



Fire Safety Plan

Building Name: Valleyview Home

Building Address: 350 Burwell Rd, St. Thomas, Ontario

Prepared By: Jennifer M. Schneider, Michael Carroll, Melissa Goethals, Leslie Morgan and George Lovelady

Prepare On: June 2023

Approved By: Shannon Ashton - FPO
St. Thomas Fire Department

Date: Approved: July 26, 2023



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INTRODUCTION

The Ontario Fire Code, Section 2.8, requires the establishment and implementation of a Fire Safety Plan for every building containing a Group A or B occupancy and to every building required by the Ontario Building Code to have a fire alarm system.

The Fire Protection and Prevention Act, 1997, Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual person, a director or officer of a corporation is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This plan is required to be acceptable to the Chief Fire Official.

The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

The Fire Safety Plan is also used to provide training to the building's supervisory staff who must have received instruction in the fire safety procedures as described in the plan before they are given any responsibility for fire safety. Supervisory staff shall be available on notification of a fire emergency to fulfill their obligation as described in the fire safety plan, although it is not necessary that supervisory staff be in the building on a continual basis.

INFORMATION FOR BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES

The Fire Code, Ontario Regulation 213/07 as amended is a provincial regulation made under Section 18a of the Fire Marshal's Act. The Code requires the Corporation of the City of St. Thomas to be responsible for carrying out the provisions of the Code, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the Corporation of the City of St. Thomas may be any one of or a combination of parties, including building management, maintenance staff, and tenant groups.

It is advisable that you obtain your own copy of the Fire Code and the Fire Protection and Prevention Act (FPPA). These may be purchased from the Government of Ontario Book Store/ Service Ontario Publications at 777 Bay Street, Toronto, Ontario M7A 2J3, toll-free phone: 1-800-668-9938.

PLAN SUBMISSION PROCEDURES

At least two (2) copies of the Plan must be submitted to the Chief Fire Official. Upon approval, one copy shall be returned to the author and one copy shall be retained by the Fire Department.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

SECTION 1 – BUILDING PROFILE**1.1 BUILDING INFORMATION**

BUILDING INFORMATION	
Building Name	Valleyview Home
Address	350 Burwell Road, St. Thomas, ON, N5P 0A3
Municipality	City of St. Thomas
Number of Stories	2
Number of Units	136 beds (long term care)
Building Area	85,000 sq feet
Business Operation	Long Term Care and Adult Day Program
Occupancy Load	238 (Days/ Evenings) to 147 (Nights) <ul style="list-style-type: none"> - 136 Long Term Care Residents - 20 Adult Day Program Clients - 72 staff on Days Mon-Fri and 11 staff on Nights Mon-Sun - 10 visitors and volunteers on average

1.2 BUILDING DESCRIPTION

Valleyview Home, was relocated to 350 Burwell Road in St. Thomas in April 2006. The newly built home is two storey, non-combustible building. The building operates and is staffed on a 24-hour, seven day a week basis.

The 136 residents live in five (5) care units, located on the main floor and upper floor. Each care unit is referred to as a "Resident Home Area". Three Resident Home Areas are located on the main floor. One home area is designed to care for residents with advance dementia and/or cognitive impairments and is equipped with special safety features to control access and egress from the unit. This Resident Home Area is located on the south side of the building. The remaining four Resident Home Areas are located on the north side with two home areas on the main level and two on the upper floor.

The physical design, layout and structural features of the building at the time of completion fully meet compliance with the relevant provincial legislation, including the Long-Term Care Homes Act, Ontario Fire Code and Ontario Building Code requirements.

The front entrance to the building is the access point for emergency response services (ambulance and fire department)

Main Floor:

The core area of the building consists of:

- Lobby, Tuck Shop and Community and Worship Room for use of all 136 residents of the Home.
- Reception area and Administration offices for some of the management team and business office staff.
- Hair Salon
- Multidisciplinary Office – 1st floor
- Sprinkler Room

- Elevator Room
- Contract Cleaning storage rooms
- Two Guest Washrooms
- The Adult Day Program is also located at the front of the building and has its own controlled entrance from the exterior and interior of the home.
 - The Adult Day Program operates Monday through Friday from 8:00 am to 8:00 pm as well as an overnight program on Tuesday and Wednesday. During the morning and evening programs up to 20 clients attending and 1 client for the overnight program.
 - The Adult Day Program area contains two separate programming spaces
 - There is a kitchen servery
 - Washroom with a tub room attached
 - Work area for staff
 - Overnight room
 - Storage areas
 - Secure patio area
- The rear Service Corridor contains:
 - Laundry Room as well as a Storage/ Labelling Room
 - Server Room
 - Maintenance Workshop
 - Main Kitchen
 - Boiler and Electrical Rooms
 - Receiving area
 - Garbage disposal area
- The Resident Home Area located on the south end of the building with accommodation for 28 residents, is made up of:
 - 6 one bedroom, each with a self-contained washroom
 - 6 one bedroom that share a washroom between the two rooms
 - 8 shared bedrooms which accommodates 2 residents, each with a self-contained washroom
 - A dining room for 28 residents with an adjoining servery and attached support kitchen
 - Common space dedicated for 28 residents, including an activity room and lounge.
 - Central tub and shower room with a self-contained washroom between the two rooms
 - Work areas for staff (Nursing station, small meeting room, med room and recreation office)
 - Utility/ storage rooms and a housekeeping closet for use by respective department staff
 - Public and resident washroom
 - Electrical Room
 - Secure Patio area
- The two Resident Home Areas located on the north end of the building with accommodation for 27 residents each is made up of:
 - 5 one bedroom, each with a self-contained washroom
 - 6 one bedroom that share a washroom between the two rooms
 - 8 shared bedrooms which accommodates 2 residents, each with a self-contained washroom
 - A dining room for 27 residents with an adjoining servery and attached support kitchen
 - Common space dedicated for 27 residents, including an activity room and lounge.
 - Central tub and shower room with a self-contained washroom between the two rooms

Fire Safety Plan – Valleyview

- Work areas for staff (Nursing station, small meeting room, med room and recreation office)
- Utility/ storage rooms and a housekeeping closet for use by respective department staff
- Public and resident washroom
- Electrical Room
- Secure courtyard area that is shared by the two Resident Home Areas

Second Floor:

The core area of the second floor contains:

- Offices for some of the management team
- Physiotherapy service program and office space
- Resident personal laundry
- Multidisciplinary Office – 2nd floor
- Administration and Resident Storage rooms
- Female and male washrooms and locker rooms
- Staff room
- The two Resident Home Areas located on the north end of the building with accommodation for 27 residents each is made up of:
 - 5 one bedroom, each with a self-contained washroom
 - 6 one bedroom that share a washroom between the two rooms
 - 8 shared bedrooms which accommodates 2 residents, each with a self-contained washroom
 - A dining room for 27 residents with an adjoining servery and attached support kitchen
 - Common space dedicated for 27 residents, including an activity room and lounge.
 - Central tub and shower room with a self-contained washroom between the two rooms
 - Work areas for staff (Nursing station, small meeting room, med room and recreation office)
 - Utility/ storage rooms and a housekeeping closet for use by respective department staff
 - Public and resident washroom
 - Electrical Room
 - Secure Balcony area that is shared by the two Resident Home Areas

Outdoor Courtyard and Patio Areas:

Outdoor areas are designed in a manner that recognizes the mobility needs of residents using wheelchairs and walkers.

There is a central courtyard, as well as a balcony on the second floor, with appropriate barrier-free features to support wheelchair access. There is also a courtyard off the secure Resident Home Area located on the southside of the building as well as a Pavilion at the front of the facility for all resident and families to use.

Independent Structures

There is a large storage “barn” located at the south corner of Valleyview’s property. It is not equipped with any fire detection or prevention features. The structure stores seasonal decoration, landscaping

tools and equipment such as a small John Deere tractor, building materials, resident beds and parts, snowblower and golf cart.

At the rear of the building there is a smaller storage “garage”. It is equipped with a heat sensing detector and a fire extinguisher. The structure stores; PPE, incontinence products, cytotoxic and regular medical waste, a chest freezer as well as a Flammable Storage Cabinet that houses fuel and used oil.

There are five (5) C-Can storage units at the rear of the building which are temporary. They contain PPE, outbreak equipment, furnishings, linen and files.

1.3 FLOOR PLANS

See the following appendix's

- Appendix A Building Layout
- Appendix E Utility/ Hydrant/ Sprinkler Locations
- Appendix F Fire and Pull Station Locations

1.4 BUILDING AUDIT

BUILDING AUDIT	
Location of Fire Safety Plan	Front Door, Surge Learning <i>Policy Professional</i> – name of manual <i>Emergency Preparedness Manual</i> and Grand Trunk Trail Chart Room
Type of Building	Non-combustible Basement – None Floor Construction – Concrete slab (hollow core) Roof Construction – Metal studs and roof trusses Walls – Gypsum Board and concrete block Ceilings – Gypsum Board/ Suspended Acoustical Tile Panels Floors – Resilient sheet, tile, carpets, ceramics
Fire Separation	Corridors, stairways, fire doors, fire walls
Zone Separation	Yes See Fire Zone Separation page 10
Main Gas Shut-Off Value	South side of the building outside of the vending area door
Gas Shut-Off Values within the Home	Kitchen – Behind the Combi Oven and behind the Stove Laundry – Above each dryer in room behind dryers and one valve above the 1 st dryer for the gas fireplace in the Lobby Mechanical Room – At each of the 4 boilers, ceiling above boiler #2 for the heater in the garage Roof – Lower Roof has 17 gas shut offs. The upper roof has 13 gas shut offs BBQs – Central Courtyard has a single head, front of the home in the corner by the Community/ Worship Room a double head and outside of the garage a double head Heated Garage – Shut off for BBQ hookup inside beside the door, double head
Main Electrical Shut off	Room C123 See Appendix F
Fire Department Connection Location and Type	Yes Siamese Connections Location: Front Entrance of the Home by Pavilion
Nearest Municipal Hydrant Location	Front of the building on the east side near the Pavilion. There are also hydrants on the south and north edge of the property.
Lock Box	Located at the Front Entrance
Building Access	Entry Code: 03202B (updated yearly – year backwards+B) Key Fob: Yes Alarm Company: FMC

1.5 BUILDING FACILITIES

BUILDING FACILITIES	
Designated Fire Route	Yes
Elevators	Yes – 2 elevators No firefighter elevator Do not lock down during a fire – they go down to the first floor
Pressurized stairwells	No
Interior Roof Access	Yes Main staff stairway 'D'
All stairwells exit to the exterior	Yes 5 Stairways
Do you have hazardous materials on site	Yes Stored in locked cabinets in the maintenance shop and heated garage
Oxygen Storage	Yes Some in Small Meeting Rooms in each Resident Home Area. Receiving room for drop off. Grand Trunk Trail has all the oxygen accessories.
Fire hose cabinets	No
Fire Pump	No
Emergency Generator	Yes Rear of building near rear vending door –entrance

1.6 FIRE ALARM AND DETECTION SYSTEM

Fire Alarm and Detection System	
Manufacturer	Edwards
Model	EST – 3
Type	Two-Stage Interconnected Smoke Detectors
Primary Power	Main Electrical Room (PNL EMG #2 Red Breaker)
Secondary Power	Generator
Location of Main Panel	Electrical Room C123
Location of Secondary Annunciator Panel	Front Entrance Vestibule
Location of Manual Pull Stations	Located throughout the building – See Appendix F 63 Pull Stations – Located at every exit as well as every fire zone door 44 on the Main Floor 19 on the 2 nd Floor
Location of Fire Keys	In Fire Lock Box – Front Entrance Master key, FOB, Fire Key. Mounted on the wall see Appendix B
Location of Alarm Signal Zones	Main panel – Electrical Room C123

1.7 FIRE ALARM SYSTEM

1. The Fire Alarm System is a zoned two-stage, addressable, non-coded system as defined in the Ontario Building Code. Any alarm that is picked up automatically by FMC is reported to the Fire Department.
2. FIRST STAGE (ALERT STAGE) OF THE ALARM is a slow repetitive ringing/ sounding throughout the building. The first stage alerts staff to a potential problem or fire. Evacuate 2 fire zones
3. SECOND STAGE (ALARM STAGE) OF THE ALARM is a rapid temporal ringing/ sounding throughout the building. The second stage indicates evacuation. Code Green – Horizontal evacuation and Code Green Stat - Total building evacuation.
4. The fire alarm system is activated by one of the following mechanisms:
 - Automatically by the operation of a fire detector (heat sensor)
 - Automatically by the operation of a sprinkler flow switch
 - Manually by pulling the lever of a pull station.
 - Automatically by the operation of a smoke detector.
 - Automatically by the Kitchen Suppression system.
5. When the fire alarm is activated by one of the above, the following will occur:
 - Signal in the building will sound an alert signal.
 - Annunciation panels will identify the location when the alarm originated.
 - Roof top unit fans will be automatically turned off as it is a smoke-controlled system. The dampers close.
 - Elevators will go to the main floor but do not lock down
 - Hold open (mag locks) devices for fire doors will de-energize closing all doors.
 - Signal will be automatically transmitted to the fire alarm system monitoring station and the Fire Department
6. The alert signal will continue to sound indefinitely until it is manually keyed into the Alarm Stage at a pull station, or if an additional fire alarm device is activated, sending it into alarm.
7. There are light indicators at every resident room in case smoke/ heat detector or sprinkler has activated alarm system. This will also light up on the Master Console at the Team Centre in Grand Trunk Trail. The call bell light alerts red.
8. Trouble on the system will be indicated on the annunciation panels when a condition that is not normal occurs, such as power failure, short circuit, faulty fuse, broken wire, or other breakdown. Valleyview has a “trouble” signal that alarms at all 3 annunciator panels. It is an intermittent buzzing signal. This indicates equipment failure or a problem with a heat/ smoke detector. Edwards must be notified of any “trouble” indicators.
9. SECOND STAGE can be initiated by the Charge Nurse/ or delegate, or the Fire Department. This is done at the pull station with a key.

The keys to manually initiate 2nd stage evacuation are attached to the RN Vest in each of the Emergency Response Bags.

10. Carbon Monoxide detectors are not connected to the Fire Panel. Independent Carbon Monoxide detectors are located in the Main Kitchen, Laundry Room and Mechanical Room.

11. If the fire system is “down” (deactivated), the Charge Nurse reports that the system is down to the St. Thomas Fire Department at 519-631-0212 and the FMC at 1-800-563-3840 and the Environmental Supervisor. The “30 Minute Fire Watch Check” will be initiated until the system is back on. See Appendix G for the 30 Minute Fire Watch Check Log. This will also be logged in the “Fire Drill Book”.

1.8 FIRE ZONE SEPARATION

FIRE ZONE SEPARATION	
Valleyview has 70 zones. The Resident Home Areas, Offices and Common Areas are divided into 19 zones.	
Zone 1	Chesapeake Way Resident Home Area (North-West 2 nd Floor) North Corridor
Zone 2	Chesapeake Way Resident Home Area (North-West 2 nd Floor) East Corridor
Zone 3	Chesapeake Way Resident Home Area (North-West 2 nd Floor) Dining Area/ Team Centre Area
Zone 4	Wabash Line Resident Home Area (North-East 2 nd Floor) East Corridor
Zone 5	Wabash Line Resident Home Area (North-East 2 nd Floor) North Corridor
Zone 6	Wabash Line Resident Home Area (North-East 2 nd Floor) Dining Area/ Team Centre Area
Zone 7	Upper Centre Core – 2 nd floor Staff Area
Zone 8	CN Crossing Resident Home Area (North-West 1 st Floor) North Corridor
Zone 9	CN Crossing Resident Home Area (North-West 1 st Floor) East Corridor
Zone 10	CN Crossing Resident Homes Area (North-West 1 st Floor) Dining Area/ Team Centre Area
Zone 11	Grand Trunk Trail Resident Home Area (North-East 1 st Floor) East Corridor
Zone 12	Grand Trunk Trail Resident Home Area (North-East 1 st Floor) North Corridor
Zone 13	Grand Trunk Trail Resident Home Area (North-East 1 st Floor) Dining Area/ Team Centre Area
Zone 14	Centre Core – Main Area – North-Centre 1 st Floor Administrative Area
Zone 15	Centre Core – West-Centre 1 st Floor Service Area
Zone 16	Centre Core – South Centre 1 st Floor Community Area (South-Centre)
Zone 17	CP Place Resident Home Area (South 1 st Floor) East Corridor
Zone 18	CP Place Resident Home Area (South 1 st Floor) South Corridor
Zone 19	CP Place Resident Home Area (South 1 st Floor) Dining Area/ Team Centre Area

In the Resident Home Areas the zone separation areas are constructed in such a manner to provide a fire barrier between affected area and the remainder of the home. The doors and fire walls will last approximately 2 hours. The doors to each room are also fire rated and will last approximately 45 minutes. Magnetic door flags are located at the bottom of each door to indicate if the room is vacant.

The CLOSING OF DOORS is the single most important precaution to take to prevent the spreading of smoke and fire from one room to another.

1.9 FIRE EXITS

Valleyview Home has 19 fire exits. They are as follows:

1. Main Vestibule/ Lobby
2. Community Room – 2 sets of double doors
3. Adult Day Program – Main Vestibule
4. Kitchen – Refrigeration Room
5. Receiving Room Door
6. Garbage Door
7. Electrical Main Room Door
8. Mechanical Room Door
9. Service Corridor at back
10. Vending Area Exterior Door at back
11. Staff Exterior Door at back
12. CP Place (south wing) Dining Room Door to gated courtyard
13. CP Place (east corridor) Exterior Door
14. CP Place (south corridor) Exterior Door
15. Stair 'A' (north-east corridor) 1st and 2nd Floors
16. Stair 'B' (north-west corridor) 1st and 2nd Floor
17. Stair 'C' (middle stairway in north area) 1st and 2nd Floors
18. Stair 'D' (staff service stairway) at back by elevators – access to roof
19. Stair 'E' (emergency stairway from 2nd floor staff area to front of building)

These Fire Exits must be kept free and clear of obstructions at ALL times. Exterior passageways must be kept free of snow and ice. All other doors are non magnet locks and require a FOB to release the door lock. Exterior doors have key pads (the code is 1234*) or blue push bottom to release the door lock.

1.10 MAGNETIC LOCKS

- Magnetic locked doors are interior and exterior doors which needs a keypad, FOB or blue push button to deactivate and unlock the door. NOTE: These doors will only disengage on a STAGE 2 alarm
- All fire separation doors are controlled by magnetic door hold openers which are automatically released by the fire alarm. With the exception of the magnetic doors between the core of the building and the entrance into CP Place Resident Home Area and the end of the CP corridors. These doors will only disengage on a STAGE 2 alarm.

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1.11 SPRINKLER SYSTEM

Sprinkler System	
Sprinkler System Type	TVCO
Size of Main	7"
Location of Main and Isolation Control Values	Room C109 – Sprinkler Room
System Coverage	Throughout the entire Home

1.12 FIXED EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT

Fixed Extinguishing System for Commercial Cooking Equipment	
Location	Main Kitchen (1 st floor core) # C134
Name of Company	SPRING A/R
Model	HD-BF x 2
Extinguishing Agent	Water, Aqueous film foaming foam (AFFF), Ethylenglycol
Coverage	1110cfm
Location of Manual Pull-Handle	None
Type of Fuel of Cooking	Natural Gas
Automatic Fuel Shut-Off	Yes
Hood and Duct System	Yes x 2

1.13 PORTABLE EXTINGUISHERS

Portable Extinguishers	
Portable Extinguishers	Type: ABC (refer to schematic drawings) Appendix F
Number of Portable Extinguishers	73 Multipurpose Fire Extinguishers 41 on the Main Floor 20 on the 2 nd Floor 4 spare 2 – Van #150 Front and Back 1 Van 158 1 Van 151 1 Van 155 1 Outside – Front Pavilion 1 Outside – Resident Smoking Area 1 Heated Garage
Types of Extinguishers (number of each type)	72 ABS 1 1-A-K
Kitchen	1 wet extinguisher

1.14 EMERGENCY LIGHTING AND POWER

Emergency Lighting and Power	
Emergency Lighting	Yes Throughout the building
Emergency Power	Generator Model – Generac – Energy/NOW – ENR375 Motor: Mitsubishi 12.0L Emergency generator will provide emergency power for 34 ½ hours when full of diesel fuel
Generator Location	East side of parking lot (rear of building)
Fuel Source	Diesel Fuel Supply Location: Beside generator Contains 4,500 Litres of diesel. It uses 130 litres per hour at full load. Therefore, it can run for 34 ½ hours when full of fuel.
Transfer Switch Location	Main Electrical Room - Room # C123
Equipment Powered by Generator	Emergency Lights Elevators Designated circuits and red receptacles Fire Alarm System Nurse Call System Essential Kitchen Appliances

Section 2 – HUMAN RESOURCE

2.1 PLANNING ASSUMPTIONS

1. On the average, the level of assistance required by residents at Valleyview is as follows:
 - a. 4 residents are independent, do NOT use assistive devices and are able to follow direction
 - b. 29 residents use assistive devices, (Wheelchair/ walker) can self propel and are able to follow direction
 - c. 48 residents require 1 staff assistance and/or will NOT follow direction.
 - d. 55 residents require 2 staff assist
 - e. 15-20 Adult Day Program clients (day and evening) with varying levels of ability

2. On average, the number of staff in Valleyview is as follows:
 - a. Weekdays – 72 on day shift, 36 on evening shift, 11 on night shift
 - b. Weekends – 43 on day shift, 32 on evening shift, 11 on night shift

3. The number of persons who can be accepted during an expansion of service (reception from another location) is **10**.

4. The Fire Safety Plan is based on the Emergency Code system as outline in the Emergency Management Policy. During an emergency situation, the Administrator shall establish an Emergency Response Team composed of:
 - a. Administrator
 - b. Director of Care
 - c. Assistant Director of Care
 - d. RN Supervisor on Duty
 - e. Environmental Service Supervisor
 - f. Quality Assurance and Risk Management Coordinator
 - g. Recreation Supervisor
 - h. Dietary Supervision
 - i. Other persons as required

5. Responsibilities: The responsibilities of the Emergency Response Team are:
 - a. Coordinate the emergency situation
 - b. Make the decision regarding evacuation in conjunction with Fire and Police authorities
 - c. Notification of key personnel
 - d. Liaison with outside agencies (Provincial, County of Elgin, City of St. Thomas)
 - e. Request support from outside agencies
 - f. Media communications
 - g. Make the decision regarding the acceptance of evacuees from another facility.

6. Command Centre: The Emergency Response Team shall operate from the Command Centre, located in the Administrative Area at Valleyview. The alternative Command Centre, in the event of a total evacuation of Valleyview Home will be determined by the area of the home affected and the type of disaster. Other possible locations for a Command Centre would be the Pavilion or Maintenance Garage.

2.2 ORGANIZATION STAFFING STRUCTURE

Management, administrative staff and front-line staff are assigned to work in specific department, with each department having dedicated roles and functions. Every department has a supervisor, manager or Director who reports to the Administrator. The Administrator is the lead person in charge of the building.

The different departments are as follows:

Nursing: Includes Registered Nurses, Registered Practical Nurses, Personal Support Workers. This is the largest department, with staff assigned to one of three shifts (days, evening and nights) to provide 24-hour care coverage on all five (5) Resident Home Areas. The Director of Care supervises this department. In addition, the following positions are also included Assistant Director of Care, Infection Prevention and Control Coordinator, RAI and Dementia Resource Coordinator, Administrative Assistants – Nursing, nursing students and instructors.

Housekeeping: Housekeeping Aides are scheduled each day from 6:30 am until 2:30 pm. They are under the direction of the Environmental Supervisor.

Laundry: Laundry Aides are scheduled each day from 6:00 am until 2:00 pm. They are under the direction of the Environmental Supervisor.

Maintenance: Maintenance staff are scheduled Monday to Friday between the hours of 7:00 am and 4:30 pm. They are under the direction of the Environmental Supervisor.

Contract Cleaning: Contract cleaners are scheduled each day from 6:00 am until 7:00 pm. They are under the direction of the contracted cleaning company.

Dietary: Cooks and Dietary aides are scheduled daily between the hours of 6:00 am and 7:00 pm. They are a contracted service and report to the Dietary Service Supervisor.

Recreation: Recreation staff are scheduled daily and work between the hours of 8:00 am to 8:00 pm and are assigned by Resident Home Area. They are under the direction of the Recreation Supervisor.

Adult Day Program: Adult Day Program staff (PSW and Recreation Therapist) work Monday to Friday between the hours of 8:00 am until 8:00 pm. On Tuesday and Wednesday there is an overnight program. They are under the direction of the Adult Day Program Coordinator.

Administrative Staff: Administrative staff work Monday through Friday between the hours of 8:30 am and 4:30 pm. They are under the direction of the Administrator. It includes the following positions: Administrative Assistants, HR Coordinator, and Quality Assurance and Risk Management Coordinator

Administrator: Is the lead person in charge of the building and all positions report to the Administrator.

In addition to the regular complement of facility staff, there are other health care disciplines who are not employed by the Home but do visit on a regularly scheduled basis to provide services. This includes physicians for medical care, consulting dietitian, therapy service providers, several visiting clinical professionals etc. The home also has a volunteer roster, with volunteers assigned to different activities and areas in the Home.

2.3 STAFF SCHEDULE

Staff	Day Shift (Mon –Fri)	Day Shift (Sat-Sun)	Evening Shift (Mon- Fri)	Evening Shift (Sat- Sun)	Night Shift (Mon-Sun)
Administrator	1				
Director of Care	1				
Assistant Director of Care	1				
Registered Nurse	2	2	2	2	1
Registered Practical Nurse	6	6	5	5	1
Personal Support Worker	19-20	19-20	19	19	9
Infection Prevention and Control Coordinator	1				
RAI Coordinator & Dementia Resource Nurse	1				
Administrative Assistant - Nursing	2				
Quality Assurance and Risk Management Coordinator	1				
HR Coordinator (3 days weekly)	1				
Administrative Assistants	2				
Environmental Supervisor	1				
Maintenance Staff	2				
Housekeeping Staff	5				
Laundry Aides	2				
Recreation Supervisor	1				
Recreation Staff	3-4	1-2	1-2		
Dietary Supervisor	1				
Dietitian (2 days weekly)	1				
Dietary Aides	7	7	5	5	
Adult Day Program Coordinator	1				
Adult Day Program Staff	3	0	2	0	0
Contract Cleaners	2	1	2	1	0
Lifemark Staff	3				
Social Worker (2 days weekly)	1				
Hairdresser (3 days weekly)	1				
	72-74	43-45	36-37	32	11

RPN 10 to 6 is included in Day

Recreation – evening shift is until 8:00 pm

Adult Day Program – evening until 7:00 pm and 1 staff on overnights on Tuesday and Wednesday

Dietary – evening until 7:00 pm

2.4 KEY EMERGENCY CONTACTS

KEY EMERGENCY CONTACTS	
Business Building Name	Valleyview Home
Address	350 Burwell Road, St. Thomas, ON, N5P 0A3
Business Phone	519-631-1030
Business Owner	The Corporation of the City of St. Thomas
Address	545 Talbot Street, St. Thomas, ON, N5P 3V7
Phone Number	519-631-1680
After Hours Contact	
Registered Nurse In Charge	519-631-1030 ext 402
Fire Monitoring Company	FMC (Fire Monitoring of Canada Inc) 235 Martindale Road, St. Catherines, ON, L2W 1A5 Phone Number: 1-800-563-3840
Sprinkler Monitoring Company	Company name FMC Phone Number 1-800-691-5677
Fire Protection System Maintenance Company	Company Name CHUBB/EDWARDS Phone Number 1-800-691-5677
Emergency Internal Contacts	
Administrator	Michael Carroll
Director Of Care	Melissa Goethals
Quality Assurance and Risk Management Coordinator	Jennifer Schneider
Environmental Supervisor	George Lovelady
NOTE: Phone numbers of the Emergency Internal Contacts are located in the Evacuation Binder and in with the Registered Nurse In Charge	

2.5 DISASTER PLAN RESPONSIBILITIES – see Code Green page 36-44

Area	Responsible Person
Main Command Station/ Evacuation Binder	Administrator and Emergency Response Team
Disaster Area	Environmental Supervisor
Triage Command Post # of Staff - minimum of 4 staff	Assistant Director of Care RN Supervisor RN Supervisor
Emergency Medical Supplies	IPAC Coordinator, RAI Coordinator, 10-6 RPN
Transfer Tags	Administrative Assistant(s)
Food	Dietary Supervisor
Linens	Laundry Operators
Fanout Contact	Administrative Assistant(s)
Resident and Staff Lists	Administrative Assistant(s)

SECTION 3 – EMERGENCY PROCEDURES

3.1 FAN OUT SYSTEM

Policy:

A systematic process shall be in place to contact staff members quickly in an emergency situation. This process is known as the “Fan Out System” and uses a phone-tree called the “Fan Out List”.

Each department manager/ supervisor shall have a designated group of staff members who may be contacted in an emergency situation.

Procedure:

1. All department managers/ supervisors are to receive a designated section of the staff phone list to contact in case of an emergency.
2. The Administrative Assistant – Personnel shall update the Fan Out List on the first day of each month and redistribute to department managers/ supervisors with changes.
3. All department managers/ supervisors are to keep the Fan Out List in an appropriate place, one at their residence, the other to be carried with them.
4. The Fan Out List, which includes a list of staff who are able to respond in an emergency is kept in the Emergency Preparedness Binders in Grand Trunk Trail Chart Room
5. In a crisis situation, the Administrator/ delegate is responsible for initiating the Fan Out System. In the absence of the Administrator/ delegate the RN Supervisor may initiate the Fan Out System.
6. When the Fan Out System is initiated, calls shall include the following information:
 - a) Your name
 - b) The fact that the Fan Out System is being initiated
 - c) Request the individual to make their assigned calls.
 - d) Request the individual report to Valleyview Home when completed
 - e) Any special instructions (ie bring two (2) blankets and a working flashlight, if possible)

Example phone call: “Hello (individual’s name), this is (your name) from Valleyview Home. We are initiating our Fan Out System because we have (ie loss of power and the backup generator is not working). Please make you assigned calls and report to Valleyview. Please remember to bring two (2) blankets and a working flashlight, if possible.
7. The Fan Out System shall be tested on an annual basis. Tests shall be performed using the following language to initiate the Fan Out System:
 “This is a TEST of the Fan Out System. Please advise how long it will take you to return to Valleyview Home. You do not have to report to Valleyview Home. Please note the time you were contacted and make you assigned call(s).
8. A record of the responses shall be kept during tests of the Fan Out System and reviewed by the Administrator and the Emergency Preparedness Team following the test. Debriefing shall be conducted as necessary.

Other things to consider

- Fan out list of staff organized from closest to Valleyview to furthest
 - St Thomas (immediate to 15 minutes)
 - Surrounding area – Sparta, Union, New Sarum, Springfield (16 mins to 30 mins)
 - Port Stanley, Fingal, Sheddán (31 mins to 45 mins)
 - London and all other areas (46 minutes and greater)

3.2 FIRE SAFETY AND EMERGENCY RESPONSE PREPAREDNESS

Staff Training

Policy:

1. The general orientation program shall provide instruction on fire drills and emergency procedures.
2. There shall be a test to ensure that staff have understood the instructions given.
3. Specific in-services shall be done throughout the year on emergency procedures.

Procedure:

1. All new employee's complete orientation which includes fire safety and other emergency training in Surge training modules. This training shall be repeated at least annually and where required.
2. During the general orientation program, staff shall be taught fire drill procedure from the **R.A.C.E.** process.
3. Staff shall be shown the location of pull stations, fire extinguishers on unit/ department.
4. Designated staff shall be shown the annunciation panel with an explanation on its use. They shall be shown the location of all annunciation panels. Paging protocol shall be reviewed. Test shall be given and reviewed during the session.
5. Evacuation and emergency lifts and carries shall be reviewed but not practiced at this time.
6. All Emergency Codes shall be reviewed.
7. All staff shall review **R.A.C.E.** following the monthly fire drill on each shift.
8. Environmental Service Supervisor maintains a record of attendance at fire drills and fire alarms.
9. Assistant Director of Care maintains records of attendance at in-service education sessions.
10. Nurse Managers who are in charge of the building in the absence of the Administrator and the Director of Care are trained in the operation of the fire system.

3.3 GENERAL FIRE PROCDDURES FOR ALL STAFF

IN CASE OF FIRE

Upon Discovery of Fire:

R.A.C.E

- Remove person in immediate danger (if possible)
 - Activate the alarm, page Code Red + Location (3 times) (dial 499 to overhead page)
 - Contain the fire (close doors and windows behind you)
 - Extinguish the fire (if safe) or EVACUATE to a safe zone
- **Never** attempt to extinguish a fire alone
 - **Never** move the source of the fire (example: move waste basket)
 - **Never** use the elevator during a fire unless directed to do so by the Fire Department
 - **Attach** the magnet door flag to the door frame when a room has been evacuated

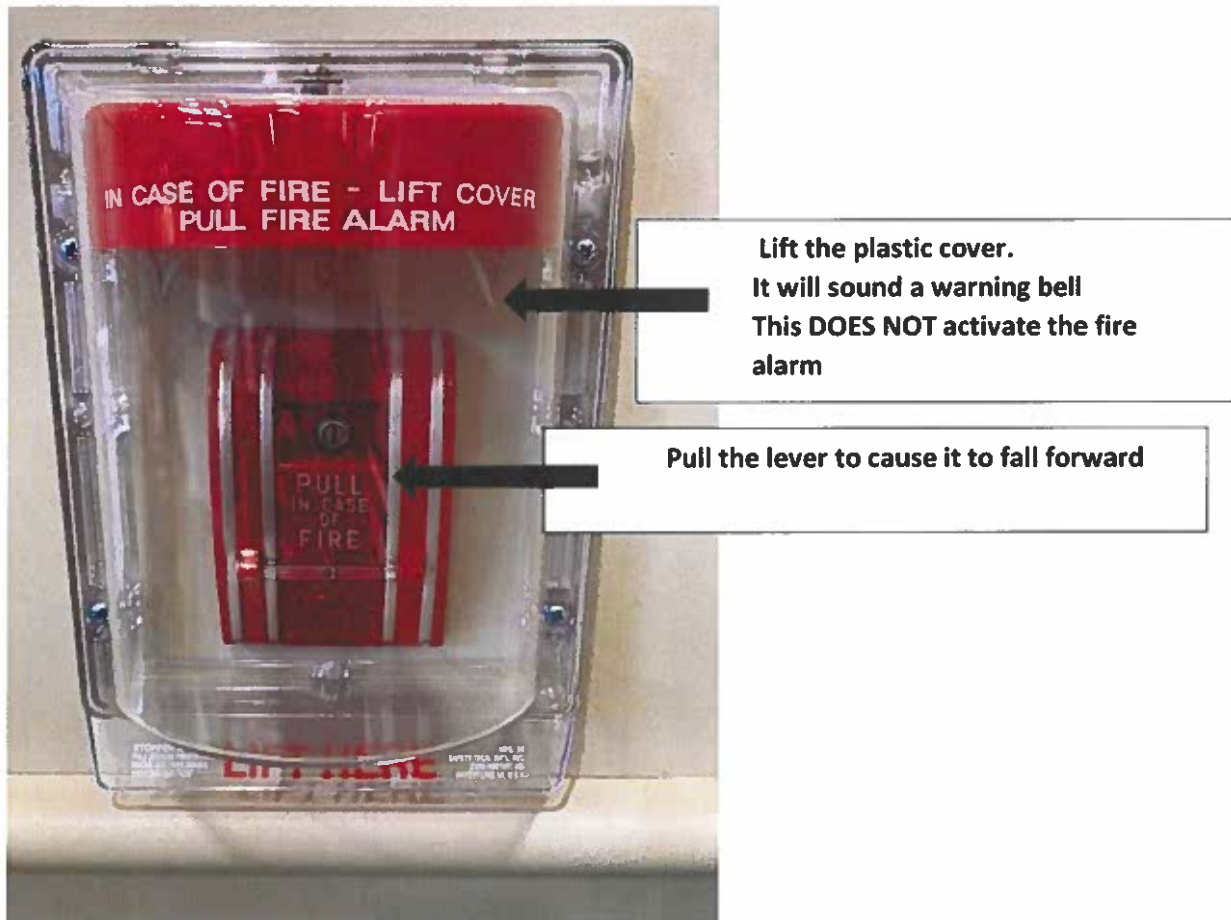
If You Encounter Heavy Smoke

- It may be safer to stay in your area
- Close door and place wet towels at base of door
- Crouch low to the floor if smoke enters the room
- Remain calm – DO NOT panic or jump

Note: Posted at each pull station

- The sequence in the steps in “R.A.C.E” can vary depending upon the circumstance of the fire and the abilities of the responding individual. For example, activating the fire alarm could be the initial step upon discovery of smoke or fire, to alert staff of the danger.
- Small fires may be controlled easily by using a fire extinguisher or by smothering the fire with a blanket or pillow. The **main priority** of all staff is **resident safety**.
- Residents are to be removed from the area of danger **before** any firefighting practices are attempted.
- Contain the fire. Always **close the door** to the area where the fire is located.
- The action of the first person at the fire scene can make the difference between life and death. **Your first responsibility is the safety of the residents.**

3.4 HOW TO ACTIVATE A FIRE ALARM PULL STATION



1. If the pull station has a plastic cover over it, lift the cover upwards. Note a sharp warning sound will be made. This **DOES NOT** activate the fire alarm system.
2. To activate the pull station pull the lever forward to cause it to pull away from the base. Ensure the fire system activates before walking away. Make sure the lever has been pulled away from the base. If the system still does not activate proceed to another pull station. Remember after the emergency to report it to the Environmental Supervisor to be included on the Fire Alarm Report and maintenance can be scheduled.

Begin to evacuate residents/ visitors in the immediate “fire/smoke” area. A Stage Two Alarm can be activated by the Registered Nurse Supervisor or the Fire Department if a partial (Code Green) or full (Code Green Stat) is required.

3.5 HOW TO ACTIVATE A STAGE 2 ALARM



Key to activate a STAGE TWO ALARM
Key located on the RN Fire Vest in each RHA and in the Fire Box at the Front Door



Insert key here and turn key to the right until horizontal to activate STAGE TWO ALARM

3.6 RESETTING AND SILENCING THE FIRE PANEL

Silencing the Panel

The alarms are only silenced on the direction of the Fire Department. When directed by the Fire Department to silence the alarms, the following steps will be taken by the Maintenance Staff/ designate

1. Open Fire Enunciator Panel with the appropriate key attached to the fire vest
2. Press "PANEL SILENCE" and hold for approximately 6 seconds (light will go off)
3. Press "ALARM SILENCE" and hold for approximately 6 seconds (light will go off)

NOTE: The Maintenance Staff will be called in to reset the enunciator panel, reset the mag lock, call the Fire Monitoring Company, check the CP Place exit doors to ensure they are locked and secure. They will also check the gas lines in the main kitchen and laundry room to ensure they are on and lit.

Resetting the Mag Locks

1. Mag locks must be reset after a fire alarm.
2. This is done in the Grand Trunk Trail Resident Home Area at the Team Centre.
3. The mag lock key is attached to the wall by a red cord. The key is in the mag lock cylinder.
4. Turn the key all the way to the left, as far as it can go.
5. Then, turn the key all the way to the right, as far as it can go.
6. Then, turn the key back to the centre of the lock.
7. All mag lock doors will now be reset and operating

The only fire doors that will not release during a STAGE 1 alarm, are the CP Place Resident Home Area doors (double entrance doors and each exterior door at the end of each corridor). These doors will only release when the system goes into STAGE 2, as directed by the Fire Department. Also, FOB activated doors will only release on a STAGE 2 alarm.

Pull Stations

In the event of a resident, or someone else, pulling a pull station, the pull station must be reset. This will be done by the Fire Department or, if unable, the Valleyview Maintenance staff will need to be called in to reset the pull station.

3.7 FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

In the event a small fire **cannot** be extinguished with the use of a portable fire extinguisher, or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and the St. Thomas Fire Department has been notified prior to an attempt to extinguish the fire. Only those people who are trained and familiar with extinguisher operation may attempt to fight the fire. Never attempt to extinguish a fire alone. Always ensure you have a means of egress.

Operation of Portable Fire Extinguishers:

Remember the "PASS"

- P – Pull the safety pin
- A – Aim at the root of the fire
- S – Squeeze the trigger handle
- S – Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. The Environmental Supervisor will ensure they are properly recharge by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a viable area without obstructions around them

SECTION 4 – CODE RED**4.1 CODE RED****Policy:**

Code Red shall be used:

1. To alert all occupants when a fire is discovered.
2. When there is a suspicious event that may lead to a fire. For example, smoke, smelling something burning.
3. Upon activation of the Fire Alarm System. The fire alarm system can be activated by heat and smoke detectors which are located throughout the building or by activating a pull station which are located at each exit door and each fire separation zone doors.

When the fire alarm sounds:	Stage 1 alarm	20 strokes per minute (Code Red)
	Stage 2 alarm	120 strokes per minute (Code Green)

4. When conducting fire drills.

Procedure:**General Instructions For All Staff**

It is the responsibility of all staff to ensure they understand their role during an emergency.

All staff members are responsible for:

- Reading and understanding the Emergency Plan Manual
- The location of fire alarm pull stations and fire extinguishers
- Exit locations
- What to do in the event of a fire
- Knowledgeable about how to report a fire
- Ensure that smoking policies are strictly adhered to
- All fire and exit doors are kept closed with the exception of doors with magnetic “hold open devices” and are unobstructed
- Doorways and corridors are unobstructed and hazard free
- Participating in drills, attending Fire Safety In-services and completing annual education
- Reporting fire or safety hazards to the Joint Occupational Health and Safety Committee
- Being aware of over-usage of extension cords and power bars and reporting areas of concern to the Environmental Supervisor
- Proper storage and use of flammable chemicals (properly labelled) in a safe manner
- Checking resident’s clothing to prevent flammables (lighters, paper products etc) from going into the Laundry
- Ensuring that garbage is removed promptly
- Providing a fire safe environment

The actions of the staff during the early stages of a fire are critical as the occupants depend upon them to move to a safe location.

Suspected Fire Or Smoke

It is critical that you remain calm

All staff responsibilities

If the door is shut to a room where smoke or fire is suspected to be located, the staff person shall do the following:

1. If there is the smell of smoke, the staff person must immediately activate the fire alarm at the nearest pull station. The staff person is not to look for the source of the smoke before sounding the fire alarm.
2. Remove the resident/ individual if safe to do so.
3. Do not place yourself in personal danger if you cannot help.
4. Contain the fire by closing the door.
5. When checking for a fire source and the door is closed, feel the door with the back of your hand. If it is hot **DO NOT ENTER**. Leave the door closed.
6. If you see smoke **SOUND THE ALARM**
7. Stay low to the floor and evacuate if possible. Close the door (and window) when you leave the room. If the room is empty use the magnetic door flag to indicate the room has been evacuated.
8. Treat all alarms as potential fires.

If You Discover Smoke or a Fire

It is critical that you remain calm

Initiate R.A.C.E

- R – Remove** Remove residents from the immediate area while calling out “CODE RED” and location
A – Activate Activate the fire alarm pull station
C – Contain Close all remaining doors and windows in the fire zone
E – Extinguish If the fire is small and you know you can put it out quickly, do so with a partner

R – Remove

- Remove anyone in danger if it is safe to do so. Call/ yell for help.
- Evacuate the room where the fire is, the room on either side and the room opposite.
- Check under the bed (resident may be hiding), the bathroom and closet, if it is safe to do so.

A – Activate

- Pull the nearest fire alarm pull station or delegate someone to do this
- Upon hearing the alarm the staff in the immediate area will overhead page “Code Red and its location” three times. To overhead page on any phone dial 499
- The RN Supervisor/ delegate will call 911 (dial 9 to get a line out and then 911). Advise the operator of our location **Valleyview Home – 350 Burwell Road, St. Thomas**. Advise on the alarm status. For example, location of the fire in the home, staff are currently investigating, fire in progress or false alarm.

C – Contain

- Check all doors for heat, using the back of your hand.
- Once the room is evacuated close the door and use the magnetic door flag below the handle of the door to indicate the room is empty.
- Make sure all doors and windows are closed in the fire zone.
- Except for the rooms that must be evacuated residents may not remain in their room if not in the fire zone.
- Place wet towels where needed to control smoke.

E – Extinguish

- Extinguish the fire if it is safe to do so, with an assistant – NEVER ALONE
- Always make sure you have an exit

If You Hear the Alarm

1. Return to your assigned work area (all departments) if safe to do so. Do not use the elevator.
2. Close all doors and windows in your assigned work area.
3. Determine the location of all residents in your Resident Home Area. Reassure residents and visitors that the situation is under control.
4. Ensure that corridors and exits are clear.
5. Kitchen and Laundry Staff to turn off all equipment.
6. Listen to the announcements on the over-head paging system. Prepare to respond if directed to do so.
7. Do not use telephones unless essential.
8. The alarm system has two bells.
 - First Stage – alerts signal at 20 times per minute
 - Second Stage – evacuation alarm at 120 times per minute. This bell means initiate Code Green. Code Green (horizontal evacuation) or Code Green Stat (vertical evacuation)

Code Red – Communication

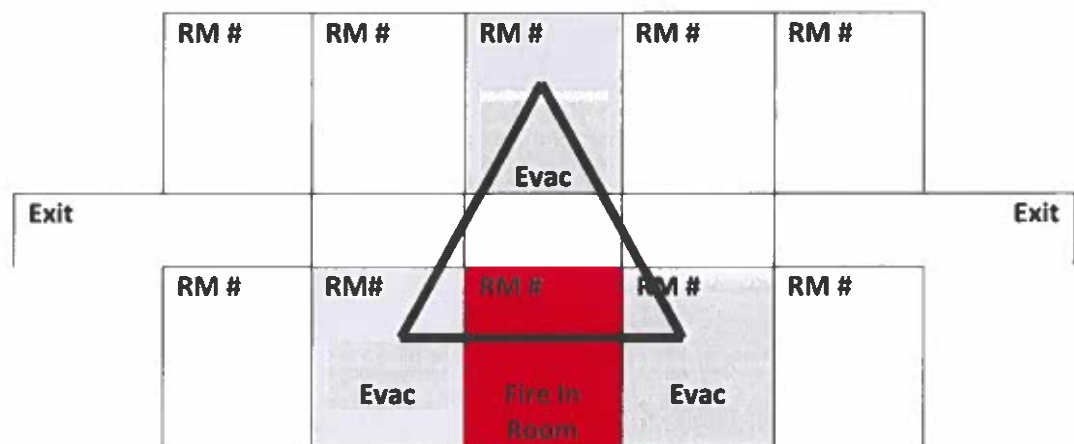
1. Staff in the area will respond to the location communicated. Once it is determined that there is the presence of smoke or fire the staff discovering smoke/ fire will communicate to staff they are working with and “Code Red and location” will be announced on the overhead paging system three times.
2. The RN Supervisor/ delegate from the area of the alarm will ensure the announcement on the overhead paging “Code Red and the location” of fire has been announced three times is done.
3. The RN Supervisor/ delegate is responsible for calling 911.
4. On **Days and Evenings** all **PSW assignments #A and #B** will proceed to the fire zone to assist. **See #9 for Night procedure.**
5. The RN Supervisor will wear the Emergency Vest located in the “Emergency Response Bag”.
6. The RN Supervisor will communicate tasks to staff responding.
7. The RPN will take the second Emergency Vest from the “Emergency Response Bag” and report to the Front Door to update the Fire Department of the situation.
8. Once the “All Clear” has been determined by the Fire Department (or the person in charge of the Fire Drill) the RN Supervisor/ delegate will announce “Code Red All Clear” three times.
9. **On Nights the following will occur**
 - The RN Supervisor will respond to the area of the fire and will complete all tasks outline in (1-8)

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- The RPN from CP Place will take the vest from the “Emergency Response Bag” in CP Place and respond to the area of the fire and will complete all tasks outline in (1-8)
- **Assignment A from CP Place** will proceed to the Front Door to update the Fire Department upon their arrival and then report to the fire zone to assist.
- **Both PSW Float assignments** will report to the fire zone to assist.

Code Red Response

1. This will be announced three times “Code Red and the location”. To be announced by the nearest staff in Grand Truck Trail to the annunciator panel.
2. **Code Red** is initiated by the person/ delegate discovering the fire/smoke (**RACE**)
3. Evacuation of the fire location and rooms to either side and directly across from the fire location. This also include the evacuation of the room directly above or below the fire zone.
4. Continue evacuation of the area **if the fire is not able to be extinguished or the presence of smoke is detected then proceed to evacuate two fire zones.**
5. The RN Supervisor or most senior manager in the building will assume the “Emergency Manager” role
6. The Emergency Manger will consult with the Fire Department and will coordinate and communicate their direction.
7. All instructions of the Fire Department must be followed upon their arrival.



4.2 CODE RED: FIRE DRILLS

Purpose

The purpose of a fire drill is to ensure that all staff, volunteers, residents, and visitors are familiar with fire alarm response and evacuation procedures.

Policy

1. Scheduled Fire Drills to be conducted monthly on all three shifts. An audible fire drill on day and evening shift and a silent drill on nights. **Note: The Alarm bells will be silenced for a fire drill once the Code Red and Location have been over-head paged.** Times of the drills will vary.
2. Drills will be scheduled for the year each December for the upcoming year.
3. The scheduled Fire Drills will have different scenarios each month to familiarize staff with different fire situations. Yearly fire scenarios will be developed and practices for a fire in the laundry, kitchen, resident smoking area and non resident home area.
4. A Fire Drill Report will be completed for each drill and retained by the Environmental Supervisor.
5. Attendance for the Fire Drill will be tracked by the Environmental Supervisor.

Procedure

1. The Environmental Supervisor will call the fire monitoring company and fire department to advise of the drill.
2. The fire scenario will be predetermined by the set schedule.
3. Members of the management team will be designate as monitors and will blend into their assigned area to monitor a few minutes prior to the fire drill.
4. The fire drill will be initiated by one of the management team monitors by passing a card with the fire scenario to a staff member.
5. The staff member who has been passed the fire scenario card will initiate activating the fire alarm system. The staff in the “fire area” will practice the steps of **R.A.C.E** all other staff in the non “fire area” will practice their roles as outlined in the **Code Red Policy**.
6. The assigned monitors will observe staff, volunteers, visitors and residents responses and provide redirection if they observe procedures not being followed correctly.
7. During the fire drill residents in the fire area will be evacuated to a safe place. For residents not easily evacuated a discussion as to evacuation procedures will take place.
8. After the drill is complete each monitor will complete the fire drill checklist. They will complete a post huddle with staff and answer any questions or uncertainties about the emergency procedure. Staff will sign the fire drill checklist.
9. The fire drill check list will be given to the Environmental Supervisor after the drill.
10. The Environmental Supervisor will call the Fire Monitoring Company and the Fire Department after the drill to advise the drill is complete.
11. The Environmental Supervisor or designate will provide a report quarterly to the Joint Health and Safety Committee and the Emergency Preparedness Committee and annually to the Professional Advisory Quality Committee each November.

4.3

CODE RED: FIRE SYSTEM CHECK

Date: _____

Time: _____

Location of alarm: _____

Time Monitoring Company Called _____

Time Fire Department Called: _____

Describe the fire drill scenario/ actual fire event:		
Fire System/ Process Check	YES	NO
Did the appropriate team member take on fire system supervisory role? (RN Supervisor, Environmental Supervisor and or designate) Name of individual:		
Did the person in charge clearly: a) direct someone to announce Code Red 3 times b) direct someone to call 911		
Were all hallways clear of obstruction (including service/ receiving area)		
Were all Emergency Response Bags checked to ensure appropriate contents were still available?		
Was all hazardous equipment shut down? (Dryers and ovens)		
Did all auxiliary systems respond appropriately?		
Did the fire alarm panel display the correct initiating device and fire zone?		
Did the second stage of the alarm activate (if applicable)?		
Was the fire Alarm activation device reset?		
Did the designate reset the Fire Panel?		
Did the fire panel rest properly? Should read "System Normal"		
Did all annunciators and audible bells operate correctly?		
Did elevators recall to ground floor (if applicable)?		
Did all Supply Air fans shut down as required?		
The monitoring company received the signal and are they now seeing the panel is clear?		
Did fire zone separation door close and latch?		
Operator number at monitoring company:		
Summary Report and Action Plan to be completed withing 15 days: (list actions required from Fire Drill Report and Code Red – Fire System Check)		

Environmental Supervisor Signature

4.4 CODE RED: FIRE DRILL REPORT

Date: _____ Time: _____

Location of Fire: _____ Area Being Monitored: _____

Type of Drill: Fire Drill _____ Silent Drill: _____ Lowest Staffing Drill: _____

Instructions: Each Supervisor or designate will be assigned an area to monitor prior to a fire drill to monitor staff response and assess building features. The completed form to be given after the drill to the Environmental Supervisor.		
Describe the fire drill scenario:		
	YES	NO
Were people in immediate danger evacuated?		
Was the zone of origin evacuated?		
Were doors closed and latched to confine the fire and reduce smoke spread?		
Was the fire alarm manually activated?		
Was an attempt made to extinguish the fire?		
Was the attempt appropriate?		
Did sufficient staff respond and evacuate endangered occupants in an organized and timely manner?		
Was the scene supervision appropriate?		
Were instructions clear from the scene supervisor?		
Were verbal instructions correct and clearly stated over the overhead paging?		
Did designated staff respond correctly to provide fire department assistance and access?		
Was the fire pull station activated?		
Overhead paging audible?		
Self-closing doors closed and latched upon fire alarm system activation?		
Electromagnetic locking devices released locked doors upon fire alarm system signal?		
Fire Extinguishers brought to the scene?		
Staff set room vacancy markers appropriately?		
Staff returned to work areas if on break?		
Staff followed safe route to fire area?		
Comments/ observations/ recommendations		

Fire Monitor Signature

Staff Attending The Drill

Staff Name (Print)	

SECTION 5 – CODE GREEN

5.1 CODE GREEN: EVACUATION PLAN

Purpose

To provide a written plan for actions to be taken and proper procedures to be followed in an emergency necessitating evacuation of the building and addresses the following variables:

- Location (partial/ entire home, city wide, province wide)
- Duration (hours, days weeks)
- Severity (number & type of service affected) of the disaster

These factors will determine how quickly the home must be evacuated and to what location residents must be relocated

The objective of the plan is to ensure the safety and welfare of residents, staff and visitors. Where evacuation is required, the objective is to remove all or part of the resident population as quickly and safely as possible from an area in the home or completely away from the building. Saving lives is our main goal; the building and records are secondary.

Code Green The announcement indicates less urgent evacuation. For example, extreme weather, loss of essential service such as water and hydro. A little more time can be taken to evacuate residents. There is lead time before the threat becomes imminent.

Code Green Stat (crisis evacuation) The announcement indicates an immediate evacuation is necessary. For example, internal explosion, major gas leak, rapidly spreading fire.

Types of Evacuation

1. **Partial:** Is necessary when smoke or fire damage can be contained or weather conditions have cause partial damage to the home.
2. **Total:** Is necessary where smoke, fire damage cannot be contained or an explosion or external disaster requires that residents be moved to another location.

At the discretion of the Administrator and/or designate, or at the request of the Fire Department at the time of the disaster, it will be decided weather a partial or total evacuation is necessary. If in doubt, the home is to be totally evacuated.

Evacuation Progression

- **Site:** The evacuation from the room of origin of an emergency (for example: during a fire)
- **Horizonal:** The evacuation beyond corridor fire doors and/ or to an adjacent service wing
- **Vertical:** The evacuation to a lower floor
- **Premises:** The evacuation of the entire home.

Lines of Authority During Evacuation Procedures**Internal Authority**

1. Emergency Manager (most senior management in the home or RN Supervisor of the floor or building) has complete authority. This may be relieved by the Administrator/ designate upon their arrival to the home per the Emergency Management Policy.
2. The RN Supervisor of the resident home area

External Support Services Authority

Fire department responsible for:

- Fire fighting
- Search and rescue
- Has complete authority of the building and the fire grounds

Paramedics, responsible for:

- Triage
- Primary medical aid
- Communication with health agencies & other ambulance services
- Transportation of those requiring medical attention to the hospital

Police Department, responsible for:

- Traffic control
- Building and property security
- Communication between incident and police station

The Emergency Manager/ Emergency Management Team works closely with all support services staff to know the circumstances of the total situation.

Note:

1. All instructions of the Fire Department must be followed upon their arrival.

Off Site Evacuation Location:

See Appendix H for relocation site details – pages 91-96

Stages of Evacuation**Stage #1**

- Remove residents from room of origin (close door and tag procedure)
- Take residents to holding area beyond two fire doors

Stage #2

- Remove residents from rooms beside and across the hall from room of origin
- Take residents to holding area beyond two fire doors

Stage #3

- Remove all residents from the immediate fire/ danger area; search and evacuate all rooms following the fire plan procedure (for example: close door and tag procedure)
- Take residents to holding area beyond two fire doors

Stage #4

- A staff member (assigned by the Registered Staff) will identify residents by attaching the resident's Nursing Card with a lanyard to the resident before he/ she is evacuated. These are kept in the Chart Room in each resident home area in a black metal box and the lanyards will be

Fire Safety Plan – Valleyview

in the Emergency Response Bag. Annually with the residents Care Conference the Resident's Face Sheet from Point Click Care will be printed and added behind the Nursing Card.

- Ensure that each resident is adequately clothed

Stage #5

- External evacuation ordered: move residents from building as determined by the Emergency Manger.

Stage #6

- Transport residents not requiring medical care to pre-designated relocation site(s). Will utilize the Valleyview and Adult Day Program vans.

The three Adult Day Program van has the following capacity:

- 16 seated and 2 wheelchairs OR 14 seated and 4 wheelchairs

The Valleyview van has the following capacity:

- 4 seats OR 3 wheelchairs plus the passenger seat

Order Of Evacuation

1. **Ambulatory Residents:** Many residents can be removed with assistance by one or two staff
Cautions:
 - Confused & ambulatory – may get in the way or wander back into the danger area
 - Slow ambulatory – may hinder other, may need to removed in wheelchair
2. **Wheelchair Residents:** Easier to remove then bedridden, may require one staff member to assist
3. **Bedridden Residents:** Use demonstrated lifts and carries, may require two staff members
4. **Resistive/ Uncooperative Residents:** Remain until last; otherwise valuable time lost and may sacrifice others. Ensure their door is closed and identify resident name & location to RN Supervisor (Manager in Charge) and Fire Department.

See page 48 for Lifts and Carries

Continuity of Resident Care

To ensure that the care needs of residents are met throughout an emergency evacuation and relocation, the following procedures will be in place.

1. **Resident Identification:** The resident's Nurse Card will be attached with a lanyard and will be placed on each resident. The identification information includes name, allergies and CPR designation. Resident Nurse Cards will be updated annual after the Care Conference or with a significant change by the Administrative Assistant – Personnel. The Residents Face Sheet from Point Click Care will also be included in the Resident Nurse Card plastic sleeve.
2. **Evacuation Log:** To be maintained for all residents transferred out, including relocation site, injury/ treatment, time of transfer, how they were transferred and the SDM has been notified. Evacuation Sheets will be kept at each exit in a wall file holder on a clipboard with pens. A staff member will be assigned by the Emergency Response Team to document at each exit door. Once everyone has been evacuated the sheets will be taken to the Command Centre and handed to a member of the Emergency Response Team.
3. **Resident Chart:** Any hard copy records must be removed from the site. The Director of Care will delegate someone to contact the pharmacy to print off the resident EMAR reports and have them sent to the evacuation sites. They may also be accessed by the Director of Care or Assistant Director of Care off site if necessary.

4. Most of the actual chart can be retrieved on Point Click Care out of the home. This can be completed off site. To activate remote access for staff the following steps are required to be completed in Point Click Care. Click on the ADMIN tab → click on Setup → under Security click on → Security Users → click on Activate Emergency Access. The following positions have the ability to activate this: Administrator, Director of Care, Assistant Director of Care, CQI Coordinator, RAI Coordinator, Admin Assistant – Financial.

If safe to do so and after every resident, visitor and volunteer has been evacuated a staff from each RHA will be designated to by the RN Supervisor/ delegate to evacuate the Medication Cart and the Resident Chart cart.

5. **Medications:** The pharmacy is to be contacted and provide same day service to replace all medication in a seven-day package. The pharmacy will provide all medications at the relocation site as needed.
6. **The Medical Director** will decide:
 - Whether the attending physicians should be called
 - Whether a coroner should be on site
 - The Medical Director will assist the Triage Designate to assess injuries

Triage: Designated Treatment Zones

First Priority (Red)

- Immediate medical attention required
- Individual is critical and their condition is deteriorating
- Transportation to hospital via ambulance is required
- Supervised by registered staff wearing Red Cap and vest
- Identifying coloured sticker placed on individual's evacuation lanyard and individual taken to that designated area
- Evacuation log completed

Second Priority (Yellow)

- Prompt medical attention required
- Individual is in serious but stable condition
- Individual can sustain a wait of approximately 30 minutes to 2 hours without hospital intervention provided stabilization occurs on site
- Supervised by registered staff wearing Yellow Cap and vest
- Identifying coloured sticker placed on individual's evacuation lanyard and individual taken to designated area
- Evacuation log completed

Third Priority (Green)

- Individual transportation to hospital can be delayed
- Individual is ambulatory (walking wounded)
- Supervised by registered staff wearing Green Cap and vest
- Identifying coloured sticker placed on individual's evacuation lanyard and individual taken to that designated area
- Evacuation log completed

Fourth Priority (White)

- Individual not injured, only require transportation to designated safe area
- Supervised by non-registered staff wearing White Cap and vest
- Identifying coloured sticker placed on individual's evacuation lanyard and individual taken to that designated area
- Evacuation log completed

Fifth Priority (Black)

- Individual with no vital signs and has been pronounced deceased by RN
- No staff required to supervise; individual covered with blanket
- Evacuation log completed

Triage Procedures (Duties of Triage Nurse)

Triage Nurse: Assistant Director of Care to lead, assisted by Infection Prevention and Control Coordinator, RAI and Dementia Resource Coordinator, and the 10-6 RPN and Recreation Supervisor other staff to be assigned by the Emergency Management Team.

1. The assessment for triage tagging is performed by the registered staff assigned as Triage Nurse.
2. The Triage Nurse will proceed to gather triage supplies and will take them to the triage area.
3. To clearly identify him/her, the Triage Nurse will wear the designated cap and vest.
4. The Lead Triage Nurse will direct staff to set up the 5 designated areas.
5. Each resident is assessed and assigned to a coloured zone according to their injuries. A coloured sticker is placed on the residents Nursing Card and taken to that area for treatment.
6. The Lead Triage Nurse does NOT provide treatment except in the following circumstances:
 - Individual is bleeding profusely and will surely die unless immediate treatment is given
 - Individual's airway is severely compromised

Duties Of The "Emergency Manager"

In a fire or other emergency situation, the Emergency Manager (most senior management in the home or RN Supervisor) has complete authority. This may be relieved by the Administrator/ designate upon their arrival to the home per Emergency Management Policy. The Emergency Manager has the authority to put the evacuation plan into effect.

1. Assess the magnitude and type of threat.
2. Put on the Orange Vest so you are easily identified found in Emergency Response Bag in the Conference Room cupboard.
3. Ensure notification of the Administrator/ Director of Care as soon as possible regarding decision to put evacuation into effect.
4. Assign a registered staff for Triage Nurse. Triage Nurse will retrieve the Triage Supply box.
5. Assign a registered staff for each triage zone, (minimum of 3 staff – red, yellow, green)
6. Assign a minimum of one staff member (Recreation and Adult Day Program Staff) to triage the white zone for uninjured residents.
7. Assign staff (PSWs) to accompany residents to the relocation areas.
8. Assign a staff member as Operations Officer (usually Director of Care) who will be responsible for manpower assignments: ensuring staff are at relocation sites, initiating call-in procedure.
9. Assign a staff member as Runner (Housekeeping staff) – to be a communication link for updates. In the event of a total communication shutdown, the pre-designated external communication centre will be activated and the runner will provide ongoing relaying of messages.

10. Ensure walkie/ talkies for communication throughout the home are set to the same channel and given to: Triage Nurse, Front Desk, Runner and Emergency Commander/ Manager and each Resident Home Area. Adult Day Program staff to collect and distribute. Valleyview has 15 walkie/ talkies.
11. Assign a staff member to be Liaison Office (Human Resource Coordinator) to coordinate activities and communication with external emergency personnel. (fire, ambulance, hospital etc) (see Liaison Office duties)
12. The RPN to assign a staff member from the Resident Home Area to account for all residents in their Resident Home Area.
13. Assign a team members (Administration Staff) as Communications lead. (contact/ update family members)
14. Assign team members (Dietary Staff) to monitor exit doors to prevent re-entry of residents or unauthorized personnel and to ensure the doors do not close and lock authorized personnel out. As residents are evacuated from the building the "Evacuation Log to the Exterior of Valleyview" will be completed at each point of exit.
15. Assign team member (Maintenance Staff) to monitor external traffic flow to ensure unimpeded access for emergency vehicles and access to building for emergency personnel. (Fire, Ambulance etc)
16. Ensure all areas are secure and all duties are complete
17. The Director of Care/designate, will ensure the Emar backup laptop is retrieved.
18. Complete Emergency Manger Evacuation Checklist.

Duties of the RN/ RPN

Upon receiving verification of evacuation, begin to instruct staff in the procedure. If immediate need is NOT in your home area, assign staff to go to the affected area as directed by the Emergency Manager.

1. Remove residents from immediate danger (room of origin) to a safe zone.
2. Remove all other residents from the affected fire zone to a safe zone beyond two fire doors.
3. Ensure staff use the vacancy door tags on doors to indicate room is vacant and checked. Use the floor plan on the search clipboard in the Emergency Response Bag.
4. Print a Resident list for your Resident Home Area from Point Click Care.
5. Complete a head count of residents to ensure no residents have been missed.
6. If fire or emergency IS in your home area, obtain the residents Nursing Card from Chart Room and assign a staff member to identify and attach the Nursing Card with a lanyard to each resident before leaving the home area. Lanyards will be located in the Emergency Response Bag.
7. Assist staff in your home area with safe evacuation of residents (transfers) as directed by Emergency Management Team.
8. If your home area is NOT being evacuated, assign staff to monitor residents, secure your home area and go to the Command Centre for further direction by the Emergency Response Team to be reassigned.

If total evacuation – evacuate CP Place (dementia) unit to their outdoor secure courtyard if disaster is not in their area.

Duties of Personal Support Worker (PSW)

1. Clear corridors while reporting to your assigned work location.
2. Verify announcement to evacuate. It will be paged on the overhead system. Check in with the registered staff in your assigned home area.
3. If the immediate need is **NOT** in your home area, secure and monitor residents. The registered staff may assign you to the affected area to assist with the evacuation.
4. If the evacuation **IS** in your home area, check and mark evacuated rooms with vacancy tags. Ensure all rooms (locked and unlocked) are checked and empty.
5. Move residents to a safe zone as directed by the Emergency Management Team.
6. Complete a head count of residents to ensure no residents have been missed; confirm using a current resident list. List to be printed by the RPN in the Resident Home Area.
7. Report any resistive residents or residents needing assistance to your home area registered staff.
8. Once all residents have been moved to a safe area, take direction from the Emergency Management Team. This may include monitoring residents, assisting to load residents on buses etc.

Duties of Office Staff/ Managers/ Supervisors and Coordinators

1. All managers and office staff report to the front desk (reception) and await direction/ assignments from the Emergency Management Team.
2. Duties will be assigned by the Emergency Management Team. Will likely be assigned to assist the Communications Lead, Logistic Lead and Emergency Management Team.

Duties of the Communications Lead

1. This role will be assigned by the Emergency Management Team, with the intended lead being the HR Coordinator.
2. Notify the following external contacts that the Evacuation Plan is in effect:
 - All necessary emergency services (Fire, police, ambulance, local hospital)
 - Medical Director
 - Start the Staff Fan Out list
 - City Manager
 - LHIN
 - Ministry of Long-Term Care
 - Pharmacy
 - Evacuation sites
 - Residents' Families
3. Assign reception staff to screen incoming phone calls.

Duties of the Logistics Lead

1. As required, assign staff to gather supplies:
 - For triage supplies as directed by the Triage Nurse
 - Blankets, pillows etc to assist in transportation of residents and at relocation site
 - Food and water
2. At the direction of the Incident Manager/ Communications Lead or Emergency Services, initiate call to transportation providers for buses etc

Duties of the Maintenance Team

1. The Maintenance Staff and Environmental Supervisor will assist the Emergency Management Team as directed.
2. Maintenance Staff to ensure all entrances are clear of vehicles to allow for emergency services personnel/ vehicles.
3. Assist Triage Nurse to set up triage area, set out cones, identifying each coloured zone. A list of potential locations will be identified but the nature of the emergency will determine the locations for the Red, Yellow, Green, White and Black Triage Zones.
4. The Environmental Supervisor will be available to assist fire and all emergency service providers.
5. The Environmental Supervisor will ensure information on equipment, systems (HVAC, fire sprinklers etc), security doors access to locked areas, supplies are available.
6. Assist with the evacuation of residents and with loading wheelchairs and equipment etc.
7. The Environmental Supervisor will communicate all pertinent information to the Emergency Management Team during the evacuation process
8. Assist Director of Care/ Emergency Management Team with the Environmental Supervisor will complete a final check of the building if applicable:
 - Ensure all electrical equipment is turned off and unplugged
 - Lower heat if applicable
 - Maintain and monitor generator if in use
 - Check building regularly when vacant
9. Travel to relocation site(s) and assist as needed.
10. Keep a record of equipment, supplies etc that were removed from the building.

Duties of the Dietary Staff

1. If you are in the servery, ensure all appliances are off and unplugged and secure the area.
2. Upon receiving notification of the emergency and the location, if it **IS** on your home area, report to the registered staff on your home area. Assist as directed by the registered staff.
3. If you are in the kitchen, turn off all equipment and ensure all hallways are clear, secure the area.
4. If the emergency is **NOT** in your home area or the kitchen report to the registered staff of your home area or if you are in the kitchen report to reception.
5. As assigned by the Emergency Management Team or the registered staff in your home area, monitor residents, keep them calm, or assist with evacuation from the affected area or other duties as assigned.
6. Travel to relocation site(s) and assist as needed.

Duties of the Housekeeping/ Laundry Team

1. Secure your department by shutting down all equipment, close windows and doors.
2. Ensure all rooms both locked and unlocked are clear and vacant.
3. If you are in the affected area, place the vacancy tags on doors after you have checked the room to ensure it is vacant.
 - Check the washroom
 - Check under beds
 - Check inside closets
4. Housekeeping staff, report to home area registered staff, follow their direction.
5. Laundry Staff, report to Reception. As assigned by the Emergency Management Team or the registered staff in your area, monitor residents, keep them calm, or assist with evacuation from the affected area or other duties as assigned.

6. Travel to relocation site(s) and assist as needed.

Duties of the Recreation Department

1. If you are with a group of residents in the danger zone, begin moving resident to the closet safe zone as directed by the Emergency Management Team, when **NOT** in the home area or by the registered staff when **IN** the home area.
2. If you need assistance to move the residents, ask the Emergency Management Team or registered staff in the Resident Home Area to assign staff to assist you.
3. If more then one Recreation staff is involved in the resident activity, one person will remain with the residents while the other staff report to the registered staff in the home area and take direction from the registered staff.
4. If volunteers are in the home assisting with recreation programs, they will assist recreation staff as directed by the Emergency Management Team/ registered staff if they are able.
5. The Emergency Management Team/ registered staff in the Resident Home Area will ensure that program staff and volunteers are made aware of the evacuation procedure being followed and assist with moving residents.
6. As assigned by the Emergency Management Team or registered staff in you home area, monitor resident, keep them calm or assist with the evacuation from affected area or other duties as assigned.
7. If evacuation of the building has been declared, once resident have been triaged, program staff go to the Triage WHITE zone and assist loading residents into transport vehicles. Ensure the "Evacuation Resident Log Off Valleyview Property" is completed.
8. Travel to relocation site(s) and assist as needed.

Duties of the Adult Day Program Staff

1. If you are with a group of clients in the danger zone, begin moving clients to the closet safe zone as directed by the Emergency Management Team.
2. One Adult Day Program Staff will report to the Emergency Management Team details of the incident.
3. If you need additional assistance to move clients ask the Emergency Management Team to assign staff to assist you.
4. If the evacuation **IS** in your program area, check and mark evacuated rooms with vacancy tags. Ensure all rooms (locked and unlocked) are checked and empty.
5. Move clients to a safe zone as directed by the Emergency Management Team.
6. Complete a head count of clients to ensure no clients have been missed; confirm using a current client list.
7. Report any resistive clients or clients needing assistance to the Emergency Management Team.
8. Once all clients have been moved to a safe area, take direction from the Emergency Management Team. This may include monitoring clients, assisting to load clients on buses etc. Ensure the "Evacuation Resident Log Off Valleyview Property" is completed.

5.2 EVACUATION SUPPLIES

Evacuation/ emergency supplies can be kept in a large mobile bin or duffle bag, preferably on wheels. Below is a list of suggested items for evacuation/ emergency supply kit. Ensure items are inspected regularly for functionality, expired dates, restocking as needed.

Emergency supplies are to be kept in an accessible, secure location(s) that all team members are aware of and can easily access.

- Resident pictures and transfer sheets
- Paper and pencil/ pens
- Orange vests
- Clipboards
- Evacuation log sheets
- Emergency Plan
- Building floor plans
- Suture Kit
- First Aid Kit
- Flashlight and extra batteries
- Whistle to signal for help
- Cell phones, ipads and laptops

5.3 RESIDENT IDENTIFICATION SYSTEM (FULL EVACUATION)

Will follow the steps outlined in **Continuity of Care page 38**

Step 1

Attached the Residents Nurse Card to the lanyard. The Resident Nurse Card plastic sleeve also contains the Residents Face Sheet from Point Click Care

Step 2

- Place lanyard on each resident as appropriate

Step 3

- Once identification and transfer information is attached to resident, load resident on appropriate bus/ vehicle for their relocation
- Assign staff members to accompany residents to relocation site
- Ensure Evacuation Resident Log Off Valleyview Property is copied (if emergency situation permits) – one copy to Emergency Manager and one copy with transport vehicle.

5.6 CODE GREE: EMERGENCY MANAGEMENT EVACUATION CHECKLIST

After resident, team member, and visitor safety is assured, and after the decision has been made to evacuate, use the following as a guide. All steps should be documented.

Event Description	Date & Time of Event
Designated individual assumes role of Emergency Manager	
Alarm activated (if there is a fire)	
Call 911	
Overhead paging – inform all residents, team members and visitors of the evacuation	
Residents removed from immediate danger zone	
Staff Fan Out List initiated	
Staff member designated to meet Fire Department/ Emergency Responders	
Room search/ door tagged (vacant) initiated by designates in charge	
All available staff members sent to assist/ remove residents from danger zone	
Elevators shut down/recall to ground floor as applicable or directed by officials	
All residents accounted for from all areas	
All staff members accounted for	
All fire doors closed	
Use Resident Identification System to confirm resident identity	
Contact and confirm availability of transportation as per policy	
Registered staff member designated to Triage	
Contact and confirm availability of relocation centre(s)	
Identify receiving/ loading areas	
Staff members assigned to supervise residents in holding area/ prevent re-entry; reassure residents and ensure their needs are met.	
Staff members assigned to gather supplies/ resources/ food as needed	
Ready residents for journey (informing, attaching ID, packing etc)	
Systematic loading of residents onto transportation vehicles and accounting for all residents (census)	
Notify emergency contacts	
Arrival of Fire	
Arrival of Ambulance	
Arrival of Police	
Communicate with residents/ families re: evacuation	
Medical records transferred/ secured (EHR/EMAR)	
Contact Pharmacy	
Medications transferred/secured	
Food/water for the journey	
Contact Procurement for provisions to be purchased or ordered and delivered to relocation centre	
Code cleared	

CODE GREEN: EMERGENCY MANAGEMENT EVACUATION CHECKLIST
CONTINUED

Event Description	Date & Time of Event
Notes:	

Incident Manager Name

Incident Manager Signature

SECTION 6 – ADDITIONAL EMERGENCY SAFETY MEASURES**6.1 LIFTS AND CARRIES**

Carrying techniques can be a very tiring and slow process and are only suitable for evacuating a few residents

Never use beds where hallways and doorways are too narrow

Never leave beds in hallways where they can be obstacles to evacuation

Cradle Drop (non ambulatory) – one staff**Steps**

- Ensure the bed will not move (lock wheels or move the bed against the wall)
- Place a blanket on the floor partially under the bed and past the head of the resident
- Kneel beside the bed with one leg raised closet to the resident's head
- Grip resident under knees and shoulders
- Lean back, sliding the resident off the bed
- Control the resident's descent onto your lap and then onto the floor while protecting the head
- Fold the blanket around the resident
- Drag the resident head-first to a safe area

Swing Carry (non ambulatory) – two staff**Steps**

- First rescuer raises the resident to the sitting position
- Second rescuer moves the resident's legs over the side of the bed
- One rescuer must maintain control of resident at all times to prevent the resident from falling to the floor
- Rescuers sit on each side of the resident
- Resident arms are placed on the rescuer's shoulders
- Rescuers secure their arms around the resident's back and grasp each other's arms
- Rescuers pass other hand under resident's knees locking hands or wrists
- Simultaneously lift resident and remove to a safe area.

Lowering Technique

- Lower resident to the sitting position by kneeling down with leg closets to the resident
- Lower resident from the sitting position to the lying position while protecting the head

Extremity Carry (non-ambulatory) – two staff

This carry requires two rescuers and can also be used on stairs in the case of a vertical evacuation

Steps

- Standing between the resident legs, one rescuer grasps the resident legs just above the ankles or under the knees
- The second rescuer places their arms under the resident arms and claps their hands on the residents chest
- Both rescuers holding the resident firmly lift the resident simultaneously and move to a safe area

Side-By-Side (semi ambulatory) – one staff**Steps**

- Stand beside the resident
- Secure resident arm around rescuer and hold the resident wrist or hand if possible
- Snug the person close
- Walk to a safe area
- Grasp the resident other arm if possible

Bear Hug (semi ambulatory) – one staff**Steps**

- Stand behind the resident
- Place arms under the resident armpits
- Rescuer's head should be kept off to one side
- Grasp resident left and right wrists
- Cross the arms in front
- Gently drag the resident to a safe area

Use other evacuation aides where available

Mobility assistive devices can significantly speed up evacuation movement of residents in both horizontal and vertical stages and reduce staff fatigue. Both of these will ensure that residents can be evacuated in a safe time. Some of these mobility assistive devices are:

- Wheelchairs
- Geri chairs
- Stretchers

6.2 CONTROL OF FIRE HAZARDS

Fire safety precautions shall be in place and supported through the following mechanisms:

- Direction to the staff on identifying/ report hazards
- Electrical equipment check
- Maintenance of building facilities and fire protection equipment
- Annual fire system inspection by Fire Department
- External safety inspection of the building
- Joint Occupation Health and Safety Committee inspections
- Annual training of staff, volunteers, contracted service staff, and visitors of the fire safety plan and procedures.

6.3 STAFF RESPONSIBILITIES FOR IDENTIFYING/ REPORTING HAZARDS

1. All staff members are direct to always be on the alert for any condition that constitutes a fire hazard and to report such a condition to their supervisor. Escalate as necessary to the Environmental Supervisor or Administrator.
2. Fire safety hazards include, but are not limited to:
 - a) Residents, visitors or staff found smoking in non-designated areas (smoking not permitted in the building)
 - b) Defective electrical equipment, for example: bare wires, electrical equipment that is malfunctioning
 - c) Exit lights/ doors that are not well lit and/or free from obstruction
 - d) Broken plugs, frayed electrical cords or extension cords in use in the Home
 - e) Blocking of fire equipment or fire corridors or exits
 - f) The holding open of fire doors
 - g) Accumulation of rubbish, waste or other flammable materials in any areas.
 - h) Unsafe cooking practices in the activity rooms, kitchen, severy, staff lunch room and admin kitchenette, tuck shop
3. The Environmental Supervisor shall ensure immediate action is taken to rectify any identified or reported fire safety hazard.

6.4 ELECTRICAL EQUIPMENT CHECK

1. All electrical equipment shall be C.S.A. Approved before use.
2. Each piece of electrical equipment brought in by a resident, for example TV,'s radios and electrical razors, must be individually tagged with the name of the resident, the date and initial of the person who has inspected the equipment
3. The safety of electrical equipment shall be checked by maintenance staff as follows:
 - On admission if a resident is bringing in equipment
 - Whenever new equipment is purchased for use in the Home; and
 - For both resident and home equipment, annually thereafter by the maintenance person

6.5 FIRE RETARDANT MATERIALS**Policy**

1. Provide a safe environment for residents and staff
2. Requirement of the Ontario Fire Code.

Procedure

1. Drapes, curtain, bedding material and other decorative material, including textiles used in the building, shall meet the requirements for a high degree of flame resistance.
2. The purchaser of textile materials shall comply with the requirement of the Ontario Fire Code.

6.6 ALTERNATE MEASURES FOR TEMPORARY SHUTDOWN OF FIRE PROTECTION EQUIPMENT OR SYSTEMS

In the event of a shutdown of the fire protection equipment and systems or part of thereof, the St. Thomas Fire Department, staff and residents will be notified by the Environmental Supervisor by overhead paging that the alternate safety plan known as "Fire Watch" is active. After regular business hours the RN Supervisor will carry out the forementioned steps.

The Environmental Supervisor will take immediate action to have the necessary repairs made. After regular business hours the RN Supervisor will notify the Environmental Supervisor so they may take immediate action.

The Environmental Supervisor or delegate:

1. Will determine if the home is to activate the Fire Watch Plan. The plan is activated when one or more of the following conditions apply:
 - a) The Fire Alarm System is faulty
 - b) The Fire Alarm System is under repair
 - c) The Fire Alarm System is lost due to a power failure or malfunction
 - d) The Communication System for Valleyview is lost due to a power failure or malfunction.
2. Will notify the St. Thomas Fire Department (non emergency number 519-631-0210) and the fire monitoring company (1-800-563-3840) that we are under Fire Watch.
3. Will direct the Administrative Staff/ delegate to announce on the overhead paging system that Valleyview is under Fire Watch three times.
4. Will notify the St. Thomas Fire Department and fire monitoring company when Fire Watch is no longer in effect.
5. Will direct the Administrative Staff/ delegate to announce on the overhead paging system that the "Fire Watch is All Clear" three times.

All staff :

1. Will follow normal fire safety procedures by following "RACE" if a fire or smoke is discovered during a Fire Watch.
2. All staff will pick up a whistle from the Emergency Response Bag after a Fire Watch has been announced and is to be blown if fire and smoke is detected.
3. If smoke or fire is detected staff will still activate the nearest pull station in case it is functioning.

Fire Watch Log:

- The registered staff in each resident home will assign a staff to patrol the home area every 30 minutes and complete the Fire Watch Log.
- The Administrator will appoint 2 staff to patrol non resident areas including the Adult Day Programming space and complete the Fire Watch Log.
- The Dietary Supervisor or Cook will appoint 1 dietary staff to monitor all areas in the kitchen and complete the Fire Watch Log.
- The Laundry Operator will be responsible for completing the Fire Watch Log for the Laundry and Laundry Labelling area.
- After regular business hours the RN Supervisor will appoint two staff to patrol non resident areas including the Adult Program Programming space. On night shift the RN Supervisor will appoint one staff to complete the Fire Watch Log for all non resident areas of the building.

Sprinkler Shutdown (including interruptions of water supply)

1. The St. Thomas Fire Department (non emergency number 519-631-0210) shall be notified by the Environmental Supervisor/ designate. They will update them of the extend and expected duration of the shutdown.
2. The Environmental Supervisor/ designate will notify staff and residents or the shutdown via the overhead paging system and the expected duration.
3. The Environmental Supervisor/ designate will notify the St. Thomas Fire Department immediately when the system is reactivated.
4. The Environment Supervisor/ designate will overhead page when the system us reactivated.

NOTE: In the event of a Fire Alarm System and Communication System failure Valleyview issues cellphones will work for the purpose of communication.

SECTION 7 – PREVENTATIVE MAINTENANCE AND AUDITS

7.1 MAINTENANCE OF BUILDING FACILITIES AND FIRE PROTECTION EQUIPMENT

1. The Environmental Supervisor has the overall responsibility of ensuring daily, weekly and monthly checks of the building are performed to identify and rectify as appropriate any fire hazards. Fire safety maintenance audits are conducted in accordance with legislative requirements.
 - a) To ensure that all components of the Fire Alarm System are functional.
 - b) To prevent premature breakdown of equipment.
2. Systems shall be checked, tested and inspected by the identified staff as per the frequency set out in the attached schedule.
3. The Administrator is responsible for ensuring that the attached schedule is followed, and where applicable, that any necessary repairs and supporting emergency protocols are put into place to protect the safety of residents, staff and visitors to the home.
4. Fire safety “checklist” are an integral part of internal quality control and management reporting. The objectives are as follows:
 - a) To monitor compliance with regulated requirements for fire safety standards.
 - b) To provide timely and accurate information to the Administrator regarding existing or optional fire safety hazards.
 - c) To provide information regarding staff performance and awareness with respect to safety regulations/ requirements and their need for in-service education.

7.2 FIRE INSPECTIONS AND AUDITS

Policy

The Fire Log Book is kept in the maintenance department. Records are maintained by the Environmental Supervisor and are made available to the Fire Department on request.

Procedure

1. The Maintenance staff are responsible for regular inspection of the fire alarm system and auxiliary equipment.
2. The Environmental Supervisor maintains the Fire Log Book.
3. The Environmental Supervisor is responsible for developing a schedule for semi-annual and annual inspections to be performed by an outside contractor.
4. The original copy of the inspection shall be posted by the main fire panel and a copy shall be kept in the Environmental Supervisors office,
5. In the event of an emergency evacuation of the building, it is the responsibility of the maintenance staff to take the Fire Log Book with them.

7.3 MAINTENANCE PROCEDURES

Definitions For Keys Words Are As Follows:

CHECK	Means a <u>visual</u> observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exists
INSPECT	Means a <u>physical</u> examination to determine that the devices or systems will apparently perform in accordance with its intended function.
TEST	Means <u>operation</u> of devices or systems to ensure that it will perform in accordance with its intended operating functions. It is generally required to have a certified system technician perform test.

Records of all test and corrective measures are to be retained for a period of two years after they are made.

Portable Fire Extinguishers	
Action	Inspection Frequency
Inspect all portable extinguishers	Monthly Maintenance
Subject to maintenance	Annual Contractor
Hydrostatically test carbon dioxide and water extinguishers	Every 5 years Contractor
Empty stored pressure type extinguishers and subject to maintenance	Every 6 years Contractor
Hydrostatically test dry chemical and vaporizing liquid type extinguisher	Every 12 years

Fire Alarm System	
Action	Inspection Frequency
Check fire alarm AC power lamp and trouble light	Daily Maintenance
Check trouble conditions	Daily Maintenance
Check central alarm and control facility	Daily Maintenance
Check all fire alarm components including standby power batteries	Monthly Maintenance
Test fire alarm system by a company acceptable to the authority and has jurisdiction for servicing Fire Alarm Systems	Annually Contractor
Test voice communication systems that are not integrated with the Fire Alarm System	Monthly Maintenance
Test Carbon Monoxide Alarm Systems (3 Plug in Alarms)	Monthly Maintenance

Sprinkler Systems	
Action	Inspection Frequency
Test sprinkler alarms using alarm test connection	Annually Contractor
Test sprinkler supervisory transmitters and waterflow devices	Annually
Test gate valve supervisory switches and other sprinkler and protection system supervisor devices	Annually
Check exposed sprinkler system pipes hangers	Annually Contractor
Check all sprinkler heads are free of damage, corrosion, grease, dust, paint	Annually Contractor
Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions.	Annually Contractor
Test waterflow on wet sprinkler system using the most hydraulically remote test connection	Annually Contractor
Test flow of water supply using main drain valve	Annually Contractor
Inspect auxiliary drains to prevent freezing	As Required

Emergency Lighting	
Action	Inspection Frequency
Inspect batteries for connections and corrosion	Monthly Maintenance
Test function on failure of power	Monthly Maintenance
Test for duration equal to design criteria	Annually Contractor
Test charging system	Annually Contractor
Full annual inspection of the system by qualified technician	Annually Contractor

Emergency Power Systems	
Action	Inspection Frequency
Check all components of the system	Monthly Maintenance
Test	Annually Contractor
Maintain written records of check, inspect and test	Maintenance
Check instructions for switching and starting are provided	Monthly Maintenance
Check fuel sufficient for 2 hours of operation	Monthly Maintenance
Drain and refill fuel, unless achieved by replenishment during normal tests	Annually Contractor

Fire Safety Plan – Valleyview

Means of Egress	
Action	Inspection Frequency
Inspect all doors in fire separations	Monthly Maintenance
Check all doors in fire separation to ensure they are closed	As Required Maintenance
Maintain exit signs to ensure they are clear and legible	As Required Maintenance
Maintain exit lights to ensure they are illuminated and in good repair	As Required Maintenance
Ensure corridors are free of obstruction	As Required Maintenance

Fire Department Access	
Action	Inspection Frequency
Fire access routes and access panels or windows provided to facilitate access for fire fighting operations shall not be obstructed by vehicles, gates, fences, building material, vegetation, signs or any other form or obstruction.	Daily Maintenance
Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times	Daily Maintenance
Ensure streets, yards and private roadways provided for fire department access are kept clear.	Daily Maintenance
Approved signs shall be displayed to indicate fire access routes	Daily Maintenance

Water Supplies For Fire Protection	
Action	Inspection Frequency
Private and public water supplies for fire protection installations shall be maintained to provide required flow under fire conditions	Annually Contractor
Control valves shall be checked to ensure they are in the open position	Weekly Maintenance
Valves that are locked open or electrically supervised shall be inspected	Monthly Maintenance
After repair or maintenance work, valves shall be inspected to ensure they are in the open position	As Required Maintenance
Water supply maintained free from ice accumulation	AS Required Maintenance

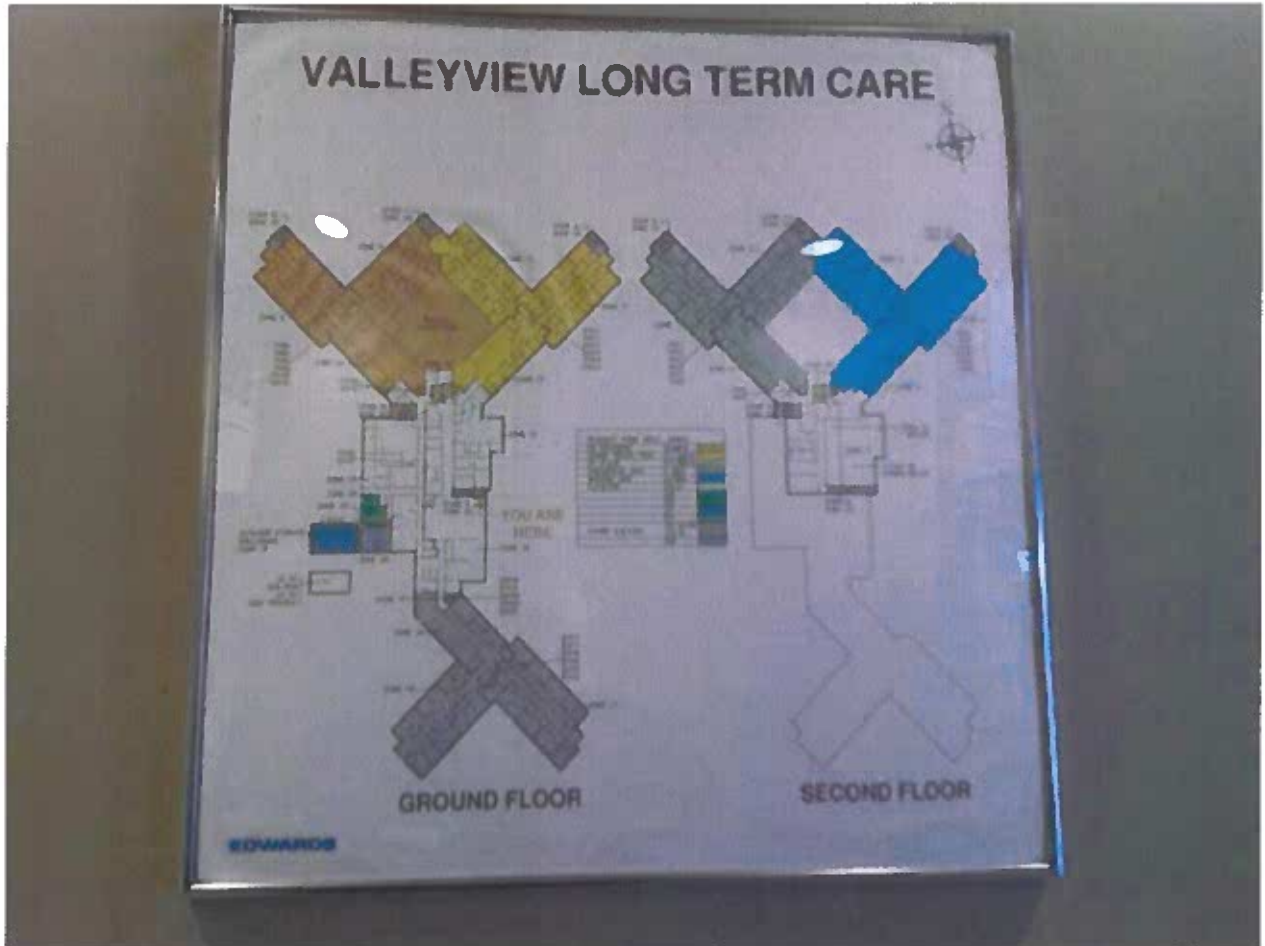
Hydrants	
Action	Inspection Frequency
Hydrants shall be maintained in operating condition	As Required Contractor
Maintain hydrants free of snow and ice accumulations	As Required Maintenance
Maintain hydrants free from obstructions and available for use	As Required Maintenance
Port caps are wrench tight	Annually Contractor
Port caps are removed and connections inspected for wear, rust or obstructions, and repairs made as necessary	Annually Contractor
If caps are missing, the hydrant shall be flushed to ensure no contamination, before new caps are installed	As Required Contractor
Inspect the hydrant barrel for water accumulation when the main valve is closed	Annually Contractor
Where water is found in hydrant barrel, the drain valve shall be inspected for operation	Annually Contractor
If the hydrant barrel is found to contain water because of poor drainage, approved corrective measures shall be taken to prevent freezing	Annually Contractor
Check water flow with the hydrant fully opened and one port open	Annually Contractor
Test pull station function	Annually Contractor

Carbon Monoxide Alarms	
Action	Inspection Frequency
Maintain carbon monoxide alarms as recommended by the manufacturer (Written Record Required)	Annually Maintenance
Test alarm function monthly as recommended by the manufacturer	Monthly Maintenance Annually Environmental Supervisor
Replace carbon monoxide alarms on the frequency prescribed by the manufacturer	As Required Environmental Supervisor
Test carbon monoxide alarms using the test button or other manufacturer recommended method	Annually Maintenance
Test carbon monoxide alarm after replacing the battery	As Required Maintenance
Check CO alarm is installed in area of the service room or appliance is installed	As Required Environmental Supervisor

Appendix A

Building Layout

The Valleyview floor plan is located between the 2 front doors in the Vestibule



Appendix B**Fire Department Key Lock Box**

The key lock box for the Fire Department building access is located outside the front door to the right.



Appendix C

Fire Panel Locations

The below Fire Alarm Panel is located between the 2 Front Doors in the Vestibule below the Valleyview floor plan



The below is the Main Fire Alarm Panel located in the Main Electrical Room (C123)



Fire Safety Plan – Valleyview

The below Fire Panel is located in Grand Trunk Trail at the PSW Nursing Desk



Appendix D

Utility Shut Offs

Gas

The Main Gas Shut Off is located outside on the west side of the building at the rear between the CP Place Secure Courtyard and the vending area door. See Appendix E



The shut off valve is located on the bottom left



Sprinkler Room

The Sprinkle Room (C109) is located on the left just past the Infection Prevention and Control Office and before the entrance to CP Place. See Appendix E



Siamese Connection

The Siamese connection is located at the front of the building kitty corner to the Pavilion.
See Appendix E



Appendix E

Utility/ Hydrant/ Sprinkler Room Locations

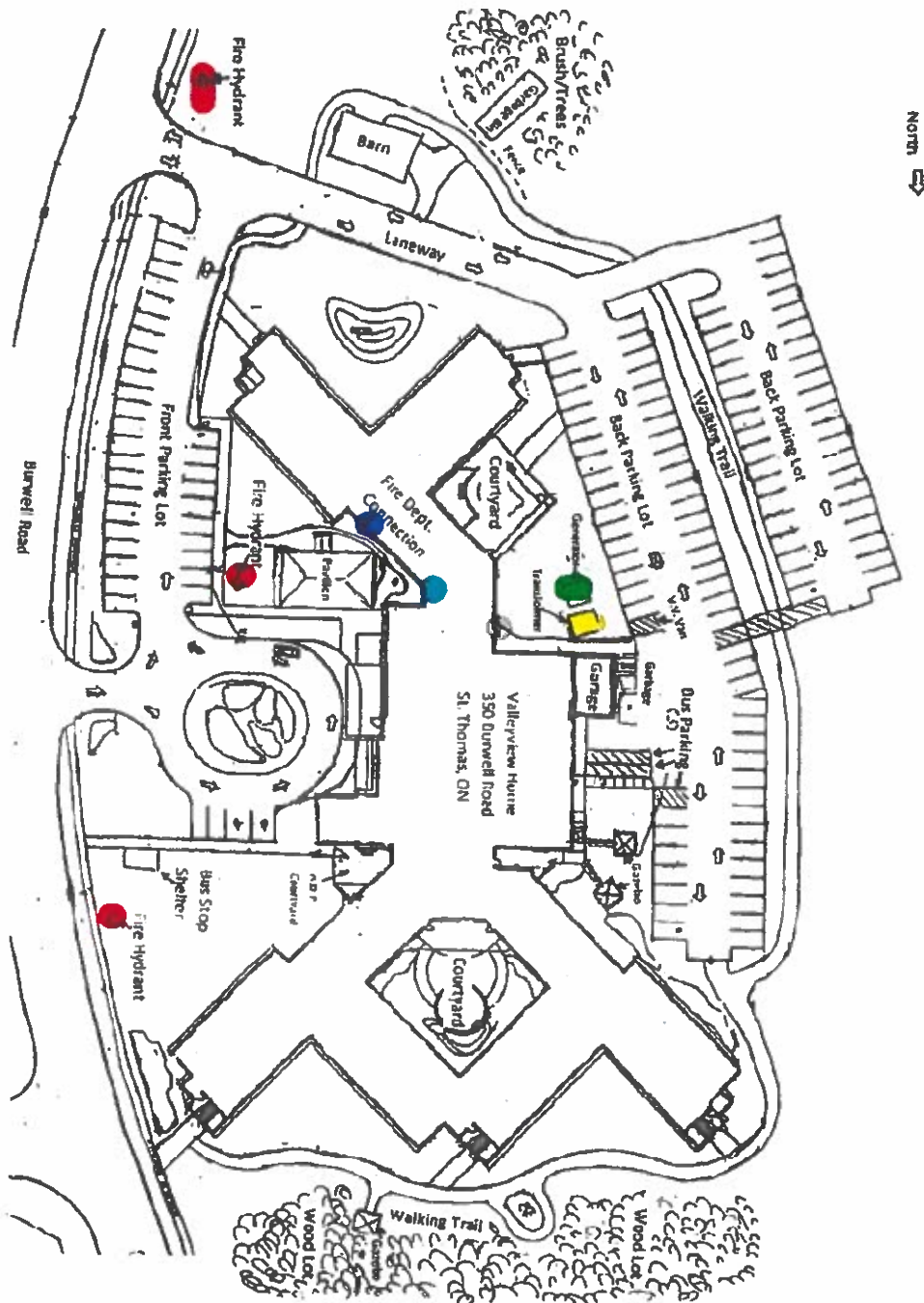
Fire Hydrant – Red

Fire Department Connection – Dark Blue

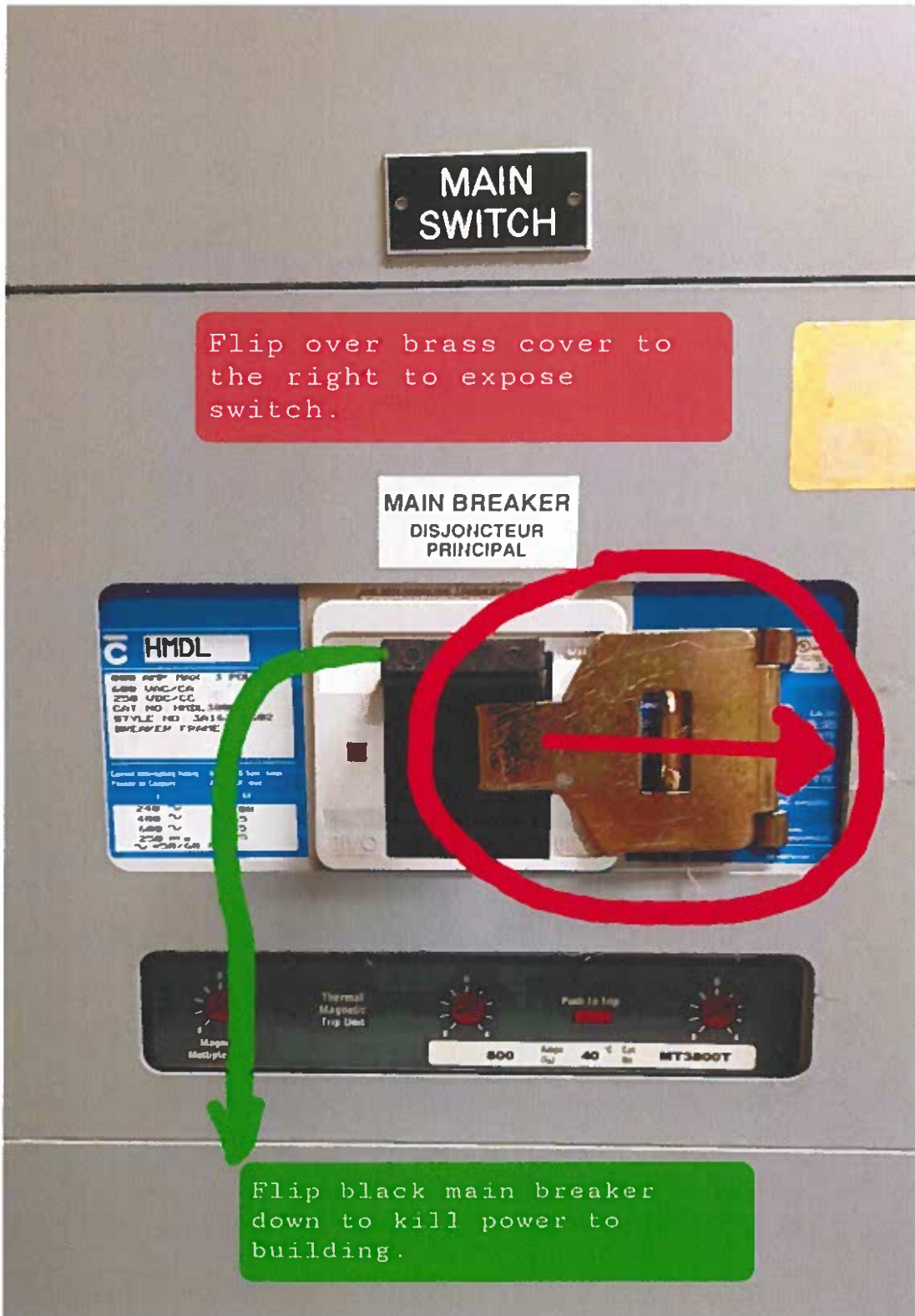
Sprinkler Room – Light Blue

Transformer – Yellow

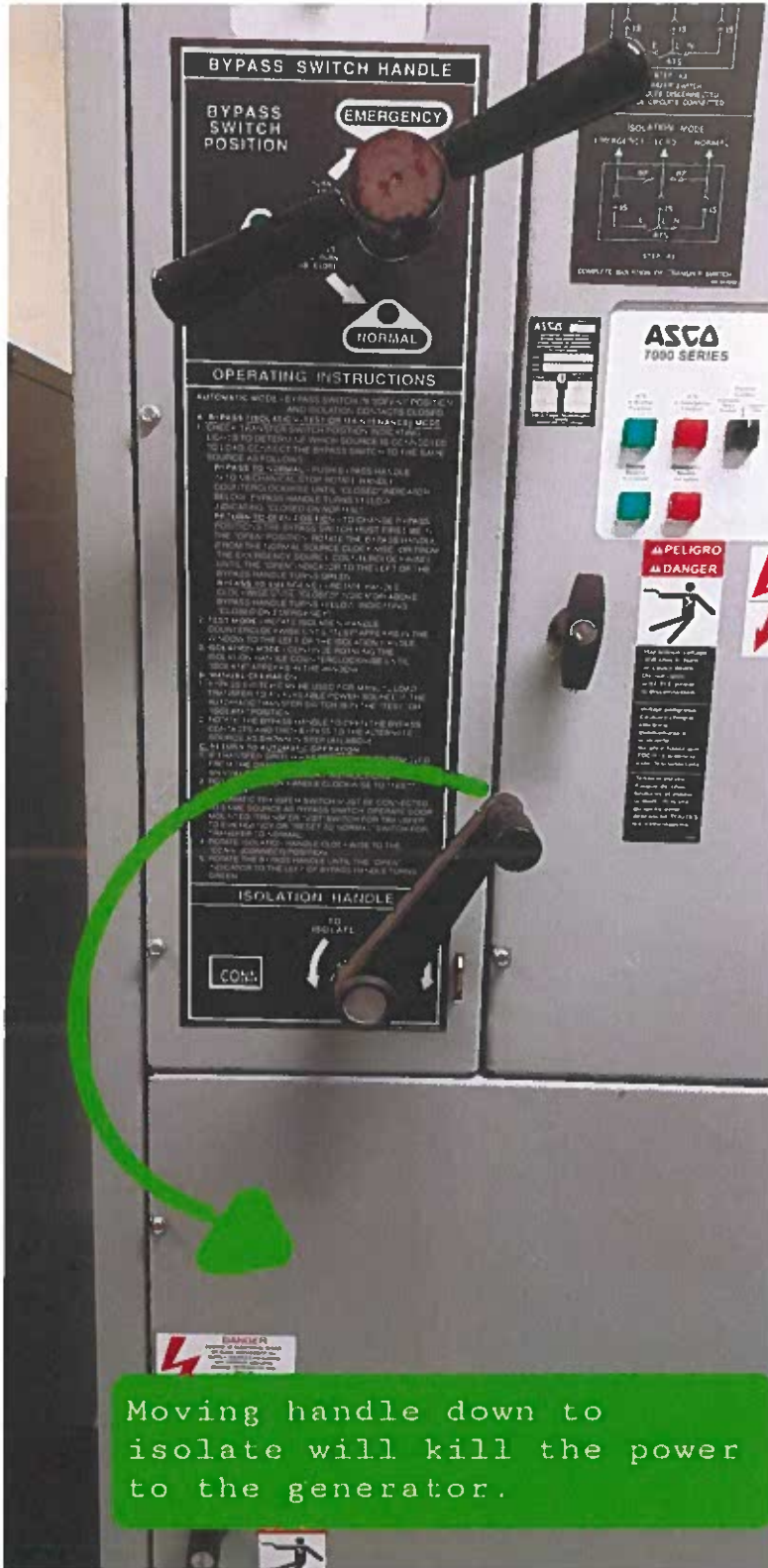
Gas Shut Off - Grey



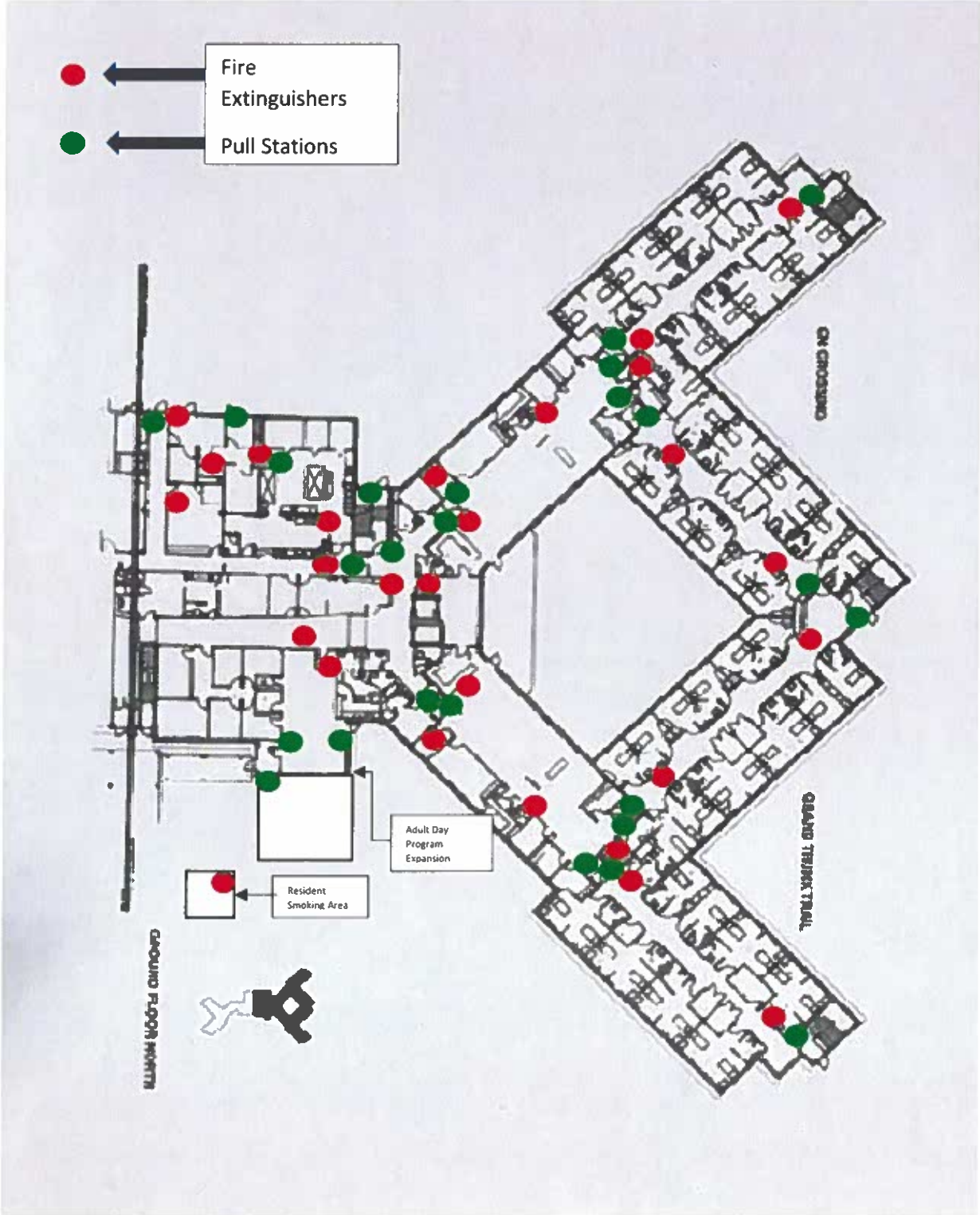
Appendix F Electrical Room C123 – Main Switch

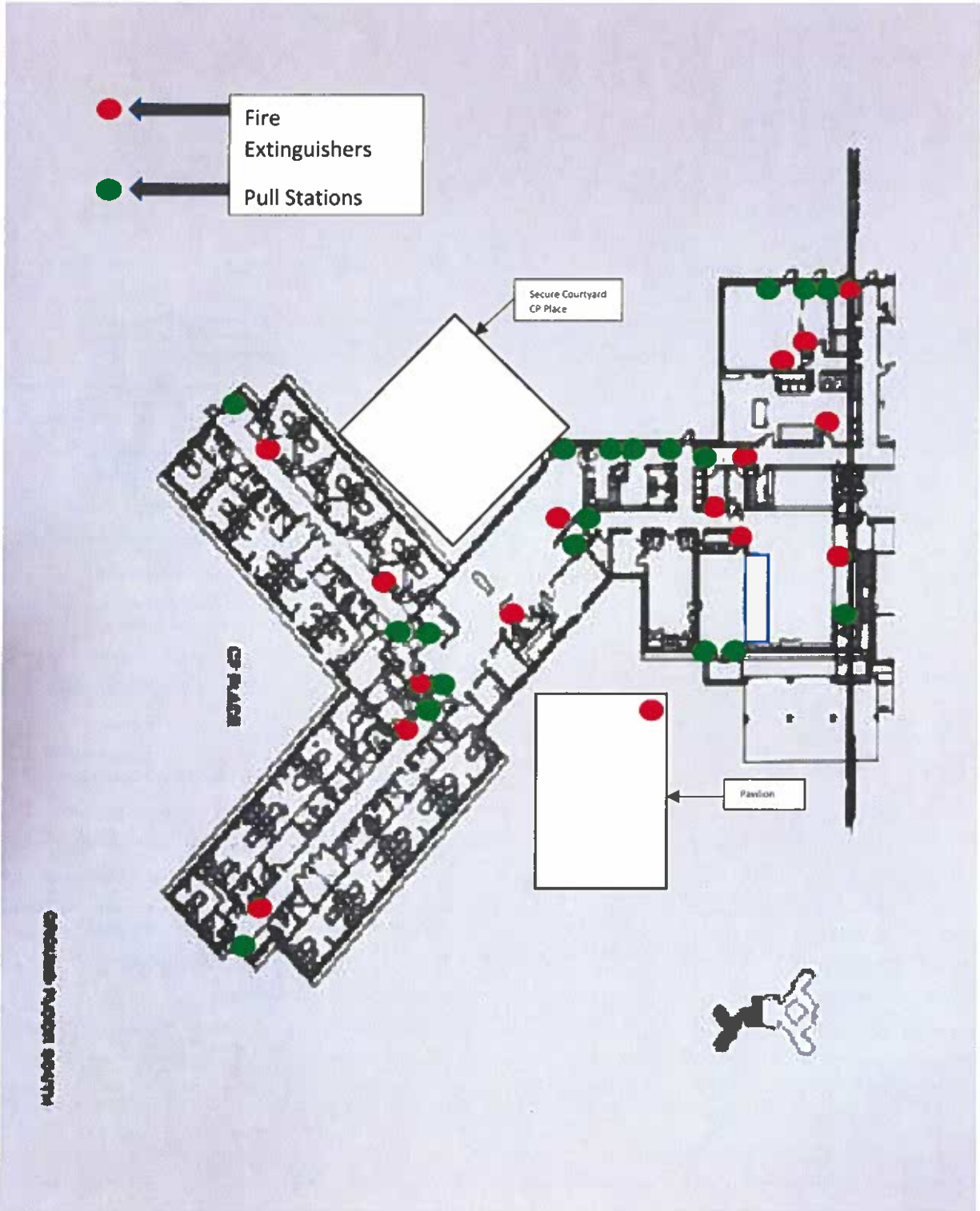


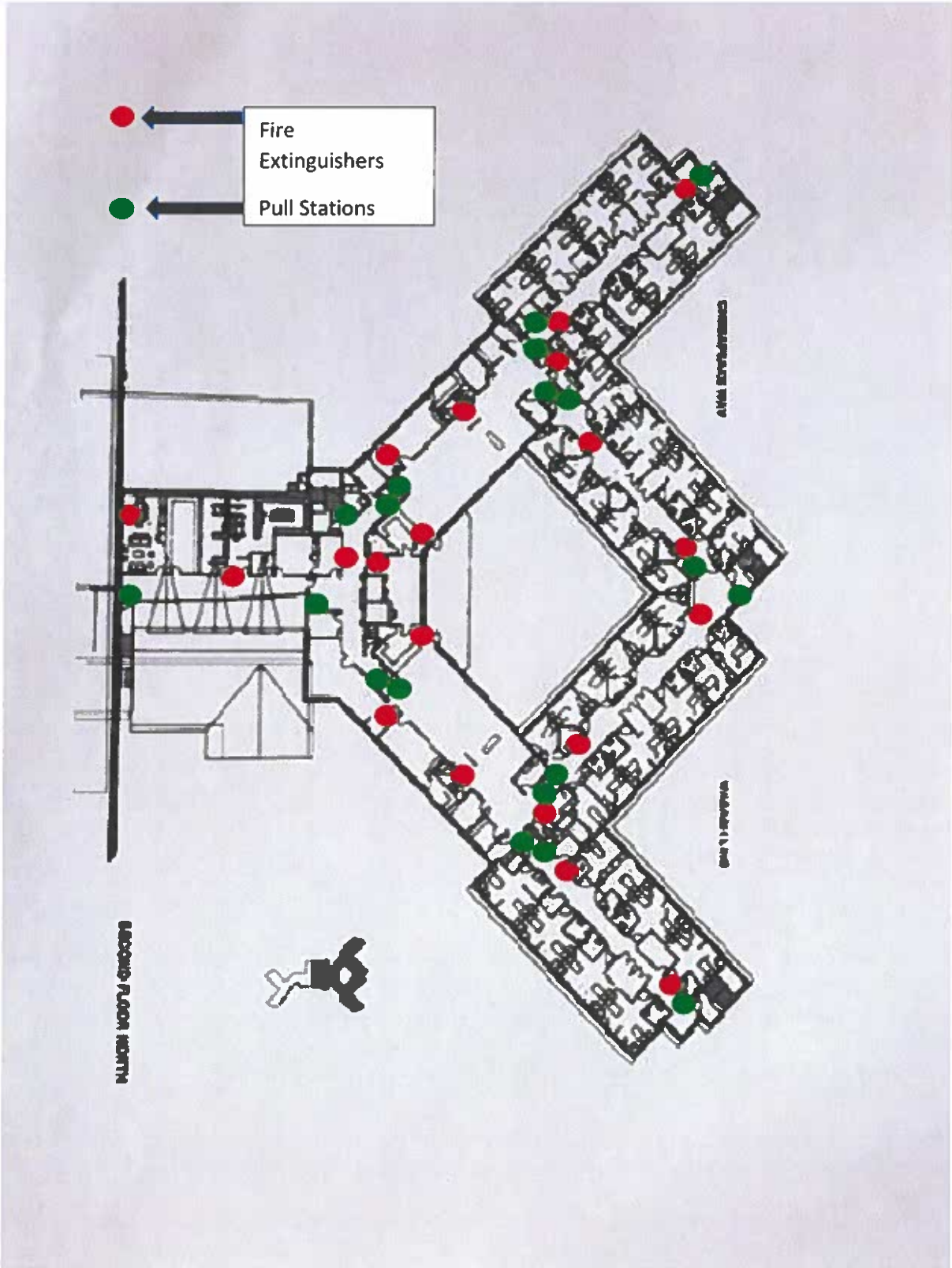
Electrical Room – Killing the power to the generator



Appendix G Fire Extinguisher and Pull Station Locations







Appendix H

30 Minute Fire Watch – Zones 1 to 19

First Floor – Core

30 Min Fire Watch

ZONE 14

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Front Door	C101							
CASO (Front Foyer)	C102							
Servery	C103							
Community Room	C104							
Worship Rm/ PANBIO	C105							
IPAC Office	C108							
Sprinkler Room	C109							
Washroom	C111							
Washroom	C112							
Closet (By Tuck Shop)	C114							
Tuck Shop	C116							
Cafe	C117							
Reception Desk	C173							
Administration Office	C169							
Staff Work Room	C167							
Staff Work Rm Closet	C167							
Staff Work Rm Washroom	C167							
Nursing Administration Ofc	C164							
Conference Room	C158							
Administrator Ofc	C157							
Director of Care Ofc	C156							
ADP Coordinator Ofc	C150							
QA & Risk Management Ofc	C153							
HR Coordinator Ofc	C154							
ADP – Main Interior	C148							
ADP Washroom	C142							
ADP Tub Room	C142A							
ADP Storage Closet	C152							
ADP Servery	C147							
ADP Staff Ofc	C141							
ADP Overnight Room	C151							
ADP 2 nd Program Room	C149							
Storage Closet in Room	C149							
Washroom	C149							
ADP Vestibule	C148							

First Floor – Core (pg 2 of 2) 30 Min Fire Watch

ZONE 15

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Communication Room	C115A							
Linen & Labelling	C115							
Laundry Room	C119							
Dryer Room	C120							
Housekeeping Closet	C170							
Staff Washroom	C171							
Maintenance Office	C126							
Main Electrical Room	C123							
Boiler Room Mechanical Rm	C121							
Cart Wash	C124							
Recycling	C124A							
Receiving	C129							
Temporary Storage	C127							
Kitchen	C133							
Kitchen Prep	C127							
Pot & Ware Wash (kitchen)	C134							
Walk In Fridge	C134							
Walk In Freezer #1	C134							
Walk In Freezer #2	C134							
Kitchen Cart Wash	C134							
Kitchen Janitor	C136							
Dry Storage	C132							
Former Meals on Wheels	C130							
Environmental Supervisor	C163							
Dietary Supervisor	C162							
Hair Salon	C161							
Food Prep	C128							
Housekeeping Storage	C138							
Multidisciplinary Ofc #1	N156							
Electrical Room (telephone)	N163							
Support Kitchen	N165							
Small Elevator								
Large Elevator								
Housekeeping Closet	N102							
Family Suite	C140							
Washroom	C143							

Grand Trunk Trail (pg 2 of 3)

30 Min Fire Watch

ZONE 12

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Tub Room	N125							
Private								
• Bed 115	115							
• Washroom	115A							
Basic	116							
• Bed 116								
• Bed 117								
• Washroom	116A							
Soiled Cart	N130							
Clean Cart	N131							
Basic	118							
• Bed 118								
• Bed 119								
• Washroom	119A							
Private								
• Bed 120	120							
• Washroom	120A							
Private								
• Bed 121	121							
• Washroom	121A							
Cheater Hallway								
Stairway "C"								
Semi Private								
• Bed 122	122							
• Washroom	122A							
• Bed 123	123							
Semi Private								
• Bed 124	124							
• Washroom	124A							
• Bed 125	125							
Semi Private								
• Bed 126	126							
• Washroom	126A							
• Bed 127	127							

Grand Trunk Trail (pg 3 of 3)

30 Min Fire Watch

ZONE 11

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Basic Room	101							
• Bed 101								
• Bed 102								
• Washroom	102A							
Equipment Storage	N117							
Basic Room	103							
• Bed 103								
• Bed 104								
• Washroom	104A							
Basic Room	105							
• Bed 105								
• Bed 106								
• Washroom	105A							
Soiled Cart Room	N118							
Clean Cart Room	N119							
Basic Room	107							
• Bed 107								
• Bed 108								
• Washroom	108A							
Sitting Area at End of Hall								
Stairway "A"								
Basic Room	109							
• Bed 109								
• Bed 110								
• Washroom	109A							
Storage Room	N121							
Basic Room	111							
• Bed 111								
• Bed 112								
• Washroom	112A							
Private								
• Bed 113	113							
• Washroom	113A							
Private								
• Bed 114	114							
• Washroom	114A							
Shower Room	N123							

CN Crossing - Core Area (pg 1 of 3)

30 Min Fire Watch

Zone 10

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Elevator Room	N155							
Activity Room	N154							
Activation Office	N153							
Resident Washroom	N152							
Staff Washroom	N151							
Meeting Room	N150							
Chart Room	N149							
PSW Desk Area								
Medi Prep	N148							
Housekeeping Room	N137							
Soiled Utility Room	N138							
Clean Utility Room	N158							
Den	N159							
Dining Room	N160							
Door to Patio								
Patio								
Servery	N161							
Support Kitchen	N164							
Housekeeping in Servery	N162							

CN Crossing (pg 2 of 3)

30 Min Fire Watch

ZONE 9

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Tub Room	N139							
Private								
• Bed 142	142							
• Washroom	142A							
Basic	143							
• Bed 143								
• Bed 144								
• Washroom	143A							
Soiled Cart	N134							
Clean Cart	N133							
Basic	145							
• Bed 145								
• Bed 146								
• Washroom	146A							
Private								
• Bed 147	147							
• Washroom	147A							
Private								
• Bed 148	148							
• Washroom	148A							
Cheater Hallway								
Stairway "C"								
Semi Private								
• Bed 149	149							
• Washroom	149A							
• Bed 150	150							
Semi Private								
• Bed 151	151							
• Washroom	151A							
• Bed 152	152							
Semi Private								
• Bed 153	153							
• Washroom	153A							
• Bed 154	154							

CN Crossing (pg 3 of 3)

30 Min Fire Watch

ZONE 8

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Shower Room	N141							
Basic Room	128							
• Bed 128								
• Bed 129								
• Washroom	129A							
Equipment Storage	N147							
Basic Room	130							
• Bed 130								
• Bed 131								
• Washroom	130A							
Basic Room	132							
• Bed 132								
• Bed 133								
• Washroom	132A							
Soiled Cart Room	N146							
Clean Cart Room	N145							
Basic Room	135							
• Bed 134								
• Bed 135								
• Washroom	135A							
Sitting Area at End of Hall								
Stairway "B"								
Basic Room	136							
• Bed 136								
• Bed 137								
• Washroom	136A							
Storage Room	N143							
Basic Room	138							
• Bed 138								
• Bed 139								
• Washroom	139A							
Private								
• Bed 140	140							
• Washroom	140A							
Private								
• Bed 141	141							
• Washroom	141A							

CP Place - Core Area (pg 1 of 3)

30 Min Fire Watch

ZONE 19

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Activity Room	S107							
Activation Office	S108							
Resident Washroom	S109							
Staff Washroom	S110							
Meeting Room	S111							
Chart Room	S112							
PSW Desk Area								
Medi Prep	S113							
Housekeeping Room	S124							
Soiled Utility Room	S123							
Clean Utility Room	S105							
Den	S104							
Dining Room	S103							
Door to Courtyard								
Courtyard								
Servery	S102							
Support Kitchen	S101							
Housekeeping in Servery								

CP Place (pg 2 of 3)

30 Min Fire Watch

ZONE 18

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Tub Room	S122							
Private								
• Bed 170	170							
• Washroom	170A							
Basic	171							
• Bed 171								
• Bed 172								
• Washroom	171A							
Soiled Cart	S127							
Clean Cart	S128							
Basic	173							
• Bed 173								
• Bed 174								
• Washroom	174A							
Private								
• Bed 175	175							
• Washroom	175A							
Private								
• Bed 176	176							
• Washroom	176A							
Sitting Area								
Semi Private								
• Bed 177	177							
• Washroom	177A							
• Bed 178	178							
Semi Private								
• Bed 179	179							
• Washroom	179A							
• Bed 180	180							
Semi Private								
• Bed 181	181							
• Washroom	181A							
• Bed 182	182							

CP Place (pg 3 of 3)

30 Min Fire Watch

ZONE 17

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Basic Room	155							
• Bed 155								
• Bed 156								
• Washroom	156A							
Basic Room	157							
• Bed 157								
• Bed 158								
• Washroom	158A							
Basic Room	159							
• Bed 159								
• Bed 160								
• Washroom	160A							
Soiled Cart Room	S115							
Clean Cart Room	S116							
Basic Room	161							
• Bed 161								
• Bed 162								
• Washroom	162A							
Sitting Area at End of Hall								
Private								
• Bed	163							
• Washroom	163A							
Basic Room	164							
• Bed 164								
• Bed 165								
• Washroom	164A							
Storage Room	S119							
Basic Room	166							
• Bed 166								
• Bed 167								
• Washroom	167A							
Private								
• Bed 168	168							
• Washroom	168A							
Private								
• Bed 169	169							
• Washroom	169A							
Shower Room	S120							

Wabash Line - Core Area (pg 1 of 3) 30 Min Fire Watch

Zone 6

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Electrical Room	N209							
Activity Room	N210							
Activation Office	N211							
Resident Washroom	N212							
Staff Washroom	N213							
Meeting Room	N214							
Chart Room	N125							
PSW Desk Area								
Medi Prep	N216							
Housekeeping Room	N227							
Soiled Utility Room	N126							
Clean Utility Room	N207							
Den	N206							
Dining Room	N205							
Door to Balcony								
Balcony								
Servery	N204							
Support Kitchen	N264							
Housekeeping in Servery	N203							

Wabash Line (pg 2 of 3) 30 Min Fire Watch

ZONE 5

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Tub Room	N225							
Private	215							
• Bed 215								
• Washroom	215A							
Basic	216							
• Bed 216								
• Bed 217								
• Washroom	216A							
Soiled Cart	N230							
Clean Cart	N231							
Basic	218							
• Bed 218								
• Bed 219								
• Washroom	218A							
Private								
• Bed 220	220							
• Washroom	220A							
Private								
• Bed 221	221							
• Washroom	221A							
Cheater Hallway								
Stairway "C"								
Semi Private								
• Bed 222	222							
• Washroom	222A							
• Bed 223	223							
Semi Private								
• Bed 224	224							
• Washroom	224A							
• Bed 225	225							
Semi Private								
• Bed 226	226							
• Washroom	226A							
• Bed 227	227							

Wabash Line (pg 3 of 3)

30 Min Fire Watch

Zone 4

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Basic Room	201							
• Bed 201								
• Bed 202								
• Washroom	201A							
Equipment Storage	N217							
Basic Room	203							
• Bed 203								
• Bed 204								
• Washroom	203A							
Basic Room	205							
• Bed 205								
• Bed 206								
• Washroom	205A							
Soiled Cart Room	N218							
Clean Cart Room	N219							
Basic Room	207							
• Bed 207								
• Bed 208								
• Washroom	207A							
Sitting Area at End of Hall	N220							
Stairway "A"								
Basic Room	209							
• Bed 209								
• Bed 210								
• Washroom	209A							
Storage Room	N221							
Basic Room	211							
• Bed 211								
• Bed 212								
• Washroom	211A							
Private								
• Bed 213	213							
• Washroom	213A							
Private								
• Bed 214	214							
• Washroom	214A							
Shower Room	N123							

Chesapeake Way - Core Area (pg 1 of 3) 30 Min Fire Watch ZONE 3

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Electrical Room	N255							
Activity Room	N254							
Activation Office	N253							
Resident Washroom	N252							
Staff Washroom	N251							
Meeting Room	N250							
Chart Room	N249							
PSW Desk								
Medi Prep	N248							
Housekeeping Room	N237							
Soiled Utility Room	N238							
Clean Utility Room	N258							
Den	N259							
Dining Room	N260							
Door to Balcony								
Balcony								
Servery	N261							
Support Kitchen	N264							
Housekeeping in Servery	N262							

Chesapeake Way (pg 2 of 3) 30 Min Fire Watch

ZONE 2

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Tub Room	N239							
Private	242							
• Bed 242								
• Washroom	242A							
Basic	243							
• Bed 243								
• Bed 244								
• Washroom	243A							
Soiled Cart	N234							
Clean Cart	N233							
Basic	245							
• Bed 245								
• Bed 246								
• Washroom	246A							
Private								
• Bed 247	247							
• Washroom	247A							
Private								
• Bed 248	248							
• Washroom	248A							
Cheater Hallway								
Stairway "C"								
Semi Private								
• Bed 249	249							
• Washroom	249A							
• Bed 250	250							
Semi Private								
• Bed 251	251							
• Washroom	251A							
• Bed 252	252							
Semi Private								
• Bed 253	253							
• Washroom	253A							
• Bed 254	254							

Chesapeake Way (pg 3 of 3) 30 Min Fire Watch

ZONE 1

Room	Room Number	Time	Time	Time	Time	Time	Time	Time
Shower Room	N241							
Basic Room	228							
• Bed 228								
• Bed 229								
• Washroom	229A							
Equipment Storage	N247							
Basic Room	230							
• Bed 230								
• Bed 231								
• Washroom	231A							
Basic Room	232							
• Bed 232								
• Bed 233								
• Washroom	232A							
Soiled Cart Room	N246							
Clean Cart Room	N245							
Basic Room	235							
• Bed 234								
• Bed 235								
• Washroom	235A							
Sitting Area at End of Hall								
Stairway "B"								
Basic Room	236							
• Bed 236								
• Bed 237								
• Washroom	236A							
Storage Room	N243							
Basic Room	238							
• Bed 238								
• Bed 239								
• Washroom	239A							
Private								
• Bed 240	240							
• Washroom	240A							
Private								
• Bed 241	241							
• Washroom	241A							

