



MANUAL:	Emergency	Policy No.:	3-A-10
SECTION:	Fire Plans- Code Red		
SUBJECT:	Operation of the Fire Alarm System		

POLICY: The John Noble Home shall have a procedure in place for staff responding to the fire panel.

PROCEDURE:

- 1) THE RN WILL CALL 911 (FIRE DEPARTMENT) and relay message “CODE RED JOHN NOBLE HOME. WE HAVE A FIRE ALARM – ZONE #__ BLOCK _____ AND AREA _____”.

*** Refer to fire panel instructions in Command Center.**

- 2) Registered staff will push the acknowledge button on the fire panel **ONLY** if confirmed as a false alarm or directed by the Fire Captain.
- 3) Call Maintenance Technician On-Call if not on site.
- 4) When Fire Department arrives and checks the alarm situation, they may authorize the silencing of the alarm and or a reset of the panel.
 To Silence the Alarm: Push the SILENCE ALARM BUTTON.
 To Reset the Panel: Push the RESET BUTTON.
 When the panel reads it is clear then reset the MAG LOCKS with the red push button on the panel opposite the Fire Panel and the key switch (if red light is on) on the wall to the right of Fire panel.
- 5) Push the ALL CLEAR BUTTON and the automated message will announce “CODE RED ALL CLEAR”.
- 6) Call Fire Monitoring and indicate the panel is all clear and fire panel is reset. If the zone is isolated, the panel can be reset but will indicate a trouble signal.

DATE APPROVED:	September 2008
DATE REVIEWED:	March 2024
DATE REVISED:	January 2023

MANUAL:	Emergency	Policy No.:	3-A-20
SECTION:	Fire Plans- Code Red		
SUBJECT:	Fire Prevention		

POLICY:

Fire safety at the John Noble Home is legislated by the Ontario Fire Code, which provides for the safety of the building occupants through the elimination and control of fire hazards, maintenance of fire protection and life safety systems, establishment and implementation of fire safety plans, procedures and inspections in our building.

FIRE HAZARDS:

Policies and Procedures will be in place for the following hazards:

- Smoking- Resident and Staff (see 3-A-150 Administration Manual)
- Waste Handling Procedures (see 3-D-410 Support Services Manual- Nutrition)
- Exits, Corridors, Passageways pertaining to fire routes (see 3-C-10 Emergency Manual)
- Electrical Equipment and Machinery (see 2-A-130 Health & Safety Manual)
- Liquid Oxygen: Location (see 3-A-90 Emergency Manual)
- Flammable Liquids (see 3-A-90 Emergency Manual)
- Hot Work Welding (see 2-A-160 Health & Safety Manual)
- Garbage/Laundry Chutes (see 1-B-160, 1-B-165 Support Services Manual- Housekeeping Manual)
- Ventilation System (see 2-B-80 Support Services Manual- Maintenance)
- Cooking Equipment -Hood Ventilation System (see 3-E-287 Support Services Manual- Nutrition)

MAINTENANCE OF LIFE SAFETY EQUIPMENT:

Life Safety equipment including fire alarm systems, sprinkler systems, fire suppression equipment and voice communication system will be maintained in accordance with applicable codes and standards. (See Emergency Plans Policy 3-A-100)

STAFF TRAINING:

Life safety equipment training will be provided for all new staff during orientation were applicable. All staff is required to review fire safety procedures for general application to the



SUBJECT:	Fire Prevention	Policy No.:	3-A-20
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Facility and specific application to their area of work on a yearly basis.

DATE APPROVED:	April 2004
DATE REVIEWED:	March 2024
DATE REVISED:	February 2022



MANUAL:	Emergency	Policy No.:	3-A-30
SECTION:	Fire Plans- Code Red		
SUBJECT:	Fire Drill Procedure		

POLICY: Two Fire Drills will occur each month. Drills will rotate between all three shifts.

PROCEDURE:

1. The Emergency Plans Committee is responsible for initiating and monitoring all fire drills on all shifts.
2. Drills may be planned in advance with employee’s knowledge of the impending drill (for training or education purposes) or they may spontaneously occur on any day or any shift.
3. At all times, employees will respond when the alarm sounds, as if it is an actual fire alarm.
4. All drills will be monitored using Fire Procedure Audits. Attendance will be recorded. A debriefing session will follow when issues arise.
5. Completed audits will be forwarded to the Chair of the Emergency Plans Committee for review at the next committee meeting.

Note: While the Day & Stay is temporarily housed in the Noble Lounge/Solarium there will be a monthly drill for this area.

DATE APPROVED:	September 1995
DATE REVIEWED:	March 2024
DATE REVISED:	March 2024

MANUAL:	Emergency	Policy No.:	3-A-40
SECTION:	Fire Plans- Code Red		
SUBJECT:	Fire Alarm/Drill Audits		

POLICY: The John Noble Home will have a process to audit all Fire Drills and provide a means of review of the audit findings to ensure opportunities to improve fire response are identified and acted upon.

PROCEDURE:

1. An audit will be completed in the following areas:
 - Command Centre
 - Nursing Department
 - Fire Pool
 - Day and Stay
2. All completed audits are to be signed by the responsible person in attendance as well as the employees that respond to the drill based on the requirement of the specific audit. The completed audit is to be forwarded to the Emergency Planning Committee.
3. There will be live drills twice a month. At minimum there will be two live drills on the night shift within a year.
4. Paper Fire Drills are conducted monthly on all shifts that do not have a live pulled alarm. This process is in lieu of sounding the alarm. The questions on the Paper Fire Drill are frequently changed to cover all aspects of an employee's response to a drill/alarm.
5. The Emergency Planning Committee will review all audits at the monthly Emergency Plans meeting. Each audit will be reviewed for any outstanding issue(s). Corrective Action for any outstanding issue(s) is the responsibility of the Emergency Planning Committee for review of action taken at the time of the drill and for any outstanding issue. Corrective action for any outstanding issue is the responsibility of the Emergency Planning Committee.

DATE APPROVED:	August 1995
DATE REVIEWED:	March 2024
DATE REVISED:	April 2022

**COMMAND CENTRE
FIRE ALARM/DRILL AUDIT**

Date: _____ **Time of Alarm:** _____ **Location of Fire Zone:** _____

ANSWER THE FOLLOWING:

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| 1. Was the announcement made in a timely fashion? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 2. Was the announcement clear? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 3. Did the Maintenance Technician report? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 4. Did the Environmental Services Manager report? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 5. Did the RN from Cockshutt/Costain/Brant report? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 6. Did the RN from Grand/Mohawk/Davis report? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 7. Was the front door manned? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 8. What was the Fire Department response time? | _____ | | |
| 9. Fire Panel reset by: | _____ | | |
| 10. Area Isolated by: | _____ | | |
| 11. Were the doors reset? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 12. Was the ALL CLEAR announced clearly (3) times? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 13. Was maintenance staff required? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 14. Did the Fire Pool Captain report the count? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | NA <input type="checkbox"/> |

If any "NO" answers, please describe situation: _____

Other issues: _____

Immediate actions to address problems: _____

Auditor's recommendations: _____

PLEASE HAVE EMPLOYEES IN ATTENDANCE SIGN:

Auditor(s) Signature: _____

Please forward audit to the Emergency Planning Committee Mailbox

**FIRE ALARM/DRILL AUDIT
FIRE POOL AREA**

Date: _____ Time of Alarm: _____ Location of Fire Zone: _____

Signature of Fire Captain/Designate: _____

1. Was an employee sent to supervise the Front Entrance? Name: _____ Yes No
2. Were employees (5) sent to Fire Area? Yes No
3. Were names of employees attending the fire pool identified on the attendance record? Yes No
4. Did employees report to the fire pool promptly? Yes No
5. Did employees respond to instructions? Yes No
6. Were the total number of employees in fire pool who reported communicated to the charge person at Command Centre: _____ Yes No
7. Did employees in the Fire Pool remain quiet? Yes No

Comments: _____

Recommendations: _____

**This audit is to be forwarded to the Emergency Planning Mailbox.
Attach Fire Alarm/Drill Attendance Records for Fire Pool Area.**

**FIRE ALARM/ DRILL ATTENDANCE RECORD
FIRE POOL AREA**

DATE: _____

ADMINISTRATION/BUSINESS OFFICE	RESIDENT PROGRAMS
LAUNDRY DEPARTMENT	HOUSEKEEPING/HEAVY CLEANER
NUTRITION DEPARTMENT	OTHERS



**DEPARTMENT OF NURSING
FIRE PROCEDURE AUDIT (All Shifts)**

Date: _____ **Time of Alarm:** _____ **Location of Fire Zone:** _____

FIRE ZONE ON UNIT: Yes No

Staff responding:

Nursing	Numbers: _____
Housekeeping	Numbers: _____
Maintenance	Numbers: _____
Heavy Cleaners	Numbers: _____
Nutrition	Numbers: _____
Recreation	Numbers: _____

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 1. Did all employees look for the red light outside resident's room? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 2. Were visitors instructed to stay with their resident and not leave unit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 3. Did maintenance staff report? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 4. Was a resident head count conducted following the Fire Alarm/Drill | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 5. In the event the alarm went into evacuation, were doors manned that dropped? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

If any "NO" answers, please describe situation: _____

Other issues: _____

Immediate actions to address problems: _____

Auditor's recommendations: _____

Auditor's Signature: _____ **Unit:** BT CC CP GT MT DC

This audit is to be forwarded to the Emergency Planning Committee Mailbox.

All employees (from all departments) to PRINT your name below:



MANUAL:	Emergency	Policy No.:	3-A-50
SECTION:	Fire Plans- Code Red		
SUBJECT:	Mandatory Annual Fire Review		

POLICY: The John Noble Home will review annually fire procedures with staff, residents, volunteers and tenants.

PURPOSE:

- To reduce the risk to life and health of residents, staff, and visitors.
- To better prepare staff, residents and volunteers in the case of fire.
- To ensure staff, residents and volunteers know their role in a fire.

PROCEDURE:

Education will include the following:

Staff (through on-line Surge Learning and the Monthly Fire Drills):

- Causes of Fire (theory)
- Evacuation Procedures
- Fire Fighting Equipment
- Emergency Lifts and Transfers
- Fire Prevention
- A review of specific roles and duties in a fire per the Fire Plan (monthly fire drills)
- Locations of pull stations and exits and procedure for keeping exit routes clear
- Staff will complete the quiz and feedback form indicating that they have received their review

Volunteers:

- A review of their specific role in a fire
- A review of the JNH emergency codes.

Residents/Families:

- A review of their specific role in a fire is completed at admission, with Resident Council, and family Council
- A review of the JNH emergency codes.



SUBJECT:	Mandatory Annual Fire Review	Policy No.:	3-A-50
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Tenants

- A review of their specific role in a fire
- A review of the JNH emergency codes
- An annual fire drill

DATE APPROVED:	January 2005
DATE REVIEWED:	March 2024
DATE REVISED:	April 2022

MANUAL:	Emergency	Policy No.:	3-A-60
SECTION:	Fire Plans- Code Red		
SUBJECT:	Fire & Safety Alarm System		

POLICY: The Home shall have a Fire and Safety System that alerts all occupants of a potential fire situation accompanied by an additional alarm to alert all occupants that evacuation is necessary. The Home has a two-stage alarm system.

1. FIRST STAGE ALARM: CODE RED - Alert

- The Alert Stage is activated by any manual pull station, heat detector or smoke detector.
- The alarm signal chimes throughout the entire Home at a chiming sound of (20) strokes per minute and will remain in operation until the initiating device has been restored to normal and the system is reset at the main fire alarm control panel.
- The system is directly connected to Fire Monitoring, and a signal is automatically transmitted to the Brantford Fire Department when the Alert Stage alarm sounds.
- A home wide automated announcement will commence indicating the zone and area of the Home where the pull station, smoke detector or heat detector initiating the alarm is located. The automated announcement will state: “CODE RED, BLOCK __, ZONE __, LOCATION _____” and specific area of the alarm”. This announcement will be repeated 3 times.
- When a fire alarm signal chimes, all system ventilation will shut down.
- All magnetic hold-open devices on doors in smoke barriers or horizontal exits will release doors to close.
- Elevators return to the main floor with doors opened and are inoperative until the fire panel is cleared.



SUBJECT:	Fire & Safety Alarm System	Policy No.:	3-A-60
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2. SECOND STAGE ALARM: CODE GREEN - Evacuation

- The evacuation stage of the fire alarm system will take effect following 5 minutes of the first stage chime.
- The evacuation stage can be activated at anytime, by inserting a special key in any manual pull station and turning the key to the right. The chime will increase by 3 times the number of strokes over the chime for the First Stage alarm.
- An automated announcement indicating Code Green will be made at the time the Second Stage Alarm begins. The automated announcement will state: Code Green, BLOCK ____, ZONE ____, LOCATION _____” which is the exact location of the alarm.
- The doors on all units will release with the start of Code Green.

DATE APPROVED:	April 1991
DATE REVIEWED:	March 2024
DATE REVISED:	August 2018





MANUAL:	Emergency	Policy No.:	3-A-70
SECTION:	Fire Plans- Code Red		
SUBJECT:	Zone Isolation & Notification during Services/Repairs/Testing-Fire Panel		

POLICY: A zone shall be isolated in the fire panel **ONLY** when work that may cause a false alarm is being performed or a zone cannot be reset immediately following a fire alarm.

In the event of service/repair to the fire alarm system, whereby the fire panel has been taken off line with the fire monitoring company the Fire Department shall be notified.

A home-wide announcement will be made so that staff, residents, and visitors are aware of the panel off line.

Definition of Isolation of Zone

A unit/department/area is considered to be isolated if it has been de-activated from the fire panel. This means that fire/smoke/heat **will not** be detected by smoke detectors and **will not** trigger the alarm system on an isolated unit. Manual pull stations, when activated **will not** trigger the Alarm System.

PROCEDURE:

1. Prior to any work being done that would require a zone to be isolated, the Maintenance Technician will notify the appropriate staff and initiate a fire watch.
 - A zone shall be isolated by the Maintenance Technician.
 - A record of zone isolation will be maintained at the fire panel in the red binder.
2. Upon isolation of a zone the Manager/Charge RN of the affected area will be advised immediately.
 - Should a zone be isolated for more than one hour and there is no staff working in that zone, the individual in charge/designate or the maintenance staff must conduct rounds of the isolated area hourly and complete the Fire Watch Log (Appendix 1) located at the fire panel.
 - The staff/maintenance technician working in the isolated zone must be on fire watch and do rounds hourly checking for fire.



SUBJECT:	Zone Isolation & Notification during Services/Repairs/Testing-Fire Panel	Policy No.:	3-A-70
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- Rounds will continue to be made every hour until the fire panel is functioning normally and the area is no longer established as isolated.

Rounds

When making rounds of an isolated zone:

- Walk through the all areas/department
 - Be alert for signs of fire/smoke
3. Should a shift change occur when a zone is isolated, the Manager/Charge RN coming on duty must be notified of the zone isolation by the Manager/Charge RN going off duty. The Manager/Charge RN will notify staff of the isolation status.

DATE APPROVED:	April 1995
DATE REVIEWED:	March 2024
DATE REVISED:	August 2018



Appendix 1

FIREWATCH

In the event a Fire watch is required for any reason the following procedure shall be followed:

- **Manager or Charge RN of areas affected to be notified.**
- **All affected areas will be toured at least once every hour by a designated staff member.**
- **A log sheet will be used (see below) showing that a tour of the affected area was conducted.**
- **Written detail of any and all issues that arise from the tour will be recorded.**

LOG SHEET

Area being toured: _____

Name of designated staff: _____

Date: _____

Hour	Start Time	Finish Time	Issues
Hour 1:			
Hour 2:			
Hour 3:			
Hour 4:			
Hour 5:			
Hour 6:			
Hour 7:			
Hour 8:			
Hour 9:			
Hour 10:			
Hour 11:			
Hour 12:			

MANUAL:	Emergency	Policy No.:	3-A-80
SECTION:	Fire Plans- Code Red		
SUBJECT:	Taking the Fire Panel Offline		

POLICY: The fire panel can only be taken off line by personnel that have been authorized to service and maintain the fire systems or during other authorized work being performed that requires this procedure.

PROCEDURE:

To take the panel out of service a call must be made to the Fire Monitoring Company and the Fire Department to notify them that the panel is being taken off line and they are not to respond to an alarm. In the event of a fire, a call is made to the Fire Department using 911.

Note: Fire Alarm System Out of Service Instruction cards (Appendix 1) are located at the Command Centre.

Announce the following over the PA system:

“The Fire Panel is being serviced and is off line until further notice. Staff is on fire watch until further notice. Staff must follow the procedures on the Firewatch Sheet and complete the Log Sheet (Appendix 2). Sheets are kept at the Command Centre. Be aware the doors could close and the locked doors unlock. If discovering a Fire call 911.”

When the repair or service has been completed announce the following:

“The Fire Panel is back in service. Fire watch is discontinued”.

The completed Fire Watch/Log Sheets are filed in the Administration Office.

DATE APPROVED:	October 2007
DATE REVIEWED:	March 2024
DATE REVISED:	August 2018

Appendix 1

Fire Alarm System Temporarily Out of Service

JOHN NOBLE HOME

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE THE AREA IMMEDIATELY
- CLOSE ALL DOORS BEHIND YOU
- NOTIFY STAFF AND OCCUPANTS - VERBAL SOUND ALARM BY ANNOUNCING "CODE RED" THREE TIMES
- EVACUATE USING THE NEAREST EXIT
- FOLLOW HOME POLICIES FOR YOUR AREA
- CALL THE FIRE DEPARTMENT 9-1-1
- GIVE BUILDING ADDRESS:
97 MOUNT PLEASANT STREET, BRANTFORD

UPON HEARING THE VERBAL ALARM OF FIRE

- FOLLOW HOME POLICIES FOR YOUR AREA

FIREWATCH

In the event a fire watch is required for any reason the following procedure shall be followed:

- All affected areas will be toured at least once every hour by a designated staff member.
- A log sheet will be used (see below) showing that a tour of the affected area was conducted.
- Written detail of any and all issues that arise from the tour will be recorded.

LOG SHEET

DATE: _____

AREA BEING TOURED: _____

NAME OF DESIGNATED STAFF: _____

Hour	Time of Tour	Issues
Hour 1:	:	
Hour 2:	:	
Hour 3:	:	
Hour 4:	:	
Hour 5:	:	
Hour 6:	:	
Hour 7:	:	
Hour 8:	:	
Hour 9:	:	
Hour 10:	:	
Hour 11:	:	
Hour 12:	:	



MANUAL:	Emergency	Policy No.:	3-A-90
SECTION:	Fire Plans-Code Red		
SUBJECT:	Liquid Oxygen: Location		

POLICY: The location of Liquid Oxygen must be available from the Nurse on each Resident Home Area.

PURPOSE: To inform the Fire Department of potential risks in event of a fire.

PROCEDURE:

1. The Nurse in charge of the Fire response will run a care plan focus report for the Fire Department of the location of the Liquid Oxygen on their arrival if requested.

DATE APPROVED:	April 2004
DATE REVIEWED:	March 2024
DATE REVISED:	March 2024

MANUAL:	Emergency	Policy No.:	3-A-100
SECTION:	Fire Plan		
SUBJECT:	Fire Alarm System Maintenance		

POLICY: The John Noble Home will ensure the Fire Alarm System performs according to the requirement of the Fire Code at all times through a regular maintenance program.

PROCEDURE:

1. The John Noble Home has a contracted service for the following:
 - Annual Fire Alarm System Test/ Inspection
 - Fire Alarm System - Panel Parts Replacement
 - Fire Alarm System - Peripheral Device Replacement
 - Fire Alarm System - 24 hour Emergency Service
 - Annual Sprinkler System Test/ Inspection (common)
 - Annual Sprinkler System Test/Inspection (wet random inspection)
 - Annual Sprinkler system Test/Inspection (dry/full trip test)
 - Annual Fire Hose Rerack and Inspection
 - Annual Fire Extinguisher Maintenance Check
 - Annual Fire Pump Test and Inspection
 - Annual Fire Hydrant Test and Inspection
 - Semi-annual Kitchen Hood System Test and Inspection
 - Semi-annual Sprinkler Flow Test
 - Note: Contact the current service provider for specifics.
2. The John Noble Home Maintenance Technicians will inspect each fire extinguisher in the Home and in Bell Lane Terrace monthly and indicate the date of inspection on the check tag.
3. The John Noble Home will conduct a monthly fire alarm on two (2) shifts to initiate an alarm condition and to ensure a proper response by staff, residents and visitors to an alarm. Drills on Bell Lane Terrace will be conducted monthly
4. The Emergency generator is tested monthly to ensure a backup source of power will keep the Fire Alarm System operational at all times.

DATE APPROVED:	September 1995
DATE REVIEWED:	March 2024
DATE REVISED:	December 2020

MANUAL:	Emergency	Policy No.:	3-B-10
SECTION:	Fire- Code Red		
SUBJECT:	Designation of Staff During a Fire Alarm/Drill		

POLICY: The Home shall designate each staff member to a specific location during a fire alarm/drill.

STAFF MEMBER	FIRE POOL	DESIGNATION
Resident Care Coordinator/ Manager of Resident Care	X	Go to FIRE POOL
Administrator/Designate		Go to FIRE ZONE
Executive Assistant	X	Go to FIRE POOL
Business Office Staff	X	Go to FIRE POOL .
Director of Programs	X	If on Resident Home Area stay and follow Resident Home Area procedure, otherwise report to the Fire Pool.
Day & Stay Program Staff and Volunteers	X	When clients are present remain in the Centre, otherwise report to the Fire Pool.
Director of Care/Designate		Go to FIRE ZONE
Director of Environmental Services		Go to COMMAND CENTRE
Director of Finance	X	Go to FIRE POOL .
Hairstylist/Barber	X	Remain in salon with residents unless in Fire Zone. Report resident names to the RN in charge at the Command Centre. If no residents are in the salon, report to Fire Pool. If transporting a resident, return to the Resident Home Area, or proceed to salon, whichever is the most appropriate. If on a Resident Home Area stay and follow Resident Home Area procedure and take direction from the RN/RPN in charge.
Handy Person	X	Go to FIRE ZONE
HCA/PSW		Report to ASSIGNED RESIDENT HOME AREA and follow procedure. Take direction from the RN/RPN charge person.

SUBJECT:	Designation of Staff During a Fire Alarm/Drill	Policy No.:	3-B-10
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STAFF MEMBER	FIRE POOL	DESIGNATION
Housekeeping Heavy Cleaner		Go to FIRE ZONE
Housekeeping Staff		Report to ASSIGNED RESIDENT HOME AREA and follow Resident Home Area procedure and take direction from the RN/RPN in charge.
Laundry Staff	X	If in Fire Zone area stay on area and follow Resident Home Area procedure and take direction from the RN/RPN charge person. Otherwise return to laundry and shut down equipment and report to the Fire Pool.
Maintenance Staff		Report to the FIRE ZONE .
Medical Director	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.
Nurse Practitioner	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.
Nutrition Services Staff	X	Report to ASSIGNED RESIDENT HOME AREA if working on a Resident Home Area and follow Resident Home Area procedure. If fire is in kitchen follow kitchen fire procedure; otherwise report to the Fire Pool.
Support Services Supervisor/ Nutrition Services Supervisor	X	Report to the FIRE POOL as Fire Pool Captain.
Director of Support Services	X	Go to FIRE POOL .
Nutrition Heavy Cleaner		Report to the Main Entrance and control entry/exit to the building.
RAI Coordinator	X	Go to FIRE POOL
HR Generalist	X	Go to FIRE POOL
QI Coordinator, Nursing Programs Coordinator, Restorative Care Aide	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.
Reception		Remain at the Reception desk unless in the fire zone. Assist the Command Centre as needed.

SUBJECT:	Designation of Staff During a Fire Alarm/Drill	Policy No.:	3-B-10
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STAFF MEMBER	FIRE POOL	DESIGNATION
Recreation Staff		Report to ASSIGNED RESIDENT HOME AREA and follow Resident Home Area procedure and take direction from the RN/RPN in charge. If with residents off RHA, stay with residents. Report to the Command Centre any resident's names from the affected Fire Zone.
Rehabilitation and Physiotherapy Staff	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool. If with residents off RHA, stay with residents. Report to the Command Centre any resident's names from the affected Fire Zone.
Registered Nurse (RN)		One RN will report to the fire zone that they are supervising and the other RN will report to the Command Centre. If only one RN is on duty, they will report to the Fire Zone . Charge RN responds to the panel if in a non-residential area and the other RN (with another staff) will respond to the Fire Zone .
Registered Practical Nurse (RPN)		Will return to their Resident Home Area except on Night shift when they will report to the Fire Zone .
Ward Clerk	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.
Volunteers	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.

- **When you proceed to the Fire Zone you must travel keeping in mind your safety and the safety of residents, staff and visitors.**
- **Pass through fire doors with caution. Touch fire door to ensure it safe to proceed through the door.**
- **Enter the Fire Zone with caution and take direction from the RN/RPN and the Fire Department.**

SUBJECT:	Designation of Staff During a Fire Alarm/Drill	Policy No.:	3-B-10
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- **Remember every alarm is a possible fire situation and must be responded to accordingly.**
- **If possible, the Fire Captain will deploy staff from the Fire Pool to receive residents from the FIRE ZONE. Receiving staff will be stationed outside the fire doors to the affected area. Staff will not block the fire door area.**

DATE APPROVED:	October 1999
DATE REVIEWED:	April 2024
DATE REVISED:	April 2024



MANUAL:	Emergency	Policy No.:	3-B-20
SECTION:	Fire- Code Red		
SUBJECT:	Fire Alarm- Drill Procedure Reception		

POLICY: The Receptionist will follow an established procedure for responding to all fire alarms and fire drills.

PURPOSE: To ensure the safety of all residents, staff and visitors as well as their own safety when responding to all fire alarms and fire drills.

PROCEDURE:

IF YOU DISCOVER A FIRE:

R – RESCUE Evacuate the persons in immediate danger and close the door. Flip the door marker to white if it is a resident’s door.

A – ALARM Sound the fire alarm by pulling the manual station.

C – CONTAIN Close all doors, windows, and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to a resident.

E – EVACUATE Proceed with evacuation. Evacuate beyond the fire doors. Evacuate residents from the affected block or building. Communicate with the Command Centre/ RN/RPN or the fire to department that the area has been evacuated.

WHEN THE FIRE ALARM SOUNDS:

1. The Receptionist will immediately stop work and listen for the announcement of the location of the fire (zone, block, and area).
2. If the fire is in their zone – **Zone 18, Block B, Main Entrance** - the Receptionist will move out of the fire zone and report to the relocated fire pool reporting location to the RN in Charge,
3. If the fire is not in their zone, the Receptionist will remain at the reception desk and take direction/assist the Charge Nurse at the Command Centre.

DATE APPROVED:	June 2015
DATE REVIEWED:	April 2024
DATE REVISED:	

MANUAL:	Emergency	Policy No.:	3-B-30
SECTION:	Fire Plans-Code Red		
SUBJECT:	Fire Alarm/Drill Procedure of Maintenance Technician		

POLICY: The Maintenance Technicians will follow an established procedure for responding to all fire alarms and fire drills.

PURPOSE: To ensure the safety of all residents, staff and visitors as well as their own safety when responding to all fire alarms and fire drills.

PROCEDURE:

1. Maintenance Technician will report to the fire zone.
2. If no maintenance staff is on duty, call Maintenance Technician on call who will return to the home and check all building systems.
3. Take direction from the RPN/RN in the Fire Zone.
4. If signs of fire present, implement RACE

PROCEDURE IF YOU DISCOVER A FIRE:

R – RESCUE Evacuate the persons in immediate danger and close the door. Flip the door marker to white.

A – ALARM Sound the fire alarm by pulling the manual station.

C – CONTAIN Close all doors, windows and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to others.

E – EVACUATE Proceed with evacuation. Evacuate beyond the fire doors.

5. Take direction from the Fire Department once they arrive.
6. Sign the fire audit at the Command Centre.
7. Check the building systems after every fire alarm.
8. Reset elevators.

Note: Maintenance Technicians responding to an alarm in unoccupied spaces should not do so alone.

DATE APPROVED:	October 1994
DATE REVIEWED:	April 2024
DATE REVISED:	June 2015

MANUAL:	Emergency	Policy No.:	3-B-40
SECTION:	Fire Plans-Code Red		
SUBJECT:	Fire Alarm/Drill Procedure for Administration Staff		

POLICY: The Fire Procedure for the Administration Staff will ensure an immediate and effective response to any fire event.

PURPOSE: To ensure the safety of residents, visitors and staff in the event of a fire.

PROCEDURE IF YOU DISCOVER A FIRE:

R – RESCUE Evacuate the persons in immediate danger and close the door. Flip the door marker to white.

A – ALARM Sound the fire alarm by pulling the manual station.

C – CONTAIN Close all doors, windows and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to others.

E – EVACUATE Proceed with evacuation. Evacuate beyond the fire doors.

PROCEDURE WHEN ANNOUNCED THE FIRE ZONE (Block B – Zone 17) IS IN YOUR AREA BUT THERE ARE NO VISIBLE SIGNS OF SMOKE OR FIRE

FIRE ALARM SOUNDS:

- Listen for the announcement. Do not travel through the fire zone.
- Close all doors and windows if safe to do so.
- Evacuate the department.
- Report to Command Centre that the department has been evacuated.
- Direct residents/visitors to the Skylight Cafe area, if not in Fire Zone. Visitors are allowed to leave the building if the main entrance is free of congestion or they must remain in the Skylight Cafe area.
- Staff proceed to the fire pool and take direction from the Fire Pool Captain.



SUBJECT:	Fire Alarm/Drill Procedure for Administration Staff	Policy No.:	3-B-40
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PROCEDURE WHEN THE FIRE ZONE IS NOT IN YOUR AREA:

FIRE ALARM SOUNDS:

- Listen for the announcement of the location of the fire.
- Close all doors and windows.
- Direct residents/visitors to the Skylight Cafe area, if not in Fire Zone. Visitors are allowed to leave the building if the main entrance is free of congestion or they must remain in the Skylight Cafe area.
- Staff proceed to the fire pool and take direction from the Fire Pool Captain.
- Remain on heightened alert.
- Wait for Code Red “**ALL CLEAR**” or further direction.

DATE APPROVED:	July 1995
DATE REVIEWED:	April 2024
DATE REVISED:	March 2017

MANUAL:	Emergency	Policy No.:	3-B-50
SECTION:	Fire- Code Red		
SUBJECT:	Fire Alarm/Drill Procedure for the Day and Stay Program		

POLICY: **BLOCK A ZONE 4 AND BLOCK A ZONE 1**-The Day and Stay Program staff will maintain a fire procedure, which will ensure an immediate and effective response in the event of a fire.

PURPOSE: To ensure the safety of all clients, staff, volunteers and visitors.

PROCEDURE IF YOU DISCOVER A FIRE WITHIN THE CENTRE:

- R – RESCUE** Evacuate the persons in immediate danger and close the door.
- A – ALARM** Sound the fire alarm by pulling the manual station.
- C – CONTAIN** Close all doors, windows, and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or others.
- E – EVACUATE** Proceed with evacuation. Evacuate clients beyond the fire doors at south end of the hall or the front entrance to the program which leads outside. Evacuate clients from the affected block or building as directed by supervisory staff or the fire department **if safe to do so**.

When evacuating the Centre:

- Assist and/or direct all clients and visitors to the nearest safe area and remain with clients until given further direction.
- Close windows
- Check all rooms and close doors and flip door markers
- Turn off all equipment, if possible
- Take client records/files and the portable phone.
- One staff member should remain in a safe area within the Home outside the department to report to emergency personal responding to the fire.
- The door in the activity kitchen is **not** a fire door but the mag lock will drop during an alarm.
- **Notify the Command Centre the area is vacated**

SUBJECT:	Fire Alarm/Drill Procedure for the Day and Stay Program	Policy No.:	3-B-50
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5. When the fire department arrives, they will take control of the situation.
6. Once the area is found to be safe, a **CODE RED ALL CLEAR** announcement will be made and clients and staff will return to the Centre.

Upon hearing the fire alarm: All staff will be on a heightened state of alert until the all clear is received.

1. All staff, clients, volunteers and students will remain with the clients. When there are no clients in the Centre all available staff will report to the Fire Pool Area or designated area. Follow Fire Pool protocol which includes, signing the Fire Drill Alarm Attendance Record, respond to directions from the fire pool captain, and there is no talking in fire pool area so as to hear instructions. If clients are in the centre, all staff remain with clients and sign the Fire Drill Alarm Attendance Sheet, in the Centre. Once complete, turn the attendance sheet in to the Program Manager. Program Manager will turn the Attendance Sheet in.
2. Clients remain in the Centre unless it is necessary to evacuate.
3. All Mag locks will disengage at the first stage of a fire alarm. Therefore, staff will need to monitor clients as to prevent elopement. The double doors in the activity kitchen will close automatically and the front door lock within the kitchen releases. Both locks on the doors in the front hall in the front of the Centre and the end of the hall door will also be released and need to be monitored. Elopement may be a problem while the locks are no longer engaged. The door in the kitchen leading to outside will be released and need to be monitored. You will need a door fob from the Centre to access the home through the hall exit. The code for that door will not work until all clear is given. The door in the Living Room is not a fire exit and the locks will not release with the fire alarm.
4. Staff, students and volunteers will provide reassurance to clients and continue with programs, but will remain on heightened alert.
5. If outside with clients, stay in the area where you are until communication is received per the Day & Stay phone system. Should there be an alarm the internal fire alarm and announcements can not be heard when outside the building.
6. If on break or lunch and it is safe to proceed, return to the Centre immediately. Resume break or lunch after all clear is announced

SUBJECT:	Fire Alarm/Drill Procedure for the Day and Stay Program	Policy No.:	3-B-50
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Should the affected area announced during the alarm be "Main Floor, South Core, Noble Hall, Chapel, Bell Court," the following steps will be implemented.

1. The Main Floor, South Core, Noble Hall, Chapel, Bell Court. All smoke detectors and pull stations will need to be checked and communicated to the fire search team which detector or pull station triggered the alarm. Close doors and windows to rooms when detector within has been checked. The smoke detector will be a solid red light.
2. In case of evacuation, there are two areas for safe deployment. The front door which leads outside and the door through the former pantry towards the Noble Hall. Use the Day & Stay Parking area to assemble outside. Program staff will remain with the clients at all times. Client records and the Centre's portable phone are to be taken at the time of evacuation. Client files are kept in the activity kitchen on the portable chart rack.

When the Centre is isolated from the fire panel, the pull stations, smoke detectors and the door locking devices within the site are no longer active. In case of fire contact the Fire Command Centre using the internal phone in the staff office, extension 4293 or calling 756-2920 on the Centre's system then extension 4293. Closely monitor clients, as elopement could be a problem with the area as the program is longer a secure environment.

3. Upon an evacuation alarm Day and Stay clients will be removed from the Noble Lounge through the courtyard exit door FIRST to a safe location. If needed the SECONDARY exit will be through the double doors in Noble Lounge, through the corridor into the closest safe fire separated zone.

DATE APPROVED:	March 1995
DATE REVIEWED:	November 2023
DATE REVISED:	November 2023

MANUAL:	Emergency	Policy No.:	3-B-60
SECTION:	Fire Plans-Code Red		
SUBJECT:	Fire Alarm/Drill Procedure for Nutrition Services Staff		

POLICY: The Nutrition Services Department will maintain a fire plan which will ensure an immediate and effective response in the event of a fire.

PURPOSE: To ensure the safety of all residents, staff, and visitors.

WHEN THE FIRE ALARM SOUNDS:

All Nutrition Services Staff will immediately stop work and listen for the announcement of the location of the fire (zone, block, and area).

PROCEDURE:

IF YOU DISCOVER A FIRE:

- R – RESCUE** Evacuate the persons in immediate danger and close the door. Flip the door marker to white.
- A – ALARM** Sound the fire alarm by pulling the manual station.
- C – CONTAIN** Close all doors, windows, and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to a resident.
- E – EVACUATE** Proceed with evacuation. Evacuate beyond the fire doors. Evacuate residents from the affected block or building. Communicate with the Command Centre/ RN/RPN or the fire to department that the area has been evacuated.

PROCEDURE WHEN THE FIRE ZONE IS ZONE 1 (Main Kitchen, Nutrition Offices, Volunteer Lounge, Noble Lounge, Corridor, Therapy Offices (GELA))

WHEN THE FIRE ALARM SOUNDS:

1. Staff will turn off all equipment and close doors.
2. If there is no visible smoke or signs of fire, search all areas of the department and adjacent areas in the zone for the source of the alarm.
3. If the source of the fire is located implement **RACE**.

SUBJECT:	Fire Alarm/Drill Procedure for Nutrition Services Staff	Policy No.:	3-B-60
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4. **NOTE: If the fire is in the cooking equipment under the hood and the fire suppression system has not triggered, pull the pin on the fire suppression tank to activate.**
5. Evacuate area and report to the Charge RN at the Command Centre location of the fire and that the area has been evacuated.
6. All staff will report to the Fire Pool area or the Command Centre in the off hours and remain in that area until the “ALL CLEAR” is announced.

WHEN THE FIRE ZONE IS ZONE 1 (Main Kitchen, Nutrition Offices, Volunteer Lounge, Noble Lounge, Corridor, Therapy Offices, GELA):

NUTRITION SERVICES STAFF WORKING OUTSIDE ZONE 1 WILL DO THE FOLLOWING:

1. If you are not on your Resident Home Area, return to your Resident Home Area in a safe manner, unless you are in the main kitchen.
2. If you are in the main kitchen, assist with the search and evacuation of **Zone 1**.
3. If it is during meal service, stay with residents in the dining room and be on alert for further instructions.
4. If it is not meal service, turn off equipment, close doors and report to nursing station and take direction from the RN/RPN in charge of unit.
5. After the Code Red “All Clear” has been announced sign the Resident Home Area Fire Audit Form.

IF THE FIRE IS NOT IN ZONE 1

1. Staff working in the main kitchen will:
 - a) Turn off all equipment and fans
 - b) Report to the Fire Pool or Command Centre (after hours) and receive instruction
 - c) All Staff reporting to the Fire Pool will remain in that area until the “ALL CLEAR” is announced.
2. The Nutrition Services Supervisor/Manager will assume the role of Fire Pool Captain.
3. The Heavy Cleaner will put on the safety vest and report to the Main Entrance. The Heavy Cleaner will restrict people from entering and leaving the building. No one, except emergency personnel will be allowed to enter. Visitors will be allowed to leave the building.

IF THE FIRE IS ON THE RESIDENT HOME AREA YOU WORK ON

1. If you are not on the unit, return to your Resident Home Area in a safe manner. **DO NOT** travel through the FIRE ZONE.

SUBJECT:	Fire Alarm/Drill Procedure for Nutrition Services Staff	Policy No.:	3-B-60
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2. Turn off all equipment, fans and close doors if safe to do so.
3. Report to the RN/RPN in charge and follow the Resident Home Area fire procedure (3-B-100).

DATE APPROVED:	March 1995
DATE REVIEWED:	April 2024
DATE REVISED:	August 2022

MANUAL:	Emergency	Policy No.:	3-B-70
SECTION:	Fire Plans-Code Red		
SUBJECT:	Fire Alarm/Drill Procedure for Housekeeping/Laundry		

POLICY: The Housekeeping and Laundry staff will maintain a fire procedure, which will ensure an immediate and effective response in the event of a fire.

PURPOSE: To ensure the safety of all residents, staff and visitors.

IF YOU DISCOVER A FIRE:

R – RESCUE Evacuate the persons in immediate danger and close the door. Flip the door marker to white.

A – ALARM Sound the fire alarm by pulling the manual station.

C – CONTAIN Close all doors, windows, and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to a resident.

E – EVACUATE Proceed with evacuation. Evacuate beyond the fire doors. Evacuate residents from the affected block or building. Communicate with the Command Centre/ RN/RPN or the fire to department that the area has been evacuated.

Note: Staff should not re-enter the Laundry Department after evacuation. The Fire Department personnel will take charge.

ALL HOUSEKEEPING STAFF UPON HEARING THE FIRE ALARM:

1. **Wait for Fire Zone** to be announced, if it is on your unit move the cart to one side of the hallway and report to the RN/RPN in charge. Follow Fire Alarm Procedure for Resident Home Area (3-B-100)
2. If the fire area is off your unit remain in an alert state and continue to work quietly reassuring residents.
3. After the Code Red “All Clear” has been announced sign the Resident Home Area Fire Audit Form.
4. If you are on break, lunch or travelling, report to your assigned resident home area. If the fire is on your unit, report back to your unit, only if safe to do so. If you cannot get back to your unit, report to the Fire Pool and notify the Fire Pool Captain you are there.

SUBJECT:	Fire Alarm/Drill Procedure for Housekeeping/Laundry	Policy No.:	3-B-70
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HANDYPERSON AND HEAVY CLEANER:

1. On hearing the fire alarm, turn off all equipment and store in an area that is not blocking an exit but is out of the corridors.
2. Wait for the Fire Zone to be announced.
3. Proceed to the Fire Zone with caution and search for the fire. Follow Fire Alarm Procedure for Resident Home Area (3-B-100)
3. After the Code Red “All Clear” has been announced sign the Resident Home Area Fire Audit Form.
4. **NOTE: IF THE FIRE ZONE IS IN AN UNOCCUPIED AREA – DO NOT ENTER UNLESS YOU ARE WITH ANOTHER STAFF MEMBER. WAIT FOR THE FIREMEN OUTSIDE THE AREA. STOP PEOPLE FROM ENTERING THE FIRE ZONE.**

LAUNDRY STAFF:

On hearing the fire alarm, turn off all equipment and wait for the announcement of the area. If delivering laundry, put your cart to the side of the hallway and wait to hear fire zone before returning to the Laundry.

WHEN THE FIRE IS IN THE LAUNDRY -BLOCK F, ZONE 121:

1. Search the area for signs of fire.
2. Close doors and windows.
3. Evacuate the area.
4. Report to the Charge RN at the Command Centre, the area has been evacuated.

If the fire zone is not in the Laundry:

1. If on a Resident Home Area, stop and listen for the Fire Zone.
2. Put your cart to the side of the hallway ensuring the hallway and exit is not blocked.
3. Proceed to the Laundry, avoiding the Fire Zone.
4. Turn off all equipment.
5. Shut doors and windows in the Laundry area.
6. Report to the Fire Pool /Command Centre and sign in.

DATE APPROVED:	March 1995
DATE REVIEWED:	April 2024
DATE REVISED:	August 2022

MANUAL:	Emergency	Policy No.:	3-B-80
SECTION:	Fire- Code Red		
SUBJECT:	Fire Alarm- Drill Procedure Recreation/ Rehab		

POLICY: The Recreation and Rehab Staff will maintain a fire procedure, which will ensure an immediate and effective response in the event of a fire.

PURPOSE: To ensure the safety of all residents, staff and visitors.

PROCEDURE IF YOU DISCOVER A FIRE ON YOUR RESIDENT HOME AREA:

- R – RESCUE** Evacuate the persons in immediate danger and close the door. Flip the door marker to white
- A – ALARM** Sound the fire alarm by pulling the manual station.
- C – CONTAIN** Close all doors, windows, turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to others.
- E – EVACUATE** Proceed with evacuation. Evacuate beyond the fire doors.

WHEN A FIRE BELL SOUNDS:

- Listen for the announcement. If staff is off of their Resident Home Area they will report to the Fire Pool. Do not travel through the FIRE ZONE.
- All staff on the unit will report to the nursing station on their Resident Home Area and take direction from the RN/RPN.
- Recreation/Rehabilitation Staff will remain with the residents if they are doing a program if not in the Fire Zone.

WHEN THE FIRE ZONE IS ON YOUR RESIDENT HOME AREA:

Take direction from the RN/RPN. Follow Fire Alarm Procedure for Resident Home Area (3-B-100)

WHEN THE FIRE ZONE IS BLOCK A, ZONE 1 (Noble Lounge and Recreation offices)

1. If working in this area, search the area for signs of fire.
2. Close doors and windows.
3. Evacuate the area.
4. Report to the Charge RN at the Command Centre, the area has been evacuated.

DATE APPROVED:	January 2006
DATE REVIEWED:	April 2023
DATE REVISED:	February 2022

MANUAL:	Emergency	Policy No.:	3-B-90
SECTION:	Fire-Code Red		
SUBJECT:	Fire Alarm/Drill Procedure for Registered Staff		

POLICY: The Fire Procedure for Registered staff will ensure an immediate and effective response to any fire event.

PURPOSE: To ensure the safety of residents and staff in the event of a fire.

ALL SHIFTS

The Registered Nurse (RN) will return to the fire zone they are supervising and the other RN will report to the Command Centre. If the fire is in a non-residential area the RN in charge will respond to the fire panel and the other RN will respond to the non-residential fire zone on the Day and Afternoon shift only.

Note: A non-residential area will include Noble Hall, Laundry and Maintenance areas.

Note: The RN will not report to the basement, or the Bell Lane Terrace Apartments.

If there is only one RN is on duty, the RN will respond to the Fire Zone. The RN will not respond to the non-residential areas.

The Registered Practical Nurse (RPN) on all shifts will return or remain on the resident home area they are assigned to, except for night shift.

THE REGISTERED NURSE (RN) RESPONDING TO THE COMMAND CENTRE WILL:

- Place a call to the Fire Department and notify them of the block, zone and area
- The Fire Zone (affected area) will call and notify if they need assistance.
- Registered Staff will push the acknowledge button on the fire panel **only** if it is confirmed to be a false alarm
- Place a call to Maintenance staff only if not present in the building
- Reset the panel when the fire department gives the “All Clear”
- Reset the mag locks with the reset key
- Push the “All Clear” on the panel
- Fill out the Command Centre audit

DATE APPROVED:	July 1995
DATE REVIEWED:	April 2024
DATE REVISED:	December 2023



MANUAL:	Emergency	Policy No.:	3-B-100
SECTION:	Fire Plans-Code Red		
SUBJECT:	Fire Alarm/Drill Procedure for Resident Home Areas		

POLICY: The Fire Procedure for Resident Home Areas will ensure an immediate and effective response to any fire event.

PURPOSE: To ensure the safety of all residents, staff and visitors in the event of a fire.

ALL SHIFTS

PROCEDURE IF YOU DISCOVER A FIRE ON A RESIDENT HOME AREA:

- R – RESCUE** Evacuate the persons in immediate danger and close the door. Flip the door marker to white.
- A – ALARM** Sound the fire alarm by pulling the manual station.
- C – CONTAIN** Close all doors, windows, and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to a resident.
- E – EVACUATE** Proceed with evacuation. Evacuate beyond the fire doors. Evacuate residents from the affected block or building as directed by the RN/RPN or the fire department **if safe to do so.**

**AT ANY TIME THE RN/RPN CAN PUT THE ALARM INTO EVACUATION STAGE (SECOND STAGE ALARM) IN THE ABSENCE OF THE FIRE DEPARTMENT
Insert the key in any manual pull station and turn to the right.**

PROCEDURE WHEN THE FIRE ZONE IS ANNOUNCED IN YOUR RESIDENT HOME AREA

FIRE ALARM SOUNDS:

- Listen to the announcement.
- Look for the red light above the resident door or the fire graphic display panel in the nursing station to determine the location of the alarm.
- If there is no location on the fire display panel, search room to room including store rooms, utility rooms, servery and dining rooms, and offices.

SUBJECT:	Fire Alarm/Drill Procedure for Resident Home Areas	Policy No.:	3-B-100
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- If the source of the fire is determined, under the direction of the RN/RPN, follow RACE and evacuate those residents in immediate danger, proceeding horizontally down the hall past the fire doors.
- As residents are evacuated from rooms, close the door and flip the white tag to indicate the room has been evacuated.
- The fire pool will send staff to wait outside the Resident Home Area to receive residents evacuated from the zone.
- A head count of residents and staff will be conducted once residents are out of danger.
- After hearing the ALL CLEAR, the RN/RPN will complete the fire audit and have attending staff sign.
- As required, the situation will be reviewed and staff debriefed.

PROCEDURE WHEN THE FIRE ZONE IS NOT ON YOUR RESIDENT HOME AREA:

FIRE ALARM SOUNDS:

- Listen for the announcement.
- Report to nursing station and take direction from RN/RPN.
- RN/RPN will assign staff as required based on the fire emergency.
- Remain on heightened alert.
- Walk unit checking for smoke or fire.
- Re-assure residents.
- In the event the alarm goes into second stage “EVACUATION”, man all unsecured doors if possible.
- Wait for Code Red “ALL CLEAR” or further direction.
- Carry out a head count of residents and staff.
- Fill out the audit form when the all clear has been announced and have staff that attended the fire alarm sign it.
- Debrief and record findings on the fire audit form as required.

Note: In the event the fire emergency goes into evacuation on the night shift, all available staff will go to the fire emergency.

PROCEDURE FOR DAY & STAY OVERNIGHT PROGRAM

FIRE ALARM SOUNDS:

- Listen for the announcement.
- If Block A Zone 1 Main Floor Kitchen (Noble Lounge) is announced, report immediately to the Noble Lounge.
- Take direction from RN who will assign staff as required based on the fire emergency.



SUBJECT:	Fire Alarm/Drill Procedure for Resident Home Areas	Policy No.:	3-B-100
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- Remain on heightened alert.
- Re-assure clients.
- In the event the alarm goes into second stage “**EVACUATION**”, man all unsecured doors if possible.
- Wait for Code Red “**ALL CLEAR**” or further direction.
- Carry out a head count of clients and staff.

- Fill out the audit form when the all clear has been announced and have staff that attended the fire alarm sign it.
- Debrief and record findings on the fire audit form as required.
- Day & Stay staff will be present with Day & Stay clients at all times.

Note: Fire drills will be logged and practiced monthly.

DATE APPROVED:	January 2013
DATE REVIEWED:	April 2024
DATE REVISED:	December 2023



MANUAL:	Emergency	Policy No.:	3-B-170
SECTION:	Code Red- Fire Plans		
SUBJECT:	Fire Alarm/Drill Procedure for Bell Lane Terrace		

POLICY: The John Noble Home will maintain a fire plan which will ensure an immediate response to an alarm at Bell Lane Terrace

PROCEDURE:

1. If available, Maintenance/Administrative staff will respond to a Fire Alarm at Bell Lane Terrace. **The Registered Nurse (RN) will not respond, but will remain on heightened alert.**
 - Fire monitoring service contractor will call the RN in charge.
 - The procedure to follow is posted on the inside of the fire panel at Bell Lane Terrace

PROCEDURE FOR FIRE ALARM RESPONSE AT BELL LANE TERRACE (Maintenance & Administrative staff):

1. DO NOT WALK THROUGH BELL LANE TERRACE TO REACH FIRE PANEL OR ENTER BUILDING.
2. WALK THROUGH THE COURT YARD TO THE FRONT ENTRANCE OF THE BUILDING.
3. NOTIFY JNH STAFF THAT YOU ARE ATTENDING TO A FIRE ALARM AT BELL LANE TERRACE.

FIRE PANEL

- Insert Key and open cabinet door
- Push red button “FIRE ALARM ACK”
- Wait for Fire Department to respond
- Follow direction of Commanding Officer
- Once told all clear – push red button “SYSTEM RESET”
- If unable to reset – call maintenance on call to respond

ELEVATOR

- Insert key on right hand frame of elevator door
- Turn key counterclockwise to “Reset”
- Turn key clockwise to “Off”
- Remove Key
- If unable to reset – call maintenance on call to respond

DATE APPROVED:	August 2011
DATE REVIEWED:	September 2023
DATE REVISED:	December 2019

MANUAL:	Emergency	Policy No.:	3-C-10
SECTION:	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
SUBJECT:	Exits, Corridors and Passageways		

POLICY:

The Home is legislated by the Ontario Fire Code, which provides for the safety of the building occupants through elimination and control of fire hazards.

PURPOSE:

To keep areas free and clear of obstacles and fire hazards that could start a fire, result in the spread of fire or hamper use of fire equipment and personnel during a fire situation.

PROCEDURE:

- All equipment must be kept to one side of the corridor.
- Fire exit routes must be clear at all times. Nothing should be stored in front of fire exit doors.
- All electrical cords should be kept to one side of the corridor to prevent tripping hazards and obstruction for fire personnel.
- All stairwells and passageways must be kept clear at all time. There must not be anything stored in the stairwells.

DATE APPROVED:	April 2004
DATE REVIEWED:	April 2023
DATE REVISED:	June 2015

MANUAL:	Emergency	Policy No.:	3-C-20
SECTION:	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
SUBJECT:	Door Markers		

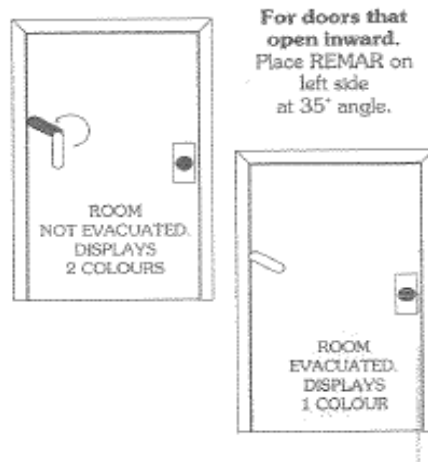
POLICY: The Home shall have a system in place to identify that a resident’s room has been evacuated.

PURPOSE: To identify rooms that have been evacuated using a *red/white* Room Marker system.

PROCEDURE: For Total and Partial Evacuation

When an evacuation is ordered:

- Remove resident(s) from room(s) or from designated areas to a safe location as directed.
- Close door to the room and flip both door markers up to display only white. *Do not allow the resident to re-enter the room.*
- If the Door Marker displays *red* the reason must be investigated because it is an indication that the area has not been evacuated, or has been re-entered.
- If for any reason a resident cannot be evacuated at that time, close the door but leave the Door Marker displaying *red & white*. This is the signal that the room or area has not been checked but not totally evacuated. (See below)



DATE APPROVED:	January 2006
DATE REVIEWED:	April 2023
DATE REVISED:	February 2021



MANUAL:	Emergency	Policy No.:	3-C-30
SECTION:	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
SUBJECT:	Elevators During an Alarm		

POLICY:

Elevators will not be used during a fire alarm unless under the direction of the Fire Department.

PROCEDURE:

1. Elevators will automatically return to the first floor as soon as the first alarm is sounded.
2. Doors automatically open and elevators will be inoperable.
3. During a fire emergency, the Fire Department may choose to activate an elevator.
4. Once the “ALL CLEAR” has been announced, the Maintenance staff will reset the elevators.

DATE APPROVED:	September 1995
DATE REVIEWED:	April 2023
DATE REVISED:	March 2016



MANUAL:	Emergency	Policy No.:	3-C-40
SECTION:	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
SUBJECT:	Role of Residents During a Fire Alarm/ Drill		

PURPOSE: To ensure that residents respond appropriately in the event of a fire emergency.

IF YOU DISCOVER A FIRE:

Remember the word RACE

R – RESCUE Evacuate the persons in immediate danger and close the door. Flip the door marker to white.

A – ALARM Sound the fire alarm by pulling the manual station.

C – CONTAIN Close all doors, windows.

E – EVACUATE Proceed with evacuation. Evacuate beyond the fire doors. Evacuate residents from the affected block or building.

DO NOT RUN, PANIC OR YELL FIRE.

IF YOU HEAR AN ALARM:

- Stay where you are, including any outdoor area.
- Staff will instruct you as to what to do and will assist you in moving to another unit/area if it is necessary.
- Do not enter or leave the building during a fire alarm. Staff will be stationed at the main doors of the facility during an alarm and will request that you do not enter or leave. You must be accounted for in an emergency situation.
- When the alarm is over, you will hear the words “**CODE RED, ALL CLEAR**”, (3) times.
- Resume normal activities.

DATE APPROVED:	April 1991
DATE REVIEWED:	April 2023
DATE REVISED:	February 2021

MANUAL:	Emergency	Policy No.:	3-C-50
SECTION:	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
SUBJECT:	Volunteers Responsibilities During a Fire Alarm/Drill		

PURPOSE: To ensure that volunteers respond appropriately in the event of a fire emergency.

**IF YOU DISCOVER A FIRE:
Remember the word RACE**

R -RESCUE Evacuate the persons in immediate danger and close the door.

A - ALARM Sound the fire alarm by pulling the manual station.

C - CONTAIN Close all doors, windows, and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to others.

E- EVACUATE Proceed with evacuation. Evacuate beyond the fire doors.

DO NOT RUN, PANIC OR YELL FIRE.

1. Activate the alarm by using a manual pull station near each exit.
2. Notify staff.
3. Take direction from the Charge person.

PROCEDURE TO FOLLOW DURING A FIRE ALARM:

1. Volunteers will remain in assigned nursing unit/department and take instruction from the charge person in that area.
2. If working in a non-nursing area, report to the Fire Pool located by the Solarium. When in the Fire Pool remain quiet. Sign the Fire Audit Form.
3. If working at main reception desk, remain at the desk to take direction from the Fire Pool Captain or RN.



4. If transporting a resident off the resident home area, when the fire alarm sounds, proceed to the Skylight Café and report your presence to the Fire Pool Captain. Take instruction from the Fire Pool Captain.

SUBJECT:	Volunteers Responsibilities During a Fire Alarm/Drill	Policy No.:	3-C-50
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5. If the nearest area is the fire zone, **DO NOT** enter the area. Retrace your route, stopping at the first safe resident home area away from the fire zone.
6. Use caution when passing through fire doors that have automatically closed. Since most of these doors do not have windows in them, you cannot tell if there is a resident/staff on the other side of the door.
7. Elevators do not work during a fire alarm.
8. Do not enter or leave the building during an alarm unless instructed to do so by the Charge Person(s).
9. Do not leave the area until “Code Red, All Clear” is announced.

NOTE: Volunteers will not be allowed to enter the building during an alarm. If on a resident home area, volunteers must stay until the all clear is announced.

DATE APPROVED:	April 1991
DATE REVIEWED:	March 2021
DATE REVISED:	April 2023



MANUAL:	Emergency	Policy No.:	3-C-60
SECTION:	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
SUBJECT:	Visitors- Responsibilities During a Fire Alarm/Drill		

POLICY: To ensure that visitors respond appropriately in the event of a fire emergency.

PURPOSE: In the event of a fire emergency, visitors are asked to follow directions and instructions from staff. However, should a visitor come across a fire situation, they should follow the following procedure.

PROCEDURE IF FIRE IS DISCOVERED IN YOUR AREA:

- R – RESCUE** Evacuate the room and close the doors.
- A – ALARM** Sound the fire alarm by pulling the nearest manual station. Your nearest pull station is located - see attached floor plan.
- C – CONTAIN** Close all doors and windows. Only attempt to extinguish a fire if you can do so without danger to yourself or others.
- E – EVACUATE** Proceed with evacuation beyond fire doors. Your nearest fire doors are - see attached floor plan.

PROCEDURE WHEN THE ALARM SOUNDS:

1. Listen to the overhead announcement for location of fire.
2. Cease all activities.
3. Keep all persons in the room and close the doors.
4. Take a head count to confirm all attendees are accounted for.
5. Wait for John Noble Home staff to contact you regarding your head count.
6. Wait for further directions including the ALL-CLEAR message from the overhead speakers.

NOTE: Visitors will not be allowed to enter the building during an alarm. If on a resident home area, visitors must stay until the all clear is announced.

DATE APPROVED:	August 2004
DATE REVIEWED:	April 2023
DATE REVISED:	December 2019

MANUAL:	Emergency	Policy No.:	3-C-70
SECTION:	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
SUBJECT:	Responsibilities for All Staff Reporting to the Fire Pool		

POLICY: The Home shall have a Fire Pool location in a designated area of the facility. Specific staff, as instructed, will report to the Fire Pool when a fire alarm is sounded.

FROM 0800 HOURS - 1600 HOURS

- LOCATION OF FIRE POOL – OUTSIDE SOLARIUM
- ALTERNATIVE AREA AS DIRECTED BY FIRE POOL CAPTAIN.

AFTER 1600 HOURS - 0800 HOURS and WEEKENDS

- REPORT TO THE COMMAND CENTRE FOR INSTRUCTIONS.

WHEN THE FIRE ALARM SOUNDS:

Wait for the announcement of zone, block, area and location. Do not travel through the fire zone.

RESPONSIBILITIES FOR ALL STAFF UPON ARRIVAL AT THE FIRE POOL:

1. Report ready to respond to an emergency situation. Keep the fire doors clear.
2. Sign the Fire Drill/Alarm attendance record distributed by the Fire Pool Captain.
3. Respond to directions given by the Fire Pool Captain.
4. Remain in the Fire Pool Area until instruction is given by the Fire Pool Captain or until the “Code Red, All Clear” announcement has been made.
5. When instructed to go to Fire Zone, open the door if safe to do so (check with palm of hand to see if door is not warm) and inform staff you are there if needed. Remain outside the area and wait for direction from the Charge person.
6. Duties that may be assigned include: attending to evacuated residents, evacuating residents and searching for the fire.

SUBJECT:	Responsibilities for All Staff Reporting to the Fire Pool	Policy No.:	3-C-70
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7. If receiving evacuated residents through the fire doors, keep to one side of the fire doors as the resident is passed through to you. Remove resident to a safe holding area. One staff member can supervise the residents while others return to the area to continue to receive residents.
8. Keep the area around the doors clear, to allow the Fire Department to enter the area.
9. When the Fire Department arrives, take direction from the Fire Department.
10. Upon hearing the “Code Red, All Clear” announcement, return the residents to the resident home area.
11. Sign the Fire Audit after duties are complete and before returning to your work.

FIRE POOL CAPTAIN RESPONSIBILITIES:

The Fire Pool Captain will be the Support Services Supervisor/designate unless there is a fire in the Nutrition Services Department. Under these conditions, a designate will be assigned to the responsibilities of the Fire Pool Captain.

Responsibilities Include:

1. Coordinate the Fire Pool between the hours of 0800 –1600.
2. Distribute to staff in the fire pool area the **FIRE ALARM/DRILL ATTENDANCE RECORD** to sign.
3. If the fire is on a resident home area, send the appropriate number of staff to act as a carry out team. Indicate those staff sent on the Fire Alarm/Drill Attendance Record.
4. Count the number of available staff in the fire pool area and report the total count to the Charge Person at the Command Centre.
5. Maintain Fire Pool on alert, until “Code Red, All Clear” announcement is heard.
6. Complete the Fire Pool Audit Form and forward to the Emergency Plans Chair at the end of the Fire Alarm/Drill.

DATE APPROVED:	August 1994
DATE REVIEWED:	April 2023
DATE REVISED:	June 2015



MANUAL:	Emergency	Policy No.:	3-C-80
SECTION:	Fire Plans- Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
SUBJECT:	Containing, Controlling, Extinguishing a Fire		

POLICY: The Fire Plan will define a method of confining, controlling and extinguishing a fire. The Home shall maintain appropriate fire extinguishers to extinguish small fires.

1. CONTAINING, CONTROLLING:

R – RESCUE
A – ALARM
C – CONTAIN
E – EVACUATE

- Control and confinement is the primary responsibility when detecting smoke or fire. Leave the fire area, take residents and staff with you. Close the doors behind you. Pull the manual pull station to alert other residents, staff and the Fire Department of the fire.
- Confining a fire in an enclosed space will keep the fire, smoke and fumes from spreading
- Controlling a fire or preventing its spread, by closing the door, will permit a reasonable period of time necessary for escape from the building.
- Portable fire extinguishers can be used to extinguish small fires before they reach major proportions if you have proper knowledge of their use.

2. EXTINGUISH:

Fire extinguishing is primarily the responsibility of the Fire Department.

NOTE: Fire extinguishers are located throughout the Home. Be familiar with the types of extinguishers, and what kind of fires it can extinguish. Attempt to extinguish only if you have a basic understanding of the correct procedure and if safe to do so.

METHOD OF OPERATION

All fire extinguishers operate basically the same:

- PULL THE PIN
- AIM AT THE BASE OF THE FLAME
- SQUEEZE THE HANDLE
- USE A SWEEPING MOTION

SUBJECT:	Containing, Controlling, Extinguishing a Fire	Policy No.:	3-C-80
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CLASSIFICATION OF FIRES:

- **Class A** - Fires involving ordinary combustibles such as paper, wood, cloth, rubber, or plastics.
- **Class B** - Fires involving flammable or combustible liquids, gases, oil, paints, or lacquer.
- **Class C** - Fires involving energized (live) electrical equipment such as motors, appliances, or power tools.
- **Class D** - Fires involving combustible metals such as magnesium, titanium, sodium, and potassium. Note: seldom seen except in industrial machining processes.
- **Class K** - Fires involving combustible cooking oils, or fats in cooking appliances. Note: The fire suppression system in the kitchen is considered Class K.

GENERAL:

- Extinguishers are conveniently located in case of fire.
- Yearly a test shall be conducted by a licensed professional.
- Extinguishers must have an inspection tag attached, showing maintenance or recharge dates the servicing agency and signature of the person who performed the service
- Damaged or used extinguishers must be taken out of service and reported to maintenance
- Access to fire alarm system components requiring inspection or servicing shall be kept unobstructed.

DATE APPROVED:	April 2004
DATE REVIEWED:	April 2023
DATE REVISED:	June 2021

MANUAL:	Emergency	Policy No.:	3-C-90
SECTION:	Fire Plans- Code Red		
SUBJECT:	Staff Responsibilities During a Fire/Adverse event on Construction Site		

POLICY: The Fire Procedure for staff to follow should an alarm sound on the construction site will ensure an immediate and effective response to any fire event.

PURPOSE: To ensure the safety of all residents, staff and visitors in the event of a fire on the construction site.

ALL SHIFTS:

NOTE: STAFF IS NOT TO ENTER A CONSTRUCTION SITE AT ANY TIME.

DURING CONSTRUCTION HOURS 7:00 A.M. TO 5:00 P.M. WEEK DAYS:

1. A horn will sound in the event of a fire/adverse event occurring on the construction site.
2. The contractor will be responsible for informing the fire department in the event of a fire by dialing 911.
3. A runner from the construction site will report to the JNH reception area and notify the Home of the fire/event.
4. Should the event be a fire, Reception Staff at JNH will page using the internal paging system “Attention All Staff - Code Red – Fire - Construction Site – please stay on alert and await further instructions.”
5. No response/paging by the Home will be required should the event be a medical emergency.
6. Maintenance Technicians on duty will report to the Command Centre.
7. All other staff will remain in their area on heightened alert and await further instructions.
8. When the Fire Department arrives, they will take control of the situation. Staff will follow the direction of the Fire Department. Should an evacuation be necessary, the evacuation procedures for the Home will be followed.



9. Once the area is found to be safe a “Code Red All Clear” announcement will be made.

SUBJECT:	Staff Responsibilities During a Fire/Adverse event on Construction Site	Policy No.:	3-C-90
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**DURING NON CONSTRUCTION HOURS 5:00 P.M. TO 7:00 A.M WEEK DAYS/
WEEKENDS/HOLIDAYS:**

1. Should staff notice at any time that a fire situation is occurring on the construction site, they will report the situation to their immediate supervisor.
2. Staff will not enter the construction site at any time.
3. The supervisor will dial 911.
4. The supervisor will initiate a “Code Red – Fire – Construction Site – please stay on alert and await further instructions” being paged.
5. All staff will remain in their area on heightened alert and await further instructions.
6. When the fire department arrives they will take control of the situation. Staff will follow the direction of the Fire Department. Should an evacuation be necessary, the evacuation procedures for the Home will be followed.
7. Once the area is found to be safe the “Code Red All Clear” announcement will be made.

DATE APPROVED:	May 2011
DATE REVIEWED:	March 2023
DATE REVISED:	March 2021