken plugs, frayed electrical cords or extension cords in use in the Home
 - v. Blocking of fire equipment or fire corridors or exits.
 - vi. The holding open of fire doors.
 - vii. Accumulation of rubbish, waste or other flammable materials in any area.
 - viii. Unsafe cooking practices in the activity rooms, kitchen, staff lunch room.
3. The Administrator shall ensure immediate action is taken to rectify any identified or reported fire safety hazard.

ELECTRICAL EQUIPMENT CHECK

- All electrical equipment shall be C.S.A. approved before use.
- Each piece of electrical equipment brought in by resident, for example, TV's, radios and electric razors, must be individually tagged with the name of the resident, the date and initial of the person who has inspected the equipment.
- The safety of electrical equipment shall be checked by maintenance staff as follows:
 - On admission if a resident is bringing in equipment;
 - Whenever new equipment is purchased for use in the Home; and
 - For both resident and facility equipment, annually thereafter by the maintenance person.

MAINTENANCE OF BUILDING FACILITIES AND FIRE PROTECTION EQUIPMENT

1. The Administrator has the overall responsibility of ensuring daily, weekly, and monthly checks of the building are performed to identify and rectify as appropriate, and fire hazards.
2. Systems shall be checked, tested and inspected by the identified staff as per the frequency set out in the attached schedule.
3. The Administrator is responsible for ensuring that the attached schedule is followed, and where applicable, that any necessary repairs and supporting emergency protocols are put into place to protect the safety of residents, staff and visitors to the facility.
4. Fire safety "checklists" are an integral part of internal quality control and management reporting. The objectives are as follows:
 - a) To monitor compliance with regulated requirements for fire safety standards.
 - b) To provide timely and accurate information to the Administrator regarding existing or optional fire safety hazards.
 - c) To provide information regarding staff performance and awareness with respect to safety regulations/requirements and their need for in-service education.

FIRE DRILLS

PREPAREDNESS POLICY

Policy:

Staff and residents shall participate in fire drills monthly on each shift with fire safety procedures.

At least every 12 months an approved vulnerable occupancy drill will be performed. This scenario will represent the lowest staffing level.

Procedure:

1. All staff of the facility (all shifts) shall participate in the fire drills so that over the course of the year, each staff person shall have participated in one or more drills.
2. Fire drills shall occur at least once each month on each shift, and all staff on-site during that shift shall participate.
3. The fire drills shall occur so that each shift shall be covered randomly as selected by the management staff of the facility.
4. Staff locating the simulated "fire drill condition" shall be expected to respond as they would in an actual fire situation – refer to staff response for discovery of smoke/fire, and staff responsibilities in the event of a fire emergency.
5. The Charge Person shall monitor staff actions and responses on-site.
6. The names of all staff attending the fire drill shall be recorded on the facility's fire drill report form – the Administrator is responsible for ensuring that this form and a recording system are in place.
7. If a false alarm occurs, it shall constitute the fire drill for that month on that shift.
8. A master schedule of all monthly fire drills (by date, time and shift) and the staff person responsible for conducting the drill shall be developed at the start of each year, and available to the senior management team.
9. After each fire drill, the staff person responsible for conducting the fire drill – Charge Nurses on all shifts shall also take turns as assigned, shall complete and submit to the Administrator the facility's fire drill report form.
10. Each fire drill report shall be kept on file at the facility in the main office, in a format that is easily accessed for inspection by the Belleville Fire Department.

FIRE WATCH – ALTERNATIVE MEASURES

In the event of any shutdown of fire protection equipment and system or part thereof, Alarm Systems will be notified by calling 613-968-5233 System # BB2584. When the system is back in service Alarm Systems will be notified at that time.

Occupants will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of an emergency. The Charge Nurse or designated staff will do hourly rounds.

If a fire emergency does occur, occupants shall be notified and will evacuate the building immediately and will call 9-1-1.

NOTE: ALL SHUTDOWNS WILL BE CONFINED TO AS LIMITED AN AREA AND DURATION AS POSSIBLE.

ALARM SYSTEMS MONITORING SERVICES WILL BE NOTIFIED, IN WRITING, OF ANY FIRE EMERGENCY SYSTEM SHUTDOWN WHICH CONTINUES 24 HOURS OR LONGER.

FREQUENCY SCHEDULE

Definitions:

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

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

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

System Item	Requirement	Frequency	Responsibility
Fire Exits	To provide unobstructed means of egress from the building (doors & hardware in proper working order, and areas kept free of carts, lifts, equipment and other obstructions).	Daily Monitoring Monthly Check and Inspection	All staff Charge Nurse
Emergency Lighting	Emergency lighting system must be in proper working order.	Monthly Check and test Semi-Annual Test and Inspection	Office staff Contracted Service
Fire Alarm System	To ensure that the fire alarm system is in proper working order and meets compliance with Fire Code.	Daily Check of Fire Alarm Central Control Monthly Test and Inspection (includes annunciator panel & voice paging system) Annual Test and Inspection All test's shall be done in accordance with CAN/ULC S536-97	Charge Nurse Charge Nurse Contracted Service

System Item	Requirement	Frequency	Responsibility
Fire Exit Lights	Lights for fire exits must be "on" at all times	Daily Monitoring Monthly Check	All staff (any defects submitted as Maintenance Work Request online system) Maintenance
Heat/Smoke Detectors	Must be securely fastened, no obstructions, "on" at all times and in working order.	Daily Monitoring Monthly Check and Inspection Annual Check and Inspection	All staff Charge Nurse Contracted Service
Voice paging system	To ensure that the system is in proper working order at all times for clear announcement of information within the building.	Monthly Check and Inspection	Charge Nurse
Fire Extinguishers	To ensure Fire extinguishers are Fully charged and in correct area.	Monthly Check and Inspection Annual Inspection	Office staff Contracted Service
Fire Department Access	Fire department access must be maintained at all times at exterior entrance doors to building and in parking areas.	Daily Check and Inspection	All staff Charge Nurse
Emergency Generator	Must be in proper working order for alternate service in the event of emergency.	Weekly Check of fluid levels and lubricants. Operate for 60 minutes Monthly Check and test Check and clean crankcase, breathers, governors and linkages.(6 mths) Semi-Annual Check and test	Program Manager Program Manager Contracted Service Contracted Service

System Item	Requirement	Frequency	Responsibility
Fire Separations	<u>Monthly</u> - to ensure doors close on sounding of fire alarm, and that doors & hardware are secure, undamaged and working properly. <u>Annual</u> – to ensure closures, dampers and fire stops are operable.	Monthly Check and Inspection Annual Check and Inspection	Office Staff Contracted Service
Fire dampers	To ensure that dampers work in according to the Ontario Fire Code	Annual inspection and maintenance	contractor
Laundry room – Resident Care area	To ensure that the laundry is kept free of fire hazards	Monthly and annual lint clean-up	Laundry staff contractor
Laundry Equipment – Laundry Room	To ensure that the laundry is kept free of fire hazards	Daily lint clean-up Monthly and annual lint clean-up	Laundry Staff Contracted service

System Item	Requirement	Frequency	Responsibility
Fire Doors	Fire Doors to have appropriate rating by area, be operable and be properly positioned.	Daily Monitoring Monthly Check and Inspection	All staff Charge Nurse
Flammable Liquids and Compressed Gases	To be properly stored in fire rated areas and in areas where no smoking is permitted.	Daily Monitoring Monthly Check and Inspection	All staff Office Staff
Kitchen Extinguishing System (wet chemical)	To ensure system is charged and in proper working order.	Monthly Check and Inspection Semi-Annual Check, Test and Inspection	Office staff Contracted Service
Kitchen Cooking Area Exhaust and Ducts	Exhaust area and ducts must be kept clean and free of potential fire safety hazards.	Daily hood cleaning mechanism operation Monthly Check and Inspection	Food Service staff and Supervisor kitchen

Vulnerable Occupancy - Fire Drill Scenario Form

This Section Completed by Owner/Operator

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 appropriate sections below when seeking a fire service approval of the fire drill scenario.

PROPERTY INFORMATION

Property Operating Name: E.J. McQuigge Lodge Contact Number: 613-966-7717
Contact Name: Anita Garland Occupancy Classification:
Occupancy Address: 38 Black Diamond Road Care and Treatment Occupancy
City/Town: Cannifton Postal Code: K0K 1K0
Licensing Agency: MOHLTC Licensing Number: NH2925

CONTACT INFORMATION

Owner Name: Roger Keay
Owner Address: _____
City/Town: Grand Bend Postal Code: _____
Contact Number: _____
Email Address: _____

APPROVED FIRE DRILL SCENARIO

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

****Required Training course offerings can be found at www.pshsa.ca**

Step 1 - Develop a Scenario Representing Lowest Staffing Level Complement

- A Select a zone/floor area of fire origin involving residents/patients in resident/patient rooms that poses the greatest evacuation challenge for staff.
Floor #: 1
Zone: 2
Number of residents/patients in the fire compartment that will require evacuation to a point of safety: 27
- B Identify the point of safety to which residents/patients in the zone/floor area of fire origin will be evacuated.
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 #: 2 Total residents/patients in the room: 4
- D Simulate the time of day representing the lowest staffing level complement available to respond to the room of origin.
Time of Day: 3:00 am Number of staff available to respond: 3

Tip:

- Submit drawings to the fire service that show the building features and the proposed area affected by the fire drill. Include the proposals listed 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. Use max time from Table C.1 as shown below unless otherwise documented.**

Fire Detection Time : (minutes) (A)

- B Estimate the time period during which the suite or room of fire origin is safe to enter.

Choose 2.5 minutes for an unsprinklered room and 5 minutes for a sprinklered room.

The room is safe to enter: (minutes) (B)

- C Calculate the time available for staff to :
- respond to the room of fire origin
 - remove/assist occupants from the room, and
 - close the room of fire origin door.

$$\begin{array}{rcccl}
 \text{(B)} & - & \text{(A)} & = & \text{(C)} \\
 \hline
 \text{2.5} & & .75 & & 1.75
 \end{array}$$

Time available to close the door: (minutes) (C)

Table C. 1 Detection Method ** Maximum Detection Time	Time to Detect (min)
Smoke alarm/detector in small bedroom (12x12 ft.) of fire origin	.5
Smoke alarm/detector in medium to large room (15x20 to 25x25 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 (12x12 ft.) of fire origin	1.5
135°F heat detector in medium to large room (15x20 to 25x25 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 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.

Tip:

- NEVER re-open the door to the room of fire origin after evacuating the room. Smoke and fire may compromise the hallway and reduce the time available to evacuate residents to the next point of safety. Fire Safety Plan instructions should ensure doors remain closed.
- 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.
- Self-closing devices may be required on doors to suites and sleeping rooms on January 1, 2017. [Check all Fire Code applications here.](#)

Step 3 - Determine Time Available to Evacuate in the Zone/Floor Area of Fire Origin to a Point of Safety AND Closing the Door to the Room of Fire Origin

A Identify the type of door to the room of fire origin.

*Door rating information may be found on suite door frame and on door near hinges.

Check applicable door type/rating:

Hollow metal/steel door = 30 min

Door rating: 30 (minutes) (A)

B Determine the minimum water supply duration for automatic sprinklers from the following information:

No sprinklers = 0 minutes

Sprinklers designed to NFPA 13D = 20 minutes

Sprinklers designed to NFPA 13R = 30 minutes

Sprinklers designed to NFPA 13 = 30 minutes

Municipal water supply to sprinklers = 60 minutes

*Sprinkler design information may be found in Sprinkler System Test Reports or other documentation.

Sprinkler system water supply duration: 0 (minutes) (B)

C Calculate the time available to evacuate residents to the point of safety.

Time available is denoted as (C).

(This is time available after the door to the room of fire origin is closed.)

(A)	+	(B)	=	(C)
<u>30</u>		<u>0</u>		<u>30</u>

Time available to evacuate residents to point of safety: 30 (minutes) (C)

List Supervisory Staff duties to be carried out as noted in the Approved Fire Safety Plan:

May include calling 911, pulling fire alarm or other duties to ensure resident safety.

All staff available would evacuate residents in immediate danger.

Close the door.

Phone 911 either personally or assigning the task

Charge nurse will monitor fire zone and continue to evacuate the zone.

Method of Alarm Activation for Fire Drill Scenario:

May be direct fire alarm activation, silent alarm, verbal notification.

Alarm sounds

Red dome light is activated at the resident room door and at annunciator panel

Call Code Red and Location

Tip:

- **PRACTICE the fire drill scenario and supervisory duties prior to fire service observations to ensure time requirements are obtained with minimum staffing levels. Ensure the Fire Department has the most current Fire Safety Plan.**
- Options to improve evacuation times can be found on page 15 of the OFMEM Guideline TG-01-2013.
- Options which impact on Staffing Levels can be reviewed with the Operator/Owner as set out in TG-01-2013 Staffing Levels in Care Occupancies, Care and Treatment Occupancies and Retirement Homes.
- Submit the plan to the Chief Fire Official for approval of the Fire Drill Scenario.

APPROVED FIRE DRILL SCENARIO INFORMATION

Document Prepared by: Anita Garland

Date Prepared: 26-Sep-18

Proposed Date for Fire Drill Observation: 16-Oct-18

Alternative Date: 30-Oct-18

Date Submitted to Chief Fire Official for APPROVAL:

Chief Fire Official Approval of Fire Drill Scenario

Print Name

Signature

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.

Does the Fire Drill Scenario represent the lowest staffing level as identified in the Fire Safety Plan? ☐ Confirmed

Is the detection method provided in Step 2 A (table C.1) properly identified and used in calculation? ☐ Confirmed

Will the identified point of safety accommodate everyone from the evacuated zone? ☐ Confirmed

Is the door rating provided in Step 3 A properly identified and used in calculation? ☐ Confirmed

NOTE: the door rating in step 3a can't be higher than the assigned fire protection rating of the wall.

Time Verification by the Fire Service:

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 2C - Available time: Record actual time to complete task: ☐ Acceptable

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 3C - Available time: Record actual time to complete task: ☐ Acceptable

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?

Pass Fail

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?

Were all identified Supervisory Staff duties from Fire Safety Plan completed as shown above?

Did the fire drill observation identify any *Supervisory Staff* duties performed that were not shown in the Fire Safety Plan?

☐ Yes ☐ No

Fire Drill Observation Inspector Signature

Date of Fire Drill Observation

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.**