



Fire Safety Plan

Name of Premise:

Copper Terrace Long Term Care Home
91 Tecumseh Rd.
Chatham, ON
N7M 1B3

This Fire Safety Plan is to be located on all nursing units and in all departments of Copper Terrace and will be available for fire department use.

Date of Submission: _____

Date of Revision: November 19, 2019

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N7M 1B3
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Fire Safety Plan Purpose and Objectives

Our Fire Safety Plan has been developed:

- to identify the actions that should be taken by the staff, volunteers, residents and visitors in the event of a fire or situation requiring immediate evacuation
- to identify which actions which will be implemented and documented, as required, to maintain fire protection systems and systems which assist in fire prevention on the premises
- to identify fire prevention practices through the control of fire hazards, and to establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

A copy of this Fire Safety Plan is made available for review to all employees and volunteers. This plan will be reviewed with all employees and volunteers during orientation and on an annual basis at the Home's review of safety practices (STAR program). It is expected that all new hires/volunteers review this plan and be prepared to follow the actions as outlined in the case of an emergency situation.

A copy of this fire plan will be forwarded to the Chatham-Kent Fire Department and will be available on each nursing unit and in each department.

Responsibilities of the Owner/Occupants

The Ontario Fire Code defines 'Owner' as any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building property.

The owner is responsible to ensure the Fire Safety Plan is correct and complete and has been implemented to achieve the objectives of the Plan by:

- Establishing emergency procedures to be followed at the time of an emergency
- Appointing and organizing designated supervisory staff to carry out fire safety duties
- Providing direction to supervisory staff and other occupants as to their responsibilities for fire safety
- Ensuring fire drills are conducted in accordance with the Ontario Fire Code
- Ensuring Emergency procedures are developed appropriate to the setting
- Controlling fire hazards in the building
- Maintaining the building facilities to ensure safety of the residents
- Providing alternate measures for safety of occupants during shut down of fire protection equipment
- Assuring checks, tests and inspections are conducted as per the Ontario Fire Code
- Ensuring records of checks, tests and inspection reports are retained for a minimum of two years
- Ensuring copies of fire and other emergency procedures are available on each nursing unit and in each department within the facility
- Notifying Chief Fire Official regarding any changes in the Fire Safety Plan
- Ensuring the information in the Fire Safety Plan is current

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Human Resource and Emergency Contacts

NAME		PHONE #
<u>Building Owner</u>	Copper Terrace Limited Managed by: APANS Health Services	1- 519- 672-8885
<u>Business Operator</u>	Donna McLeod Executive Director	1-519-580-0918
<u>Manager</u>	Sonya Gillett Director of Clinical Services	1-519-355-4657
<u>Staff</u>	Russ Gowan Director of Environmental Services	1-519-777-6414
<u>On Call Nurse Manager</u>		519-784-2447 (Cellular)
<u>Kitchen Suppression System</u>	Troy Life & Fire Safety P&P Powerwash Inc	519-974-9080 519-352-9297
<u>Fire Extinguisher Service Co./ _____</u>	Troy Life and Fire Safety	1-519-974-4777
<u>Smoke and heat detectors</u>		
<u>Other Emergency Services</u>	Sprinkler's – Troy Life & Fire	1-519-974-4777
	Fire Monitoring – API Monitoring	1-800-268-6870
<u>Emergency Lighting/Electrician</u>	Honey Electric	519-351-0484
<u>Times and Dates of Operation:</u>		24 hours a day, 7 days a week
<u>Normal business office hours:</u>		8 am – 430pm

In the event of an emergency, the above managers have access to other supervisory staff's contact information. All other supervisory personal and front-line staff will be contacted through the Home's emergency 'fan-out' calling procedure ONE CALL NOW.

Fire Protection Measures

Building Audit:

Building Description:	Long Term Care Home
Building Name and Location:	Copper Terrace Limited 91 Tecumseh Rd. Chatham, ON N7M 1B3
Year Built:	1924 or earlier
Year of additions:	1958, 1972, 1982, 2005
Size:	approximately 27, 000 sq. feet on each of three floors
# of Stories:	three
Construction:	Combination of Combustible and Non-Combustible
Occupancy Type:	Long Term Care Residents (Nursing Care Facility)
Occupancy:	151 frail, mostly elderly Residents Approximately 160 staff

See attached which provides a 'Building Construction Summary' outlining building areas, dates of construction, construction materials, sprinklered areas etc.

Fire Protection Systems

1. Fire Department Access:

There are two major entrances to the facility:

- a) The 'main entrance' is located off Tecumseh Rd. behind the facility accessible through the Home's parking lot entrance.
- b) The 'service entrance' is located on Tecumseh Rd. and is accessible via a fire route lane located on Tecumseh Rd.

In the case of an alarm, the Fire Department will be met by nursing staff or administrative staff at the 'service entrance' located on Tecumseh Rd. The entrance requires push button access to enter the facility. During hours in which these doors are locked (approximately 2100 – 0500hrs), the staff member designated to meet the Fire Department will unlock the door to allow access.

2. Exits:

Exits from the facility and exits into stairwells are controlled via an access the access code "2015*"

However, during an alarm, these locking magnetic doors are released to allow for quicker access to emergency exit routes.

Entrances into the facility and to care accesses being accessed via stairs are controlled via push button access control and swing on a vertical axis in the direction of travel.

On the main floor, exits are located:

- a) in the far north wing
- b) middle north wing (accessible to/from parking lot)
- b) south entrance/service entrance
- c) east wing – classroom. which is located on the left-hand side (parking lot side) of the building located approximately mid wing
- d) far east side of building

See Maps attached for details on exits/entrances and stairwells.

3. Fire Fighting Equipment:

- a) ABC Pressurized portable water fire extinguishers: are located in every wing of the Home.
- b) Standpipe locations : REMOVED DURING RENOVATIONS
- c) Dry Chemical fire extinguishers are located on each wing of the Home.
- d) Wet Fire Extinguishing System – Kitchen

See attached maps for fire fighting equipment

4. Fire Alarm System:

The facility is monitored by a two-stage fire alarm system which is designed to detect smoke and/or heat.

Control panels are located:

- a) Service entrance vestibule off Tecumseh Rd.
- b) 2 North nurses' station
- c) Main floor north entrance vestibule (Main entrance)

See attached map for control panel locations

5. Fire Separations:

Fire separations are provided to limit the spread of fire and/or smoke and to maintain resident, visitor and staff safety.

Types

- a) Doors:
 - Minimum ¾ hour fire rated doors and frames on entrances to all stairwells, zone fire separation and hazard areas i.e. laundry, kitchen

·1 and ¾ inch solid wood core doors on bedrooms and rooms used for storage

b) Zones – each floor level is divided into zones which has a fire resistance rating of at least one hour.

c) Wings: There is a 2hr fire separation rating between the north and east wings.

See attached maps for Fire Separations

6 Commercial Cooking Suppression System:

A commercial fire suppression system is located in the kitchen on the first floor south wing. The system will activate should a fire occur by releasing the extinguishing agent. This system may also be operated manually. The manual control is located on the wall to the right of the stove.

A fire extinguish is located in close proximity to the stove in the kitchen.

All dietary staff are educated to ensure proper use of the manual pull station in the kitchen.

See attached map for Commercial cooking suppression system

7. Automatic Sprinkler System:

Type: Automatic, temperature sensitive

Fire alarm system will activate automatically when the sprinkler system is activated.

See attached ‘Building Construction Summary’ for areas which are sprinklered.

8. Standpipe System:

Type: a series of pumps, standpipes, connectors, piping and equipment with hose outlets which can be connected to the municipal water system.

The system is operated by extending the hose from the cabinet and opening the valve in the cabinet to supply water to the nozzle. The nozzle is opened and water is applied to the fire.

Locations: **REMOVED DURING RENOVATIONS**

9. Water Supply:

The water supply required for fire fighting is supplied from the municipal water supply. Water supplies are accessed by trained fire fighting personnel knowledgeable in its operation.

Locations:

- a) North wing – in activity room supply room (main floor)
- b) East wing – laundry floor (main floor)

See attached maps for these locations

10. Emergency Power

Emergency power is available to ensure the continued use of fire and life safety systems in the case of loss of normal hydro power.

Type: Generator – diesel fueled – emergency power

Is automatically started when electrical source of power is interrupted. The generator is located on the first floor, far north wing, off the activity room area. The generator is tested monthly by the maintenance department and twice annually by GEN CARE.

The Generator is located in the far north wing, maintenance room.

11. Emergency Lighting

All stairwells and common areas are equipped with emergency lighting and is powered by the generator in case of loss of normal hydro power.

Fire Prevention and Emergency Education and Procedures

The following is required of **each** employee. He/she shall:

1. Receive full instructions at orientation.
2. Participate in Fire Drills as required. Always be prepared and know what to do!
3. Attend and participate in all demonstrations re: fire equipment.
4. Note and report all fire hazards, small fires and burns.
5. Enforce "No Smoking" regulations. Smoking in **designated areas only**. Control cigarettes, lighters, and matches used by residents.

6. Be familiar with the location and operation of all fire fighting equipment and exits.
7. Practise good housekeeping. Use proper receptacles for rubbish and waste materials. Check ashtrays regularly.
8. Keep exit doors and corridors clear and unobstructed. Exit and fire doors must not be kept open with wedges.
9. Use flammable liquids with care.
10. Practice safety measures i.e.:
Do not shield light bulbs with towels or paper.
Ensure magnifying glasses are used with care.

Plan ahead! Discuss potential problems with other staff.

The Fire Safety Plan/Emergency Manual is to be reviewed regularly by all staff. Its purpose is to:

- 1) Maintain the highest possible standards of safety at all times.
- 2) Outline the emergency and disaster policies of Copper Terrace L.T.C. Home.
- 3) Serve as a reference manual for orientation and inservice education in preparing staff to respond appropriately in an emergency.
- 4) To organize community resources that may be needed in an emergency.
- 5) Outline the steps in an emergency in order to:
 - Safeguard residents, staff, and visitors and provide for their orderly and safe evacuation within the home or to the evacuation centres.
 - Ensure the use of proper procedures in case of emergency situation.

- Ensure that we know what the interaction would be between facilities.
- Follow proper steps within the home in case of disruptions in hydro, water, and gas services for several hours.

How a Fire Starts

Before a fire can originate, there must be three elements present. When one of these elements is missing, combustion is not possible. The three elements are:

- a) Heat
- b) Oxygen (air)
- c) Fuel (material that will burn).

Stages of a Fire

Once the three elements have combined in sufficient amounts, a fire will occur. All fires proceed through four stages. These stages are:

- a) Stage 1 - Incipient Stage. There is no visible smoke or flame or appreciable heat, but invisible particles of combustion are given off.

- b) Stage 2 - Smouldering Stage. Products of combustion are now visible as smoke. Flame or appreciable heat still not present.
- c) Stage 3 - Flame Stage. Actual fire now exists. Appreciable heat is still not present but follows instantaneously.
- d) Stage 4 - Heat Stage. Now uncontrolled heat and rapid expanding air (gases) complete the destructive combination.

Since we know that three elements must be present to foster a fire, we know that taking any one of these elements away would stop or extinguish the fire. We also now realize that to discover a fire in the first stage is almost impossible and we must rely on mechanical or ionized detectors. But during the next three stages a fire is easily detected by an alert person.

Classes of Fire

Fire has been divided into the following three classes.

- Class A - Burning wood, paper, cloth, rubbish, and combustible solid materials.
- Class B - Burning gasoline, oil, paint, cooking fats, and combustible liquids.
- Class C - Fire that occurs in live electrical equipment such as motors, switches, appliances, etc.

Proper extinguishers to use on each type of fire:

Class	CO2	Dry Chemical	Foam	Water
A	Small Fire Only	Small Fire Only	Yes	Yes
B	Yes	Yes	Yes	No
C	Yes	Yes	No	No

It is important for all staff members to know which piece of equipment to use for the various types of fires that may occur.

1. **Pressurized water fire extinguisher** - for use on ordinary combustible materials only (bedding, papers, wood). Not to be used on live electrical equipment.

TO USE: Remove locking pin - holding nozzle with right hand and directing it at the base of the fire, squeeze grips completely together with left hand. It has a range of 30 - 40 feet and can be used intermittently by squeezing and releasing grips. **Note:** The contents of the extinguisher will be emptied in approximately 1 minute.

LOCATIONS:

Main Floor North Wing - North exit in fire hose cabinet. Hall at Director of Clinical Services Office, Front Lobby in fire hose cabinet in alcove, hall at Hair Dressers, in hose cabinet at ramp.

Main Floor East Wing - Hall outside laundry, hall outside kitchen, sitting room outside seamstress room, hall in retirement area.

Second Floor North Wing - In hose cabinet, centre section hall; in hose cabinet, outside bathtub room; centre section outside room 212.

Second Floor East Wing - Hall on extension of 2 North; two in main hall of Rest Home (one across from stairs, one across from elevator); one in north hall "L" of Rest Home.

Third Floor North Wing - Hose cabinet at North exit, and same hall, hose cabinet at east exit and in hall.

Third Floor East Wing - Four placed along corridor of 3 East and in Sitting Room.

2. **Pressurized Wall Mounted Fire Hose** - for use on the same type of material as listed above.

TO USE: Open the case. Hold the hose forward, pull the nozzle out and the hose will follow. Remember to pull the entire hose out of its case otherwise it will not work. One person should hold the nozzle firmly directing it at the base of the fire and a second person should be at the case to turn the water on.

****To be operated by trained personal only****

LOCATIONS:

Main Floor North Wing - Activity Room, Lobby, at top of ramp.

Main Floor East Wing - Outside of Laundry, retirement sitting room, end of hall beyond kitchen.

Second Floor North Wing - North Wing of 2 North Extension.

Third Floor East Wing - North Wing of 3 North, centre area of 3 North.

Second and Third Floor East Wing - Wall beyond East elevator.

3. **Dry Chemical Fire Extinguishers** - for use on live electrical equipment and liquids.

TO USE: Remove locking pin. Direct at base of the flames. Squeeze the grips completely together. Use it with a rapid sweeping motion, covering the entire area. It has a range of approximately 6 - 10 feet. Duration time is approximately 20 seconds. It may be used intermittently squeezing and releasing the grips.

LOCATIONS:

Main Floor East Wing - Mechanical Room off Staff Room, Elevator Mechanical Room, Electrical Room, Staff Room, Laundry Room, Kitchen, Boiler Room.

Main Floor North Wing - Electrical Room.

Second Floor North Wing - Nurses Station 2 North.

Second Floor East Wing - Nurses Station 2 East.

Third Floor North Wing - Nurses Station 3 North.

Third Floor East Wing - Nurses Station 3 East.

Do You Know How to Use a Fire Extinguisher?

10 Important Rules to Remember:

- 1.** Most fires start small. Except for explosions, fires can usually be brought under control if they are attacked correctly with the right type and size of extinguisher within the first two minutes!
- 2.** A fire extinguisher should be "listed and labeled" by an independent testing laboratory. The higher the rating number on an A or B extinguisher, the more fire it can put out. Be careful, high-rated units are often heavier models. Make sure you can hold and operate the model you are buying.

3. A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives. Before attempting to fight a small fire be sure everyone is out of the building. It is important to have someone call the fire department. If the fire starts to spread or threatens your escape path, get out immediately!

4. The operator must know how to use the extinguisher, quickly without taking time to read directions during an emergency. Remember that the extinguishers need care and must be recharged after every use.



**IF YOU FIGHT A FIRE, REMEMBER
THE WORD PASS...
PULL... AIM... SQUEEZE... SWEEP**



5. PULL... Pull the pin: Some extinguishers require releasing a lock latch, pressing a puncture lever or other motion.

6. AIM... Aim low, pointing the extinguisher nozzle (or it's horn or hose) at the base of the fire.

7. SQUEEZE... Squeeze the handle. This releases the extinguishing agent.

8. SWEEP... Sweep from side to side at the base of the fire until it appears to be out. Watch the fire area in case fire breaks out again, and repeat use of extinguisher if necessary.

9. Most portable extinguishers work according to these directions. But some do not. Read and follow the directions on your extinguisher. If you have the slightest doubt about whether or not to fight a fire - DON'T! Get out and close the door behind you.

10. Ask your fire department about training and practice in the use of portable fire extinguishers. Many departments offer training sessions to the public.

**Learn how and when to use a fire extinguisher before an emergency and...
always keep your fire extinguisher fully charged!**

WHEN NOT TO FIGHT A FIRE...

- If the fire could block your only exit!
- If the fire is spreading too quickly!
- If the type or size of the extinguisher is wrong!
- If the fire is too large!
- If you don't know how to use your fire extinguisher!

If any of the above conditions exist, leave immediately!!!

FIRE EXTINGUISHER PRACTICE IS PROVIDED ANNUALLY FOR STAFF

(Education/prevention continued)

The Fire Alarm System

The fire alarm system is a Troy Two Stage Fire Alarm System. The control panels are located in the vestibule of the Service entrance and the 2 North Nurses Station. Annunciator panels are located at the Main Entrance, Service Entrance and 2 North Nurses Station.

The first Stage is automatic and activated by the following methods:

The fire alarm system will detect a fire by one of the following methods:

- i) Heat
- ii) Smoke
- (iii) Fixed extinguishing system in the kitchen

When the fire alarm is activated by one of the above, a signal will sound the alarm by ringing the bells located through out the building.

Each fire alarm system will have two sources of power:

Normal power - A/C

and

Emergency power - diesel generator

When the normal source of power fails, the emergency power source takes over automatically (e.g. power failure).

Trouble on the system will be indicated when a condition which is not normal occurs (e.g. power failure, short circuit, blown fuse, broken wire, etc.).

This trouble will sound at the fire panels/annunciator panels.

When the fire alarm is activated, additional devices connected to the fire alarm system will also automatically function including:

- (i) Hold open devices for fire doors will release the doors which will automatically close.
- (ii) All locked doors (exit doors) will automatically unlock.
- (iii) Annunciator panel will show fire zone location.
- (iv) Fans in kitchen, laundry and air makeup units, etc., will shut down.
- (v) The fire signal will be transmitted to the monitoring service at API Monitoring Systems.

The second stage must be initiated by a key turned in the pull station. This is the evacuation stage and is used for total building evacuation only. Any team leader may initiate total evacuation if deemed necessary however it is usually decided by the firemen when they arrive and assess.

A second stage activation key is located at: Each nursing station, in the fire hose panel at the First Floor North Exit (by maintenance room), First Floor Ramp and First Floor Laundry Room.

NOTE: The fire alarm system will be inspected annually by qualified service personnel. (Troy Life & Fire)

Alternate Measures to be used in case any aspect of the fire system is out of order:

1. Notify the Fire Department 519-436-3270.
2. Notify API Monitoring – 1-800-268-6780.
3. Arrange for repair of system – Troy Life & Fire Safety – 1-519-974-4777
4. Notify staff that the fire system is down or out of order.

5. Hourly rounds will be made by staff as delegated by the Team Leader on 2 North and shall include all areas of home. Therefore, one person per floor - every hour. A record shall be kept of each round including the time of the patrol, the signature of the person taking the patrol and any findings for each patrol. The 2 North Team Leader will coordinate this record.
6. An intercom announcement of Code Red will alert all staff in the event of fire. When system is back to normal inform Honeywell, Fire Department all staff and residents.

NOTE In the event of a fire while the system is out of order, notify the Fire Department by calling 9-1-1.

Standpipe Hose System

REMOVED DURING RENOVATIONS

Portable Fire Extinguishers & Automatic Extinguishing Systems

These will be serviced by Troy Life & Fire as required and at least annually.

Generator

If the generator is inoperative and is required:

1. Inform staff.
2. Use flashlights only - NO CANDLES.
3. Arrange for immediate repair.

Fire Alarm Annunciator

The annunciator pin-points the location of the fire. The panel located at the main entrance, service entrance and 2 North Nurses Station, and operates automatically once the fire alarm has been sounded.

Doors

This is one of the most important fire safety features. It is important that each staff member understand the special construction and fire resistance ratings of these doors. Keep in mind, that each time a door is closed, it restricts the spread of not only fire but also the spread of smoke and toxic gases. You will find these doors in the following areas:

- (a) 1-3/4" Solid Wood Core Doors - on bedrooms and areas or rooms used for storage.
- (b) Minimum 3/4 hr. Fire Rated Doors and Frames - these doors are found on entrances to stairwells, zone fire separations, hazard areas (e.g. kitchen, furnace room, laundry, maintenance room, etc.).

NOTE: Fire doors must not be wedged, propped or tied open at any time.

Fire Exits

Each floor has at least two fire exits remote from each other.

Zone Separation

Each floor level is divided into approximately equal zones by a fire separation that has a fire resistance rating of at least one (1) hour. This separation allows staff to move residents to a safe area on the same floor level before descending the stairs to a lower level.

Emergency Lighting

The home is equipped with a second source of lighting which will activate automatically when the regular source of power fails.

This emergency lighting will cover stairs and halls.

This emergency lighting will be inspected on an annual basis by a reputable company.

Fire Separations

In accordance with legislation, the home is constructed in a manner that provides for fire separation between different areas. These separations are designed to contain a fire to a particular area for a specified period of time.

Our fire separation is between the East and North Wing and is rated for two (2) hours.

Fire Emergency Procedures

Fire and Horizontal Evacuation

If you smell smoke or discover a fire:

DO NOT PANIC

Remove residents in immediate danger.

Pull the nearest fire alarm (pull station alarm located at every exit).

Any staff Member in affected area announces:

3 times - CODE RED - AREA - LOCATION

EXAMPLE - CODE RED - 3 NORTH - ROOM 322

The Team Leader on 2 North, if not previously notified by a Team Leader of the intent to conduct a fire drill, will always be responsible to **immediately** call the Fire Department at **9-1-1** to notify them that “This is Copper Terrace L.T.C. Home, 91 Tecumseh Road, Chatham” and the area of the fire as indicated on the fire panel.

2 East Team Leader is to always meet the Fire Department at the Service Entrance with the entire building resident list and unlock the door.

If fire is on 2 East, then 3 North Team Leader is to meet the Fire Department at the Service Entrance with the entire building resident list and unlock the door.

If fire is on 2 North, the Team Leader from 2 East is to call **9-1-1** and the Team Leader from 3 East is to meet the Fire Department at Service Entrance with the entire building resident list and unlock the door. A second door key is in the med room on 2 East. The elevator on the affected wing is to be called to the ground floor and keyed off by the 2 North or 2 East Team Leader.

The team leader or charge person will delegate staff who will proceed to the immediate fire area to close doors and windows, shut off fans and to evacuate residents.

Use fire extinguisher to control fire only if the fire can be extinguished with one extinguisher.

Proceed with Horizontal Evacuation - Moving beyond nearest fire doors in immediate fire area only.

Remove all residents, visitors, beyond nearest fire doors to closest exit, line residents up on one side of the hall away from the doors, so there is no obstruction. One staff member holds the fire doors open to assist in evacuation of the fire area only.

Evacuate in the following order:

- 1st Ambulatory Residents
- 2nd Wheelchair Residents
- 3rd Bedridden Residents

Ambulatory Residents may be able to push others in wheelchairs, under your guidance.

Note Any resident who resists - do not attempt to persuade them - Leave in the room, open the window slightly and close the door.

- * DO **NOT** PUT THE WHITE END OF THE DOOR EVACUATION TAG IN THE UP POSITION ON THIS DOOR.

Team leader or charge person will delegate skeleton staff who will remain in the department to maintain control:

- a) 3 East Team Leader+ 1
- b) 3 North Team Leader+ 2
- c) 2 North Team Leader+ 2
- d) 2 East Team Leader+ 1

It is everyone's responsibility to know the fire regulations, location of alarms, annunciator panels, extinguishers, exits, fire doors. Be familiar with the areas you are expected to be in during fire for your protection as well as others. If you are where you should be, the firemen will know where to find you.

If you know a room is empty of all residents, secure the white end of the door evacuation tag in **the "up" position** in the side of the door, leaving the red end visible on the door as you leave the room. Secure the white end of the door evacuation tag in the up position on all doors in hallway such as janitor Rooms, tub rooms, utility rooms, bathrooms, linen closets, etc. to indicate these rooms are empty.

The Team Leader of the effected area will remove the emergency bag with resident care plans and resident medication record book out of the area of fire.

ABOVE ALL ---- DO NOT PANIC
General Tips

If fire is confined to vacated room, seal the door by placing wet towels or blankets at the bottom.

Secure the white end of the door evacuation tag in the "**up**" position in the side of the door leaving the red end visible on the front of the door.

Evacuate Resident First.

If fire is small use the fire extinguisher to put it out.

All staff members are responsible for their work areas and must return immediately and report to Team Leader.

Keep the resident on the safe side of the horizontal fire separation.

REMEMBER!!! DO NOT USE THE ELEVATOR DURING A FIRE OR A FIRE DRILL IN THE AFFECTED WING.

REMEMBER!!! IF YOU SMELL AN ODOUR OF SMOKE, DON'T TRY TO LOCATE THE SOURCE BEFORE SOUNDING THE ALARM.

If you see smoke coming from a room, do not barge in.

1. Feel the door. Run your palm over the surface. If it is hot, there is a serious fire on the other side. Do not attempt to go in.
2. If there is someone in there, you cannot help them. People do not burn to death, they are asphyxiated.
3. Anyone in a fire such as just described will be beyond your help.
4. Do not add your life. Make sure the alarm is sounded, then the Fire Department is called.
5. Proceed to evacuate that area of the building.

If you see smoke and the door is not hot:

1. Open it carefully.
2. If there are no flames or heat, but a great deal of smoke, rescue should be attempted.
3. Cover mouth and nose with a wet towel, stay low and evacuate anyone involved.

CODE RED- FIRE PROCEDURE

Policy

Code Red will be used for the following:

- a) To alert all occupants when a fire is discovered.
- b) When conducting FIRE DRILLS.
- c) When there is a suspicious event that may lead to a fire (i.e. smoke, smell of something burning).

Procedure

1. **IF YOU DISCOVER A FIRE/SMOKE:**

Announce “**CODE RED**” and fire location; 3 times and **REACT:**

- R** - Remove residents from immediate area;
- E** - Ensure windows and doors are closed; in immediate area
- A** - Activate Alarm
- C** - Call the Fire Department / 9-1-1
- T** - Try to extinguish fire (if possible)

2. **IF YOU HEAR THE ALARM:**

- a) Listen for fire location to be announced.
- b) If you are not in your assigned area you must return to your area after the code location is announced.

DO NOT USE ELEVATORS. DO NOT ENTER FIRE ZONE DIRECTLY FROM STAIRWELL. Initiate room-to-room search looking for activate detector if on unit identified as code red unit. A staff member is to search each hall. All rooms to be checked as follows:

- a) Place hand on door before opening to ensure not hot
- b) Close windows
- c) Check closets
- d) Check bathrooms
- e) Close doors and place fire tag in appropriate position
 - if room evacuated, tag goes up
 - if room not evacuated tag stays down

3. Proceed with pre-planned fire procedures for your area.
NOTE: Wherever the elevator is, send it to the main floor.

4. Advise residents and visitors to remain where they are until directed by staff.
Do not block corridor areas.

5. Be prepared to assist with horizontal evacuation if so directed.

6. Resume normal duties/activities **only** after the 'all clear' is announced.

7. All departments complete emergency procedure report and submit with Daily Executive Director's Report.

Staff Responsibility on Hearing an ALARM

Department: Administration

Treat each alarm as a "FIRE"

(A) If You Are in the Fire Area:

- Follow the established fire procedure.

(B) If the Fire Alarm Sounds:

- Return to your assigned area - via stairs and shut down all electrical equipment.
- Check location of fire alarm annunciator (if applicable).
- Terminate unnecessary phone calls by saying "we are in an emergency procedure, please call back later".

- Director of Business Services to remain in office area and check main floor dining room and corridors. (If hairdressers require assistance to transport residents to safety please inform Program Director or Designate.)
- All other administration staff to report to fire area.
- It is each staff member's responsibility to report to the Team Leader of the fire area and to sign the fire drill report after the "all clear".

Employee Services Coordinator and Ward Clerk

- return to your office and shut down equipment
- report to Director of Business Services and if no Director of Business Services resume her duties as above.

Department: Supervisors

Treat each alarm as a "Fire"

(A) If Fire Alarm Sounds:

- Return to your area immediately - via stairs.

(B) If the Fire Is in Your Area:

- Follow instructions of established fire procedure.
- Remember, extinguishment must not be attempted until the alarm has been sounded and the fire department called.
- Account for all residents and staff.
- Keep residents out of the fire zone.
- Follow instructions of the fire department upon their arrival.

NOTE

It is important that the supervisor take charge of the area as soon as possible to avoid confusion.

(C) **If Fire Is out of Your Area:**

- Make sure all doors are closed.
- Ensure the residents are supervised.
- Dispatch all available staff to the fire scene.
- Prepare your area for evacuation. Keep residents in individual rooms, lounge, or dining rooms. - **Not in hallways.**
- Observe residents and reassure them.
- Report condition of your area to charge person.
- Make constant checks of your area for extension of fire or smoke

Department: Activity/Programs Staff

Treat each alarm as a "Fire"

(A) **If You Are in the Fire Area:**

- Follow the established fire procedure.

(B) **When Fire Alarm Sounds:**

- Return to your area immediately - via stairs and report to Program Director or Designate.
- Check your area for smoke or fire.
- If the area is occupied, remain with the residents.
- Close all doors and windows in your area.
- Prepare the residents for evacuation if necessary.
- It is each staff member's responsibility to report to Program Director or

Designate to sign the fire drill report after the “all clear”.

(C) **If SECOND STAGE ALARM SOUNDS:**

Begin evacuation of all residents from the building as per the established procedures

(D) **Program Director or Designate Responsibilities**

- direct staff to appropriate areas (e.g. Program on floor, fire area etc.)
- designate assistance to hairdressers to transport residents to activity area if needed.

Department: Dietary Staff

Treat each alarm as a "**FIRE**"

(A) **If You Are in the Fire Area:**

- Follow the established fire procedure.

(B) **If the Fire Alarm Sounds:**

- Cook to return to main kitchen immediately - via stairs and turn off all equipment and close all doors.
- All other dietary staff to report to Team Leader of fire area immediately.
- Cook to remain in kitchen area after you check staff room and 1 East corridors.

-It is each dietary staff member's responsibility to report to the Team Leader of the fire area

- Sign the fire drill report after the “all clear”.
- Cook to report to fire area as well after the “all clear” to sign the fire drill report.

Department: Nursing Staff

Treat each alarm as a "FIRE"

(A) If You Are in the Fire Area:

- Follow the instructions of the established fire procedure. See Section 2.
- Remain calm and reassure residents.

(B) If Alarm Sounds:

- Return to your assigned area immediately - via stairs and report to team leader.
- Check your area for smoke or fire.
- Reassure residents and visitors.

- Close all doors and windows.
- Prepare to evacuate if necessary.
- It is each staff member's responsibility to report to their Team Leader and sign the fire drill report after the "all clear".

(C) **If Second Stage Alarm Sounds:**

- Begin evacuation of all residents from the building according to procedure.

Department: Laundry Staff

Treat each alarm as a "Fire"

(A) **If You Are in the Fire Area:**

- Follow the established fire procedure. See Section 2 of Emergency and Disaster Manual

(B) **When the Fire Alarm Sounds:**

- If away from laundry, make sure laundry cart is removed from hallway and not causing any obstruction.
- Return to your area immediately - via stairs and shut down all equipment.
- Close all fire doors and windows in your area.

- Report to Team Leader in fire area.
- It is each laundry staffs responsibility to report to the Team Leader of the fire area and sign the fire drill report after the “all clear”.

(C) **If Evacuation Stage Bells Ring:**

- Team Leader of fire area will designate assistance to laundry staff to: Load pillows, towels, blankets on cart or carts and take to nearest exit beyond fire doors. If possible, remove to ground level exit (e.g. service exit, rest home dining room, and if necessary, the front door).

NOTE: Laundry department doors are to be closed at all times when no laundry staff actually in the department.

Department: Housekeeping Staff

Treat each alarm as a "FIRE"

(A) **If You Are in the Fire Area:**

- Follow the established fire procedure. See Section 2 of Fire and Disaster Manual
- Remain calm and reassure residents.

(B) **If Fire Alarm Sounds:**

- Return to your area immediately - via stairs.
- Remove your housekeeping carts from the corridors.
- Report to Team Leader on your unit for instructions.

- Search area for signs of fire.
- Close all doors and windows in your area.
- It is each housekeeping member's responsibility to report to the Team Leader of the fire area and to sign the fire drill report after the "all clear."

Department: Environmental/Maintenance Staff

Treat each alarm as a "FIRE"

(A) If You Are in the Fire Area:

- Follow the established fire procedure. See Section 2 of the Fire and Disaster Manual.

(B) When the Fire Alarm Sounds:

- Check your area for smoke or fire and shut down all electrical equipment.
- Close all doors in your area.
- Respond to the fire area at once and disconnect electrical equipment if applicable.

- It is each environmental staff member's responsibility to report to the Team Leader of the fire area and sign the fire drill report after the "all clear".

Department: Hairdresser

Treat all fire alarms as a "Fire"

(A) **If You Are in the Fire Area:**

- Follow the established fire procedure. See Section 2 of the Fire and Disaster Manual

(B) **If the Fire Alarm Sounds:**

- Return to your assigned area - via stairs and shut off all equipment.
- Close doors and windows.
- Remain with residents.

- It is each hairdresser's responsibility to report to the Program Director in the Activity area to sign the fire drill report after the "all clear"

Fire Drills

Fire drills are an integral part of the fire safety program. It is our policy that:

1. All staff must participate in fire drills when scheduled to do so.
2. A record of attendance will be maintained as part of the Inservice Record.
3. Fire drills will be held monthly on each shift under the direction of the person in charge, followed by a debriefing by person in charge.
4. A Fire Drill Report must be completed at the conclusion of each drill and be used to assess employee's knowledge of the fire procedures.
5. Each Fire Drill Report will be reviewed by the Health & Safety Coordinator or designate. Feedback will be provided to staff regarding any required improvements.

6. The Fire Drill Report will be retained on file for review by the Health and Safety Committee.
7. The local fire department will conduct at least one inservice session yearly. Attendance is mandatory for all staff. This session will include extinguisher practice.
8. The monitoring service must be notified prior to the start and at the conclusion of each Fire Drill.
9. The fire department must be notified prior to the start and at the conclusion of each Fire Drill.

Fire Drills

Purpose

To ensure that all staff know what to do in the event of a fire. Drills will be conducted at any hour of the day or night. Fire drills will be conducted in a manner to simulate an actual fire.

The response of individuals should be the same as those actions taken during an actual fire.

The procedure is as follows:

1. If an actual alarm situation occurs during a fire drill or if any other emergency situation is identified call 9-1-1, fire trucks will be dispatched.
2. Call 9-1-1 only when an actual emergency situation occurs not when a fire drill is being conducted.
3. The area to be tested will NOT be pre-advised.

4. The person responsible for conducting the fire drill will advise the monitoring service that the home is about to have a fire drill.
5. The person responsible for conducting the fire drill will notify Fire Department Dispatch 519-352-1100 that the home is about to conduct a fire drill.
6. At the sound of the alarm the closest staff will check the closest annunciator panel to identify the area of alarm and announce the location of the fire as shown on panel e.g. **Code Red - 2nd floor - EAST WING**. Repeat 3 times over P.A. System.
7. When location of fire is determined the staff member identifying the area or designate will announce Room or Area 3 times over the P.A. system.
8. All employees on duty will participate in the drill and respond to direction of the team leader or department supervisor in each area.
9. Team Leaders on 2 North and 3 North will reset the mag locks.
10. 2 North Team Leader and 2 East Team Leader will reset the fire panel.
11. At the end of the drill, the person conducting the drill will notify the monitoring service and Fire Department Dispatch 352-1100 that the drill has been completed and announce "ALL CLEAR" over the P.A. system.
12. The Fire Drill Report will be completed by the Team Leader on each unit and will be reviewed with staff and forwarded to the Health and Safety Coordinator.
13. During the drill the area designated as affected will react as if there is an actual fire.
 1. Residents are moved from the immediate area to the other side of the "fire doors".
 2. Once room is evacuated, close door and ensures white end of fire tag is secured to door frame to indicate empty. If the white end of the door evacuation tag is down on the door it is assumed a resident is behind that door.
 3. Close all windows and doors. Leave lights on and turn all electrical appliances off.

14. All employees present on the premises at the time of alarm will report and respond to the direction of the team leader or supervisor in their assigned area and follow the established fire procedure.

False Alarms - Notify Central Dispatch 519-352-1100 and API Monitoring Service 1-800-268-6870.

Fire Drill - When drill completed notify Central Dispatch 519-352-1100 and API Monitoring – 1-800-268-6870

Copper Terrace Long Term Care Facility
Fire Alarm Report

TEAM LEADER/SUPERVISOR FROM EVERY UNIT/DEPARTMENT
TO COMPLETE THIS FORM

Date: _____ Time: _____
This drill was activated by: Can of Smoke _____ Heat Detector _____ Pull Station _____
How was the alarm activated? False Alarm _____ Actual Alarm _____
Unit and location of alarm: _____
Reason for alarm? (If known) _____
Who sounded the alarm? _____
Did the staff react promptly? _____
Did Team Leader use the departmental fire checklist? _____
Did staff from other areas report to Team Leader? _____
Did staff close all the bedroom doors and windows properly? _____
Did the person who found the fire/drill area report back to the Team Leader _____
After the fire area was found was it announced over the paging system? _____
Did all the fire doors close? Yes No
Comments _____
Did the drill leader report to the Fire Dept. before the drill? _____ After the all _____
If FALSE ALARM was Monitoring Service _____ and Fire Dept. _____ notified?

4. Has the fire department been called?
 5. Are the residents safe or is evacuation necessary?
 6. Has someone been assigned to remain at the nursing station?
 7. Is evacuation complete, and are residents accounted for?
 8. Have floors above and below fire been checked for extension of fire or smoke?
 9. Has the Executive Director been notified?
- _____

Evacuation Procedures

Evacuation is the removal of people from a danger area to safety and may occur for the following reasons:

- Fire
- Strike
- Loss of natural gas
- Loss of water or electricity
- Internal bomb threat
- Loss of heat
- Tornado
- Nuclear attack
- Transportation accident involving release of toxic gases.
- External flooding

Evacuation may involve moving from one area of the home to another, or from the home to another facility.

The following are authorized to order an evacuation:

- 2 North Team Leader or anyone higher on the organizational chart.
- Fire Department.
- Police Department.
- Health Unit.

The Executive Director will be notified immediately by the Team Leader of impending evacuation of a wing or the facility.

In the event of any community disaster or emergency, direction for appropriate procedures will be given to the Home's Executive Director or designate by the Police Department and the Fire Department.

The staff member **coordinating** evacuation of a wing or the facility will wear the fluorescent orange safety vest located in the red 2 North emergency bag. All other employees will be identified by their personalized name tags.

Code Green (Evacuation)

Policy

There is a systematic plan in place to evacuate residents from immediate danger in the event of an impending emergency disaster.

All employees are responsible for understanding the use of **Code Green** in the event of a disaster/emergency situation.

Procedure

1. **Code Green** means "Evacuation".
2. **Code Green** - to be used to completely evacuate residents from disaster area to a designated safe area.
3. **The decision to initiate Code Green is the responsibility of the person in charge at the disaster scene or the Fire Department, if present i.e.: Team Leader/Supervisor.**

4. "Horizontal/Vertical" or "Total" evacuation will be announced on the communication system followed by location(s) to be evacuated.
 Example - horizontal - across
 - vertical - up or down
5. All residents to be evacuated to a safe area beyond the fire barrier doors following the evacuation procedure.
6. All departments complete emergency procedure report and submit to Executive Director.

Outcome

All residents, employees and other occupants will be safely evacuated from the disaster area.

Revised June 2002
 Revised September 2003
 Revised June 2004

Copper Terrace
 Procedure for Total Evacuation

COORDINATOR

_____ 2 North Team Leader coordinates **evacuation**.

_____ In event 2 North is unit to be evacuated first, 2 East Team Leader coordinates.

_____ Coordinator wears orange vest (in red emergency bag).

Prior to initiating an **evacuation**, the coordinator will delegate and announce the following:

- _____ * announce all following announcements **clearly and loudly**
- _____ announce (**if a mock drill, "this is a mock drill"**)

- _____ * announce **“an evacuation will be taking place”**
- _____ * announce (elevator to be utilized) **“the _____ elevator will be used”**
- _____ * announce (order in which floors are to be evacuated) **“the evacuation will begin with _____, then _____, then _____, then _____”**
- _____ * announce (location of control centre) **“the control centre will be located at _____”**
- _____ * delegate and announce (2 staff who will man control centre) **“_____ and _____ will man the control centre”**
- _____ * delegate and announce (staff who will initiate fan-out list) **“_____ will initiate fan-out list”**
- _____ * delegate and announce (Team Leader of last floor to evacuate building to deliver all staff schedules to control centre) **“Team Leader of _____ will deliver all staff schedules and visitor sign in sheets to control centre”**.
- _____ * delegate and announce (a staff member to monitor front door and one to monitor service entrance door) **“_____ will go to front door and monitor, _____ will go to service entrance door and monitor”**
- _____ ***Repeat all above Announcements***

If a fire:

_____ Coordinator activates 2nd stage alarm to evacuate building. (Key on bulletin board at nurse’s station.)

If a bomb threat:

_____ Coordinator calls 9-1-1 (if mock, do not make call)

_____ Coordinator assigns a senior H.C.A. to go to service entrance to meet fire department/ emergency personnel.

_____ The Fire Department/Emergency Personnel will coordinate evacuation activities once they arrive.

_____ Team Leader provides necessary information to the fire department/emergency personnel then relinquishes coordinator responsibilities to fire department/emergency personnel and continues with Team Leader responsibilities.

Copper Terrace Procedure for Total Evacuation

EACH TEAM LEADER

- _____ When elevator to be utilized is in your area, key on using a relay system.
- _____ Delegate a staff member to man the elevator.
- _____ If not evacuating your area 1st, **ensure hallways are clear to allow for horizontal evacuation** i.e.: move residents into central location (lounge or dining area) or move to their rooms.
- _____ Assign staff member to hold fire door to allow movement of residents through.
- _____ Proceeds with evacuating residents in order of:
Ambulatory residents

Wheelchair residents
Bedridden residents
Resistive residents

- _____ Ensures “red emergency bag” travels with first load of residents to control centre. (add care plans, MAR to red bag)
- _____ Assigns a PSW to go down with the 1st load of residents to receive residents as they arrive at the control centre. Instruct PSW to call out resident’s name as they arrive at the control centre.
- _____ Checks all rooms to ensure all residents, staff, visitors are accounted for and is last to leave unit with med cart.
- _____ Notifies control centre of residents in hospital or on leave and ensures all staff are accounted for.
- _____ Once reaches control centre announces “_____ nursing unit clear” so next unit can begin evacuation.

Copper Terrace Procedure for Total Evacuation

CONTROL CENTRE

- _____ set up table and chairs to establish control centre.
- _____ establish triage areas i.e.: home - green, hold - yellow, hospital - red
- _____ receive staff schedules from designated Team Leader.
- _____ as staff arrive in the control area check their name off on schedules.
- _____ receive red emergency bag from PSW with first load of residents.
- _____ remove emergency checklist and arm bands from red bags.
- _____ one person to check resident names off of emergency list as they exit elevator.
- _____ other person to apply appropriate armbands to residents and triage residents to appropriate holding areas i.e.: home, hold, hospital.
- _____ when Team Leader for the unit arrives, clarify with Team Leader resident names not checked off on emergency list i.e.: in hospital, LOA.
- _____ ensure, as each Team Leader arrives, the Team Leader announces “nursing unit clear” to allow next unit to begin evacuation.
- _____ once all residents are triaged begin calling families of those appropriate to go home.
- _____ then call all family members to inform of each resident’s destination.

PERSON DESIGNATED TO INITIATE FAN OUT LIST

_____ Designated person is to initiate a ONE-CALL to all staff

_____ Be clear and concise with the message – whether to report to the facility or the emergency holding area; Who to call back if you are available to report. **Example: This is Copper Terrace calling – we are initiating our fan out procedure due to an emergency in the home. We require all available staff to assist at the emergency holding area at ... Please call the home if you are able to assist.**

_____ keep telephone lines clear - accept only emergency calls. Inform callers “I’m sorry we are only accepting emergency calls at this time. Please call later.” Hang up.

Code Green Control Centre Personnel

Keep telephone lines clear. Accept only emergency calls. Inform callers - "I'm sorry we are accepting only emergency calls at this time. Please call later." Then hang up.

NOTE: These duties during office hours will be performed by the receptionist.

At Reception Area

1. Co-ordinate registration of residents.

7. Inquiries from relatives - The Executive Director will request the radio and T.V. broadcasting companies to announce that inquiries from relatives cannot be handled for 3 - 4 hours. After that time, there will be special telephone lines set up to answer inquiries.

8. Visits to relocation sites. The Executive Director and Director of Clinical Services will regularly visit the facilities to which the residents have been relocated.

9. Work schedules. During a disaster, all regular work schedules are suspended indefinitely. The supervisor of each department will call in staff as required.

Communication

Families of Residents: If evacuation of the home becomes necessary, families of residents are to be contacted and informed of the necessity and the destination of their family members using One-Call

News Media: Communication with the news media is the responsibility of the Executive Director or Corporate Office

Staff & Other Personnel: Fan-out system to be utilized.

Evacuation Checklist

When it has been determined that the building must be evacuated, the person in charge is responsible for implementing the following procedures:

1. Delegate recruitment of staff via One Call (to be assumed by nursing staff).
2. Contact the evacuation centres to be used as receiving facilities.
See attached letters.
3. Establish the Emergency Control Centre.
4. The Fire Department or designate rescue team is in charge of the evacuation. Once residents are outside the building it is the responsibility of the Executive Director or designate to relocate them.
5. Arrange transportation – Voyager
6. Set up reception area at the evacuation centre to record the names of the residents as they arrive. Note: Resident names and presence must be checked as they arrive at the exits of Copper Terrace.
7. Arrange for the transfer of records and medications to be taken to centre.

NOTE: Residents are to be transported to:

Evangel Community Church
76 Sandy St.
Chatham, ON N7L 4Y5

519-352-4220

Procedures in case of Evacuation

In the event of an evacuation due to fire, the following steps must be taken:

1. Key in second stage alarm. Key is at each nursing unit.
2. Turn on all corridor lights.
3. Direct visitors away from the fire
4. If time permits, instruct staff to bundle residents with blankets.
5. Evacuate residents in the following order:
-ambulatory, wheelchair, bedridden and resistive
6. Secure all applicable door evacuation tags in proper location once room has been thoroughly checked and all persons are removed from the room.
7. Assign all staff to keep residents together at a safe distance from the facility.
8. The charge nurse on each floor must secure each resident's plan of care and medication record.

WHEN SMOKE IS DENSE:

1. Advise all residents and staff to crawl along the floor to exit.
2. Aid breathing by placing a wet cloth over nose and mouth.

**IN CASE OF FIRE, THE ELEVATOR IS NOT TO BE USED
IN THE AFFECTED WING**

After Evacuation of Residents:

- 1) Under the supervision of the Director of Culinary or head cook, emergency food and supplies will be taken to the reception area.
- 2) Assessment will be made to indicate the length of stay necessary outside the nursing home. Staff equipment and food will be supplied as necessary.
- 3) Blankets, towels, pillows, and draw sheets stored in linen closets are to be removed to reception area as soon as possible.
- 4) Staff members will be accounted for in reception area.
- 5) Arrangements to relocate/transport equipment and supplies will be determined and arranged by the Executive Director or designate.

Routes of Exits:

2 North Unit and Dining Room

- (a) Exit doors at north end.
- (b) South end of corridors.
- (c) Down middle staircase by north wing dining rooms (east exit).

2 East Unit and Dining Room

- (a) South entrance on Tecumseh Road.
- (b) South end exit down stairs to first landing or down to service entrance.
- (c) Down middle staircase to main floor at new entrance.
- (d) Staff door entrance/exit.
- (e) Exit door at east end.

3 North Unit and Dining Room

- (a) Exit doors at north end.
- (b) Down middle staircase.
- (c) Through to 3 East.
- (d)

3 East Unit and Dining Room

- (a) Exit doors at east end of building.
- (b) Down middle staircase.
- (c) If appropriate may use stairway in centre of corridor. (Staff entrance)

Laundry Area

- (a) New exit.
- (b) Classroom exit.
- (c) Staff entrance.

Main Floor Large Lounge

- (a) Front door.
- (b) Middle staircase.
- (c) North exit.

Activity Area

- (a) North exit.
- (b) Front door.

Hairdresser

- (a) Front door
- (b) Middle staircase.

Kitchen

- (a) New exit.
- (b) Main entrance.
- (c) Service delivery exit.

Medications

Responsibility of Registered Staff. Med-cart and Med-bins may be removed to reception area if possible.

Resident's Records

- (1) Charts removed in chart rack if possible to reception area.
- (2) Charts removed from rack - carried to reception area.

Laundry

- Load cart or carts with as many pillows, blankets, towels and draw sheets as possible and remove to reception area through most accessible exit.

Business Office

- Responsible to remove important files.

Residents will be sent to designated areas as required care indicates, which is determined by colour coding on arm bands and emergency list found in red emergency bag sent to reception area at beginning of evacuation. The colour code on the arm band will match the colour code of the emergency list.

Red - Hospital

Yellow - Hold - Move to evacuation site.

Green - May go to family home.

Police officials will control all traffic to and from the nursing home and surrounding area.

The list of volunteers will be updated at regular intervals.

A fan out list of staff will be updated and circulated at regular intervals.

Specific procedures and Emergency Phone System

Executive Director or Designate Responsibilities:

1. Notify:
 - Director of Culinary
 - Director of Clinical Services
 - Director of Environmental Services
 - Chaplain
 - Director of Business Services
 - Corporate Office
 - Ministry of Long Term Care

2. In the event of evacuation of the home.
 - a) Assume responsibility for the evacuation process.

 - a) Direct the activities of all personnel until the arrival of the Fire Department, Ambulance Service, Police and/or Rescue Team.

 - b) Receive all communications from the Fire Department/Ambulance Service/Police and participate in assessing the situation with these agencies.

 - d) Liaise with the media.

NOTE: In the absence of the Executive Director, these duties will be performed by the most senior person present in the facility. (i.e. Director of Clinical Services or Nurse-in-Charge).

Director of Clinical Services or Designate

1. Will call:
 - Program Director
 - Advisory Physician
 - Registered Staff (Designated registered staff will contact pharmacist and attending physicians).

2.
 - a) Implement the disaster plan.
 - b) Determine:
 - No. of residents to be evacuated.
 - No. of residents requiring stretchers/ambulance.
 - No. of residents in wheelchairs.
 - No. of ambulatory residents.
 - c) Direct the removal of the residents (Individual assigned to door to check people out must not leave post).
 - d) Maintain a record of evacuees and ensure all residents properly identified.
 - e) Ensure transfer of residents' charts to the evacuation centre.

Nurse in Charge

1. Will call:

Executive Director
Director of Clinical Services

The Charge Nurse for each floor is responsible for co-coordinating the evacuation and direction of all staff on her particular floor.

The nurse-in-charge of areas to be evacuated will:

1. Ensure all evacuees are properly identified.
2. Be responsible for maintaining a resident head count.
3. Be responsible for the removal of the Resident's Care Plan, medications, medication sheet, and dressing supplies.
4. Ensure (if time permits) that the following supplies are organized and identified for each resident.
 - Two sets of clothing - day, night and underwear.
 - Any necessary prosthesis, dentures, glasses, slings, etc.
 - Toilet articles.
 - Blanket if resident in wheelchair or on stretcher.

5. Prepare charts for transfer.
6. Maintain list of resident's destinations.
7. Assign staff to every conveyance. Order of evacuation depends on which conveyance arrives first.

Director of Culinary

1. Will call:
Dietary staff
Designated supplies re: supplies, if necessary.
2. In the event of evacuation of the facility:
 - a) Arrange for the provision of hot beverages and snacks to residents, staff, volunteers, firemen, police and ambulance personnel.
 - b) Assign staff to assist with evacuation.
 - c) Arrange for food and supplies to be transported to evacuation site.

Maintenance

1. Responsible for completing the home's search routine and securing the building once the evacuation is complete.
2. Depending on circumstances, be responsible for traffic control until the arrival of the police.
3. Be responsible for ensuring the building is left in a secure condition if possible, under the direction of the Executive Director.

4. Security Check of Building: Ensure that a final inspection of the building is made (by the Fire Department or Police) to check that:

- (1) Appropriate electrical equipment is turned off;
- (2) Heat is lowered or shut off as appropriate;
- (3) All evacuated areas are sealed off, secured and barricaded as necessary; and
- (4) All windows are closed and doors locked. Post a sign at the main entrance indicating the names of the receiving institutions and their telephone numbers.

NOTE: Arrangements should be made to provide on-going security after evacuation of the facility.

Program Director

Will call all activity department personnel, volunteers and auxiliary.

The Advisory Physician

1. Attends to any emergencies.
2. Arranges for the hospitalization of residents, if necessary.
3. Liaise with attending Physicians if required.

Fire Protection System Maintenance

Definitions

- Check:** visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
- Test:** operation of device or system to ensure that it will perform in accordance with its intended operation or function
- Inspect:** physical examination to determine that the device or system will apparently perform in accordance with its intended function

Records of checks, tests and inspections, where required, will be maintained by the Maintenance Department and in the Home's 'Fire Code Log Book'

Fire Department Access:

1. Fire routes and access routes provided to facilitate fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other forms of obstruction as per fire code Division B, section 2.5.1.2. (1)

Owner/operator is responsible for monitoring compliance with this section of the Fire Code on an as needed basis. All supervisory staff are knowledgeable regarding the need to keep this route clear and have the authority to page for clearance of the route and/or to call the police and/or fire department for assistance if needed.

2. Fire access routes such a streets, yards, private roadways etc. shall be maintained so as to be immediately available for use at all times by fire department vehicles as per fire code Division B, section 2.5.1.3

The owner/operator is responsible for monitoring compliance with this section of the Fire Code on an as needed basis. All supervisory staff are knowledgeable in the need to ensure these routes are available for immediate access.

Means of Egress and Exit Signs

1. Required exit signs are maintained as required to ensure they are clearly visible, clean and legible as per Fire Code Division B, section 2.7.3.1. This is monitored by all staff, reported to and repaired as needed by Maintenance Department.
2. Exit lights are maintained to ensure they are illuminated and in good repair as per Fire Code Division B, section 2.7.3.2. This is monitored by all staff, reported to and repaired as needed by Maintenance Department.
3. Access to exits, including all corridors and outside areas free from obstruction as per Fire Code Division B, section 2.7.1.7. This is monitored by all staff, checked by supervisory staff on each shift and corrected as required by all staff

General Fire Protection Systems/Equipment

Responsibility

1. Doors between fire separations shall be checked as needed to ensure they remain closed	All Staff
2. Exit signs shall be clearly visible and maintained in a clean and legible condition	Maintenance
3 Internally illuminated exit signs shall be kept clearly illuminated at all times	Maintenance

Weekly

1. Hoods, filters and ducts shall be checked weekly and cleaned as needed to prevent an undue fire hazard.	Director of Environmental Services
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Monthly

1. Doors between fire separations shall be inspected monthly to ensure proper operation	Director of Environmental Services
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Yearly

1. Fire dampers and fire-stop flaps shall be inspected annually	Director of Environmental Services
2. Chimney, flute and flu pipe shall be inspected annually and cleaned as often as necessary to keep free from accumulations of combustible deposits	Honeywell
3. Disconnect switches for mechanical air conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down	Honeywell
4. Spark arresters shall be cleaned annually or more frequently where accumulations of debris will affect operations. Burnt out arresters shall be repaired or replaced.	N/A

Portable Fire Extinguishers

<u>General</u>	<u>Responsibility</u>
1. Each portable extinguisher shall have a tag securely attached showing the maintenance or recharge date, the servicing agency and the signature of the person completing the inspections	Maintenance/Troy
2. A permanent record containing the maintenance date, the examiner's name and description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher	Maintenance/Troy
3. All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.	Maintenance/Troy

Monthly

1. Portable extinguishers shall be inspected monthly	Maintenance
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Yearly

1. Extinguishers shall be subject to maintenance at minimum annually or when specifically indicated by an inspection	Troy
2. Maintenance procedures shall include a thorough examination of the three basic elements of the extinguisher - mechanical parts, extinguishing agent, expelling means	Troy
3. 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	Troy

Every Five Years

1. Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested	Troy
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Every Six Years

1. Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures	Troy
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Fire Alarm/Voice Communication Systems

Fire Alarm/Voice Communications Systems

General

Responsibility

Fire alarm and voice communication system components shall be kept unobstructed.	Director of Environmental Services
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	Director of Environmental Services

Daily

<p>The following daily checks shall be conducted. If a fault is established, appropriate corrective action shall be taken.</p> <p>a) Check the principle and remote trouble lights for trouble indication.</p> <p>b) Inspection of the AC power-on light shall be done to ensure its normal operation.</p>	Director of Environmental Services
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Monthly

<p>Every month the following tests shall be conducted and if a fault is established, appropriate corrective action shall be taken:</p> <p>a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition</p> <p>b) function of all signal devices shall be ensured</p> <p>c) the annunciator panel shall be checked to ensure correct annunciation</p> <p>d) intended function of the audible and visual trouble signals shall be ensured</p> <p>e) fire alarm batteries shall be checked to ensure that:</p> <p>i) terminals are clean and lubricated where necessary;</p> <p>ii) terminal clamps are clean and tight;</p> <p>iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications</p>	<p>Director of Environmental Services</p> <p>Director of Environmental Services</p> <p>Director of Environmental Services</p> <p>Director of Environmental Services</p> <p>Director of Environmental Services</p> <p>Director of Environmental Services</p>
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Voice paging capability to one zone shall be **tested** monthly on a rotational basis.

Director of Environmental Services

Monthly (continued)

Responsibility

One emergency telephone shall be tested monthly on a rotational basis for operation and correct indication at control unit.	Director of Environmental Services
Loudspeakers shall be tested monthly as an all-call signal to ensure they function as intended.	Director of Environmental Services

Yearly

Yearly tests conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".	Troy
Voice communications between floor areas and the central alarm control facility shall be tested annually, as required for fire alarm initiating and signalling devices.	Troy

Smoke Alarms

General

Responsibility

Ensure dwelling unit smoke alarms are maintained in operating condition.	Maintenance/Troy
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Standpipe Systems

Monthly

Responsibility

Hose cabinets shall be inspected monthly to ensure that the hose and equipment are in the proper position and appear to be operable.	N/A
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Yearly

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.	N/A
If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.	N/A
Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose.	N/A
Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.	N/A

Sprinkler Systems (Wet)

General

Responsibility

Auxiliary drains shall be inspected as required to prevent freezing.	Director of Environmental Services
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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 sealed or locked in the open position.	N/A
Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	Director of Environmental Services

Monthly

On all sprinkler systems, an alarm test , using the alarm test connection located at the sprinkler valve, shall be performed monthly.	Maintenance and/or Troy
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Two Months

All transmitters and water flow devices shall be tested at two-month intervals.	Maintenance and/or Troy
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Six Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six month intervals.	Maintenance and/or Troy
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Yearly

Responsibility

Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	Troy
Sprinkler heads shall be checked at least once per year to ensure that they are kept in good repair.	Troy
Sprinkler heads shall be checked at least once per 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.	Troy
On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually.	Troy
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.	Troy
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of 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.	Troy

Sprinkler Systems (Dry)

<u>General</u>	<u>Responsibility</u>
Auxiliary drains shall be inspected as required to prevent freezing.	Director of Environmental Services
Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.	Director of Environmental Services

<u>Weekly</u>	
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are sealed or locked in the open position.	Director of Environmental Services
Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	Director of Environmental Services
System pressure gauges shall be checked weekly. The system shall be maintained at the required operating pressure.	Director of Environmental Services

<u>Monthly</u>	
On all sprinkler systems, an alarm test , using the alarm test connection located at the sprinkler valve, shall be performed monthly.	Director of Environmental Services

<u>2 Months</u>	
All transmitters and water flow devices shall be tested at two month intervals.	Maintenance and/or Troy

3 Months

Responsibility

The priming water supply for dry pipe systems shall be inspected every three months to ensure that the proper level above the dry pipe valve is maintained.	N/A
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6 Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six month intervals.	Maintenance and/or Troy
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Yearly

Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	Troy
Sprinkler heads shall be checked at least once per 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.	Troy
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.	Troy
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.	Troy
Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.	Troy

15 Years

Responsibility

Every fifteen years, dry pipe systems shall be inspected for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material.	Troy
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Water Supplies for Firefighting (Fire Pumps)

Daily

Responsibility

The temperature of pump rooms shall be checked daily during freezing weather.	Director of Environmental Services
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Weekly

Valves controlling water supplies exclusively for fire protection systems shall be inspected weekly to ensure that they are fully open and sealed or locked in that position.	Director of Environmental Services
Fire pumps shall be started once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected .	Director of Environmental Services
Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be inspected .	N/A

Yearly

Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow.	Troy
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Water Supplies for Firefighting (Hydrants)

General

Responsibility

Hydrants shall be readily available and unobstructed for use at all times.	All staff
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Yearly

Hydrants shall be inspected annually after each use.	Troy
Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and inspected for wear, rust or obstructions.	Troy
The hydrant barrel shall be inspected annually to ensure that no water has accumulated.	Troy
The drain valve shall be inspected for operation if water is found in the hydrant barrel when main valve is closed.	Troy
Hydrant water flow shall be inspected annually and a record shall be kept.	N/A

Water Supplies for Firefighting (Water Tanks)

<u>Daily</u>	<u>Responsibility</u>
Water tank heat equipment, tank enclosure and/or water temperature shall be checked daily during freezing weather.	<u>N/A</u>
 <u>Weekly</u>	
Water levels and air pressure in pressure tanks shall be checked weekly and the relief valves on the air and the water lines shall be inspected weekly.	N/A
 <u>Monthly</u>	
Water level in gravity tanks shall be inspected monthly.	N/A
 <u>Yearly</u>	
An annual inspection shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition.	N/A
Cathodic protection equipment in water tanks shall be inspected annually.	N/A
 <u>2 Years</u>	
Water tanks shall be checked every two years for corrosion.	N/A
 <u>5 Years</u>	
Water tanks shall be inspected every five years and scraped and repainted as required.	N/A

Smoke Shafts and Venting Equipment

<u>General</u>	<u>Responsibility</u>
Access to windows and panels required for venting floor areas and vents to vestibules permitted to be manually openable shall be kept free of obstructions, openable without keys and operable at times.	N/A
 <u>6 Months</u>	
All elevators in an elevator shaft, that is intended for use as a smoke shaft, be inspected semi-annually to ensure that on activation of the fire alarm system, the elevators will return to the street floor and remain inoperative.	N/A
 <u>Yearly</u>	
A closure in an opening to the outdoors at the top of a smoke shaft, shall be inspected annually to ensure that it will open: a) manually, outside from the building b) on a signal from the smoke/heat actuated device in the smoke shaft, and; c) when a closure in an opening between a floor area and the smoke shaft opens	N/A
Controls for air-handling systems for venting in the event of a fire, shall be inspected annually to ensure that air is exhausted from each floor area to the outdoors.	NA
 <u>5 Years</u>	
Closures in vent openings into smoke shafts from each floor shall be inspected sequentially over a period not to exceed 5 years.	N/All

Smoke Control Measures

General

Responsibility

<p>Where smoke control measures contained in the supplement to the National Building Code of Canada 1995, Chapter 3, “Measures for Fire Safety in High Buildings” are used, the inspections and tests shall be as outlined in Section 7.3 of the National Fire Code of Canada.</p>	<p><u>n/a</u></p>
<p>Where a smoke control system is designed to meet the requirements of The Ontario Building Code, the inspections and tests shall be in accordance with procedures established by the designer of the system.</p>	<p><u>n/a</u></p>

Commercial Cooking Equipment

General

Responsibility

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	Troy
Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.	Troy

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be checked weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.	Director of Environmental Services
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6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.	Contracted through Troy
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Emergency Lighting System

Daily

Responsibility

Check pilot lights for indication of proper operation.	<u>n/a</u>
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Monthly

Batteries shall be inspected monthly and maintained as per manufacturer's specifications.	N/A
Ensure that battery surface is clean and dry.	N/A
Ensure that terminal connections are clean, free of corrosion and lubricated.	N/A
Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	N/A
Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	Maintenance?

Yearly

Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	Gencare
After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications.	Gencare

Elevators (High Buildings)

<u>General</u>	<u>Responsibility</u>
Ensure keys required to recall elevators and to permit independent operations are in their approved location.	n/a
Maintain correct signage for firefighters' elevator.	n/a

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.	n/a
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 stopped at the next floor at which it can make a normal stop.	n/a
Key operated switches in each elevator car shall be tested to ensure that the actuation of the switch will: <ul style="list-style-type: none"> a) enable the elevators to be operable independently of other elevators b) allow operation of the elevator without interference from floor call buttons c) render door re-opening devices inoperative d) 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 	n/a

Emergency Power Systems

General

Responsibility

Emergency power systems shall be inspected, tested and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".	Maintenance/Gencare
To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions.	Maintenance/Gencare
At least two copies of the instruction manual shall be maintained.	Maintenance/Gencare

Monthly

<p>The emergency electrical power shall be completely tested monthly as follows:</p> <ul style="list-style-type: none"> a) Simulate a failure of the normal power supply. b) Arrange so that: <ul style="list-style-type: none"> i) an engine generator set operates under at least 30% of the rated load for 60 minutes and; ii) all automatic transfer switches are operated under load. c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls. d) Record all instrument readings associated with the prime mover and generator and a verification that they are normal. e) Log and report as further prescribed in the manual of instruction for operation and maintenance. f) Check fuel supply for sufficient quantity. 	Director of Environmental Services
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Annually

Test the generator, control panel, and transfer switch in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".	Gencare
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