

Date of Last Review: November 14, 2025

Fire Safety Plan

The Pines Long-Term Care Home

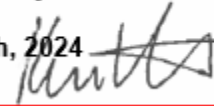
98 Pine Street, Bracebridge, ON P1L 1N5

705-645-4488

FAX 705-645-6857

FSP Approved By FPO: Kevin Pledsted

Date: Dec 13th, 2024



HEALTH SERVICES DEPARTMENT Long-Term Care Services

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Introduction

SECTION 1.0

All provinces in Canada have adopted the National Fire Code Act (NFCA) and National Building Code as the standard. However, each province manages compliance and sets its own penalties for non-compliance. This Fire Safety Plan is required by the National Fire Code and the Alberta, Manitoba, Ontario, and Saskatchewan Provincial Fire Code Section 2.8:

This Fire Safety Plan is designed to provide occupant 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. This plan discusses what occupants are to do in the event of [a] fire, fire safety, supervisory staff and related duties, and other related issues.

The Fire Safety Plan will also assist firefighters in the performance of their duties, by providing floor plans, and building and resident information, if an emergency ever occurs.

SAFETY PLAN DIRECTIVE

In order for this plan to be effective, management, and staff must know the Fire Safety Plan and be able to implement it in the event of a fire. The National and Provincial Fire Codes requires the owner to be responsible for carrying out the provisions for fire safety (see Section 8 of this plan), and defines "owner" as "any person, firm, or corporation controlling the property under consideration." Consequently, the owner may be any one of, or a combination of parties, including building management, maintenance staff, and tenant groups.

Each home is required to keep a copy of this Fire Safety Plan, as outlined in Section 2 of this plan. Homes are also required to store a copy in the Fire Safety Plan box. The Fire Safety Plan box is located in either the main lobby or main entrance of the home. In addition, a key to open the Fire Safety Plan Box must be mounted adjacent to the fire plan box in a separate and locked box.

Any person(s) who contravenes any provision of the provincial fire code and every director and or officer of a corporation who knowingly concurs of such contravention is subject to the penalties outlined in the provincial fire code.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

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Distribution

SECTION 2.0

1.0	DISTRIBUTION OF THE FIRE SAFETY PLAN	A copy of the fire safety plan must be distributed to the following stakeholders listed below.
1.1	STAKEHOLDERS	• The Bracebridge Fire Services • The Pines Long-Term Care Home, Bracebridge, Ontario
1.2	DISTRIBUTION IN THE HOME	The Pines • At least one hard copy upstairs (Maple/Birch) and one downstairs (Oak/Cedar)
2.0	COMMITMENT TO RESIDENTS	• Residents are provided with a resident handbook that outlines the fire emergency procedures and important information related to fire safety. • A Copy posted on the Resident and Family Portal as well as the District of Muskoka Website
3.0	CHANGES TO THE FIRE SAFETY PLAN	Once approved, the Bracebridge Fire Services will require the Fire Safety Plan, or parts thereof, to be resubmitted if: • There are any changes to occupancy or use; • There are any changes in standards; • The Fire Safety Plan has not been kept current; and/or, • The Chief Fire Official judges the current Fire Safety Plan no longer being acceptable. The Chief Fire Official is to be notified regarding any changes in the approved Fire Safety Plan and procedures. A sample letter to request approval from Chief Fire Official on changes to the Fire Plan can be found in Section 16.0 of this plan.

Human Resources Audit

SECTION 3.0

OWNER: The Pines Long-Term Care Home Telephone 705-645-4488
98 Pine Street, Bracebridge, ON P1L 1N5

ADMINISTRATOR: Jennifer Ridgley

Office Tele 705-645-4488: 4877

Alternate Number: 705-394-4854

DIRECTOR OF CARE: Dallas Miller

Office Tele 705-645-4488: 4861

Alternate Number: 705-394-4171

DIETARY MANAGER: Scot Gray

Office Tele 705-645-4488: 4801

Alternate Number: 705-644-4248

ACTIVITY MANAGER: Christina Rochette

Office Tele 705-645-4488: 4824

Alternate Number: 705-646-3485 ; 705-644-2814

ENVIRONMENTAL SERVICES MANAGER: Steve Files

Office Tele 705-645-4488: 4804

Alternate Number: 705-641-8643

PROPERTY MANAGEMENT:

The District of Muskoka
70 Pine Street
Bracebridge, ON
P1L 1N3
705-645-2100

MONITORING AGENCY:

The Home is monitored by:
Huronia
544 Greer Road, Port Sydney, ON
1-888-363-9311 ; 705-730-0843

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Building Resources Audit

SECTION 4.0

The Pines is located at 98 Pine Street, Bracebridge, ON, at/near the intersection of Pine Street and Taylor Road.

The building is a Public long-term care facility and is classified as a Group B Division 2 , Long Term Care Home.

The building is odd in shape and has two storeys in height and does not have a basement level.

The building has a sprinkler system throughout and is constructed with non-combustible fire breaks comprising of concrete block and a concrete slab floor.

The building is constructed of combustible construction materials.

The building contains a total of 160 resident suites, with a total capacity of 160 residents.

There are 96 bed units on the main floor and 64 bed units on the second Floor

FIRE DEPARTMENT CONNECTION

The Fire Department Connection is located at the Front of the building.

MAIN GAS SHUTOFF

The main gas shutoff is located at the front of the building to the right of the front entrance.

MAIN ELECTRICAL SHUT OFF

The main electrical shutoff is located behind the laundry room. Room number 413

WATER SHUTOFF – SPRINKLER SYSTEM/DOMESTIC WATER

The facility is protected with a Wet/Dry Sprinkler System.

The main sprinkler shutoff and domestic water supply are located in the sprinkler room. Room number 430.

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1.0 FIRE ALARM SYSTEM

The facility is equipped with a two-stage detection and fire alarm system that can be activated automatically or manually.

- Manual activation occurs through the use of pull stations or the insertion of a key into the annunciator panels.
- Automatic activation occurs when the smoke or heat detectors trigger the main panel to activate. The activation of the sprinkler system will also engage the fire alarm system.

1.1 FIRE ALARM CONTROL PANEL

The building is equipped with a two-stage fire alarm system with fire alarm bell audible devices provided throughout the facility. Smoke and heat detectors, sprinklers, pull stations and kitchen hood suppression systems are also part of the system.

The main fire panel is located in the Electrical room, room number 429.

The home has 1 main generator for emergency power, as well as a second back-up if the first generator fails .

The fire alarm system is monitored by Huronia. They can be reached at 1-888-363-9311, 24 hours a day.

1.2 FIRE PANELS

The main Fire panel is located in the Electrical room on the main floor. There are fire panels in each of the nursing centers as well as in the vestibule.

The fire panels provide the facility with instant identification of locations under the threat of fire by listing the location of the detector (heat and/or smoke and/or flow) as well as the pull station that has been activated.

Refer to the schematic diagram(s) to identify the locations of the fire located in the vestibule. Alarm control panel and the annunciator panels.

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- | | | |
|------------|---|--|
| 1.3 | FIRE ALARM BELLS | <p>Fire alarm bells are located throughout the facility in all zones, as well as all service areas. The fire alarm system operates in two-stages; the alert stage and the alarm stage.</p> <p>The fire alarm bells will transmit two distinctive sounds depending on the stage of the fire alarm system:</p> |
| | <p>ALERT STAGE:</p> <p>ALARM STAGE:</p> | <p>Initial activation and potential fire warning. The fire alarm bells will sound a long ring every 2 or 3 seconds.</p> <p>Should an evacuation be required, the fire alarm bells will ring continuously. Initiation of second stage is done manually at the pull station. Strobe lights will also be activated.</p> |
-
- | | | |
|------------|-----------------------|--|
| 1.4 | HEAT DETECTORS | <p>Heat detectors detect when temperatures rise above a specified level or with a combination of rate and rise. Refer to schematic diagrams for location(s) of heat detectors.</p> |
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| 1.5 | SMOKE DETECTORS | <p>Smoke detectors detect smoke concentration. Refer to the schematic diagrams for location(s) of smoke detectors.</p> |
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| 1.6 | PULL STATIONS | <p>Pull stations are activated manually by pulling on the handle which will initiate the alert stage of the fire alarm system. The alarm stage can only be initiated by authorized persons by inserting the fire key into any pull station and turning it.</p> <p>All employees must know the location of the pull stations and detectors throughout the building as well as fire zones of the facility. This will promote quick response in an emergency for those staff responsible to report to the fire scene. Refer to the schematic diagrams for location(s) of pull stations.</p> |
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- | | | |
|------------|------------------------|---|
| 1.7 | SPRINKLER HEADS | <p>The flow of water activates the fire alarm through a water flow alarm switch on each floor.</p> <p>An indicator light on the fire panel will identify the area in which the sprinkler head has been activated.</p> <p>The building does have a sprinkler system.</p> |
|------------|------------------------|---|
-

**1.8 ELECTROMAGNETIC
LOCKING DEVICES
(MAG-LOCKS)**

Mag-locks are installed throughout the building on various exits and doors. They are controlled by the Fire Alarm System as an ancillary function. Upon activation of the Fire Alarm System, the Mag-locks will release their controlled doors.

The Mag-lock system has a key switch located: in the front vestibule. The key switch provides two functions; release and reset. It can be used to release all Mag-locks at any time. It can also be used to reset the Mag-locks once they are released.

If the Fire Alarm System caused the release of the Mag-locks, the Fire Alarm System must be returned to normal before the reset function of the key switch can be used.

Refer to the schematic diagrams for location(s) of Mag-lock and their associated devices.

**1.9 DOOR HOLD OPEN
DEVICES**

Door hold open devices are located at the doors separating the building into separate zones. These devices are controlled by the Fire Alarm Control System as an ancillary function. Upon activation of the Fire Alarm System, the door hold open devices release the doors.

Refer to schematic diagram for location(s) of door hold open devices.

1.10 TROUBLE ALARM

A trouble alarm indicates a trouble situation in the fire alarm system.

When the trouble alarm activates, a buzzer will sound at the annunciator panel and a light on the annunciator panel will flash under Trouble Alarm.

**1.11 SUPERVISORY
ALARM**

A supervisory alarm indicates a change in a supervised portion of the fire alarm system. When the supervisory alarm activates, a buzzer will sound at the annunciator panel and a light on the annunciator panel will flash under Supervisory Alarm.

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1.12 OPERATION OF THE SYSTEM

Activation of heat and smoke detectors, pull stations and sprinkler systems will automatically initiate the following events:

- a) Fire alarm bells will ring once every three seconds (alert stage);
- b) The LED annunciator in the Fire Control Panel and the remote annunciator panels indicate the zone of initiation;
- c) A manual Alarm stage activation will be required to cause the fire alarm bells to sound in alarm mode;
- d) Fire alarm bells will continue to sound during the alert or alarm stage until manually silenced;
- e) Ventilation systems will shut down;
- f) Hold open devices on doors will be released upon initiation of the alert stage of the fire alarm;
- g) Signal is sent directly to the monitoring station; and,
- h) Doors with magnetic locking devices are released upon initiation of the alarm stage of the fire alarm.

2.0 BOILER ROOM

Building is heated by: Gas and Electric
 Location of boiler room: second floor, service (staff) corridor

3.0 EXITS

Location of all exit signs in the building:
 See attached maps.
 Refer to schematic diagram for all exits.

4.0 FIRE DEPARTMENT ACCESS

The access route for the fire department is: around the back of the building
 The primary fire department entrance is: Pine Street
 Refer to schematic diagram for fire department access route(s).

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5.0 PORTABLE FIRE EXTINGUISHERS

Fire extinguishers are located throughout the facility. The facility is equipped with:

55 ABC extinguishers

The kitchen is equipped with:

1 AK located in the kitchen

Refer to schematic diagram for location(s) of portable fire extinguishers.

6.0 STANDPIPE AND HOSE SYSTEM

A standpipe and hose system are provided in the building. The standpipe and hose system are supplied from a 4" riser. The riser isolation valve is located: to the North of the entrance

Hose outlets are 1 ½" and no hose is supplied

7.0 EMERGENCY LIGHTING

Remote emergency lighting heads are located in the generator rooms of the facility. Remote heads are powered by battery packs. The duration of emergency lighting is one hour.

8.0 KITCHEN HOOD SUPPRESSION SYSTEMS (KHSS)

A wet chemical KHSS is provided in the kitchen. A manual release for the KHSS is located in the kitchen near the suppression system. Refer to schematic diagram for KHSS location(s).

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9.0 EMERGENCY GENERATOR

In the event of power failure, the facility is equipped with one emergency generator and a second as a back-up.
 The emergency generator is located: main is located in it's own building at the back of the home and the other is in the generator room of the addition
 Refer to schematic diagram for location(s) of the emergency generator.
 In the event of power failure, the facility is equipped with an emergency generator that powers all life safety systems (i.e. fire alarm system, nurse call system, door security, resident elopement control system, emergency lighting, exit lights, and one elevator.

10.0 KEY LOCK BOX

The key lock box is located to the right of the front door. This lock box contains master keys for all interior locked doors.

Emergency Procedures For Residents

SECTION 5.0

PROCEDURE

WHEN YOU HEAR THE FIRE ALARM

ALL RESIDENTS

1. Stay calm.
2. Remain in your room with the door closed.
3. Turn off all non-medical equipment in the room.
4. Follow instructions given by employees and volunteers.
5. If you are away from your room, go with an employee to a designated safe location.

WHEELCHAIR RESIDENTS

1. Travel along the right-hand side of the hallway, close to the wall so that the corridor is not blocked. Go with an employee to a designated safe location.

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IF THE FIRE IS IN YOUR ROOM/AREA	1. Leave the room/area immediately and close the door if possible. 2. Call for help and notify employees and other residents. 3. If able, pull the fire alarm at the pull station.
---	--

IF THE FIRE IS NOT IN YOUR ROOM/AREA	1. Remain in your room with the door closed and wait for an employee to assist you.
---	---

IF SMOKE IS COMING THROUGH THE DOOR	1. Place a wet towel at the bottom of the door to keep out smoke. 2. Attempt to notify staff of your location. Wait for help to arrive.
--	--

Emergency Procedures Sign

SECTION 5.1

IN CASE OF FIRE **UPON DISCOVERY OF FIRE**

- Leave the fire area, immediately.
- Close all doors behind you. Alert staff and occupants.
- Activate the fire alarm system. Use the pull station.
- Call 9-1-1 (from a safe location) to request fire/rescue services.
- Use exit(s) to leave the building.
- Do not use elevators.

UPON HEARING ALARM

- If intermittent signal (1st stage) – stand by and prepare to leave the building.
- If continuous signal (2nd stage) – leave the building via the nearest exit. Close all doors behind you.

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CAUTION

- If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place a wet towel at base of door.
- If you encounter smoke in stairway, use alternative exit or find refuge in nearest suite.

Emergency Procedures For All Employees

SECTION 6.0

PROCEDURE		
SUMMARY		Employees must respond immediately to any fire emergency following the procedures listed below. Employees must understand and be able to implement all procedures for fire emergencies. The procedures must be permanently posted by each manual pull station.
1.0	SOUNDING OF FIRE ALARM	All employees in the home are expected to respond immediately when the fire alarm sounds.
2.0	RESPONSIBILITIES OF ALL EMPLOYEES	1. All employees must immediately proceed to assigned area: fire scene, work area, or emergency operations centre (formerly known as the command centre). 2. Listen for an announcement of where the fire site is located while proceeding to the nearest annunciator panel. 3. Employees who are not assigned to the fire scene must return to their assigned work area unless they are at the scene of the fire or in a resident's room. In these situations, all employees are under the direction of the charge nurse (incident manager) and must stay at the site of the fire carrying out duties that are assigned to them. 4. Employees proceeding to the fire scene or to their work area are to move quickly, but cautiously, approaching stairwells and smoke barrier doors with caution. 5. Check all doors before opening and look through the window (if possible) for signs of a fire. If the door has no window, place the

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		back of your hand on the door at the top and feel for heat and/or look for smoke at the base. - Proceed only if the way is free and clear of fire and smoke. If there are signs of smoke and/or fire, proceed to another stairwell and repeat the checks for safety. Never use elevators. - If it is unsafe to return to your work area, report to the Emergency Operations Centre. - Do not resume normal duties until the Incident Manager has called an end to the fire emergency situation. <i>NOTE: Always proceed to the fire scene in pairs; take a fire extinguisher and fire blanket.</i>
3.0	RESPONSIBILITIES OF DEPARTMENT HEADS (EXCEPT OFFICE COORDINATOR), DESIGNATED DEPARTMENTAL STAFF, MAINTENANCE STAFF AND ANY OTHER PERSONNEL	- Go to the fire scene to assist as directed by the Incident Manager. Take a fire extinguisher and fire blanket to the scene. - Resume normal duties only after “Code Red – All Clear” is announced times three.

Emergency Procedure for First Responders

Section 6.1

PROCEDURE

DISCOVERY OF FIRE OR SMOKE

FIRST RESPONDER 1. Ensure that the **R-E-A-C-T** sequence is initiated:

- R** Remove endangered people from immediate danger (evacuate).
- E** Ensure room doors and windows are closed.
- A** Activate fire alarm pull station closest to the site of the fire. Activate the second stage of the fire alarm system if evacuation is necessary.

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C Call 911 and say:

“There is a fire at The Pines located in: **Name Exact Location of Fire Including Floor, Home Area and Room Number**

T Try to confine/contain/extinguish fire, if possible, without undue risk using the nearest fire extinguisher.

Note: Place wet towels, sheets, blankets, pillows or other confining materials at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area.

OTHER EMPLOYEES

1. Stop all normal activities.
2. Assist the first responder. Take supplies (i.e. fire extinguisher) to the fire scene, *if needed*.
3. If the fire cannot be extinguished, close the door and place wet materials under the door to restrict the rapid transfer of smoke to the rest of the home.
4. At all times, take direction from the Incident Manager and/or IMS Leaders for evacuation procedures.
5. Once all residents have been evacuated from the fire scene, begin the team and chain evacuation procedure.
6. Move residents and visitors towards the evacuation site, ensuring that they are not exposed to smoke and/or blocking evacuation routes.
7. Check and evacuate all rooms and ensure that all:
 - a. Lights are turned on,
 - b. Oxygen concentrators are turned off,
 - c. Windows and doors are closed, and
 - d. Rooms that are evacuated are flagged.

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Emergency Procedures For Incident Manager

SECTION 6.2

PROCEDURE

INCIDENT MANAGER OR DESIGNATE

Upon hearing the fire alarm, the Incident Manager must immediately:

1. Proceed to the nearest annunciator panel and read the fire location.
2. If the first to the main panel, announce or arrange to have announced (repeat three times):

CODE RED – (SPECIFY LOCATION OF FIRE SITE)
3. Put on the orange vest located adjacent to the main fire alarm panel. Direct someone to collect the clipboard with the Resident list, next of kin list, fan out list, employees on duty list, etc.
4. Designate an employee to proceed to elevators and bring elevators to lower level. Do not allow the use of elevators during a fire emergency situation.
5. Proceed to the fire scene if safe to do so and assume control of the situation:
 - a. Ensure all persons in immediate danger are rescued,
 - b. Direct evacuation procedures as required,
 - c. Communicate with others by sending an employee as a runner, and
 - d. Liaise with fire department upon arrival as to the conditions at the fire site and the actions that have been taken.
6. Determine in consultation with fire department if employees must:
 - a. Continue evacuation preparations, or
 - b. Resume work with limited duties while remaining vigilant.
7. Direct activities of the Emergency Operations Centre (formerly known as the Command Centre) and Evacuation Area.
8. Determine in consultation with the fire department when the home is safe from fire.
9. Direct or take fire department personnel to annunciator and/or main panel. Only reset the fire alarm system when advised it is safe to do so.
10. Once the main fire panel has returned to 'system normal', reset the maglocks on all exit doors by cycling the maglock key by the front door fire panel.
11. Announce or arrange to announce (repeat three times):

CODE RED – ALL CLEAR

HEALTH SERVICES DEPARTMENT Long-Term Care Services

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Emergency Procedures For Registered Staff

SECTION 6.3

PROCEDURE

FIRE ALARM PREPARATION

- | | |
|---|---|
| REGISTERED NURSE OR REGISTERED PRACTICAL NURSE | <ol style="list-style-type: none">1. The Nurse is the RN/RPN in charge of their home area. Most often this is an RPN.2. During a fire alarm, the Nurse is responsible for the safety of residents and visitors in their home area and response of personnel.3. At the beginning of each shift, the Nurse confirms the attendance of “fire scene” PSWs in their area from a staffing schedule and confirms that staff is aware of their responsibilities in the event of a fire alarm.4. Inspect their designated home area once during each shift to ensure that there is no danger of fire. |
|---|---|

UPON HEARING THE FIRE ALARM

1. Always proceed to the fire scene in pairs
2. Take a fire extinguisher.
3. Take a fire blanket

- | | |
|--|--|
| REGISTERED STAFF/ CHARGE NURSE DUTIES | <ol style="list-style-type: none">1. During the fire alarm, the nurses in charge of the units are responsible for the safety of residents and visitors in their home area as well as personnel on their unit.2. In the event of a fire alarm, the unit change nurse should do the following in the order shown:<ol style="list-style-type: none">c. Proceed immediately to the nurses’ station in their designated unit and listen for the announcement over the telephone system. (Please note annunciator panels are also located in the nursing stations as well as the front vestibule).3. Obtain a resident list.4. If the fire is located within their home area, the nurse will proceed to the fire location and assume control until the Incident Manager arrives:<ol style="list-style-type: none">a. Ensuring all persons in immediate danger are rescued,b. Direct evacuation procedure, as needed,c. Maintain control until relieved by the Incident Manager or the IMS leader. |
|--|--|

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5. If the fire is not located in their home area or unit, nurses will ensure staff are responding to the fire alarm appropriately, redirecting as required:
 - a. Ensure staff are remaining in their home area to fulfill their duties (i.e. close fire doors, check all rooms for signs of fire and or smoke, clear hallways, report resident and visitor locations to the IMS leader).
 - b. Account for all residents and staff of the home area using the resident list, write down location of residents and visitors in the unit. Check the resident sign-out list.
6. Turn off all unnecessary equipment.
7. If conditions with the unit become unsafe due to smoke, heat, or fire:
 - a. Initiate evacuation of unit,
 - b. Notify Incident Manager or IMS leader of the decision to evacuate, the route to be taken, and the intended destination.
8. When “Code Red – All Clear’ has been announced three times, and staff return to the work area, check that all unused fire extinguishers and fire blankets are replaced.

Emergency Procedures For Care Staff

SECTION 6.4

PROCEDURE

UPON HEARING THE ALARM

CARE STAFF

1. Stop all normal activities. Ensure resident safety.
2. Assigned “fire scene” duties:
 - a. Wait for fire location announcement or confirm location of fire on an annunciator panel.
 - b. Designated PSW proceed to fire scene with a fire extinguisher and fire blanket
 - c. Report to and take direction from the Incident Manager (person wearing orange vest) at the site.
3. Staff remaining undertake a review or “sweep” of the area to:
 - a. Check for fire conditions (smoke, heat, flames);
 - b. Close all doors and windows in the area;
 - c. Turn on all lights;
 - d. Close any fire doors;

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- e. Ensure all exits are clear;
- f. Clear all hallways and corridors; move all carts and portable equipment into safely stored areas;
- g. Move all residents to a safe location, and
- h. Direct all residents and visitors as required.
- i. Report to the Emergency Operations Centre (formerly known as the Command Centre) of the outcome of the sweep including the location of all residents, volunteers, and visitors. Standby to await further instructions from the Nurse.
- j. Monitor doors throughout fire alert and ensure wandering residents do not leave while exit door locks are deactivated.
- k. Remain on emergency alert until the “all clear” is given to resume normal activities. Once the Incident Manager calls an end to the emergency “Code Red-All Clear”, sweep the unit and notify all residents, volunteers, and visitors that it is safe to resume normal activities.
- l. Ensure that all fire safety equipment is replaced.
- m. Ensure that all residents are accounted for.

Emergency Procedures For Activities Staff

SECTION 6.6

PROCEDURE

UPON HEARING THE ALARM

ACTIVITIES EMPLOYEES

1. If you are involved in a program and in a safe location (separated from the fire location by two sets of doors), close the door and supervise the residents.
2. If you are in a unit, report to the Nurse for directions.
3. If you are not actively involved in a program and not in a unit, return to the Activities office.
 - c. Close windows and doors,
 - d. Check for residents in the vicinity and ensure their safety,
 - e. Flag all rooms that have been evacuated, and
 - f. Report to the Emergency Operations Centre.

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Emergency Procedures For Dietary Staff

Section 6.7

PROCEDURE

UPON HEARING THE ALARM

DIETARY EMPLOYEES

1. Turn off all kitchen equipment.
2. Before leaving the kitchen, turn off ceiling fans, close doors and windows.
3. Check other areas to ensure that all windows and doors have been closed.
4. Where appropriate, assist residents via planned evacuation routes to ensure their safety.
5. Flag all department rooms that have been evacuated.
6. Report to the Emergency Operations Centre (formerly known as the Command Centre) for assigned duties.

DIETARY EMPLOYEES

COOKING APPLIANCE FIRES

4. If a fire occurs involving the cooking appliances, pull the pin to activate the fixed extinguishing system. The extinguishing nozzles mounted under the hood will discharge a wet extinguishing agent extinguishing the fire.
5. If it is not possible to pull the pin, the system will automatically discharge the extinguishing agent when the heat from the fire releases the fusible links.
6. When the system discharges, the building fire alarm system will activate and the gas supply to the cooking appliances is cut off.
7. Note: The "K" type extinguisher is never to be used unless the fixed extinguishing system has deployed first.
8. The "K" type extinguisher is primarily meant to be left for use by the responding Firefighter.
9. If one is installed in the cooking area and if it is safe to do so, a portable BC fire extinguisher may be used by staff to extinguish small cooking fires before the fixed extinguishing system activates.
10. Note: Never use an ABC fire extinguisher to extinguish a fire involving cooking appliances installed under the exhaust hood.
11. No attempt should be made to reset the kitchen suppression system.
- 12.

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Emergency Procedures For Housekeepers, and Laundry Employees

Section 6.8

PROCEDURE

UPON HEARING THE ALARM

- HOUSEKEEPERS**
1. Lock and move housekeeping cart to a safe location out of the hallway and line of traffic.
 2. Staff assigned to “fire scene” duties:
 - a. Proceed to the fire scene,
 - b. Take a fire extinguisher and fire blanket,
 - c. Report to and take direction from the Incident Manager (person wearing orange vest)
 3. Staff working in a resident home area are to remain in the area and check:
 - a. Check for fire conditions (smoke, heat, flame),
 - b. Close all doors and windows in the area,
 - c. Turn off the lights,
 - d. Close any fire doors that have failed to close,
 - e. Make sure all exits have clear access,
 - f. Check that the portable fire extinguisher is available,
 - g. Clear all the hallways by moving all carts and equipment into rooms,
 - h. Move all residents and visitors in an open area into a room with a door (resident room, activity room, dining room, etc.) and close the door.
 - i. Direct residents and visitors to stay in their current location with the door closed until the “all clear” is announced,
 - j. Proceed to the Emergency Operations Centre (formerly known as the Command Centre) **Note Location** and report the outcome of the initial “sweep” including the location of all residents, visitors, volunteers, and others.
 - k. Standby at the Emergency Operations Centre to await further instructions,
 - l. Monitor doors throughout the fire alert as assigned to ensure wandering residents do not leave while fire door locks are deactivated.
 4. Remain on emergency alert until “Code Red-All Clear” is announced. Once an “all clear” has been given, “sweep” the unit to notify residents, visitors, and volunteers that it is safe to resume regular activities, open doors and reassure residents.

**LAUNDRY
STAFF**

1. Turn dryers to cool down phase and turn off all other equipment in the laundry room.
2. Monitor the area for any residents or visitors.

Emergency Procedures For Maintenance Employees

SECTION 6.9

PROCEDURE

UPON HEARING THE ALARM

**MAINTENANCE
EMPLOYEES**

1. Lock and move cart(s) to safe location.
2. Check for fire conditions (smoke, heat, flames).
3. Close all doors and windows in the area before leaving.
4. Turn off all lights.
5. Make sure all exits, and planned evacuation routes are clear.
6. Lock and supervise elevators.
7. Report to Emergency Operations Centre (formerly known as the Command Centre).

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Emergency Procedures For Volunteers

SECTION 7.0

PROCEDURE

UPON HEARING THE ALARM

- VOLUNTEERS**
1. STAY CALM.
 2. Stay with residents in a safe location.
 3. If not with residents, proceed to nearest nursing station desk and wait for further instructions from staff.
 4. Do not run.
 5. Resume normal duties only after a “Code Red – All Clear” is announced.

IF YOU DISCOVER A FIRE

- VOLUNTEERS**
1. Ensure that the R-E-A-C-T sequence is initiated:
 - R** Remove endangered people from immediate danger (evacuate).
 - E** Ensure room doors and windows are closed.
 - A** Activate fire alarm pull station closest to the site of the fire. Activate the second stage of the fire alarm system if evacuation is necessary.
 - C** Call 911 and say:
“There is a fire at **The Pines** located in: **Name Exact Location of Fire Including Floor, Home Area and Room Number**”
 - T** Try to confine/contain/extinguish fire, if possible, without undue risk using the nearest fire extinguisher.

***Note:** Place wet towels, sheets, blankets, pillows or other confining materials at the bottom of the closed door to the room with the fire, to restrict rapid transfer of smoke to the rest of the area.*
 2. Report to Emergency Operations Centre and wait until tasks can be assigned. You will be oriented and assigned to specific tasks and will receive support and supervision from management and supervisory staff.
 3. Volunteers will be assigned to tasks such as:
 - m. Assisting in care and comfort of residents and families
 - n. Transportation of equipment and supplies

Emergency Procedures For Staff Call-Back List SECTION 8.0

SUMMARY	The staff call-back list will be used for the purpose of calling in employees to assist in an emergency situation only. The list must be updated quarterly or as required by the Administrator. The Administrator or designate is to distribute and update staff call back lists to the Callers and Alternate Callers and review the procedure with them as required.
PROCEDURE	

UPON HEARING THE ALARM

ADMINISTRATOR OR DESIGNATE	1. Determine personnel needed and begin fan out procedure until the required number of employees have been obtained. 2. Telephone Huronia and initiate the call back tree. They will call as listed and inform them that an emergency situation is occurring and that they are needed to report to the home. If a Caller cannot be reached, the Alternate Caller will be notified and assigned the list of the Caller that could not be reached.
CALLERS OR DESIGNATE	1. Telephone the employees on your list. Do not leave a message. 2. Once all the employees on your list have been called, notify the Administrator, or designate of the results. 3. Continue to attempt to reach any employees that were not immediately reached. 4. Check in with Administrator for directions as to next steps.
EMPLOYEES REPORTING FOR DUTY	1. Employees reporting for duty will report to the Emergency Operations Centre upon arrival at the facility location to receive their assignments.

Evacuation of Residents

SECTION 9.0

PROCEDURE

1.0 SUMMARY The objective of an evacuation is to remove residents from danger in the shortest amount of time possible.

2.0 RISK LEVEL Any fire emergency situation is a progressive incident. This means that the longer it takes to isolate the source(s) of danger and evacuate residents, the greater the changes of someone being seriously injured.

3.0 EVACUATION PLAN As part of the Emergency Response Plan, there must be an evacuation plan that indicates the following:

2. Planned evacuation routes,
3. Evacuation Centre location,
4. Emergency Operations Centre (formerly known as the Command Centre) (inside building),
5. Evacuation Location (outside building),
6. Assigned exits, and
7. Assessment and Treatment Centre location.

4.0 PARTIAL EVACUATION A partial evacuation must occur if the emergency situation can be contained to a specific area of the building that ensures the safety of all residents and employees.

4.1 EVACUATION STAGES Evacuation starts with removing residents from individual rooms to beyond a set of fire doors. Partial evacuation is carried out if the disaster itself can be contained in a particular area of the facility. If safety of the residents cannot be ensured, total evacuation of the facility will be carried out.

STEP I FIRE ZONE or partial evacuation is the initial response to the emergency situation. It involves removing residents from the rooms(s)/area threatened by the source of the disaster:

1. Room of emergency site,
2. Rooms on each side of the emergency site,

3. Room directly across from emergency site,

Evacuate these residents beyond fire/smoke separation doors to a safe area by Team and Chain Evacuation procedure outlined inside this plan.

Note: Fire evacuation routes are away from the fire. Depending on the fire situation, the amount of smoke, and the flow of traffic of the fire department, the IMS leader may permit the movement of residents past the rooms with the fire if it is safe and more expedient to do so.

STEP II WING EVACUATION - If a fire cannot be contained to a single fire zone, evacuate residents beyond the fire separation doors to another safe zone within the building (internal area of refuge). Residents in immediate danger should be moved first.

STEP III TOTAL EVACUATION occurs if smoke and or fumes continue to spread throughout the facility, or the IMS Leader or Fire department gives the order to evacuate the entire building.

Person giving the order should allocate exits to be used by various wings so that movement will be quick and orderly.

Take residents to a safe distance away from the facility (Evacuation Site). Stay out of the way of emergency vehicles.

Evacuate away from the fire area to the next zone. If unable to reach safe zone, evacuate out of the facility via the nearest exit. Check to ensure evacuation of fire zone is complete.

A one-way traffic flow should be maintained where possible. Tally resident count to verify that evacuation is complete.

Note: At this step it is critical that Transfer/Discharge system is initiated to a safe location or “evacuation site.”

5.0 COMPLETE EVACUATION

A complete evacuation must occur if the emergency situation cannot be contained to a specific area and/or the safety of all residents and employees cannot be ensured.

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5.1 AUTHORITY TO ORDER EVACUATION

Authority and responsibility for the evacuation decision generally rests with the IMS leader or Fire department (if present). Any Nurse can order evacuation of their area if residents under their care are endangered by fire, smoke or any other factor.

Procedure for Evacuation of Residents

SECTION 9.1

SUMMARY

Residents will be evacuated in a calm and orderly manner according to the evacuation plan. Employees are to guide residents along the planned evacuation route(s). Resistive residents will be evacuated last.

Rooms that have been evacuated must be flagged using the evacuation identification system.

Establish Emergency Operations Centre (EOC) (formerly known as the Command Centre) – the most senior position (person) on site (that is not at the fire scene) must take charge of the EOC. It is located <Identify location> (i.e. reception desk/main lobby) or alternate site <identify location> (i.e. activity room/Administrator's office).

PROCEDURE

DECISION TO EVACUATE

INCIDENT MANAGER

1. Assess the emergency situation and determine whether the incident requires a partial or complete evacuation.
2. Initiate Incident Management System (IMS).
3. Determine and communicate evacuation route(s).
4. Convert the fire alarm system to the second phase to create a continuous ringing sound.

Note: If the communication system(s) fail, send a runner to notify all employees of the code red emergency situation.

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5. Identify and determine appropriate evacuation stages and evacuate the specific area where the emergency situation is occurring.
6. Call 911 immediately. (Preferably on a cell phone)
7. Liaise with authorities to determine:
 - a. The end of the partial evacuation, or
 - b. The need to call a complete evacuation.
8. Direct Residents and employees to the Evacuation Site using planned evacuation routes.

**LOGISTICS
LEADER**

9. Remove the following records from the building using linen hamper bags:
 - a. Resident Care Plans,
 - b. M.A.R. Books,
 - c. Resident Medical Charts
 - d. L.O.A. Books,
 - e. Emergency Response Package
 - f. Disaster Box(es),
 - g. SDS Master Binder, and
 - h. If possible, pictures of residents
10. Direct and organize residents and employees to the Area of Refuge. If required, used planned transportation.

Note: Ensure that emergency vehicles have an unobstructed path into the Home.

**PUBLIC
INFORMATION
LOGISTICS
LEADER**

1. Liaise with the Incident Manager and the Corporate Communications Department and follow directions as required.
2. Update employees, residents, family members, community leaders, and media as required. This is the Administrator or Delegate ONLY

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SECTION 9.2

Team and Chain Formation

SUMMARY

To ensure a smooth process for evacuating residents during an emergency situation, residents will be moved in a calm and orderly manner using the team and chain formation during any code red emergency situation.

PROCEDURE

LOGISTICS LEADER

1. Organize all employees into teams of two, stationed approximately 10 to 15 feet apart from each other.

TEAMS

1. Team A enters room and brings resident(s) to the doorway.
2. Team B takes resident(s) and hands off to Team C.
3. Team A closes the door and flags the room.
Note: Team A is to flag each room after it has been completely evacuated.
4. Teams pass groups of residents between each other, towards the Area of Refuge.
Note: Residents are to be escorted in single file or in small groups. Traffic should only flow in one direction.

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Persons Requiring Assistance

SECTION 9.3

In the event of a fire alarm, Residents will count on employees to provide some level of assistance.

Residents are to be classified as either ambulatory or non-ambulatory.

Ambulatory residents are evacuated first unless other residents remain in immediate danger. The evacuees should be gathered and led in groups or in single file. Once the ambulatory residents have been evacuated all other residents can be assisted.

Non-ambulatory residents may be evacuated by wheelchair or by other wheeled conveyance. This is easiest and fastest for covering a distance but requires transferring the resident to a chair. Residents can be pulled from the bed onto a blanket and pulled along the floor. Blankets are usually readily available but carpeted hallways make this very difficult. In this case, if two or more carriers are available, the blankets can be used as an improvised stretcher. Stryker chairs are available at all stairwells.

As a care facility, detailed files of each resident is maintained and kept readily available in the event of an emergency. Use the form attached to log which Residents needed assistance.

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Accountabilities

SECTION 10.0

1.0 RESPONSIBILITIES OF THE OWNER

In a court of law, the definition of owner can mean the person whose name is on the title, executive officer in a corporation owning the building, an administrator, a night supervisor/manager or even a maintenance supervisor/manager.

The building owner/manager has numerous responsibilities as specified in the Fire Code and must ensure that the following measures are incorporated in the Fire Safety Plan:

Establishment of emergency procedures to be used in case of a fire emergency.

Appointment and organization of designated 'supervisory employees' to care out fire safety duties.

Training of 'supervisory employees' and other staff so that they are aware of their responsibilities for fire safety.

Holding of fire drills in accordance with the Fire Code, incorporating emergency procedures appropriate to the building.

Control of fire hazards in the building.

Maintenance of building facilities provided for the safety of occupants (keeping records of same).

Provisions of alternate measures for safety of residents during shutdown of fire and life safety systems.

Ensure the information in the Fire Safety Plan is current, and notifying the Chief Fire Official regarding changes to the Fire Safety Plan.

Designate and train sufficient alternates to replace 'supervisory employees' during any absence.

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Post and maintain on each floor area emergency procedures for residents.

Ensure the approved Fire Safety Plan or parts thereof are distributed.

Be able to inform staff in the operation of Fire Alarm Systems and its associated devices.

Be able to inform staff in the operation of the sprinkler system.

2.0 RESPONSIBILITIES OF SUPERVISORY EMPLOYEES

1. Be trained and know the emergency evacuation procedures.
2. Maintain an up-to-date list of occupants requiring assistance to evacuate in the event of an emergency.
3. Know the fire extinguishment, control, or confinement procedures.
4. Practice measures to control fire hazards.
5. In the event of any shutdown of the fire and life safety systems, initiate alternative measures.
6. Maintain the fire alarm/sprinkler system and other fire protection features in good operating condition.
7. Participate in fire drills.
8. Report any hazards or immediate threats to life safety to your supervisor/manager.
9. Obtain and comply with the Fire Code and regulations in your jurisdiction.

2.0 RESPONSIBILITIES OF ALL EMPLOYEES

1. Be trained and know the emergency evacuation procedures.
2. Maintain an up-to-date list of Residents requiring assistance to evacuate in the event of an emergency.
3. Know the fire extinguisher, control and confinement procedures.
4. Practice measures to control fire hazards. In the event of any shutdown of the fire and life safety systems, ensure alternative measures are initiated.
5. Ensure the fire alarm/sprinkler system and other fire protection features are operating properly.
6. Participate in fire drills.
7. Report any hazards or immediate threats to safety to your Supervisor/Manager.
8. Obtain and comply with the National and Provincial Fire Code.

Extinguishment, Control, and Containment

SECTION 11.0

1.0 SUMMARY

1. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.
2. Only after ensuring everyone has evacuated the area, the alarm has been initiated and the fire department notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire.

Note: This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area, and confine the fire by closing the door.

2.0 OPERATING A FIRE EXTINGUISHER

- | | |
|-----------------------------|--|
| P – Pull Pin | Pull the pin. This will also break the tamper seal. |
| A – Aim Extinguisher | Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire and not at the flames. Ensure that the fire is not between yourself and the exit. |
| S – Squeeze Trigger | Squeeze the handle to release the extinguishing agent. |
| S – Sweep | Use a sweeping motion from side to side, pointing the extinguisher at the base of the fire, until it appears to be out. Watch the area. If the fire re-ignites, repeat “PASS” procedure. |

3.0 KITCHEN HOOD SUPPRESSION SYSTEM (KHSS)

1. In the event of a fire in the cooking equipment in the kitchen, the Kitchen Hood Suppression System (KHSS) must be activated.
2. The “K” type extinguisher is never to be used unless the HSS has activated.
3. Never use an ABC fire extinguisher to extinguish a fire involving cooking appliances installed under the exhaust hood.
4. If a fire occurs below the KHSS, and it is safe to do so, the manual release pull station must be activated to initiate the system. The

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location of the KHSS manual release pull station is identified on the Schematic Diagrams.

Control of Fire Hazards

SECTION 12.0

The following describes the specific requirements to control fire hazards:

- ☐ All exits must be clear of obstructions at all times
- ☐ No blocking of automatic fire doors
- ☐ Posted fire instructions located at pull stations
- ☐ Clear access to the building
- ☐ Paint cans and aerosol cans are stored in metal cabinets
- ☐ Any items stored must be at least 18" below sprinklers
- ☐ Only flame retardant drapes, carpets and mattress covers are used
- ☐ Residents' appliances are inspected for CSA approval
- ☐ Use of temporary wiring is not permitted where it presents a fire hazard
- ☐ Heating appliances are not permitted in residents' rooms
- ☐ Combustible refuse is stored in designated areas only
- ☐ Kitchen equipment and filters are routinely cleaned
- ☐ Flammable material controlled
- ☐ Rooms are kept clean and orderly
- ☐ Heaters are not blocked
- ☐ Dryer vents are cleaned out daily and bi-weekly
- ☐ Fire procedures are to be discussed during the pre-admission interview and orientation

Alternative Measures

SECTION 13.0

1.0 SUMMARY

1. The following are alternative measures to be taken in the event of a shut down or other disabling circumstances of specific life safety devices/systems.

1.1 FIRE EXTINGUISHERS

1. Portable fire extinguishers shall be recharged as soon as possible after use. If the building is open to the public during a recharge delay, replacement extinguishers must be available.

**1.2 SPRINKLER
SYSTEM**

1. In the event that the automatic sprinkler system becomes inoperative, all employees shall be made aware of the situation and repairs shall be affected as soon as possible.
2. Notify the fire department 705-645-8258 every time the sprinkler system is non-operational.

**1.3 FIRE ALARM
SYSTEM**

1. In the event that the fire alarm system becomes inoperative, a responsible employee shall be assigned to conduct hourly fire watch inspections of the whole building and to calmly alert all Residents in the event of a fire.
2. The employee conducting fire watch duties must have a portable communication device in order to immediately call 911 in the event of a fire emergency.
3. Notify the fire department 705-645-8258 any time the fire alarm system is non-operational.

**1.4 KITCHEN HOOD
SUPPRESSION
SYSTEM (KHSS)**

1. In the event the Kitchen Hood Suppression System (KHSS) becomes inoperative, all staff shall be made aware of the situation and repairs shall be made immediately. All cooking, which produces grease-laden vapours, must be stopped.
2. Notify the fire department 705-645-8258 any time the KHSS is non-operational.

**2.0 SHUTDOWN OF
FIRE
PROTECTION
EQUIPMENT**

1. In the event of any shutdown of fire protection equipment or part thereof, Residents, the owner and Fire Department 705-645-8258 shall be notified
2. Instructions and procedures for alternate provisions must be posted in the case of an emergency.
3. The following are the procedures that are to be followed in the event of a shutdown of any part of a fire protection system or equipment:
 - a. Notify the fire department and the monitoring company. Give your name, 98 Pine Street, Bracebridge, ON and a description of the work and when you expect it to be corrected.
 - b. Post Out of Service notices on front entrances, other entrances, all floors, nursing stations, stating the work and

when it is expected to be completed. A sample of this notice can be found in Section 17.0 of this Fire Safety Plan.

- c. An appointed designated employee will conduct a walk-through of the affected area every hour, keeping records of what is observed. These records will be kept in the Log Book in the Administrators office.

Note: The designated employee must be equipped with a flashlight.

- d. If a fire is found, immediately activate the Fire Alarm System if it is operational. If not, call the 911 and alert the Incident Manager of the situation.
- e. Update fire department and Residents/employees when the work has been completed and all systems are operational.

Tests, Inspections And Checks

SECTION 14.0

The Fire Chief periodically inspects buildings to ensure that the required checks, inspections, and tests are being carried out.

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a minimum of two years and made available to the fire department upon request.

If the time interval between tests exceeds two years, the written records shall be kept for a period of the test interval plus one year.

The owner is responsible to ensure that all checks, inspections, and tests are completed. Always refer to the Provincial Fire Code for complete requirements.

DEFINITIONS

CHECK: Means a **visual observation**, to ensure the device or system is in place and is not obviously damaged or obstructed.

INSPECTION: Means a **physical examination**, to determine that the device or system will apparently perform in accordance with the intended function.

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

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Website: www.muskoka.on.ca

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The Administrator will assign a designated employee and/or qualified contractor(s) to fulfill the following maintenance requirements:

5 YEARS: Every 5 years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested.

6 YEARS: Every 6 years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

12 YEARS: Every 12 years, mild steel or aluminum shell fire extinguishers shall be hydrostatically tested.

GENERAL LIFE SAFETY SYSTEMS	ROLE RESPONSIBLE
Doors in fire zone separations shall be checked as frequently as necessary to ensure that they remain closed, unless doors are controlled by a door hold-open device that is operated by the fire alarm.	Managers, during fire drills
All required exit signs shall be clearly visible and maintained in a clean and legible condition at all times.	Maintenance, monthly
Internally illuminated exit signs are kept clearly visible at all times.	Maintenance, monthly
WEEKLY:	
When subject to accumulation of combustible deposits, hoods, filters and ducts shall be checked weekly and be cleaned when such deposits create an undue fire hazard.	Maintenance
MONTHLY:	
Doors in fire separations shall be inspected monthly for proper operations.	Managers
YEARLY:	
Fire dampers and fire-stop flaps shall be inspected annually, or based on a schedule via contractor acceptable to the Chief Fire Official.	Huronia
Every chimney, flue, and flue pipe shall be inspected annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	Huronia
Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down.	Huronia

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PORTABLE FIRE EXTINGUISHERS		ROLE RESPONSIBLE
Except as otherwise stated in this section maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10.		Chubb
Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.		Chubb
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable fire extinguisher.		Chubb
All extinguishers shall be recharged after use or as indicated by inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.		Huronia
MONTHLY:		
Portable fire extinguishers shall be inspected monthly.		Maintenance Worker
YEARLY:		
Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.		Huron
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: 4. mechanical parts 5. extinguishing agent 6. expelling means		Huronia
Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable.		N/A

SPRINKER SYSTEMS (WET) –		ROLE RESPONSIBLE
Auxiliary drains shall be inspected as required to prevent freezing.		Sprinkler
WEEKLY:		
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are not sealed or locked in the open position.		Maintenance
MONTHLY:		

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SPRINKLER SYSTEMS (WET) –		ROLE RESPONSIBLE
Valves controlling water supplies to sprinklers and alarm connections shall be inspected monthly to ensure that they are sealed or locked in the open position. On all sprinkler systems, an alarm test, using the inspector test connection shall be performed monthly to ensure all flow switches are activated.		Maintenance
TWO MONTHS:		
All transmitters and water flow devices shall be tested at two-month intervals.		Maintenance
SIX MONTHS:		
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six-month intervals.		Sprinkler
SPRINKLER SYSTEMS (DRY)		ROLE RESPONSIBLE
Auxiliary drains shall be inspected as required to prevent freezing.		Maintenance
WEEKLY:		
Check that dry pipe sprinkler system air pressure is being maintained.		Maintenance
MONTHLY:		
Test the sprinkler system alarm using the alarm test connection.		PMT
Check dry system compressors: • Oil level • Belt condition		Maintenance
ANNUALLY:		
Inspect dry pipe valve water priming level. Conduct a dry pipe system trip test.		Sprinkler
Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.		Sprinkler
EVERY 5 YEARS		
DRY ONLY – Hydro statistically test the dry standpipe system		Sprinkler
EVERY 15 YEARS		
Inspect dry pipe sprinkler system for pipe obstructions – flush the system.		Sprinkler

SPRINKLER SYSTEMS (WET) –	ROLE RESPONSIBLE
GENERAL SPRINKLER MAINTENANCE -YEARLY	
Sprinkler heads shall be checked at least once a year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	Huronia
On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually.	Huronia/chubb Edwards/Vipon
Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	Huronia/chubb Edwards/Vipon
Plugs or caps on fire department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	Huronia/chubb Edwards/Vipon

FIRE ALARM	ROLE RESPONSIBLE
Fire alarm system components shall be kept unobstructed.	Maintenance
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	Maintenance
DAILY:	
The following daily checks shall be conducted and if a fault is established, appropriate corrective action shall be taken: 7. Check the principle and remote trouble lights for trouble indication; 8. Inspection of the AC power-on light shall be done to ensure its normal operation.	Maintenance
MONTHLY:	
Every month the following test shall be conducted and if a fault is established, appropriate corrective action shall be taken: 9. One manual alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition; 10. Function of all signal devices shall be ensured;	Maintenance

FIRE ALARM	ROLE RESPONSIBLE
11. The annunciator panel shall be checked to ensure correct annunciation; 12. Intended function of the audible and visual trouble signals shall be ensured; 13. Fire alarm batteries shall be checked to ensure that: a. Terminals are clean and lubricated where necessary, b. Terminal clamps are clean and tight, and c. Electrolyte level and specific gravity, where applicable, meet manufacturer's specifications. 14. Communication from at least one remote firefighter emergency tele705-645-4488 location control unit shall be tested monthly on a rotational basis so that all such tele705-645-4488s are tested at least once per year.	
YEARLY:	
Yearly tests shall be conducted by a certified fire alarm and or contractor as required by all applicable codes. Tests shall be in conformance with CAN/ULC S536, Inspection and Testing of Fire Alarm System.	Chubb Edwards

COMMERCIAL COOKING EQUIPMENT	ROLE RESPONSIBLE
Commercial cooking equipment exhausts and fire protection systems shall be installed and maintained in conformance with NFPA 96, Ventilation Control and Fire Protection of Commercial Cooking Operations.	Chubb Edwards
Ensure "K" type portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.	Chubb Edwards
WEEKLY:	
Hoods, grease removal devices, fans, ducts, and other equipment shall be checked weekly and cleaned as necessary, prior to surfaces becoming heavily contaminated with grease or oily sludge.	Dietary Manager
MONTHLY:	
Inspect the fixed extinguishing system and verify the following:	Maintenance
15. The extinguishing system is in its proper location.	

COMMERCIAL COOKING EQUIPMENT	ROLE RESPONSIBLE
16. The manual actuators are unobstructed. 17. The tamper indicators and seals are intact. 18. The maintenance tag or certificate is in place. 19. No obvious physical damage or condition exists that might prevent operation. 20. The pressure gauge(s), if provided, is in operable range. 21. The nozzle blow-off caps are intact and undamaged. 22. The hood, duct, and protected cooking appliances have not been replaced, modified or relocated.	
EVERY 6 MONTHS:	
Inspection and maintenance of special extinguishing systems shall be conducted in conformance with the appropriate NFPA standard.	Maintenance
EVERY 12 YEARS:	
The following parts of the chemical extinguishing system shall be subjected to a hydrostatic pressure test: 1. Containers, 2. Auxiliary pressure containers, and 3. Hose Assemblies.	Huronia

EMERGENCY POWER SYSTEMS (CSA-C382 for details)	ROLE RESPONSIBLE
MONTHLY:	
Check all components of the system; operate the generator set under at least 50% of rated load for 30 minutes.	Maintenance
SIX MONTHS:	
Check and clean crankcase breathers, governors and linkages on emergency generators.	Maintenance
YEARLY:	
Inspect and service generator and generator set.	Total Power
EVERY 2 YEARS:	
Check torque heads and valve adjustments for engines.	Total Power
EVERY 3 YEARS:	

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EMERGENCY POWER SYSTEMS (CSA-C382 for details)		ROLE RESPONSIBLE
Inspect and service injector nozzles and valve adjustments on diesel engines.		Total Power
EVERY 5 YEARS:		
Check insulation of generator windings		Total Power
ELEVATORS		ROLE RESPONSIBLE
Ensure keys required to recall elevators and to permit independent operation are in their appropriate location.		Maintenance
3 MONTHS:		
Every three months the elevator door opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.		Maintenance
If required, the key operated switch located outside an elevator shaft shall be tested to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has been stopped at the next floor at which it can make a normal stop.		Maintenance
If required, key operated switches in each elevator car shall be tested to ensure that the actuation of the switch will: 1. Enable the elevators to be operable independently of other elevators, 2. Allow operation of the elevator without interference from floor call buttons, 3. Render door re-opening devices inoperative, and 4. Control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close.		Maintenance

Fire Drills

SECTION 14.1

1.0	SUMMARY	Fire Drills are to be performed monthly in each facility to provide employees with realistic training and practice in steps to take in the event of a fire. The Fire Department and the monitoring company will be notified of the fire drill before and after each fire drill. Contact the Fire Department 705-645-8258 and the Monitoring Company at Huron 1-888-363-9311 before conducting the fire drill and when the fire drill has been completed.
2.0	FREQUENCY	Fire drills should simulate an actual fire emergency and will: 1. Be performed monthly on all shifts, in different locations and at different times. 2. Include practice in evacuation procedures and practice in the use of fire extinguishers and fire blankets. 3. Night drills may be conducted as silent drills requiring three annual drills with full bells.
3.0	SCHEDULING	Administrator or designate will organize and initiate the monthly drills on all shifts according to the pre-planned schedule. The effectiveness of these exercises can be supported through pre-planning. Schedule of drills must be incorporated into the Quality Service/Management Program. All employees are required to respond to each fire alarm as a real emergency. Fire drills should not occur in a pattern which allows employees to predict a drill. Drills will be a combination of announced and unannounced, ensuring employee training and practice. The Administrator or designate will notify the fire department and monitoring company at the beginning and end of each fire drill. Determining the fire drill schedule should consider the following variables: 1. Location 2. A/C power 3. D/C power 4. Bells ring 5. Silent 6. Time

4.0	STAFF DEVELOPMENT RESPONSIBILITIES	The Environmental Services Manager or designate may provide overall coordination of the fire drill, to assist in analyzing the response to the drill and correcting any deficiencies that may occur. They are required to complete the Report of Fire Drill in order to document employee behaviour in carrying out fire procedures. They must conduct a post drill review to pinpoint areas where the drill deviated from the Emergency Response Plan. The Environmental Services Manager or designate will monitor and maintain records of employee attendance at fire drills. They will evaluate employee response in terms of training needs and advise the Administrator accordingly.
5.0	STAFF ATTENDANCE	Each regularly scheduled employee must participate in at least two fire drills per year.
6.0	RECORD OF FIRE DRILL ATTENDANCE FORM	All staff in attendance at the time of a fire drill will sign the Record of Fire Drill Attendance Form. Transferring the attendance from the Record of Fire Drill form to the Continuing Education Report form will assist the Administrator or designate in planning future drills. All records of the fire drills must be kept for a minimum of two years. They should be made part of a fire drill logbook.
7.0	REPORT OF FIRE DRILL	A Report of Fire Drill form will be completed by the Administrator or designate to document the actions and effectiveness of employees in implementing fire procedures following each drill. Copies of the Report of Fire Drill will be sent to the Administrator each month.

7.1.1

7.1.1 ANNUAL FIRE EVACUATION DRILL

Carry out a fire drill at least once during each 12-month period for an approved scenario representing the lowest staffing level complement in the occupancy in order to confirm that there is sufficient supervisory staff available to carry out the duties as required in the Fire Safety Plan. The Chief Fire Official must be notified within an approved time period for this fire drill that is to be carried out on an annual basis.

FACILITY: The Pines LOCATION: 98 Pine Street, Bracebridge

REPORT TO: Environmental Services Manager DATE: _____ Time: _____

TYPE OF DRILL

- | | | |
|---------------------------------------|--|---|
| ☐ FIRE DRILL | ☐ ALARM ACTIVATED | ☐ FIRE SITUATION |
| ☐ SILENT ALARM | ☐ STAFF EDUCATION | ☐ SPECIAL EXERCISE |

How quickly was location of fire identified? _____ minutes

- | | | |
|---|------------------------------|-----------------------------|
| Were appropriate steps taken to confine the fire? | ☐ Yes | ☐ No |
| Was fire code and location heard clearly over the Phone System? (3 times) | ☐ Yes | ☐ No |
| Was fire code and location heard clearly over the walkies? (3 times) | ☐ Yes | ☐ No |
| Did all fire/smoke doors close automatically? | ☐ Yes | ☐ No |
| Did all fire bells rings? | ☐ Yes | ☐ No |
| Was Huronia notified before and after the drill? | ☐ Yes | ☐ No |
| Did Huronia monitoring service receive the signal? | ☐ Yes | ☐ No |
| Was evacuation done correctly as per the Emergency Preparedness Plan? | ☐ Yes | ☐ No |

Receptionist/Designate:

- | | | |
|--|------------------------------|-----------------------------|
| Stayed in the lobby to direct traffic? | ☐ Yes | ☐ No |
|--|------------------------------|-----------------------------|

Emergency Response Captain:

- | | | |
|--|------------------------------|-----------------------------|
| Announced the fire location? | ☐ Yes | ☐ No |
| Checked annunciator panel for location? | ☐ Yes | ☐ No |
| Went to fire scene to direct procedures? | ☐ Yes | ☐ No |
| Announced all clear? | ☐ Yes | ☐ No |

Registered Nurse:

- | | | |
|--|------------------------------|-----------------------------|
| Reported directly to assigned areas? | ☐ Yes | ☐ No |
| Directed staff according to procedure? | ☐ Yes | ☐ No |

Other Nursing Staff:

- | | | |
|---|------------------------------|-----------------------------|
| Went to assigned areas? | ☐ Yes | ☐ No |
| Searched for fire and closed door on all units? | ☐ Yes | ☐ No |
| Removed residents in danger? | ☐ Yes | ☐ No |

Housekeeping Staff:

- | | | |
|--|------------------------------|-----------------------------|
| Cleared carts and equipment from corridor? | ☐ Yes | ☐ No |
| Reported to assigned areas? | ☐ Yes | ☐ No |
| Assisted in location/evacuation procedure? | ☐ Yes | ☐ No |

Laundry Staff:

- | | | |
|---------------------------|------------------------------|-----------------------------|
| Turned off all equipment? | ☐ Yes | ☐ No |
| Closed all doors? | ☐ Yes | ☐ No |
| Checked service areas? | ☐ Yes | ☐ No |

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Maintenance Staff:

- Shut off equipment and left work area secure? ☐ Yes ☐ No
 Went to fire area with extinguisher? ☐ Yes ☐ No

Dietary Staff:

- Turned off all equipment? ☐ Yes ☐ No
 Left kitchen? ☐ Yes ☐ No
 Searched and closed door in adjacent area? ☐ Yes ☐ No
 Evacuated dining room (if necessary), assigned staff to remain with residents? ☐ Yes ☐ No
 Reported to Command Centre? ☐ Yes ☐ No

Activities:

- Checked area and secured as appropriate? ☐ Yes ☐ No
 Supervised residents in safe area? ☐ Yes ☐ No
 Followed proper procedures? ☐ Yes ☐ No

Beautician:

- Followed proper procedures? ☐ Yes ☐ No

Residents:

- Did residents actively participate in the drill? ☐ Yes ☐ No

FOR ANY "NO" RESPONSE, PROVIDE COMMENTS BELOW:

Identify problems/concerns:

Identify Corrective Action(s) taken or record in-service topics:

Signature _____

FIRE DRILL OBSERVATION REPORT

Resident Home Area/Location: _____

Documentation Completed by: _____

Date, Time and Location of Fire Drill: _____

Requirement (check to say if requirement was met)	YES	NO
Was the code red page clearly heard?		
Was the location of the fire clearly heard?		
Did all staff report back to Resident Home Area?		
Did all the fire/smoke doors close automatically?		
Did all the fire bells ring?		
Did the RPN provide clear direction to the staff/volunteers/visitors?		
Were all resident's rooms checked: Lights turned on • O2 turned off • Windows closed, doors closed • Evacu tags activated appropriately		
Were all residents accounted for? (was someone delegated the role of completing the head count?)		
Were all residents/visitors moved to a safe area given the location of the fire?		
Was the buddy system used?		
Were all the hallways cleared of equipment and carts?		
Were med carts and chart carts moved into the safe zone. Were they placed in a safe location (not blocking the hallways)		
Did residents remain calm?		

Questions/Concerns Raised:

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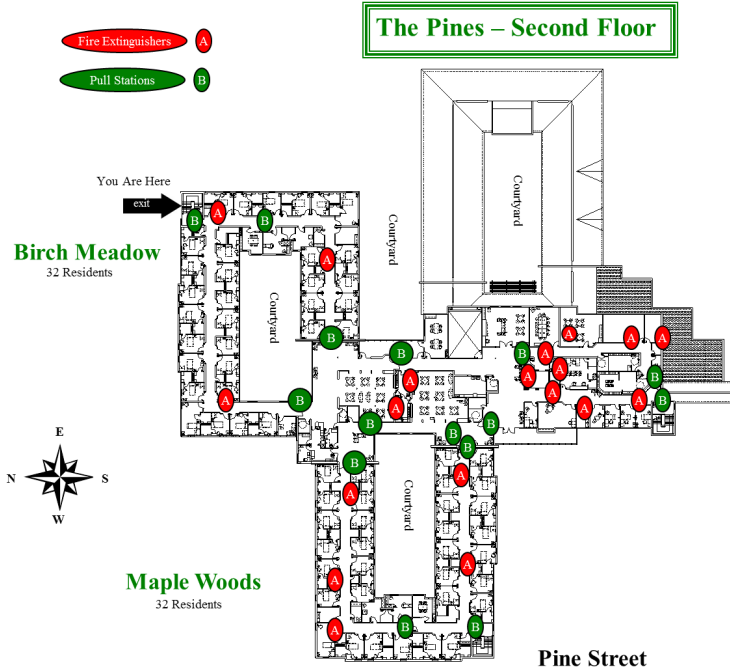
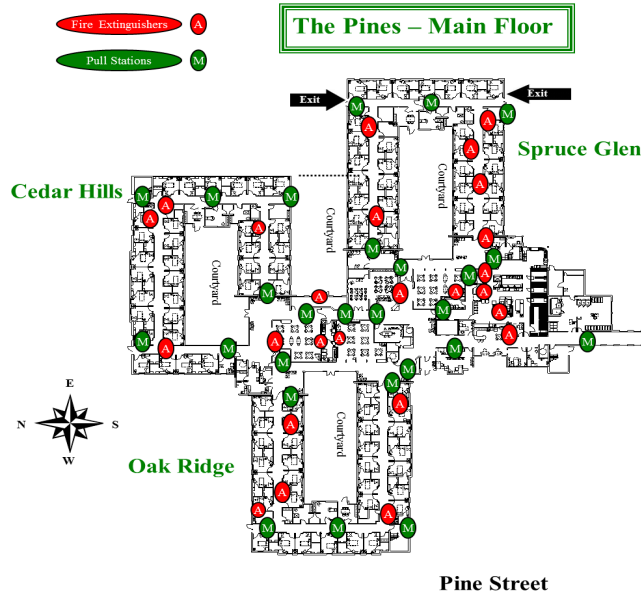
FIRE DRILL OBSERVATION REPORT

DEBRIEF

1. Review REACT
 - Remove those in immediate danger
 - Ensure the room door is closed
 - Activate the fire alarm (if not already done)
 - Call the Fire Department
 - Try to extinguish or contain the fire
2. Location of, Exits, Fire Extinguishers and Pull Stations
3. Fire Zones

FIRE DRILL PARTICIPANTS:

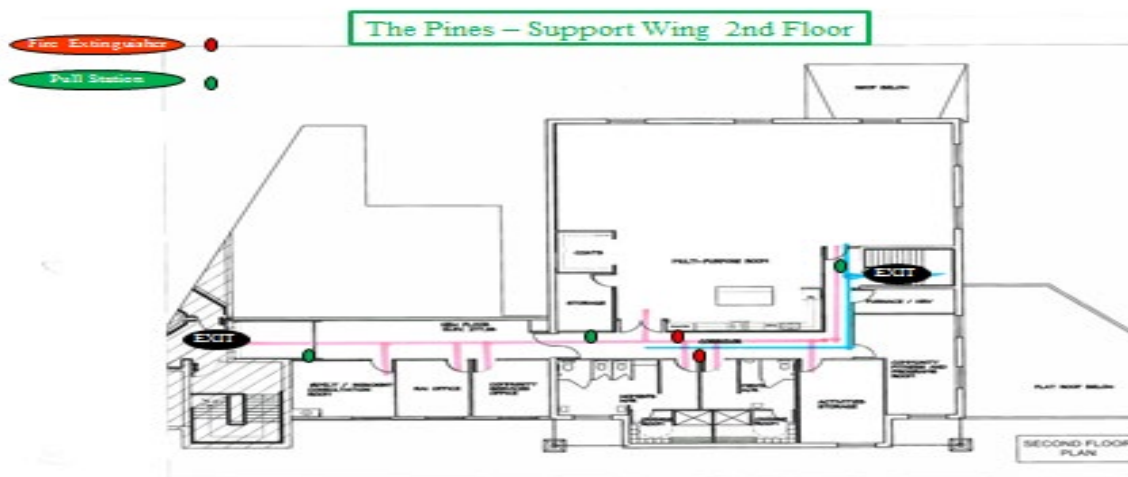
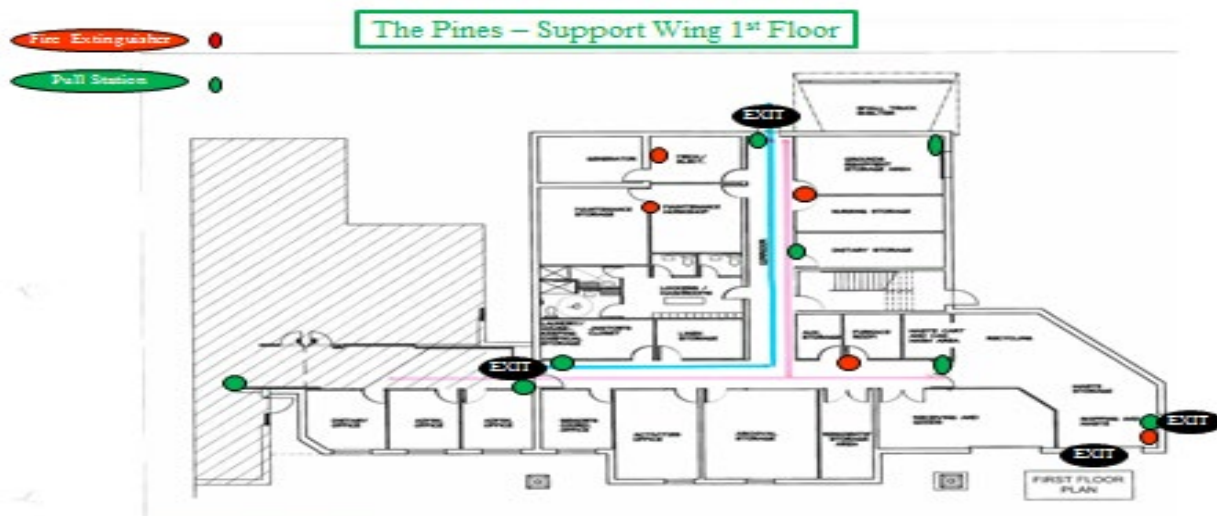
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Fire Chief
Mr. Scott Granahan
16 Dominion Street
Bracebridge, ON, P1L 2A5
Date:

Dear Mr. Scott Granahan;

Enclosed please find a copy of the Fire Plan for **The Pines**. I would appreciate your review of the document and would be pleased to receive any recommendations or suggestions regarding the Plan. I would be pleased to meet with you to review the plan at your convenience.

Following review of the Plan, please return the Plan with a covering letter acknowledging your review, any recommendations for approval and if the plan is considered appropriate and meets requirements of your fire service.

Thank you for your assistance in maintaining our high standards of fire safety.

Sincerely,

Jennifer Ridgley RN BScN
Administrator

**HEALTH SERVICES DEPARTMENT
Long-Term Care Services**

70 Pine Street, Bracebridge, ON P1L 1N3
Phone: 705-645-2100 Toll-Free: 1-800-461-4210 (within 705)
Fax: 705-645-5319
Email: healthservices@muskoka.on.ca
Website: www.muskoka.on.ca

**THE PINES
Long-Term Care Home**

98 Pine Street, Bracebridge, ON P1L 1N5
Tel: 705-645-4488
Fax: 705-645-6857



Out of Service Signage

SECTION 17.0



Out of Service

A Fire Watch is Patrolling the Affected Areas of the Building

IN CASE OF A FIRE DIAL 9-1-1

FIRE PROTECTION SERVICES OUT OF SERVICE

In the event of any shutdown of the fire alarm system, sprinkler system, or any part thereof, the home must notify the fire Department and the Monitoring Company. A fire watch must be implemented immediately and OUT OF SERVICE notices must be posted at all entrances, at each elevator, at nursing stations, and on each floor.

Staffing Levels

Time of Day	# of RNs	# of Staff	# of Managers
Days	2	80	8
Evenings	2	60	0
Nights	2	10	0

The Fire Department will be met at the front door by a staff member who will direct them to the Incident Manager and inform the Fire Department of the location of the incident.

HEALTH SERVICES DEPARTMENT Long-Term Care Services

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Fire Watch

SECTION 18.0

FIRE WATCH FORM

DATE: _____

TIME DECLARED: _____

HOME AREA: _____

TIME CORRECTED: _____

Time	Days	Evenings	Nights	Comments
6:00 AM				
7:00 AM				
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				
6:00 PM				
7:00 PM				
8:00 PM				
9:00 PM				
10:00 PM				
11:00 PM				
12:00 AM				
1:00 AM				
2:00 AM				
3:00 AM				
4:00 AM				
5:00 AM				

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FIRE WATCH:

The RN in Charge of the building will be notified immediately when there is an interruption or malfunctioning of the fire alarm and/or sprinkler system and a **FIRE WATCH** will be declared. It is the responsibility of all staff on duty to do physical walkabouts and hourly inspections of the affected area(s) in the home. The Charge RN is to sign and document their findings on this Form from the time the Fire Watch is issued until such time as the Fire Watch is declared as resolved/over and all fire systems are functioning once again.

ALL STAFF ARE TO LOOK FOR SIGNS OF FIRE (smoke, smoldering, flames, heat)
IF ANY SIGNS OF FIRE EXIST,
IMPLEMENT FIRE PROTOCOLS/PLANS & CALL 911 IMMEDIATELY

ALL STAFF ON DUTY IN THE AFFECTED AREA(S) AT THE TIME OF THE FIRE WATCH ARE TO SIGN BELOW
 It is EVERYONE'S responsibility to participate in the FIRE WATCH

STAFF NAME (Print)	STAFF SIGNATURE	INITIALS	TITLE

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