

Fire Emergency Plan & Evacuation Plan

Revised AUGUST 2022

Approved by: _____

Fire Safety Officer

Elizabethtown – Kitley Fire Dept.



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Audit of Building Resources

** Note: The following pages give a description of the Fire Safety Equipment in this building. Further information on the location of equipment can be found on the schematic drawings.

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Establishment

Sherwood Park Manor

1814, County RD #2 East

Brockville, Ontario

K6V 5T1

(613) 342-5531

Fax: (613) 342-3767

Date of Construction: 1975, 2001

Number of Storeys: 1

Number of bedrooms: 73

Number of Residents: 107

Basement: Partial

Outbuilding: Generator / Garage
Storage Building

Fire Alarm and Detection System

Name of Company: Mircom

Type: Two Stage

Primary Power: Hydro

Back-up Power: Emergency Generator & Battery

Location of Panels: In the vestibule at the front door
Outside Main nursing station
Outside North nursing station

Location of Pull Stations

At all exits & Tops of Northeast & Northwest Corridors

Inside all tub rooms & dirty/clean utility rooms

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Location of Heat/Smoke Detectors

All bedrooms, corridors, rooms of assembly and storage rooms in accordance with present day legislation

** Note: Fire alarm is connected to 401 Security Alarm Company.

Location of Carbon Monoxide Detectors

Front door, kitchen, outside main nursing station, basement by loading dock.

Standpipe Hose Cabinets

Locations:

- Main Dining Room: Outside kitchen entrance door
- West Wing: Adjacent to room 101
- West Wing: Adjacent to room 108
- South Wing: TV sitting room area
- East Wing: Adjacent to room 306
- Basement: Bottom of the elevator

** Note: Fire Department Connection - Outside the front door

Shut off valves located in basement Mechanical Room. They are locked in open position.



Portable Fire Extinguishers

<u>Type</u>	<u>Location</u>
Hose	Hose Cabinet Main Dining Room – Outside Kitchen Entrance Door
	Hose Cabinet West Wing - Adjacent Room 101
	Hose Cabinet West Wing – Adjacent Room 108
	Hose Cabinet South Wing - TV Sitting Room Area
	Hose Cabinet East Wing - Adjacent to Room 306
	Hose Cabinet Basement – Bottom of Elevator
	Northwest Corridor (2)
	Northeast Corridor (3)
	Chapel
Multi-purpose (A-B-C)	North Servery
	Office Hall
	Conference Room
	Basement Halls (3)
	Maintenance Shop
	Ramp Room
	Boiler Room Exit
	Laundry Room
	Main Laundry Chute Room
	Ladies Basement Washroom
	Men’s Basement Washroom
	Metal Shed
CO2	Basement Mechanical Room
K	Kitchen



Exterior Exits from All Floor Areas

Basement:

Ramp Exit Doors

Page | 6 1st Floor:

East Wing - 1 exit

South Wing - 2 exits

West Wing - 2 exits

Main Dining Room

Conference Room

Rear Loading Dock by Coffee Shop

Main Stairwell

Activity Room

Kitchen

North Stairs

Front Main Entrance

North West Exit

Fireplace lounge

North East Exit

Boiler Room Exit

Automatic Extinguishing System

1. Sprinkler system: Entire north wing and Administration area
Location: North Laundry chute - 1 head. Main laundry chute – 1 head
Main laundry chute room - 3 heads off domestic line
2. Foam System: Over top of Kitchen Range Hood
Pull handle: Near west exit door in kitchen

Type of fuel for cooking: Natural gas

Manual shut-off: Outside rear of kitchen

Automatic fuel shut-off (Kitchen): Near stove on gas pipe

Automatic fuel shut-off (Boilers): Outside door to boiler room in hallway



Emergency Lighting from Emergency Generator

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Front Entrance

Kitchen

Lunch Room

Dining Rooms

Basement Service Areas

Electrical Room

All Wings

Generator Building

**** Note: Emergency Battery Packs:**

(1) Chapel

(1) Emergency Supply Room

(1) Generator Room

(1) Laundry Room

(1) Kitchen Storage Room

Chubb Box: Location front door (Contains all keys with numerical identification list).

Emergency Generator:

- 125 KW Diesel Generator
- Located in red metal shed at the rear of facility



Audit of Human Resources

Building staff usually consists of the following but is subject to minor alterations:

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	<u>Days</u>	<u>W.E.</u>	<u>Evenings</u>	<u>W.E.</u>	<u>Nights</u>	<u>W.E.</u>
Administrator	1					
Office Staff **	4 or 5					
Director of Nursing	1					
Assistant Director of Nursing	1					
Registered Nurses	1 or 2	1	1	1	1	1
Registered Practical Nurses	3	3	3	3	1	1
Health Care Aides/PSW's	12	12	9	9	4	4
Food Services Manager	1					
Dietary Staff	5	5	4	4	Until 20:00 hrs.	
Resident and Family Services Manager	1					
Life Enrichment Staff **	3	1	1 – (20:00 hrs)			
Housekeeping Staff	3	3	1 – (3-7)			
Laundry Staff **	1	1				
Maintenance Staff **	1 or 2					
Hairdressing	1 Mon,Wed,Thur					
Physiotherapist	1					
Physio Assistant	2		Weekday			
Totals:	43 or 46	26	19	17	5	5

***Note: Volunteers and Casual Employee's within these departments may fluctuate on a daily basis**

Fire co-ordination

- Will be carried out by the First Registered Staff to arrive at one of the 3 enunciator panels.
- If it can be verified that an alarm activated by error, someone should call the fire department a second time to inform them of the severity of the situation, they may decide not to send a full team.
- In case of a fire emergency, all staff have been assigned specific responsibilities as outlined on the following pages of this booklet. It is the duty of all staff to acquaint themselves with and carry out these tasks.



Instructions to Staff on Fire Procedures

No one should ever charge through fire doors without feeling them first to see if they are hot. No one should silence the bells, reset the system or call an “all clear” until a member of the fire department gives verbal approval to do so.

***All staff will sign an appropriate sheet annually indicating that they have read and understood ‘The Fire Emergency Plan’.**

Available Resources

Fire Department (Brockville)	Brockville Fire Department
	360 Laurier Blvd.
	BROCKVILLE, Ontario K6V 6C5
	613-498-1261
	Chief Ext. 2501
Fire Department (Elizabethtown/Kitley)	Elizabethtown/Kitley Fire Department
	6544 New Dublin Rd., RR#3
	Addison, Ontario K0E 1M0
	613-498-2460
Fire Safety Officer (Elizabethtown/Kitley)	44 Main St E.
	LYN, Ontario K0E 1M0
	613-498-2460
Fire Alarm and Detection Services	Georgian Bay Fire & Safety
	Brockville, Ontario
	341-0234
Fire Alarm and Detection Monitor System	Alliance Security and Monitoring
	Brockville, Ontario
	342-6101
Portable Fire Extinguisher Service	Georgian Bay Fire and Safety
	Brockville, Ontario
	613-341-0234 or 613-342-6102
Sprinkler System	Drapeau Automatic Sprinkler Corp.
	Kingston, Ontario
	1-613-549-3353
Fire Suppression System	ABC Fire Protection
	4503 South Avenue, Unit 11
	Brockville, Ontario
	613-345-3473
Elevator Service and Repair	Kone Elevator Co.
	Brockville, Ontario
	1-877-276-8691

SHERWOOD PARK MANOR FIRE PROCEDURE

Residents, Visitors, Auxiliary, Volunteers & Students

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UPON DISCOVERY OF FIRE OR SMOKE;

R – Remain calm

A - Activate the fire alarm system by pulling the nearest pull station

R – Report the Fire Location to Sherwood Park Manor staff

F – Follow instructions from Sherwood Park Manor Staff

Location of Pull Stations

At all exit doors & Tops of Northeast & Northwest corridors, inside all tub rooms & dirty/clean utility rooms

Upon Hearing the Fire Alarm:

- Remain calm

- Follow instructions from Sherwood Park Manor Staff



The following instructions to residents, visitors, auxiliary, volunteers & students have been posted inside of each resident's room in a visible location.

SHERWOOD PARK MANOR FIRE PROCEDURE

ALL STAFF

UPON DISCOVERY OF FIRE OR SMOKE;

R - Rescue people in immediate danger if possible

A - Activate the fire alarm system by pulling the nearest pull station

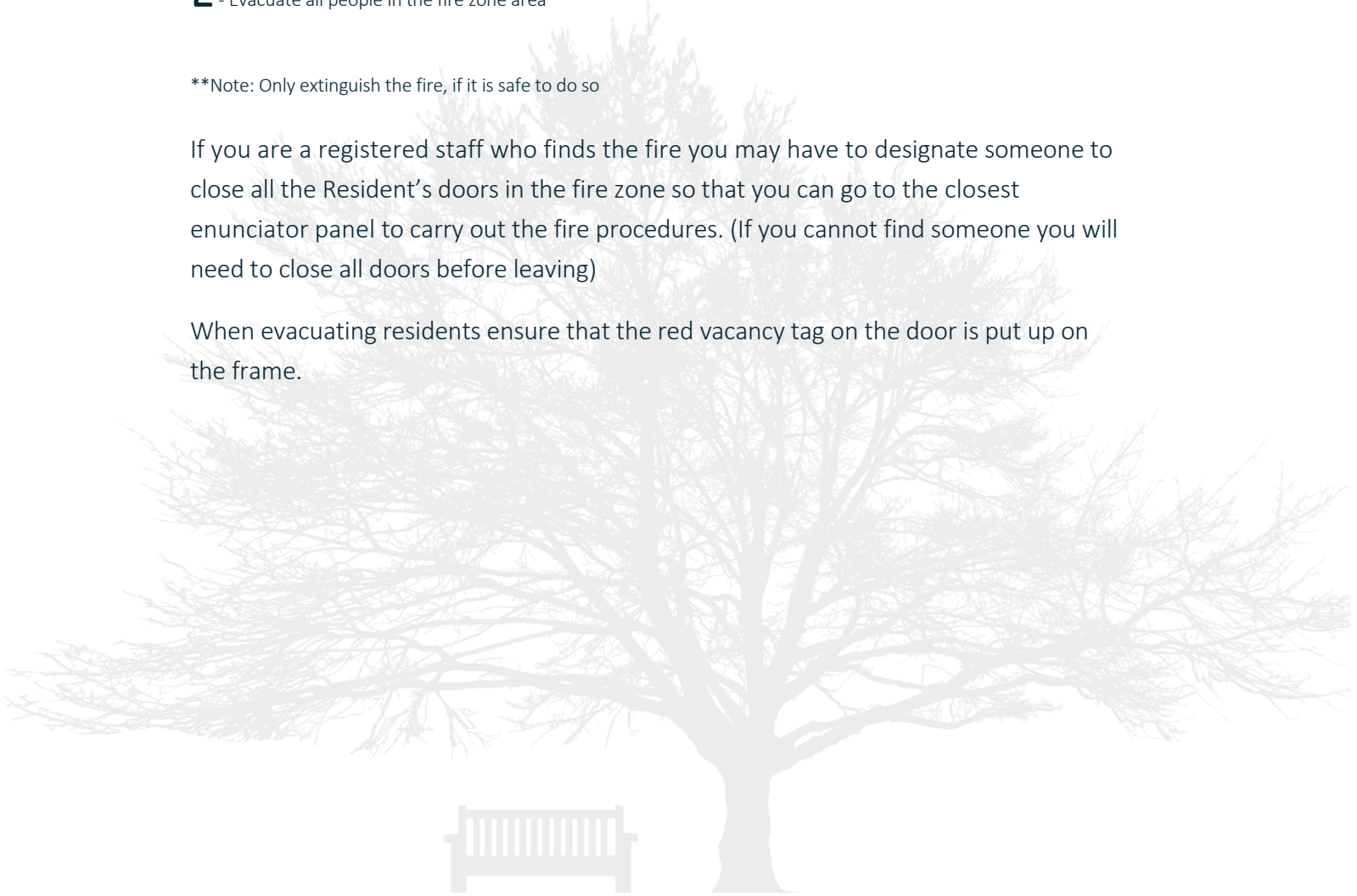
C - Contain the fire by closing all doors and windows to reduce the spread of smoke and confine the fire

E - Evacuate all people in the fire zone area

****Note:** Only extinguish the fire, if it is safe to do so

If you are a registered staff who finds the fire you may have to designate someone to close all the Resident's doors in the fire zone so that you can go to the closest enunciator panel to carry out the fire procedures. (If you cannot find someone you will need to close all doors before leaving)

When evacuating residents ensure that the red vacancy tag on the door is put up on the frame.



The following instructions in case of fire will be posted at each Nursing Station.

SHERWOOD PARK MANOR FIRE PROCEDURE

All Staff – Mon-Fri Days (7:00 am – 3:00 pm)

Upon Hearing the Fire Alarm:

FIRE TEAM;

1. Remain calm
2. Turn-off any equipment or appliances you are using.
3. Report to the location of the fire zone area. (Never charge through fire doors without feeling them first
4. to see if they are hot **using back of your hand**).
5. Charge RN goes to nearest enunciator panel and checks for location on panel and announces CODE RED three times and affected location and directs other staff to other wings to keep residents in their respective wings. When fire is over announces CODE RED all clear 3 times.
6. RPN from North dons orange vest and awaits fire department and other staff coming back into building to give directions to fire.
7. Follow RACE procedures with 3 PSW s moving residents from affected area to Chapel/ Large Activity Room area or if it is affected area then behind closed fire doors of nearest wing/area.

**Note: Below are the people that respond in a code red emergency:

Nursing: #7 PSW, #2 PSW 7-3 (north), #4 PSW 7-3 (west)

RN in Charge

RPN from North

Weekend Days Fire Team:

Nursing: #7 PSW, #2 PSW 7-3 (north), #4 (west)

RN in Charge

RPN from North



SHERWOOD PARK MANOR FIRE PROCEDURE

All Staff – Mon-Fri Days (7:00 am – 3:00 pm) Cont.

Upon Hearing the Fire Alarm:

Non-Fire Team;

1. Remain calm
2. Remove any equipment or carts in the corridor into a room close by to ensure corridor is clear and unobstructed. Turn-off any equipment or appliances you are using.
3. Proceed to your pre-assigned area
4. When in an unaffected area:
5. Move any residents, carts or family members behind doors
6. Close all doors and windows
7. Monitor exit doors
8. Remain in assigned areas until “All Clear” is announced

****Note: Below are the people that respond in a code red emergency:**

Reception Clear out front lobby assist to get people behind fire doors i.e. – small activity room.

A.D.O.C – Long pod of the North monitor exit door.

Resident & Family Services Manager short pod of the North monitor exit door.

Food Services Manager– East wing monitor exit door.

Finance Services Manager – West wing monitor exit doors

RPN's – 1 East, 1 West & 1 Long pod of the North; assist nursing staff by keeping residents calm and behind closed doors.

Laundry – secure basement, go to loading dock exit door.

Physio – go to boiler room exit doors for monitoring.

Volunteers, visitors, contractors – go behind the closest fire door or in basement go to loading dock exit door.

Dietary Cook: - stay and secure kitchen and monitor center core old building.

Dietary Staff x 4 – go to chapel area and monitor doors for exit seeking residents.

Scheduler-go to the long pod on the North

Housekeeping – one staff go to south to monitor second exit door; one staff West to monitor exit door, one staff to go to sitting room in north to monitor exit door.

Bath teams –if bathing get resident dried and back to room; if fire area dry and remove with assistance to chapel area. Assist if no bathing, keeping corridors clear of non-affected fire areas.

Life Enrichment – Monitor chapel to keep residents calm.

Administrator –as assigned make phone calls, speak to fire department.

Director of Care –short pod north to monitor exits and doors.

Maintenance – monitor alarm system, reset doors etc, and assist RN as needed.

Other Nursing staff in non-affected fire area to stay in area, move residents to their rooms keeping them calm and corridors clear.



Weekend Days Non-Fire Team:

RPN's – 1 South, 1 West, monitor fire exit doors.

Laundry – Basement

Page | 14 Life Enrichment – if available will go to chapel area to monitor doors keep residents calm

Housekeeping – one staff goes to south to monitor one exit door; one staff goes west to monitor exit door.

Dietary Cook - to clear kitchen and monitor center core area.

Dietary Staff – one staff to East to monitor exit door; one staff to north long pod, one staff to short pod monitor exit doors.

Other nursing staff on unaffected areas will go and move their residents into their rooms, keeping corridors clear, on north assist monitoring boiler room exit and sitting room exit in north.

***All other staff will stay in their areas**



SHERWOOD PARK MANOR FIRE PROCEDURE

All Staff – Evenings (3:00 pm – 11:00 pm)

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Upon Hearing the Fire Alarm:

FIRE TEAM;

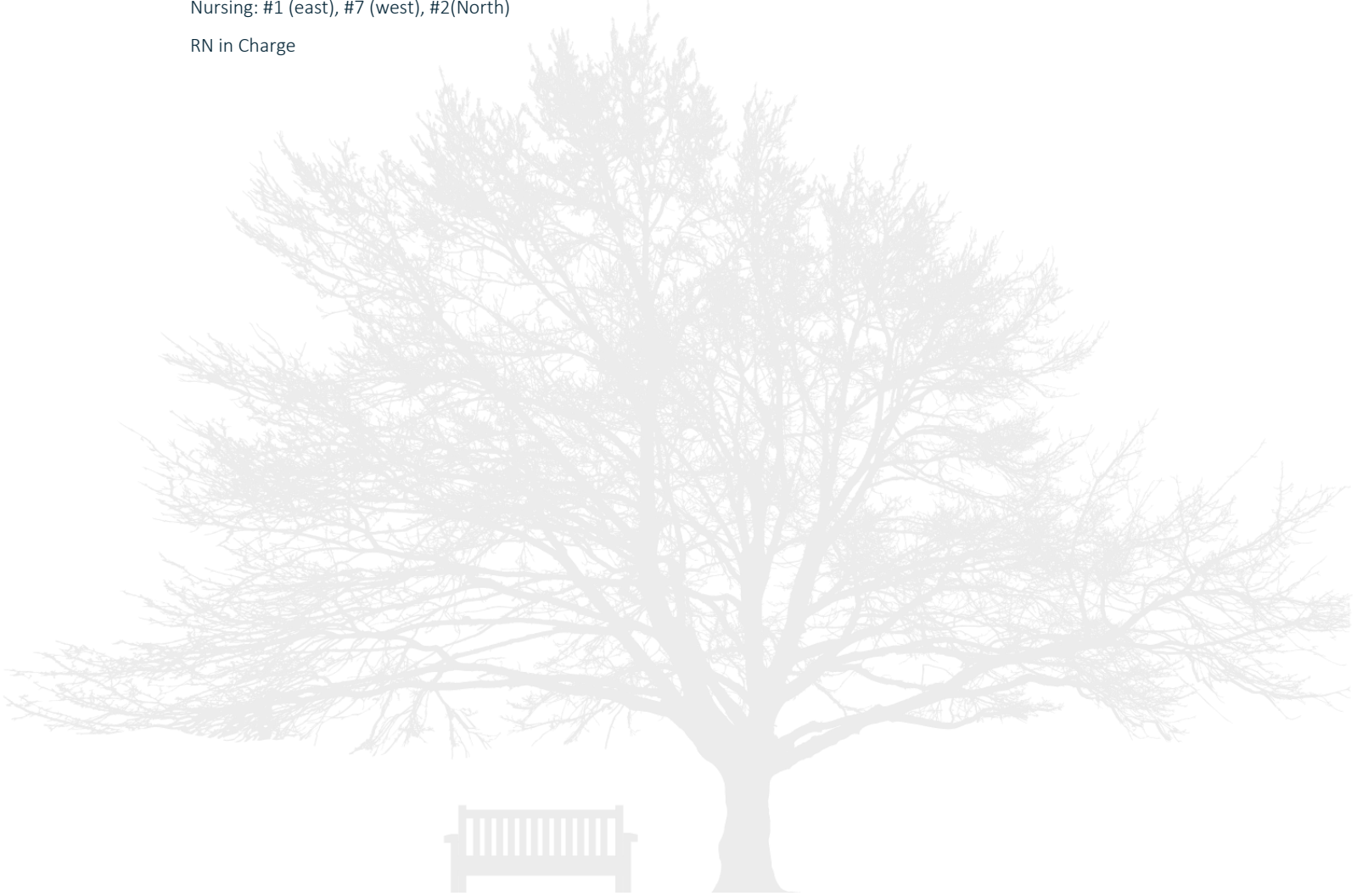
1. Remain calm
2. Turn-off any equipment or appliances you are using.
3. Report to the location of the fire zone area. (Never charge through fire doors without feeling them first
To see if they are hot USING THE BACK OF YOUR HAND)
4. Follow RACE procedures – removing all residents from affected area to Main Activity Room.

****Note: Below are the people that respond in a code red emergency:**

Nursing: #1 (east), 7 (west), #2 (North)-
RN in Charge.

Weekend Evenings Fire Team:

Nursing: #1 (east), #7 (west), #2(North)
RN in Charge



SHERWOOD PARK MANOR FIRE PROCEDURE

All Staff – Evenings (3:00 pm – 11:00 pm) Cont.

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Upon Hearing the Fire Alarm:

Non-Fire Team;

1. Remain calm
2. Remove any equipment or carts in the corridor into a room close by to ensure corridor is clear and unobstructed.
Turn-off any equipment or appliances you are using.
3. Proceed to your pre-assigned area
4. When in an unaffected area:
 - Move any residents, carts or family members behind doors
 - Close all doors and windows
 - Monitor exit doors
5. Remain in assigned areas until “All Clear” is announced

****Note: Below are the people that respond in a code red emergency:**

7 Days a week:

RPN (North) Clear out front lobby & wait for fire personnel to arrive.

(Put on an orange safety vest located between the 2 front doors)

RPN's – 1 (East), 1 (West) – ensure residents are in rooms keep corridors clear, and monitor exit doors

PSW #9 – Until 9 pm – go to short pod of north keep corridors clear and monitor exit doors.

PSW # 10 – go to east; keep corridors clear and monitor exit doors.

Food Service – until 7 pm – go to North pod to monitor fire doors in long pod and sitting area.

Housekeeping – until 7 pm secure basement area.

Food service until 8 pm – monitor dining room area.

Life Enrichment – until 9 pm – go to West monitor exit doors and keep corridors clear

Scheduler- long pod on the North until 5 pm

***All other staff will stay in their areas**



SHERWOOD PARK MANOR FIRE PROCEDURE

All Staff – Nights (11:00 pm – 7:00 am)

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Upon Hearing the Fire Alarm:

FIRE TEAM;

1. Remain calm
2. Turn-off any equipment or appliances you are using.
3. Report to the location of the fire zone area. (Never charge through fire doors without feeling them first
To see if they are hot)
4. Follow RACE procedures –removing all residents from affected wing and bringing them to Chapel/ Main Activity Area.

****Note: Below are the people that respond in a code red emergency:**

7 Days a week:

Nursing: #1 (east), #2 (north), #3 (west), #4 (south)

RN in Charge

Non-Fire Team;

1. Remain calm
2. Remove any equipment or carts in the corridor into a room close by to ensure corridor is clear and unobstructed.
Turn-off any equipment or appliances you are using.
3. Proceed to your pre-assigned area
4. When in an unaffected area:
 - Move any residents, carts or family members behind doors
 - Close all doors and windows
 - Monitor exit doors
5. Remain in assigned areas until “All Clear” is announced

****Note: Below are the people that respond in a code red emergency:**

7 Days a week:

RPN - Clear out front lobby & wait for fire personnel to arrive.

(Put on an orange safety vest located between the 2 front doors)



SHERWOOD PARK MANOR FIRE PROCEDURE

First Registered Staff to Arrive

Upon Hearing the Fire Alarm:

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1. Remain calm
2. Remove any equipment or carts you are using in the corridor into a room close by to ensure corridor is clear and unobstructed. Turn-off any equipment or appliances you are using.
3. Go to the closest enunciator panel. (Unless the fire is in your area)
4. Remove the clipboard with the fire procedures & resident list.
5. Open the panel (Key is located on top of the panel)
6. Check the enunciator for the origin of the alarm
7. Pick up the mic handset and press "All Call"
8. With the mic handset pressed in....Wait for 3 beeps then announce "CODE RED & location of the fire" X 3

I.E. « Code red.....Rm 402, Code red.....Rm 402, Code red.....Rm 402"

9. Call 911

PLEASE NOTE - on nights call Administrator 613-349-0553 or Director of Nursing 613-213- 2858 to initiate telephone call in.

10. Go to the fire zone to direct other staff in the transfer of residents to another safe area

11. Advise the fire department regarding the status of the incident upon their arrival

12. Carry out any further instructions from the fire department personnel

13. Ensure magnetic locks are reset after a fire or a drill.

****Note:** The first registered staff to announce the code red assumes charge until the RN in charge arrives at the fire zone area.

**** IF GAS ODOUR IS DETECTED IN THE BUILDING OPEN WINDOWS IN THAT AREA AND PHONE THE FIRE DEPARTMENT (911) state "This is Sherwood Park Manor @1814 County Rd 2 East, East of Oxford Ave. there is a fire_____"**

- **THE NURSING MANAGER ON CALL** Cell#: 613-213-2858

- **ENBRIDGE GAS** 1-800-644-9066



SHERWOOD PARK MANOR

ADDITIONAL FIRE PROCEDURES

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Kitchen, Hairdressing, Laundry & Maintenance

Dietary Staff:

Turn off all appliances, including all portable fans.

If the fire is in the cooking equipment and the 'Fire Extinguishing System' has not activated pull the manual release on the back west wall by the exit door.

Laundry Staff:

Do not turn off the dryers when the alarm sounds. Turn off all other equipment, including all portable fans and label Press.

Fire Department

To reset fire panel affected pull station and press reset; queue button on fire alarm panel.



Fire Hazards

To All Staff:

Fire prevention and the elimination of all fire hazards are the responsibility of all staff. You are to report to your supervisor all potential fire hazards. Management will take all steps that are necessary to correct the hazards that have been noted.

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The Following Examples are contrary to fire safety regulations;

- Unauthorized, careless smoking.
- Blocking of heat registers.
- Excessive use of extension cords.
- Frayed cords on appliances.
- Accumulation of rubbish.
- Storage in corridors and the blocking of exit doors.
- Fire doors that are blocked open.
- Blocking of fire protection equipment. (Extinguishers, pull stations, hose cabinets, etc.)
- Obstruction of corridors-(e.g.; Wheelchairs etc.)

Sounding the Alarm

Fire alarm pull stations are located at every exit door, tops of the Northeast/Northwest corridors, inside all tub rooms & dirty/clean utility rooms. When they are pulled, they sound the horns throughout the building. The fire alarm system is connected directly to 401 Security Alarm Monitoring Company. However, the Fire Department must still be called when the alarm rings at 911.

The building is also equipped with heat and smoke detectors, which will sound the alarm system automatically when they sense heat or smoke. Some doors are also held open with magnets, which will release automatically when the fire alarm system is activated. Exit door locks automatically release upon activation of the fire alarm system.

The initial alarm (first stage – loud beeping) will continue until it is manually put into full alarm (second stage – loud constant signal)

****Note: No one should silence the bells, reset the system or call an “all clear” until a member of the fire department gives verbal approval to do so.**



Fire Hose Cabinets

Hose cabinets are located throughout the original building in the corridors. These cabinets contain a length of hose complete with a combination shut-off nozzle. All the hose on the rack must be removed before turning on the water valve. Use these only if you have been trained to do so and make yourself familiar with the location of the hose cabinets in your work area.

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The fire hose is generally intended for use by the fire department who are trained in its proper use and who have proper protective clothing and equipment to protect them from exposure to fire or smoke.

This equipment is installed to assist fire fighters to attack a fire from within the building without having to extend hose lines through fire separation doors allowing smoke to emerge into unaffected areas of the building.

Portable Fire Extinguishers

Portable fire extinguishers are located in each hose cabinet and other areas throughout the building. Make yourself familiar with their location and the type of fire extinguisher. Use these only if you have been trained to do so and you feel confident enough to safely extinguish the fire.

Fire Confinement

If a fire cannot be extinguished or controlled, it is very important to confine it. Close all doors and windows in the immediate fire area.

****NOTE: For any fire (No matter how small), it is imperative that the alarms be sounded and that the fire department has been called and the evacuation procedures have begun.**

Training of Staff

The Administration is responsible for the training of all staff. This fire emergency plan covers the following areas:

- The method of sounding the alarm.
- Evacuation procedures.
- Use of portable fire extinguishers.
- Fire Hazards.
- Location of building fire safety features.
- Assist fire department.
- Fire department access.

Ontario Fire Code (OFC) – ITEM 2.8.2.1(6), (7) – Training of Supervisory Staff under a Fire Safety Plan must be recorded.



Specific Training Program

It will be stressed to all staff as they receive copies of their specific responsibilities that they must learn and know them.

These tasks will be reviewed from time to time (minimum of once annually).

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Additional training, as required, will be done at least annually. This will cover the use of the portable fire extinguisher and the automatic extinguishing system.

If requested, assistance may be provided by the local Fire Department.

The responsibility for staff training is the responsibility of the Administrator.



Fire Drills

Fire drills shall be conducted at least once per month. This must include a sprinkler test. The emphasis is to cover all staff at least every 6 months and fire drills shall be alarmed. All staff must participate.

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OFC – Item 2.8.3.2 (2,1) – A fire drill must be carried out once per year for a scenario approved by the Chief Fire Official representing the lowest staff level complement in order to confirm compliance with the OFC Section 2.8.2.2(1).

OFC – Item 2.8.3.3 – The Chief Fire Official must be notified within a time period approved by the Chief Fire Official of every fire drill carried out under Section 2.8.3.2(2,1)

Procedures:

- Notify 401 Monitoring Service (613-341-0234) we are having a drill
- Notify the Brockville Fire Department (613-498-1261) we are having a drill
- Simulate a mock fire situation
- Ensure staff follow their procedures
- Ensure that all fire doors closed automatically when alarm was pulled
- Ensure that the alarm could be heard throughout the building
- Reset the fire alarm system
- Ensure all staff who participated have signed, and a record of attendance is kept
- Discuss any problems with staff
- Check enunciator panel that it is reset to full operation
- Check to ensure that all door mag-locks have been reset
- Check the door alarm panel to ensure it is clear
- Notify Alliance Monitoring Service that the drill is complete (Ensure everything went OK)
- Notify the Brockville Fire Department that the drill is complete (Ensure they received the 911 call)
- Keep records of drills, including any special comments or problems



Fire Drill Sheet

Date of Drill: _____

Shift: _____

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Time: _____

Alarm Activated: _____

Source AC-DC _____

Fire Department Notified:

If Alarm Activated:

What pull station used to activate alarm? _____

Could alarm be heard throughout the building? _____

Did all fire doors close automatically when alarm was pulled? _____

Where was the fire placed? _____

Comments:



Alternate Measures

The Administration will ensure that where any fire protection equipment or system or any part thereof is shut down or out of order, the Fire Department will be notified and alternate measures acceptable to the Chief Fire Official will be established to maintain the safety of the building occupants.

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The following procedures are to be followed in the event that the fire alarm and detection system is out of order:

1. The alternate method of sounding the alarm is done by using the overhead paging system.
2. Notify the Fire Department of the alternate measures to be used to alert occupants of a fire.
3. Notify all staff of the alternate method of sounding the alarm and that the fire alarm is out of service.
4. Provide a foot patrol minimum one half hour of all areas of the building on a continuous basis. A record shall be kept of each foot patrol and shall include the time of the patrol, the signature of the person taking the patrol and any findings of each patrol. The person doing patrols must be advised on procedure and purpose of patrol. See Fire Watch Sheet (Appendix 1)
5. When the system is back to normal, notify the fire department 613-498-1261 ext 0 dispatch, all staff and residents.



Evacuation Plan & Procedure (Code Green)

Evacuation of the facility begins with the room of fire origin and concludes once everyone is safely out of the fire zone. The evacuation of a Nursing home is different from other buildings where occupants are able to learn an appropriate fire procedure and implement it once the fire alarm activates. Occupants in other buildings generally do not depend on others to assist them to get out safely.

The occupants of a health care facility generally require assistance to leave the building. This may be in the form of physical assistance or guidance. A specialised procedure for evacuation, referred to as "Staged Evacuation", is followed:

This concept concentrates the available staff in the area of greatest danger (area of fire origin). The building has been constructed with this in mind also. The fire safety features available may include:

- Early detection of a fire
- Fire separation and compartmentalizing
- Protected evacuation zones
- Emergency procedure
- Adequate exits
- Horizontal separations
- Fire suppression systems
- Smoke control equipment

****Note:** A successful evacuation will depend on the staff being fully knowledgeable of the:

- Fire safety plan and procedure
- Building features that will allow them sufficient time and protection to safely evacuate the residents.

Commence evacuation upon discovery of the fire or smoke or upon the activation of the fire alarm system.

Evacuate in Staged Moves as follows:

- (1) Room with fire or smoke
- (2) Rooms on either side of the room involved
- (3) The room directly across the corridor from the room of origin
- (4) The remainder of the rooms in the fire zones

- Never charge through fire doors without feeling them first to see if they are hot. Start evacuation procedures and
- remember to put the resident vacancy tag on the door frame after the room is vacant
- Evacuation should be horizontally through the fire separation doors at the entrance to each wing.
- If this route is not available, then residents should be taken directly outside through the nearest fire exit.
- If the corridor becomes contaminated by smoke or fire, residents should be kept in their rooms with the doors closed and the smoke sealed as best possible.
- In this instance, the resident could be removed through the window by fire fighters or other responding rescuers

- This would be a last resort and used only when the normal evacuation was impossible.
- Evacuation should continue internally when possible, by taking residents into other zones moving further and further away from the fire area.
- Sherwood Park Manor has a two-stage fire alarm system.
- When the first stage alarm sounds, it is a signal to evacuate the area where the alarm originated. (Beeping Tone)
- The RN in charge activates the second stage alarm (is manually turned in), it is the signal for all persons to evacuate the building through the nearest exit and proceed outside to the nearest evacuation zone sign. These signs are located for east, west, south and north wings (constant tone). ***We do not have zones on our alarm system. The bells ring the same way all over the building. Therefore, the way we decide to interpret the sound is important.***
- We do not evacuate the residents entirely from the building unless verbally instructed to do so by the Fire Department. If there is a need to evacuate further wings, staff will be verbally informed by the fire department lead.

There may be rare occasions when it cannot be done. For example if there are flames or dense smoke at the large fire doors leading into the affected wing. Then it would be necessary to actually take residents in groups supervised by staff out the nearest exit and then straight into the nearest entrance to an unaffected wing. This system minimizes the chance of losing residents outside.

If an evacuation is moved through an exterior door then a head count of all residents, staff, volunteers and visitors must be done. Clip boards with up-to-date resident room lists are available at the main nursing station.



External Evacuation Plan

****Note: When a general evacuation is required, accommodation will be provided at:**

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Relocation Centres:

<i>St. Lawrence Lodge:</i>	<i>613-345-0255</i>
<i>Maple View Lodge:</i>	<i>613-924-2696</i>
<i>Rosedale Retirement Centre:</i>	<i>613-342-0200</i>
<i>Lanark Lodge:</i>	<i>1-613-267-4225</i>

Steps:

1. The Charge RN will contact the relocation centres so that they can prepare for the taking of additional residents.
2. Transportation from _____ to be contacted to proceed to SPM to transport residents to assigned site.
- 2.. Charge Nurse to assign one staff member to meet residents on arrival at re-location centre. This staff member to record resident head count and compare to Sherwood Park Manor list.
- 3.. Registered staff to assign remaining staff to assist residents in relocation centre; and
4. All staff to instruct any volunteers in assisting and attending to residents.

****Note: Any family wishing to take their relative home must first sign resident out with staff member who is doing head count at relocation centre.**

If the entire building must be evacuated the following additional steps must be taken:

Total Evacuation:

1. Ensure that all floor areas are evacuated.
2. Ensure that all residents and staff are accounted for.
3. Ensure that all residents have identification bracelets applied (located in emergency supply room-west wing).
4. Proceed with the movement of staff and residents to the evacuation site.

For Additional Staff: (Emergency Only) The Charge Nurse will call the Manager on Call – 613-213-2858 and/or Administrator 613-349-0553, who will initiate the telephone call back (Appendix 2).

****Note: The Charge Nurse will be responsible to ensure the removal of all residents/visitors, medical records and medications (if only safe to do so) during the evacuation.**

EMERGENCY TELEPHONE NUMBERS

Fire Department – Brockville	911
Fire Department – Elizabethtown/Kitley	911
Fire Safety Officer, Administrator	(613) 498-2460 613-349-0553 (cell) 613-634-0588 (primary)
Ontario Provincial Police	911
Brockville Police Department	911
ON Call Manager	613-213-2858
Maintenance Coordinator –	613-340-4155 (Cell)
Advisory Physician -	613-925-5977
Medical Officer of Health – Lanark, Leeds Grenville	613-345-5685
Brockville General Hospital – Charles Street	613-345-5645
Maple View Lodge	613-924-2696
Rosedale Retirement Centre	613-342-0200
St. Lawrence Lodge	613-345-0255
Lanark Lodge: - Perth	1-613-267-4225
Ambulance	911
St. John Ambulance	613-342-2974
Wheelchair Van	613-342-7739
Hydro One	613-345-1451
Ministry of Health – Ottawa	1-800-267-3616
Ministry of Health - Toronto	1-416-965-1211
Date Last Revised: Aug 2022	
Date of Next Review: May 2023	

Distribution of the Fire Safety Plan

Brockville Fire Department.....	1 copy
Elizabethtown/Kitley Township Fire Department.....	1 copy

Sherwood Park Manor:

Administrator.....	1 copy
Director of Nursing.....	1 copy
Assistant Director of Nursing.....	1 copy
Administration.....	1 copy
Life Enrichment/Physio Therapy Department.....	1 copy
Dietary Department.....	1 copy
Housekeeping/Laundry Department.....	