

Riverview Gardens - Municipality of Chatham-Kent

Emergency Response Plan

Code Red – Annex A

Policy Code: EME RED

Issued: March 2010

Revised: July 2025

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Policy

Riverview Gardens recognizes that fires are a hazard for the home. RVG will endeavor to ensure that a fire safety response is prepared to ensure the safety of the residents.

Code Red

A Code Red is announced when there is a fire emergency. This Annex consists of a separate policy and procedure for preventing and responding to a Code Red. The policy outlines the building and fire safety systems, equipment and required testing of the system and staff. The procedure outlines the steps required by staff to safely respond to a Code Red, including what to do if they discover a fire and what steps are to be taken to safely evacuate residents within a fire zone.

A Code Red consist of two stages, a Fire Alert Signal (formally called a Stage One), indicating there is a potential fire emergency and a Fire Alarm Signal (formally called a Stage Two Alarm), which indicates there is a real and immediate threat of fire and an evacuation must take place.

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Agency	Emergency Number	Non-Emergency Number
Police	911	519-352-1234
Fire	911	519-436-3270
Ambulance	911	519-360-1998
Enbridge Gas	1-866-763-5427 or 519-352-3500	519-352-3100
Chatham-Kent Hydro		519-352-6300
Chatham-Kent Public Works (Roads, sidewalks, sewers etc.)		519-360-1998
Chatham-Kent Fire Assistant Chief, Fire & Emergency Services		519-352-1100
Manager, Occupational Safety		226-312-2025 Ext. 4313
Ministry of Labour	1-800-268-2966	
Ministry of Long Term Care	1-866-434-0144	

Contractor	Emergency Number
Skyline Elevator Service Service Tech – Brent	1-800-225-3123 1-226-378-0090
Troy Fire Alarm System	1-945-4777
Damar Fire Alarm Monitoring Company	1-800-265-7562 System # 20186739-1
CF Industrial Generator	Office - 1-519-322-2311 Cell – 1-519-796-4330
Waddick Fuels Diesel Fuel Supplier	519-354-0110
Honey Electric Electrical	519-351-0484
Konnectsys Building Operating System	226-782-9897
Wallace Kent Sprinklers Sprinkler/Standpipe System	519-627-8719
Cimtel	1-866-727-8340

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Nurse Call System

Staffing

Employee Compliment

Employee compliment should be determined for the specific day using the roster pulled from Workforce to determine the number of staff in the building at the specific time. To see what tasks are assigned each of the classifications please refer to the Fire Procedure within this Appendix.

Employee Training

All employees at Riverview Gardens will receive annual training on Code Red. It is each employee's responsibility to ensure:

- They understand the emergency procedures as listed in the fire procedure;
- Know the location and operation of the fire protection equipment, such as pull stations and exits;
- Know the responsibilities and duties to be taken by staff and occupants when a fire is discovered or when an alarm is heard;
- Understand and recognize what a fire hazard is and takes steps as necessary to correct them;
- Know the fire zones within the home and the appropriate evacuation procedures.
- Staff are required to participate in a recognized fire drill every three months.

Code Red – Procedure

Code Red Response

After removing anyone in immediate danger, the most important step when responding to a fire is:

CONTAINMENT! CLOSE THE DOOR!

After people who are in immediate danger (i.e. the room where the fire is located) are safely evacuated it is critical to contain the fire by closing all doors leading to the room. Fires are fuelled by oxygen, so if it is safe to do so, all windows in the room where the fire is located should also be closed.

Please note: it is more important that the door be closed. If attempting to close the window will put someone in danger or allow smoke and flames to spread further, then leave the window and contain the fire by closing the door. The Fire Department MUST be advised of this when they arrive on scene so be sure the Incident Manager is informed about the status of containment.

Fire Zones

Each floor is divided into separate fire zones. There are two zones on the main floor, labelled Leasable and Main, and six zones on the residential floors, labelled A through

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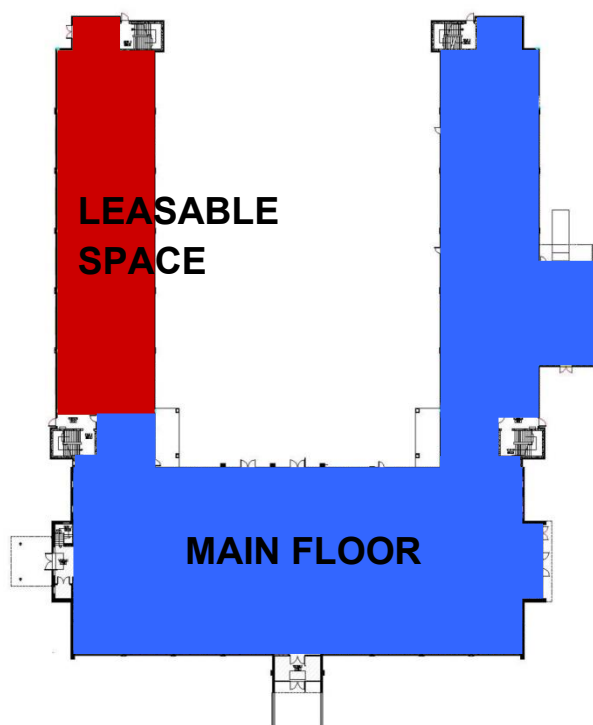
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F. Each zone is separated by fire floors, walls, and doors which are rated for approximately one and a half hours. Resident room doors are rated for approximately twenty minutes.

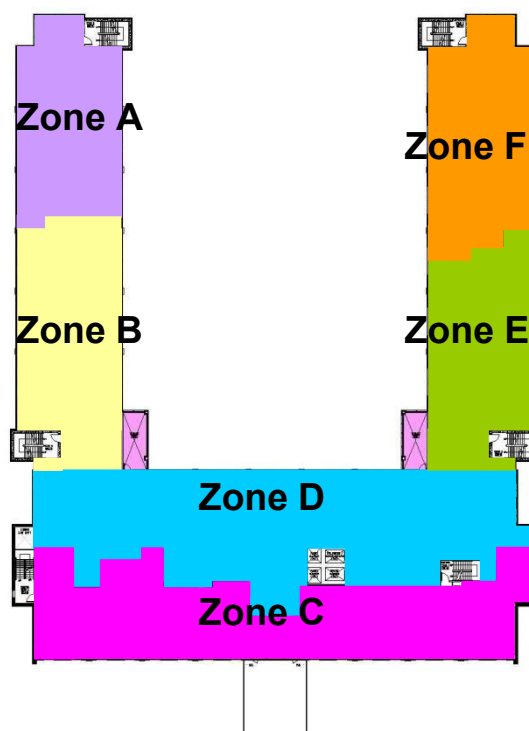
Diagrams can be found in the Enunciator room, command post (front reception), care centres, charting nooks, serveries on the units, laundry department, staff Lunch room and at the Robertson and Staff Entrances.

As part of continued employment with the Municipality, all staff must learn where the fire zones are and what they are called.

Ground Floor Fire Zones



Residential Floor Fire Zones



Resident Compliment per Zone

Fire zones on floors 2 through 6th contain living quarters for residents. Each fire zone has a designated number of resident bedrooms, but are not necessarily equal in number. Providing each resident is in their living quarters the zones are listed below with the number of residents in them:

- Zone A = 11
- Zone B = 13
- Zone C = 16
- Zone D = 0
- Zone E = 11

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- Zone F = 13

Discovery of Smoke or Flames

If you discover smoke or flames do not panic, follow the actions outlined in the acronym REACT. The sequence of steps in the acronym may vary depending upon the circumstances of the fire and the abilities of the responding individual.

- **Remove** persons in immediate danger if possible
- **Ensure** the door(s) is closed to the room to contain the fire
- **Activate** the fire alarm by using the closest pull station (see below for directions)
- **Call** the Fire Department (Please note: this task is assigned to one person as part of the Code Red Plan)
- **Try** to extinguish the fire or continue with further evacuation.

Extinguishing a Fire

Fires present numerous dangers and if a fire is beyond control it should be left for the Fire Department or sprinkler system to extinguish.

Throughout the home there are hose cabinets that are for the sole use of those personnel who have been properly trained to fight fires. Riverview Garden's staff are not trained to use this equipment.

If a small fire is encountered, trained persons with sufficient knowledge in the operation and selection of a fire extinguisher may attempt to extinguish the fire.

When using a fire extinguisher use the P.A.S.S. method.

- **Pull** the pin; use a twisting motion to break the seal. Keep the nozzle pointed away from you
- **Aim** the nozzle at the BASE of the fire at the edge closest to you. Do not spray the flames, this only increases the risk of spreading the flames. Keep a distance of 6 – 10 feet from the fire and hold the extinguisher by the handle in a vertical position
- **Squeeze** the trigger or handle on the extinguisher. Do not release the trigger until after the flames have ceased (or the extinguisher is empty)
- **Sweep** from side to side slowly to extinguish the fire. Watch for re-ignition.
If the smoke or heat conditions are too severe, or the extinguisher is insufficient, cease what you are doing, CLOSE the door to contain the fire and advise the Fire Department of the attempt to extinguish the fire.

How to Activate a Fire Alarm Pull Station

Fire alarm pull stations are an effective tool to quickly notify the occupants of a building that there is a potential fire emergency. Pull stations should only be activated for a Code Red and not for other types of emergencies. Pull stations can always be found by exit stairwells, as well as other locations throughout the home.

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Upon discovery of smoke or a fire, to activate the fire alarm via a pull station the following steps need to be completed:

- i. Remove the plastic cover over the pull station.



Please note that when the cover is removed it will sound a warning bell, but that DOES NOT activate the fire alarm system!!

The lever on the pull station has to break the plastic pin in order to activate the system.

- ii. Activate the pull station by pulling the lever towards you. Before walking away from the pull station ensure the fire system activates. If it doesn't sound the alarm and lights make sure you have pulled the lever all the way. If the system still does not activate proceed to another pull station and notify the Incident Manager of the issue so it can be included on the Fire Alarm Report.



The Fire Alarm system is activated when the lever is pulled down breaking the plastic pin.

- iii. Pulling a fire alarm simply alerts staff in other areas of the facility to a potential fire it does not initiate the Fire Alarm Signal indicating an evacuation of the zone is taking place. **HOWEVER if you see or smell smoke or flames you do not have to wait for the Fire Alarm Signal to start evacuating.** Once the Incident Manager arrives they can be advised that smoke and/or fire was located and the alarm was pulled as a result. The Incident Manager can at that point can contact the Operations Chief to notify everyone in the home that a fire emergency exists by allowing the system to ramp up to a Fire Alarm Signal.

Evacuation Process

Please note: If a full evacuation of the home is required please refer to Annex G - Code Green, Partial or Total Evacuation, in the Emergency Response Plan. The Fire Alarm system should not be used for any purpose other than a fire emergency. Please note: activating the Fire Alarm Signal does not constitute a full evacuation of the home.

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When the fire alarm is sounded and there are zones that require evacuation, there are a number of items to keep in mind during the process:

- Initially the zone where the fire is located should be evacuated first. If further zones require evacuation due to fire or smoke this can be initiated following the safe evacuation of the primary area. (Do not take time to evacuate a second zone if there are still people in the zone where the fire started).
- Every attempt should be made to evacuate a zone horizontally and not vertically. When evacuating a zone it is essential to keep this in mind in the event a second zone is required to be evacuated. If an area is evacuated into Zone A, C or F and that zone is ordered to be evacuated by the Fire Department or the Incident Manager it then results in a vertical evacuation, which should be prevented if at all possible.
- When a fire zone is evacuated a clear path must be left for those responding, including the Fire Department. Residents, visitors, family members etc. should never be stationed:
 - in front of a stairwell
 - a fire hose panel, pull station or fire extinguisher
 - in front of doors to a fire zone
 - blocking the corridor and access for the Fire Department
- To indicate that a resident room is vacant, move the resident magnetic vacancy flap to the doorframe. This should only be done after the resident is evacuated from their room and the door closed.
- When a Fire Alert Signal is activated all of the magnetic hold locks on the doors will be released, with the exception of the doors on the sixth floor. The magnetic locks on the sixth floor will release if the Fire Alert Signal is generated on the sixth floor or a Fire Alarm Signal is activated initiating an evacuation on any floor.

Control of Fire Hazards

A key element to fire prevention is managing items which are a potential fire hazard. Everyone should be aware of these hazards and should immediately rectify a potential hazard and then notify their supervisor, a member of the Joint Health & Safety Committee, or submit a work order as appropriate. Some potential fire hazards are:

- Do not use stairwells or corridors for storage or accumulating garbage
- Assure proper management of garbage and refuse including packaging and storage materials
- Keep stairwell doors closed at all times
- Do not wedge open any fire doors or disengage the self-closing device installed on them
- Ensure clearance is maintained at ALL times to “fire protection equipment” such as:
 - Fire pull stations
 - Hydrants
 - Standpipe connections

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- Fire routes
- Hose cabinets
- Portable fire extinguishers
- Sprinkler heads
- Store and use flammable and combustible liquids and gases in approved quantities and only in approved containers and locations
- Combustible materials should not be used to absorb flammable or combustible liquid spills
- Restrict ignition sources in areas where oxygen is in use
- Flammable liquids should not be used for cleaning purposes
- Avoid washing clothing or rags saturated with flammable or combustible liquids in laundry facilities
- All electrical appliances must meet CSA Standards
- Do not use extension cords and power bars with surge protectors must not be used as a permanent wiring method
- Do not use electrical equipment that is malfunctioning or has frayed/damaged cords
- Do not over load electrical outlets
- Do not use candles or other items with an open flame
- Do not place combustible material on fire doors (Section 2.4.1.2 of OFC)
- Turn off equipment when not in use or if unattended (coffee pots, stove burners, curling irons etc.)
- **There is NO SMOKING inside the facility.** Outside in designated areas, avoid careless smoking, use large deep ash trays, do not put burning materials such as cigarettes or ashes into garbage cans or compactor until materials are completely extinguished.

Fire Department (FD)

Any time the fire alarm is activated the Fire Department receives two notifications alerting them to the emergency. A signal is sent from our fire alarm system to a monitoring company, who then calls the Fire Department. In addition, the Operations Chief will also call the Fire Department when they get to the Command Post/Enunciator Room.

The Fire Department will enter through the Robertson entrance. Located just north of the Robertson entrance on the exterior wall is the Fire Box, which contains keys and access cards for the Fire Departments' use should they need them. Located just south on the exterior wall, on the other side of the Robertson Entrance, are the hose connections. Located just inside the Robertson vestibule entrance to the right is the enunciator room and inside the enunciator room are copies of the floor planes, including the fire zones. The pump room is found inside the Robertson entrance, just past the public bathrooms on the right.

When the Fire Department arrives the Captain on scene will want an employee to debrief them of the situation, including the location, the status of the evacuation and the containment measures taken against the fire. They will then need to be taken to the fire

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zone. These tasks are completed by the RPN from the unit. The Captain will advise the Incident Manager of what steps they want taken next.

The main priorities for the Fire Department are “Fire & Rescue”. Riverview Gardens’ staff will be responsible for the evacuation of the fire zone, even after the arrival of the Fire Department. In circumstances where the evacuation process has become increasingly dangerous, resulting in a rescue situation, the Fire Department will take over.

Fan Out List

In the event that a fire emergency requires additional staffing the Operations Chief is to contact the Director, Seniors Services. If the Director can’t be reached the Operations Chief will contact the Director of Nursing. More information can be found in Annex T, Fan Out List.

All Clear

Except in cases of a planned fire drill, the All Clear signal can only be announced with the approval of the Fire Department, including situations involving a false alarm. The Fire Department will ensure all potential hazards are eliminated to prevent any further risk of the fire reigniting.

During a fire drill the observer on scene will advise when to start the all clear process.

Internal Personnel Responsibilities

All departments within the home are assigned tasks and functions during a Code Red that are specific to their classification. There are also general responsibilities that apply to all employees during a Code Red, they are as follows:

- All staff will take direction from the Incident Manager;
- If staff discover a fire they can immediately start evacuating, they do not need to wait for an alert, alarm or direction from the Incident Manager;
- Upon hearing the fire alert signal staff who are working on the floor where the fire is located will immediately respond to the location of the fire and assist in determining if there is a fire and proceeding with an evacuation of the fire zone if it is determined there is a fire;
- Staff who are working on other floors must immediately cease what they are doing, turn off any equipment that they are using and wait for the all clear to be announced or the Fire Alarm Signal to start evacuating residents;
- If the Fire Alarm Signal is activated, signalling an evacuation staff on unaffected floors are to start performing the tasks that are allocated to their classification;
- **If staff are on break or lunch when they hear a Fire Alert Signal they are to immediately report back to the unit they are working on, even if the fire is not located on their floor;**
- **Staff who are on break or lunch outside the facility and who are on Riverview Gardens property are to monitor the flashing red external lights located at**

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designated entrances that will be activated with the fire alarm, they serve as a visual notification system alerting staff to report back into the home for a Code Red;

- **Staff who are reporting for work at shift change are to respond as per their assignment;**
- If staff are entering the building from break or lunch they must ensure the door they are entering in is not located within the fire zone (if staff are unsure of the location they should enter in through the Robertson Entrance, providing the fire is not located on the ground floor, where they can ask the Housekeeper at the door for the location);
- Assist with closing windows and doors throughout the home, not just the fire zone;
- Provide direction to volunteers, visitors, and family members as needed;
- Most importantly, comforting any residents who may be scared and upset;
- All staff are expected to adhere to safety policies and procedures during the evacuation process, including assisting residents out of bed; staff are only to use the equipment they are properly trained on;
- Staff should never re-enter a room where the fire is located once the door has been closed – if there was someone left inside notify the Fire Department immediately upon their arrival;
- When inspecting a room in a fire zone be sure to do a thorough inspection of the entire room and search any area where a resident could be seeking safety (i.e. hiding, including in the washroom, beside the armoire etc.);
- Staff who have questions about the fire procedure should **ONLY** ask the Supervisor, Environmental Services, Supervisor, Maintenance Services or the Manager, Long Term Care or consult the Code Red Annex found in each care center in the Emergency Response Plan binder;
- If the staff are assisting in the evacuation the following items must be adhered to:
 - The room where the fire is located should be evacuated first, then the rooms on either side;
 - The door to the room where the fire is located **MUST** be closed as soon as the room is evacuated;
 - When evacuating a room close the windows and doors and put the name plate to the vacant position once the residents, family and/or visitors are safely evacuated out of the room (name plates on other zones and floors should not be moved to vacant);
 - Residents should be evacuated out of the zone, they should not be placed in front of a stairwell door or in front of any fire zone doors, there should also be a clear path left in the corridor for the fire department.

Activation Department

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

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B. Fire Alarm Signal

- i. If you are supervising residents in areas of the home, other than the affected fire zones, stay with these residents, keep them calm and wait for further direction.
- ii. Turn off equipment that may be in use for an activity (Wii game or Karaoke for instance).
- iii. If you are running an activity with residents in the fire zone, upon hearing a Fire Alarm Signal, evacuate them to a safe area in another fire zone, assist evacuating residents who can walk or are in a wheel chair from the fire zone as needed and assist closing windows and doors on the entire floor (not just the fire zone).

Administration Staff on the Main Floor

Administrative staff includes front office staff (admin assistants, medical secretaries, clerks etc.), supervisors, coordinators etc. (Unless specific duties are outlined for a particular position)

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

B. Fire Alarm Signal

- i. Upon hearing the Fire Alarm Signal, cease what you are doing, close your office door and report to the Great Room.
- ii. Wait for further directions from the Operations Chief.
- iii. If the fire is located on the ground floor Administration staff must start assisting with the evacuation of the residents that are on the ground floor and in the Court Yard. Depending on the location of the fire, staff should evacuate residents out the Robertson Entrance and gather them on Robertson Street at the dead end. DO NOT EVACUATE residents from the Court Yard back into the building; the back gate will be unlocked. All of the residents on the ground floor should be assembled together.

Administration Staff on Residential Floors

Administrative staff includes front office staff (admin assistance, medical secretaries, clerks etc.), supervisors, manager, coordinators etc. (Unless specific duties are outlined for a particular position).

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

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B. Fire Alarm Signal

- i. Upon hearing the Fire Alarm Signal cease what you are doing, close your window and office door (as applicable) and report to the care centre on the wing where you work.
- ii. Wait for further directions from the Incident Manager and/or Operations Chief.
- iii. If you are working on the floor where the fire is located, report to the area where the residents are being assembled from the evacuated fire zone, ensure there is a clear path for the FD, that residents who use a wheel chair are in single file and that the residents are comfortable and calm.

Dietary Department

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.
- ii. **Home kitchen on the floors** – Upon hearing the Fire Alarm Signal cease what you are doing, shut down all equipment and assist with monitoring stairwell doors to prevent unauthorized access.

B. Fire Alarm Signal

- i. **Main Kitchen** - Upon hearing the Fire Alarm Signal cease what you are doing, shut down all equipment and report to the Great Room and wait for further direction from the Operations Chief.
- ii. **Stock position** – if working 07:30 – 15:30 hours doing stock and are on a residential unit at the time of the fire cease what you are doing, and assist with monitoring stairwell doors to prevent unauthorized access and wait for further direction from the Incident Manager.
- iii. If the fire is located on the ground floor dietary staff from the main kitchen must start assisting with the evacuation of the residents that are on the ground floor and in the Court Yard. Depending on the location of the fire, staff should evacuate residents out the Robertson Entrance and gather them on Robertson Street at the dead end. **DO NOT EVACUATE** residents from the Court Yard back into the building; the back gate will be unlocked when the fire alert signal sounds. All of the residents on the ground floor should be assembled together.
- iv. **Fire located in the main kitchen –automated extinguishing system.** If the fire is located in the main kitchen and the automated extinguishing system does not activate and needs to be manually activated this is done by pulling the alarm located in the main kitchen on the wall by the food prep area. (please note: this system should not be utilized for small fire/smoke that can be contained by placing a lid on a pot or closing an oven door. Utilizing this system will result in significant clean up and likely place the kitchen out of working order for some time.)

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The fire suppression system in the main kitchen is automated and should not be used manually unless there is a significant fire with the potential of spreading.

Director, Seniors Services

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

B. Fire Alarm Signal

- i. If in the building and depending on if they are needed elsewhere, may report to the fire location to offer assistance or may remain in the Great Room.

Housekeeping Department

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.
- ii. Assist in monitoring stairwell doors to prevent unauthorized access

B. Fire Alarm Signal

- i. All housekeeping staff will cease what they are doing and secure their cart and/or equipment in a location that does not impede the corridors or stairwells and that prevents access to the cart by others and then perform the duties assigned them based on the position they are working and the location of the fire.
- ii. **06:30 – 14:30 RV and 22:30 – 06:30 EF positions** – Upon hearing the alarm will:
 - put on the orange vest that is located in the top of their housekeeping cart or found in the room where the autoscrubber is stored;
 - report to the Robertson Entrance and control access to the home. Only staff and emergency response personnel will be permitted into the home until the “All Clear” is announced.
- iii. **07:30 – 15:30 positions on a floor not affected** - Upon hearing the alarm will:
 - assist closing windows and doors on their floor;

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- assist calming residents and wait for further direction from the Incident Manager or Operations Chief.
- iv. **7:30 – 15:30 shifts, 14:30 – 22:30 EA & EB, 22:30 – 06:30 RV on a floor affected by the fire** – Upon hearing the alarm will:
 - put on the orange vest that is located in the top of their housekeeping cart;
 - Report to the fire zone, one housekeeper on each side of the fire zone and standing outside of the zone to control access. Only staff responding to evacuate the residents in that zone are permitted past the fire doors. Residents, visitors and family members are not to be allowed past the fire doors, back into the fire zone;
 - do not leave this post until the “all clear” is announced, do not assist evacuating residents by leaving these doors unattended and do not hold the doors open unless someone is going through them;
 - Wait for further direction from the Incident Manager or Operations Chief.
- v. **Project positions** - Upon hearing the alarm will remain on the floor where they are working and assist closing windows and doors, and wait for further direction from the Incident Manager or Operations Chief.

Incident Manager

For the purpose of this procedure the Registered Nurse in charge of the floor where the fire is located will become the Incident Manager during a Code Red and is in charge until the Fire Department arrives. Should there be a fire in the Penthouse only fire department personnel will go up. On the afternoon and evening shifts the designated Charge Nurse will assume the role of Incident Manager.

The Incident Manager is responsible for the following:

- Wearing their orange vest (with Fire Alarm Signal backup keys attached) which are located at the care centres on each floor;
- ensuring the procedure for evacuation is started and carried out properly and that residents are not evacuated into a zone with a staircase exit only unless unable to do otherwise;
- making decisions based on the situation that is in the best interest and safety of those effected;
- advising the Fire Department on the status of containment (door closed, window closed or open, resident refusing to leave room etc.), the progress of the evacuation;
- keeping track of the number of people in the fire zone, including staff, residents, family members etc. so it can be relayed to the Fire Department;
- ensure the evacuated residents are not congesting the corridors or blocking stairwell exits;
- using non-nursing staff as applicable to evacuate residents out of the fire zone;

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- Completing the Fire Report and submitting it to the Supervisor, Maintenance Services;
- If the fire is located in the Penthouse DO NOT respond to the area, wait for the Fire Department to arrive so they can assess the situation;
- Ensure stairwell doors are monitored to prevent unauthorized access.

A. Fire Alert Signal

- i. When the fire alarm sounds immediately check spectra link phone for location of the alarm;
- ii. Before proceeding to the fire zone, go to the closest care centre on your floor and put on the orange vest with the Fire Alarm Signal backup key attached to it;
- iii. Grab a fire extinguisher;
- iv. Report to location of alarm, determine if fire is a false alarm or real emergency (smoke, flames etc.);
- v. If upon inspection it is determined that the activation of the fire alarm was accidental (e.g. after a thorough search a fire cannot be found) call the Operations Chief at extension 6118 to have them acknowledge the fire alarm panel by pressing the “Evac Timer Cancel” button, this will prevent it from going into a Fire Alarm Signal, it does not reset the system;
- vi. As directed by the Fire Department, if it is confirmed there is no fire contact the Operations Chief to announce the all clear and proceed with resetting the system. (Please note: the all clear can only be authorized by the Fire Department.)

B. Fire Alarm Signal

- i. If a fire is confirmed and there is a resident in the room where the fire is located they are to be evacuated from the room, using the fire extinguisher as necessary to reduce/eliminate flames;
- ii. Advise staff to continue to evacuate the fire zone (the fire alert signal will ramp up to a Fire Alarm Signal on its own in three minutes);
- iii. From your spectra link phone call the Operations Chief at extension 6118 and advise if the fire is located in a different location than what is showing on the spectra link phones and to announce the Fire Alarm Signal with the proper location. If further directions are required they should be provided to the Operations Chief at this time;
- iv. The overhead announcement for the Fire Alarm Signal will be of the zone where the fire **originated**;
- v. Proceed with the safe evacuation of the zone(s), **ensuring the fire room is evacuated first and that the door to the room is closed to contain the smoke and fire**;
- vi. Ensure staff follow the lift logo or when getting a resident up from bed or a chair;
- vii. Direct the RPN from that unit down to meet the Fire Department at the Robertson entrance to give them an update of the situation and to escort

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- them back to the fire zone using the appropriate staircase so as to not enter the floor in the fire zone;
- viii. The Fire Department may provide direction to the Incident Manager as to the location and which zones to evacuate, at which point an announcement may be made as above;
 - ix. Ensure that staff evacuate residents from the fire zone, close all windows (if safe to do so) and doors and place the name plates to the vacant position and/or the red flag to door frame showing vacant once the resident is removed from their room;
 - x. Ensure that the evacuation procedure is completed and all residents and staff are accounted for;
 - xi. Ensure that assigned employees are evacuating the zone above the fire area;
 - xii. Ensure that the housekeeper monitors are working in conjunction with the Incident Manager to maintain the safety of all residents and employees by controlling access to the fire zone and not continuously holding the doors open;
 - xiii. Ensure that fire separation doors to the fire area are closed and that residents are taken beyond the fire zone and that a clear path is left for the fire department;
 - xiv. Ensure that no obstructions (including residents in their wheelchairs) are near fire doors, fire pull stations, fire hose cabinets, fire extinguishers or the stairwells etc.;
 - xv. If necessary, ensure that all other floors are ready for a potential evacuation by requesting the Operations Chief to send staff from the Main floor to the residential units as required and report back to them, the Operations Chief would then advise the Incident Manager once everyone has checked in with them;
 - xvi. If additional staff are required the Incident Manager will have the Operations Chief pull staff from other areas, starting with any staff in the Great Room;
 - xvii. If additional staff are required other than those who are on duty the Incident Manager will direct the Operations Chief to contact the Director, Senior Services or Designate to initiate the emergency “fan out” list;
 - xviii. Ensure that the Fire Department is provided with any information or assistance they may require (please note the FD has a set of keys in their lock box which is located outside of the Robertson Entrance and floor plans are posted in the enunciator room for their use);
 - xix. Be prepared for a Code Green emergency in the event that a partial or full building evacuation is required;
 - xx. Inform Operations Chief to announce “Attention all staff Code Red all clear” 3 times when safe and after directed to do so by the Fire Department;

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- xxi. Complete the Fire Emergency Report with the Operations Chief and submit it to the Supervisor, Maintenance Services before the end of shift
- xxii. In the event the system does not activate the Fire Alarm Signal the Incident Manager should take the keys found in their fire vest to a pull station to activate the Fire Alarm Signal manually – this is only required in the event the system does not automatically ramp up;
 - On the key ring that is attached to the Incident Managers vest there is a key that will activate the Fire Alarm Signal at any pull station, as shown below;



- Remove the plastic cover over the pull station, activate the pull station by pulling the lever, this gives you unobstructed access to the round silver key hole found on the red pull station.



This is the plastic cover that needs to be removed in order to access the pull station. Please note that when the cover is removed it will sound an alarm, it is not connected to the fire system. You must still pull the lever on the pull station.



The Fire Alarm Signal key, as shown above, goes into the round slot. Turn it GENTLY ½ turn until the system activates.

- It is important to note that the Incident Manager advises the Operations Chief of the location of the fire verses the pull station that was activated for a Fire Alarm Signal.
- **The announcement will indicate the location of the Fire Alarm Signal which may not match what appears on the pagers and spectra link phones depending on which pull station is activated**

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Laundry Department

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

B. Fire Alarm Signal

- i. Upon hearing the Fire Alarm Signal cease what you are doing and shut down all equipment.
- ii. Clear corridors of any carts that may be in them by placing them in the department.
- iii. Close all the doors to the department, cart room and labelling room.
- iv. Report to the Great Room for further direction from the Operations Chief.
- v. If alarm sounds during cart delivery and you are on a residential unit remain on that floor, place cart in a secure room and assist with closing windows and doors on that floor.
- vi. If the fire is located on the ground floor, once the above is completed, laundry staff must start assisting with the evacuation of the residents that are on the ground floor and in the Court Yard. Depending on the location of the fire, staff should evacuate residents out the Robertson Entrance and gather them on Robertson Street at the dead end. DO NOT EVACUATE residents from the Court Yard back into the building; the back gate will be unlocked. Every attempt should be made to have all of the residents on the ground floor assembled together outside.

Maintenance Department

A. Fire Alert Signal

- i. When the Fire Alert Signal sounds immediately check spectra link phone for location of the alarm;
- ii. Before proceeding to the fire zone, secure all tools and equipment in a location that prohibits access to it by others;
- iii. Grab a fire extinguisher;
- iv. Report to location of alarm, assist in determining if alarm is a false alarm or real emergency (smoke, flames etc.);
- v. Once the all clear is provided by the fire department, reset the fire pull station as necessary;
- vi. Report back to previous duties after the all clear/fire pull station reset.

B. Fire Alarm Signal

- i. Once a fire is confirmed, providing the fire department has not arrived and it is safe to do so, assist in trying to put out the fire with the closest extinguisher;
- ii. If unable to extinguish fire assist with closing windows and doors and evacuating residents from the fire zone that are in a wheel chair or that use a walker.

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- iii. Wait for further direction from the Incident Manager.
- iv. **If the fire is in the Penthouse DO NOT report to the scene, meet the fire department at the Robertson Entrance and escort them to the area.**

Director of Nursing

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

B. Fire Alarm Signal

- i. If in the building and depending on if they are needed elsewhere, may report to the fire location to offer assistance and further direction if required or may remain in the Great Room.

Nurse Managers

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.
- ii. Report back to unit if able to do so.

B. Fire Alarm Signal

- i. Upon hearing the Fire Alarm Signal cease what you are doing and report back to one of your units. If the fire zone is on one of your floors then report to that floor, taking direction from the Incident Manager.
- ii. Assist closing windows and doors, evacuating residents and take direction from the Incident Manager.

Operations Chief

The Registered Practical Nurse (RPN) from the 2nd floor on the west side for the purpose of this procedure will assume the role of Operations Chief. When the 2W RPN is on a break or lunch the role of Operations Chief will be assumed by the 2nd floor East RPN. The Command Post for the purpose of this procedure is the Enunciator Room located in the Robertson Entrance, room P 119, telephone extension 6118. If this area is in the fire zone the alternate Command Post will be 3rd floor multipurpose room.

A. Fire Alert Signal

- i. When the fire alert sounds, immediately check spectra link phone for location of the alarm;
- ii. Put on the orange vest that is located on the 2nd floor West Wing Nursing Station and head down staircase # 4 (unless it is in the fire zone) to the Command Post in the Enunciator Room, P119 which is in the Robertson entrance;

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- iii. Check the display on the enunciator panel to confirm that the location of alert matches what is displayed on your spectra link phone and pager. From the black microphone on the enunciator panel announce overhead **“Attention all staff, code Red Alert, Floor XX, Zone YY, Room ZZ”** X3. Example “attention all staff code red alert Floor 5, zone A, Sunroom”; First step before using microphone the panel will be beeping, push “panel silence” to stop the beeping so you can announce clearly. To operate the microphone first push “all call” next to the microphone holder then hold down the button on the side of the microphone, hold it 8 – 10 inches from your mouth and speak clearly and slowly. **You must wait for tone to stop before you start making any announcements.** When you are done speaking release the button on the side. (Any time the button is held down the microphone is operational and the entire building can hear what you are saying!);



To operate the microphone press the button on the side hold, wait for the tone to stop, hold the microphone 8 – 10 inches from your mouth and speak clearly and slowly. When you are done speaking release the button on the side. (Any time the button is held down the microphone is operational and the entire building can hear what you are saying!)

- iv. Using the phone in the Enunciator room call the Chatham-Kent Fire Department by dialling **911**. State the address: **519 King St. West, Riverview Gardens**;
- v. Prepare your area by retrieving the Emergency Response Plan and wait for further direction from the Incident Manager or the Fire Department;
- vi. If the Incident Manager determines there is no fire (e.g. sensor activated by dust particles for instance) prior to the system ramping up to a Fire Alarm Signal they will call the Operations Chief on extension 6118 and advise them to press the “Evac Timer Cancel” button (Section 6.3.1.5 (1) of the Ontario Fire Code) on the fire panel and announce **“Attention all staff maintain Code Red Alert”** X3;

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To stop the system from going into a Fire Alarm Signal press the “Evac Timer Cancel” button on the enunciator panel.

If directed by the Incident Manager, you may also silence the alarm by pressing “Alarm Silence” on the panel.

- vii. Once the Fire Department has given the all clear The Operations Chief will be notified that the situation is clear by the Incident Manager. The Operations Chief will then reset the systems and then announce the all clear in the following order:
- Reset the enunciator panel;
 - Announce overhead “Attention all staff Code Red All Clear” X 3;
 - Reset the magnetic locks, which is found in the enunciator room;
 - Reset the service and public elevators, the key is found on a hook in the enunciator room by the magnetic lock reset;
 - Physically check the Garden Gate to ensure it is closed and locked (someone could be delegated to do this by the Operations Chief while they are resetting the elevators).
- viii. In conjunction with the Incident Manager complete the Fire Emergency Report, including attendance and submit it to the Supervisor, Maintenance Services before the end of shift.

B. Fire Alarm Signal

- ix. Once the system ramps up to a Fire Alarm Signal the Operations Chief will announce a Fire Alarm Signal on the paging system from the microphone on the fire panel system **“attention all staff Code Red, Floor XX, Zone YY Room ZZ Confirmed”** 3X and **“Attention all staff, close all windows and doors”**
- x. Wait for further direction from the Incident Manager or the Fire Department.
- xi. The Operations Chief will be notified by the Incident Manager if additional staffing is required. The Operations Chief will direct staff from the Great Room to the location where assistance is needed. Once the Great Room has been exhausted of staff the fan out list is initiated by calling the

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Director of Senior Services. If the Director cannot be reached the Operations Chief will call the Director of Nursing.

- xii. The Operations Chief may be requested by the Incident Manager to send staff from the Great Room to get a status report(s) from the other floors regarding the evacuation process. These staff will report to their assigned floors, find out from the RN or RPN where the process is and then report back down to the Operations Chief. Once the Operations Chief has a status report from all the other floors they will provide the update to the Incident Manager.
- xiii. The Operations Chief will be notified that the situation is clear by the Incident Manager, at the direction of the Fire Department. The Operations Chief will then reset the systems and then announce the all clear in the following order:
 - Reset the enunciator panel;
 - Announce overhead “Attention all staff Code Red All Clear” X 3;
 - Reset the magnetic locks, which is found in the enunciator room;
 - Reset the service and public elevators, the key is found on a hook in the enunciator room by the magnetic lock reset;
 - Physically check the Garden Gate to ensure it is closed and locked (someone could be delegated to do this by the Operations Chief while they are resetting the elevators).

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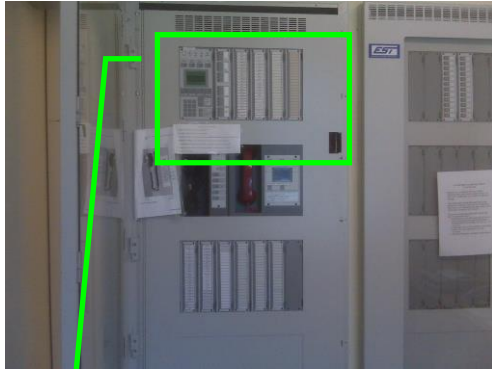
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Resetting the Enunciator Panel



If the panel is indicating an ALARM, SUPERVISORY, TROUBLE or MONITORING condition, the issue that caused the system to signal an alert/alarm must be resolved before resetting the panel.



To reset the panel push the button under the RESET button.

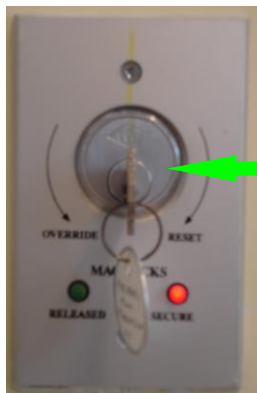
This will silence the bells and strobes.

In a situation where the Fire Department is on scene, the fire panel can only be reset after they have given the all clear.

If pressing the RESET button does not clear the panel notify maintenance between 7:00 – 23:00 hours.

If it is after hours contact the Maintenance Supervisor 519-350-2159.

Resetting the Magnetic Locks



The magnetic locks must be manually reset after a fire alarm. Following a fire alarm the green light should be lit up indicating the doors are released (i.e. unlocked). To secure the door turn the key to the left to turn off the green light and then to the right all the way to secure the doors and then back to the centre position. When the doors are secure the red light should be on, as shown in this diagram.

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Resetting the Elevators

Public Elevators



Service Elevators



On both elevators, turn the key in the fire recall slot, as shown in the pictures, on the elevator panel to “reset” and then back to the “off” position.

- xiv. In conjunction with the Incident Manager complete the Fire Emergency Report, including attendance and submit it to the Supervisor, Maintenance Services before the end of shift.

Personal Support Workers (PSW's)

A. Fire Alert Signal

- i. When the fire alert sounds immediately check pager for location of the alarm;
- ii. If the alert is from your assigned floor you will immediately respond to the location of the alert to assist in determining if there is a real fire emergency and a potential evacuation; close all windows and doors when checking rooms on the fire unit
- iii. PSW's from both East & West of a floor will immediately respond to an alert on their floor (staff on the opposite unit are not to start closing windows or doors etc. on their unit they should immediately report to the fire zone to assist in the search for a fire emergency);
- iv. If the fire alert signal is not on your floor you will comfort residents while waiting for the all clear or Fire Alarm signal;
- v. If it is determined to be a false alarm staff will report back to their units and resume work.

B. Fire Alarm Signal

- i. PSW's on Days and Afternoons on the floor where the fire is located:
 - Staff on the floor where the fire alert is generated from do not need to wait for the Fire Alarm Signal announcement to start evacuating, they

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can do so immediately when it is determined there is a fire emergency or when directed to do so by the Incident Manager;

- PSW's from both East & West of a floor should have responded to the location of the potential fire emergency when the fire alert sounded;
- The room where the fire is located should be evacuated first, then the rooms on either side of the fire room; all windows and doors should be shut at this time
- The door to the room where the fire is located **MUST** be closed as soon as the room is evacuated;
- When evacuating a room close the windows and doors and if applicable put the name plate to the vacant position once the room is empty (name plates on other zones and floors should not be moved to vacant);
- Resident should be safely removed from their beds, chairs or other furniture using the appropriate lift based on their lift logo and placed in their wheelchair, given their assistive walking device (e.g. walker) and as required, escorted out of the fire zone;
- Residents should be evacuated out of the zone, they should not be placed in front of a stairwell door or in front of any fire zone doors, there should also be a clear path left in the corridor for the fire department;
- PSW's will then assist closing windows and doors, and then monitor stairwell doors to ensure there is no unauthorized access;
- PSW's will also help calm the residents and wait for further announcements.

ii. Any time a Fire Alert Signal sounds on nights staff will immediately respond as follows:

- The 2 PSW's from floors 3, 4, 5, and one PSW from both 2 and 6 will respond to fire location (PSW's are not to leave their floor if their RPN is not on the unit);
- One PSW on 2nd floor remains on their unit because the RPN is the Operations Chief and will be reporting down to front reception;
- If the RPN from 3rd floor is replacing the 2nd floor RPN as the Operations Chief then one PSW from 3rd floor will also remain on their unit;
- **No floor is to be left unattended by staff at any time;**

i. Following the directions for PSW's on days and afternoons the fire zone will be evacuated first.

ii. When Fire Alarm Signal sounds staff on unaffected floors on days and Afternoons:

- PSW's on other floors will start closing windows and doors, ensuring corridors and stair well doors are clear for fire department access and monitor stairwells to ensure there is no unauthorized access;

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- PSW's will also help calm the residents and wait for further announcements.

Registered Nurse (RN's)

A. Fire Alert Signal

- i. Check spectra link phone to ensure alarm is not on your assigned floor;
- ii. If the fire is located on your floor please refer to the responsibilities under the Incident Manager;
- iii. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

B. Fire Alarm Signal

i. Days & Afternoons:

- Stay on your floor and assist with closing windows and doors, ensuring corridors and stair well doors are clear for fire department access and monitor stairwells to ensure there is no unauthorized access;
- RN's will also help calm the residents and wait for further announcements;
- If the fire is on the main floor the RN responsible for 3rd floor (or 4th in the absence of an RN on 3rd) will report to the 2nd floor to wait for further direction from the Fire Department for the evacuation process that will be carried out on the 2nd floor (the RN for 2nd is the Incident Manager and they will be on the main floor coordinating the evacuation down there)

Registered Practical Nurse (RPN's)

A. Fire Alert Signal

- i. When the fire alarm sounds check pager for location of fire;
- ii. If the alert is from your assigned unit (except 2W RPN who is the Operations Chief) you will immediately respond to the location of the fire alert to assist the Incident Manager in determining if it is a false alarm or real emergency (smoke, flames etc.);
- iii. If there is no fire return to regular duties after the all clear is announced;
- iv. If the Fire Alert Signal is not on your floor you cease what you are doing, monitor stairwells to ensure there is no unauthorized access and wait for further instructions, calming residents as necessary.

B. Fire Alarm Signal

- i. Staff are the floor where the fire alert is generated from do not need to wait for the Fire Alarm Signal announcement to start evacuating, they can do so immediately when it is determined there is a fire emergency or when directed to do so by the Incident Manager;
- ii. If it is determined that there is a fire emergency the RPN from the unit where the fire is located will report down to the Robertson Entrance to

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greet the Fire Department. They will provide the Fire Department the following information:

- Location and status of the fire;
 - Containment status (is the door to the room closed, did the sprinklers come on, was an extinguisher used etc.);
 - Evacuation status (are there any residents refusing to evacuate, is the zone completely evacuated etc.);
 - Provide them a copy of the map of the fire zones (laminated and located in the enunciator room);
 - Take them to the floor using the closest stairwell, but not one that enters into the fire zone (they may choose to go up a different staircase based on their process to fight the fire);
- i. PLEASE NOTE: if the fire is in the Centre area of the floor the West RPN will go down to the Robertson Entrance to greet the FD
 - ii. If the Fire Alarm Signal is not on your floor you will continue to monitor stairwells to ensure there is no unauthorized access and wait for further instructions, calming residents as necessary.

Supervisor, Environmental Services

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

B. Fire Alarm Signal

- i. If in the building and depending on if they are needed elsewhere, may report to the fire location to offer assistance and further direction if required or may remain in the Great Room.

Supervisor, Maintenance Services

A. Fire Alert Signal

- i. Prepare to provide assistance as required in the event of a Fire Alarm Signal by comforting residents, putting away equipment that may be in use etc.

B. Fire Alarm Signal

- i. Upon hearing the alarm cease what you are doing and report to the enunciator room to determine exact location of fire;
- ii. Wait for FD to arrive or if needed report to the fire location to offer assistance and further direction;
- iii. Compile reports after alarm and submit to the Director, Senior Services. Advise Manager, Resident Care if Fire Alarm Reports are not submitted by Incident Manager and Operations Chief.

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External Personnel Responsibilities

Fire Department

The Fire Department's first priority is to safely extinguish the fire and prevent the loss of life. They rely on RVG staff to evacuate the fire zone, and if needed they will rescue anyone. When they arrive on location they will assume command of the fire scene in conjunction with our Incident Manager. Unless it is a drill situation, once the alarm is sounded, only the Fire Department has the authority to reset the system.

Contract Worker

A contract worker consists of all personnel who are in the home to provide a product or service, but that is not a direct employee of RVG (e.g. Bayshore, physio staff, suppliers, delivery personnel, sales representative etc.). All contractors who are not accounted for in another manner, when entering the building must sign in and out at front reception prior to starting any work in the home. During a potential fire emergency contractors etc. will stop what they are doing, turn off and unplug any equipment they are using and secure it to prevent injury to anyone else, and remain on the floor where they are. If they are on the floor where the fire is located they are to follow the direction of the staff on the floor. Contract workers, only upon request from the Incident Manager, may assist in portering residents out of the fire zone.

Families

All family members who are in the home visiting must sign in and out at the front reception prior to going up to the unit. During a fire alarm family members must stop what they are doing and wait for direction from the staff on the unit.

Residents

Residents should wait for direction from the staff on whether or not they will be evacuated, depending on their location and the location of the fire. Residents in the fire zone cannot refuse to be evacuated, even in a drill situation.

Students

Students who are doing an unpaid placement at RVG during a potential fire emergency should stop what they are doing, turn off and unplug any equipment they are using and secure it to prevent injury to anyone else, and remain on the floor where they are. If they are on the floor where the fire is located they are to follow the direction of the staff on the floor. Students, only upon request from the Incident Manager, may assist in portering residents out of the fire zone.

Volunteers

All volunteers who are in the home during a potential fire emergency are to remain on the unit where they are, provide comfort to residents as applicable and follow direction from staff on the evacuation depending on their location and the location of the fire.

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Fire Drills and Reports

The purpose of a Fire Drill is to ensure that all staff are familiar with the procedure to evacuate an area of the home in the event of an actual fire.

There are three types of fire drills, comprehensive, silent and table top drills. All staff will participate in one fire drill every three months.

Comprehensive Fire Drills

The Supervisor, Environmental Services and the Supervisor, Maintenance Services will conduct comprehensive monthly fire drills that involve the sounding of the alarm, the full response of staff and the full evacuation process of residents in a specified fire zone as determined by the location of the fire drill. Those acting as an observer will complete Observer Reports with each of these fire drills and attach a list of staff that were on duty when the drill was conducted. These will be submitted to the Director, Senior Services for review. The Fire Department may be asked to participate in these drills.

- i. Prior to the fire drill starting the Supervisor, Maintenance Services will contact:
 - Damar Security (519-351-0060) to take our systems off line and to advise we are conducting a fire drill;
 - They may also contact the Operations Chief to advise them of the drill to ensure the fire department is not called;
 - The Fire Department to advise them we are conducting a fire drill.
- ii. The alarm for the fire drill can be activated two ways depending on the location of the drill:
 - Spraying an approved smoke product near a smoke detector;
 - Pulling an employee aside and advising them that there is a “fire” and ask them to proceed with the actual steps they would take if it was a real fire.
- iii. Once the alarm is sounded staff will follow procedures as per their position/department.
- iv. When the evacuation is completed the Incident Manager will contact the Operations Chief to advise that the system can be reset and the all clear can be announced;
- v. The Operations Chief will announce “Attention all staff Code Red All Clear” only after the Fire Alarm System has been reset and appears to be functioning properly;
- vi. When the all clear is announced the Supervisor, Environmental Services, or Incident Manager, will review the performance of the staff in the fire zone, including good practices observed and areas of improvement needed. This information will be documented on the Observers Report.
- vii. Employees on all floors are to re-open all corridor doors that are on a magnetic device to ensure they are operational. Any malfunctions will be reported to maintenance immediately via a work order.
- viii. The Operations Chief and the Incident Manager will complete the fire drill report, including attendance for silent drills and present it to the Supervisor, Maintenance Services who will forward it to the Director, Senior Services and Department Managers.

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- ix. The Observer and Fire Alarm Reports are submitted by the Supervisor, Maintenance Services to the Director, Senior Services and are maintained for two years.
- x. Copies of these reports are reviewed monthly at the SOC meetings or immediately as required.
- xi. The Fire Department (519-352-1100) and Damar Security Systems (800-265-7562) must be called after the fire alarm system has been reset by the Supervisor, Maintenance Services to advise the fire drill is complete and to put our systems back online.

Silent Fire Drills

A silent fire drill is a procedure where staff and residents don't hear an overhead alarm to announce the fire and don't physically move residents.

The Supervisor, Environmental Services will schedule silent fire drills to be completed twice a month by the Charge Nurse, one on the afternoon shift and one on the night shift. A Fire Alarm Report, including attendance, will be submitted to the Supervisor, Maintenance Services.

- i. The Fire Marshall will place the sign saying "FIRE" anywhere throughout the building. This sign can be found at the west wing care centre. Different areas should be chosen so all staff will have an opportunity to understand their role should a real fire emergency occur.
- ii. The Incident Manager will bring the sign to the attention of a staff member selected from any discipline. The **REACT** acronym should be reviewed at this time, along with the Code Red policy. This is reviewed but staff **do not physically** complete the evacuation.
 - R** - Remove persons in immediate danger, if possible
 - E** - Ensure the door(s) is closed to contain the fire and smoke
 - A** - Activate the fire alarm
 - C** - Call the fire department (Operations Chief's job)
 - T** - Try and extinguish the fire or continue to evacuate
- iii. The Incident Manager and the staff should discuss what their roles are, what steps should be taken and any potential concerns they have. This information should be recorded on the Fire Alarm Report, along with attendance, and submitted to the Supervisor, Maintenance Services. The report to complete is located in the Emergency Manual at each nursing station.
- iv. Fire Alarm Reports are submitted by the Supervisor, Maintenance Services to the Director, Senior Services and are maintained for two years. These records are kept in the AA1's office located A108.
- v. Copies of these reports are reviewed monthly at the SOC meetings or immediately as required.

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Table Top Fire Drills

Table top drills are in a meeting or class room style where the participants discuss the response plan.

Table top drills are conducted minimally on an annual basis with all staff during mandatory training.

Approved Fire Drill Scenario

As per section 2.8.3.2 of Division B of the Ontario Fire Code, a fire drill shall be carried out at least once during a 12 month period for an approved scenario representing the lowest staffing complement in the occupancy in order to confirm the staff requirements are sufficient.

The Supervisor, Environmental Services will arrange for the approved scenario through the fire inspector.

Fire Prevention During the Fire System Annual Testing

During testing of the fire alarm system the following steps will be put in place to ensure the quick response to an alarm not associated with the work being completed:

- There will be at least 2 people completing the testing, one person will be conducting the testing and one will be monitoring the fire panel located in room P119;
- Prior to starting any testing the following steps must be taken:
 - an announcement must be made by dialing 6789 on any telephone, indicating that testing is taking place and to ignore all pagers and spectra link phones;
 - a call to Damar must take place at 351-0060 advising them that system number 114935 needs to be taken off line with an approximate time frame (if the testing goes past this time frame Damar must be notified);
- The individual monitoring the fire panel should silence the system so the bells and strobes will not go off during the testing;

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Enunciator (Fire) Panel



To silence the panel push the button marked Silent as shown here.

This will silence the bells and strobes but the system will still be operational.

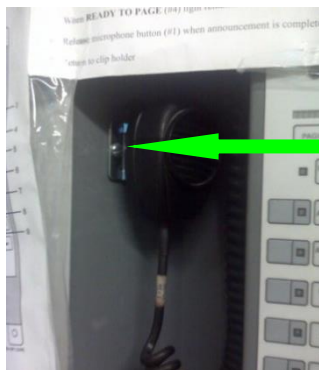
The alarms will be shown on the green display located on the fire panel.



- The individual conducting the testing will ensure they are communicating with the individual monitoring the fire panel about where they are, what they are testing and what potential alarms could be coming through the fire panel;
- The individual monitoring the fire panel must closely watch the alarms coming across the fire panel display, if an alarm is seen on the fire panel that is not part of the testing the individual monitoring the fire panel will immediately un-silence the system (see above) on the fire panel and then make the following announcement from the microphone located on the fire panel:

- **“Attention all staff, code Red Alert, Floor XX, Zone YY, Room ZZ” X3.**

For example “Attention all staff code red alert Floor 5, zone A Sunroom ”



To operate the microphone hold down the button on the side of the microphone. (It will take a few seconds for the microphone to be operational). Hold the microphone 8 – 10 inches from your mouth and speak clearly and slowly. When you are done speaking release the button on the side. (Any time the button is held down the microphone is operational and the entire building can hear what you are saying!)

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- Staff should respond according to the fire plan above when the announcement is made;
- When the testing is complete the following needs to be completed:
 - Unsilenced the fire panel;
 - Announce over head by dialling 6789, “testing of the fire alarm system is now complete” X 3;
 - Call Damar at 800-265-7562 advising them that system number 114935 needs to be put back online.

Fire Prevention During a Fire System Malfunction or Shutdown (Fire Watch)

Any time the fire system (this includes sprinklers and alarms) is offline and not functioning, as per the Ontario Fire Code, a Fire Watch must be established. A Fire Watch is a situation where one or more persons is dedicated strictly to watching for evidence of a fire (flame, smoke etc.) throughout the area where the fire alarm system is not functional. That may be portions of the building or the entire facility. Each area affected must be inspected every hour and documented that it was inspected, noting the time it took place.

If a fire watch is put in place the following steps must be taken by the Supervisor, Maintenance Services, or designate such as the Charge Nurse:

- An announcement overhead by dialing 6789 “Attention all staff Fire Watch in effect” X3;
- Call Damar at 800-265-7562 advising them that system number 114935 needs to be taken offline;
- Call to CKFD 519-352-1100 to advise them our fire system is offline and we have a Fire Watch in effect;
- Assigning one or more persons, as required depending on the areas impacted, to conduct the fire watch;
- Post signage throughout common areas indicating that the fire system is offline and that a fire watch is in effect ;
- The following steps will take place when the Fire Watch is over putting the system back online:
 - Announce overhead “attention all staff fire Watch complete” X 3
 - Call Damar at 800-265-7562 advising them that system number 114935 needs to be put back online;
 - Call to CKFD 519-352-1100 to advise them our fire system is back online
 - Remove signage that was posted advising a fire watch is in effect.

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Fire Watch Supplies

Each person assigned to conduct a fire watch will be provided with the following:

- Suitable means of communication (cell, spectra link phone, walkie talkie etc.);
- Air horn or whistle as a means to alert others that a fire has been found;
- Flashlight;
- Clipboard and pen;
- Copy of fire watch duties;
- Copy of Fire Watch Log Sheet;
- Keys to access all areas of the home that are affected.

Fire Watch Tours

Staff assigned exclusively to a Fire Watch should be familiar with the facility and the procedures used for a Fire Watch. These procedures can be reviewed by staff at the time of implementation.

- The areas impacted should be toured hourly and documented on the Fire Watch Log Sheet, noting the time each unit is completed and initialed by the employee doing the inspection;
- These tours will take place until the system is back online and fully operational;
- Fire Watch personnel should know the location and proper use of a fire extinguisher;
- If smoke or flames are discovered the following will take place:
 - alert all personnel by blowing the air horn or whistle;
 - Immediately evacuate anyone in danger;
 - If it is safe to do so, the employee conducting the Fire Watch should attempt to extinguish the fire;
 - The employee conducting the fire watch should call 911 on the cell phone or spectra link phone they were provided and advise that there is a fire at our location and remind dispatch that our systems are offline;
 - Assist in the safe evacuation of the residents in the fire zone.

Building Description

Building Details

Riverview Gardens is a Long Term Care home to 320 residents who require various levels of nursing care. The home is located at 519 King Street West between Lacroix and Robertson streets.

The building consists of a main floor which houses the administrative offices, public areas including the Tea Room, Hair Salon, Spiritual Centre and the Great Room and

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also the service area including the main kitchen and laundry facilities. Floors 2 through 6 are residential units, each containing 2 home areas with 32 residents each, for a total of 64 residents per floor. The Penthouse houses the boilers, chillers, diesel generator, electrical panel and access to the roof.

Building Design

The building was constructed and completed in 2006 to meet the requirements of the Building Code and Fire Code for a residential facility. It has a total space of 23934.5 m² (253165 ft²), including leasable space and the Penthouse. Separately leasable space has 835.6 m² and the Penthouse has 803.9 m². The home has six storeys plus a Mechanical Penthouse.

Stairwells and Exits

The home has six stairwells, which are labelled one through six, that all exit to the exterior. At the bottom of each stair case is a crash bar to exit the facility. Only stairwell #2, 4 and 5 can be accessed on the ground floor from **inside** the facility. Staircases are identified by two digits, first indicating the staircase number and second indicating the floor. For instance Staircase 4-2 means staircase #4 on the 2nd floor. Stair case access is restricted to employees with a swipe card.

There are two public entrances, one off of King Street and one off of Robertson Street. The Robertson entrance is locked from 19:00 to 07:00 and can only be accessed with an employee swipe card or by picking up the phone in the vestibule, which rings directly to the Charge Nurse. The King Street Entrance is locked from 19:00 to 7:00, with no access after hours. From the east parking lot there are three entrances that can be accessed with a swipe card by staff, these include 2 staff entrances and the shipping and receiving door. All deliveries are received on the east side of the home in shipping and receiving, off the staff parking lot.

When a Fire Alert Signal (Stage One Alarm) is activated the magnetic locks will release on all secured doors, except sixth floor. Due to the nature and care required for the residents on the sixth floor the doors with magnetic locks will not release when the Fire Alert Signal is activated unless the Fire Alert Signal is generated on the sixth floor or a Fire Alarm Signal (Stage Two Alarm) is activated.

Elevators

The home has four elevators, two for public use and two for staff use. When a Fire Alert Signal is activated all elevators will report to the ground floor.

Elevators cannot be used during a fire alarm unless approved by the Fire Department.

Fire Protection Measures

Fire Department Access

The Ontario Building Code designates fire routes, including the required signage.

ii. Entrance & Secured Key Box

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The Fire Department will enter through the Robertson Street Entrance. The enunciator panel is located in the Robertson Street Vestibule to the right in the room marked CACF, which serves as the command post. It contains a copy of the floor plans, fire zones and a copy of the Emergency Response Plan including the Code Red Annex.

Outside the Robertson Street Entrance on the exterior wall towards the river is the secured fire box which contains a set of keys which is available for the Fire Department's use. Only they have access to this box.

iii. Arrival

When the Fire Department arrives they will be greeted by a housekeeper (main floor) who controls access through the Robertson Street Entrance. The housekeeper cannot leave this entrance. The Fire Department will also be greeted by an RPN from the fire scene to brief them on the situation and to escort them to the fire zone.

iv. Fire Fighters elevator

The elevator designated for the Fire Department is number 3, which is the service elevator closest to the main kitchen on the ground floor. The elevator is identified with the yellow fire fighter hat symbol, found at the top of the elevator door frame.

Fire Alarm System

The fire alarm system is a two stage system that is directly connected to a monitoring company. The system is made up of many different components that work together to act as a method of warning to alert people of a Code Red, control the spread of smoke and fire and to notify emergency personnel.

i. Fire Alert Signal, Fire Alarm Signal and Strobes

When the fire alarm system is activated it first sounds a Fire Alert Signal (Stage One) to indicate there is a potential fire in the facility. The Fire Alert Signal and the strobe lights will activate throughout the facility, regardless of where the alarm is being generated from. During this stage the bells will ring intermittently.

The Operations Chief will arrive in the Enunciator room and based off the information on the fire panel, will make the necessary announcement. This will signify throughout the facility that an evacuation is taking place in the fire zone announced by the Operations Chief.

A Fire Alarm Signal (Stage Two) will increase the bell frequency. The system will automatically ramp up to a Fire Alarm Signal if the system is left unacknowledged on the fire panel for more than three minutes.

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ii. Smoke and heat detectors

The home has both smoke and heat detectors throughout the facility. All of them if activated will trigger a Fire Alert Signal.

In the event of both a hydro and backup generator failure the fire alarm system will continue to operate. The length of operation depends upon the life of the battery back-up. These batteries are serviced annually.

Automatic sprinkler systems

The entire building is equipped with a self-operating automatic sprinkler system that is supplied by municipal water. Sprinkler heads are activated when they sense enough heat from a fire, at which point they also trigger the alarms and strobe lights if they are not already active. The entire sprinkler system will not activate in a fire, only those sprinkler heads that become hot enough will discharge water over the area.

In the event that hydro and the backup generator are both lost at the same time, even though the alarm will sound, while the fire systems internal batteries are operational, the pump that activates the sprinkler system will not function.

The fire hoses throughout the facility will still operate as they receive their pressure from the pumper truck from the fire department.

iii. Automatic extinguishing system

The main kitchen extinguishing system can be operated manually or will operate automatically if the fusible link is exposed to enough heat. (See Internal Personnel, Dietary Department, for instructions on manual operations of the extinguishing system).

iv. Enunciator Panel

The fire panel is located in the room marked CACF, room number P119, in the entrance vestibule of the Robertson Street entrance. Also located in this room are large copies of the floor plans, including fire zones, a telephone (ext. 6118) and a copy of the Emergency Response Plan including the Code Red Annex.

v. Voice Communication System

The home has voice communication system throughout all floors and the staff smoking area. Access to this system can be made through the microphone located on the fire panel or through any internal telephone by pressing 6789.

In addition, all spectra link phones and pagers connected to the nurse call system will receive a message outlining the location of the fire.

vi. Building operating system response (shut down, mag locks etc.)

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When the fire alarm system is activated the ventilation system shuts down to prevent the spread of smoke throughout the facility. All magnetic locks on the exit doors and stairwells will release, with the exception of the stairwell doors on sixth floor unless the Fire Alert Signal is generated on that floor or when a fire is confirmed and there is a Fire Alarm Signal is activated.

Standpipe and hose systems

The building is equipped with standpipe and hose protection throughout all floor areas, including the Penthouse. Hose cabinets are equipped with 38 mm (1 ½ in) hose connections plus 2 ½ inch valves for fire department hose connections; 23 m (75 ft.) or 38 mm (1 ½ in) hose and nozzle. **This requires the pumper truck from the fire department to be connected in order to provide the pressure required to operate the fire hoses within the facility.**

Fire Pump

The fire pump is located in the Meter Room just inside the Robertson Entrance down the short corridor on the right by the public bathrooms, room number P121. The fire pump maintains pressure on the sprinkler system should one of them be activated.

Water supply

The home is supplied with Municipal water. There are no water storage units.

Emergency power

The home's emergency power is supplied by a diesel generator that is located in the Penthouse. The diesel fuel storage unit is located outside the facility on the east side of the building by the staff entrance. It can supply power to the home for approximately 3 – 5 days depending on usage.

The emergency power will support the fire alarm system, fire pumps, one elevator, emergency lighting throughout the home, and any electrical plugs that are red in colour. For a more thorough list of what is on backup generator please refer to Appendix I, Electrical Supply Distribution & Diesel Generator.

Diesel shut off valves

The main shut off valve for the diesel supply is located below diesel storage tank located outside the facility on the east side of the home in the fenced in area. For access to this secured area contact the maintenance department.

Gas shut off valves

The main shut off valve for the gas supply is located next to the gas meter on the outside of the facility on the east side of the home in the fenced area beside the diesel storage tank. For access to this secured area contact the maintenance department.

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Main power disconnect

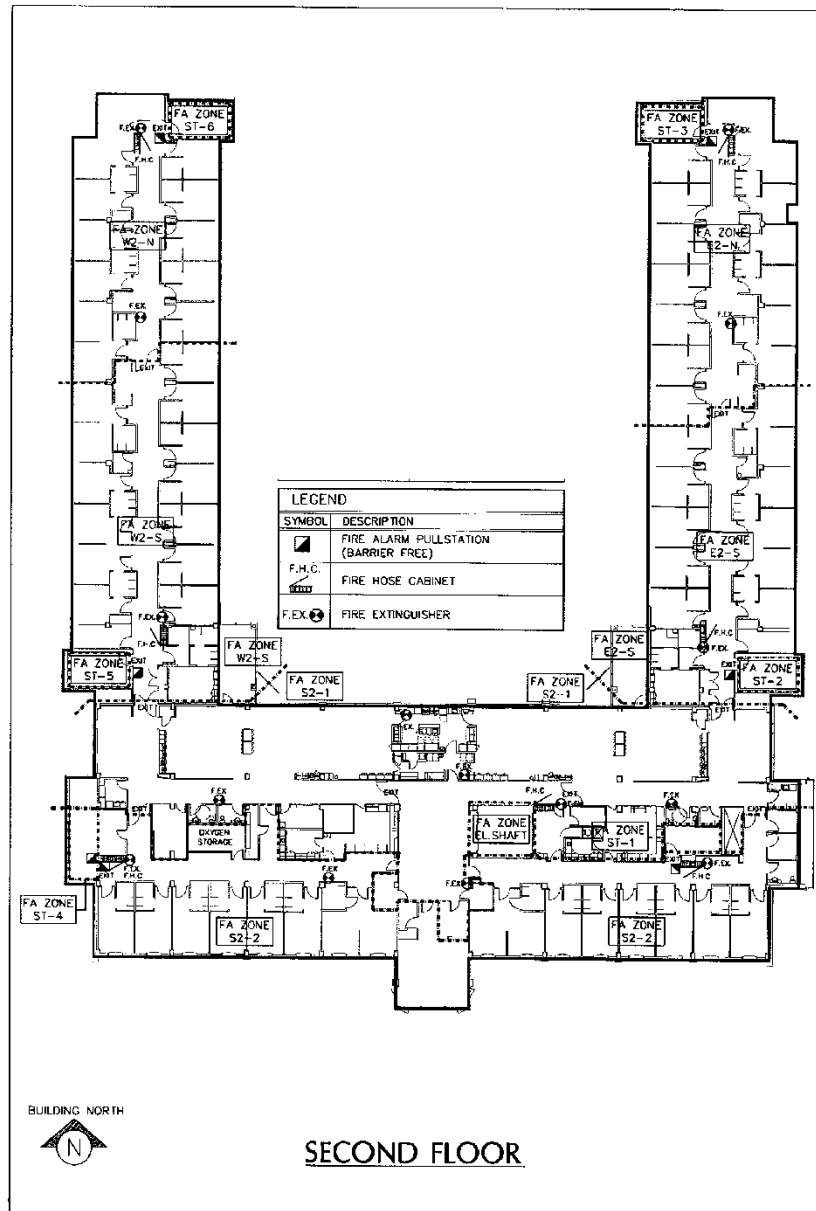
Located on the ground floor east electrical room beside the staff entrance, room number S142. The main power disconnect is labelled as “main”. Due to extreme risks involved only licensed electricians are permitted to disconnect the main electrical supply to the facility.

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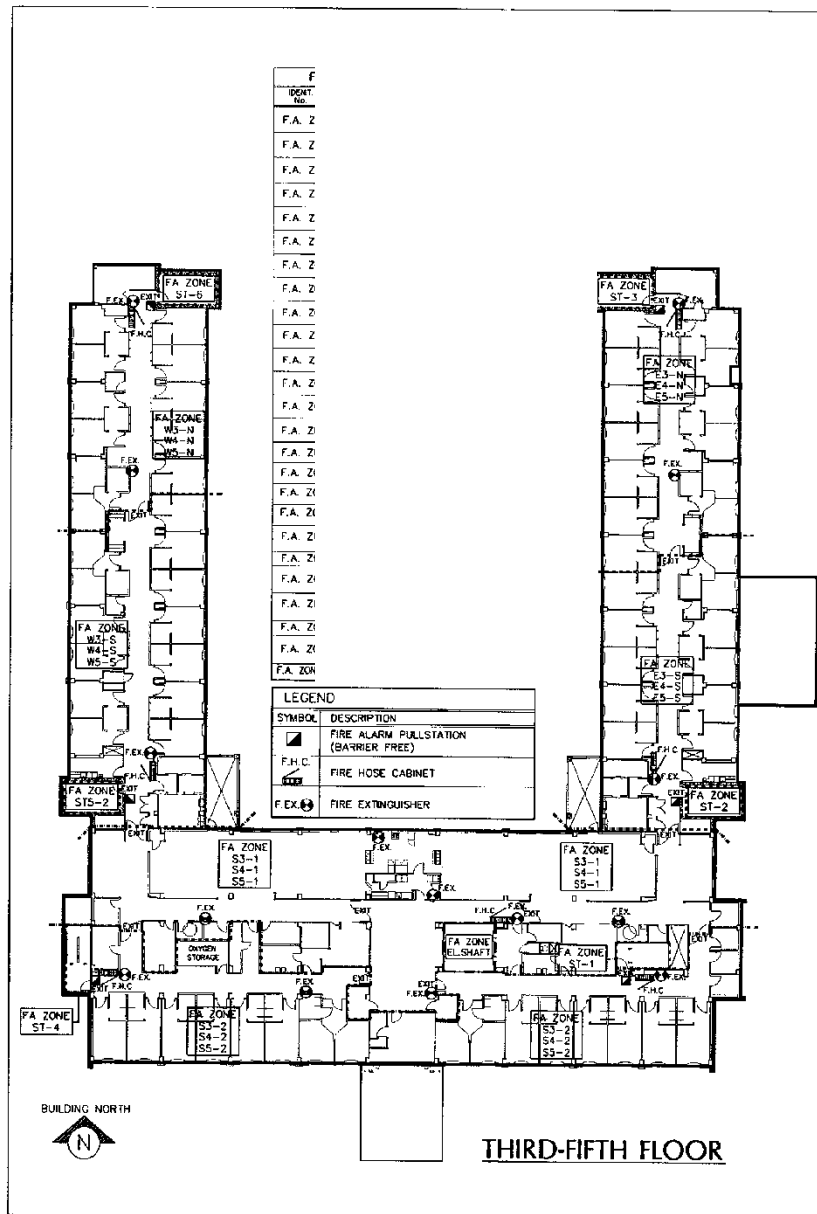


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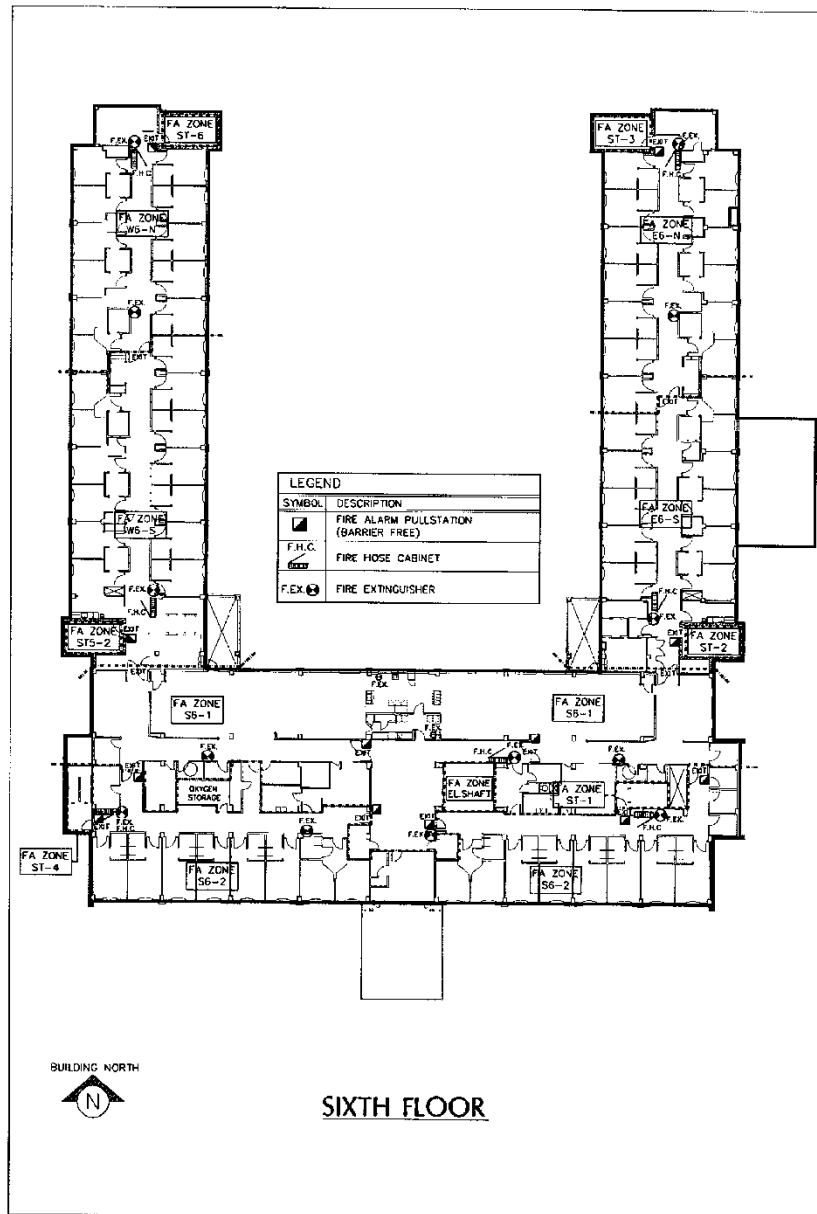
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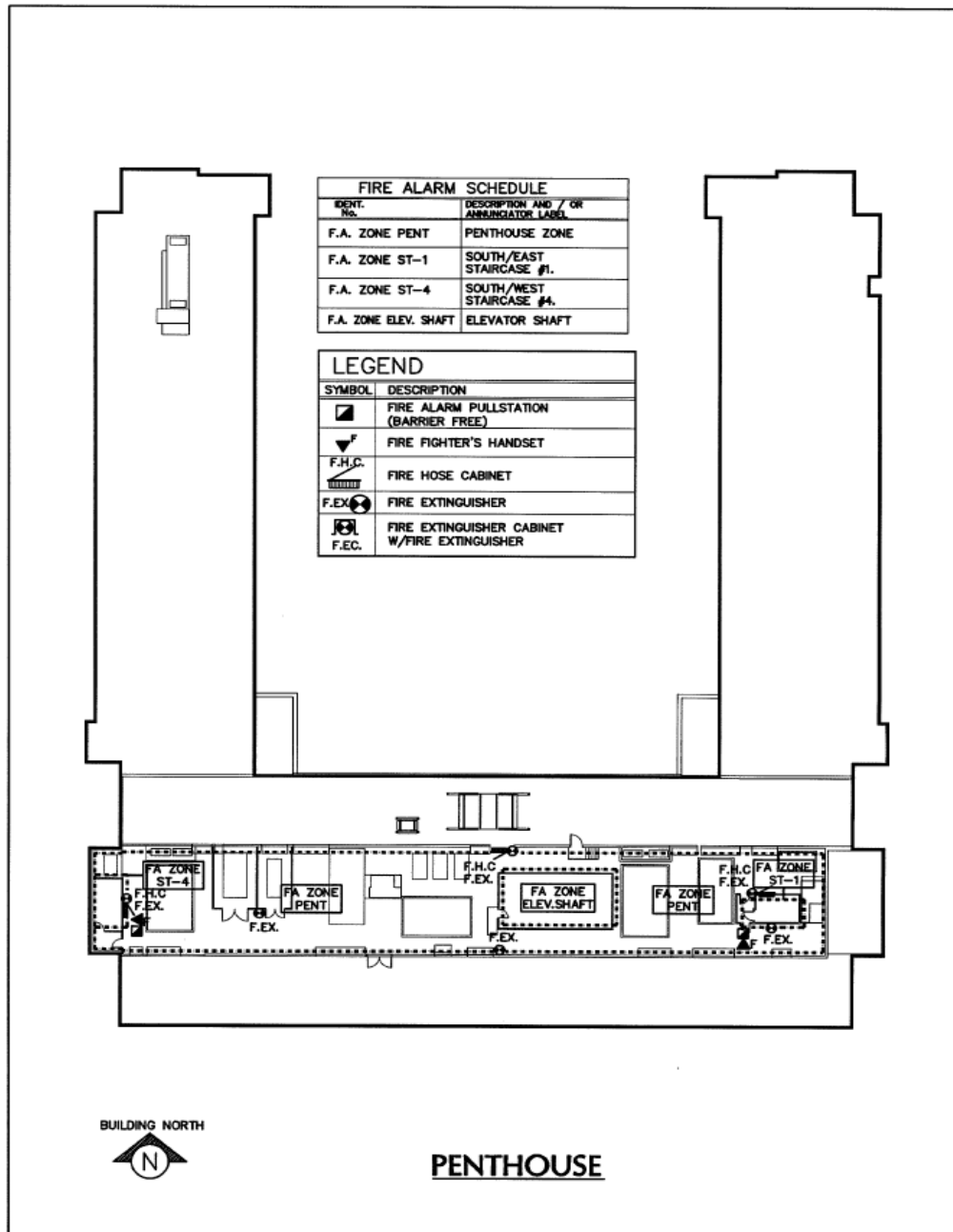


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FIRE DRILL REPORT - OBSERVER (FIRE SCENE)

Observer:

(updated May 2009)

Incident Manager:		Operations Chief:	
Date	Time //	Location	
AT THE FIRE SCENE DID STAFF:			
1	Did Spectra link phone indicate fire location comments	Yes	No
2	Did pagers indicate fire location comments		
3	Did Operations Chief announce: Code Red * Floor # * Fire Zone * Room # or Stairwell # (3 times) comments		
4	Did Operations Chief announce: All Staff Are To Close Windows, Doors and use Name Plate Signs comments		
5	Did the Incident Manager get an update from staff when they arrived to the fire scene?		
6	Did the Incident Manager assume control and provide any necessary direction to staff to safely complete the evacuation?		
7	Did the Incident Manager direct the RPN (or alternate) down to the Robertson Entrance to greet and escort the Fire Department up to the fire zone?		
8	Was the fire room evacuated first Comments		
9	Were the rooms directly on either side of the fire room evacuated second Comments		
10	Was the entire zone evacuated beyond fire doors Comments		
11	Were windows and doors closed Comments		
12	Was the room vacant sign made visible Comments		
13	Were all residents moved using the appropriate equipment Comments		
14	Did housekeeping remain at fire doors and control access to the fire zone		

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	Comments		
15	Was a clear path left to the fire zone for the fire department Comments		
16	Did staff remain in hallway outside Fire Doors to wait further instructions Comments		
17	Did staff reassure residents		
18	Did all the PSW's from both sides of the floor report to the fire zone?		
19	Did all parties wear appropriate equipment Incident Manager (hat, vest) Hskg – Door Monitors (vest) Comments		
20	Was the procedure followed correctly as written in fire plan Comments		
21	Was feedback provided to the employees who assisted in the evacuation? Who provided the feedback? _____ Comments		

[illegible]

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Fire Drill Report - Observer (Floor above Fire Scene)

**RIVERVIEW GARDENS
FIRE DRILL REPORT - OBSERVER (Floor above Fire Scene)**

Observer:

(updated May 2009)

Incident Manager:		Operations Chief:	
Date	Time //	Location	
AT THE FIRE SCENE DID STAFF:			
1	Did Spectra link phone indicate fire location comments	Yes	No
2	Did pagers indicate fire location comments		
3	Did Operations Chief announce: Code Red * Floor # * Fire Zone * Room # or Stairwell # (3 times) comments		
4	Did Operations Chief announce: All Staff Are To Close Windows and Doors comments		
5	Who took charge of the evacuation zone?		
6	Was the entire zone evacuated beyond fire doors Comments		
7	Were windows and doors closed Comments		
8	Was the room vacant sign made visible Comments		
9	Were all residents moved using the appropriate equipment Comments		
10	Did housekeeping remain at fire doors and control access to the fire zone Comments		
11	Was a clear path left to the fire zone for the fire department Comments		
12	Did staff remain in hallway outside Fire Doors to wait further instructions Comments		
13	Did staff reassure residents		

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14	Did all the PSW's from both sides of the floor report to the fire zone?		
15	Did all parties wear appropriate equipment Hskg – Door Monitors (vest) Comments		
16	Was the procedure followed correctly as written in fire plan Comments		
17	Was feedback provided to the employees who assisted in the evacuation? Who provided the feedback? _____ Comments		

COMMENTS and OBSERVATIONS

Fire Emergency Report

Revised: March 2006

FIRE EMERGENCY REPORT

No. of Pages: 56

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Date:	Time:	Alarm Location:	Floor:	Room:	Zone:
Annunciator Panel Displayed Danger Area: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Staff Responded: Time:					

Department Notified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time:
Fire Department Responded:		Time:	Danger Area Evacuated: Time:
All Residents Accounted For:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:

Second Stage Alarm:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Total Evacuation Ordered By Fire Marshall:		Time:	
Building Evacuated:		Time Completed:	
All Residents Accounted For:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:

Director, Seniors Services Notified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Director, Seniors Services Delegate Notified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:			

Incident Manager :	Internal:	External:
Operations Chief:		
Fire Alarm System Reset:	Time:	
Fire Department Notified:	Time:	
All Clear:	Time:	
Staff Participation List Required	Completed: <input type="checkbox"/>	
Comments:		
Signature of Incident Manager		Signature of Operations Chief

Areas of Improvement (briefly outline areas that staff have identified as an area where errors were made) To be completed by: Supervisor, maintenance services
<u>ACTIONS TAKEN:</u>

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Fire Watch Log Sheet

**Riverview Gardens
Municipality of Chatham-Kent
Emergency Response Plan
Annex A Code Red – Fire Watch Log Sheet**

General Information for Staff Conducting a Fire Watch

A fire watch is conducted to monitor for evidence of smoke and fire while the fire system is offline. This is a mandatory requirement by the Ontario Fire Code when a building equipped with a fire alarm system is not operational.

A new fire watch log sheet should be started for each day. If there is more than one person assigned to conduct fire watches they should each have their own fire watch log sheet.

Fire Watch Tours

Staff assigned exclusively to a Fire Watch should be familiar with the facility and the procedures used for a Fire Watch. These procedures can be reviewed by staff at the time of implementation.

- The areas impacted should be toured hourly and documented on the Fire Watch Log Sheet below, noting the time each unit is started and completed and initialed by the employee doing the inspection;
- These tours will take place until the system is back online and fully operational;
- Fire Watch personnel should know the location and proper use of a fire extinguisher (ensuring person who is conducting the fire watch knows how to use a fire extinguisher may be an issue – can we have all staff trained in OTR);
- If smoke or flames are discovered the following will take place:
 - alert all personnel by blowing the air horn or whistle (need to determine what we want them to use);
 - Immediately evacuate anyone in danger;
 - If it is safe to do so, the employee conducting the Fire Watch should attempt to extinguish the fire;
 - The employee conducting the fire watch should call 911 on the cell phone or spectra link phone they were provided and advise that there is a fire at our location and remind dispatch that our systems are offline;
 - Assist in the safe evacuation of the residents in the fire zone.

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Emergency Response Plan
Annex A Code Red – Fire Watch Log Sheet

Fire Watch Conducted by: _____

Fire Watch commenced: Date: _____ Time: _____

Round	Unit	Tour Start time	Tour End time	Comments	Initials
e.g.	3E	14:39	14:59	Nothing found	LR
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

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Fire Watch Sign

**Riverview Gardens
Municipality of Chatham-Kent
Emergency Response Plan
Annex A Code Red – Fire Watch Log Sheet**

Fire System Out of Service

(List areas impacted above)

**A Fire watch is patrolling the affected
areas of the building.**

IN CASE OF FIRE CALL 911

Follow posted emergency procedures.

INSTRUCTIONS: Note what fire protection system(s) and locations are out of service
and poste copies of this sign at main entrance and on the affected floors.

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