

# FIRE SAFETY PLAN

## EDEN HOUSE CARE FACILITY

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Care and Treatment Occupancy – B2

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5016 Wellington Rd. 29  
Guelph/Eramosa, Ontario  
N1H 6H8

519-856-4622

**Prepared By: Kathy Onifrichuk**

**Date: October 18, 2024**

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# EDEN HOUSE CARE FACILITY FIRE PLAN

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## **INTRODUCTION**

This fire safety plan for Eden House Care Facility Inc. is required by the Ontario Fire Code, Division B, Section 2.8.

The fire safety plan has been approved by the Guelph-Eramosa Fire Department's Chief Fire Official and is designed to provide occupant fire safety in the event of a fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. The plan describes what occupants are to do in the event of a fire, the fire safety requirements for the building, the responsibilities of supervisory staff and their duties and other related fire safety issues.

To maximize effectiveness of this fire safety plan, the owner, management people and supervisory staff members will know the contents of the plan, how to execute the fire safety plan and implement it properly. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner will be any of, or a combination of parties, including building management, maintenance staff, legal owner, business owner, team leaders, RNs, RPNs, and people designated as supervisory staff.

This fire safety plan has been approved by the Guelph-Eramosa Fire Department's Chief Fire Official; however, this does not relieve the owner, lessee, management official or assigned substitutes of their responsibilities as indicated in the Ontario Fire Code. The Fire Protection and Prevention Act states that "every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a corporation or to imprisonment for a term of not more than one year or both"

The Guelph-Eramosa Fire Department's Chief Fire Official may require this plan, or parts of it, once approved to be revised if there are any changes to occupancy or use, any change in standards, if the fire safety plan has not been kept current or because the Chief Fire Official decides the current plan is no longer acceptable.

The Chief Fire Official is to be notified regarding any changes in this accepted and approved fire safety plan. This plan will be reviewed yearly and at all bi-monthly meetings of management and supervisory staff. The reason for these meetings is to take into account any changes in use or other characteristics of the building.

Two copies of this plan or revised sections along with a copy of the original plan (when this occurs) will be submitted to the Chief Fire Official. Upon review and approval by the Chief Fire Official, one copy will be returned to the owner and one copy will be retained by the Guelph-Eramosa Fire Department.

The fire safety plan will be placed in a conspicuous location within the building that has been approved by the Chief fire Official. The location of this fire safety plan is in the fire safety plan box, marked 'Fire Plan Box' upon the main entrance to the Nursing Home

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and the main entrance to the Retirement Home – 5016 Wellington Rd. 29.

Guelph/Eramosa

A complete horizontal evacuation from the closest zone to the farthest zone and vice versa within the Nursing Home and Retirement Home can be achieved within a 20 min time span with minimal staffing (nursing home buildings have 1 RN and 4 PSWs at night, retirement home building has 1 PSW at night). In the case of an emergency 3 PSWs from the nursing home will go to the retirement home and assist the 1 PSW with the emergency.

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## **Audit of Human Resource**

Building Owner: Ameet Karaul – 295 Adelaide Street, W., Unit 4007, Toronto, Ontario, M5V 0L4 (t) 1-647-460-0049 – email: [ameet.karaul.org](mailto:ameet.karaul.org)

Administration: Lisa Holisek – (t) 519- 856-0951-856-4622 x 222 (c) 226-929-1631 email: [admin@edenhousecarehome.ca](mailto:admin@edenhousecarehome.ca)

Director of Care: Sandy Pooni – (t) 519-856-4622 x 223 ( c ) 604-762-5231 email [doc@edenhousecarehome.ca](mailto:doc@edenhousecarehome.ca)

Assistant Director of Care: Zumereta Begovic (t) 519-856-4622 x 232 ( C ) 647-975-3807 email: [adoc@edenhousecarehome.ca](mailto:adoc@edenhousecarehome.ca)

Ward Clerk: Kathy Onifrichuk – (t) 519-856-4622 x 228 (c) 226-821-4636 [clerk@edenhousecarehome.ca](mailto:clerk@edenhousecarehome.ca)

Health and Safety Coordinator – Sandy Pooni (RN) – (t) 856-4622 x 223 ( 604-762-5231C ) email [doc@edenhousecarehome.ca](mailto:doc@edenhousecarehome.ca)

Life Enrichment Coordinator –Rachel Taylor – (t) 519-856-4622 x 224 905-483-8392 – email [recreation@edenhousecarehome.ca](mailto:recreation@edenhousecarehome.ca)

Food Nutritional Service Manager - Shraddha Patel (c) 647-3001395 email [dietary@edenhousecarehome.ca](mailto:dietary@edenhousecarehome.ca)

Maintenance Supervisor – Dean Benoit– (c) 226-218-2195

Team Leader – Kimberley Sweezie (RN) – (t) 519-853-9513

Team Leader – Jaskamal Grewal (RN) – (t) 519-760-1008

Team Leader – Damanjit Kamo (RN) – 519-835-1511

Team Leader – Maxine Payne (RAI) – (t) 905-867-5644

Team Leader – Ashley Cado (Retirement Home) – (t) 519-362-5776

Team Leader – Dalvir Nunner (Retirement Home) – (t) 416-821-7515

Team Leader – Kelly Blinkhorn (Retirement Home) – (t) 437-422-0132

Team Leader – Dennis James (Retirement Home) – (t) 514-709-2538

CTS. – 1-800-333-7721

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## EMERGENCY TELEPHONE NUMBERS

AGENCY	EMERGENCY NUMBER	NON-EMERGENCY NUMBER
Police	911	
Fire Department	911	
Ambulance	911	
Hydro One	1-800-434-1235	
Upper Grand	1-877-768-2557	
Local Spills Coordinator Spills Action Centre	1-800-268-6060	1-416-325-3000
Public Works	519-856-9596 x 250	519-856-9951
Ministry of Labour	1-800-268-2966	
Natural Gas Supplier Union Gas	1-877-969-0999	1-888-774-3111
Canutec	1-613-996-6666	
Poison Information Centre	1-800-268-9017	
Weather Information	www.CBC.com	
MOHLTC (unusual occurrence)	1-800-959-9394	
CCAC (bed arrangements)		519-823-2550
Silverfox Pharmacy	1-647-224-8829	
Red Cross (cots and blankets)		519-836-3523
CONTRACTORS	EMERGENCY NUMBER	NON-EMERGENCY NUMBER
Generator Service: Gencare	519-659-7118	
Fire Alarm: CTS	1-800-333-7721	Account # 11-66-86
Upper Grand Refrigeration and AC	519-829-8458	1-877-768-2757
Sprinkler/Standpipe Systems – SPIRA Fire Protection	519-823-1150	519-823-1150
Hazardous Material Removal: Ministry of Environment	1-800-565-4923	1-416-325-4000
Cornerstone Plumbing	1-800-756-5035	519-993-0494
Electrician #1 Jamrick Electric	519-572-6802	519-749-8317
Electrician #2 Juno Electric (generator and emergency electrical)	Sam – 519-244-7505	Steno – 519-220-9889
Structural CRD Construction John Donato	519-822-1801	519-822-1801
Diesel Fuel Supplier McDougall Fuels	1-800-265-4568	1-800-265-4568
Emergency Transportation- Voyageur	1-855-263-7163	519-455-1390 ex 219
Emergency Transportation –	519-821-1700	

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Red Top		
Emergency Food – Food Land	905-299-2551	519-856-2577
Emergency Food – Sysco	519-533-4000	
Emergency Relocation – Elliott Home in Guelph	519-822-0491	
Emergency Relocation – St. Joseph's Care Facility	519-821-2620	

A full evacuation for each fire zone can be conducted in 20 minutes.

There are also other Registered Staff, PSWs, office workers, and general workers that are considered supervisory staff for the purposes of this fire safety plan. Also, all the people and positions noted above are considered supervisory staff as defined in the Ontario Fire Code and do have delegated responsibilities for fire safety of this building.

Supervisory Staff is defined as those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan and may include the fire department where the fire department agrees to accept these responsibilities.

The owner and company manager will be given a full copy of this fire safety plan.

All other supervisory staff will be given parts of this plan that apply to them. In particular the sections titled: Appointment and Organization of Supervisory Staff, Emergency Procedures for all Occupants, Emergency Procedures for Supervisory Staff, Supervisory Staff Fire Safety Responsibilities, Controlling, Confining and Containing a Fire, Control of Fire Hazards in Building, Alternative Measures of Fire Safety, Flammable/Combustible Liquids Control Procedure, and Maintenance of Building's Fire Protection/Detection/Life Systems.

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## **Audit of Building Resources**

Number of Floors: 2                      Type of Building Construction: Combustible  
Retirement Home Date of Construction: 1968   Retirement Home Date of Addition: 1996  
Nursing Home Date of Construction: 1991  
Retirement Home Number of Suites: 21 Retirement Home Bed Capacity: 21  
Nursing Home Number of Suites: 35 Nursing Home Bed Capacity: 58  
Retirement Home Key Box Location: See Schematic (Appendix C)  
Nursing Home Key Box Location: See Schematic (Appendix D)  
Location of Exterior Gas Shut Off: See Schematic (Appendix C and D)  
Location of Interior Gas Shut Off: None – all gas run equipment has individual shut off valve  
Location of Main Electrical Room: See Schematic (Appendix D)  
Location of Tank Room: See Schematic (Appendix D)  
Retirement Home Fire Department Access Route Location: East Side of Building facing Wellington Rd 29 (see Schematics –Appendix C)  
Nursing Home Fire Department Access Route Location: South Side of building, 2nd drive way on Wellington Rd 29 when driving South on Wellington Rd 29 (see Schematics – Appendix D)  
Nursing Home Make and Model of Fire Alarm: Notifier System 5000 Fire Detection Alarm System                      # of Stages: 2  
Retirement Home Make and Model of Fire Alarm: AFP 200 Notifier Intelligent Fire Detection and Alarm System                      # of Stages: 1  
Is Fire Alarm Monitored? Yes      Contact Information: 1-800-333-7721  
Location of Fire Alarm Panel: See Schematics for Retirement Home (Appendix C) and Nursing Home (Appendix D)  
Location of Annunciator Panel: See Schematics for Retirement Home (Appendix C) and Nursing Home (Appendix D)  
Is there an Emergency Voice Communication System? No – phone intercom  
Are the smoke control measures? Yes                      Type: Fire Rated Doors on all Nursing Home suits, utility rooms, storage rooms, common rooms, offices and bath rooms. All doors for suits and fire walls are on automatic release hold open devices.

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Is there a sprinkler system? Yes Type: & Location in Building: Whole Building  
Location of Sprinkler Shut Off Valve(s) Basement under Retirement Home at Nursing Station

Is there a stand pipe and hose system? Yes Location: See Schematics (appendix C and appendix D)

Are there Fire Department Connections? Yes Location: See Schematics (Appendix D)

Is there a fire pump? Yes (Stand Pipe Only) Location: See Schematics

Type of Water Supply: Well. Tank cistern water in building for supply of sprinkler water supply. Location: See Schematics (Appendix C)

Is there Emergency Lighting? Yes

Location of Emergency Lighting: See Schematics (Appendix C)

Is there emergency power back-up? Yes Type: Generator: AB Gensets Serial #102914-5 250 Model DM 4

Location of back-up power: See schematic (Appendix D)

Are there elevating devices? No Type: N/A

Do they have a special emergency function? No

Are there portable extinguishers Installed? Yes Location: See Schematic (appendix C and Appendix D)

Min staff in the building at all times is 6 persons.

### **Pull Station Covers**

Pull stations are now covered by clear plastic domes. These domes have a battery-operated siren inside them which is activated by lifting the cover of the dome when accessing the pull station underneath. This siren is only a local alarm and is not associated with the fire panel, fire monitoring equipment, or the fire monitoring station. Meaning that upon sounding this siren the fire department and fire alarm monitoring company will not be notified; the pull station must be activated to notify the fire department and fire alarm monitoring company.

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## **Appointment and Organization of Supervisory Staff**

In the context of this Fire Safety Plan, Supervisory Staff are those who have some delegated responsibility for the fire safety of building occupants.

The following people and positions are considered supervisory staff for the proper implementation of this plan:

Building Owner: Ameet Karaul – entirety of plan

Administrator: Lisa Holisek – entirety of plan

The following people are responsible for the emergency fire procedures for all occupants and other supervisory staff, controlling and extinguishing fires, controlling fire hazards within the building including any special hazards associated with hazardous materials, maintaining all fire protection/detection equipment in working order and in accordance to the Ontario Fire Code and city by-laws, assisting people with evacuation who have physical and/or mental challenges or who require help, fire drills, fire code compliance and other requirements set forth in this fire safety plan.

More detailed responsibilities are explained and detailed within this fire safety plan.

All supervisory staff members will also be available upon notification to carry out their duties.

Administration: Lisa Holisek

Director of Care: Sandy Pooni

Assistant Director of Care: Zumreta Begovic

Ward Clerk: Kathy Onifrichuk

Health and Safety Coordinator: Sandy Pooni DOC (RN)

Maintenance: Dean Beniot

The following people will be also responsible for the alternative measures to be implemented when any fire protection/detection system is not functioning and of all the maintenance requirements regarding the fire protection/detection equipment.

Maintenance: Dean Beniot

Ward Clerk: Kathy Onifrichuk

Building Owner: Ameet Karaul

CTS – Alarm Service Provider

All other occupants (working staff and visitors) are responsible for the control of fire hazards within the building and of fully understanding their emergency fire procedures.

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## **Owner's/Administrator's/Supervisor's Responsibilities**

Owner is defined as “any person, firm or corporation controlling any portion of the building or the property under consideration and includes the persons in the building or property.

The building owner has many responsibilities as specified in the Ontario Fire Code and is responsible for compliance with the following:

- Developing and implementing an approved fire safety plan. Maintaining and updating fire safety plan.
- Establishing and posting the fire emergency procedures on each floor.
- Appointing, organizing and training supervisory staff to carry out fire safety duties and emergency procedures. Alternate staff are trained and designated to act as supervisor in the event the appointed supervisor is unavailable or incapacitated.
- Training staff to respond appropriately to a fire.
- Hold fire drills at least monthly on each shift to involve all staff.
- Scheduling and co-coordinating regular fire drills
- Identify and eliminate or control fire hazards throughout the building.
- Providing alternate measures for fire safety during the temporary shutdown of fire protection equipment.
- Keeping records of all tests and corrective measures of the above for a period of two years after they are made. This record will be made available to the Chief Fire Official when requested.
- Keeping records of all training, fire safety education, and fire drills are delivered to residents and staff for 2 years
- Notify Fire Dept. of annual approved scenario fire drill.
- Any persons responsible for the Fire Safety Plan shall have training acceptable to the Fire Marshal.

## **NURSING MANAGER/SUPERVISOR RESPONSIBILITIES IN FIRE SAFETY**

- Identify and establish a plan for resident who require assistance to evacuate due to physical or mental disabilities
- Hallways and stairwells are kept clear of storage, debris and equipment
- Stairwell doors and firewall doors in other fire separations are kept closed except where approved hold-open devices are provided. Do not allow anyone to interfere with the self-closing device on any door.

## **FOOD SERVICE SUPERVISORS RESPONSIBILITY IN FIRE SAFETY**

- Cooking equipment and appliances are maintained in good working order.
- All grease filters in hoods and duct systems are maintained and tested in accordance with Div. B, Part 2 of the Fire Code.
- The fixed automatic extinguishing systems are maintained and tested in accordance with Div. B, Part 2 of the Fire Code.

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## **LAUNDRY SUPERVISOR RESPONSIBILITY**

- Commercial laundry equipment is maintained in good working order
- All duct systems and dryer drums are cleaned of lint and combustible residue regularly.
- No lint accumulation in the laundry room.
- Flammable or combustible liquid saturated rags are only cleaned off-site
- Laundry chemicals are safely stored
- Laundry staff knows how to shut down the drying equipment safely in order to prevent foam rubber products from spontaneously heating.

## **HOUSEKEEPING SUPERVISORS RESPONSIBILITY IN FIRE SAFETY**

- Commercial housekeeping equipment is maintained in good working order
- Cleaning chemicals and materials are safely stored

## **MAINTENANCE SUPERVISORS RESPONSIBILITY IN FIRE SAFETY**

- All fire protection equipment and building features such as fire separation, emergency lighting, fire alarm systems, sprinkler systems, standpipe systems, fire extinguishers, fixed extinguishing systems and voice communication systems are checked, tested, and inspected and maintained in accordance with Div. B., Parts 2, 6, and 7 of the Fire Code and all applicable standards.
- Magnetic locking devices, if installed on exit and access to exit doors, release upon activation of the fire alarm and adjacent manual pull stations.
- Maintain permanent records of all fire equipment inspections, tests and maintenance as set out in Div. B, Part 1 of the Fire Code.
- Access roadways, fire routes, hydrants and pumper connections are accessible to the fire department and are clear of all obstructions.

## **RESPONSIBILITIES FOR ALL STAFF**

- They are aware of their responsibilities upon discovery of a fire, or upon hearing the fire alarm.
- Stairway doors are kept in the closed and latched position at all times
- Doors that separate floors into fire safety zones are kept closed and latched at all times, unless designed to close automatically upon activation of the fire alarm
- Self-closing devices attached to doors are not disengaged or rendered inoperable
- Doors on hold-open devices in fire separations close automatically upon activation of the fire alarm
- Stairways, landings, hallways, passageways and exits are kept clear of any storage or other obstructions

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- Combustible waste and debris accumulations are restricted to designated storage areas within the building
- Understand what each type of fire alarm signal means and how to initiate the fire alarm from anywhere in the facility.
- Retirement Home has a single-stage fire alarm system; upon activation of the alarm all will horizontal evacuate to the nearest point of safety or outside of the building. If the occupants are unable to evacuate staff will come and assist them to the nearest point of safety or outside.
- The Nursing has a 2 stage fire alarm system; upon activation of the first alarm staff will determine if there is a fire/smoke, or if it is a false alarm. If confirmed to be a fire Nurse Manager will activate the second stage alarm, through the use of the second stage key attached to the key chain on the wooden stick and on RN key ring. Upon activation of the second stage alarm staff will perform a horizontal evacuate from the zone of fire origin, starting with the room of fire origin, to the closest, safe, adjoining zone.
- All supervisory staff will assist with direction and evacuation.
- The fire safety plan will be reviewed every 12 months and to be read by all staff after each annual review.

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## **Emergency Procedures for Supervisory Staff**

Upon the discovery of a fire emergency, refer to the acronym “**REACT**” to assist all staff in following the correct emergency procedures. The sequence of steps in the acronym will vary depending upon the circumstances of the fire and the abilities of the responding individuals.

If you discover a fire, follow the actions outline in the acronym **REACT**

A. IF YOU DISCOVER A FIRE

Remove persons in immediate danger if possible.

Ensure the door(s) is/are closed to confine the fire and smoke.

Activate the fire alarm system using the nearest pull station.

Call the fire department and/or notify reception.

Thoroughly concentrate on further evacuation.

B. ON HEARING THE FIRE ALARM

1. Return to your unit or proceed to a location assigned by the Nurse Manager.
2. Close all doors.
3. Ensure all exits and corridors are unobstructed.
4. Reassure residents and visitors.
5. Await further instructions.

C. EACH EMPLOYEE MUST KNOW

1. The procedures shown in sections above.
2. Specific instructions for his or her department.
3. The location and operation of the following in his or her work area:
  - a) Fire Alarm Pull Stations
  - b) Extinguishers
  - c) Fire Exits

D. REMEMBER

1. Do NOT shout "FIRE"
2. Do NOT use telephone unless necessary

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## **DEPARTMENTAL SPECIFIC INSTRUCTIONS**

### **FIRE EMERGENCY PROCEDURES FOR ADMINISTRATOR**

1. Co-ordinate the transportation of all residents and their personal and medical records to other facilities, if needed.
2. Assign staff to check that all emergency systems are operating properly.
3. Once the emergency is over take the necessary actions to return the building emergency systems to full service as soon as possible.

### **FIRE EMERGENCY PROCEDURES FOR NURSE MANAGER**

- Supervise and direct the evacuation, assembly and relocation of residents and visitors. The Nurse Manager on all shifts is the designated Fire Marshall for any fire emergency, until the Fire Department arrives.
- Upon hearing the alert signal, assign personnel to investigate the cause of the alarm if unknown.
- If it is deemed necessary, initiate the evacuation signal.
- Fire Marshall will designate staff to: stay with residents in safe zone; to relay residents from hazards to safe zone; to open and close fire doors; to evacuate residents from hazard zone; to take attendance of all occupants; to move resident charts and medications once building is evacuated fully
  - Nurse Manager on nights will designate other staff as well as assist in the evacuation of the residents themselves, both from the room of fire origin and the effected fire zone
- Coordinate the evacuation, assembly and relocation of all residents to safe area of the building.
- When fire has been confirmed, use the red pole at the Nurse's Desk to push the black button near the ceiling, this will manually activate the Nurse's Desk fire shield.
- Assign staff to make sure that the fire route is clear and unobstructed.
- Report to the front door, manually unlocking the front door if necessary. Inform arriving fire department of any resident, visitors, or staff who requires assistance or rescue.
- Provide fire department with master key for all areas and rooms in the building.
- Direct the fire department to the fire alarm panel and assist them with the operation of these systems.
- Upon request, provide a floor plan that shows the locations of exits and all fire protection equipment.
- Upon request, direct the fire department to the location of the fire alarm control panel, standpipe hose system, Eden and Wellington Wing Fire Pump, and natural gas shut off valves and hydro disconnect.
- Advise the fire department that the building is equipped with a nurse call system.[not part of the fire alarm system]
- Be available to assist the fire department.
- Undertake Administrators responsibilities if they are not on-site.

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**\*\*** If fire is in the Retirement Home, Nurse Manager will assign the first 3 staff members they see to assist with the Retirement Home evacuation. The annunciator, located at the nursing station, will give the location of the activated fire alarm. Staff should be advised on which entrance to use when entering the retirement home.

## Sequence of Evacuation

The goal must be to evacuate all endangered occupants from the fire area and confine the fire as quickly as possible.

- Evacuate residents horizontally to the adjacent fire zones.
- Evacuate the room of the fire origin first, if possible, within 2 minutes of the sound of the alarm
- Close all doors in the fire compartment. Occupants requiring assistance to evacuate should be reassured and told to remain in their rooms with the door closed. They will be evacuated as soon as possible.
- Evacuate the rooms on either side of the room of fire origin and the room directly across the hall. As each room is evacuated during the primary search, identify that the room has been evacuated by attaching flap unto door jam in order to reveal vacancy sign.
  - Note: during any evacuation a resident may re-enter a room that has been identified as empty. To prevent the possibility of someone being left behind in a fire area a second check to ensure that the vacancy sign is visible.
- Visitors and other occupants capable of evacuating should be instructed to leave the fire area on their own or with some assistance.
- Visitors may provide assistance in evacuating the occupant they are visiting, but they may not re-enter the fire zone to assist with evacuation
- Evacuate the rest of the zone using the fan-out method: start evacuating the rooms nearest to the room of fire origin and move down the fire zone towards the safe zone
  - whenever possible try to evacuate all occupants to the same safe zone
- If necessary, evacuate resident who are critically ill or on any life support. If they are not in any immediate danger, they should be left in their room with the door closed. Procedures for moving critically ill residents must be established well in advance of any emergency.

Once in the adjacent fire zone or outside:

- Employees and residents assemble at the designated meeting area.
- Report on the status of the facility to the Fire Marshall.

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## **FIRE EMERGENCY PROCEDURES FOR ENVIRONMENTAL SUPERVISOR**

- Fire routes are clear and unobstructed.
- If possible, ensure that all emergency systems are operating properly.
- Be available to assist the fire department.

## **FIRE EMERGENCY PROCEDURES FOR FOOD SERVICES SUPERVISOR**

- Assist anyone in immediate danger to evacuate the kitchen area.
- Manually activate the automatic extinguishing system, if required it didn't come on automatically, this will activate the fire alarm system (both Nursing Home and Retirement Home).
- Shut off the electrical and gas equipment, cooking equipment, coffee, etc, in a safe manner.
- Close door to the kitchen to confine the smoke and fire.
- Activate the fire alarm system (if not already activated).
- Notify Nurse Manager or fire department of fire condition.
- Assist in the assembly and relocation of residents and visitors.

## **FIRE EMERGENCY PROCEDURES FOR LAUNDRY STAFF**

- Shut off electrical and gas laundry cleaning and drying equipment in a safe manner.
- All doors are closed when evacuating the laundry room.

## **FIRE EMERGENCY PROCEDURES FOR BUSINESS OFFICE & UNIT CLERK**

### **If fire is in your area:**

1. Follow general fire procedures "If you discover a fire" (located by all pull stations).

### **When you hear the fire alarm**

1. Report to front door main entrance and:
  - a) Answer the telephone, terminating non-emergency telephone calls, e.g. "Sorry, we are in an emergency, please call back".
  - b) Do not allow visitors to go past the main entrance of the building.
  - c) Unlock the main entrance and direct the Fire Department to the fire location.
  - d) Roll up mats at Nursing Home Front Exit
2. Inform the Administrator and Director of Care of the emergency, if they are outside the building.

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## HOUSEKEEPING/LAUNDRY/MAINTENANCE

### Housekeeping

#### **If the fire is in your area:**

- i) Follow general fire procedures "If you discover a fire" (located by all pull stations).

#### **When you hear the Fire Alarm and fire is in another area:**

- i) Put away equipment and ensure all hallways are clear.
- ii) Report to nursing station on your assigned ward and wait for directions. Remain in assigned area until directed elsewhere.
- iii) Assist as required.
- iv) If passing through the fire zone on route to the Nursing Station assist with evacuation before reporting to the Nursing Station

### Laundry

#### **If the fire is in your area:**

- i) Follow general fire procedures "If you discover a fire" (located by all pull stations).

#### **When you hear the Fire Alarm and fire is in another area:**

- i) Turn off all laundry equipment.
- ii) Turn off all air circulation equipment.
- iii) Leave the department and close all doors.
- iv) Proceed to Nursing Station and assist as required.
- v) If passing through the fire zone on route to the Nursing Station assist with evacuation before reporting to the Nursing Station

**Note: The laundry staff are to ensure that both sections of the laundry door are closed and latched during their shift.**

### Maintenance

#### **If the fire is in your area:**

- i) Follow general fire procedures "If you discover a fire" (located by all pull stations).

#### **When you hear the Fire Alarm and fire is in another area:**

- i) Report to Nursing Station
- ii) If passing through the fire zone on route to the Nursing Station assist with evacuation before reporting to the Nursing Station
- iii) Assist as designated by Nurse Manager

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## RECREATION AND LEISURE STAFF

### **If the fire is in your area:**

- i) Follow general fire procedures “If you discover a fire” (located by all pull stations).

### **When you hear the Fire Alarm and fire is in another area:**

- i) If you are involved with a program and in a safe location, close the door and supervise the residents.
- ii) Report to Nursing Station
- iii) If passing through the fire zone on route to the Nursing Station assist with evacuation before reporting to the Nursing Station
- iv) Assist as designated by Nurse Manager

## DIETARY STAFF

### **If the fire is in your area:**

(Cook assumes Leadership position in absence of Food Services Supervisor)

1. Pull nearest Fire Alarm or delegate this task. Manually activate the automatic extinguishing system, if required.
2. Doors and windows are closed to confine smoke.
3. Turn off all equipment - stoves, fans, dishwasher, etc.
4. DO NOT place yourself in danger.
5. Report to Nursing Station

### **When you hear the Fire Alarm**

(Employees in Department)

- i) Turn off all cooking equipment
- ii) Turn off all air circulating equipment.
- iii) Close all doors and leave the department. Report to first floor nursing station and await instructions.

## EDEN HOUSE CARE FACILITY FIRE PLAN

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### **RETIREMENT HOME NURSING STAFF & NURSING HOME NURSE MANAGER**

#### **Nurse Manager on Day, Evening, and Night Shift**

##### **If the fire is on your unit:**

- i) Go directly to the annunciator panel at the front door or the nursing station on the retirement home and determine area of fire. If passing through the fire zone on route to the Nursing Station start evacuation to the adjacent safe fire zone before going to the Nursing Station, and/or designate staff to start the evacuation.

**\*\*The annunciator in the Nursing Home will beep and give the location of the fire. The Nursing Manager will assign the first 3 staff members they come across to go to the Retirement Home and assist with the evacuation. \*\***

- ii) Page "Code Red, Code Red, Code Red" and state fire location three times, if passing through the fire zone before reaching the Nursing Station, use walkie talkie to radio Nursing Home nurse Manager with the location of the fire. All Retirement and Nursing Home Team Leaders must have a walkie-talking on them and working at all times
- iii) Call the Fire Department via outside line using 911 number and state the following:  
"This is the Eden House Care Facility at 5016 Wellington Rd 29, Guelph/Eramosa we have a fire located at – (state area fire located)"  
This task can be designated to another staff member
- iv) Unlock the front door if necessary and direct fire department to the fire area. Provide full set of master keys to the Fire Department Officials.
- v) When fire has been confirmed, lift/push -up and drop the fire shield in the kitchen to create a barrier between the kitchen and the rest of the retirement home
- vi) If possible, have a staff member remain at Nursing Station to direct staff, and volunteers.
- vii) Occupants will be directed to either the primary fire exit or a safe alternative fire zone
- viii) Remove resident charts and MAR books, Medication cart and Emergency Box from the fire zone if possible.
- ix) If "Alarm" is false or when situation is under control, page "All Clear" three (3) times, once approved by the Fire Department Officials.
- x) To silence the alarm in the event of a confirmed "false alarm" follow the steps on the "Decision Tree" located on the clip board at the Nursing Station (copy in Appendix G)

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## ALL OTHER NURSING STAFF – HCA / PSW AND RECREATION

### If the Fire is in your area:

- i) Follow general fire procedures “If you discover a fire” (located by all pull stations).

### When you hear the fire alarm:

- i) Determine exact location of fire.
- ii) Report to Nursing Station
- iii) If passing through the fire zone on route to the Nursing Station assist with evacuation before reporting to the Nursing Station
- iv) Assist as designated by Nurse Manager

## RETIREMENT HOME RESIDENTS AND VISITORS

### When you hear the alarm.

1. Leave your room and SHUT THE DOOR behind you
2. Look for smoke, Smell for smoke, Listen for the staff announcing where the fire is
  - a. Smoke will cause the hall to appear hazy if the fire is near you
3. Head to the nearest point of safety (maps are on the back of your door) without crossing the area where the fire is

- If you are confused as to where to go, and there is no smoke in your room, wait in your room and the staff will come and get you

Staff will be evacuating rooms which are in the ‘Fire Zone’ where the fire has occurred. If you choose to wait for the staff and they do not come for you immediately DO NOT PANIC, this means the fire is not near your location.

UNDER NO CIRCUMSTANCES SHOULD YOU GO LOOKING FOR THE FIRE.  
This will increase the danger for yourself, your fellow residents, and the staff.

### Points of safety in the Retirement Home.

1. The flag pole at the front of the property
2. The Activity Room
3. The dining room
4. The hallway by the hair dresser’s salon
5. The memory garden

# EDEN HOUSE CARE FACILITY FIRE PLAN

## **Emergency Procedures for All Occupants (Nursing Home)**

### **DOCTORS/VISITORS/VOLUNTEERS, ETC.**

#### **When you hear the fire alarm:**

- i) Remain with the residents.
- ii) Keep the door of the room closed.
- iii) Follow instructions of staff.
- iv) If you have not yet entered the building when the fire alarm sounds, remain outside.

### **INSTRUCTIONS FOR VISITORS AND RESIDENTS IF YOU DISCOVER A FIRE**

#### **To visitors and residents:**

1. Assist anyone in immediate danger to evacuate to a safe area.
2. Leave the fire area immediately.
3. Close all doors behind you to confine the smoke and fire.
4. Activate the fire alarm and alert staff.
5. Exit the fire zone or the building

**Remain calm.** Do not re-enter the building until instructed to do so by the fire department.

### **INSTRUCTION FOR RESIDENTS AND VISITORS WHEN YOU HEAR THE FIRE ALARM (Nursing Home)**

#### **If you hear the Fire Alarm:**

1. If the fire is in your room, leave immediately, close the door and proceed to the adjacent fire zone
2. If the fire is not in your room, stay where you are, staff will come and direct you
3. Do not attempt to put out a fire.

**Remain calm.** Do not re-enter the building until instructed to do so by the fire department.

### **INSTRUCTION FOR RESIDENTS AND VISITORS WHEN YOU HEAR THE FIRE ALARM (Retirement Home)**

1. Assist anyone in immediate danger to evacuate to a safe area.
2. Leave the fire area immediately
3. Close all doors behind you to confine the smoke and fire.
4. Exit the fire zone if fire/smoke is present. Go to a point of safety or outside or await assistance from staff.

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## **Controlling, Confining, and Containing Fire**

In the event the smoke presents a hazard to the operation, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the fire department has been notified and wait for the Fire Department.

### **Retirement Home**

When the fire alarm is activated, all occupants will exit the home, via the primary exit if unobstructed by fire/smoke, and meet at one of the designated 'points of safety' which are the flag pole, activity room, dining room, hallway by hair dresser's salon, or memory garden. The primary exit is the front entrance of the retirement home. If smoke or fire obstructs this exit, the occupants will be instructed to use the alternative fire exits. All occupants who do not require assistance will exit the room they are in and head to the nearest unobstructed point of safety at the sound of the alarm. Retirement staff will execute a search of all rooms that are safe and accessible to assist those occupants who require assistance and to ensure all occupants have made it safely out of the building. Retirement staff will make sure windows and doors are closed, and bathroom fans are off.

### **Nursing Home**

At times, the fire alarm may go off, staff must determine **where or if** a fire is actually occurring in the Nursing Home via the main panel, located at the front door, or the annunciator at the Nursing Station. If there is a confirmed false alarm, follow the steps on the decision tree (Appendix F). All safety precautions are required (e.g. to follow all safe lifting procedures). If an actual fire is confirmed second stage will be initiated by the Nurse Manager, then staff should expediently complete an evacuation, which may involve emergency lifts and transfer techniques as described in the section description as Methods of Moving Residents.

# EDEN HOUSE CARE FACILITY FIRE PLAN





## TYPES OF FIRE EXTINGUISHERS

### PORTABLE FIRE EXTINGUISHERS

#### FIRE EXTINGUISHERS

To determine what type of fire extinguisher you have, look at the label on the extinguisher. It should say A, BC, ABC or D. Ensure you are using the correct extinguisher for the correct type of fire you are trying to extinguish.

#### Extinguisher Classification

Class:	Symbol	Usage:
A		Solid combustible fires, such as, burning wood, cloth and paper
B		Flammable liquids, such as, burning gas, grease or oil.
C		Electrical fires.
D		Metal fires.
K		Commercial Cooking System fires.

The following are examples of the extinguisher that may be located in this building;



Type A Extinguisher: Use on Paper, wood or cloth fires. This water type extinguisher is especially good for deep seated fires, such as a cushion or chair. This extinguisher would be found in locations throughout the building.



Type ABC Extinguisher: This can be used on a variety type of fires. This is often referred as a multi-purpose extinguisher. This extinguisher would be found in locations throughout the building.



Type BC Extinguisher: This is used as a back-up for the Kitchen Fixed Extinguishments

## EDEN HOUSE CARE FACILITY FIRE PLAN

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System. This extinguisher would be found in the kitchen

### **USE OF PORTABLE FIRE EXTINGUISHERS**

All portable fire extinguishers at Eden House are operated in essentially the same manner. Ensure that the pin is intact and the seal has not been broken. Set the extinguisher on the floor, break the plastic or wire seal by twisting the pin. All doors will be closed to control and confine the fire.

You are now ready for the **PASS** method:

- ❑ **P**ull the pin
- ❑ **A**im the extinguisher
- ❑ **S**queeze the trigger
- ❑ **S**weep the fire

One advice of the Guelph-Eramosa Fire Department, staff do not fight fires unless trained to do so, however if necessary staff will follow the above procedures posted at each fire extinguisher.

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## **Training of Supervisory Staff and Others – Fire Safety Responsibilities**

### **RESPONSIBILITIES OF THE ADMINISTRATOR**

This Home ensures that the following measures are incorporated in the Fire Safety Plan:

- establishment of emergency procedures to be followed at the time of an emergency
- appointment and organization of designated supervisory staff to carry out fire safety duties
- instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety
- holding of fire drills
- control of fire hazards in the building
- maintenance of building facilities provided for safety of the occupants
- provisions of alternate measures for safety of occupants during shut down of fire protection equipment
- assuring the checks, inspections and tests, as required by the fire code, are completed on schedule and that records are retained
- notification of the chief fire official regarding changes in the fire safety plan
- be in complete charge of the approved fire safety plan and the specific responsibilities of the personnel
- designate and train sufficient assistants to act in this position
- educate and train all building personnel and occupants in the use of the existing fire safety equipment, and in the actions to be taken under the approved fire safety plan
- survey the building to determine the number of exits available from each floor or area
- prepare and post on each area of the Nursing Home, a schematic and emergency procedure for use by the occupants of each exit, primary and secondary, in the case of an evacuation
- ensure that the schematic diagrams show type, location and operation of all building fire emergency systems, e.g. location of fire alarm control panel, fire hose cabinets, water control valves, in the Nursing Home is maintained.

### **TRAINING OF SUPERVISORY STAFF**

1. The Administrator is responsible for instructions to the Management Staff on all aspects of the Fire Safety and Evacuation Plans.
2. The initial instruction of the Nurse Manager will be the responsibility of the Director of Care.
3. Subsequent instructions and assurance of knowledge and skill of the Supervisor will be the responsibility of the Director of Care.

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## STAFF EDUCATION

1. To maintain a high level of employee awareness, the Home's Fire Marshall will conduct periodic in-service sessions on Fire Safety.
2. To assure knowledge and skill in fire safety procedures, department Managers are responsible for reviewing the manual with existing employees at least yearly.
3. All staff members are to read and be familiar with pertinent sections of the manual.
4. In the event of a fire, judgement may be necessary in deciding which action is appropriate in a given situation. The selection made should always be the one, which achieves the greatest protection for the occupants.

## DIRECTOR OF CARE RESPONSIBILITIES

1. Ensure that all employees are familiar with General Fire Procedures.
2. Ensure that all employees are knowledgeable about basic fire hazards in their work area and maintain their areas in such a manner as to be free of hazards.

## EMPLOYEE RESPONSIBILITIES

1. Be familiar with the contents of the emergency manual.
2. Know the location of fire alarm pull stations; fire fighting equipment and exits in his/her work areas.
3. Adhere to the fire safety policies of the home.
4. Report to the DOC/Nurse Manager any accumulation of combustible waste material inside or outside the building.
5. Report to the DOC/Nurse Manager any defective mechanical, gas or electrical equipment or other fire hazard.
6. Ensure that gas and electrical appliances in the department are turned off during unsupervised hours.

## METHODS OF MOVING RESIDENTS

1. Walk residents to nearest point of safety/adjacent fire zone.
2. Use sheets and blankets as temporary stretchers if necessary.
3. Use chairs/beds
  - working alone
  - working as partners.

### Using Chairs/wheelchairs

1. Working alone or with a partner - place resident in chair and push resident to exit

### Using Beds

1. Working with a partner, raise and unlock bed and push the resident in bed to the exit.

## EDEN HOUSE CARE FACILITY FIRE PLAN

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### **Use “Staff Chain” evacuation to open and close fire doors or to move wheelchairs**

(beds from the fire area past the fire doors)

### **Evacuation Times**

Once alarm has sounded 4.15 minutes is the assigned time for evacuating residents out of the room of fire origin. The zone of fire origin, which is separated from the rest of the fire zones by use of fire wall, fire barrier, or fire separation, has an assigned time of 20 minutes to be evacuated.

20 minutes of zone evacuation time is determined by the doors of each dwelling room having a CSA approved fire rating of 20minutes.

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## **FIRE DRILLS**

1. The Home's Fire Marshall institutes and co-ordinates six fire drills monthly at different times and locations to ensure all staff practice Fire Safety Procedures. She/he coordinates these fire drills to ensure all shifts are covered and all staff attend.
2. All employees on duty are to participate in the drill. Fire Drill Coordinators will initiate the fire drill by pulling the fire alarm pull station closest to the fire. All staff will respond to the fire alarm as though it were a real fire, and initiate drill procedures, as directed by the Fire Marshall. Or all staff will gather for a table talk, educational demonstration, or silent drill.
3. At the end of the drill, the Fire Drill Coordinators instructs the Unit Clerk/ Registered Staff and the Maintenance Staff to reset the fire alarm system
4. The Fire Drill Coordinators complete an evaluation of the drill with all staff. The Fire Drill Coordinators record the results of the drill and proposed recommendations on the Fire Drill Report

## **EVACUATION EXERCISES**

An evacuation exercise is to be conducted at least once a year. Records will be maintained on the dates, findings and recommendations of these exercises.

## **FIRE DRILL MASTER ATTENDANCE RECORD**

Fire Drill Coordinators conducting the in-service, drill or other fire safety events, will have each staff member sign a sheet showing their attendance at the drill.

This information is recorded on a form with each participant's name. Additionally, as each new staff person is hired, his or her name is placed on the record. In this way, administration is kept regularly informed of staff attendance in the area of emergency training and upgrading such that prompt remedial action may be taken as gaps are identified.

All records of fire drill attendance will be maintained in the home for a period of two years.

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## **Control of Fire Hazards in Building**

Everyone must be aware of the potential fire hazards that can exist throughout the facility. The Environmental Supervisor is responsible to complete a weekly walk through of the facility including all common areas, stairwells, storage, and electrical and mechanical rooms of the building.

All staff is responsible to check the following to ensure that potential fire hazards are being controlled:

- Eden House Care Facility is a non-smoking facility and all staff are required to follow the no smoking policies and procedures
- Always keep storage, laundry, furnace and electrical rooms clear of combustible materials.
- Avoid washing clothing or rags saturated with flammable or combustible liquids in laundry.
- Never dispose of flammable liquids or aerosols in garbage.
- Do not store any materials or equipment in exit stairwells.
- All personal electrical appliances used by residents will be inspected on admission for CSA standards
- Fire doors or doors with self-closing device will not be wedged open or tampered with.

### **In The Kitchen**

- All equipment shall be CSA approved
- Inspect equipment regularly for grease build-up
- Stream clean the vent hood and accessories on a constant basis
- Do not use octopus wiring
- Do not place combustibles near the burners or stoves
- Keep unauthorized people away from kitchen equipment
- Ensure kitchen doors operate properly
- Check pilot lights in stove to make sure they are lit
- All staff must know where activator to fixed extinguishing system is located and how to operate it
- Check burners on stove to make certain that they are off when not in use

### **In The Laundry Room**

- All equipment shall be CSA approved
- Inspect equipment regularly for grease build-up
- Clean lint traps to clothing dryers daily

### **In The Staff Room**

- Turn-off coffee pots when not in use or if not used for awhile
- Have fridge plug inspected annually for wire damage

## EDEN HOUSE CARE FACILITY FIRE PLAN

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### **In The Medical Room**

- Keep all compressed gas cylinders in upright position and in their proper ventilated areas

### **Throughout the Home**

- Make sure fire doors are not propped open
- Make all power cords/equipment that gets plugged in, both for the home and for individual residents are inspected and CSA approved upon arrival in the building and on an annual basis, red dots with date and signature on every piece of equipment to notify all staff of its inspection

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## **Alternative Measures of Fire Safety**

In the event of a shut-down of the fire alarm system in this building for whatever reason, selected supervisory staff members by either the owner or the administrator or the owner and administrator will contact the fire department of the shut-down and:

1. The Receptionist or Supervisor will announce "Alternate Measures, Alternate Measures, Alternate Measures " over the public address system every 30 minutes. A record will be kept of all announcements. (Appendix A)
2. Notify Fire Department that you are using alternate plan until system is operational immediately.
3. The senior person on duty in each department will ensure that all areas in his/her department are patrolled every 30 minutes, so that if a fire starts, it will be quickly detected. Keep records of your fire rounds.(Appendix B) The person patrolling shall be equipped with a referee's whistle to blow in the event a fire is noticed so that it can be blown to alert all occupants, cellular phone to call 911 of a fire condition, and a flashlight

### **If Fire is Detected (while the fire system is not functioning):**

1. The person finding the fire must follow "General Fire Procedures" see "If you discover a Fire", and contact the Fire Department by dialing 911 immediately.
2. Nurse Manager on the scene MUST page location so there is immediate assistance. REMEMBER THERE ARE NO BELLS.
3. The Nurse Manager on duty in the area where the fire is detected must call the Fire Department at 911 (or direct someone else to make the call).
4. Follow their evacuation duties as outline in this fire safety plan
5. When the "All Clear" is sounded, the following announcement is to be made:  
"We are now announcing the ALL CLEAR, Alternate Measures is still in effect."

### **When Fire System Returns to Normal:**

1. Unit Clerk or Supervisor announces, "Alternate Measures is no longer in effect". (Announce three (3) times.)
2. Notify Fire Department at 911 that fire alarm system is operational.
3. Notify Ministry of Health that system is operational.

If the fire alarm system is shut-down for more than 24 hours, the fire department will be notified in writing of the shut-down and of the expected repair and functionality of the system.

### **Alternative measures for Portable Extinguishers:**

If portable extinguishers are removed from service or have been removed for any reason, ensure through a contractor that replacement portable extinguishers are in place until the ones that were present return.

## EDEN HOUSE CARE FACILITY FIRE PLAN

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### **Alternative measures for Fire Separations:**

Any breaches in fire separations including doors whereby the integrity of the fire resistance and fire protection ratings are compromised, efforts will be made by supervisory staff to keep the breaches in the separations sealed (such as closing doors manually, using ready-made plaster to cover holes in walls) until the work can be done on the breaches properly. Repairs will be done forthwith.

### **Alternative measures for the Emergency Lighting Units:**

In the event the emergency lighting units become inoperative, supervisory staff will carry a flashlight and patrol the affected areas every hour. In the event of a fire evacuation that requires lighting, the flashlight will be used to guide people to their exits that they are to follow via their emergency evacuation procedures. Repairs will be conducted forthwith.

### **Alternative measures for Exit Lights:**

If signs become illegible or are not illuminated while the building is occupied, supervisory staff shall enact their emergency procedures for evacuating and assisting occupants to safety in the event of a fire emergency. Repairs to the exit lights shall be performed as quickly as possible.

## EDEN HOUSE CARE FACILITY FIRE PLAN

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### **Flammable/Combustible Liquids Control Procedure**

#### **Oxygen (gas/liquid)**

Oxygen (gas/liquid) containers can explode under fiery conditions or when heated. Multiple residents have smaller Oxygen containers either on their wheel chairs or in their rooms.

In the event of a fire **staff are NOT to remove the containers.**

The fire department is to be informed immediately on their arrival of the type and location of all O2 on site.

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## Maintenance of Building's Fire Protection/Detection/Life Systems

### MAINTENANCE SCHEDULES

The following list outlines the checks and tests required by the Ontario Fire Code. The schedule is listed as per code requirement, item and responsibility.

Records      A written record of the maintenance, tests and corrective measures will be kept in the building for 2 years and will be available on request by the Chief Fire Official.

For the purpose of carrying out these maintenance procedures, the following definitions should be considered applicable:

Check          Means visual observation to ensure that the device or system is in place and is not obviously damaged or obstructed.

Inspect        Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

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

Building owners should be aware that the requirement for having their fire alarms tested and maintained in accordance with **Sentence 1.1.5.3.(1) of the Fire Code**. Building owners are responsible for confirming that fire alarm technicians working on their fire alarm systems have either successfully completed a fire alarm training program acceptable to the Fire Marshal or are supervised by a technician that has met these requirements.

Technicians will carry a wallet-sized card that includes the name and photo of the technician, the program provider's name with an authorization signature, an expiry date. As well the card will incorporate a statement of Fire Marshal acceptance of the program that reads, " **This program is deemed acceptable to the Fire Marshal and satisfies the requirements of Clause 1.1.5.3. (1)(A) of the Ontario Fire Code.**

## EDEN HOUSE CARE FACILITY FIRE PLAN

REF. #	REQ.	ITEM	RESPONSIBILITY
<b>DAILY</b>			
2.4.1.5	Check	Lint traps and laundry room equipment shall be cleaned daily	Supervisor Environmental Services
2.5.1.1	Check	to ensure streets, yards and private roadways provided for fire dept. access are kept clear	Supervisor Environmental Services
2.7.3.1	Check	exit lights	Supervisor Environmental Services
2.7.3.2			
6.3.1.1	Check	fire alarm ac power and trouble light	Supervisor Environmental Services
6.3.2.2	Check	mechanical room during freezing weather	Supervisor Environmental Services
<b>WEEKLY</b>			
2.6.1.4	Check	hoods, filters and ducts subject to accumulation of combustible deposits	Supervisor Environmental Services
6.6.1.2	inspect	valves controlling fire protection water supply	Supervisor Environmental Services
<b>MONTHLY</b>			
2.2.3.4	inspect	all doors in fire separations	Supervisor Environmental Services
2.8.3.2	conduct	Fire drills	Fire Marshall
2.7.3.3[1]	check	pilot lights on emergency equipment	Supervisor Environmental Services
2.7.3.3[2]	inspect	emergency lighting unit equipment	Supervisor Environmental Services
2.7.3.3[3][a]	test	all emergency lighting unit equipment for operation upon failure of primary power	Supervisor Environmental Services
6.2.7.2	inspect	all portable fire extinguishers	Supervisor Environmental Services
6.3.2.1	inspect	fire alarm batteries	Supervisor Environmental Services
6.3.2.1	test	fire alarm system	Supervisor Environmental

## EDEN HOUSE CARE FACILITY FIRE PLAN

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	test/ inspect	emergency generator set operated at 30% of rated load for 60 minutes as per CSA-C282-M89	Services Supervisor Environmental Services
<b>Every Six Months</b>			
2.6.1.13& 6.8.1.1	inspect	kitchen exhaust hood and fire extinguishing per NFPA 96&17A	Contractor
6.5.5.7[3]	test	gate valve supervisory switches, and other supervisory devices	Contractor
6.7.1.1	test	and clean crankcase breathers, governors and linkages on emergency generators	Contractor
<b>Annually</b>			
2.2.3.7	inspect	fire dampers	Contractor
2.6.1.5	inspect	chimneys, flues and flue pipes and clean as necessary	Contractor
2.6.1.8	inspect	disconnect switch for mechanical air conditioning and ventilation systems	Contractor
2.7.3.3[3][b] 1	test	unit equipment for design  duration emergency lighting	Contractor
2.7.3.3[4] 2.8.3.2[1]	test	fire drill	Operator
6.2.7.1	inspect	all portable fire extinguishers	Contractor
6.3.2.1	Test Inspect	fire alarm system/sprinkler system by qualified personnel acceptable to the Chief Fire Official[as per CAN/ULC S536 M97]	Contractor
6.4.1.3[2] 6.5.4.4[2]	inspect	all fire dept. connections[Siamese] for wear, rust or obstructions	Contractor
6.4.2.5	inspect	remove and re-rack standpipe hose and replace worn gaskets	Contractor
2.8.3.2	Conduct	witnessed scenario fire evacuation/drills	Fire Dept
6.6.5.7	test	Stand pipe	Contractor
6.7.1.1	inspect	and service emergency generator and engine set	Contractor
6.7.1.5[1]	inspect	diesel generator and replenish fuel	Operator

## EDEN HOUSE CARE FACILITY FIRE PLAN

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### Every Two Years

6.7.1.1	inspect	and torque heads and valve adjustments for emergency generator engines	Contractor
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### Every Three Years

6.7.1.1	inspect	and service injector nozzles and valve adjustments on diesel emergency power engines	Contractor
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### Every Five Years

6.7.1.1	test	<b>insulation of emergency power generator windings</b>	<b>Contractor</b>
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### Every Six Years

6.2.7.1	test	replace the extinguishing agent in dry chemical fire extinguishers	Contractor
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### Every Twelve Years

6.2.7.1	test	hydrostatically test dry chemical fire extinguishers	Contractor
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### As Required

check	doors in fire separations to ensure they are closed	Supervisor Environmental Services
check	corridors and ensure they are maintained free of obstructions	Supervisor Environmental Services
	recharge fire extinguishers after use	Contractor
	hydrostatically test standpipe systems that have been modified or extruded	Contractor
	exit lights to ensure they are illuminated clear and legible	Supervisor Environmental Services

# EDEN HOUSE CARE FACILITY FIRE PLAN

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## INSTRUCTIONS FOR RESETTING FIRE ALARM SYSTEMS

### COMPONENTS IN THE DETECTION CIRCUIT AND HOW TO RESET THEM

#### Pull Station in Nursing Home

1. Retrieve keys on key chain in the nursing station with the vest
2. Insert long black key (allen key) into the hole at the top of the pull station
3. Turn the long black key clockwise while pulling on the unit forward
4. When the unit comes forward, push the white plate into the red unit until you hear a click
5. Push the unit back up into the wall until it clicks

#### Pull Stations in the Retirement Home

Insert small flat screwdriver (3/16) through the hole in the front cover, depress the spring while closing the front cover

#### Smoke Detector

The activated detector can be identified by its red light [on and not blinking]. The smoke detector will generally reset itself. If damaged, the fire alarm cannot be reset use "signal silence" button on main panel.

#### Heat Detector

The activated heat detector cannot be reset if the center disc has melted off [use "signal silence" button on main panel].

## FIRE ALARM PANEL RESET AND FEATURES – NURSING HOME

#### Full Reset

Should only be done once the Fire Department has confirmed there is no longer a concern.

#### Signal Silence Alarm Signal

This feature should be used when the detection component cannot be reset. Depressing this button will silence the alarm. The Fire alarm system will not reset until the affected circuit is closed. It is imperative that a service firm is called and that they check and repair as necessary.

#### Trouble Indicators

Depress the acknowledge silence tone to silence the trouble tone. Call for service.

## EDEN HOUSE CARE FACILITY FIRE PLAN

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### Fire Alarm Panel Reset and Features: Retirement Home

Assuming the system is repaired:

1. 2 keys located on key ring  
ORANGE key opens panel  
RED key is for mag locks
2. Turn orange key in panel door
3. Press ACKNOWLEDGE
4. Press system SILENCE
5. Press SYSTEM RESET

Wait a few seconds and the system will read Eden House Retirement Home

**ALL SYSTEMS normal.** Power light will be green. (mag locks will show as a system trouble when disarmed)

Panel will then direct you when to **RESET** the **MAG LOCKS**.

Insert RED key In Mag lock and turn to the right.

Refer to the Decision Tree Appendix F

### Fire Alarm Panel Reset and Features: Nursing Home

Assuming the system is repaired:

1. 3 keys located on key ring  
ORANGE key opens panel  
RED key is for mag locks  
BLACK allen key opens the pull stations
2. Turn orange key in panel
3. Press ACKNOWLEDGE
4. Press SYSTEM RESET

Wait a few seconds and the system will read Eden House Nursing Home **ALL**

**SYSTEMS normal.** Power light will be green. (mag locks will show as a system trouble when disarmed)

Panel will then direct you when to **RESET** the **MAG LOCKS**.

Insert RED key In Mag lock and turn to the right.

### For False Alarms – Nursing Home

See Decision Tree in the Appendix F

## EDEN HOUSE CARE FACILITY FIRE PLAN

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### **RECORDS**

A written record shall be kept of all test and corrective measures for the period of two years after they are made. The record shall be made available upon request of the Chief Fire Official (Div. B. 1.1.2.1 of the Ontario Fire Code).

A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher. All other required maintenance as listed in the "Maintenance Procedures" section will also have written records kept.

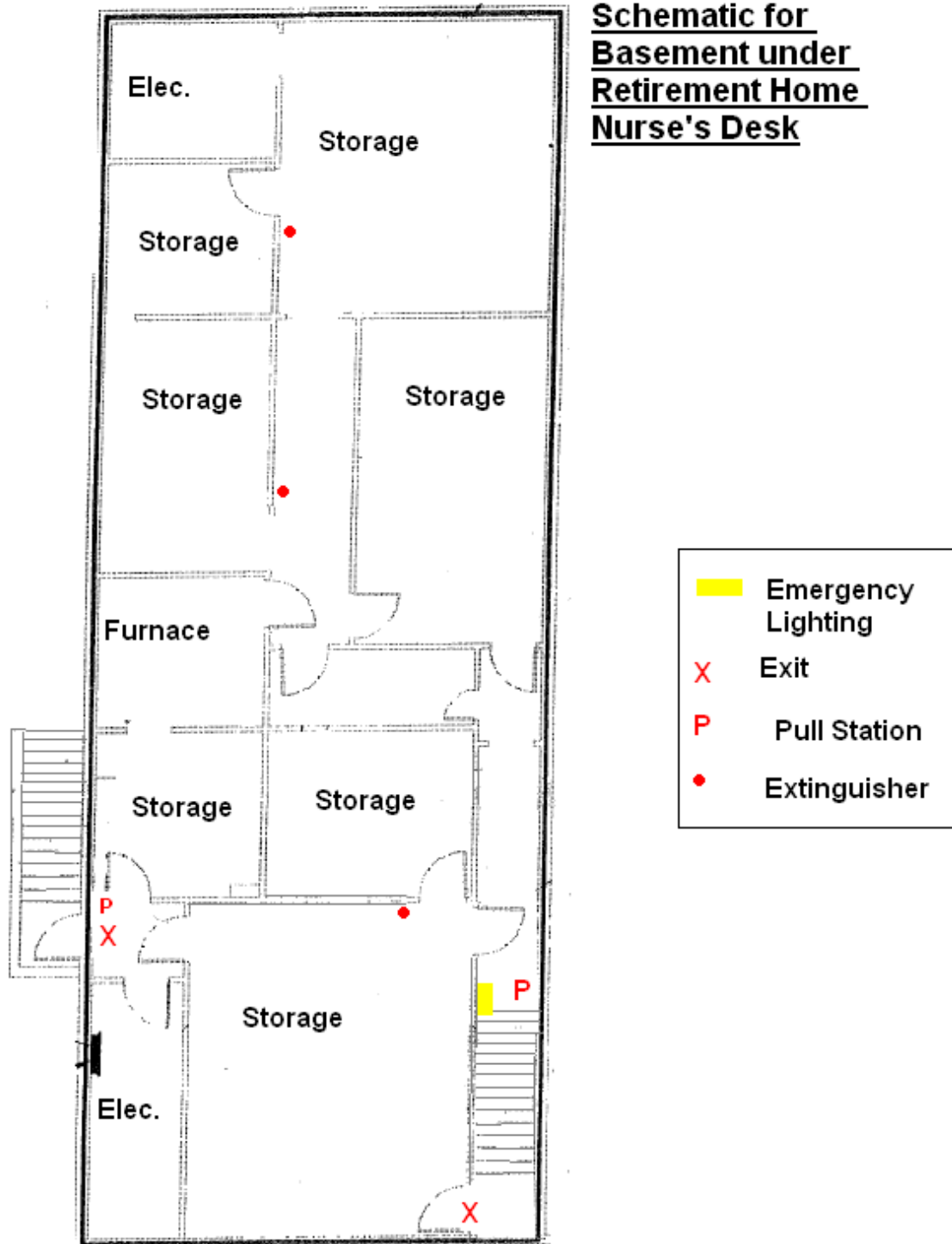
Records of any fire safety training shall be retained for 2 years.



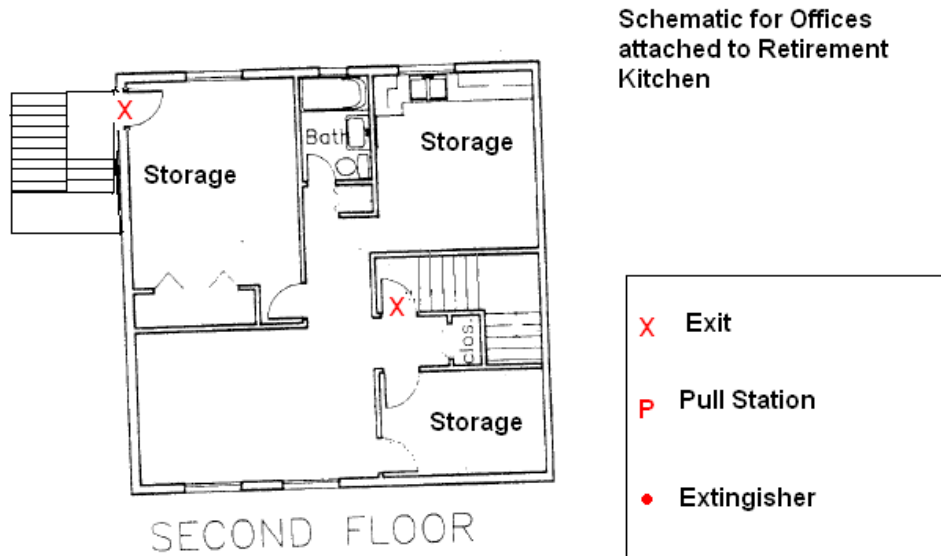




## EDEN HOUSE CARE FACILITY FIRE PLAN

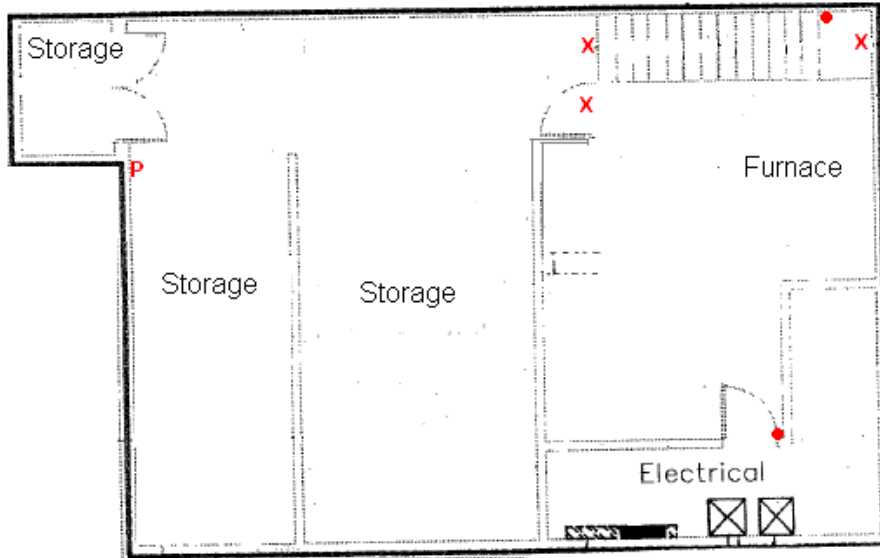


# EDEN HOUSE CARE FACILITY FIRE PLAN



## EDEN HOUSE CARE FACILITY FIRE PLAN

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**Schematic for  
Basement under  
Retirement Home  
Kitchen**

- |   |                   |
|---|-------------------|
| X | Exit              |
| • | Fire Extinguisher |
| P | Pull Station      |



Appendix E

## **POWER OUTAGES**

### **When generator comes on**

#### **Nursing Home: RN, RPN duties**

Read the panel in the front lobby after lights flicker and doors close indicating we are on generator.

System will show “Active Latch –Supervisory Generator Running” when the generator starts to run.

If the system beeps, press acknowledge and then signal silence.

If asked to do so reset the mag locks using the key on the key chain

Call RH to let them know to reset Rockwood Hall mag locks

Call Alarm Company confirming we are on generator.

#### **Retirement Home:**

System will reset itself, BUT the mag locks must be reset when the generator **starts** running and when the generator **stops** running and we are back on regular power

#### **RH and NH**

**\*\* During power outage, please make sure you do a head count ensuring all residents are safe and accounted for, checking residents in electric beds, recliner and on oxygen. \*\***

**If system doesn't reset properly when hydro comes back on, call maintenance staff on call.**

## **POWER OUTAGES**

### **When Power is back on**

#### **Nursing Home: RN, RPN duties**

Read the panel in the front lobby after lights flicker and doors close indicating we are on now back on power. Please allow 20 minutes for generator to cool down and then the system can be reset by following steps below.

System will show “Active Latch –Supervisory Generator Running” when the hydro returns, press acknowledge and reset system.

If asked to do so reset the mag locks using the key on the key chain

Call RH to let them know to reset Rockwood Hall mag locks

Call alarm company confirming we are on back on power and ask them to check to make sure all troubles reset.

#### **Retirement Home:**

System will reset itself, BUT the mag locks must be reset when the generator **starts** running and when the generator **stops** running and we are back on regular power

# EDEN HOUSE CARE FACILITY FIRE PLAN

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# EDEN HOUSE CARE FACILITY FIRE PLAN

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