

SUBJECT: EMERGENCY PLAN 2022	
VOLUME:	EFFECTIVE: JUNE 2022
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Introduction

Section 268 (1) of regulations 246/22 requires every licensee of a long-term care home to have an emergency plan and to ensure that the emergency plan for the home is recorded in writing.

Purpose:

The purpose of the Emergency Plan is to provide procedures and direction to staff, residents, essential care givers and visitors in an emergency. In the event of an emergency, the primary goals are:

1. To maximize the safety of individuals.
2. To minimize the damage to property.
3. To keep any disruptions to normal routines and business to the minimum time possible within the parameters of safety.

No manual or procedure can anticipate every possible combination of circumstances in every type of emergency but does provide guidance in the most common emergencies.

When situations arise, which the procedure did not anticipate, the senior person in charge must use their best judgment to proceed, keeping in mind the primary goals of emergency management.

All staff should be knowledgeable of the contents of this Policy as the material contained herein represents the approved procedures and standards for Craigwiel Gardens Corporation.

Consultations:

This Plan was finalized after consultations with our community partners including entities that provide emergency services, police and fire services and emergency operations centre of London. In addition, we have consulted with the Ailsa Craig Community Centre, Langs Bus Lines and homes with whom we have evacuation agreements. The Emergency Plan was discussed with our Resident Council who provided input/feedback.

Emergencies defined:

Craigwiel's Emergence Plan will provide for dealing with emergencies, including, without being limited to:

- i. outbreaks of a communicable disease, outbreaks of a disease of public health significance, epidemics and pandemics,
- ii. fires,
- iii. community disasters,
- iv. violent outbursts,
- v. bomb threats,
- vi. medical emergencies,
- vii. chemical spills,
- viii. situations involving a missing resident,
- ix. loss of one or more essential services,
- x. gas leaks,
- xi. natural disasters and extreme weather events,
- xii. boil water advisories, and
- xiii. floods.

PART IV - FIRE SAFETY PLAN

It is a fire when; a person, through any of their sensory perceptions detects smoke, excess heat, flame or radiant glow from heat.

A fire should be assumed to exist if the source of the evidence is smoke, heat or flame.

Never hesitate to activate the fire alarm. Even if you only think you have perceived these signs protect yourself and others by sounding the fire alarm and activating the fire response.

Upon Discovering a Fire:

Remain Calm - Do not alarm residents, visitors or other staff.

B - BUDDY - Never enter a room without a buddy

R -RESCUE - Evacuate all residents in immediate danger and tag doors of empty rooms

A- ALARM - Activate the alarm by pulling the nearest fire alarm box

C - CLOSE -Close all Doors and Windows in your fire zone

E - Evacuate/Extinguish. Remove all resident from fire zone and extinguish if possible.

When faced with Heavy Fire or Smoke Conditions:

Keep to the floor - Heat and smoke rise

Oxygen concentration is greatest near the floor. 1-3 from the floor is safest.

Use moist fine weave fabric e.g., Sheets etc. to filter hot smoky air.

Hold over nose and mouth to facilitate breathing
Cover cracks under doors etc.

Resident Bed Fire

Should a resident bed catch fire, get the resident quickly out of bed and onto the floor.

If the resident is on fire, roll the resident in a blanket to smother the fire.

Note: The first impulse of a person on fire is to run. This makes the situation worse. When putting out a resident on fire, use caution to ensure that your own clothing does not ignite. If you locate a fire in a resident room and cannot locate the resident, check under beds, in closets etc.

Do not assume the resident is safe.

Activating the Alarm:

In case of fire, pull the nearest fire alarm box. This will activate the first stage alarm throughout the facility. A light will appear on the annunciator panel, located at the Top Nursing Station.

Chain of Authority for Fire Alarm:

In the event of a fire alarm, the Registered Nurse on Duty shall assume the duties of the Control Officer. The Senior Fire Department Official on the scene shall also have duties of command.

PART V - FIRE SAFETY ROLES AND RESPONSIBILITIES

CONTROL OFFICER -

Assume complete charge of the Fire situation and takes any action necessary to protect the safety of residents, staff, visitors, volunteers and property.

- Work with the senior fire official at the scene to ensure the safe management of the incident.
- Activate the 2nd stage of the alarm, when necessary for a more extensive or total evacuation.

The Control Officer is designated as follows:

1. Charge Nurse - Registered Nurse
2. Registered Practical Nurse
3. Maintenance Department
4. Chief Executive Officer
5. Director of Care
6. Other Department Manager
7. Staff Member

Upon hearing the alarm, the Control Officer will

- Proceed to main Nursing Station to read Fire Alarm Enunciator Panel
- Use the PA system (Intercom on the phone) to announce fire location.
Announcement: "Code Red_Zone (refer to the listing of Fire Zones , for example, top -Zone 1, middle Zone 2 or 3, bottom wing Zone 4.") Repeat at least 3 times.
- Call 911.

Report Location: Craigwiel Gardens (Facility 1 Nursing Home and Facility 2 Apartments.)

Address: 221 Main Street East, Ailsa Craig, Ontario

Fire Zone (wing) Fire Zone/Wing as indicated on the enunciator panel

- Proceed to fire scene and direct fire response procedures - door tagging, resident evacuation, visitor evacuation
- Ensure all staff follow BRACE

Designate one person to wait at main entrance to direct fire crew to scene of emergency

- Designate staff to evacuate, stay with residents, act as runners etc.
- Designate staff to be responsible for transferring evacuation tags, medical records and other important documentation to a safe place
- Ensure head count is performed and all residents, staff, volunteers, visitors are accounted for.

- Designate someone to contact management personnel if they are not already on-site
- If media personnel are present instruct them to talk to the Chief Executive Officer or other management personnel if the Chief Executive Officer is unavailable.

General Staff

- Upon hearing fire alarm, listen for announcement stating fire location.
- Turn off any equipment or machinery which is in operation in work area.
- Proceed to fire location. Follow instructions given by Control Officer.
- Pair up with a buddy.
- Be prepared to assist with total evacuation should the second stage of the fire alarm system be activated.

Begin evacuation starting with rooms each side of the fire then directly across while working towards the rooms furthest from the fire.

NOTE: Before entering a room with a closed door, touch door with back of hand; if it is hot,

DO NOT OPEN DOOR.

Continue with evacuation process as identified in the EVACUATION section of this manual.

NURSING DUTIES

- Upon hearing the fire alarm, listen for location of designated area. Report to that area making sure hallways are cleared as you go.

DIETARY STAFF-Housekeeping-LIFE ENRICHMENT-ADMINISTRATION

- Turn off all equipment in your area. E.g., Stoves etc.
- Close all window and doors in kitchen and dining room.
- Proceed to fire zone.
- Assist residents coming from fire zone.

MAINTENANCE STAFF

- Immediately turn off any equipment or tools being used.
- Report immediately to the fire zone area.
- If there is no fire, try to determine what caused the alarm.
- Assist Fire Department with location of rooms and services etc.
- Listen for further instruction.
- Supply assistance to charge nurse as required.
- Report any equipment problems or malfunctions immediately to the Director of Environmental Service and/or the Chief Executive Officer

FIREFIGHTERS

The local firefighters (Ailsa Craig and District Fire Department) are a volunteer department. They are also part of Middlesex Mutual Aid system which can draw extra Fire Departments as required, all connected to **911** system and dispatched from London Fire Department. As a result of being volunteer, they are not all fully trained in handling residents, transfers and carries.

Therefore, in any emergency activities involving the firemen, the Control Officer remains responsible for resident care and will help direct the firefighters in resident care.

The Control Officer and the Fire Chief will work in consultation with each other to coordinate any rescue and emergency actions through the fire department and the staff.

However, the first function of the Fire Chief and the firefighters is to fight the fire and the first function of the Control Officer is in Resident Care, safety, and evacuation.

PART VI - FIRE PREVENTION

Most fires are caused by carelessness and the failure to recognize and remove the cause of the hazard.

Craigwiell Gardens Nursing Home has a "NO SMOKING POLICY". Any choosing to smoke must be 30 feet from the building.

The following rules are for your safety and must be obeyed:

1. Do not block corridors or exits with material or equipment of any kind.
2. Promptly remove grease, fat, and oils spilled on floors, ovens, ranges and broilers.
6. Know where all fire equipment is located in the facility; particularly your work area.
7. If you have questions about your part in fire evacuation or prevention duties, check with your supervisor immediately.
8. Do not use multiple plugs on electrical outlets.
9. Check fire exit doors frequently to make sure they open easily.
10. Never keep doors open with makeshift wedges.
11. Never use water or foam extinguishers on electrical fires.
12. Never cover lights with flammable materials, e.g. towels over bed lamps.

FIRE TRAINING

FIRE DRILLS

- a) The Ontario Fire Code legislates that fire drills be conducted on a monthly basis. These are held to educate and prepare staff and residents on the importance of immediate action during a fire alarm condition.
- b) It is the responsibility of the Manager of Environmental Services (or designate) to conduct and record the monthly fire drills and have this information available at the request of the Fire Marshal/ Fire Official..
- c) The fire drill is not announced in advance. The alarm monitoring agencies will be notified in advance prior to activating the fire alarm system. At the completion of the fire drill the Charge Nurse will reset the fire panel and the monitoring agencies will be notified that the fire drill is completed.

- (d) The RN will be notified in advance of the fire drill. When the alarm system is activated the RN will announce the zone location over the P.A. system. If the fire alarm system is activated without warning the office staff or **RN** will announce it as a fire alarm and the zone location.
- (e) All fire drills and practices should be carried out as if the actual incident is taking place. (provision will be made on site for silent drills or altered procedures)
- f) If a false alarm occurs, it will count as the fire drill for that particular month, so as not to unnecessarily disrupt residents.

ANNUAL FIRE SAFETY STAFF TRAINING

- a) In addition to the monthly fire drills, other fire safety training for staff will take place throughout the year. This could be in the form of fire safety videos or inservices, mandatory training sessions and/or safety talks.
- b) All staff must participate in a minimum of one training session per year. Participation will be tracked by the administration office.

ORIENTATION OF FIRE SAFETY PLAN

- a) All new staff must review the Fire Safety Plan as part of their orientation. The appropriate portion of the Orientation Checklist must be completed and signed by the staff member, to indicate that they have reviewed and understood the Fire Safety Plan as well as their duties during a fire alarm. A Fire Safety tour will be included in their general orientation day to become familiar with Craigviel Gardens fire safety equipment and exits.
- b) All staff must review the Fire Safety Plan on an annual basis as a refresher, and to keep them informed of any updates in the Fire Safety Plan.

PART VII - EVACUATION

There are three categories of evacuation. **Primary Evacuation, Secondary Evacuation and Total Evacuation.**

Primary Evacuation

Remove the resident and any other individuals {from ~~the~~ **Jrom** the room where the fire or danger is located, out into the corridor, several doors away **from the .** scene, and in the direction of Secondary Evacuation.

Secondary Evacuation

Remove all persons from the area where the fire is located, along the corridor in the safest direction and at least beyond the first set of fire doors located in the corridor. **If at all possible, residents should be relocated into a room - they should never be left sitting in a corridor.**

Residents in the immediate danger area should be moved first. **Do not move beds.** If there is no time to transfer non-ambulatory residents to a wheelchair, place the resident on a sheet or blanket and drag them to safety beyond the fire doors. The two sleds at the Nurses' Stations are also available to drag residents.

APARTMENTS - See Apartment Living Booklet for Instructions Marshalling

Area: (Depending on problem area)

- Assemble at Main (South) Door - Lounge, or in Connecting Link to Craigholme Nursing/Dining Room area.
- Resident Captains do head counts.

Ambulatory residents are to be lined up, form a chain by holding hands, and led by staff members into the safety area.

All rooms are to be checked to ensure no one is left behind. Put tag up on door with fluorescent side showing. (This applies to Nursing Home)

The local Ambulance Service, **phone number 911.** is to be called and advised to stand by in the event that total evacuation is necessary.

Total Evacuation

Total evacuation removes all persons from the entire building.

The decision for total evacuation will be made by the Control Officer on duty in conjunction with the local Fire Chief, Police Chief or other senior Emergency Response Personnel.

The Control Officer or Fire Chief will initiate the total evacuation by activating stage 2 alarm and inserting appropriate key on pull station (evacuate immediately).

Announce on P.A. "**all residents, staff and visitors evacuate the building immediately**".

The TOTAL EVACUATION POINT will be the Recreation Centre in Ailsa Craig

Evacuation Process

Arranging for an Evacuation Point

The evacuation point is the Ailsa Craig Recreation Centre. The Control Officer will access this building through the OPP (519- 293-3921 or 519- 227-4423 or 1-800-265-7191) or the Ailsa Craig and District Fire Department (433-0111). In the event that the Recreation Centre cannot serve as the Evacuation Point, the OPP will assist in determining and accessing a suitable alternative.

Arranging for Transportation of Residents

The Ambulance Service will have been put on alert at the secondary evacuation stage. Call them and have them come to Craigwiel Gardens/Craigholme. This department will transport non-ambulatory residents via the use of ambulance; several will be used from surrounding ambulance departments. Non-ambulatory residents will be distributed to local hospitals at the discretion of the Ambulance Service.

Ambulatory residents will be taken to the Recreation Centre by vehicles supplied by the Craigwiel Gardens van, Lang's Bus Lines (1-245-2350) and staff cars.

Identify Each Resident

Ensure that the I.D. photo for each resident is properly affixed. The I.D. photos are located at the TOP Nursing Station.

Record Where Residents are Evacuated To

The Control Officer on duty will appoint another staff member to list each resident by name on paper and note the Evacuation Point and the means of transportation. The resident's Care Plan is to be stapled to the resident's clothing to accompany the resident to the hospital or other evacuation point.

Assigning Staff to Attend Residents at the Evacuation: Point

The Control Officer on duty will assign one staff member for every 15 residents transferred to the Recreation Centre, where they will remain to attend to the residents' needs.

Evacuation Checklist

Primary Evacuation:

1. Residents closest to fire/emergency removed first.
2. Residents moved to designated safe area
3. Door Tags used.
4. All residents, staff and volunteers accounted for.

Secondary Evacuation:

1. Marshalling area determined.
2. All residents assisted to designated area
3. All rooms checked
4. All rooms tagged
5. key information available
6. Residents/staff/visitors/volunteers accounted for

Total Evacuation:

1. Evacuation point identified
2. Evacuation point communicated to staff and residents
3. All residents ID attached
4. Transportation arranged
5. Record of each resident's location and mode of transit logged
6. Staff assigned to residents.

Evacuation Procedures continued

Process to be used for STAGE ONE ALERT;

1. Keep in mind;
B - Buddy
R-Rescue
A-Alarm
C - Contain
E - Evacuate / Extinguish
2. Pair up with a buddy
3. Close all doors in fire zone.
4. Begin evacuation starting with rooms each side of the fire then directly across while working towards the rooms furthest from the fire.

*NOTE : Before entering a room with a closed door, touch door with back of hand; if it is hot, **DO NOT OPEN DOOR.** Proceed with rest of plan.*

5. Enter room, turn or leave lights ON whenever possible.
6. Close windows tightly;
7. Nursing staff will be responsible for vacating residents into the hallway and then the support staff will transport the residents to a safe zone on the day and evening shift.
8. Remove residents beyond fire doors unless they are resistant; if the fire is contained in a room, residents may be moved past the closed door to a safety zone.
9. Search bathrooms, closets and under beds to ensure room is completely empty. Close door firmly and erect fire tag to indicate the room has been checked unless there is a resident still in the room.
10. Once all non-resistant residents have been removed beyond fire doors, evacuate resistant residents in same manner as described previously.

11. When evacuating semi-private rooms with bathrooms shared between two rooms, after the room has been thoroughly searched, one buddy should leave through the main door, erect fire tag and proceed through the hall to the adjoining room. The second buddy should enter the adjoining room through the bathroom; erect fire tag to ensure there is no possibility of someone re-entering the evacuated room. Evacuate the adjoining room in the stated fashion and erect fire tag after exiting.

12. After all rooms are evacuated and residents are in a safe zone, staff should proceed to safe zone as well and await further instructions .

13. Listen for possible stage two alarms (more rapid tones) which would indicate a total evacuation from the building.

Evacuation process for STAGE TWO ALERT;

- i) Obtain instructions from Control Officer. This is important to ensure that all staff are working in a co-ordinated manner. The Control Officer may choose to evacuate residents to other safe zones within the building or evacuate the entire building.
- ii) When moving residents; start with people who are the quickest to move. Example: those in wheelchairs who can be moved easily, then ambulatory people who are slower, residents in bed and finally resistant residents.
- iii) If residents are taken outside the building, they should be removed to locations that are a significant distance from the building entrances and driveways so they will not interfere with the fire-fighters.
- iv) After all residents have been relocated, staff should also proceed to the safe zones to give reassurance and attend to the residents.
- v) The Control Officer will designate staff members to perform a head count of residents and staff. The staff members will also place the appropriate identification tag on each resident.
- vi) Await further instructions.
- vii) If media personnel are present instruct them to talk to the Chief Executive Officer or other management personnel if the Chief Executive Officer is unavailable.

Evacuation Techniques for Immobile Residents:

- Pack Strap:
- cross arms
 - grasp wrist of resident
 - pull resident to sitting position
 - turn back to side of bed position resident axilla on your shoulders
 - cross resident arms on your chest
 - lift resident from bed to your back
 - pivot
 - walk slowly from bed
 - Nurse bent forward to retain balance
 - resident's body parallel to Nurse's.

Hip Carry:

- resident's far arm across Nurse's shoulders
- Nurse's arm - one across resident's upper back - one arm behind knees
- carry from room
- when in safe area, use wall to put resident down
- resident's back parallel to wall
- slide resident back down wall to floor.

Kneel Drop:

Emergency Procedures for Occupants

IN CASE OF FIRE

Upon Discovery of Fire

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call the Fire Department at **9-1-1**

Upon hearing fire Alarm

If Slow Cadence:

Evacuate horizontally to a safe area behind the nearest fire door being sure to

- Not cross the fire line
- Close doors behind you
- Do not use elevator

If Intermittent Signal:

- Prepare to Leave the building using vertical evacuation procedures
- Listen to announcements/instructions

REMAIN CALM

GENERAL INFORMATION

1. Keep hallways, passageways and exits (inside and outside) clear of any obstructions at all times
2. Do not permit combustible waste materials to accumulate in quantities or locations which will constitute a fire hazard
3. Promptly remove all combustible waste from all areas where waste is placed for disposal
4. Keep access roadways, fire routes and fire pumper connections clear and accessible for Fire Department use

5. Have a working knowledge of the fire alarm system and how it is reset
6. Ensure that the fire alarm system and other fire protection equipment is in good operation condition at all times
7. In the event of any shutdown of the fire protection equipment, notify the Fire Department **519-661-5615** and the Ministry of Long-Term Care and patrol the hallways once every half hour. Maintain documentation of Fire Watch.
8. Staff are to regularly participate in fire drills. Each staff member must participate in a minimum of one drill per year. Attendance will be documented. A mock evacuation is scheduled once every year.

RESPONSIBILITIES OF VISITORS AND RESIDENTS

IF THE FIRE ALARM SOUNDS:

1. Remain with the resident
2. Reassure the resident
3. Keep the door of the room closed
4. Follow instructions of staff

IF YOU DISCOVER FIRE OR SMOKE:

1. Assist anyone in immediate danger to evacuate to a safe area
2. Close all doors behind you and windows in order to confine the smoke and fire
3. Activate the fire alarm using the nearest pull station and/or alert staff
4. Leave the fire area immediately
5. Use exits to leave the building
6. Follow instructions of staff

*** **Remain Calm**

*** **Never attempt to extinguish the fire**

*** **Do not re-enter the building until instructed to do so by staff or the Fire Department**

FIRST STAGE: ALERT SIGNAL

If you hear a slow cadence **alert signal:**

1. Stand by and prepare to evacuate the building
2. Listen to the voice communication system loudspeaker or staff for additional instruction

SECOND STAGE: ALARM SIGNAL

If you hear a rapid continuous alarm signal while you are NOT in your room:

1. Leave the building via the nearest exit
2. If you encounter smoke in the stairway, use an alternate exit or seek refuge in a suite or other smoke-free area across fire doors.

IF YOU HEAR THE FIRE ALARM AND CANNOT LEAVE YOUR ROOM:

1. Close the door
2. Seal all cracks around the door and vents where smoke can enter using wet towels or sheets
3. If smoke enters your room, keep low, close to the floor and move to the most protected area in the room. If possible, open a window unless smoke enters from the outside
4. Show your rescuers where you are by hanging a sheet from the window or balcony
5. If possible, listen to the voice communication system/loudspeaker or staff for additional instructions
6. Wait to be rescued and remain calm

RESPONSIBILITIES OF OWNER/MANAGER

1. Ensure a Fire Safety Plan is developed, approved and fully implemented. Maintain control of this Fire Safety Plan once approved
2. Ensure a sufficient number of assistants are designated and trained to act in a supervisory capacity in the event that the appointed supervisor is absent from the building
3. Ensure that all staff receives the appropriate, ongoing training in the implementation of this fire plan
4. Ensure that fire drills involving all staff are held monthly on all three shifts. A sufficient number of fire drills must be held to ensure all shift workers participate
5. Ensure adequate records of all staff training and fire drills are maintained

The Owner must ensure that the following items are addressed and implemented in the Fire Safety Plan:

- Establish and post the fire emergency procedures
- Appoint, organize and train supervisory staff to carry out fire safety duties and emergency procedures
- Schedule and co-ordinate regular fire drills
- Ensure that fire hazards throughout the building are identified and eliminated or controlled
- Provide alternate measures for fire safety during the temporary shutdown of fire protection equipment/systems

- Complete the necessary checks, tests, inspections and maintenance of fire protection equipment/systems as require by the Ontario Fire Code
- Keep permanent records of all tests and corrective measure of the above for a period of two years after they are made. These records shall be available upon request by the Chief Fire Official
- Keep adequate records of all training and fire safety education delivered to residents and staff

RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER - CEO

The CEO must ensure that the Long-Term Care Home complies with the provisions of the Ontario Fire Code

The CEO must ensure that the following measures are incorporated in the Fire Safe Plan:

1. Establishment of emergency procedures to be followed at the time of an emergency (ie Fire Plan)
2. Appointment and organization of designated staff to carry out fire safety duties
3. Instructions for staff and residents /visitors so that they are aware of their responsibilities for fire safety
4. Holding of fire drills without prior notice once per month on rotating shifts (3 in total)
5. Maintenance of a participation log(all staff must participate in a drill at least once annually)
6. Follow up with response to any issues or concerns that are identified during the drill
7. Maintenance of the Long-Term Care Home for safety of the residents and staff
8. Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that the records are retained. A copy of the annual and all fire system inspections is to be kept on file after each is conducted
9. Notification of the Fire Department regarding the changes in the Fire Safety Plan
10. Conducting fire training for staff which will include:
 - General Orientation to the Long-Term Care Plan
to the Fire Safety Plan
 - Specific Orientation to Evacuation
to responsibilities of each department and staff person
11. Control of fire hazards within the Long-Term Care Home

RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER ONSITE

1. The Chief Executive Officer will proceed to the first-floor nursing station and assume responsibility for the coordination of the evacuation plan, ensuring that all residents and staff are accounted for
2. Close any open doors in the main reception area

3. The Chief Executive Officer or designate will notify The Board of the situation in the case of an emergency or fire situation of a serious nature
4. Maintain order, coordinate the assembly and relocation of all residents if necessary. Activate the call-in procedure if needed using the Emergency Call List
5. Provide information as requested by the Fire Department
6. Deal directly with all media personnel. Protect resident privacy
7. Coordinate and communicate with all parties responsible for residents (family/guardians), notify the MOHLTC (See Emergency Contact List) and initiate the Critical Incident Report
8. In the event of a false alarm, complete investigation, document and take any corrective action required

If you are in an affected area:

1. Sound the fire alarm using the nearest pull station
2. Alarm must be put into 2nd stage by manually turning the key in the pull station. Follow posted directions
3. Move residents from fire area to safety
4. Pull evacuation tags on the room doors to indicate rooms have been searched and are vacant
5. Contain the fire by closing all doors and windows

RESPONSIBILITIES OF ALL STAFF

Staff must follow the necessary steps as listed below

Procedure:

If you discover a fire:

1. Remove residents that are in immediate danger
2. Ensure doors and windows are shut. Turn off any fans
3. Activate the nearest alarm
4. Communicate with In-Charge nurse. Give status of fire situation
5. Do not attempt to fight the fire unless you are trained in extinguishing fires
6. Continue to evacuate zone to the other side of fire doors

If you hear the fire alarm:

1. Secure your area. Close all doors and windows, unplug fans, clear hallways
2. Listen carefully for fire location
3. Monitor hallways and doors to ensure residents are secure. Be aware of signs of smoke and fire
4. As department and shift dictate, report to control center or remain with residents until further instruction. In-Charge nurse will communicate with 2-way radio operators
5. Follow duty specific fire responsibilities. Be prepared to evacuate

DUTY SPECIFIC FIRE PROCEDURES WILL DICTATE WHETHER A STAFF REMAINS WITH RESIDENTS AND CONTINUES TO MONITOR THE HOME AREA OR REPORTS TO THE COMMAND CENTER FOR DIRECTION FROM THE IN-CHARGE NURSE. LISTEN CAREFULLY TO THE LOCATION AND STATUS OF FIRE SITUATION

REMIND ALL VISITORS AND RESIDENTS TO REMAIN CALM AND LISTEN CAREFULLY FOR FURTHER DIRECTIONS.

RESPONSIBILITIES OF THE CHARGE NURSE - IN CHARGE

THE Charge Nurse will wear the orange vest to identify themselves as the In-Charge nurse

Upon hearing the alarm:

1. **Gather fire binder and back packs** from Main nurse's station. Proceed **quickly to front entrance** to review annunciator panel. **Ascertain location** of activated alarm. Remove vest from backpack and don if time permits
2. Take **the checklist out of binder**. Make sure that the entrance **door is not locked**, allowing fire responders to enter. Proceed to phone at **nurses' station to announce location**.
3. **Announce fire location:**
 1. CODE RED + PANEL LOCATION
 2. CODE RED + PANEL LOCATION
 3. CODE RED + PANEL LOCATION
4. **CALL 911**. Alarm monitoring company should have called but make the call to be absolutely sure help is on the way
5. Remain at the desk. This allows you to meet fire responders, direct staff and monitor the residents. Review sign in/out binder to ascertain residents who are out of the building
6. **Communicate** to all area **using 2-way radios or person to person if close enough**. Receive updates
7. Call **911 to update confirmed fire and details** given by staff in affected area.
8. If staff is limited (i.e., nights) and you must leave the front entrance unattended, tell 911 dispatcher. Leave fire binder with checklist at front entrance where fire responder will see it. Ensure important **details are documented on checklist** i.e., exact location of fire, room numbers of residents that staff are unable to move. If there are more staff on site, assign staff from command center pool to proceed to

affected area to continue evacuation of zone so that you can remain at door to meet fire responders.

9. **Communicate confirmed fire details** over paging system. For example:

1. **Attention all staff CODE RED – ROOM 201**
2. **Attention all staff CODE RED – ROOM 201**
3. **Attention all staff CODE RED – ROOM 201**

10. **Call Chief Executive Officer**

11. **Initiate 'Fan Out or ONE-CALL'** following instructions as laid out in this plan. If there is an available staff, assign them to call.

12. **Meet fire responders** and give concise details of fire ie location, severity, status of evacuation and resident information as needed.

At this point, fire responders take over control. You should remain at control center to receive communications from staff and report instruction of fire responders.

- It may be necessary to initiate evacuations in other areas horizontally to a safe area beyond the fire doors. For example, the confirmed fire location is West floor but the smoke is reported on North floor. You would verbally instruct staff to commence evacuation of North floor to safe area beyond fire doors by 2-way radio or paging system
- If circumstances dictate, you may be required to put the fire alarm into the second stage. Refer to Code Green.

13. Prepare to call 'All Clear' once fire responder has directed you to do so.

1. CODE RED ALL CLEAR
2. CODE RED ALL CLEAR
3. CODE RED ALL CLEAR

A CODE RED MUST BE CLEARED BY THE FIRE RESPONDER IN THE CASE OF A REAL FIRE

DRILLS MAY BE CLEARED BY THE IN-CHARGE NURSE

14. Make second 'One Call' to inform staff that emergency situation is controlled

15. Reset mag locks

16. Rese kitchen hood

17. Ensure documentation is passed to ED

RESPONSIBILITIES OF THE DIRECTOR OF CARE

The DOC will follow the necessary steps during a fire alarm

PROCEDURE:

If you hear the fire alarm:

1. Secure your area, close all doors and windows. Ensure that residents are secure; advise them that they are safe and will be instructed by staff
2. Proceed to the main nursing station and wait for instructions from the In-Charge Nurse
3. In the absence of the Chief Executive Officer, assume the duties of the Chief Executive Officer

If you spot the fire or are in an affected area:

1. Rescue those in immediate danger
2. Ensure doors and windows are closed, fans are off
3. Activate the alarm
4. Call for help from staff. If close proximity to phone and time permits, call 911 (in-charge will call 911 as part of assigned duties)
5. If there is no danger to yourself and you have been trained in extinguisher use, try to put fire out
6. Assist with evacuation to a safe location beyond fire doors and wait for further instruction

RESPONSIBILITIES OF THE PSWS & THE OTHER NURSES(NOT CHARGE NURSE)

If you hear the fire alarm:

1. Secure the area you are in (check for signs of fire) and close all doors
2. Listen carefully for the fire location
3. If the fire is in your worker area, remain there
4. If you are with a resident, ensure their safety before leaving the room and closing the door. Prepare them for evacuation (tell them we will let them know when it is time to evacuate)
5. If you have checked a room and it is vacant, pull evacuation tag on the room door to indicate it has been searched and is vacant
6. Follow shift specific fire duties (those with 2-way radios) or report to the Main Nursing Station (those without 2-way radios become the staff pool who report to In-Charge Nurse) for further direction from the In-Charge nurse

Shift-specific Duties:

1. Day Shift fire duty assignments (carrying 2-way radios)

- **Charge Nurse** – bags and binder to front door, reads fire panel, unlocks door, announces code red location, calls 911, directs staff/follows checklist, informs fire responders, maintains communication (with 2-way radios), **stays in main nursing station vicinity** to meet fire responder and direct staff

- **Top PSW 1**- ensures exit doors are unbolted, searches room for fire and closes doors, listen for fire location, **stays on Top Wing** to monitor residents and hallways, maintains communication (with 2-way Radio holders)
- **Middle PSW 1** – after securing area review sign in/out binder with office staff, when available, to ascertain residents who are out of building, help monitor hallways and residents, maintain communication (with radio holders)
- **Lower PSW 1** – **stays on lower wing** to monitor residents and fire, ensures a dietary staff monitors kitchen/dining room area, searches rooms and closes doors, maintains communication (with 2-way radio holders)

*****Home area teams stay together on floor when their floor is the fire zone. All other staff (unassigned by shift-specific duties) proceed to first floor nursing station to receive direction from IN-Charge nurse*****

2. Afternoons Shift fire duty assignments (carrying 2-way radios)

- **Charge Nurse** - bags and binder to front door, reads fire panel, unlocks door, announces code red location, calls 911, directs staff/follows checklist, informs fire responders, maintains communication (with 2-way radio holders), **stays in main nursing station vicinity** to meet fire responder and direct staff
- **Top PSW 1** – ensures exit doors are unbolted, searches rooms for fire and closes doors, listen for fire location, **stays on top wing** to monitor residents and hallways, maintains communication (with 2-way radio holders)
- **Middle PSW 1**- after securing area review sign in/out binder with office staff, when available, to ascertain residents who are out of building, help monitor hallways and residents, maintain communication (with radio holders)
- **Lower PSW 1** – **stays on lower wing** to monitor residents and fire, ensures a dietary staff monitors kitchen/dining room area, searches rooms and closes doors, maintains communication (with 2-way radio holders)

*****Home area teams stay together on floor when their floor is the fire zone. All other staff (unassigned by shift-specific duties) proceed to first floor nursing station to receive direction from IN-Charge nurse*****

3. Nights fire duty assignments (2-way radio holders)

- **Charge Nurse** - bags and binder to front door, reads fire panel, unlocks door, announces code red location, calls 911, directs staff/follows checklist, informs fire responders, maintains communication (with 2-way radio holders), **stays in main nursing station vicinity, front lobby vicinity** to meet fire responders and direct staff, informs 911 if she has to participate in evacuation and will not be at door to meet them
- **Top PSW** – ensures exit doors are unbolted, searches rooms for fire and closes doors, if fire is not in your area stays at pinnacle of hallways to monitor residents and signs of smoke and fire, if fire is in your area evacuate residents, maintains communication

(with 2-way radio holders), helps charge nurse make necessary phone calls if directed to do so

- **Middle PSW** – ensures exit doors are unlocked, searches rooms for fire and closes doors, if fire is not in your area – stays at pinnacle of hallways to monitor residents and signs of smoke and fire, if fire is in your area evacuate residents, maintains communication (with 2-way radio holders), helps charge nurse make necessary phone calls if directed to do so
- **Lower PSW** – searches rooms in work and close doors, listens for fire location, **goes to fire location to evacuate residents**, maintains communication (with 2-way radio holders)

If you discover a fire:

1. Rescue person/people in immediate danger
2. Ensure doors are shut, windows closed and fans off
3. Activate nearest alarm
4. Call nearby staff for help(staff with radio use 2-way radio to give detail to co-workers) or call 911 if time and situation dictate
5. Try to extinguish fire if trained to do so
6. Continual removal of residents from fire area to a safe place beyond fire doors

RESPONSIBILITIES OF THE ENVIRONMENTAL SERVICES MANAGER/ Maintenance Staff

The Director of Environmental Services/maintenance person should follow the necessary steps as outlined below

If you **hear** the fire alarm:

1. Secure your area and close all doors and windows. Listen carefully for fire location
2. Report to the In-Charge nurse for further instruction
3. Assist as needed under the direction of the In-Charge nurse
4. Work with the In-Charge nurse until the Fire Department arrives. Have master key access as needed
5. Upon arrival, assist the Fire Department with the fire alarm system and the voice communication system. Direct Fire Department officials to the location of control valves, natural gas shut off and the hydro disconnects

If you **discover** the fire:

1. Rescue anyone in immediate danger
2. Ensure doors and windows are closed and fans are off
3. Activate nearest alarm
4. Call for help or, if able and time permits, call 911 (in charge will call 911 as part of assigned duties)
5. Try to extinguish fire if trained and it is safe to do so
6. Continue to assist with zone evacuation, then report to command center

RESPONSIBILITIES OF THE PROGRAMMING STAFF

The Programming Staff will follow the necessary steps as outlined below.

If you **hear** the fire alarm:

1. Monitor residents who are involved in programming while listening for fire location
2. Close doors, windows, turn off fans
3. Prepare to evacuate residents to a safe area beyond fire doors
4. If there are more staff than required in one area, send extras to control centre, avoiding fire location
5. Follow instructions of In-Charge nurse or fire responder

If you **discover** fire:

1. Rescue person/people in immediate danger
2. Ensure doors are shut, windows are closed and fans are off
3. Activate nearest alarm
4. Call nearby staff for help (staff with radio use 2-way radio to give detail to co-workers) or call 911 if time and situation dictate
5. Try to extinguish fire if trained to do so
6. Continual removal of residents from fire area to a safe place beyond fire doors
7. Follow instructions of In-Charge nurse or fire responder

RESPONSIBILITIES OF THE ADMINISTRATIVE STAFF (WARD CLERK)

The Administrative staff will follow the necessary procedures as outlined below.

If you **hear** the fire alarm:

1. Secure your area by closing all doors and windows, shutting off fans, clear hallways, etc
2. Collect visitor/resident sign in, sign out binders. Be ready to report resident whereabouts. Remain with residents until fire location is announced. Listen carefully for fire location. If fire location is in your assigned area, stay. Assist with zone evacuation
3. If fire location is not in your assigned area, report to command center and report resident whereabouts. Receive information about fire details. Maintain contact with In-Charge nurse. Be aware of updates to fire situation (In-Charge nurse has checklist with spots to document updates)
4. Go to the front entrance to direct the Fire Department, redirect any incoming traffic away from the park lot and be prepared to monitor residents if evacuation to outside (front driveway area). Enforce No Smoking
5. Direct media or neighbour concerns to Chief Executive Officer

It is the responsibility of the Administrative Staff to ensure that the red evacuation bag containing the resident care plans, resident room list and staff call-in list is current at all times.

If you **discover** the fire:

1. Rescue anyone in immediate danger
2. Ensure doors and windows are closed and fans are off
3. Activate nearest alarm
4. Call for help or, if able and time permits, call 911 (In-Charge will call 911 as part of assigned duties)
5. Try to extinguish fire if trained and it is safe to do so
6. Continue to assist with zone evacuation, then report to command center