



Compassion Respect Empathy Acceptance Teamwork Empowerment

# FIRE MANUAL

Revised January 2025

Administrator: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Date: \_\_\_\_\_

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## Emergency Contacts

Local Agency	Telephone Number
Police, Fire Department, Ambulance	911
Huron County OPP (Clinton office)	519-482-1677
Wingham District Hospital	<a href="tel:519-357-3210">519-357-3210</a>
Hydro One	1-800-434-1235
Sommers Generator	1-800-690-2396
Blackcreek Technologies	519-275-3095
Fibernetics Corporation	1-866-973-4273
Enbridge Gas Company	1-866-763-5427
Municipality of Morris-Turnberry	<a href="tel:519-887-6137">519-887-6137</a>
Huron Perth Public Health	<a href="tel:1-888-221-2133">1-888-221-2133</a>
Ministry of Labour	1-800-531-5551
Ministry of Health After Hours	<a href="tel:1-800-999-6973">1-800 999-6973</a>
Sliver fox Pharmacy	1-844-365-0080
Silver Fox Pharmacy After Hours	1-844-639-6447

### INTRODUCTION:

The purpose of the Fire Manual is to minimize the effect of those losses which might occur by:

- Preventing injuries and saving lives
- Reducing property damage
- Providing continuity or expeditious resumption of operations

## AUDIT OF BUILDING RESOURCES

### FIRE ALARM AND DETECTION SYSTEM

Name of Company:	Mircom
Model Number:	A 1000
Type:	Two Stage
Primary Power:	Hydro One
Backup Power:	Battery/Generator
Location of Panel:	Electrical Room
Location of Annunciator panel:	Front Entrance

The annunciator panel shows that the main floor of the building is divided into five (5) Zones separated by fire doors.

The annunciator panel shows that the attic is divided into four (4) zones separated by hourly rated material.

## LOCATION OF FIRE ALARM PULL STATIONS

### Main Floor

- Central: North exit door – adjacent to electrical room  
Main entrance outside main office  
Patio door exiting off dining room  
Blue Wing- on either side of fire door  
Yellow Wing- on either side of fire door  
Green Wing- on either side of fire door
- Kitchen: Adjacent to Nutrition Manager's office  
Adjacent to food storage room
- East Wing: Adjacent to tub room inside fire doors  
(green) Fire exit door – east wing
- South Wing: Adjacent to Room 112 inside fire doors  
(yellow) Fire exit door – south wing
- West Wing: Adjacent to Room 103  
(blue) Fire exit door west wing

## LOCATION OF BELLS

### Main Floor

- Central: Adjacent to Hair Salon  
Adjacent to Activity room  
Adjacent to Dining Room entrance  
Adjacent to Laundry Room
- Kitchen: Above dish storage cupboard
- East Wing: Adjacent to Soiled Linen Room  
(green) Adjacent to Room 130
- South Wing: Adjacent to Room 113  
(yellow) Adjacent to Room 123
- West Wing: Adjacent to Room 104  
(blue) Adjacent to Room 108

## LOCATION OF HEAT DETECTORS

Rate of Rise Heat Detectors are installed throughout the building. They are located in the following areas:

- Storage Rooms
- Office
- Attics (4)
- All other areas as indicated on Annual Test and Inspection Report

## LOCATION OF SMOKE DETECTORS

Smoke Detectors located throughout the building, and can be found in the following areas:

- All bedrooms
- Corridors

Appendix I- Smoke Detector Locations

## STANDPIPE HOSE CABINETS

Central: Across from main dining room entrance

East Wing: Adjacent to Room 131  
(green)

South Wing: Adjacent to Tub Room  
(yellow)

West Wing: Adjacent to Room 109  
(blue)

Hose: Certified nylon fire hose

Nozzles: Combination Fog

Note: **Fire Hoses are only to be used by trained persons (Fire Department Only)**

Inspected Annually by Georgian Bay Fire Safety

**ALL OUTDOOR CONNECTIONS ARE TO BE KEPT CLEAR AT ALL TIMES OF SNOW AND BE CLEARLY VISABLE AT ALL TIMES.**

## PORTABLE FIRE EXTINGUISHERS

TYPE ABC: Dry Chemical	
Central Area	Mechanical Room Electrical Room Staff Room Laundry Room Activity Room Nurses Station In standpipe hose cabinet outside dining room
East Wing (Green)	In standpipe hose cabinet
South Wing (Yellow)	In standpipe hose cabinet
West Wing	In standpipe hose cabinet

TYPE ABC: Dry Chemical	
Electrical, Flammable & Liquids	
Kitchen	Outside wall of Nutrition Manager's office
TYPE K: Wet Chemical	
Kitchen	On wall to the right, above the stove hood. Pull pin outside Nutrition Manager's office

## AUTOMATIC EXTINGUISHING SYSTEM

Location: Kitchen  
 Name of Company: Range Guard  
 Model: 25G  
 Type: Wet Chemical System Karbaloy II  
 Coverage: Range Hood  
 Location of Pull Handle: Left hand side of outside wall to Nutrition Managers office  
 Type of fuel for cooking: Natural Gas

Automatic fuel shut-off: Yes- Located on the wall between the Parsteamer and the freezer.

## **Sprinkler System**

Sprinklers are partially installed in the following high-risk areas:

Electrical Room  
Mechanical Room  
Kitchen  
Staff Room  
Laundry Room  
Half of Large Dining Room closest to Kitchen  
Backside of Nurses station  
Maintenance hallway

## **EXITS FROM ALL FLOOR AREAS**

Central:	Main Entrance
Kitchen:	Delivery Entrance exit
East Wing:	East exit door
(green)	
South Wing:	South exit door
(yellow)	
West Wing:	West exit door
(blue)	
Large Dining Room:	Patio exit door

**EXITS ARE TO BE KEPT CLEAR OF ALL DEBRIS AND SNOW AT ALL TIMES.**

## **EMERGENCY LIGHTING**

Model:	As per OFC Standards
Type:	Battery
Cover:	Hallways and corridors Small Dining Room Large Dining Room Kitchen Mechanical Room Electrical Room Dirty Utility Room East Wing Dirty Utility Room West Wing Dirty Utility Room South Wing

**EMERGENCY LIGHTING UNITS WITHIN THE HOME ARE TESTED MONTHLY BY BRAEMAR'S ENVIRONMENTAL SERVICES MANAGER AND TESTED AND INSPECTED YEARLY BY GEORGIAN BAY FIRE SAFETY.**



## LOCATION OF DSPA-5

LOCATED IN THE FRONT ENTRANCE

## STANDPIPE SIAMESE CONNECTION

Located at outside Front Entrance

Inspected Annually by Georgian Bay Fire Safety

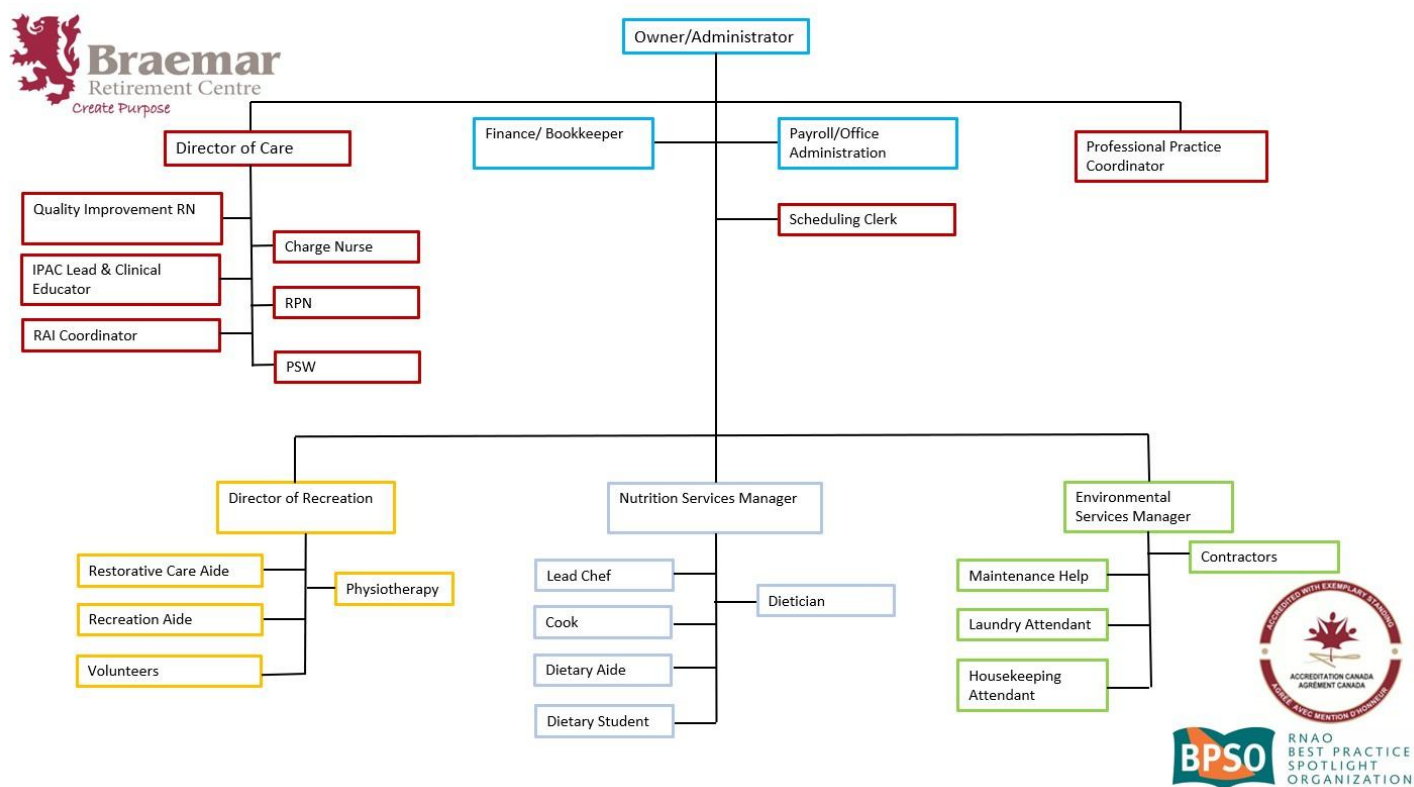
## OUTDOOR FIRE WATER SUPPLY

Located: Back Kitchen Door  
South/East Back Driveway

Inspected Annually by Sommers Generators

## SECTION C- INTERNAL RESOURCES

### ORGANIZATIONAL CHART



## STAFFING MODEL

1. Registered Nurse:
  - 1 Days (6:00 a.m. – 6:00 p.m.) & 1 Nights (6:00 p.m. – 6:00 a.m.)
  - 1 Quality RN (Monday – Friday)
  - 1 I PAC Lead & Clinical Educator (Monday - Friday)
2. Registered Practical Nurse's:
  - 2 Days (6:00 a.m. – 2:00 p.m.) & 2 Evenings (2:00 p.m. – 10:00 p.m.)
  - RAI – 8 days every 2 weeks & 2 E RPN shifts (2:00 p.m. – 10:00 p.m.)
  - BSO Lead- 2 Days every 2 weeks (hours may flex)
3. Personal Support Workers:
  - 7 Days (6:00 a.m. to 2:00 p.m.)
  - 7 Evenings (2:00 p.m. to 10:00 p.m.)
  - 3 Nights (10:00 p.m. to 6:00 a.m.)
  - 2 BSO (Wednesdays for both D & E shift)
4. Dietary Staff:
  - 1 Lead Chef (Thursday Grocery shift 9:00 a.m. to 5:00 p.m.)
  - 2 Cooks daily (6:30 a.m. to 2:30 p.m.) (10:30 a.m. to 6:30 p.m.)
  - 2 Dietary Aide (7:00 a.m. to 3:00 p.m.) (11:00 a.m. to 7:00 p.m.)
  - 1 Dietary Student (4:00 p.m. to 8:00 p.m.)
5. Recreation & Restorative:
  - 1 Restorative Care Aide 7 days a week (7:00 a.m. to 3:00 p.m.)
  - 1 Recreation Aide 7 days a week (8:00 a.m. to 4:00 p.m.)
  - 1 Recreation Aide 3 days a week and every other weekend (12:00 p.m. to 8:00 p.m.)
  - 1 Physio Therapist Assistant (Monday to Friday) (Contracted in)
6. Housekeeping/Laundry:
  - 1 Laundry daily (6:00 a.m. to 2:00 p.m.)
  - 2 Housekeeping Aide (7:00 a.m. to 3:00 p.m.) and (12:30 p.m. to 8:30 p.m.)
  - Carbolizing Shift (7:00 a.m. to 3:00 p.m. Tuesday, Wednesday, Thursday)
  - 2 Kitchen Carbolizing shifts per month (1:00 p.m. to 9:00 p.m.)

## MANAGER EMERGENCY CONTACT INFORMATION

NAME	POSITION	CONTACT
Archie MacGowan	<i>Administrator</i>	519-357-7019
Taylor Morrison	<i>Office Manager</i>	519-531-1634
Amanda Shaw	<i>Director Of Care</i>	519-949-0889
Aimee Venick	<i>Environmental Services Manager</i>	519-995-1491
Chris Napper	<i>Maintenance Manger</i>	226-899-6446
Ally Bahri	<i>Nutrition Manager</i>	1-519-375-1600
xxxx	<i>Director Of Recreation</i>	xxxx
Angela Krsovan	<i>Professional Practice Coordinator</i>	519-503-3530

## SECTION D- CLASSIFICATION/ DEPARTMENT RESPONSIBILITIES INSTRUCTIONS ON STAFF FIRE PROCEDURES

### IF STAFF AND/OR VISITOR FINDS A FIRE

1. If able to safely do so, remove any resident(s) in immediate danger and shut door.
2. Pull Fire Alarm, Call for Help- yelling **FIRE!**
3. If able to safely do so, attempt to put out fire using fire extinguisher. Using a sweeping motion, starting from the base of the fire. (Voluntary measure)
4. RN will proceed to implement fire plan and assess if partial or full evacuation is required.

### WHEN CODE RED IS CALLED

If fire identified is not in designated PSW area. One PSW stays behind fire door and one in front and wait for further direction.

1. Alert of Fire, and/or pull fire Alarm
2. If safe to do so, put out fire with extinguisher using sweeping motion, starting from base of fire (voluntary measure).
3. If not safe to extinguish. Begin Evacuation of residents in immediate danger.

4. Evacuate residents to safe side of fire door. Extra help will porter residents along right side of wall to designated wait area (Large Dining or Blue Wing)
5. If possible, remove highest risk residents within fire area first then, directly across, and on either side of fire area.  
     Start with Independent and ambulatory residents.  
     Then Wheelchair/ Semi-Ambulatory  
     Then Bed bound/Lift  
     Last being aggressive residents.
6. RN will designate 1-2 staff to wait in designated safe zone to support residents. Staff in safe zone will complete head count for those being evacuated and report to RN.
7. If fire has been put out and confirmed safe by fire department call **Code Red, all Clear x 3 on PA.**
8. All PSW's are **to lay eyes on residents** they are responsible for to **complete resident head count and report to RN immediately.**
9. Each Department completes head count for respected dept and reports to RN.
10. If full evacuation is needed announce **Code Green x3 on PA.** Begin full Evacuation at this time.

### FULL EVACUATION

Designated Meeting Spot is by Travel Trailer in parking lot. Alternate is North end of MJA Building

1. RN to Announce **Code Green x 3** over the PA system.
2. RN designate RPN to wait outside at designated location to take residents. (RPN will wear vest and whistle, taking fire bag outside with them)
3. **Using the Buddy system-** 4 PSW's pairing in teams of two will work along one side of the hallway being evacuated. (2 PSW's assigned to that wing, plus bath PSW's or designate)
4. RN will designate two extra staff to go in (one with each team of two) to assist with removing residents to the fire doors as PSW's check each room and bring them out.
5. PSW's need to ensure **all doors are shut** once room is emptied. If possible, add wet towels along the bottom of the door.
6. PSW's assigned to wings not immediately being evacuated will stay in their respective wings and begin evacuating independent and ambulatory residents first from their wings. Staff from other departments will porter from end of hallway to outside meeting area.

### Room Sweeps

When evacuating Residents out of their room/wing make sure of the following:

1. Complete sweep check of bathroom, under/around bed and in each closet.
2. If possible, ensure all windows are closed.
3. Once room is swept/evacuation has been successfully completed- flip the markers on top corner of doors to indicate the room has been checked/cleared
4. Ensure all utility rooms and hallway closets are swept and cleared

## **CHARGE NURSE RESPONSIBILITIES**

### **Fire Alarm Procedure for Charge Nurse**

#### **STEP 1**

RPN to check panel at front door and report to RN on area of fire.

#### **STEP 2**

RN to announce **CODE RED** and **LOCATION x 3** over the PA System. **Dial 911 to confirm emergency.**

#### **STEP 3**

RN puts on one whistle & vest and gives bag to designated RPN. Designated RPN waits at front door for emergency services with fire bag ready to go outside if full evacuation is needed. (Vest and whistle in bag for them also)

#### **STEP 4**

RN to designate a staff to activate emergency fan out list. (If Business office is closed)

#### **STEP 5**

**RN to designate staff on evacuation of residents to safe side of fire door.**

Extra help will porter from there to designated safe zone (Large Dining or Blue Wing). **RN will designate 1-2 staff to safe zone to support residents.**

#### **STEP 6**

**If fire has been put out and confirmed safe** by fire department call **Code Red, all Clear x 3** on PA.

#### **STEP 7**

Ensure all PSW's lay eyes on residents they are responsible for to complete resident head count and report to RN **immediately.**

#### **STEP 8**

Ensure full head count for all staff/ visitors are reported immediately.

**Please Note: If fire is not in designated PSW wing. One PSW stays behind fire door and one in front to ensure resident safety.**

## **DIETARY STAFF**

1. Turn off all equipment in kitchen and ensure large dining room windows and doors are closed along with immediate areas on way to nurse's station.
2. Ensure all doorways are closed along service hallway
3. Assist with portering residents to safe zones during evacuations.
4. Follow directions given by RN.

**Please Note: If there is a fire in the Kitchen complete following steps:**

- 1. Kitchen suppression Pull Station (Will activate system) 2. Grab K Class extinguisher and put out spot fires**
- 3. Ensure doors are closed and leave immediately.**

## **HOUSEKEEPING/ LAUNDRY DEPARTMENT**

1. Shut off dryers and shut all doors along service hallway on way to nurse's station.
2. Assist with portering residents to safe area during evacuations.
3. Follow directions given by RN.

## **RECREATION/RESTORATIVE**

1. Ensure tv lounge and small dining windows are closed on way to nurse's station.
2. Keep resident list and resident admission records up to date in fire bag whenever a resident is admitted or discharged.
3. Assist with portering residents to safe area during evacuations.
4. Follow directions given by RN.

## **VOLUNTEERS/ VISITORS**

### **If a visitor finds a fire**

1. If able to safely do so, remove any resident(s) in immediate danger and shut door.
2. Pull Fire Alarm, Call for Help- yelling **FIRE!**
3. If able to safely do so, attempt to put out fire using fire extinguisher. Using a sweeping motion, starting from the base of the fire.
4. RN will proceed to implement fire plan and assess if full evacuation is required.

### **On hearing the alarm**

1. Remain Calm and stay where you are.
2. Await instructions from staff.

## **ADMINISTRATIVE STAFF**

1. Complete call out to off duty employees for assistance
2. Assist with portering residents to safe area during evacuations.
3. Follow directions given by RN.

## **SECTION E- FIRE PROCEDURES**

### **SOUNDING THE ALARM**

Fire alarms pull stations are located at every exit door as well as either side of fire doors. When they are pulled, they sound bells throughout the building. This is the first stage of the fire alarm, and the bells will ring intermittently. A key located in the drug room is required to activate the 2<sup>nd</sup> stage of the fire alarm, which means full evacuation. Or, if key cannot be located, pull a second pull station. During the 2<sup>nd</sup> stage the bells will ring faster and louder. The Fire Department is automatically notified of a fire when the alarm is activated in the first stage.

The building is also equipped with smoke and heat detectors, which will ring the alarm bells automatically when they sense heat or smoke. Some doors are held open with magnets, which will release automatically when the alarm system is activated.

Maglocks on all doors will release once the fire alarm goes off.

### **HOSE CABINETS**

Hose cabinets are located throughout the building in the corridors. These cabinets contain a length of hose complete with a combination shut-off nozzle. All the hose in the rack must be removed before turning the water valve. The fire hoses must be used only by those trained to do so (The Fire Department).

### **PORTABLE FIRE EXTINGUISHERS**

Portable fire extinguishers are located in all standpipe hose cabinets as well as throughout the building. Make yourself familiar with their locations and the types of fire the extinguishers will put out. Use these only if you have been trained to do so and you feel confident to safely extinguish the fire after sounding the fire alarm.

Employee Training on how to effectively use Fire Extinguishers will be held annually by the Environmental Services Manager and/or Health and Safety Coordinator.

### **FIRE CONFINEMENT**

If a fire cannot be safely extinguished or controlled, close all doors and windows in the immediate fire area. It is very important in the case of all fires to ensure that the alarm has been sounded.

This is the responsibility of the person(s) discovering the fire.

## **SECTION F- ORGANIZATION TRAINING AND EDUCATION**

### **SURGE LEARNING FIRE EDUCATION**

Some fire safety sessions are provided through our on-line training through Surge learning [www.surgelearning.ca](http://www.surgelearning.ca).

Topics included in the training are:

1. Every Second Counts
2. Fire Extinguisher “PASS system”
3. Fire Safety and Emergency Evacuation

### **FIRE ORIENTATION AND BUILDING TOUR FOR NEW HIRES**

Braemar’s orientation and in-service education programs pay particular attention to fire safety and evacuation procedures. These are designed for all staff. The orientation program serves to acquaint new personnel with fire and emergency practices.

The Inservice education program reinforces these practices throughout employment and introduces new techniques, procedures, and equipment as they are developed and implemented.

The Fire Emergency Plan will cover the following areas:

- The method of sounding the alarm. ✓ Evacuation procedures
- The use of portable fire extinguishers
- Fire hazards
- Location of building fire safety features

### **RN & RPN TRAINING AND EDUCATION**

Mandatory annual review of all Fire Policies, Procedures and the Braemar’s Fire Manual will be completed with all registered staff. Annual education and training will cover the following:

- How to complete a Silent Fire Alarm
- How to complete Nightly fire inspections
- Responsibilities of RN and RPN in case of Fire and/or Evacuation
- Where to find key for fire alarm
- How to locate fire on fire panel
- How to safely use fire safety equipment
- Responsibility of each department during a fire
- How to effectively complete head count for all residents and staff

### **ADMINISTRATOR & ENVIRONMENTAL SERVICES MANGER TRAINING AND EDUCATION**

Environmental Service’s Manager: Will complete various Fire and Evacuation training/education courses as available on the OFM website



## **SECTION G- HAZARDS**

### **OBSTRUCTED FIRE EXITS**

People must be able to exit the building and get to safety in an emergency. All Braemar employees will endeavour to ensure all fire exits are cleared from any clutter and/or equipment at all times. If door is stuck notify Environmental Service's Manager immediately.

### **BLOCKING FIRE EQUIPMENT**

People must be able to access fire equipment in an emergency. All Braemar employees and volunteers will endeavour to ensure all fire equipment areas such as:

- Fire Cabinets
- Pull Stations
- Fire Extinguishers
- Fire Doors

are always cleared from any clutter and/or equipment.

### **CARELESS SMOKING AND BUTT DISPOSAL**

Staff and resident(s) will be permitted to smoke in outside designated smoking areas only. All smoking must take place at a minimal of nine (9) meters from any entrance and must extinguish cigarette butts in the designated cigarette disposal canister always.

### **CLUTTERED HALLWAYS**

Braemar will endeavour to ensure the hallways are kept clutter free to ensure quick and safe evacuation for bedridden and wheelchair bound residents.

### **DISBALED AND IMPORPERLY USED FIRE DOORS**

To ensure full protection in the event of a fire, Braemar will endeavour to ensure that all fire doors close/latch properly (audit during monthly fire drills). Braemar will also educate staff on the importance to not prop open any fire doors with door wedges or equipment.

### **FIRE EXTINGUISHERS**

Braemar will endeavour to ensure all fire extinguishers are charged, properly mounted, and are inspected monthly via the Environmental Services Manager. Braemar will also ensure all employees are trained annually on how to safely and effectively use a fire extinguisher in case of a fire.

### **FIRE SPRINKLERS**

Braemar will ensure always the sprinkler system is turned on and working, and there are no damaged or broken sprinkler heads. Sprinklers will be part of a routine preventative maintenance program by a certified outside contractor to ensure the sprinkler system is to code and properly maintained.

### **MEDICAL OXYGEN STORAGE**

The same equipment that saves lives, is also a huge fire safety risk. Braemar will endeavour to ensure there is a dedicated location for storage and re-filling of oxygen tanks. Braemar will also ensure any staff filling tanks are trained to do so.

### **HAND SANITIZER**

Alcohol-based sanitizer is highly flammable. Braemar will endeavour to ensure hand sanitizer is not located near electrical outlets or electrical/ breaker panels.

### **EXTENSION CORDS**

Braemar will endeavour to ensure all extension cords are in good working order with no exposed wires. Braemar will ensure that extension cords are not overloaded. Ensure the extension cords are size appropriately to the appliance in use. Braemar will endeavour to minimize extension cord use.

### **SMALL APPLIANCES AND ELECTRONIC GADGETS**

Fans and humidifiers must be approved by the Environmental Services Manager prior to being brought into the building for use. All equipment must have fire safety features such as automatic tip-over switches.

### **RECEPTICAL OUTLET COVERS**

Braemar will endeavour to audit and ensure all receptacle covers are free of cracks and damage.

### **LAUNDRY/KITCHEN**

All Laundry and Dietary Employees will complete annual education on mandatory fire regulation and safety procedures relevant to their respective department. Employees in respective departments will be responsible for regular audit and maintenance checks, reporting any concerns or maintenance needs to the Environmental Services Manager.

### **COMBUSTIBLES**

Braemar will endeavour to ensure proper storage and use of all combustible materials. All employees will complete mandatory WHIMIS education annually.

## SECTION H- DRILLS

### **FIRE DRILL SCHEDULE**

Fire drills must be conducted monthly in accordance with the Ministry of Health Long Term Care Act and Fire Code (Ontario Regulation 730/81). Fire drills will be conducted every month covering all three shifts.

### **FIRE DRILL PROCESSES**

Fire drills are initiated by the Environmental Services Supervisor and/or designate with or without advance warning to staff. It is expected that all staff on shift or in the building participates and reports to the fire drill.

### **FIRE DRILL DEBRIEFING**

The RN in charge will facilitate the debriefing after each fire drill, following the debrief format and questions outline in the Fire Drill Checklist

### **FIRE DRILL DOCUMENTATION**

Documentation from the fire drill checklist will be completed during and after the fire drill in coordination between the Environmental Services Manager and the RN in charge and or other designate.

### **RECORD OF STAFF PARTICIPATION**

All staff will sign their attendance after each fire drill. All Documentation will be kept on file for a minimal of 7 years.

### **ANNUAL MOCK EVACUATION**

A mock evacuation will be conducted annually by the home. The mock evacuation will be conducted with staffing levels that reflect the night shift, mimicking a skeletal shift.

The Fire Chief of North Huron will evaluate and time Braemar during a mock evacuation annually. A record of this will be signed by the Fire Chief and provided to Braemar for our records.

## SECTION I- PREVENTION/MAINTENANCE

### MAINTENANCE PROGRAM FOR FIRE PROTECTION EQUIPMENT

This building has an inspection test and maintenance program for all fire protection equipment. This program is designed to make sure all the fire protection equipment is in working order in the event of a fire. This is completed annually by Georgian Bay Fire Safety and the Environmental Services Manager. Appropriate forms have been provided to use so that an accurate written report can be maintained for all inspections and tests. This is provided by Georgian Bay Fire Safety. All records shall be kept for a period of two years after they have been made and shall remain on the premises at all times.

The following definitions have been provided for clarity of terminology.

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

### INSPECTION, TEST & MAINTENANCE PROGRAMS

- |                                  |   |                                                                 |
|----------------------------------|---|-----------------------------------------------------------------|
| Fire Extinguishers               | - | monthly (Environmental Service Manger)<br>Annually (Contractor) |
| Standpipe Hose Cabinets          | - | monthly (Environmental Service Manger)                          |
| -                                |   | annually (Contractor)                                           |
| Automatic Extinguishing System   | - | monthly (Environmental Service Manger)                          |
| -                                |   | semi-annual (Contractor)                                        |
| -                                |   | annually (Contractor)                                           |
| Fire Bells 1 <sup>st</sup> Stage | - | monthly (Environmental Service Manger)                          |
| 2 <sup>nd</sup> Stage            | - | annually (Contractor)                                           |
| Fire Separations                 | - | monthly (Environmental Service Manger)                          |
| -                                |   | annually (Contractor)                                           |
| Fire Alarm Panel                 | - | daily (Environmental Service Manger)                            |

- Monthly ( Environmental Service Manager)
- annually (Contractor)

Emergency Lighting - monthly (Environmental Service Manger)

- Annually (Contractor)

Annunciator Panel - Daily (Environmental Service Manger)

Sprinklers - Annually (Contractor)

Fire Blanket - Annually (Contractor)

Kitchen Fire Suppression System - Monthly- (Nutrition Manger)

- As Needed (Contractor)

- Semi- Annual (Contractor)

### **NIGHTLY FIRE INSPECTIONS**

The staff on night shift are required to make a thorough inspection of the Nursing Home each night to ensure there are no fire hazards. All exits must be free of obstructions and other debris cleaned away. Storage rooms, cupboards and carts must be locked. Major equipment and appliances not in use must be switched off, as well as lights not in use for the night. Ensure that there are no wedges being used anywhere in the facility.

Any unsafe condition must be corrected or removed by the Charge Nurse and documented WorxHub for the Environmental Service Manager or designate to follow through on, the following morning.

Any immediate issues discovered that are not correctable by the charge nurse, the Administrator or the on call designate must be notified for immediate correction

### **FIRE EXTINGUISHERS**

Portable fire extinguishers shall be inspected monthly. Extinguishers having defects shall be repaired, recharged, or replaced when necessary.

Hydrostatic pressure tests shall be conducted by a qualified technician.

Ensure that fire extinguishers are not obstructed in any way

### **STANDPIPE HOSE CABINETS**

Hose cabinets shall be inspected monthly to ensure that the hose is in proper position and that all equipment is in place and in operable condition. Nozzles and water pressure shall also be checked.

Lines shall be flushed out and hose shall be checked annually.

Outdoor connections will not be obstructed by snow or any other vegetation and shall be clearly visible at all times.

## **WATER SUPPLIES**

The shut off valve for the water supply to the Fire Hose Reels is locked in the open position.

The pressure indicator gauges are checked monthly to ensure proper water pressure.

Water for this system is supplied by a fire pump connected to an outside storage tank. Note: In the event of a primary power failure the fire pump is operable as the building is on a back-up generator.

The homes backup generator is tested monthly, and inspected and preventative maintenance completed by a qualified technician annually.

## **KITCHEN SUPPRESSION SYSTEM**

This system is checked monthly by the Environmental Services Manager. The pressure is checked on the supply tank, and inside duct work is cleaned twice per year.

The system is checked by a qualified service technician twice per year.

The range hood and filters shall be inspected monthly and shall be cleaned to bare metal as needed, the Grease Filter is cleaned quarterly by Steam Canada.

## **FIRE DOORS**

Fire separation doors shall be checked monthly for integrity.

Fire separation doors shall be checked to ensure proper closing and latching.

Inspection also ensures that doors are not obstructed by objects such as chairs, wedges, etc.

## **FIRE DRILLS**

Fire drills are done three times per month on each of the three shifts (days, evenings and nights). The Environmental Service Manager is in charge of the drills.

Fire drills shall be conducted in many methods including but not limited to:

- Utilizing worst case scenarios ie hallways impassable, gas explosion

- Utilizing the lowest number of staffing which may be available during an event (typically nights)

- Utilizing step by step tabletop silent drills

## **FIRE ALARM PANEL**

A daily check is made to ensure “power on” signal is on. During monthly fire drills different pull stations are activated to ensure they all work.

A check on all bells is carried out during the period the system is activated.

The standby battery supply is checked annually by a qualified service technician and is used to activate and operate the system. Once a month a lamp check is done to ensure bulbs are working to indicate the activated zone.

A qualified technician completely inspects the entire system annually.

All work on the system is logged for future reference. If the batteries should fail the system and the building is connected to full generator back-up. Preventative Maintenance is completed on the generator by a qualified service technician semiannually and the generator is tested monthly by the Environmental Services Manager to ensure that it is in proper working condition.

## **EMERGENCY LIGHTING**

When power is interrupted, emergency lighting will automatically come on. It will run for approximately 4 hours. Batteries are rechargeable and take approximately a minimum of one (1) hour to charge.

Emergency lighting is checked monthly by maintenance staff and inspected by a qualified service technician on an annual basis. Lights are turned on to ensure charging is functioning. All work and inspections are logged.

As well as the emergency lighting, the building is equipped with a full back up diesel generator which will power the entire building in the case of a power outage.

## **SECTION J- ALTERNATIVE MEASURES**

### **FIRE ALARM AND DETECTION SYSTEMS**

Where any fire protection equipment or system or any part is shut down or out of order, the Fire Department shall be notified.

The following procedures are to be followed in the event that the fire alarm and detection system is out of order.

1. Contact fire protection contractor
2. Contact Fire Department through non-emergency number 519-357-3240
3. Staff completing fire watch should be familiar with the building
4. Staff should have a dependable means of communication
5. In the event of emergency/fire staff will yell fire to alert staff and residents of a fire.
6. All staff shall be notified of the alternate method of alarm.
7. A fire watch shall be done for all parts of the building starting with high-risk areas every hour. This will include:

Kitchen  
Mechanical Room  
Electrical Room  
Laundry Room

8. A record shall be kept of each fire watch. This record will include:
  - time of patrol
  - signature of patrol
  - information found on patrol

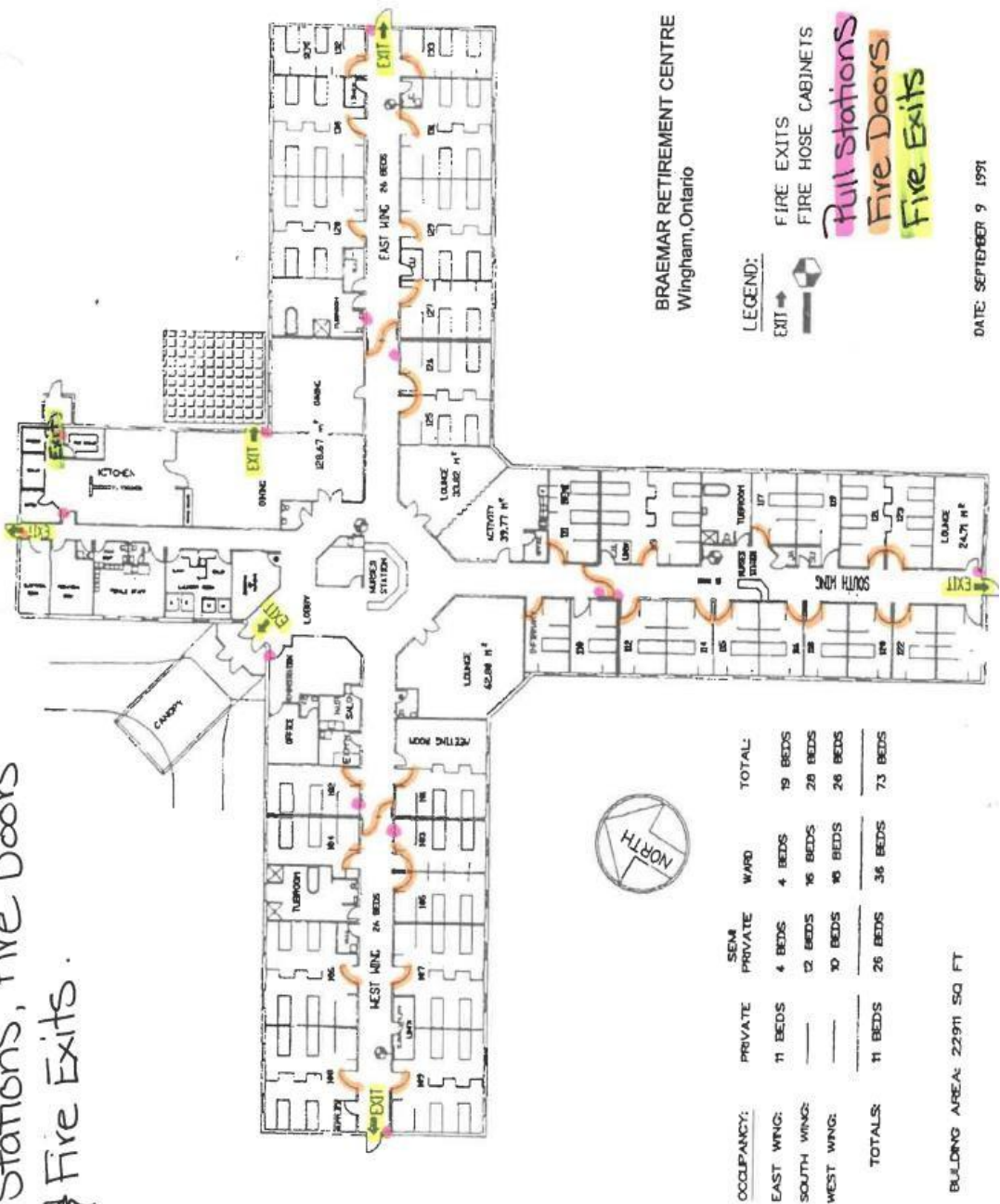
Please Note: All fire hazards will be shut down.



SECTION K- FLOOR PLANS

PULL STATIONS, FIRE DOORS & FIRE EXITS

Pull Stations, Fire Doors  
& Fire Exits.



GAS HOOK UPS, FIRE CABINETS & FIRE EXTINGUISHERS

Gas Hook-ups, Fire Cabinets  
& Fire Extinguishers



## SECTION L- DISEMINATION

### DISEMINATION OF FIRE MANUALS

A complete copy of the Fire Manual shall be distributed as follows:

- |    |                             |        |
|----|-----------------------------|--------|
| 1. | Fire Department North Huron | 1 copy |
| 2. | All Department Heads        | 1 copy |
| 3. | Nursing Station             | 1 copy |

Certain pages from the plan shall be distributed as follows:

Section D	All staff
Section E	All staff
Section F	All staff
Section G	All staff
Section H	All staff
Section J	All staff
Section K	All staff