

FIRE SAFETY PLAN

EDEN HOUSE CARE FACILITY

Care and Treatment Occupancy – B2

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

519-856-4622

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First Review - July 20/26
- acceptable

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- acceptable

Approved
August 18/26



EDEN HOUSE CARE FACILITY FIRE PLAN

Table of Contents

Introduction	Page 2
Audit of Human Resources	Page 4
Emergency Phone Numbers	Page 5
Audit of Building Resources	Page 7
Appointment and Organization of Supervisory Staff	Page 10
Owner's/Administrator's/Supervisor's Responsibilities	Page 11
Emergency Procedures for Supervisory Staff	Page 11
Emergency Procedures for all Occupants	Page 21
Controlling, Confining, and Containing a Fire	Page 24
Training of Supervisory Staff and Others- Fire Safety Responsibilities	Page 27
Fire Drills	Page 30
Control of Fire Hazards in Building	Page 32
Alternative Measures of Fire Safety	Page 34
<i>Flammable/Combustible Liquids Control Procedure</i>	Page 36
Maintenance of Building's Fire Protection/Detection/Life Systems	Page 37
Instructions for Resetting Fire Alarm Systems	Page 41
Records	Page 43
Record of Alternate Measures Announcements	Appendix A
Fire Patrol Record	Appendix B
Schematic Drawings – Retirement Home	Appendix C
Schematic Drawing – Nursing Home	Appendix D
Generator Resetting	Appendix E
Retirement Home Decision Tree	Appendix F
Nursing Home Decision Tree	Appendix G

EDEN HOUSE CARE FACILITY FIRE PLAN

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 and training of staff.

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

EDEN HOUSE CARE FACILITY FIRE PLAN

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 2 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.

EDEN HOUSE CARE FACILITY FIRE PLAN

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

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

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

Assistant Director of Care: email: adoc@edenhousecarehome.ca

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

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

Life Enrichment Coordinator – – email recreation@edenhousecarehome.ca

Food Nutritional Service Manager - email dietary@edenhousecarehome.ca

Maintenance Supervisor – Chris Westwood– (c) 519-465-4849 email: maintenance@edenhousecarehome.ca

Team Leader – Kimberley Sweezie (RN) –

Team Leader – Damanjit Kamo (RN)

Team Leader – Jasvir Grewal (RPN)

Team Leader – Maxine Payne (RAI)

Team Leader - Teresa Paradowska (RN)

Team Leader – Ashley Cado (Retirement Home)

Team Leader – Dalvir Nunner (Retirement Home) –

Team Leader – Kelly Blinkhorn (Retirement Home) –

EDEN HOUSE CARE FACILITY FIRE PLAN

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	

EDEN HOUSE CARE FACILITY FIRE PLAN

Red Top		
Emergency Food – Food Land Rockwood	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	
CTS. –	1-800-333-7721	
Classic Fire and Life Safety	519-942-2925	519-942-2925
Spria	519-823-1150	519-823-1150

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 are defined as those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

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.

EDEN HOUSE CARE FACILITY FIRE PLAN

Audit of Building Resources

Number of Floors: 2 -plus basement

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

EDEN HOUSE CARE FACILITY FIRE PLAN

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.

Is there a sprinkler system? Yes

Type: Wet

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. The generator is diesel. The generator has an automatic transfer and supplies the whole building with power. Instructions on Transfer board in the mechanical room.

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 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

EDEN HOUSE CARE FACILITY FIRE PLAN

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.

EDEN HOUSE CARE FACILITY FIRE PLAN

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:
Ward Clerk: Kathy Onifrichuk
Health and Safety Coordinator: Sandy Pooni DOC (RN)
Maintenance: Chris Westwood

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: Chris Westwood
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.

EDEN HOUSE CARE FACILITY FIRE PLAN

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.
- Establish and post 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 residents 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.

EDEN HOUSE CARE FACILITY FIRE PLAN

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.

HOUSE KEEPING 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 and 6 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 always kept in the closed and latched position
- 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
- Control, confine and extinguish a fire
- Stairways, landings, hallways, passageways and exits are kept clear of any storage or other obstructions

EDEN HOUSE CARE FACILITY FIRE PLAN

- 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 horizontally 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 RN key ring. Upon activation of the second stage alarm staff will perform a horizontal evacuation 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.

EDEN HOUSE CARE FACILITY FIRE PLAN

General 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

EDEN HOUSE CARE FACILITY FIRE PLAN

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 overtake 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 evacuate residents from hazard zone; to take attendance of all occupants; to give the fire dept any information needed and to move resident charts and medications once building is evacuated fully
 - Nurse Manager on nights will designate other staff as well to assist in the evacuation of the residents themselves, both from the room of fire origin and the effected fire zone to a safe zone or exterior of the building
- 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 the arriving fire department of any resident, visitors, or staff who require 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.

EDEN HOUSE CARE FACILITY FIRE PLAN

****** If fire is in the Retirement Home, Nurse Manager in the LTC will assign the first 3 staff members they see to assist with the Retirement Home evacuation. The annunciator panel, located at the nursing station of the LTC, 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 residents 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.

EDEN HOUSE CARE FACILITY FIRE PLAN

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.
- In the event of a fire with the cooking equipment, 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 by calling 911 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

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"

2. Inform the Administrator, Director of Care and Assistant Director of Care of the emergency, if they are outside the building.

HOUSEKEEPING/LAUNDRY/MAINTENANCE

Housekeeping

If the fire is in your area:

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

EDEN HOUSE CARE FACILITY FIRE PLAN

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 doors 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

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).

EDEN HOUSE CARE FACILITY FIRE PLAN

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) Do not let people in the front door
- v) Roll up mats at front exit
- vi) 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

EMERGENCY PROCEDURES FOR RETIREMENT HOME

******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. ******

PSW/UCP 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.
- 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 cordless phone. *All Retirement and Nursing Home Team Leaders must have their portable phones 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) If possible, have a staff member remain at Nursing Station to direct staff, and volunteers.
- vi) Occupants will be directed to either the primary fire exit or a safe alternative fire zone
- vii) Remove resident charts and EMAR books, Medication cart and Emergency Box from the fire zone if possible.
- viii) If "Alarm" is false or when situation is under control, page "All Clear" three (3) times, once approved by the Fire Department Officials.
- ix) The fire alarm shall not be silenced or reset until investigated by the fire department and approval of the fire department

EDEN HOUSE CARE FACILITY FIRE PLAN

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

EMERGENCY PROCEDURES FOR RETIREMENT HOME RESIDENTS AND VISITORS

Upon Discovery of fire

1. Remain Calm
2. Leave fire area, close doors and activate nearest, safest fire alarm pull station
3. Evacuate building via nearest and safest exit and go to meeting place
4. If you encounter smoke or fire during evacuation, return to your room or another point of safety, free from fire and smoke, close the door to the room and await instructions from staff.

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. If safe to do so, evacuate to the exterior (maps are on the back of your door) without crossing the area where the fire is

If you are in your room and open the door to evacuate and find smoke in the evacuation route, confused as to where to go, and there is no smoke or fire in your room, wait in your room, with the door closed, and the staff will come and get you.

If you are in an area other than your room, proceed to evacuate to the exterior and if you evacuation route contains smoke or fire, find a smoke and fire free room, such a

EDEN HOUSE CARE FACILITY FIRE PLAN

as a point of safety (maps are on the back of your door) to shelter in place with the door closed.

Staff will be evacuating rooms which are in the 'Fire Zone' where the fire has started. 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 flagpole at the front of the property
2. The Activity Room
3. The dining room
4. The hallway by the hairdresser'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 calm
- ii) Leave fire area, taking everyone with you, close the doors and activate nearest, safest fire alarm pull station.
- iii) Evacuate building via nearest and safest exit and go to meeting place.

DOCTORS.VISITORS. VOLUNTEERS, ECT.

When you hear stage 1 fire alarm (alert signal):

- I. Remain with the residents
- II. Keep the door closed
- III. Wait for and follow instructions of staff
- IV. If you have not yet entered the building when the fire alarm sounds, remain outside.

Stage 2

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

INSTRUCTIONS FOR VISITORS AND RESIDENTS IF YOU DISCOVER A FIRE

To visitors and residents:

1. Remain calm and if safe to do so, 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
6. If you encounter smoke or fire during evacuation, return to your room or another point of safety, free from fire and smoke, close the door to room and await instructions from staff.

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

EDEN HOUSE CARE FACILITY FIRE PLAN

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

If you hear the Fire Alarm (stage 1, alert signal):

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.

Controlling, Confining and Extinguish a Fire

In the event of a fire, ensure that the fire alarm and emergency procedures have been activated, that evacuation has commenced immediately and 911 has been called. During evacuation, the fire can be confined and controlled by closing doors behind you as you evacuate.

Only after all the above stated procedures have been initiated, a small fire may be extinguished using a portable fire extinguisher and only if the smoke or fire does not present danger to operator and the operator is trained. If smoke or fire presents a danger, or a person is not trained in the use of a portable extinguisher, the fire can be *confined by closing the door(s) in the area and leaving via the nearest and safest exit.* An attempt to extinguish a fire is a VOLUNTARY ACT!

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.

EDEN HOUSE CARE FACILITY FIRE PLAN

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:

- ☐ Pull the pin
- ☐ Aim the extinguisher at the base of the fire
- ☐ Squeeze the trigger
- ☐ Sweep the fire

On the 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. The attempt to extinguish a fire is a **VOLUNTARY ACT!**

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.

EDEN HOUSE CARE FACILITY FIRE PLAN

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 of type of fires. This is often referred to 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 System. This extinguisher would be found in the kitchen

EDEN HOUSE CARE FACILITY FIRE PLAN

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 training 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

Upon being hired and at least annually, staff will receive training in the following areas:

Emergency Procedures for Occupants, Emergency Procedures for Supervisory Staff, Supervisory Staff Fires Safety Responsibilities, Controlling, Confining and Containing a Fire, Control of Fire Hazards in building, Alternative Measures of Fire Safety,

EDEN HOUSE CARE FACILITY FIRE PLAN

Flammable/Combustible Liquids Control Procedure, and Maintenance of Building's Fire Protection/Detection/Life Systems.

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

STAFF EDUCATION

1. To maintain a high level of employee awareness, the Home's Fire Marshall will conduct periodic in-service training sessions on Fire Safety.
2. To assure knowledge and skill in fire safety procedures, department Managers are responsible for reviewing and providing training in all staff responsibilities as outlined in the approved fire safety plan the with existing employees at least yearly.
3. All staff members will receive training in and are to read and be familiar with pertinent sections of the fire plan.
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 and staff.

DIRECTOR OF CARE RESPONSIBILITIES

1. Ensure that all employees have received training in their specific responsibilities as outlined in the approved fire safety plan.
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 Approved Fire Safety Plan.
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/ADOC/Nurse Manager any accumulation of combustible waste material inside or outside the building.
5. Report to the DOC/ADOC/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.

EDEN HOUSE CARE FACILITY FIRE PLAN

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
2. Use your backside too push thru the door.

Using Beds

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

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

With respect to the annual scenario-based fire drill, once alarm has sounded 4.15 minutes is the assigned time for evacuating residents out of the room of 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 50 minutes to be evacuated.

50 minutes of zone evacuation time is determined by the doors of each dwelling room having a CSA approved fire rating of 20 minutes along with the sprinkler system water supply of 30 minutes.

EDEN HOUSE CARE FACILITY FIRE PLAN

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 staff specific emergency procedures as outlined in the approved fire safety plan. Or all staff will gather for a table talk, educational demonstration, or silent drill. At least one drill per month must include the activation of the fire alarm in of the RH and LTC.
3. At the end of the drill, the Fire Drill Coordinators instructs the 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
5. Prior to immediately after the drill, both the fire department and fire alarm monitoring company will be called to advise the drill is occurring and the alarm will be activated. The fire department shall be call at 519-8241-3232 x 0

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 Safety Plan Requirements for Approved Scenario Based Fire Drills

In addition to the Ontario Fire code requirements to conduct a fire drill for supervisory staff at least monthly, Ontario Regulation 364/13 requires a care occupancy, a care and treatment occupancy or a retirement home, to also carry out a fire drill for supervisory staff at least once during each 12 month period for an approved scenario representing the lowest staffing level complement in the occupancy to confirm that sufficient supervisory staff are available to carry out the duties required in the fire safety plan.

The Ontario Fire Code requires the Chief fire Official to be notified within an "approved" time period before conducting an approved scenario-based fire drill. The Guelph Fire Departments, Chief fire Official requires the proposed fire drill scenario to be submitted for review at least one month prior to the date of the drill. The proposed scenario shall indicate the date in which the owner would like to conduct the drill.

The proposed scenario-based fire drill shall be prepared in conformance with Appendix E of TG-01-2023 "Staffing Levels in Care Occupancies, Care and Treatment Occupancies And Retirement Homes"

EDEN HOUSE CARE FACILITY FIRE PLAN

Ontario Fire Marshall's Directive 20214-002 requires Assistants to the Fire Marshall (Fire Inspectors) to approve a scenario-based fire drill which represents the lowest staffing level Complement and that determines:

- a) The time available for staff to respond to the room of origin, remove occupant(s) from the room and close the door to the room and.
- b) The time available after closing the room door for staff to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety,

Upon approval of the scenario-based fire drill, Assistants to the Fire Marshall (Fire Inspectors) are required to observe the fire drill to determine if there is sufficient staff to:

1. Respond to the room of fire origin, remove occupant(s) from the room and close the door to the room within the approved timeframes.
2. To evacuate resident/patients from the zone or floor area containing the room of fire origin to the next point of safety withing the approved timeframe, and
3. To carry out other duties in the approved fire safety plan that may be necessary within the context of the fire drill.

The above tasks 1,2 and 3 must be carried out within the approved timeframes listed in the approved fire drill scenario. Failure to complete these tasks witing the approved timeframes will result in the issuance of an inspection order, ordering the "owner" to do "anything" to complete tasks 1,2 and 3 within the approved timeframes. Failure to comply with an order will result in charges against the owner under the Fire Protection and Prevention Act/

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 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

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 for completing a weekly walk through the facility including all common areas, stairwells, storage, and electrical and mechanical rooms of the building.

All staff are responsible for checking the following to ensure that potential fire hazards are being controlled:

- 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 devices 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 fix 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

In The Medical/Storage Room

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

EDEN HOUSE CARE FACILITY FIRE PLAN

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, 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
- Extension cords shall not be used as a permanent source of wiring or in a manner to create a fire hazard
- Medical oxygen shall be used and stored in accordance with the Ontario Fire Code

EDEN HOUSE CARE FACILITY FIRE PLAN

Alternative Measures of Fire Safety

In the event of a shut-down of the fire alarm system or a component or device that forms part 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 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
4. Emergency procedures shall be posted at all exits and throughout the building with the temporary emergency procedures to be followed.

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. If the fire alarm bells/horns are not functioning, the staff must also blow the referee whistle to notify occupants of the fire situation. 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 ALL CLEAR, Alternate Measures is still in effect."

When Fire System Returns to Normal:

1. 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.