

FIRE EMERGENCY PLAN

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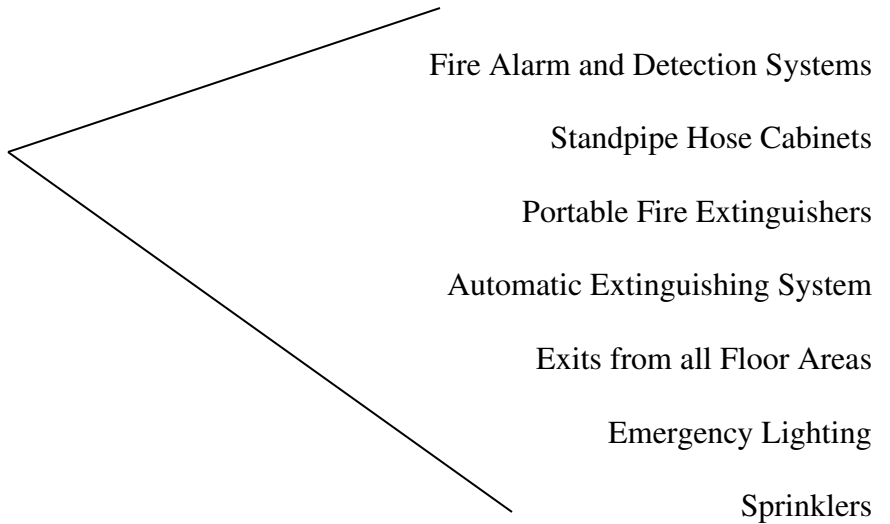
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FIRE EMERGENCY PLAN
CHAPTER "A"
AUDIT OF BUILDING RESOURCES

The following sheets in this chapter give a description of the Fire Safety Equipment found in this building

This will Include



Cont'd.....

Chapter 'A' cont'd....

Fire Alarm and Detection System

Name of Company: Secutron
Model module-r

Type Electronic

Primary Power A/C

Back-Up Power Generator/Rechargeable Batteries-24—Volt

Location of Panel Front Entrance

Location of Annunciator Panels..... Front Entrance

Trouble Indicator (total: 3) At each Nursing Station

Location of Pull Stations..... At all Exits and Other Areas
Throughout the Facility

Location of Bells Kingsway – Total of 13 between the 4 floors
Fairhill - Total of 9 between the 4 floors

Location of Heat Detectors... Kingsway - One in Every Residents Room
Fairhill-One in every Residents Room

Location of Smoke Detectors..... Every Hallway and All Resident Rooms
Fairhill All Hallways
Lower level Lodge Side

Standpipe Hose Cabinets

Locations..... Lower Level
1st Floor
2nd Floor
3rd Floor
Fairhill..... 2 on each floor

Hoses:..... (Total 12) 3 on Lower Level
3 on 1st Floor
3 on 2nd Floor
3 on 3rd Floor

1 in Stairwell (Main Floor West) Old Building

Nozzles.....Same as Above

Cont'd.....
Fire Emergency Plan
Audit of Building Resources

Chapter 'A' cont'd....

Fire Department Connections West Side of Building

Portable Fire Extinguishers

Pressurized Water(Total 14) 3 on Lower Level
5 on 1st Floor
2 on 2nd Floor
4 on 3rd Floor

Dry Chemical(Total 26) 7 on Lower Level
(Multi-Purpose) 2 on 1st Floor
3 on 2nd Floor
2 on 3rd Floor

Fairhill
1 each 1 in penthouse
2 on each floor (8)
Electrical room
Boiler room
Top of stairs to roof

Carbon Dioxide.....(Total 1) 1 in Kitchen

Automatic Extinguishing System

Location Over Stove and Grill in Kitchen

Name of Company Automatic Sprinkler Corporation Of America
Cleveland, Ohio 44147 (Manufacturer)

Distributor Armstrong Fire Protection
1031 Hubrey Road, Unit 5
London, On N6N-1B4

Model 4-G

TypeThe Wet Chemical System

Coverage Grill and Stove

Location of Pull HandleOn Wall Next to Extinguisher

Type of Fuel for Cooking Gas

Automatic Fuel Shut off..... One—Behind Stove

FIRE EMERGENCY PLAN

CHAPTER “B”

AUDIT OF HUMAN RESOURCES

Building Staff Consists of the Following	Full Time	Part Time	Day Shift	Evening Shift	Night Shift
Administrator	1	-----	X	On Call	On Call
Director of Resident Care	1	-----	X	On Call	On Call
Nursing Staff:					
Registered Nurses	9	5	X	X	X
Registered Practical Nurse	5	2	X	X	X
PSW's	30	10	X	X	X
Nurse's Aides	1	1	X	X	X
Director of Food Services		1	X	On Call	On Call
Dietary Staff					
Cooks	4	1	X	-----	-----
Dietary Aides	2	17	X	X	-----
Director of Environmental Services	1	-----	X	On Call	On Call
Housekeeping Staff	2	6	X	-----	-----
Laundry Staff	1	2	X	-----	-----
Director of Activities	1	-----	X	On Call	On Call
Activities Staff	4	1			
Office Assistant	-----	1	X	-----	-----
Maintenance Supervisor	1	1	X	-----	-----

Fire co-ordination will be carried out by the Building's Administrator

When the Administrator is not present in the building, fire co-ordination will be carried out by the following:

Day Shift.....Charge Nurse on 1st floor, along with “On Call” Administration Staff

Evening Shift:..... Charge Nurse on 1st floor, along with “On Call” Administration Staff

Night Shift..... Charge Nurse on 1st floor, along with “On Call” Administration Staff

FIRE EMERGENCY PLAN

CHAPTER “C”

INSTRUCTIONS TO RESIDENTS AND VISITORS (GENERAL INSTRUCTIONS)

The following instructions to residents and visitors have been posted inside each resident’s bedroom in a viable location:

- If You Discover a Fire:**
1. Remove all occupants from the room, close the door and flip up evacuation door marker in order to let everyone know room is cleared.
 2. Notify staff of fire location
 3. Follow instructions from staff

- If You Hear the Alarm:**
1. Remain calm
 2. Close doors and windows
 3. Prepare for Evacuation
 4. Follow instructions from staff

Sprinklers will activate should a fire be detected, continue with fire plan as instructed only in affected fire area

The following additional instructions are posted at each fire alarm pull station

IN CASE OF FIRE

1. Remove residents from affected area
2. Confine fire (close door)
3. Sound alarm (if not already activated)
4. Dial 911
5. Prepare for evacuation

FIRE PROCEDURES FAIRHILL

- 1. There is no smoking at Kingsway Lodge or Fairhill Residence. All visitors and guests should be aware of this.**
- 2. List of residents requiring assistance by Fire Department will be in Fire Safety Plan Box**
- 3. Each suite has a heat detector in the entrance hall and a smoke alarm in the living room. Do not tamper with these safety devices. Our fire alarm system is not hooked directly to the St. Marys Fire Department. There are hose cabinets on each floor located by the exit. Each hose cabinet contains a fire extinguisher.**
- 4. The Lodge side is equipped with a sprinkler system, please do NOT tamper with this equipment.**
- 5. If the heat detector is activated, a general fire alarm will ring in Kingsway Lodge and Fairhill Residence. It will ring in your suite. Our fire panel is located at the entrance to Kingsway Lodge. It will tell us exactly where the fire is. The smoke alarm will only ring in your room and not activate the fire alarm.**
- 6. If a fire occurs in your suite.**
 - a. Alert everyone in your suite.**
 - b. Leave suite and close suite door. Do not lock the door.**
 - c. Pull the fire alarm by the exit door to the stairwell.**
 - d. Use stairway to go to the main level and assemble in the lobby.**
 - e. Residents unable to use stairs move to the farthest stairwell on same floor. Use alarm whistle until rescued.**

DO NOT USE ELEVATOR

- 7. If the fire alarm sounds and there is not a fire in your suite.**
 - a. Turn off all appliances; Residents unable to use stairs; stay in your suite and follow instruction as if door is hot. Touch exit door with back of your hand**

IF DOOR COLD

- a. open door slightly**
 - (i) if hallway allows movement and is clear of smoke or fire**
 - go to nearest exit, do not use elevator
 - (ii) if hallway filled with smoke or fire**
 - stay in room
 - slide “emergency friend signal” under door space into hall
 - place towel at bottom of door
 - take refuge in a room with an outside window
 - get as many doors between you and the fire as possible
 - stay there until help arrives

IF DOOR HOT

- stay in room
- slide “emergency friend signal” under door space into hall
- place towel at bottom of door
- take refuge in a room with an outside window
- get as many doors between you and the fire as possible
- stay there until help arrives

FIRE EMERGENCY PLAN

CHAPTER “D”

INSTRUCTIONS TO STAFF ON FIRE PROCEDURES (GENERAL INSTRUCTIONS)

In case of an emergency, all staff have been assigned specific responsibilities as outlined on the following pages of this chapter.

It is the duty of all staff to acquaint themselves with, and carry out these tasks.

General Objectives:

If You Discover a Fire:

- Assist anyone in immediate danger
- Confine the fire (close door)
- Sound the alarm, using nearest fire pull station
- Dial 911
- Extinguish the fire only if it is safe to do so
- Be prepared for evacuation

If You Hear The Alarm:

- Be prepared for evacuation

Evacuation Procedures:

All Floor Areas **with** Exits Directly to the Outside-

When the **alert signal** is sounded (1st stage, intermittent ringing) and it has been determined that the fire origin is in your floor area, the residents may be moved horizontally (sideways) to the next area on the same floor, or they may be moved directly to the outside. Use whatever method is safest and most convenient.

When the **alert signal** is sounded (1st stage, intermittent ringing) and it has been determined that the fire origin is not in your floor area, keep the residents in your area calm, but be prepared for evacuation. Ensure that the fire doors in the corridor and to the stairways are closed. If designated to do so, you will proceed to the fire area and assist with evacuation.

When the **alarm signal** is sounded (2nd stage, continuous ringing) a complete evacuation is required, and all residents are to be moved to the outside of the building by using the nearest and safest exit.

Fire Emergency Plan
Instructions (General) to Staff on Fire Procedures
Chapter “D” Continued
Evacuation Procedures

All Floor Areas (With **NO** Exit Directly to the Outside)

When the **alert signal** is sounded (1st stage, intermittent ringing) and it has been determined that the fire origin is in your floor area, the residents may be moved horizontally (sideways) to the next area on the same floor, or they may be moved to the next lower floor by using a stairway, or the next upper floor if in the basement.

When the **alert signal** is sounded (1st stage, intermittent ringing) and it has been determined that the fire origin is not in your floor area, keep the residents in your area calm, but be prepared for evacuation. Ensure that the fire doors in the corridor and to the stairways are closed. If designated to do so, you will proceed to the fire area and assist with evacuation.

When the **alarm signal** is sounded (2nd stage, continuous ringing) a complete evacuation is required, and all residents are to be moved to the outside of the building by using the nearest and safest exit.

NOTE:

- The P.A. System will be used to give staff additional instructions as required.
- The location of the fire may be determined by checking the nearest annunciator panel
- Never re-enter the building unless advised to do so by the Fire Department
- It is important that all staff and residents be accounted for when evacuating horizontally, vertically, or to the outside
- The elevator **is not to be used** for evacuation or exiting by anyone
- Medical Records are to be brought out by staff when evacuating
- During evening and night shifts, when staffing is at a minimum and it has been determined that a fire is in progress, it will be necessary to use the One Call Now System to bring in additional help for evacuation
- When a general evacuation is required, means shall be provided for the transportation and accommodation of all residents and staff to designated buildings, or institutions and/or facilities, i.e.

Transportation: Murphy Bus Lines
 Mobility Bus

Accommodation: St. Marys Memorial Hospital
 Stratford General Hospital
 St. Marys arena & Community Centre
 Wildwood Care Centre

All in Section E
of Disaster
Manual

**(General) to Staff on Fire Procedures
Chapter “D” Continued**

INSTRUCTIONS (INDIVIDUAL) TO STAFF ON FIRE PROCEDURES

Fire Co-Ordinator – Dr. Red

If You Discover a Fire:

- 1 Assist anyone in immediate danger
- 2 Confine the fire by closing all doors & windows in the immediate fire area
- 3 Sound the alarm by activating it at the nearest Fire Alarm Pull Station
- 4 Dial 911
- 5 Ensure that evacuation procedures have been carried out in the fire area
- 6 Ensure that the compartmentation doors to the fire area have been closed
- 7 Ensure that other floor areas are prepared for evacuation
- 8 Be prepared to provide the Fire Department with any information or assistance they may require, i.e. fire location, floor plans, master keys, etc.
- 9 Be prepared to activate the 2nd stage of the Fire Alarm System—have key in your possession

If Total Evacuation is Required:

- 10 Activate the 2nd stage of Fire Alarm System
- 11 Ensure that all floor areas are evacuated
- 12 Ensure that all staff and residents are accounted for
- 13 Proceed with the movement of staff and residents to evacuation sites

Upon Hearing the Alarm:

- 14 Ensure that someone has called 911
- 15 Check the nearest annunciator panel for the origin of the alarm
- 16 Proceed with the above steps #5 to #13

If Total Evacuation is Required:

- 17 Proceed with the above steps #10 to #13
The Fire Co Coordinator will also ensure that any required access routes for Fire Dept. Vehicles are kept free of obstructions at all times. During the evening and nights shifts, when staffing is at a minimum, and it has been determine that a fire is in progress, the Administrator or designate will ensure that Mass Messaging has been made to bring in additional staff to assist with the

evacuation
Cont'd

Fire Emergency Plan
Instructions (General) to Staff on Fire Procedures
Chapter "D" Continued

Nursing Staff

If you Discover a Fire:

- 18 Assist anyone in immediate danger
- 19 Confine the fire by closing all doors and windows in the immediate fire area
- 20 Sound the alarm by activating it at the nearest Fire Alarm Pull Station
- 21 Dial 911
- 22 Proceed with the evacuation of all residents in the fire area
- 23 Keep the residents calm and await further instructions

Upon Hearing the Alarm

If the signal is intermittent (1st stage of fire alarm)

- The Charge nurse from 1st floor will put on the **red hat located on the bulletin board at the nursing station**, indicating that they are in charge of the building until the Administrator or Fire Department arrives.
- The Charge Nurse from 1st Floor will check the annunciator panel for the origin of the alarm. The Charge Nurse will then announce over the P.A. system the location of the alarm, repeating 3 times **DR RED** and the location of fire. Dial 911 and give location of the alarm. Repeat **DR RED** and location again. Call Administrator or designate and if no one answers *MASS MESSAGES (SEE INSTRUCTIONS POSTED ON WALL)*. Put out clip board for call ins to be directed as to where to go. Ensure Fairhill Key and Phone is with clip board.
- If the origin of the alarm is in your floor area, proceed with the evacuation of residents from your area of the floor
- If the origin of the alarm is not in your floor area, ensure that all residents in your area are accounted for. This may be done by placing them in their rooms, or by assembling them all in a safe location within their floor area. Ensure that all bedroom doors as well as doors leading to your floor area are closed. Keep residents calm, await further instructions, and be prepared to evacuate.

NOTE:

During the evening and night shifts, when staffing is at a minimum, the Senior nurse in each floor area shall designate one person to stay in the floor area which is not affected by the origin of the fire, and shall take the rest of the staff to the area of the fire, to assist with evacuation. Days and evenings west wing is responsible for getting fire extinguisher and proceed to locating fire.

If the signal is continuous (2nd stage of fire alarm)

- Evacuate all residents from the building by using the nearest exit which is safe to use. Be sure to label residents with evacuation stickers and placement stickers (Found in med cart on each floor)

NOTE:

- The Nurse in charge is responsible for removing Medical Records during an evacuation.

Fire Emergency Plan
Instructions (General) to Staff on Fire Procedures
Chapter “D” Continued

Maintenance Staff

If you discover a fire:

- Assist anyone in immediate danger
- Confine the fire by closing all doors and windows in the immediate fire area
- Sound the alarm by activating it at the nearest Fire Alarm Pull Station
- Dial 911
- Assist with evacuation of residents in the fire area
- Await further instructions

Upon Hearing the Alarm:

If the signal is intermittent (1st stage of fire alarm)

- Check the nearest annunciator panel for the origin of the alarm
- Proceed to the origin of the fire and assist with evacuation of residents
- Await further instructions

If the signal is continuous (2nd stage of fire alarm)

- Assist with evacuation of all residents to the exterior of the building
- Await further instructions

Fire Emergency Plan
Instructions (General) to Staff on Fire Procedures
Chapter “D” Continued

Dietary Staff

If you Discover a Fire:

- Assist anyone in immediate danger
- Confine the fire by closing all doors and windows in the immediate area
- Sound the alarm by activating it at the nearest Fire Alarm Pull Station
- Dial 911
- If the fire is in the cooking equipment, or cooking exhaust equipment, and the automatic extinguishing system has not activated, then you should activate the system by pulling the handle located on the wall next to the extinguisher
- Turn off all appliances
- Assist with evacuation of all residents in the dining areas
- Await further instructions

Upon Hearing the Alarm:

If the signal is intermittent (1st stage of fire alarm)

- Check the nearest annunciator panel for the origin of the alarm
- If the origin is not in your area, keep all residents in your area calm and be prepared for evacuation. It may be necessary for some dietary staff to proceed to the fire area and assist with evacuation
- If the origin of the alarm is in your area, proceed with the above steps #4 to #7

If the signal is continuous (2nd stage of fire alarm) General Evacuation

- Turn off all appliances
- Assist with evacuation of all residents from the building

**Fire Emergency Plan
Instructions (General) to Staff on Fire Procedures
Chapter “D” Continued**

All Other Staff (Activities—Housekeeping—Laundry—Office

If you discover a Fire:

- Assist anyone in immediate danger
- Confine the fire by closing all doors and windows in the immediate area
- Sound the alarm by activating it at the nearest Fire Alarm Pull Station
- Dial 911
- Assist with evacuation of residents in the fire area
- Await further instructions

Upon hearing the Alarm:

If the signal is intermittent (1st stage of fire alarm)

- Check the nearest annunciator panel for the origin of the alarm
- Proceed to the area of origin and assist with evacuation of residents
- Await further instructions

If the signal is continuous (2nd stage of fire alarm) General Evacuation

- Assist with evacuation of all residents from the building
- Await further instructions

KINGSWAY LODGE
FIRE EMERGENCY PLAN
CHAPTER “E”
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 superiors all potential fire hazards, and Management will take all necessary steps to correct the hazards that have been noted.

The More Common Hazards Are:

- Storage in stairways, corridors, and the blocking of exit doors
- The blocking of fire protection equipment, i.e. extinguishers, fire alarm pull stations, hose cabinets, etc.
- Fire doors that are blocked open
- Accumulation of rubbish or other debris in any part of the building
- Use of extension cords as permanent wiring
- Rags with chemicals
- Frayed cords on appliances

Smoking:

- Smoking is allowed only in designated smoking areas (Refer to Administrative Policies # 67 and #53)
- Adequate ashtrays are to be provided in the designated smoking areas
- Disposal of smoker’s materials shall be in metal containers

KINGSWAY LODGE
FIRE EMERGENCY PLAN

CHAPTER “F”

SOUNDING THE ALARM, FIRE EXTINGUISHMENT, AND FIRE CONTAINMENT

To All Staff:

Fire alarm Pull Stations are located at every exit door. When they are activated (pulled) they sound the bells throughout the building. This is the 1st stage of the fire alarm, and the bells will ring intermittently. A special key is required to activate the 2nd stage of the fire alarm: the bells will ring much faster and louder. The alarm will automatically go to 2nd stage after five minutes. The Fire Alarm System is connected directly to a central agency which calls the Fire Department. Charge nurse on 1st floor must also call the Fire Department - 911.

The building is also equipped with heat and smoke detectors, which will automatically activate the fire alarm bells when heat or smoke is detected. Some doors are also held open with magnets, which will release automatically when the Fire Alarm System is activated.

Hose Cabinets

Hose cabinets are located throughout the 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.

Portable Fire Extinguishers:

Portable fire extinguishers are located in all corridors and other areas of the building. Make yourself familiar with their locations and the type of fire, which the extinguisher will smother. 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 safely extinguished or controlled, it is very important to confine it. Close all doors and windows in the immediate fire area.

NOTE:

It is very important, in **ALL** cases of fire, to ensure that the alarm has been activated, and that the Fire Department has been called.

KINGSWAY LODGE
FIRE EMERGENCY PLAN
CHAPTER “G”
TRAINING OF STAFF

The Administration will be responsible for the training of all staff.

This Fire Emergency Plan will cover the following areas:

- The method of sounding the alarm (Chapter F)
- Evacuation procedures (Chapter D)
- Use of portable fire extinguishers (Chapter F & Training Sessions)
- Fire Hazards (Chapter E)
- Location of building fire safety features (Chapter A & F)
- Assisting Fire Department (Chapter D)
- Fire Department access (Chapter D)

Specific Training Programs:

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.

Additional training, as required, will be conducted at least annually. This will cover the use of the hose in cabinets, portable fire extinguishers, and the automatic extinguishing system.

The primary role of the fire fighters is to suppress the fire and provide rescue where needed, and therefore should not be relied upon to assist with evacuation.

According to OFM-TG-01-2013 section 2.1 patients and residents requiring assistance to evacuate persons are as follows:

- 1 Those incapable of independent mobility;
- 2 those requiring assistance to use or access a mobility aid, e.g. transferring to and from a wheelchair or accessing a walker or cane;
- 3 those who are incapable of following directions under emergency conditions;
- 4 those capable of self-evacuation, but not without initial assistance and direction, or within time frames considered necessary for safe evacuation in an emergency situation.

KINGSWAY LODGE
FIRE EMERGENCY PLAN
CHAPTER “H”
FIRE DRILLS

Fire Drills shall be held monthly on all three shifts, and all staff shall participate.

The procedure is as follows:

- Notify the Central Agency or the Fire Department that a drill is to be conducted
- Simulate a fire condition
- Staff to follow their designated procedures
- Ensure proper annunciation
- Ensure that all bells are ringing
- Re-set the Fire Alarm System
- Notify the Central Agency or Fire Department that the drill is completed
- Check to see if the Central Agency received the signal
- Hold a brief meeting with staff to ensure that procedures were followed, and to discuss any problems
- Maintain a record of drill, including any special comments or problems

Volunteers and Outside Kingsway Workers

1. DO NOT USE ELEVATORS DURING A FIRE
2. If you discover a fire, move residents in immediate danger to safety beyond nearest fire door and activate fire alarm at the nearest pull-station.
3. Immediately report condition to nursing staff.
4. Keep residents calm you are presently with when alarm sounds.
5. Listen to announcement of where fire is located.
6. Assigned staff persons will take fire extinguishers and respond to help fight the fire.
7. Volunteers and Outside Kingsway Workers must follow instructions given by charge nurse/charge staff person on the floor you happen to be on.
8. All rooms on the fire side of the building need to be checked and evacuated first.
9. Residents are to be taken *behind fire doors opposite the fire location* and be lined up, single file on right hand side of the hall at the nearest stairwell exit ready for a full evacuation when it becomes necessary to do so.
10. Continue to reassure residents and keep them calm.
11. When fire alarm becomes one solid non-stop ring.....this means full evacuation, unless directed not to – 5 minute activation.

Fire Drill Checklist

- Emergency Disaster Plan & Fan-Out List
- Alarm system – Dr. Red
- Fire Alarm Pull Stations
- Fire & Smoke Doors
- Heat & Smoke Detectors
- Fire Extinguishers
- How to clear a Resident Room

Volunteer Outside Kingsway Worker Name: _____

Fire Drill Trainer: _____ Date Trained: _____

I _____, have completed the Kingsway Fire Drill Procedure Training.

Volunteer/Worker Signature _____ Date: _____

KINGSWAY LODGE
FIRE EMERGENCY PLAN

CHAPTER “I”

MAINTENANCE PROGRAM—FIRE PROTECTION EQUIPMENT

This building has an inspection, test, and maintenance program for all fire protection equipment. This program is designed to have all of our fire protection equipment in operating condition in the event of a fire.

The Fire Marshall’s office has provided us with the appropriate forms to use so that an accurate written report can be maintained of all inspections and tests. All records will be kept for a period of two (2) years after they are compiled, and they shall remain on the premises at all times.

The following definitions have been provided for clarity of terminology:

Check Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Inspect Means physical examination to determine that the device or system will apparently perform in accordance with its intended operation or function

Test Means operation of a device or system to ensure that it will perform in accordance with its intended operation or function

NOTE: The following page indicates the areas in our building to which the maintenance program has been applied

Cont’d.....

**Fire Emergency Plan
Maintenance Program and
Fire Protection Equipment**

Chaper “I” Continued

Description	Initial	Weekly	Monthly	2 X Month	Quarterly	Semi- Annual	Annual
Automatic Extinguishing and Cooking Exhaust						X	
Emergency Light Units			X				
Emergency Power		X					
Fire Alarm System	X		X			X	X
Fire Drills			X				
Fire Extinguishers			X				
Fire Separations (Fire Doors)			X				X
Heating/Ventilation/Air-Conditioner. (HVAC)					X		
Sprinklers		X	X	X		X	X
Standpipe Hose Systems			X				X
Kingsway lodge room sprinklers							X

KINGSWAY LODGE
FIRE EMERGENCY PLAN
CHAPTER "J"
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.

Administration Policy #71 is in effect covering this subject, and it may be found on Page #252 of the Administration Manual, which is maintained at all, times in the office of the Administrator. Copies of this Policy are also maintained in the manuals of each department. (The page number will vary depending on the size and contents of departmental manuals)

The following; procedures are to be followed in the event that the Fire Alarm and Detection System is out of order:

- Notify the Fire Department of the alternate measures to be used to alert occupants of a fire. This could be any mechanical or manual device acceptable to the Chief Fire Official, such as a whistle, horn, bell etc.
- Notify all staff of the alternate method of sounding the alarm.
- Notify all residents of the alternate method of sounding the alarm
- Provide a **foot patrol** of all areas of the building on an hourly 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 for each patrol.
- When the system is back to normal, notify the Fire Department, all staff, and residents.

Standpipe Hose System

Should this system be rendered inoperative, the Fire Department will be called immediately.

Portable Fire Extinguishers & Automatic Extinguishing System

These will be serviced as required

KINGSWAY LODGE
FIRE EMERGENCY PLAN
CHAPTER "K"
SCHEMATIC DRAWINGS

Floor Plans indicating emergency exits and fire doors will be found in this manual on pages indicated below:

1 st Floor Residential	Residential (street level)	Pages 44 to 47
2 nd Floor	Nursing Home	Pages 48 to 51
3 rd Floor	Residential	Pages 48 to 51 (Emergency Disaster Manual)

Floor Plans indicating Fire Prevention and Safety Equipment will be found in this manual on pages indicated below:

Fire Hose Cabinets

Fire Doors Basement Page 22

Fire Extinguishers First Floor Page 23

Fire Alarm Pull Stations..... Second Floor Page 24

Sprinkler Heads..... Third Floor Page 24

Fire Department Siamese Connection

KINGSWAY LODGE
FIRE EMERGENCY PLAN
CHAPTER "L"
DISTRIBUTION OF FIRE SAFETY PLAN

A complete copy of this "Fire Emergency Plan" will be distributed as follows:

Fire Department, St. Marys, Ontario	One Copy
Administrators Office	One Copy
All Nursing Stations.....	1 st .One Copy
.....	2 nd One Copy
	3 rd One Copy
