

GLEN STOR DUN LODGE

1900 MONTREAL RD.
CORNWALL ONTARIO
K6H 7L1

FIRE SAFETY PLAN



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CORNWALL
FIRE SERVICES
FIRE PREVENTION

OCT 16 2024

APPROVED BY

PPO M. TESTA

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GLEN STOR DUN LODGE

FIRE PLAN

SCOPE

The purpose of this plan is to state the action to be taken to protect the Residents and staff in the event of a fire.

The Fire Safety Plan provides us with the protocols on how to deal with a situation when either the alarm is heard, or a fire is discovered. The Plan is used to educate staff and visitors. It provides clear delineation of roles in the event of a fire.

The Fire Safety Plan is used as a resource for staff, visitors and Emergency Services.

OBJECTIVES

1. To ensure that the safety and continued well-being of all Residents and Staff is maintained.
2. To provide continuous health care in the event of an interruption of service.
3. To minimize the effects of trauma and shock to our Residents and staff.
4. To ensure that this plan is linked to the Lodge's overall disaster plan and the plans of the community. To ensure a coordinated effort of all internal and external stakeholders and service providers.
5. To diffuse potential panic in the event of a fire.

GENERAL BUILDING INFORMATION

DESCRIPTON

Glen Stor Dun Lodge is a Long-Term Care facility which consists of 4 floors and a penthouse. The building has a height of 14m (46 ft) + 5m (17 ft) for penthouse. Each floor is divided into 3 separate "houses" for fire containment to a total of 13 distinct houses in the building.

Glen Stor Dun Lodge is a non-combustible building, concrete construction with Hambro floor on steel joist with fireproofing on joist. Load bearing walls are in masonry and structural steel frame in combination.

The building is 100% sprinkler covered with a two hour burn time between floors and a one hour burn time in horizontal fire zone separation.

LOCATION OF FIRE SAFETY PLAN:

The fire safety plan and elevator key is located at the main entrance.

Additional copies of the fire safety plan are also located:

- nursing stations (3)
- reception
- Administrator's Office
- Outreach Department
- Main Kitchen

Resources of Building

Building Information		
Number of Stories: 4	Number of Resident Rooms: 120	Building Area: 96 000 sq ft
Occupants		
Residents	132	Daytime staff(6am-7pm) Number: 0
		Evening Staff (7pm-10pm) Number: 0
		Night Staff (10pm-6am)Number: 2
This excludes managers that are only consistently Monday to Friday		
Do you have a parking garage? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Do you have an elevator? Yes <input checked="" type="checkbox"/> (x3) No <input type="checkbox"/>	Is there a firefighter elevator? Yes <input checked="" type="checkbox"/> #1 No <input type="checkbox"/>
Do you have smoke control devices? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Do you have pressurized stairwells? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is there interior roof access? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Where? Mechanical penthouse
Do all stairwells exit to the exterior? No If no explain? Centre Core stairwell exits to corridor		
Do you have hazardous materials stored on site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes list the materials below Oxygen, paint, cleaning chemicals, laundry chemicals, propane tanks, acetylene		
Building Access		
<input checked="" type="checkbox"/> Other Charge nurse to be at Fire Panel.		
On-site Building Information		
<input checked="" type="checkbox"/> WHMIS Information Master MSDS	Location: to right of main entrance in alcove	

Contractors – Service Company	
These are your contractors or fire alarm company personnel to be contacted in the event of problem requiring fire alarm or other maintenance at this building.	
Name: Alliance Security Systems (doors, cameras)	[REDACTED]
Alliance Monitoring: Fire System, panel	[REDACTED]
Address: 805 Sydney St., Cornwall K6H 5T7	
Name: Otis Canada (service to dispatch)	
Address 2480 Lancaster Rd., Ottawa K1B 4S5	[REDACTED]
Name: Johnson Controls (Tyco)	[REDACTED]
Address: 1257 Algoma Rd. Unit 4, Ottawa K1B 3W7	[REDACTED]

Alarm Systems	
<input checked="" type="checkbox"/> Main Fire Alarm Control Panel	Location: Front Entrance
<input checked="" type="checkbox"/> Remote Annunciator	Location(s): 3 rd East documentation area
Type of Alarm	
Two Stage	Interconnected Smoke Detectors
Sprinkler System used as a signaling device for fire alarm	

Water Supply	
Is there a fire hydrant within 90 meters of your buildings front door? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If you answered no, is there another year round source of water on your property (swimming pool, reservoir, pond, etc.) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Sprinkler System	
Do you have a sprinkler system in your building? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, does it cover your whole building? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If you have a sprinkler system in your building, the following devices <u>must be indicated</u> on the diagram of your building: Fire Department Connection (Siamese) Connection, Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s)	
Is your sprinkler connected to the Fire Alarm? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If no, is there a water gong or other alerting device to indicate water flow? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fire Protection Devices (Check any that are present in your building)	
<input checked="" type="checkbox"/> Smoke Alarms (battery or hardwire in units)	<input checked="" type="checkbox"/> Emergency lighting
<input checked="" type="checkbox"/> Smoke detectors (alarm system)	<input checked="" type="checkbox"/> Carbon monoxide detectors (kitchen)
<input checked="" type="checkbox"/> Heat detectors	<input checked="" type="checkbox"/> Fire extinguishers
<input checked="" type="checkbox"/> Evacuation Communications System (PA)	<input checked="" type="checkbox"/> Communication (phones)
<input checked="" type="checkbox"/> Kitchen Hood Suppression System	<input checked="" type="checkbox"/> Other: a) Magnetic locks on stairwells and perimeter exits disengage upon activation of fire alarm 1 st stage. b) Strobe lights
Evacuation Information	
<input checked="" type="checkbox"/> Areas of refuge	Interior location: move residents from affected wing to unaffected wing.
<input checked="" type="checkbox"/> Meeting place - on unit at nursing stations; Ground floor – outreach patio; Front veranda; 2nd Floor gardens	
Re-entry Procedures: waiting for Chief Fire Official to give an “all clear”. Panel not to be re-set until FD gives approval.	

Standpipe System	
Do you have a standpipe system in your building? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If no, go to Fixed Extinguishing Systems)	
If yes, does it cover your whole building? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If no, what areas are covered?	
Do your fire hose cabinets have fire extinguishers Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
How are the hose cabinet doors opened if they are locked or fastened? Finger latched other then 4 on 2nd Floor which are keyed	
If you have a standpipe system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Hose Cabinets, and Main Shut off Valve	

Fixed Extinguishing Systems Do you have one? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If no, go to Utility Provisions)		
<u>Area Protected</u>	<u>Type</u>	<u>Specify Details</u>
<input checked="" type="checkbox"/> Kitchen	Wet chemical	Aqua Blue
<input checked="" type="checkbox"/> Pub	Wet chemical	Aqua Blue
<input checked="" type="checkbox"/> Stoves: 3 rd Floor West Activity Room; 4 th Floor West	Wet chemical	Aqua Blue
Extinguishing System connected to Fire Alarm Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Electrical, Utility & Fuel Supplies (check all that apply)		
<input checked="" type="checkbox"/> Water main shut off	<input checked="" type="checkbox"/> Main electrical shut off	
<input checked="" type="checkbox"/> Natural gas shut off	<input checked="" type="checkbox"/> Fuel oil/diesel shut off	
<input checked="" type="checkbox"/> Emergency generator		
All of the above items <u>must be</u> indicated on your building diagram.		

Refuse		
		Sprinkler Coverage
<input checked="" type="checkbox"/> Garbage room	Location: Receiving	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Garbage exterior storage	Location:	<input type="checkbox"/> Yes
All of the above items <u>must be</u> indicated on your building diagram.		

Building Human Resources (Enter keyholder information in the order of priority for contacting)			
Name: Meena Mullur	Phone:	Res:	Cell: 6 [REDACTED]
Position: Administrator		Bus: 613-933-3384	Ext. 4223
Address: 1900 Montreal Rd. Cornwall		Fax: 613-933-7214	
Name: Maarit Fernberg	Phone:	Cell: [REDACTED]	Cell: [REDACTED]
Position: Supervisor of Support Services		Bus: 613-933-3384	Ext. 4224
Address: 1900 Montreal Rd. Cornwall		Fax: 613-933-7214	
Name:	Phone:		
Position: Deputy Administrator/ Director of Nursing		Bus: 613-933-3384	
Address: 1900 Montreal Rd. Cornwall		Fax: (613) 933-7214	

LOCATION OF FIRE EXTINGUISHERS & FIRE HOSE CABINETS

Portable Fire Extinguishers

A B C Dry Chemical Extinguishers

Ground Floor

1. – In Hose Cabinet – Receiving Corridor
2. – Laundry Room # 107
3. – Paint Room # 118
4. – Maintenance Room # 101
5. – Pub / Tea Room
6. – In Hose Cabinet – Outside Main Kitchen in Corridor Room # 62
7. – Electrical Room # 77
8. – Sprinkler Room # 69
9. – Service Elevator Room # 63
10. - Chapel – Outside Bathroom # 45
11. - In Hose Cabinet – Corridor to Receiving Room # 66
12. - Main Elevator Room # 51
13. - Pub / Air Handler Room # 83
- 14 - In Hose Cabinet – Outside Entrance to Outreach – Corridor
- 15 - Outreach Kitchen Room # 5
16. - Outside Shed

2nd - 3rd and 4th Floors

1. – In Corridor Hose Cabinets
 - Beside Stairwell Doors on East and West Wing, Centre Core & Across from Bathroom West Wing
2. – Outside Activity Rooms – Both Wings
3. – Nursing Documentation Station – Both Wings
4. – Galleries

B C Dry Chemical Extinguishers

Ground Floor

1. – Main Kitchen

K Dry Chemical Extinguishers

Ground Floor

1. – Main Kitchen

FIRE CABINETS

Ground Floor

- A - Corridor at East Wing - Receiving
- B – Corridor leading from Library to Receiving Area
- C – Corridor outside Main Kitchen
- D - Corridor outside entrance of Outreach Department

2nd - 3rd and 4th Floors

- A – West Wing Corridor beside Stairway
- B – East Wing Corridor beside Stairway
- C - Centre Core beside Service Elevator
- D – Across from Washroom on West Wing

Natural Gas Shut off Valve

Accessible Remote Natural Gas Shut Off Valve is located at the Entrance off the East Driveway.(See Procedure MM-0603-16 Disaster Plan for Shut Off procedure for Main Electrical and Gas Supply Lines)

Staff Member who discovers the fire

DO NOT PANIC YOUR ACTIONS MAY SAVE LIVES

S A V E

S - SAVE Anyone in immediate danger.

A - ALARM
Activate Fire Alarm

Note: Second Floor pull stations are protected by a squealer plastic cover

Phone Main Fire Panel, **EXT. 4260** give location and extent of fire, and if assistance is needed. Internal Phones or Fire Phones may be used

V - VENTILATION

Close doors & windows to the fire affected room to contain smoke & fire gases

E - EXTINGUISH OR **EVACUATE**

Extinguish fire, if possible, or Evacuate Residents from area

**** If you cannot leave or have to return because of fire or heavy smoke, remain in a room and:**

Close the door

Unlock door for possible entry or firefighter.

Dial 9-1-1 and tell Fire Department where you are, then signal to firefighters by waving a sheet.

Seal all cracks where smoke can get in.

Crouch low to floor if smoke enters the room.

Wait to be rescued, remain calm, do not panic.

Listen for instructions or information which may be given by authorized personnel or over loudspeakers.

RN/RPN ON FIRE FLOOR

WHEN THE FIRE ALARM SOUNDS

1. **Charge Person** (RN or designate RPN)

- Proceed immediately to the Main Control Panel located at front entrance
- Open front door and press AAUT CLS OPN A switch to AOPN@ position.
- Calling Code Red

Follow steps 1-14 posted at Fire Panel - See Appendix A & B for instructions

- If it is established that the Fire Alarm is a False Alarm, inform the Fire Protection Company

2. **RN or RPN designate on Fire Floor**

- get walkie-talkie
- proceed to Fire Area
- call Main Fire Panel (Ext. 4260) giving extent of Fire
- request additional help if required.
- evacuate residents horizontally if required beyond fire barrier doors.
- coordinate the tasks to secure area on unit

Staff in Fire Area

- remove all Residents from immediate danger
- **close door to the fire affected room to contain smoke and fire gases** (open Evacucheck marker when Resident has been removed from room)
- evacuate Residents from the fire area to a safe zone, using Evacucheck markers, beyond the nearest fire barrier doors
- extinguish fire if possible.
- await further instructions announced from the Main Fire Panel/Command Post

3. RN or Designate on All Other Units

- Report to nursing station, get walkie-talkie, assign staff to sweep in pairs if possible
- Once fire location is announced from Main Fire Panel, and staff have returned to Nursing Station, re-deploy staff as necessary.

4. Staff on Other Nursing Units

- Report to Nursing Station - receive walkie talkie, if given one, when deployed to do a fire sweep.
If resident is not in room open Evacucheck marker.
- Return residents to their rooms if in hallways.
Reassure residents and visitors.
- Close all windows and doors.
- Ensure all exits and hallways are clear.
All maglocks on doors will be released; staff must monitor.
- Once fire location is announced from Main Fire Panel, and staff have returned to Nursing Station, re-deploy staff as necessary

5. Residents

- Await instructions from staff.
- If ordered to evacuate area, under the direction of Staff, proceed to the nearest safe zone beyond the Fire Doors

Procedure Modifications

1. Charge Person

- a) If the 3rd Floor does not have a Registered Nurse on duty, the Registered Nurse on the 4th Floor is the Charge Person
- b) On 10:00pm-6:00am shift, the Registered Staff is the Charge Person in the building.

2. Charge Person on Fire Floor On Second, Third & Fourth Floors

- a) If a Floor does not have a Registered Nurse scheduled or if the Registered Nurse is at the Main Fire Panel or Command Post the RPN becomes the Charge Person on the fire floor.
- b) On 10:00pm - 6:00am shift the RPN / Health Care Aide scheduled on the Unit in Alarm, becomes the Charge Person

On Ground Floor

- c) i) During regular business hours, the Supervisor of Support Services/Delegate becomes the Charge Person in the Fire Area on the ground Floor. He/she investigates & reports back to the Main Fire Panel or Command Post (**Ext. 4260**)
- ii) After regular business hours, the Charge Person at the Fire Panel will announce for one employee from the 3rd Floor to go to the Fire Area to investigate & report back to Main Fire Panel or Command Post (**Ext. 4260**)

Note: The Charge Person on the Ground Floor must go directly to the Fire Panel or Command Post to obtain the Grand Master Key from the Administrator or the Nurse in Charge

- 3. On 10:00pm-6:00am shift, the RPN/Float Health Care Aide will report to Fire Area to await further instructions from RN.

On 10:00pm-6:00am the Registered Nurse will remain at the Fire Panel to liaise with the Fire Department/ Incident Commander at the Main Panel or Command Post.

Note: - Elevator is not to be used.

- Registered Nurses/Registered Practical Nurses must carry Fire Key on Nurses' Key Ring. This Key is used for Main Fire Panel Door, Fire Phones and Pull Stations.

HOUSEKEEPING

- close all doors and windows
- remain on assigned units until you receive further instructions from the Charge Person
- if not in assigned area will proceed immediately to Ground Floor reception area
- all cleaning equipment, carts, laundry carts and utensils must be cleared from hallways.

MAINTENANCE

- listen to announcement for location of fire;
- ensure any carts/equipment is secured and you have a walkie-talkie.
- proceed to fire area for support. Pick up fire extinguisher closest to location.

RESIDENT SERVICES

- listen to announcement for location of fire
- if Residents are in area, Employees must remain with Residents as necessary
- close all doors and windows
- if area is void of Residents, Staff will proceed to Nursing Station.
- If Staff are on Ground Floor proceed to reception area to await instructions.

OUTREACH SERVICES

- listen to announcement for location of fire
- if Clients are in area, one or more Employees must remain as necessary
- close all doors and windows
- if area is void of Clients, Staff will proceed to Ground Floor reception area to await instructions.

OFFICES / Administration

- listen to announcement for location of fire
- assist Residents in Office Area to evacuate if necessary, or remain with them
- otherwise, all Staff are to proceed to Ground Floor reception area to await Instructions
- Receptionist to remain in office to answer phone

LAUNDRY

- listen to announcement for location of fire
- shut down equipment
- close all windows and doors
- proceed to reception area

HAIRDRESSING

- listen to announcement for location of fire
- must remain with Residents they are attending to.
- if area is void of Residents, they will proceed to reception area Ground Floor to await instructions

DIETARY

1. All food service equipment that is required to be shut down (NFPA 96, Standards for Ventilation Control and Fire Protection of Commercial Cooking Operations, section 7-4.1, 7-4.2 & 7-4.3) does so automatically when the Kitchen Zone is in alarm
2. Senior Chef must instruct one employee to remain in kitchen to supervise the cooking of food.
3. If fire area is in kitchen;
 - a) ***If fire area is in Kitchen, the Aqua Blue fire suppression system will shut off the natural gas and attempt to put out the fire if it is directly under a hood. All staff must evacuate to reception area to await instructions.***
 - b) Hood Exhaust System will automatically go into wash - down if the Kitchen Zone is in alarm. If automatic wash system fails, **if accessible** it must be manually operated at panel located at East Exit of Dietary Department
4. Dietary aides working in serveries report to Nursing station to await instructions.
5. If Residents are in dining areas on the floors, Dietary Staff must remain as necessary.
6. Charge Person to appoint two Dietary staff to go to the second floor to secure magnetic doors.

NOTE : There are two Fire Blankets located in the main kitchen area.

DEPARTMENTAL FIRE PROCEDURES

ADMINISTRATOR/DESIGNATE

The Senior Administrative Employee, as according to the Designation of Charge Person Policy (Appendix E), and in the Building at the time of the fire, is in charge of Fire Operations.

- listen for announcement of location of fire
- proceed to the fire panel; liaise with the Community Response Team, and direct operations as required
- take over evacuation procedure, instruct another Senior Staff Member to do so, or instruct charge Person to carry on.
- make decisions re necessary actions to be taken, i.e. extent of evacuation, page for extra help from within building, initiate fan-out plan, etc.
- receive messages and act accordingly
- relinquish direction to Fire Department/Incident Commander upon arrival

DEPUTY ADMINISTRATOR, DIRECTOR OF NURSING / DEPUTY ADMINISTRATOR QI & OPERATIONS

- Must
 - determine the area of fire and proceed there immediately
 - analyse the Emergency Situation and ensure call has been made to **Ext 4260** with information concerning the severity of the situation, the number of casualties, and other pertinent information
 - follow instructions of Administrator

SUPERVISOR OF SUPPORT SERVICES

- Must
 - go to Fire Panel; assist Charge Nurse
 - follow instructions of Administrator

SUPERVISOR OF RESIDENT SERVICES & OUTREACH

- Must -
 - have Staff remain with Clients
 - instruct Meals on Wheels Volunteers to remove cars from front driveway, if applicable
 - proceed to Fire Panel

SUPERVISOR FOOD & NUTRITION, HEALTH & SAFETY OFFICER

- Must
 - proceed to fire panel
 - follow instructions of Administrator or Charge Person

NURSING SUPERVISOR

- Must
 - proceed to fire area
 - follow instructions from Administrator or Charge RN

RESIDENT CARE SUPERVISOR

- Must
 - proceed to fire area
 - follow instructions from Administrator/Nursing Supervisor or Charge RN

REGISTERED NURSES

- Must
 - supervise operations in own unit(s) and take action as necessary
 - Charge Registered Nurse is responsible for entire operation in the absence of Administrative Personnel
 - Inform Incident Commander where oxygen containers are kept

FIRE REGULATIONS FOR RESIDENTS/FAMILY

POLICIES

As many Residents as possible must actively participate in fire procedures which pertain to them.

In fire drills when evacuation of an area is ordered **all** Residents must be evacuated except between the hours of 2000 - 0700 when **all** Residents in Alarm Area must be evacuated.

All procedures concerning smoking, safe - housekeeping techniques, and prevention of hazards must be strictly adhered to.

Your cooperation is required.

PROCEDURES

WHEN FIRE ALARM SOUNDS

Proceed to the nearest exit in a direction away from fire remaining on the Right Hand side of the corridor.

If ordered to evacuate area, proceed to designated areas as directed by Staff.

Cooperate with Staff and Fire fighters.

NOTE: Elevator is **NOT** to be used.

AT THE FIRST SIGN OF FIRE

- assist anyone in immediate danger
- close doors in immediate area
- activate fire alarm
- Call Fire Panel **Ext. 4260** and give location of fire

OTHER REGULATIONS

Smoking The Lodge is a non-smoking facility.

Prevention of Hazards

Good housekeeping techniques must be observed by Residents and Staff at all times.

Resident's closet and dresser drawers must be void of hazardous items.

Labelled fire doors must never be propped open.

All electrical equipment and wiring brought into the Lodge must be inspected by Maintenance Staff before being used.

Any defective wiring must be reported to Maintenance Supervisor immediately. Defective equipment must not be used until repaired.

EVACUATION OF THE FACILITY/RELOCATION OF THE RESIDENTS IMPLEMENTATION

Activation of the Disaster Plan

Any situation which constitutes an Internal Disaster would require immediate action by the staff. The Administrator or Delegate, who is responsible for declaring this situation a disaster, must be notified immediately at:

Administrator – Meena Mullur, Extension 4223 or Cellular [REDACTED]

Supervisor of Support Services – Maarit Fernberg, Extension 4224 or cell phone [REDACTED]

Deputy Administrator/Director of Nursing – Melanie Levesque Extension 4222 or Residence 6 [REDACTED]

The Administrator or Delegate will assess the severity of the situation and if necessary, initiate all/part of the Disaster Plan.

RESPONSIBILITIES OF KEY PERSONNEL

ADMINISTRATOR OR DELEGATE

1. Direct the Departmental Secretary to notify the following persons/agencies;

Call 911- they will send appropriate emergency departments	Police Department	933-5000
	Fire Department	930-7419
	Ontario Provincial Ambulance Service	933-2714
Deputy Fire Chief/ Community Emergency Management Coordinator	Leighton Woods	930-2787 Ext.2346
Medical Director	Dr. S. Patel	534-8818 Home
Chief Administrative Officer-Interim	Tracey Bailey	930-2787 Ext.2501
Cornwall Civic Complex - Interim	Mellissa Morgan	930-2787 Ext 3208/2370 (Ext. 2599)
Cornwall Transit/Handi-Transit	Jean Marcil	930-2787 Ext 2254 Cell 613-
Cornwall Civic Complex	Janice Robinson	930-2787 Ext. 2543
Ministry of Health, Long Term Care	Duty Inspector	1-877-779-5559
Lodge Fan Out List		

2. Page all Department Heads and Administration Staff to report to the Control Centre. (Tea Room/Library) In the absence of the Health & Safety/Staff Development Coordinator, the role of Operations Coordinator must be delegated.
3. Report to the Control Centre
4. Establish if evacuation of the facility in whole or in part is necessary. Announce **CODE GREEN** Unit(s) involved. Indicate whether to use stairwells or elevator.
5. Liaise with Emergency Response Team (i.e. Fire, Police, and Ambulance)
6. Announce that the disaster is over - **CODE GREEN ALL CLEAR**, under the direction of the Fire Department, Police Department, and the Emergency Planning Department.

The Administrator/Delegate and Supervisors can be recognized by all parties by the wearing of a departmental vest. The Vests and this list of Responsibilities of the Administrator/Delegate may be found in the front office in the vault room in a plastic container labelled "Evacuation Kit".

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

1. HOUSEKEEPING

- a) Good housekeeping techniques must be observed by Residents and Staff at all times.
- b) Rubbish or waste materials shall be disposed of daily.
- b) Flammable materials, oils, waxes, paints and cleaning solutions must be kept in proper containers, clearly identified and properly stored.
- c) Lint traps in all three main dryers in Laundry Department are cleaned daily. Lint traps on 4th Floor/Main Laundry commercial dryers are cleaned quarterly as per Preventative Maintenance Program.

2. PREVENTION OF HAZARDS

- a) Fire exits must be kept clear at all times.
- b) All fire doors are not to be propped open.
- c) All electrical equipment and wiring brought into the Lodge must be inspected before being used and regularly checked by Maintenance Staff.
- d) Any defective wiring must be report to the Supervisor of Support Services immediately.
- e) Defective equipment must not be used until repaired.
- f) The use of portable electric heaters is prohibited.
- g) No extension cords or triple tap adaptors are permitted in the building.
- h) On the ground floor, the space beneath the stairs must not be used for storage.
- i) Sprinkler heads must not be obstructed. This includes sprinkler heads in Resident closets.

FIRE EDUCATION - POLICIES

FIRE DRILLS

- (a) Fire Drills will be conducted monthly on all shifts. A red blinking light will be placed throughout the Lodge, at random, to signify the fire. The Employee who initiates the Fire Drill must inform Alliance Security Systems (613-937-4430) (ID Code 49-DE86) at what time the Fire Drill is to take place. It is the responsibility of the Staff Member who first spots the red blinking light to initiate the Fire Procedure.
- (b) A Fire Alarm Review (Form F-16) will be completed immediately following every fire drill/alarm by the Health & Safety Officer during normal business hours. Any problems with the drill/alarm will be discussed and dealt with. In the event that the alarm occurs after regular business hours, the charge nurse will complete Fire Drill Review (Form F-16) and forward to the Health & Safety Officer. The Health & Safety Officer will forward photocopies to the Administrator and the Chairpersons of the Health & Safety committee.
- (c) To allow all staff to participate in a monthly Table Talk Code Red Exercise the RN/RPN on 10:00pm-6:00am shift will be responsible to conduct a silent drill each month. The Health & Safety will conduct a live drill for the 6:00am-2:00pm and 2:00pm-10:00pm shifts each month. Following the drill Form F 16-A will be completed and forwarded to the Health & Safety Officer.

2. STAFF EDUCATION

- (a) All new employees will be thoroughly oriented to the Fire Safety Plan.
- (b) All Employees will be re-instructed in the Fire Safety Plan on an annual basis. Fire Education Programmes will be conducted yearly.
- (c) Every Employee is responsible for learning the location of pull stations, fire fighting equipment (fire extinguishers, hoses), fire exits, and fire phones specifically in the area they are working and generally throughout the building.

ALTERNATE MEASURES

STANDARD:

1. There is an alternate measures plan in place to provide for the safety of occupants during any shutdown of fire protection equipment and systems or part(s) thereof.

PROCEDURE:

1. The Administrator/designate will initiate the alternate measures (fire patrol) procedure).
2. The receptionist/designate will make an announcement to implement the alternate measures procedure NOTE: In the event paging and phone communication systems are also down, staff will be requested to run messages to all floors/departments.
3. The Administrator/designate will ensure that the Fire Department, (613-930-7419), and Alarm Monitoring Company (**Alliance Monitoring 800-363-8145**), are notified of any fire protection system impairments and planned temporary shutdowns of sprinkler protection systems for repairs or alterations and their restoration of service again. This includes the shutdown of sprinkler control valves or fire protection water supplies for more than a 24 hour period.
4. The unit Supervisor/designate will assign one of the nursing staff to fire safety patrol to check every resident room and washroom and all other rooms on the floor every fifteen (15) minutes until the fire alarm system is operational.
5. One staff member in the Food Services department will be assigned to fire safety patrol to check the kitchen area including all storage rooms, coolers and dining rooms every fifteen (15) minutes until the fire alarm system is operational.
NOTE: If the Food Services department is closed, the Charge Nurse will assign this responsibility.
6. The Maintenance staff will be assigned to fire safety patrol to check all other rooms in the basement and all stairwells every fifteen (15) minutes until the fire alarm system is operational.
NOTE: If the Maintenance department is closed, the Nurse Manager in charge of the building will assign this responsibility.
7. Staff conducting the fire patrols (Appendix C) will record the time and date of each 15 minute tour and will also note any deficiencies and action taken. Records must be forwarded to the Environmental Services Manager for filing with the fire alarm test records.

OUTCOME:

1. Staff follows alternate measures to monitor the building if the fire alarm system is not operating due to repairs or malfunction.
2. The fire department is notified of planned temporary shutdowns of the sprinkler protection system for repairs or alterations and their restoration to service including the shutdown of sprinkler control valves or fire protection water supplies for more than a 24-hour period.
3. The fire department is notified of any fire protection system impairments.
4. Each tour of the building by the fire safety patrol is recorded by time and date. Any deficiencies noted and corrective measures are also recorded.

ADDITIONAL REFERENCES:

1. Ontario Fire Code – Article 6.5. 2.1.
2. Fire safety Planning for Institutional Facilities OFM-TG-02-1999, 6.2 Alternate Measures for Temporary Shutdown of Fire Protection Equipment or Systems (pg. 19)

FIRE PANEL INSTRUCTIONS – 1

CALLING CODE RED

- 1. Acknowledge the Fire panel (Push **red** button below flashing light)**
- 2. Read display indicating the area.**
- 3. Push Grey Button (All speakers talk)**
- 4. Answer the phone to your left, if ringing.**
- 5. Using the microphone, push in side button and hold**
 - when the **green ready to talk** light comes on
 - announce “ **CODE RED**” and **location**—repeat **3 times**
 - announce for staff to “ Man Walkie Talkies”— 2 times
 - hang up the microphone
- 6. Call 911 to verify fire department has ben sent**

Follow Fire Panel Instructions – 2

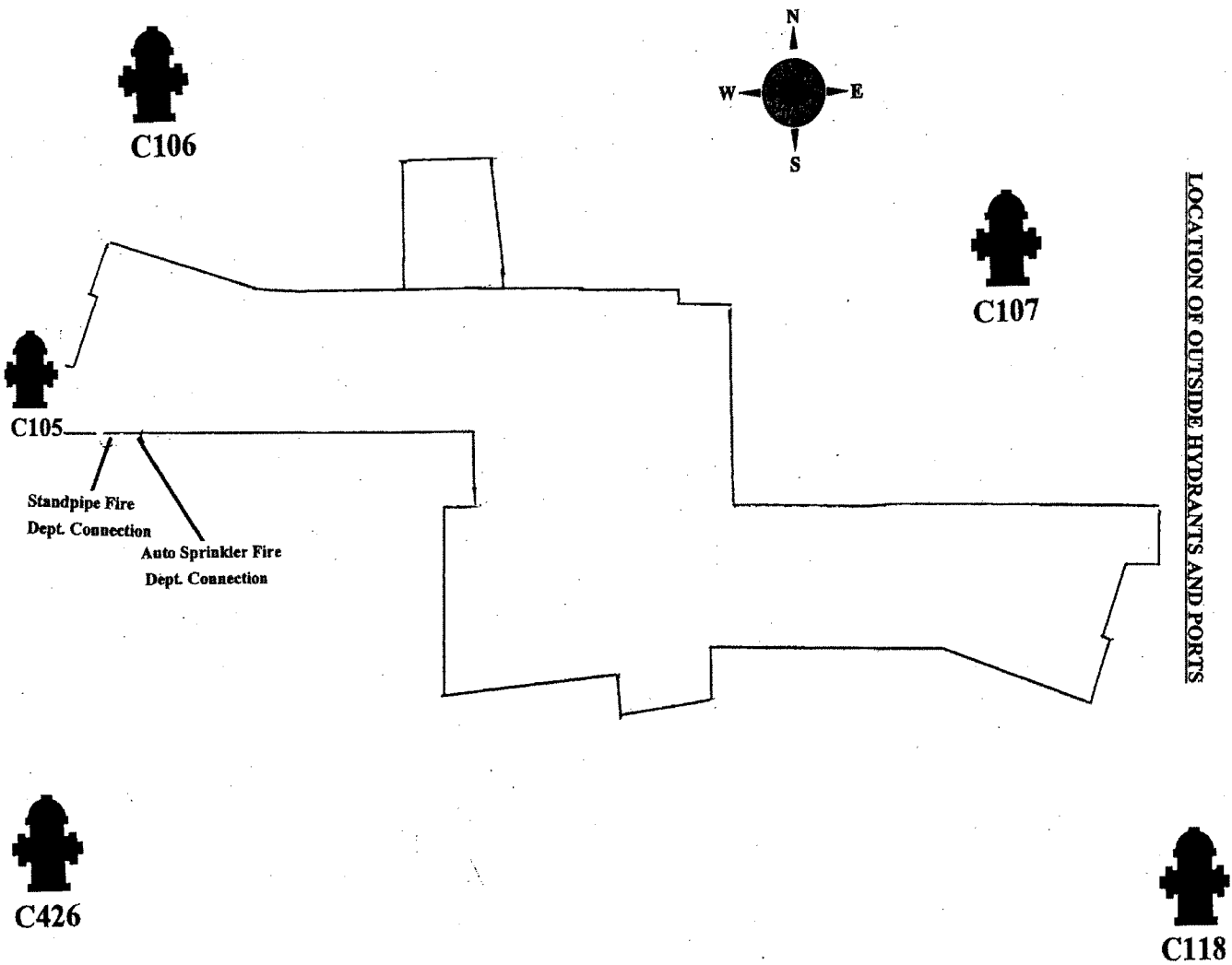
1-7 CALLING CODE RED - SEE INSTRUCTIONS ON FIRE PANEL

- 8.** Send staff available as required to each Resident Floor
- 9.** Give relevant information to the Fire Department upon arrival
- **Do not leave fire panel area**
- 10.** When given the “**ALL CLEAR**” from the Fire Department
- use microphone as in step #5 and announce
“**Code Red All Clear**” **3 times**
- 11. RESET FIRE ALARM SYSTEM**
 - Ensure maintenance has reset pull station or/and the smoke detector is clear prior to reset
 - Press - Alarm Silence
 - Acknowledge Trouble
 - System Reset
- 12. RESET MAG LOCKS**
 - Using the “ Mag Lock “ key located in the **red box**
 - Insert key into key way
 - Turn to the left
 - Acknowledge Trouble
 - System Normal
- 13.** As per the Senior Fire Official/Administrator/ Acting Administrator implement the fan out plan and initiate evacuation procedures
- 14.** To confirm end of emergency, telephone ALLIANCE SECURITY
 - Pick-up phone

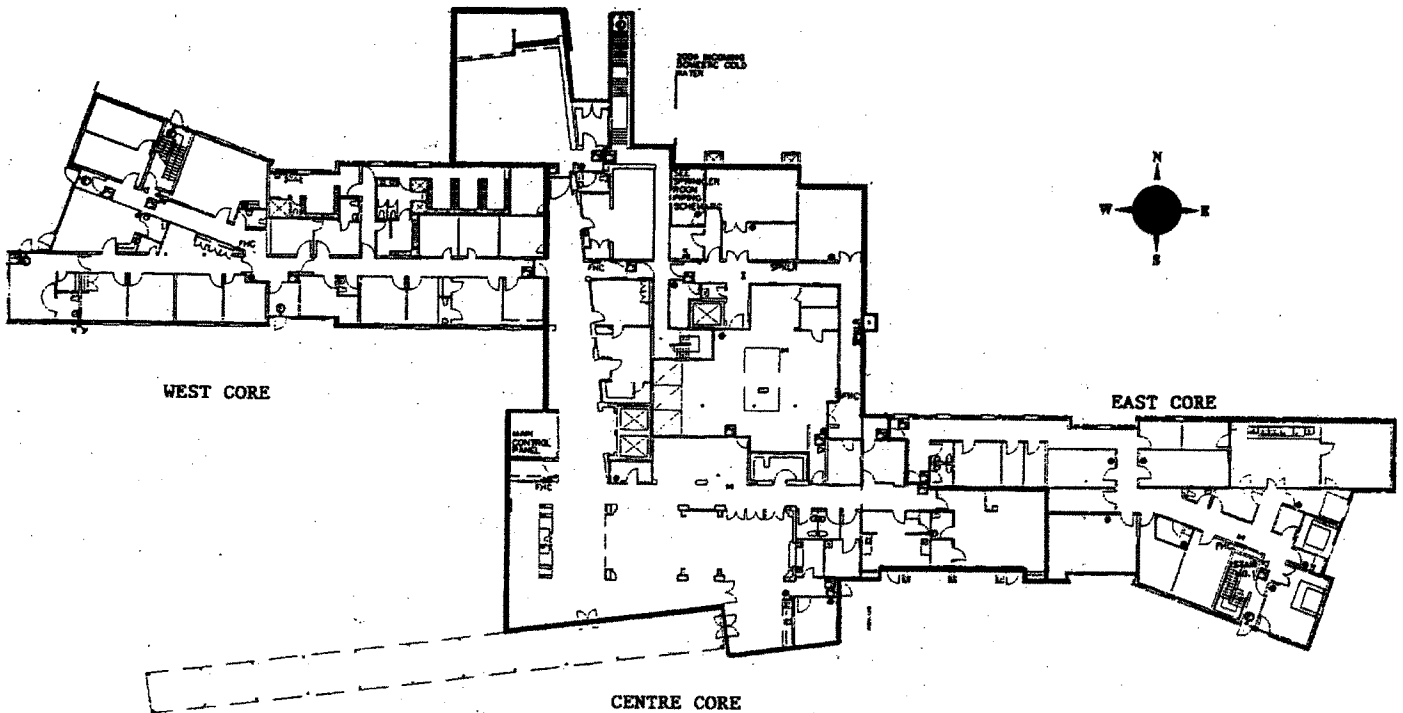
 - Give Code # (49 – DE86) and your name

FIRE PLAN

LOCATION OF OUTSIDE HYDRANTS AND PORTS



Location of Outside Hydrants and Ports



FIRE ZONE MAP
GROUND FLOOR

LEGEND

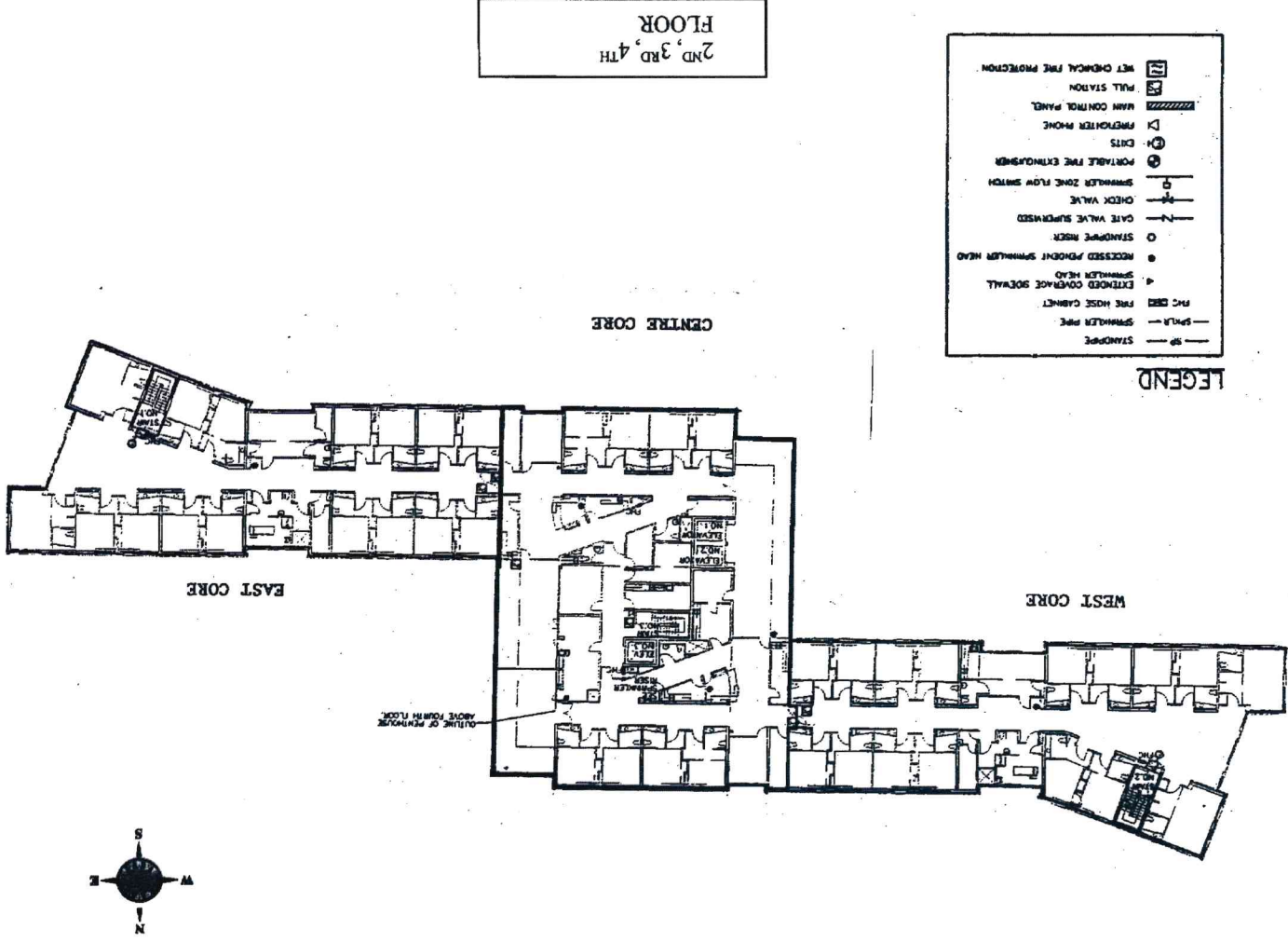
— SP —	STANDPIPE
— SP/SLR —	SPRINKLER PIPE
FHC CAB	FIRE HOSE CABINET
▲	EXTENDED COVERAGE SIDEWALL SPRINKLER HEAD
●	RECESSED PENDENT SPRINKLER HEAD
○	STANDPIPE RISER
— —	GATE VALVE SUPERVISED
— —	CHECK VALVE
— —	SPRINKLER ZONE FLOW SWITCH
⊕	PORTABLE FIRE EXTINGUISHER
⊙	EXITS
☎	FIREFIGHTER PHONE
⊞	MAIN CONTROL PANEL
⊞	PULL STATION
⊞	NET CHEMICAL FIRE PROTECTION

GROUND FLOOR

Fire Zone Map – Ground Floor

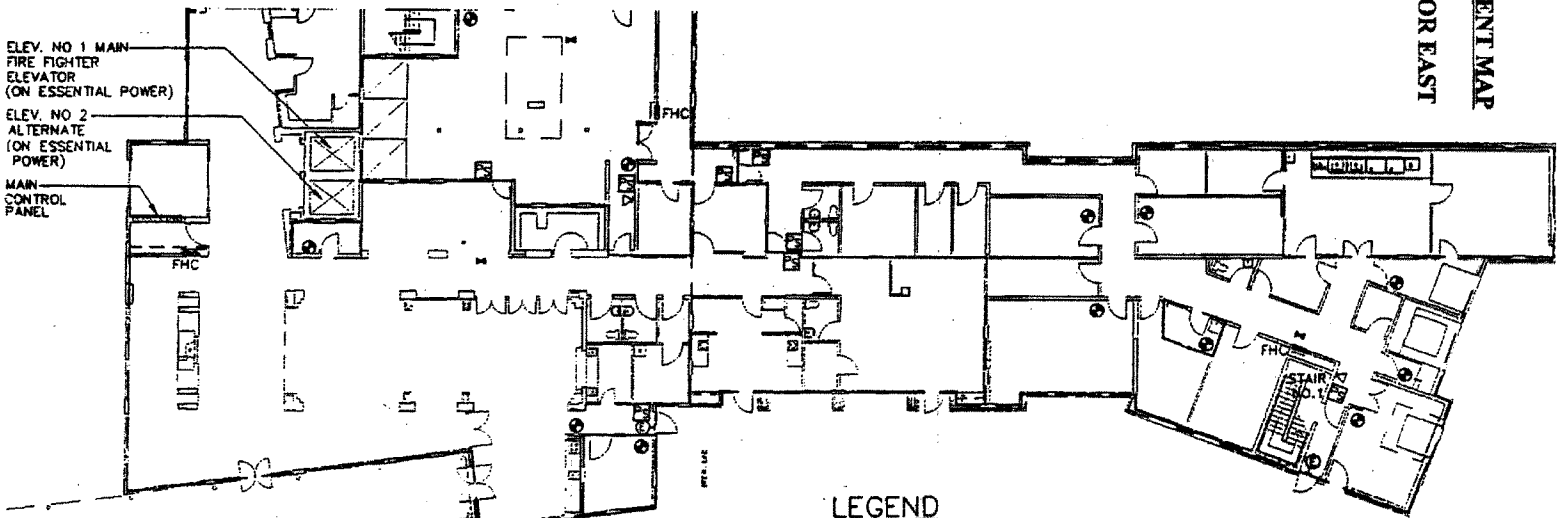
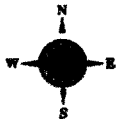
GSDL Fire Plan

**FIRE ZONE MAP
SECOND, THIRD AND FOURTH FLOORS**



Fire Zone Map – 2nd , 3rd, 4th Floor

FIRE EQUIPMENT MAP
GROUND FLOOR EAST



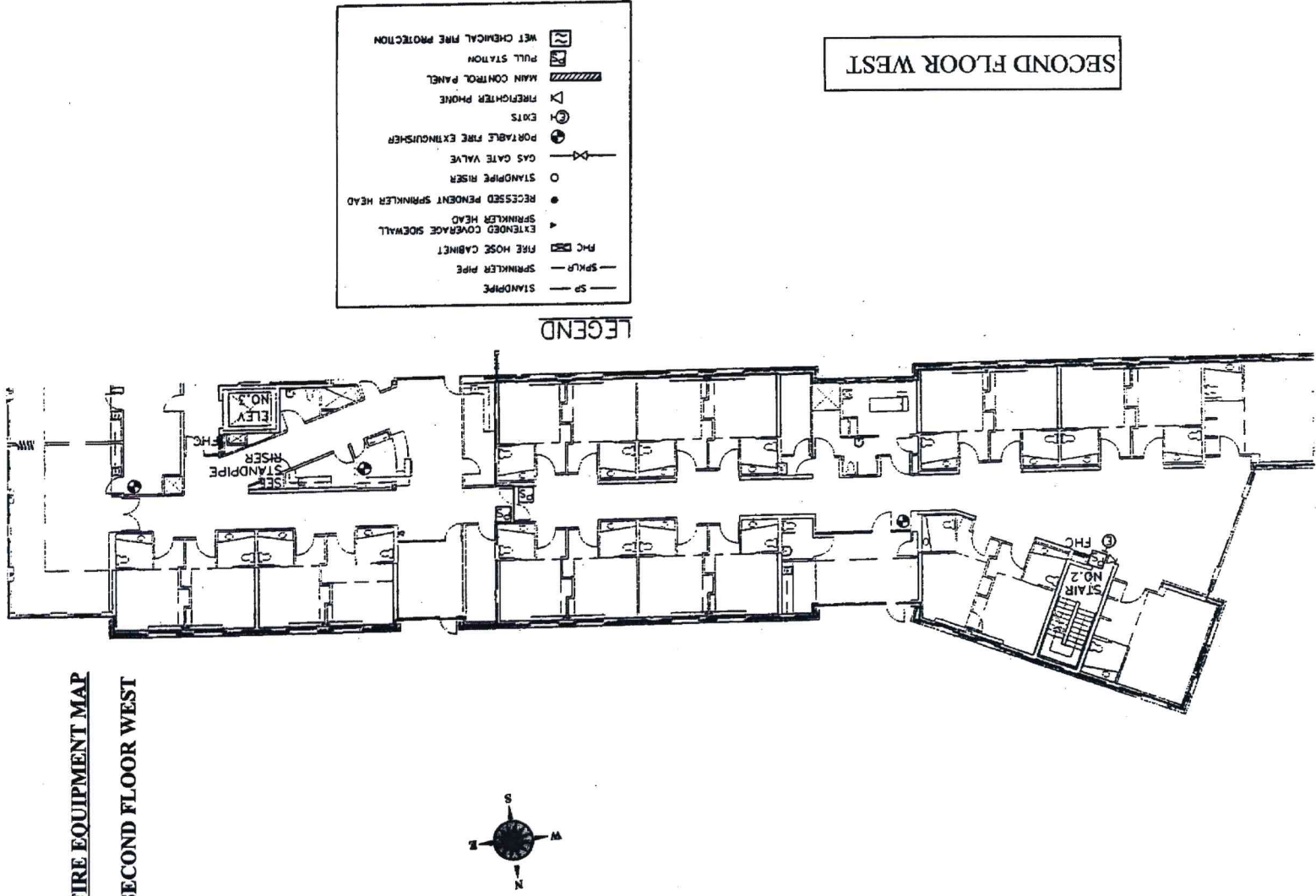
LEGEND

— SP —	STANDPIPE
— SPKLR —	SPRINKLER PIPE
FHC	FIRE HOSE CABINET
▲	EXTENDED COVERAGE SIDEWALL SPRINKLER HEAD
●	RECESSED PENDENT SPRINKLER HEAD
○	STANDPIPE RISER
— —	GAS GATE VALVE
⊕	PORTABLE FIRE EXTINGUISHER
⊙	EXITS
⚡	FIREFIGHTER PHONE
▨	MAIN CONTROL PANEL
⊞	PULL STATION
⊞	WET CHEMICAL FIRE PROTECTION

GROUND FLOOR EAST

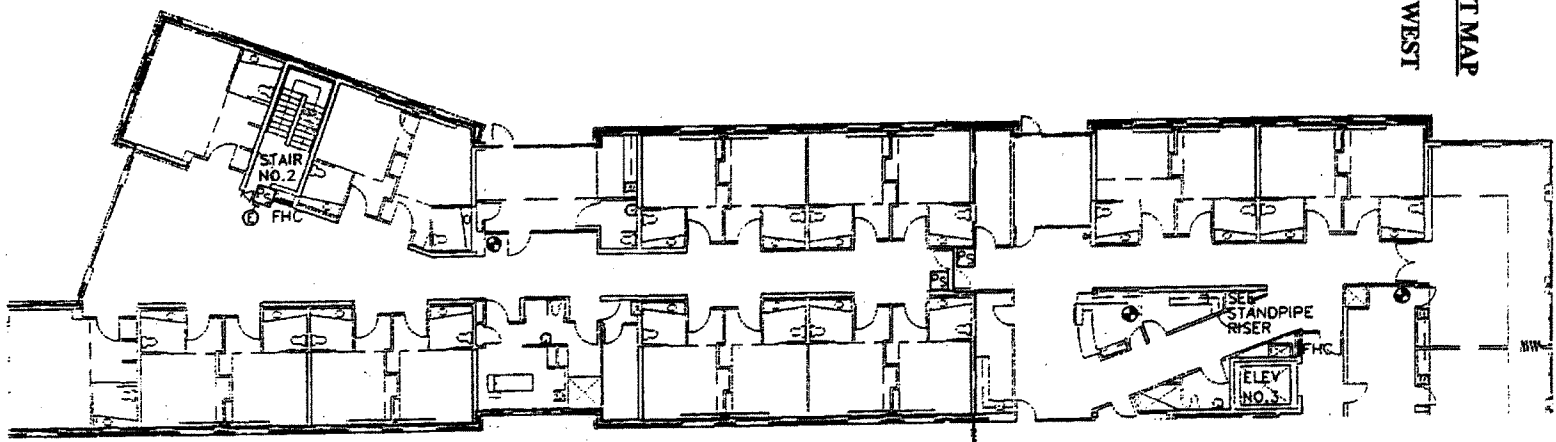
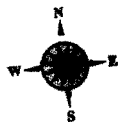
Fire Equipment – Ground Floor East

FIRE EQUIPMENT MAP
SECOND FLOOR WEST



Fire Equipment – Ground Floor West

**FIRE EQUIPMENT MAP
SECOND FLOOR WEST**



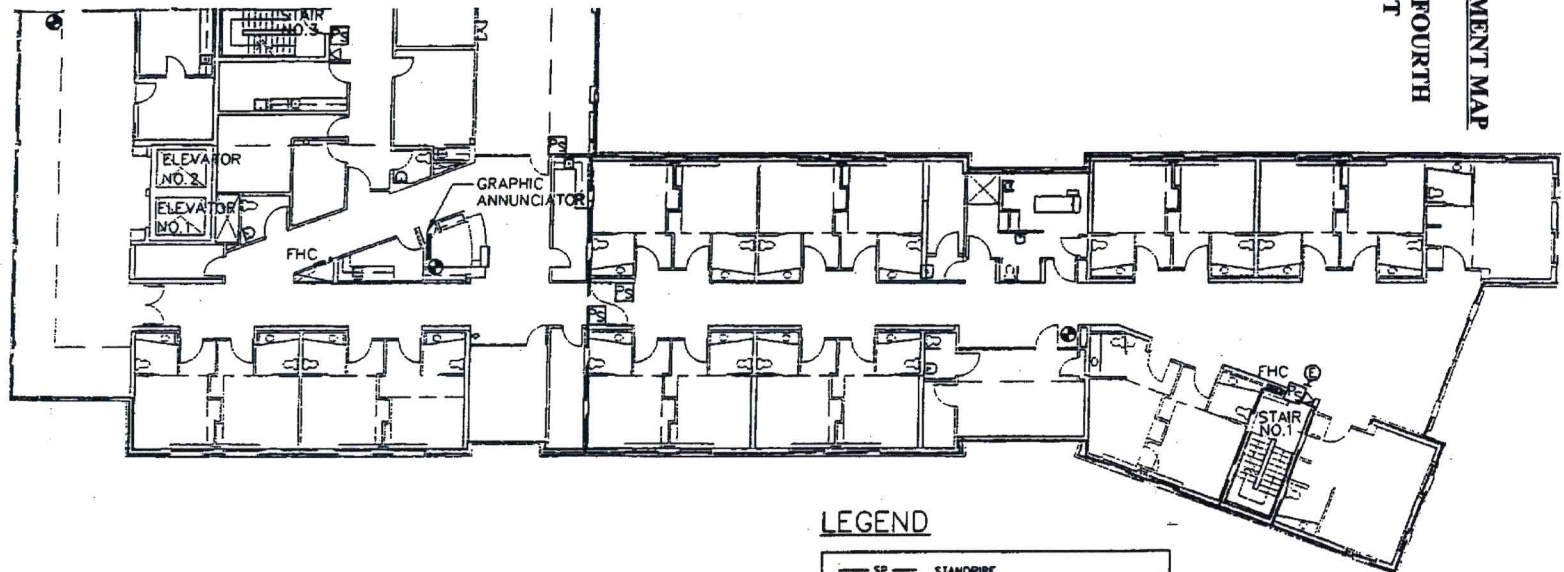
LEGEND

— SP —	STANDPIPE
— SPKLR —	SPRINKLER PIPE
FHC	FIRE HOSE CABINET
▲	EXTENDED COVERAGE SIDEWALL SPRINKLER HEAD
●	RECESSED PENDENT SPRINKLER HEAD
○	STANDPIPE RISER
—◇—	GAS GATE VALVE
⊕	PORTABLE FIRE EXTINGUISHER
⊙	EXITS
▷	FIREFIGHTER PHONE
▨	MAIN CONTROL PANEL
⊞	PULL STATION
⊞	WET CHEMICAL FIRE PROTECTION

SECOND FLOOR WEST

Fire Equipment – Second Floor West

**FIRE EQUIPMENT MAP
THIRD AND FOURTH
FLOOR EAST**



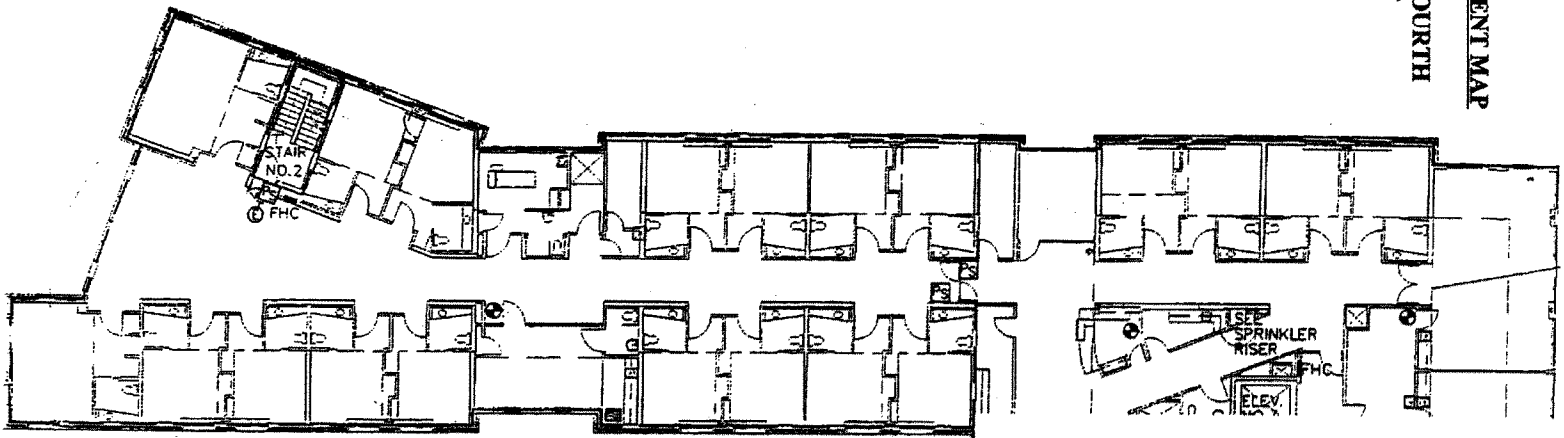
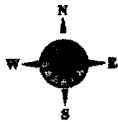
**THIRD AND FOURTH
FLOOR EAST**

LEGEND

— SP —	STANDPIPE
— SPKLR —	SPRINKLER PIPE
FHC	FIRE HOSE CABINET
▲	EXTENDED COVERAGE SIDEWALL SPRINKLER HEAD
●	RECESSED PENDENT SPRINKLER HEAD
○	STANDPIPE RISER
⊗	GAS GATE VALVE
⊕	PORTABLE FIRE EXTINGUISHER
Ⓧ	EXITS
▽	FIREFIGHTER PHONE
▨	MAIN CONTROL PANEL
⊞	PULL STATION
⊞	WET CHEMICAL FIRE PROTECTION

Fire Equipment – Third and Fourth Floor East

FIRE EQUIPMENT MAP
THIRD AND FOURTH
FLOOR WEST



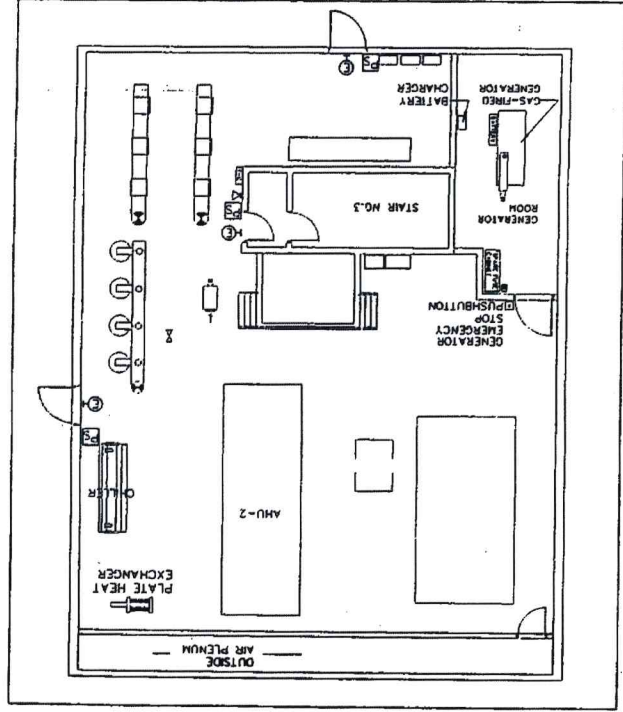
LEGEND

— SP —	STANDPIPE
— SPKLR —	SPRINKLER PIPE
FHC	FIRE HOSE CABINET
▲	EXTENDED COVERAGE SIDEWALL SPRINKLER HEAD
●	RECESSED PENDENT SPRINKLER HEAD
○	STANDPIPE RISER
— —	GAS GATE VALVE
⊙	PORTABLE FIRE EXTINGUISHER
⊗	EMTS
⊠	FIREFIGHTER PHONE
▨	MAIN CONTROL PANEL
⊞	PULL STATION
⊞	WET CHEMICAL FIRE PROTECTION

THIRD AND FOURTH
FLOOR WEST

Fire Equipment – Third and Fourth Floor West

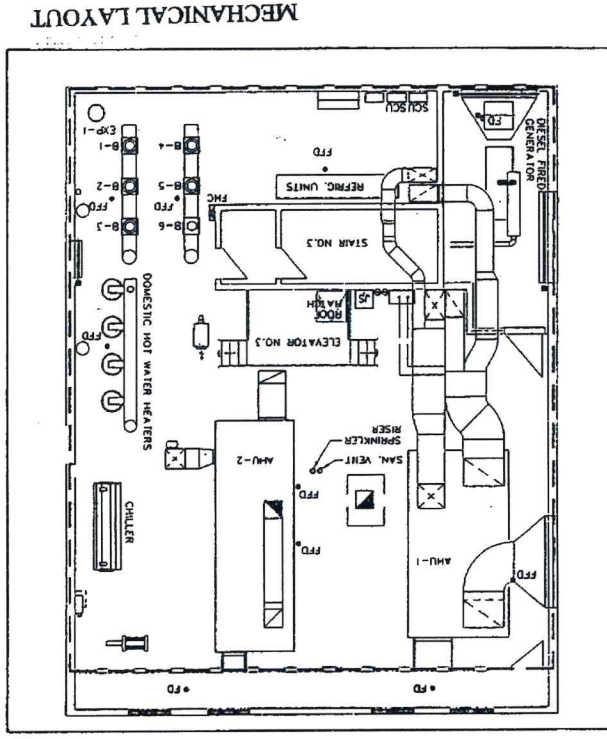
**FIRE EQUIPMENT MAP
PENTHOUSE**



ELECTRICAL LAYOUT

LEGEND

○	STAIRWELL
○	SPRINKLER PERC.
○	FIRE HOSE CABINET
○	EMERGENCY SIGNAL
○	SMALL
○	SPRINKLER HEAD
○	RECESSED PENDANT SPRINKLER HEAD
○	STAIRWELL RISER
○	GAS GATE VALVE
○	PORTABLE FIRE EXTINGUISHER
○	CHITS
○	PERFORMANCE PHONE
○	SMALL
○	MAIN CONTROL PANEL
○	PULL STATION
○	WEST-OCCUPANT FIRE PROTECTION



MECHANICAL LAYOUT

PENTHOUSE

Fire Equipment Penthouse

APPENDIX C

FIRE WATCH PROCEDURES

A fire watch is implemented to ensure the fire-safety of a building or area in the event of any act, e.g. hot work, or situation that may pose an increased risk to persons or property. The term “Fire Watch” is used to identify a procedure for the detection of fire by person(s) designated when automatic detection systems are disabled.

I. WHEN IS A FIRE WATCH REQUIRED?

- One or more qualified persons are to be fire watch duty.
- A fire watch is required when Hot Work is being performed.
- A fire watch may be required in the event of temporary failure of the alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.
- The persons performing a fire watch are not permitted to perform any other duties.

II. HOW IS A FIRE WATCH CONDUCTED?

The fire watch is to perform the following functions.

- Fire watch personnel are to keep diligent watch for fire in the areas affected. The person or persons performing the fire watch are not to be permitted to perform other duties. The building shall be patrolled at least once per hour on a 24 hour basis until the fire alarm and fire protection system has been restored to normal operating condition.
- Fire watch personnel are to be familiar with the facilities and procedures for sounding an alarm in the event of a fire and have a means of notifying the Emergency Services.
- Fire watch personnel are to have fire-extinguishing equipment readily available and be trained in its use.
- The quantity of personnel involved in the fire watch is to be adequate such that each floor, level, and room of the fire area is covered including all common areas, public corridors, stairwells, storage/locker rooms, mechanical/machinery rooms, electrical, boiler and other fuel fired appliance rooms, service rooms and offices are to be patrolled during the Fire Watch.

HOT WORK: During Hot Work Operations, the fire watch is to perform the following functions.

- Fire watch personnel are to keep diligent watch for fires in the general area where the work is being performed.
- Fire watch personnel are to be familiar with facilities and procedures for sounding an alarm in the event of fire and have a means of notifying the Emergency Services.
- Fire watch personnel are to have fire-extinguishing equipment readily available and be trained in its use.
- Fire watch personnel are to inspect the site prior to hot work activities to ensure that combustibles are removed or covered and that any nearby holes or penetrations in the floor and walls are sealed or covered with fire-safe materials.
- Fire watch personnel are to watch for fires in all exposed areas. If a fire is located, fire watch personnel are to sound the fire alarm immediately and after that try to extinguish the fire only if it is safe to do so.
- For Hot Work operations, the fire watch is to be maintained for at least 30 minutes after completion of cutting, welding or other open flame operations to detect and extinguish smoldering and flaming fires. During this time, the work area and other adjacent areas, where sparks or flame may have traveled, are to be searched for signs of combustion.

FIRE SYSTEM INTERRUPTIONS:

Fire watch requirements for fire system outages will be determined on a case-by-case basis.

- Notify occupants to evacuate when there is a fire in the building by initiating the fire alarm.
- Call 911.
- The persons performing this type of fire watch are not to be permitted to perform other duties.

Glen Stor Dun Lodge

FIRE WATCH DUTIES

In the event that any fire alarm systems or sprinkler systems are off-line, a Fire Watch through the use of the Fire Watch personnel is to be implemented immediately.

The Ontario Fire Code requires that buildings equipped with fire alarm systems and sprinkler systems be fully operational at all times. Therefore, in the event any of these systems are off-line for any reason whatsoever, a Fire Watch through the use of Fire Watch personnel is to be implemented **immediately**. During the Fire Watch, a responsible occupant, employee or contracted security guard actively looks for evidence of smoke and fire, listens for in-room smoke detectors sounding and, if smoke or fire is found, they are to contact Cornwall Fire Services, by calling **9-1-1**, and notify them of the emergency within the building.

The Fire Watch is only intended as a short term alternative that permits continued occupancy of the building. Cornwall Fire Service requires the **IMMEDIATE ACTION** of the building owner, business operator or management firm to arrange the corrective measures to be taken on the particular system which is temporarily out of service. Alternative measures for the temporary shutdown of the building's fire protection and life safety equipment are to be outlined within the fire department approved Fire Safety Plan for the building.

Definition: the term "Fire Watch" is used to describe a dedication person or persons whose sole responsibility is to look for fires within the establishment area. Fire Watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.

Note: All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that the Fire Watch has been instituted until repairs have been made. See Sample "Fire Watch – Out of Servicer Signage"

1. At least one (1) qualified person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied.
2. The elective Fire Watch personnel are to contact Cornwall Fire Services by calling 613-930-7419 to advise what fire protection is off-line and that a Fire Watch has been implemented in the building. If the fire protection system is monitored by an outside agency, they are also to be notified that the system is off-line.
3. Fire Watch personnel are to post signage throughout the common areas of the building indicating what fire protection system is temporarily out of order and display the emergency evacuation procedures, as outlined within the approved Fire Safety Plan.

4. The Fire Watch must be continuous until the fire protection system is repaired on-line. If the system(s) remains off-line for more than one day, notify Cornwall Fire Services of the status daily, by calling 613-930-7419.
5. Each person assigned to Fire Watch duties should be provided with the following equipment:
 1. Suitable means of communication (cell phone, portable radio, etc.) for notifying Cornwall Fire Services
 2. A portable air horn, whistle or other approved means of sounding an alarm
 3. Flashlight
 4. Clipboard and pen
 5. Copy of the Fire Watch duties
 6. Copy of the Fire Watch Log Sheet
 7. Keys and/or access codes to provide entry to all rooms/spaces
 8. Floor plan(s) of the building under Fire Watch
 9. A list of persons requiring assistance in evacuation/special needs
6. Fire Watch personnel are to be familiar with the building and procedures for sounding an alarm and alerting the fire service in the event of a fire.
7. Fire Watch personnel must turn the entire building **each hour** and immediately document, upon the completion of each round, on the Fire Watch Log Sheet that the building inspection was completed. The person completing the rounds will record the time each round was completed and sign or initial each entry.
8. Fire Watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
9. If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn, whistle or another device approved by the Chef Fire Official.
10. A telephone must be readily available at all times to notify Cornwall Fire Services by calling **9-1-1. Always call from a safe area.**
11. Do not attempt to extinguish the fire unless it is safe to do so.
12. Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. **Do not re-enter the building** without permission from Cornwall Fire Services.
13. “Hot works” such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired, or be limited to areas where approved precautions have been put into place.

14. While the sprinklers are shut down, assigned Fire Watch personnel shall patrol the area until both the fire alarm system and the sprinkler system have been resorted.
15. Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire Watch duties.
16. When the fire protection system(s) is restored and on-line, Fire Watch personnel must call the monitoring station, if fire protection system is monitored, and advise them to put the fire protection system(s) back on-line.
17. Cancelling the Fire Watch is based on an assessment that the fire protection system(s) is fully operational-at which time Cornwall Fire Services must then be notified by calling 613-930-7419.

Glen Stor Dun Lodge

FIRE WATCH LOG SHEET

In the event that any of the following fire protection systems are off-line, a FIRE WATCH is to be implemented IMMEDIATELY – Fire Alarm System, Sprinkler System, Standpipe System, Fire Pump, Emergency Power System, Specialized Fire Suppression System, other specialized building systems.

Persons assigned to Fire Watch duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on the Fire Watch Log Sheet immediately following each round. Records of fire Watch shall be retained on site for 2 years after they are made, and shall be made available upon request to the Chief Fire Official.

NOTE: Start a new Fire Watch Log sheet for each new day of fire Watch

If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn, whistle or other device approved by the Chief Fire Official. Notify Cornwall Fire Services by calling **9-1-1 from a safe area.**

_____ System OUT OF SERVICE	Date: _____	Time: _____
Notification to Cornwall Fire Services – System out of Service	Date: _____	Time: _____
Notification to Monitoring Agency – System Out of Service	Date: _____	Time: _____

_____ System BACK IN SERVICE	Date: _____	Time: _____
Notification to Cornwall Fire Services – System Back in Service	Date: _____	Time: _____
Notification to Monitoring Agency – System Back in Service	Date: _____	Time: _____

NAMES & POSITIONS OF PERSONS CONDUCTING FIRE WATCH:	INITIALS
1.	
2.	
3.	
4.	

Fire Watch Checklist – Main Floor- West

To be completed by Dedicated Person or Person(s) every hour.

Date: _____

Signature: _____

Time	Front Entrance Area	Reception Area	Chapel/ Library	Back Stairwell	Administration Corridor	Locker Rooms	Outreach	Staff hall & Entrance	West Stairwell	Centre Core Stairwell

Fire Watch Checklist – Main Floor- East

To be completed by Dedicated Person or Person(s) every hour.

Date: _____ Signature: _____

Time	Tea Room	Kitchen	Physio Room/ Beauty Parlour	Storage Rooms	Maintenance	Laundry	Garbage Room	East Stairwell	

Fire Watch Checklist – Second Floor – East - Cornwall

To be completed by Dedicated Person or Person(s) every hour.

Date: _____ Signature: _____

Time	Gallery	Resident Rooms	Sitting Area	Washroom	Dining Room	Activity Room	Shower Rooms	Resident Rooms	East Stairwell

Fire Watch Checklist – Second Floor West - Dundas

To be completed by Dedicated Person or Person(s) every hour.

Date: _____

Signature: _____

Time	Gallery	RN Office	Centre Core	Centre Core Stairwell	Washroom	Sitting Area	Resident Rooms	Activity Room	Shower Room	West Stairwell

Fire Watch Checklist – Third Floor – East - Glengarry

To be completed by Dedicated Person or Person(s) every hour.

Date: _____

Signature: _____

Time	Gallery	Resident Rooms	Documentation Area	Dining Room	Centre Core	Centre Core Stairwell	Activity Room	Shower Rooms	Resident Rooms	East Stairwell

Fire Watch Checklist – Third Floor West – Stormont

To be completed by Dedicated Person or Person(s) every hour.

Date: _____ Signature: _____

Time	Nurse's Office	Documentation Area	Nurse Practitioner Office/RAI Coordinator Office	Dining Room	Resident Room	Activity Room	Shower Rooms	West Stairwell	

Fire Watch Checklist – Fourth Floor – East - Seaway

To be completed by Dedicated Person or Person(s) every hour.

Date: _____ Signature: _____

Time	Gallery	RN Office	Documentation Area	Dining Room	Resident Rooms	Shower Rooms	Activity Rooms	East Stairwell	Penthouse

Fire Watch Checklist – Fourth Floor West – St. Lawrence

To be completed by Dedicated Person or Person(s) every hour.

Date: _____ Signature: _____

Time	Documentation Area	Dining Room	Activity Room	Centre Core	Centre Core Stairwell	Resident Rooms	Shower Rooms	West Stairwell	

APPENDIX D

CHECK/TEST/INSPECT REQUIREMENTS OF THE FIRE CODE

1. AS REQUIRED

- ✓ Recharge extinguisher after use or as indicated by an inspection or when performing maintenance.
- ✓ Check all doors in fire separations to ensure they are closed.
- ✓ Maintain exit signs to ensure they are clear and legible.
- ✓ Maintain exit lights to ensure they are illuminated and in good repair.
- ✓ Ensure street yards and private roadways provided for Fire Department access are kept clear.
- ✓ Clean lint traps in laundry equipment.

2. DAILY

- ✓ Check fire alarm AC power lamp and trouble light.
- ✓ Check trouble conditions.
- ✓ Check central alarm and control facility.
- ✓ Check all components of the emergency lighting system.
- ✓ Check hoods, filters and ducts subject to accumulation of combustible deposits and clean as necessary.

3. MONTHLY

- ✓ Inspect all portable extinguishers.
- ✓ Check all fire alarm components including standby power batteries.
- ✓ Test fire alarm system.
- ✓ Inspect all doors in fire separations.

4. ANNUALLY

- ✓ Portable fire extinguishers subject to maintenance.
- ✓ Test fire alarm system by persons acceptable to the authority having jurisdiction for service.
- ✓ Inspect controls for air-handling systems used for vents.

CHECK/TEST/INSPECT REQUIREMENTS OF THE FIRE CODE (cont...)

5. EVERY 5 YEARS
 - ✓ Hydrostatically test carbon dioxide and water type extinguishers.
6. EVERY 6 YEARS
 - ✓ Empty stored pressure type extinguishers and subject to maintenance.
7. EVERY 12 YEARS
 - ✓ Hydrostatically test dry chemical and vaporizing liquid type extinguishers.

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

CHECK - means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

TEST - means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

INSPECT - means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Additional Responsibilities

- 1 - Flammable liquids shall not be used for cleaning purposes
- 2 - Transformer vaults shall be kept locked and not be used for storage purposes
- 3 - Exterior passages and stairs shall be maintained free of snow and ice accumulations
- 4 - No obstruction such as partitions, racks or piled stock shall be placed so as to interfere with the effectiveness of water discharge from sprinklers
- 5 - Where an electrical supervisory signal service is provided for a sprinkler system it shall be tested in conformance with sentences 2 and 3, section 6.5.5.7. (1) of the Fire Code
- 6 - The minimum stock of spare sprinkler heads to be kept on hand shall be as follows:
 - a: For installations containing not more than 300 sprinklers 6 heads
- 7 - Spare sprinkler heads shall correspond to the types and temperature ratings of the sprinklers in use
- 8 - A wrench suitable for replacing sprinkler heads shall be kept in the cabinet where the spare sprinkler heads are stored.

Alternative Measures for Occupant Fire Safety

In the event of any shutdown of fire protection equipment and systems or part thereof, the Fire Department and occupants must be notified and instructions must be posted as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

An attempt to minimize the impact of the malfunctioning equipment must be indicated (e.g. where portions of a sprinkler, fire alarm or standpipe system is placed out of service, service to remaining portions be maintained) and where necessary, the use of watchmen, bull-horns, walkie-talkies, etc. should be employed to notify concerned parties of emergencies. Assistance and direction for specific situations may be sought from the Fire Department.

APPENDIX E

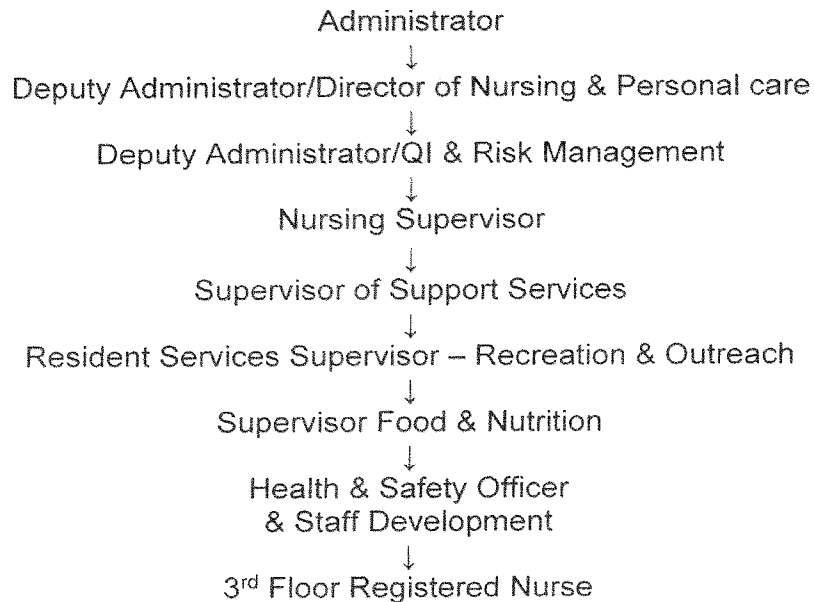
**ADMINISTRATION MANUAL
POLICY**

Glen Stor Dun Lodge

Subject	Section: Personnel		Original Issue: 1985 Dec. 12
Administrator Designate	Policy: #AM-0700-03		Revised: 2023 October
	Page #	# of pages	Reference Procedure #
	1	1	N/A

When the Senior Charge Person leaves the building, they will so inform the next in charge who will assume responsibility for the operation of the Home.

The chain of authority is as follows:





Administrator