



FIRE ALARM PROCEDURE

WHEN FIRE ALARM SOUNDS, 1ST FLOOR CHARGE PERSON WILL (IF ON BREAK DESIGNATED KITCHEN STAFF WILL BE IN CHARGE):

1. CHECK FIRE PANEL IN FRONT ENTRANCE AND FIND LOCATION OF FIRE AREA
2. ANNOUNCE OVER THE P.A. SYSTEM THE LOCATION OF THE ALARM, REPEATING 3 TIMES: "DR. RED AND LOCATION OF FIRE"
3. CALL FIRE DEPARTMENT (911) AND GIVE LOCATION OF THE ALARM
4. REPEAT "DR. RED" AND LOCATION AGAIN
5. DESIGNATE SOMEONE TO CALL

DIRECTOR OF OPERATIONS - 709-215-0188 or if not available

ADMINISTRATOR – 519-670-1971 OR 519-461-0059 or if not available

*BACKUP IS DIRECTOR OF RESIDENT CARE – 519-878-5049 OR 519-284-2516

IF UNABLE TO REACH DIRECTOR OF OPERATIONS, ADMINISTRATOR OR DIRECTOR OF RESIDENT CARE PROCEED TO NUMBER 6

6. IF NO ONE ANSWERS DESIGNATE TO FOLLOW #6

They will: Log into Staff Schedule Care

Go to Schedule

Go to Mass Messaging Lite

Hit the plus + sign

Header - what the emergency is (ie fire)

Fill in Content- (ie fire third floor)

Go to employee(s)

Click on three dots, check box on left hand side by Name at the top (which will select all employees) then click apply

Start Messaging ensure you adjust time to reflect one minute after current time

Hit apply

7. PLACE RED CLIP BOARD ON 1ST FLOOR DESK FOR FAN OUT ASSISTANCE TO HAVE ACCESS TO



**8. ENSURE YOU PLACE PORTABLE PHONE AND FAIRHILL KEY ON COUNTER
FIRE ALARM PROCEDURE CONT'D**

9. PLACE SIGN AS TO FIRE LOCATION ON COUNTER

10. TAKE MED CART, MAR SHEETS, TIME SHEETS & KARDEX TO FIRE SAFE AREA

11. SUPERVISE RESIDENTS IN FIRE SAFE AREA AND TAKE A RESIDENT COUNT

A. Everyone makes their way to the home to assist in emergency situation.

B. If for ANY reason the MASS MESSAGING fails, staff will be assigned to call staff.

Employees phone numbers will be updated monthly and kept in the contingency plan binder and at first floor with fire drill procedures.



EMERGENCY NUMBERS

KINGSWAY LODGE

310 QUEEN ST EAST

R.R# 6 St. MARYS, ON N4X 1C8

TELEPHONE: 284-2921

FAX: 284-4468

FIRE 911
POLICE 911

AMBULANCE EMERGENCY 911

AMBULANCE TRANSFERS 667-3070

ST. MARYS HOSPITAL 284-1330

GEORGIAN BAY FIRE ALARM 1-800-265-3118 (Code #391)

OTIS ELEVATOR OLD and (Fairhill)# FL398249 1-800-233-6847

AFTER REGULAR DAYTIME HOURS: (OR WEEKENDS)

STEP 1 -- The Administration OR Staff member who is ' On Call' when administrator is away, is to be notified of any emergency. The decision for further action if required will rest with this person

STEP 2 – Only one exception applies to this rule:

In the event of a LIFE-THREATENING emergency the doctor/ambulance or fire department are notified first.

Then notify the Administrator or designate