

FIRE SAFETY PLAN

North Renfrew Long-Term Care Services Inc.

55 Brockhouse Way
Business Address: 47 Ridge Rd,
P.O. Box 1988
Deep River ON, K0J 1P0
613-584-1900

Date Reviewed	Written and Submitted by Administrator	
	Name	Signature
10/02/25.	Helen Esilman	Helen Esilman
	Reviewed by Fire Department	
	Name	Signature
10/02/25	Dan Walsh	D Walsh

PLEASE NOTE:

A fire safety plan shall be prepared by NRLTC Administration, approved by the Chief Fire Official or designate and implemented at the North Renfrew Long Term Care Centre. The fire safety plan shall be reviewed by the Administration as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises. The FSP shall be submitted to the Chief Fire Official or designate for re-approval if there are any changes in occupancy, use or other characteristics of the building or premise or every 3 years.

Administrator: 613-584-1900

Acting Administrator Cell Phone: 613-639-0729

THIS OFFICIAL DOCUMENT IS TO BE KEPT **READILY AVAILABLE** ON SITE
IN THE **FIRE SAFETY PLAN** BOX.

PRIMARY CONTACTS:	Acting ADMINISTRATOR:	Helen Esilman
	PHONE NUMBER:	613-584-1900
AFTER HOURS EMERGENCY CONTACTS:	In the event of a fire, major flood or major vandalism identified outside of normal business hours contact: Helen Esilman, Acting Administrator Cell 613-639-0729 OR Helen Esilman, Manager of Resident Services Home 613-584-2159 Rob Fitzpatrick Cell -613-202-2150	

FIRE PROCEDURES & NOTIFICATION

Case of Fire Poster, size 6"x 8"

**IN CASE
OF FIRE**

**PULL DOWN ON HANDLE
CALL 911**

———— Address: ————

**55 Brockhouse Way
Deep River**

FIRE PROCEDURE for the North Renfrew Long-Term Care Centre

1.0 GENERAL

Fire - Upon Discovery of a Fire or if the fire is in your area

The order in which the responses occur may change depending on nature, severity and location of fire.

R E A C T

R - Remove persons in immediate danger if possible.

- If you discover a fire or are suspicious of a condition that may indicate the existence of a fire, immediately remove all persons in the room. Place patients/residents in another fire zone and evacuate room(s) immediately beside the fire to another fire zone ensuring appropriate Evacucheck door flags are applied to indicate the room is all clear.

When evacuating, always evacuate the easiest people first:

1. Ambulatory
2. Wheelchair or Walker
3. Non-Ambulatory
4. Resistive

E - Ensure the door(s) is closed to contain the fire and smoke.

- Once fire alarm system is activated fire doors will close. All other doors will need to be closed manually.

A - Activate the fire alarm system using the nearest pull station.

- Pull the handle down. Depending on the severity/progress of the fire, the fire alarm system may already have been activated by the smoke, heat detector or sprinkler.

C -Code Red

- Call Code Red using PA system.

T - Try to extinguish the fire or concentrate on further evacuation.

- Try to extinguish the fire – only if it safe to do so and you have had training on the use of a fire extinguisher

Upon hearing an alarm, staff will complete any specific departmental duties as outlined in this fire safety plan and respective checklist. Following the completion of any departmental responsibilities outlined, staff will wait for the identification of the fire location and then proceed with evacuation or response, if it is safe to do so. All staff must respond accordingly upon hearing the Fire Alarm. All staff must stop what they are doing (if it does not involve life-saving activities) and follow the departmental checklist.

2.0 STAFF RESPONSIBILITIES

Staff shall be instructed in fire emergency procedures before they are given any responsibility for fire safety. Records of this instruction shall be recorded and maintained.

2.1 Administrator:

- Upon notification of an emergency from the alarm monitoring company, initiate fan out calls to off duty staff.
- Respond to NRLTC and assume command as required.
- Ensure that hallways, passageways and exits (inside and out) are kept clear of any obstructions at all times.
- Ensure that materials have not accumulated or are stored within 1 metre of an electrical panel.

2.2 Team Leader:

- Assume role as Incident Commander by wearing the Yellow Reflective Vest.
- Determine the location/zone of the fire:
- Check the closest annunciator panel
- Check the digital monitor above the program table.
- Check red dome lights above rooms to determine specific location of fire.
- Notify staff on ground floor of location using a loud voice or any other means.
- Send announcement over PA System to identify location of fire.

- Delegate a staff member, when available, to assume Accountability at the 55 Brockhouse Way entrance.

2.3 Maintenance Director:

- Activate 2nd stage
- Confirm ventilation shut down
- Report to IC

2.4 Personal Support Workers (PSW):

- Respond to the Program Area for instructions from Incident Commander/Team Leader and in accordance with the PSW emergency response checklist (Appendix B).

2.5 Housekeeping/Recreation Staff:

- Respond to the Program Area for instructions from the Incident Commander/Team Leader and in accordance with the Housekeeping/Recreation Staff Checklist Emergency Response Checklist (Appendix C).

2.6 2nd Floor PSW:

- Report to 2nd Floor
- Identify yourself as 2nd floor “person-in-charge” by wearing Orange Reflective Vest located inside the door of the closet labelled “First Aid” in the Respite Unit.
- Respond in accordance with the 2nd Floor PSW Emergency Response Checklist (Appendix D).

2.7 Recreation and Admin Staff:

- Respond and check the alarm annunciator panel at the to the Ridge Rd. entrance. Inform all other staff of the location of the fire.
- Respond and follow the Recreation and Admin Staff Emergency Response Checklist (Appendix E).

2.8 Dietary Staff

- Respond and follow the Dietary Staff Emergency Response Checklist (Appendix F).

2.9 Staff Responding to Emergency Call-In from Fan Out List:

- Off-duty staff shall respond and report to the Accountability Designate at the 55 Brockhouse Way entrance.

2.10 Accountability Designate

- The Accountability Designate shall obtain the staff assignment form and 24-Hour Report form.

3.0 EVACUATION OF THE BUILDING

Evacuation of residents and clients will be completed ONLY on direction from the Incident Commander, other Emergency Services personnel or the Administrator. The Code Green Evacuation Procedure will be followed.

3.1 FIRE ZONES

These are the Fire Zones where persons are likely to be found but these are not all the Fire Zones in the Centre.

- “Residence Ground Floor 1A” – Dining Room, Kitchen, Chapel, Foyer, Storage Room, Public and Dietary Washrooms.
- “Residence Ground Floor 1B” – From the Long-Term Care floor fire door, including first-floor resident rooms 100,101,102,103,104,105,106,107,118,119,120,121, Tub and Shower rooms, Program Area, Team Lounge, Electrical and Housekeeping rooms, Clean and Soiled Utility rooms, Staff Washroom and Locker room.
- Residence Ground Floor 1C – Family Room, Cat room, Resident rooms 109,110,111,112,114,115,116,117.
- “Residence Second Floor” – All apartments including the Respite Unit, Family Room, Washroom, Garbage and Hot Water Heater Rooms
- “West Main Stairs Smoke” – Main stairwell that connects first, second and third floors, including the Pandemic Supply storage room and the Housekeeping Storage Room

- “East Stairs Smoke” – Stairwell that connects the first and second floors on the front of the building.
- “Drop-In Centre East Ground Floor and Link” – Drop-In Centre, Adult Day Service room, Recreation office, Visiting Professional room, Staff washroom, Public Washrooms, Administration offices and Link

4.0 DISTRIBUTION OF FIRE SAFETY PLAN

Fire Department:	Approved and signed electronic copy
Administration Office:	Approved electronic and paper copies will be kept on file in Administration
Fire Safety Plan Boxes:	Approved Copies will be kept in each of 2 Fire Safety Plan boxes at the entrance.

5.0 INSTRUCTIONS TO RESIDENTS/CLIENTS ON FIRE PROCEDURES

If You Are in the Fire Area:

- Activate the building’s fire alarm system using the closest fire alarm pull station.
- Leave the area closing all doors behind you.
- Evacuate the Fire Zone immediately using the nearest exit
- If you encounter smoke in the exit, use an alternate exit
- Do not use the elevator.

If You Hear the Building Fire Alarm Signal:

- Remain where you are.
- Keep the door closed
- Be prepared to follow directions from the staff.
- Do not use the elevator.

If You Hear the Building Fire Alarm Fast Chime:

- Leave the building immediately, following the directions from the staff.
- Do not use the elevator.

These instructions are provided to all residents, clients and families on admission. The instructions are printed and are located on the inside of each apartment door.

6.0 FIRE EXTINGUISHMENT AND CONTROL

Only after ensuring that the alarm has been activated and the Fire Department notified, an attempt should be made to extinguish the fire by staff trained in the use of fire extinguishers. The staff member's primary responsibility is the welfare of the residents and clients.

If the fire cannot be extinguished with the use of a portable extinguisher, or the smoke presents a hazard to the operator of the fire extinguisher, leave the area and confine the fire by closing all doors in the area.

Attempting to extinguish a fire is a voluntary act.

Staff should only attempt to extinguish the fire if they have had training in using a portable fire extinguisher, feel confident in the use of a fire extinguisher and are not endangering themselves. Improper use of a fire extinguisher may lead to serious injury or death.

All North Renfrew Long-Term Care Centre staff are trained in the use of portable fire extinguishers as part of the annual mandatory in-service plan.

7.0 CONTROL OF FIRE HAZARDS IN THE LONG-TERM CARE CENTRE

In order to avoid fire hazards in the Long-Term Care Centre, staff, residents and clients are advised to:

- Keep hallways and exits clear of obstructions at all times.
- Combustibles are not permitted to accumulate.
- Smoking is not permitted on the property.
- Avoid careless storage practices (minimum 18 inches from ceiling and sprinkler heads.)
- Ensure articles such as boxes and storage racks do not obstruct doorways and fire safety equipment.
- Extension cords shall not be used as a permanent source of power.
- Broken or frayed cords must not be used.

8.0 COMBUSTIBLE MATERIALS

A high standard of housekeeping and building maintenance is probably the most important single factor for the prevention of fire; this is the expectation at the North Renfrew Long-Term Care Centre.

The following controls of fire hazards will be followed:

- Combustible materials in the building shall not be permitted to accumulate in quantities or in a location.
- Combustible materials shall not be permitted to accumulate in any part of a means of egress.
- Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
- Greasy or oily rags or materials subject to spontaneous heating shall be removed from the premises.
- Flammable liquids shall not be used for cleaning purposes.
- Combustible materials shall not be stored on a roof or adjacent to the building.
- All flammable liquids are to be dispensed and stored in approved containers and cabinets.

9.0 BUILDING MAINTENANCE

The Fire Code is a provincial regulation. It lists certain items that require checks, inspections, and/or tests to ensure safety to life and freedom from fire hazards in buildings.

A written record (available to the Fire Department on request) must be kept of all tests and corrective measures for a period of 2 years after they are made. These records can be found in the files located in Administration. The Fire Department will, when conducting routine inspections, be requiring documentation that the required checks, inspections and/or tests have been done.

The Fire Code also requires, in various sections that the owner maintains the premises free from life safety hazards and fire hazards including, but not limited to:

- Unobstructed exit passageways and doorways.
- Exit doors readily opened from inside without the use of keys.
- No chains or similar types of locks on exit doors.
- Doors in fire separations closed except when persons are actually passing through.
- Maintenance of fire protection equipment such as fire extinguishers, hose cabinets, etc.
- Maintenance of life safety systems such as fire alarms, emergency lighting, etc.

10.0 Maintenance Schedule for Fire Protection Equipment

The Ontario Fire Code requires that checks, inspections, and tests be made of fire protection equipment. Records of all inspections and testing are available to the Fire Department/Chief Fire Official from Administration.

11.0 PERIODIC TESTING OF FIRE ALARMS

The fire alarm system shall be subject to the requirements of CAN/ULC Inspection and Testing of Fire Alarm System.

Daily checks and monthly tests are conducted by the Maintenance Worker to ensure the proper operation of the fire alarm system.

Yearly tests shall be conducted by a person authorized to have jurisdiction for servicing fire alarm systems.

11.1 DAILY:

The following daily checks shall be conducted and, if a fault is established, appropriate corrective action shall be taken:

- Check to ensure the AC power light is illuminated
- Check the panel for illuminated "trouble indication lights"

11.2 MONTHLY:

Every month the following tests shall be conducted and if a fault is established appropriate corrective action shall be taken:

- One manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
- Intended function of all alarm signal appliances shall be ensured.
- The annunciator panel and fire alarm control panel shall be checked to ensure that the tested devices annunciate correctly.
- Intended function of the audible and visual trouble signals shall be ensured.
- Fire alarm batteries shall be checked to ensure that:
 - terminals are clean and lubricated where necessary
 - terminal clamps are clean and tight where necessary
- Ensure all magnetic door holder's release.

11.3 YEARLY:

Every year the following tests shall be conducted and if a fault is established, appropriate corrective action shall be taken:

- The fire alarm system shall be operated under general alarm conditions.
- A minimum of six manual alarm initiating devices most remote from the standby power supply shall be actuated individually with the main power supply disconnected.
- Each manual alarm initiating device on each floor shall be activated on the main power supply.
- Operation of every audible and visual signal appliance shall be ensured during the testing of alarm, initiating devices.
- Each automatic alarm initiating device shall be tested for its intended function.
- Each alarm signaling and alarm initiating circuit and annunciator shall be checked for electric supervision and trouble indication.
- Correct annunciation shall be ensured for each initiating device tested.
- The fire alarm system control unit shall be visually checked to ensure that the control unit has not been altered other than as specified.

12.0 PORTABLE FIRE EXTINGUISHERS

12.1 Monthly Inspection:

- Check nozzle and handle for obvious damage and any obstructions.
- Seal or tamper indicators are in place.

- Pressure gauge reading satisfactory.
- No apparent physical or mechanical damage.
- Instructions for use on nameplate legible and facing outwards.

12.2 Notes:

- Only ULC labeled extinguishers shall be installed.
- Ensure extinguisher is conspicuously located.
- Ensure extinguisher is readily accessible in case of fire.
- Ensure extinguisher is set on hanger, shelf or bracket.
- Extinguisher must have an inspection tag attached showing maintenance or recharge dates, the servicing agency and signature of person who performed service.
- Extinguisher shells, cartridges or cylinders that rupture or show leakage or permanent distortion in excess of specified limits are to be removed from service.
- A permanent record of the inspection and maintenance record of all portable fire extinguishers will be maintained.
- Defective portable fire extinguishers are repaired, replaced or recharged as necessary.
- Portable fire extinguishers are maintained in accordance with the recommendations of the manufacturers and are inspected annually by a qualified fire extinguisher service company.
- After use, portable fire extinguishers are replaced and recharged according to the instructions given on the extinguisher's nameplate.

14.0 STANDPIPE AND HOSE SYSTEMS

14.1 MONTHLY INSPECTION:

- Inspect all hose cabinets to ensure hose position and that equipment is in place and operable.

14.2 ANNUAL INSPECTION:

- Inspect hose valves to ensure tightness and no water leaks into the hose

NOTES:

- The hose must be inspected for wear, removed and re-racked and have worn gaskets replaced as recommended post-inspection

- Plugs or caps on fire department connections must be removed and inspected for wear, rust and obstructions annually.
- Hydrostatically test standpipe piping which normally remains dry every 5 years.
- Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding 1 year, or as required.
- Annual inspection, testing and maintenance are to be conducted by a qualified service contractor.

15.0 AUTOMATIC SPRINKLER SYSTEMS

15.1 ANNUAL INSPECTION:

- Check all sprinkler heads for damage, corrosion, grease, dust, and paint and replace the sprinkler heads where necessary.
- Ensure exposed sprinkler hangers are in good condition.
- Plugs and caps on fire department connections are removed, the threads inspected, and the plugs or caps re-secured; wrench tight.
- Ensure fire department connections are properly marked and kept unobstructed at all time
- Test "wet" sprinkler systems using "Inspector's Test" (most hydraulically remote) connection.
- Test sprinkler water pressure by fully opening main drain valve. This test conducted after item 1

NOTES:

- In the event of fire, ensure the sprinkler control valves are not closed until the fire is extinguished or is considered to be under control by other means, as determined by the Fire Department.
- Ensure all sprinkler heads are clear of obstructions.
- Ensure sprinkler pipe is not used to support anything.
- Ensure auxiliary drains are inspected during cold weather to prevent freezing.
- A permanent record of inspections, test and maintenance must be kept for a period of at least two years.

16.0 KITCHEN HOOD SUPPRESSION SYSTEM

The rangehood suppression operation is automatic based on temperature, but can also be operated manually by following the directions on the placard (**Rangeguard Suppression System Manual Pull Station. To operate, pull pin while exiting Kitchen area.**) located at the exit to the dining room. If unsafe to extinguish a fire using the portable extinguisher to the left of the range, manually operate the system as you exit the kitchen. This will also activate the fire alarm system. If the system has discharged, Do Not reenter the kitchen until cleared to do so by DRFD.

16.1 WEEKLY INSPECTION:

- Visually check hoods in ventilation systems subject to the accumulation of combustible deposits

16.2 BI-ANNUAL INSPECTION:

- Inspect fire protection systems for commercial cooking equipment.

Bi-annual inspection, testing and maintenance are to be completed by a qualified service contractor.

17.0 EMERGENCY LIGHTING UNIT EQUIPMENT

Monthly Check:

- Pilot lights are checked monthly for indication of operating conditions.
- Ensure the unit is secure in its location and aimed properly.

MONTHLY TEST:

- The unit equipment shall be tested monthly to ensure the emergency lights will function when primary power is lost.

MONTHLY INSPECTIONS:

- Ensure battery surface is maintained clean and dry.
- Ensure terminal connections are clean, free of corrosion and lubricated where necessary.
- Ensure terminal clamps are clean and tight.

ANNUAL TEST:

- The emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for 30 minutes under simulated power failure conditions.
- The charging conditions for voltage and current and the recovery period shall be tested to ensure the charging system is in accordance with the manufacturer's specifications.

Annual tests are to be conducted by a qualified service contractor.

18.0 HEATING, VENTILATION AND AIR CONDITIONING**18.1 WEEKLY CHECK:**

- Check filters and ducts subject to the accumulation of combustible deposits and cleaned when deposits create an undue fire hazard.

18.2 ANNUAL INSPECTION

- Inspect disconnect switches for mechanical air conditioning and ventilation system to ensure the system can be shut down

NOTES:

- Every defective heating appliance in the building shall be removed, repaired or replaced by a qualified person when it creates a hazardous condition.
- Any work on ducts involving the use of heat-producing devices for cutting, welding or soldering shall not be undertaken before the system has been shut down, the duct cleaned of any accumulations of combustible deposits and any combustible lining and covering material that could be ignited by such work has been removed.
- A permanent record shall be kept of all inspections, tests and maintenance for at least two years.

19.0 FIRE SEPARATIONS

Inspect doors in fire separations to ensure that they are operable at all times as follows:

- The doors are not blocked or wedged open.

- The doors are checked as frequently as is necessary to ensure that they remain closed.
- The door openings and the surrounding areas are to be kept clear of anything that would be likely to obstruct or interfere with the operation of the door.
- Inspect door hardware and other ancillary components regularly and make necessary adjustments or repairs to ensure proper closing and latching.

20.0 MEANS OF EGRESS

- Check all doors in fire separations to ensure they are closed.
- Maintain exit signs to ensure they are clear and legible.
- Maintain exit lights to ensure they are illuminated and in good repair.
- Maintain corridors free of obstructions.

21.0 RESPONSIBILITY OF THE ADMINISTRATOR

- Notify the Chief Fire Official of changes in this plan at 613.584.2000 ext 120.
- Ensure that all checks, inspections, tests and maintenance of life safety and fire protection equipment are carried out in compliance with current best practices
- Be responsible for appointing another supervisory staff, training supervisory staff and keeping records of that training
- Review the Fire Safety Plan annually
- Ensure that all staff have reviewed the Fire Safety Plan annually
- Have and comply with the approved Fire Safety Plan.
- During a fire alarm, ensure the Fire Safety plan is made available to the Fire Department.
- Notify the Deep River Fire Department at 613.584.2000 ext 120 when any part of the life safety or fire protection equipment is shut down for repair.
- Provide alternate measures for the safety of occupants during the shut-down of any fire protection equipment, specific to the equipment unavailable.
- Designate Administrator duties to the appropriate staff member when not available.
- Ensure fire drills are conducted as outlined in the Fire Safety Plan.

- Control fire hazards in the building. Ensure that daily inspection of corridors, exit areas and storage areas are made to ensure removal of trash and hazardous materials.
- Initiate the Fan Out List calls, as required
 - Respond to a fire immediately and be the person “in charge” of the evacuation of the Fire Zone.

22.0 FIRE DRILLS

It is expected that ALL staff review the Fire Safety Plan annually and actively participate in Fire Drills and Silent Fire Drills. Records of this participation will be retained by Administration.

- Fire Drills are conducted monthly, as possible, with and without notice.
- All staff present during the Fire Drill are expected to participate in the Drill.
- Following each Drill, a “de-brief” session is held involving all staff and volunteers who participated in the Drill. Effective strategies used are recognized, as are opportunities for learning and improvement.
- A Report is completed immediately following the Drill by the person conducting the Drill. The Report is signed by the Team Leader present for the Drill and by the Administrator, with comments/recommendations added as required.
- The Report will be reviewed by the TQM Committee at its next meeting, as well as suggested opportunities for improvement. Effective strategies will be added to the Fire Procedure
- Fire drill reports shall be made available to the Chief Fire Official or designate on request.

23.0 RECORDS

A written record shall be kept of all inspections, tests, maintenance, fire drills and corrective measures and the record shall be made available upon request to the chief fire official.

INSPECTION, TEST AND MAINTENANCE RECORDS:

- Fire alarm system
- Portable fire extinguishers
- Standpipe and hose systems

- Automatic sprinkler system
- Kitchen suppression systems
- Battery powered emergency lighting
- Heating, ventilation and air conditioning
- Fire separations
- Means of egress
- Hydrants
- Emergency Generators

24.0 ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS

24.1 Alternative Measures for the Fire Alarm System

- Advise staff and residents/clients by Memo and verbal communication at Report at the beginning of each shift.
- Notify Deep River Fire Department at 613.584.2000, ext. 120 and confirm in writing if the system is to be inoperative for more than 24 hours.
- The appropriate staff will conduct a fire watch, patrolling all affected areas and high-risk areas hourly, calling 911 if they see a fire or smell smoke and announcing to occupants through alternate source of alarm (i.e., announcement). Records of the fire watch patrol will be maintained.
- Provide a means for the fire watch personnel to contact the Fire Department in the event of a fire emergency (e.g., cell phone).
- Notify the Fire Department when repairs have been completed and system is operational.

24.2 Alternative Measures for Portable Fire Extinguishers

- Replace the fire extinguisher with a spare of the same class.

NOTE:

All shutdowns will be confined to as limited an area and duration as possible.

24.3 Alternative Measures for the Sprinkler System

- Call the service company for immediate repairs.
- Advise staff and residents/clients by Memo and verbal communication at Report at the beginning of each shift.
- Notify Deep River Fire Department at 613.584.2000, ext. 120, and confirm in writing if the system is to be inoperative for more than 24 hours.

- The appropriate staff will conduct a fire watch, patrolling all affected areas and high-risk areas hourly, calling 911 if they see a fire or smell smoke and announcing to occupants through alternate source of alarm (i.e., announcement). Records of the fire watch patrol will be maintained.
- Notify the Deep River Fire Department at 613.584.2000, ext 120 when repairs have been completed and the system is operational and remove posted memos.

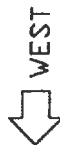
24.4 Alternative Measures During Construction or Demolition

- Advise staff and residents/clients by Memo and verbal communication at Report at the beginning of each shift.
- Notify Deep River Fire Department at 613.584.2000, ext 120 and confirm in writing if the system is to be inoperative for more than 24 hours.
- Revise the Fire Procedures and Fire Safety Plan, as necessary, to ensure resident and client safety during the project.
- Ensure Contractors have a Fire Safety Plan in place during the construction or demolition project.
- Ensure Contractors will protect adjacent properties from exposure to possible fire risks during the project.

Appendix A: Maps



NORTH RENFREW
LONG-TERM CARE SERVICES INC.



WEST

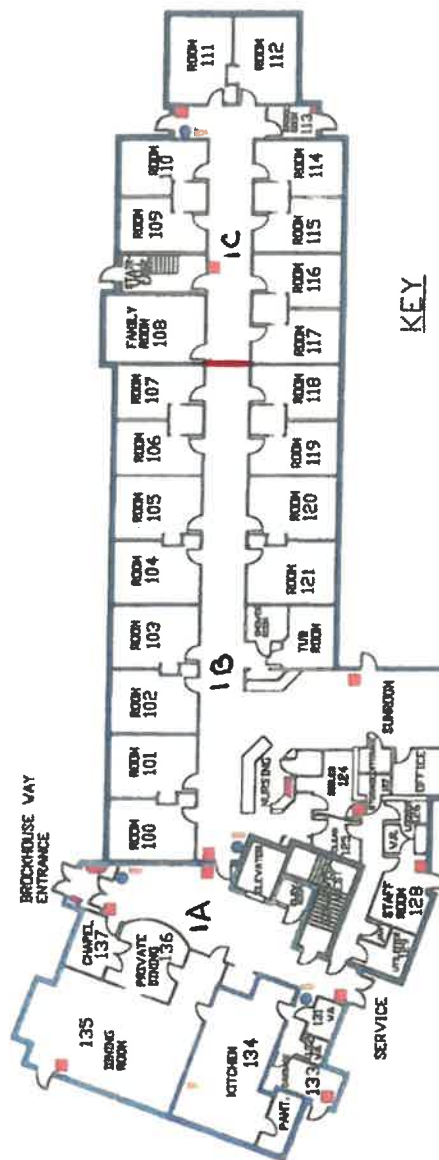


NORTH

(BROCKHOUSE WAY)



EAST



KEY

- ANNUNCIATOR PANEL
- PULL STATION
- FIRE HOSE
- FIRE EXTINGUISHER
- FIRE EXIT

- FIRE SEPARATIONS
- STAIRWELL/ELEVATOR
- GROUND FLOOR WEST
- KITCHEN
- GROUND FLOOR EAST
- FIRE PLAN BOX

Fire Separation Door

GROUND FLOOR

Date 30/06/2017



NORTH RENFREW
LONG-TERM CARE SERVICES INC.

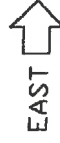


NORTH

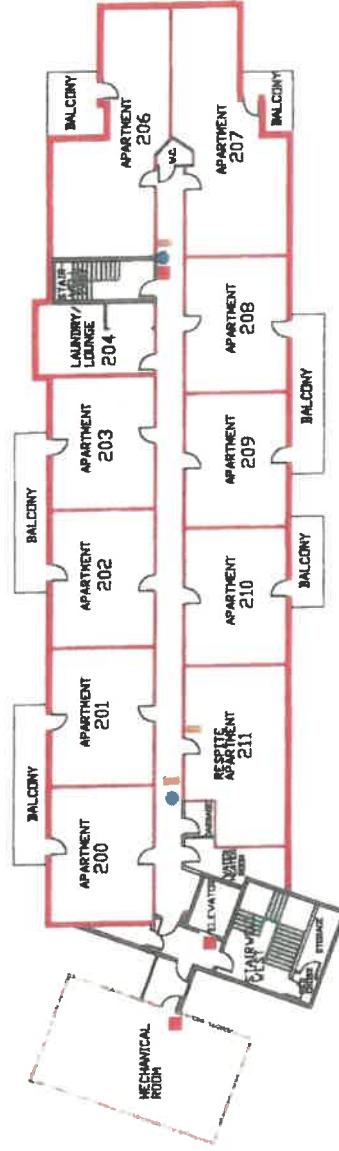
(BROCKHOUSE WAY)



WEST



EAST



KEY

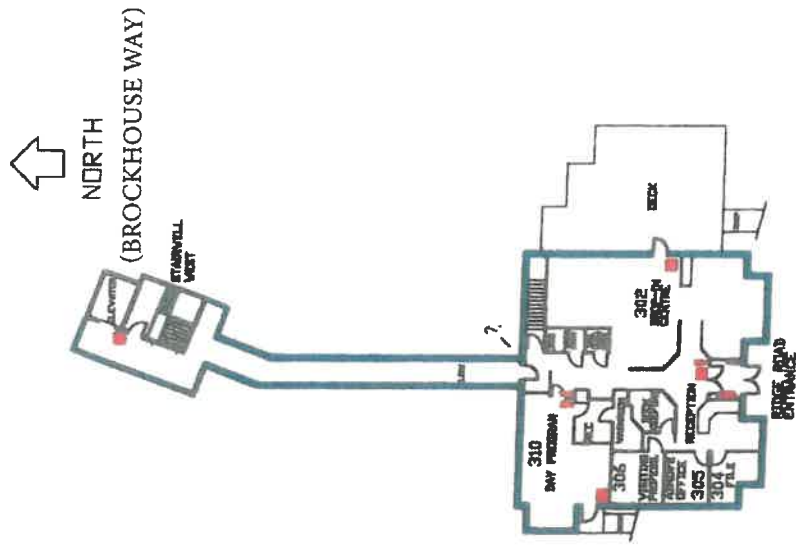
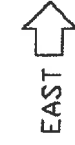
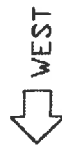
- ANNUNCIATOR PANEL
- PULL STATION
- FIRE HOSE
- FIRE EXTINGUISHER
- FIRE EXIT
- FIRE SEPARATIONS
- STAIRWELL/ELEVATOR
- SECOND FLOOR
- MECHANICAL
- FIRE PLAN BOX

SECOND FLOOR

Date 30/06/2017



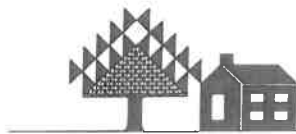
NORTH RENFREW
LONG-TERM CARE SERVICES INC.



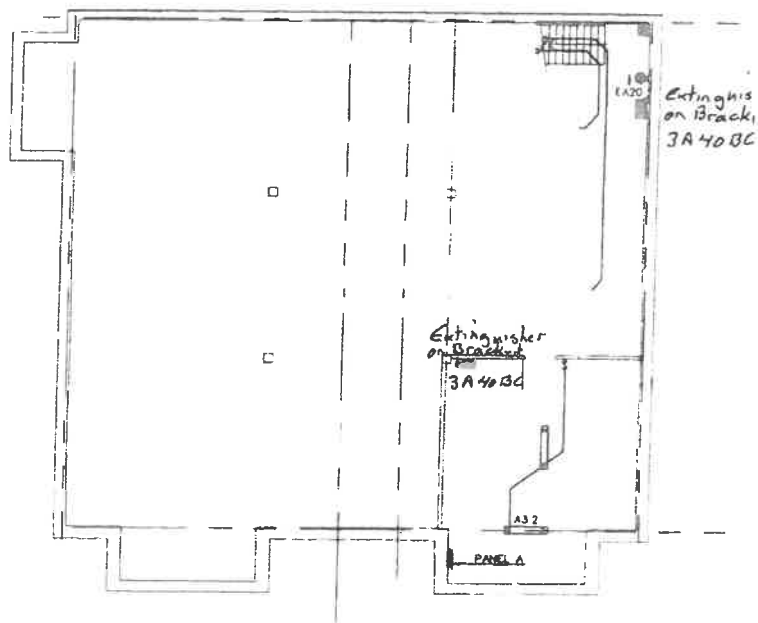
- KEY**
- ANNUNCIATOR PANEL
 - PULL STATION
 - FIRE HOSE
 - FIRE EXTINGUISHER
 - FIRE EXIT
 - FIRE SEPARATIONS
 - STAIRWELL/ELEVATOR
 - DROP-IN CENTRE
 - FIRE PLAN BOX

DROP-IN CENTRE

Date 30/06/2017



NORTH RENFREW
LONG-TERM CARE SERVICES INC.



(RIDGE ROAD ENTRANCE)

KEY

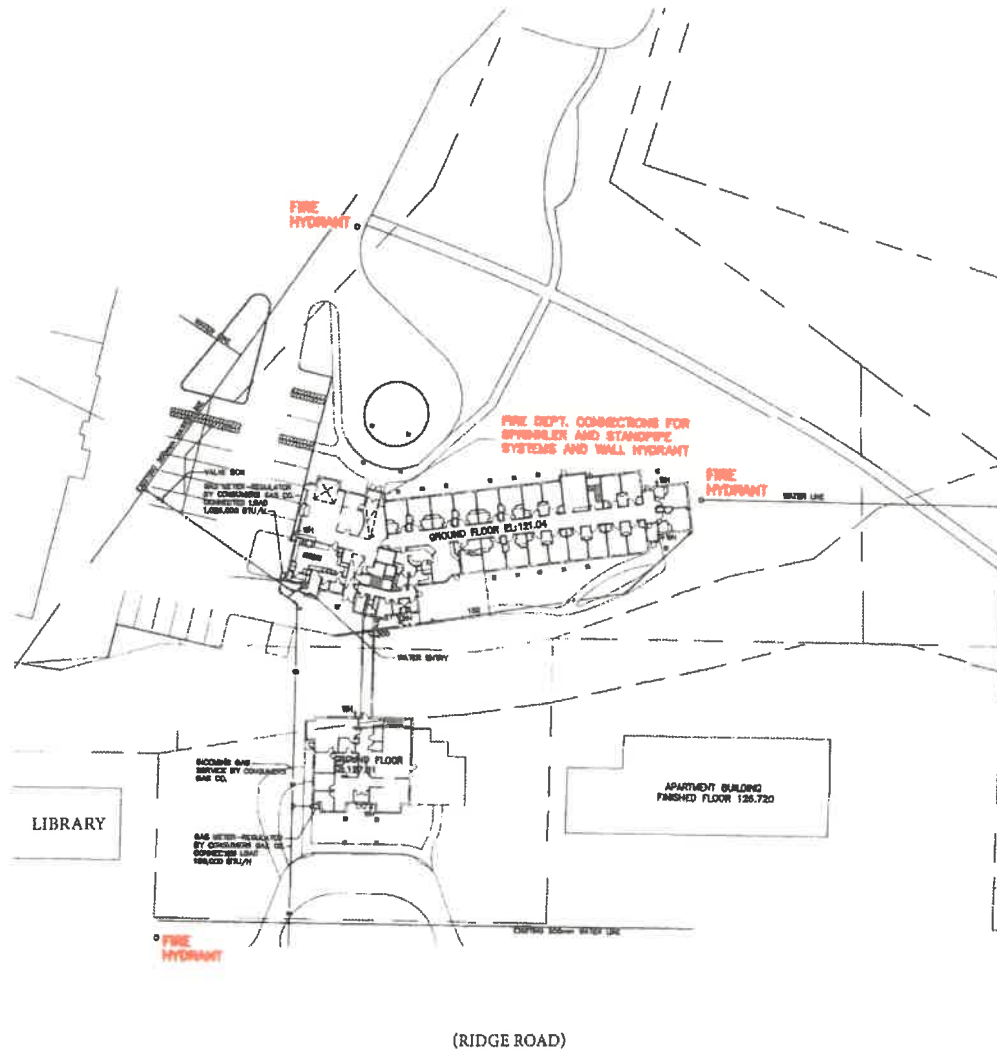
- ☒ FIRE EXTINGUISHER
- PULL STATION

BASEMENT PLAN

Date 30/06/2017



NORTH RENFREW
LONG-TERM CARE SERVICES INC.



LARGE SITE PLAN

Date 30/06/2017

APPENDIX B - Personal Support Workers (PSWs) Emergency Response Checklist

If the Fire Alarm Sounds (Slow Chime)

Initial Response:

- ☐ Respond to the **Incident Command Post (IC)/Team Leader** for instructions.
- ☐ Follow **PSW emergency response procedures** as per the PSW Emergency Response Checklist.

Assigned Area Check (Day/Evening):

- ☐ Check the side of the hall assigned to you at Report and as noted on the 24-Hour Report.

Responding to a Red Dome Light (Confirmed Fire Area):

- ☐ If a **red dome light** is observed, quickly proceed directly to that room with a **portable fire extinguisher**.
- ☐ Determine if it is **safe to enter** the room and **evacuate the resident**.
- ☐ Use a **portable fire extinguisher** to put out the fire, if able.
- ☐ Close the door to the room with the fire once the resident has been removed.

Responding to Smoke/Flames:

- ☐ If **flames and/or smoke** are present, close the door to the affected room.
- ☐ **Remove residents from adjacent rooms.**
- ☐ Close doors to rooms after removing residents.

Resident Evacuation:

- ☐ **Remove all persons from the affected Fire Zone to the next Fire Zone**, using the safest method (e.g., in bed, 1-person transfer to wheelchair, with walker, or unassisted).
- ☐ **Check shower and tub rooms** – staff or residents in these rooms may not be aware of the fire's location.

If No Red Dome Light and Fire Location is "Ground Floor East":

- ☐ Ensure all persons are safe and reassured with the doors closed.

Empty Room Procedure:

- ☐ If a room is empty, **flip open the Evacucheck** as you leave.
 - **Remember:** For rooms with shared washrooms, the Evacucheck cannot be opened until both sides are empty. Then, open the Evacucheck on both doors.

Back Staff Area Check:

- ☐ Check the back staff area to ensure no staff are trapped.
 - Fire in this area is identified by a red light over the **Clean Utility Room door** or over the door from the back hall in the Lobby.
- ☐ If staff are eating lunch outside, **notify them of the fire location** and request their assistance with residents.

Securing Rooms (If Possible):

- ☐ Turn/leave on lights.
- ☐ Close all doors and windows.
- ☐ Turn off electrical equipment, including ceiling and exhaust fans.
- ☐ Ensure hallways are clear, if time allows.
- ☐ Inform the Team Leader when all rooms have been secured, if possible.

Final Hallway Check (If Possible):

- ☐ Complete a final check of the hallway to ensure **ALL residents** on each side have been removed to the next Fire Zone and that Evacuchecks have been applied correctly.

On Nights:

- ☐ Respond as directed by the Team Leader.
- ☐ If you are with a resident in a potentially unsafe situation (e.g., Tub Room), **remain with the resident and inform the Team Leader.**

Important Note for All Staff During Alarm Activation:

- ☐ Be aware that **magnetic locks on exits are released**, and all doors are unlocked during this time.
- ☐ **Observe exit-seeking residents at all times.**
- ☐ If a wandering resident is wearing a "Wander Guard," an alarm will sound if they attempt to leave the Service Entrance or the 55 Brockhouse Way exit.

APPENDIX C - Checklist for Housekeeping/Recreation Staff

If You Discover a Fire:

- ☐ **Operate the nearest fire pull station.**
 - ☐ **Remove all persons from the immediate area** and move them to the next Fire Zone.
-

If the Fire Alarm Sounds (Slow Chime):

- ☐ **Check for red dome lights** over room doors and staff area entrances to determine the fire's location.
- ☐ **Follow the Team Leader's directions** once they communicate the fire's location.
- ☐ **Housekeeping staff: Lock all chemicals** in the housekeeping cart and secure it in an out-of-the-way location (e.g., an empty room).
- ☐ **If a red dome light is observed:**
 - ☐ Quickly proceed directly to that room with a portable fire extinguisher.
 - ☐ Determine if it's safe to enter the room and **evacuate the resident.**
 - ☐ Use the portable fire extinguisher to put out the fire, if able.
- ☐ **If flames and/or smoke are present:**
 - ☐ **Close the door** of the affected room.
 - ☐ **Remove residents from adjacent rooms.**
 - ☐ **Close room doors** once residents have been removed.
- ☐ **Remove all persons from the affected Fire Zone** to the next Fire Zone, using the safest method (e.g., bed, wheelchair, walker, unassisted).
- ☐ **Check shower and tub rooms** for staff or residents, as they may not be aware of the fire's location.
- ☐ **If no red dome light is observed** and the fire is located on "Ground Floor East":
 - ☐ Ensure all persons are safe and reassured.
 - ☐ Close the doors.
- ☐ **If a room is empty, flip open the Evacucheck** as you leave. (Note: PSWs are assigned a side for this task at Report.)

- ☐ **Remember:** Rooms with shared washrooms are considered the same room; the Evacucheck cannot be opened until both sides are empty, then open both doors' Evacuchecks.
- ☐ **If possible, secure all rooms** (occupied or not) by:
 - ☐ Turning/leaving on lights.
 - ☐ Closing all doors and windows.
 - ☐ Turning off electrical equipment, including ceiling and exhaust fans.
 - ☐ Ensuring hallways are clear, if time permits.
- ☐ **Follow the direction of the Team Leader** and inform them when all rooms have been secured, if possible.

APPENDIX D - 2nd Floor Emergency Response Checklist

If You Discover a Fire:

- **Activate the alarm** immediately (pull a fire alarm station).
- **Notify** the Team Leader and other staff.
- **Attempt to extinguish** the fire with an appropriate extinguisher if it's small and safe to do so.
- **Evacuate** anyone in immediate danger.
- **Close doors** to contain the fire.

If the Fire Alarm Sounds (Slow Chime):

- **Report to the 2nd Floor.**
 - **Identify yourself as the 2nd floor "person-in-charge"** by wearing the **Orange Reflective Vest**. This vest is located inside the door of the closet labeled "First Aid" in the Respite Unit.
-

If the Fire Location is "Residence Second Floor":

- **Ensure all persons in the Respite Unit are safe and reassured.**
- **Determine the specific fire location:**
 - Check **red dome lights** above apartment doors.
 - Look for the room number on the **nurse call system tablet** and **portable phones**.
- **Extinguish (if able) or Evacuate:**
 - Take a **portable fire extinguisher**.
 - **Enter the apartment cautiously** and extinguish the fire if able.
 - **If fire is in a resident apartment:**
 - **Touch the door** before entering to check if it's warm.
 - Quickly determine if it is **safe to enter** and **evacuate the resident**.
 - **Close the door behind you.**
 - If flames and/or smoke are present, **close the door** and **remove the resident from the next apartment**.
- **Delegate and Direct Staff:**

- Be prepared to **delegate or instruct other staff** who report to the 2nd floor.
- **Evacuate Affected Area:**
 - Ensure all persons in the affected fire area are **removed to the next Fire Zone** (e.g., stairwell landings).
- **Take Census:**
 - Take a **census of 2nd floor clients** using the **Evacuation binder**.
- **Inform Team Leader:**
 - Inform the Team Leader of the **specific location of the fire** and request assistance by any means possible.
- **Lights and Security:**
 - **Turn on hallway lights**, as necessary.
 - **If able, secure all apartments** by:
 - Turning/leaving lights on.
 - Closing all doors and windows.
 - Turning off electrical equipment, including ceiling and exhaust fans.
 - Once the apartment is empty, **flip open Evacucheck** as you leave.
 - Ensure **hallways are clear**.
 - **Delegate to additional staff** as they report to assist you.
- **Stairwell Supervision:**
 - **Supervise clients in the stairwell** and assist them down the stairs, as able.
- **Elevator Use:**
 - **Do not use the elevator** until declared safe by the Fire Department.
- **Utilize portable stretcher** to evacuate clients, as required.

If the Fire Location is in Any Other Location:

- **Ensure all persons in the Respite Unit are safe and reassured.**
- **Turn on hallway lights.**
- **Reassure all apartment clients** and instruct them to **remain in their apartments** until instructed to leave.
- **Provide instructions to other staff members**, as available and needed.
- **If an apartment is empty, flip open Evacucheck** as you leave.
- **Direct persons in open areas:**

- All persons in open areas (e.g., halls) should **return to their apartments** or be **removed to the next Fire Zone**.
- Clients in the Lounge may remain there with the door closed.

APPENDIX E - Recreation and Admin Staff Emergency Response Checklist

If You Discover a Fire

- **Operate the nearest fire pull station.**
 - **Ensure all persons are removed from the immediate area.** Move them to the next Fire Zone or outdoors.
-

If the Fire Alarm Sounds (Slow Chime)

- **Check the alarm annunciator panel** at the Ridge Rd. entrance.
- **Inform all other staff** of the fire's location.
- **One person must identify themselves as the "3rd floor person-in-charge"** by wearing the Pink Reflective Vest (located in the bottom drawer of the filing cabinet).
- **Carry a personal or employer cell phone** for emergency use.

If the Fire is in the "Drop-In Centre Basement" or "Drop-In Centre East Ground Floor and Link"

- **All staff present will ensure all persons are removed from the Drop-In Centre building** using the safest and nearest fire exit. Persons can be evacuated to the next fire zone or outside.
- **Check all washrooms.** If safe to do so, check and vacate the basement.
- **Put phones in Day/Night mode** to enable them to be answered by the Team Leader.
- **Secure all rooms by:**
 - Turning/leaving lights on.
 - Closing all doors and windows.
 - Turning off electrical equipment, including ceiling and exhaust fans.
 - Ensuring the hallway is clear.
 - Delegating tasks to additional staff as they report to assist.
- **Staff will stay with the removed persons** and await further instruction from the Team Leader and/or the Fire Chief.
- If inclement weather, **ADS clients will board the large van** parked outside the building, which can be removed from the area.

- **Adequate staff will stay with all residents/clients** to ensure their safety and provide reassurance.
- **A staff member will contact the Team Leader by cell phone** once all persons have been evacuated from the Drop-In Centre building.
- **Staff must be prepared to advise the Fire Department** of the fire's location, including the specific Fire Zone.
- **Supply access keys to the Fire Department** as requested.

If the Fire is NOT in the "Drop-In Centre Basement" or "Drop-In Centre East Ground Floor and Link"

- **Ensure adequate staff stay with residents/clients** to ensure all persons in the Drop-In Centre building are safe and reassured.
- **The 3rd Floor Person-In-Charge should remain** to answer the phone and lock the Front Door.
- **All other staff will:**
 - Obtain portable fire extinguishers.
 - Report to the Team Leader for further direction.
 - Staff may cross through Fire Zones if safe; if not safe, staff will go to the long-term care floor via outdoors.
 - **Do not use the elevator** until determined safe by the Fire Department.

APPENDIX F - Dietary Staff Fire Emergency Response Checklist

If You Discover a Fire:

- **Operate the nearest fire pull station.**
 - **If fire is on/in the range:**
 - Activate the pull station.
 - Do not turn your back to the fire, even if it seems extinguished.
 - If possible, smother the fire with a lid, baking soda, or salt.
 - If unable to smother, attempt to extinguish using the **silver ("K"-type) extinguisher** located to the left of the range.
 - If unable to contain the fire with an extinguisher, pull the pin located on the wall above the coffee maker while exiting the kitchen. (This will activate the suppression system for the range, sound the alarm, and shut off the gas supply.)
 - **Ensure all persons are removed from the immediate area.** Move them to the next Fire Zone.
 - **DO NOT re-enter the kitchen** until cleared to do so by the Incident Commander.
-

If the Fire Alarm Sounds (Slow Chime):

- **Ensure all persons are relocated** from the immediate fire area to the next Fire Zone.
- **If the fire is not in the immediate Fire Zone:**
 - Look through the window on the kitchen door to determine if any residents are in the Dining Room and reassure them.
 - A staff member will remain with those residents.
- **Secure the Dining Room and Kitchen by:**
 - Leaving lights on.
 - Closing ALL doors and windows, including the Chapel door.
 - Turning off all electrical equipment, including exhaust fans. (The gas supply to the oven will shut off when the alarm sounds automatically.)
 - Ensuring Kitchen doors are closed and unlocked.
 - Checking that the public washroom and staff washroom behind the kitchen are empty.

- Ensuring the gas fireplace is turned off. (The switch is located under the lower panel of the fireplace – flip the panel down towards you, and move the switch lever in the middle of the exposed surface to the right.)
- **Report to the Team Leader** with the portable fire extinguisher from the fire cabinet in the back hall. Follow instructions from the Team Leader.