



Manual: Emergency Measures	Policy Number: EM-FE-03
Section: Fire Emergency Code Red	Policy Name: Duties In A Fire
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Effective Date: July 14, 2016	Revised: April 23, 2024

Responsibilities of the Owner

Employer Responsibilities

- Establishment of emergency procedures to be followed at the time of an emergency.
 - Appointment and organization of designated staff to carry out safety duties.
 - Instruction of staff and residents so they are aware of their responsibilities for fire safety.
 - Establishing a schedule of drills including fire drills in accordance with the Fire Code and completing drills as per schedule.
 - Control of fire hazards in the building.
 - Maintenance of building facilities provided for safety of the residents.
 - Provisions of alternate measures for safety of residents during shut down of fire protection equipment.
 - Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
 - Post and maintain at least one (1) copy of the fire emergency procedures.
 - Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
 - Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
 - Ensure the information in the Fires Safety Plan is current.
- Designated and train sufficient alternates to replace supervisory staff during any absence

Two Stage Fire Alarm System Operation

The two stage fire alarm system for this building operates as follows:

First Stage - Alert Signal (Intermittent Signal)

Upon activation of the fire alarm system (i.e. fire alarm initiating device is actuated), the fire alarm audible devices will sound at 20 beats per minute.



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Second Stage - Alarm Signal (Evacuation Signal)

The fire alarm system will go into the second stage throughout the building once the designated person activates the key switch in the manual pull station. This will cause an alarm signal to sound throughout building.

The audible devices in the second stage will sound at 120 beats per minute.

The person(s) who carry the second stage key are as follows:

Individual	Position	Phone Number
Charge RN on duty	Charge RN	705-920-2640
Maintenance Staff	Maintenance	705-524-3137 ext. 340

Emergency Procedures for Supervisor and Staff on Days, Evening and Night shift

The following emergency procedures are to be followed by Supervisor and staff in the building.

General Response Upon Discovery of Smoke or Fire: REACT

1. **R**emove anyone from immediate danger if possible
2. **E**nsure door(s) is/are closed to confine smoke and fire.
3. **A**ctivate fire alarm system using nearest pull station.
4. **C**all the fire department (911).
5. **T**ry to extinguish the fire or further evacuate area.

Upon Hearing the Fire Alarm System (First Stage Intermittent Signal)

LINE OF AUTHORITY IN THE EVENT OF A FIRE:

INCIDENT COMMANDER

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RN

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RPN

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ALL OTHER STAFF

When the Registered Practical Nurse (RPN) is not physically in the home area in an emergency, the most senior Personal Support Worker (PSW) on the floor must assume the emergency duties until the RPN arrives.

ALL SHIFTS

REGISTERED NURSE DUTIES

1. Call 911
2. Identify location of fire from Koivu nurse in charge or enunciator panel
3. Retrieve walkie talkies from RN office.
4. Remain in staging area to direct staff and fire department
5. Make a second call to 911 to give more information if appropriate
6. Distribute staff from staging area to home areas as needed
7. Send runners to each home area with 2 walkie talkies - one for runner, one for RPN.
8. Fill out unusual occurrence form for every fire alarm

REGISTERED PRACTICAL NURSE/DESIGNATE DUTIES - KOIVU

1. Check enunciator panel in nurses' station
2. Inform RN of fire location
3. If fire in your area, follow discovery of fire procedures
4. Use walkie talkie for communication
5. Keep residents calm
6. Coordinate staffing needs, send non-essential personnel to staging area
7. Call RN at 705-920-2640 if help needed
8. Monitor exit doors

REGISTERED PRACTICAL NURSE/DESIGNATE DUTIES - ALL AREAS

1. If fire in your area, follow discovery of fire procedures
2. Use walkie talkie for communication
3. Keep residents calm
4. Coordinate staffing needs, send non-essential personnel to staging area
5. Call RN at 705-920-2640 if help needed



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6. Monitor exit doors

PSW

1. If not assigned to an area, go to staging area for more instructions.
2. If assigned to a home area, remain in the home area and monitor exit door.
3. If fire in your area, follow discovery of fire procedures.
4. Use walkie talkie for communication.
5. Keep residents calm.
6. Call RN if help needed.

STAFF IN LAUNDRY ROOM

1. Turn off dryers if safe to do so and go to staging area.
2. If fire in laundry, shut main gas valve off if safe to do so and follow procedures for discovery of fire.

STAFF IN MAIN KITCHEN

1. Turn off equipment, close all doors.
2. Early cook (late cook if early gone) stay by Kesti Tupa entrance to direct residents and/or visitors to staging areas and monitor kitchen.
3. All other staff report to staging area for further instructions.

If fire in cooking area of main kitchen:

1. Remove anyone in immediate danger
2. Pull nearest pull station
3. Cover fire with lid if small
4. Use fire extinguisher located in the main kitchen if needed
5. If large fire is located in the stove area, pull pin to range guard fire suppression system to activate hoses located under the range hoods in the main kitchen.

Upon Hearing the Fire Alarm System (Second Stage Evacuation Signal)

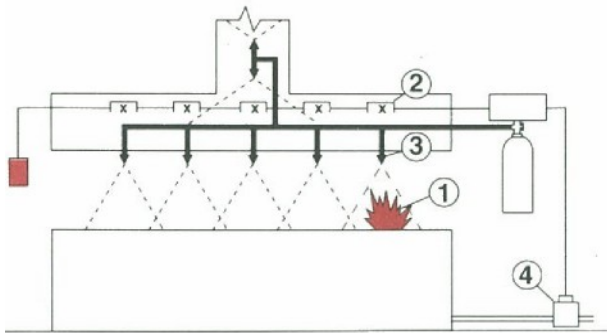
Evacuation of Hoivakoti shall not be required until such time as the health and safety of the residents is placed in imminent danger. An order for evacuation shall be given only by the charge RN and/or Incident Commander from the Fire Department unless circumstances dictate immediate on the spot action by others.



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How Your Automatic Fire Protection System Works In The Event Of a Fire

1. A fire starts...
2. A fusible link melts, or an electric probe detects fire temperatures...



3. An actuating device automatically opens the cylinder valve, allowing Karbaloy®, a liquid chemical solution, to discharge through pipe and nozzles, suppressing fire through a patented process.
4. Gas valves and electrical switches, where installed, will operate to shut off your sources of fuel.

PULL STATION INSTRUCTIONS

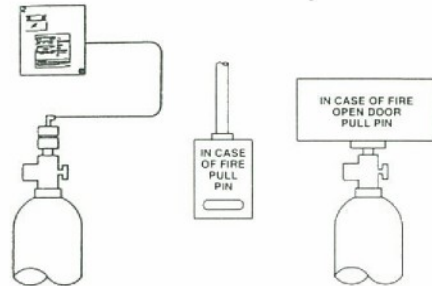
IN CASE OF FIRE TO ACTIVATE SYSTEM

- ❖ PULL PIN
- ❖ PULL HANDLE HARD



Quickly and carefully evacuate others from the premises.

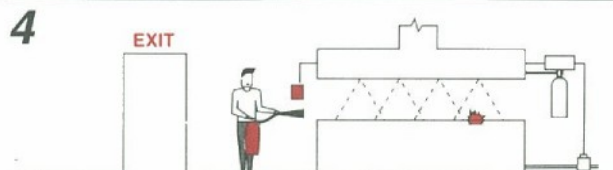
2. If the system has not operated automatically...



...Manually activate the system. (Which type of manual operation do you have?)



Call the Fire Department. Number _____



Stand by with a fire extinguisher if it is safe to do so.



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General Response Upon Discovery of Smoke or



in immediate danger if possible
closed to confine smoke and
system using nearest pull station.
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5. Try to extinguish the fire



REMAIN CALM



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HOIVAKOTI CODE RED CHECKLIST – RN

1. Call 911
 2. Identify location of fire from enunciator panel or Koivu RPN
 3. Call Maintenance 705-690-7884, confirm alarm was heard
 4. Retrieve walkie talkies from RN Office
 5. Remain in staging area to direct staff and fire department
 6. Make a second call to 911 to give more information if appropriate
 7. Distribute staff from staging area to home areas as needed
 8. Monitor or assign someone to monitor door to Lepokoti
 9. Send runners to each home area with 2 walkie talkies – one for runner and one for RPN. Instruct runners to let home area assigned know where fire is.
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10. Fill out unusual occurrence form for every alarm except for emergency committee drills.

HOIVAKOTI CODE RED CHECKLIST – RPN or MOST SENIOR PSW

1. Koivu - check enunciator panel in contact area and inform RN location of fire

2. If fire in your area, follow discovery of fire procedures

3. Assign one staff to monitor back door

4. Use walkie talkie for communication

5. Coordinate staffing needs and send non essential personnel to staging area



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6. Keep residents calm





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ASSISTED LIVING CODE RED CHECKLIST – PSW (D, E, N)

1. Call 911
2. Check enunciator panel in PK or LK lobbies
3. Retrieve walkie talkies from contact area and distribute
4. Call 340 and inform maintenance, 381 or 387 to inform other PSW and 705 920 2640 to inform RN in HK
5. Remain in staging area to direct staff and fire department
6. Assign staff to assist residents designated as needing assistance (list should be in fire manual)
7. Distribute staff from staging area to areas as needed
8. Assign staff to fire area to evacuate if necessary (code green checklist)
9. Fill out unusual occurrence form for every alarm



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except for emergency committee drills.

