STRATHMERE LODGE

Emergency Management Program

FIRE PLAN

CODE RED

Original Date: **Jan. 2018**
Reviewed/Revised Date: **August 2018, Aug. 2019, Aug. 2020, Aug. 2021, May 2022, Feb. 2025, Aug. 2026**

FIRE SAFETY PLAN

INDEX

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 instructions 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. This Code requires the owner 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 owner 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.

Section 1 BUILDING PROFILE

Building Information		
Common Name of Building: Strathmere Lodge		
Address: 599 Albert St. Strathroy Ontario		
Municipality: Middlesex County		Postal Code: N7G 3J3
Number of Stories: 2	Number of Units: 160	Building Area: 120,000 square feet
Type of Building: Combustible or (Noncombustible)		
Indicate which of the following activities take place in your building:		
☐ Public Assembly	X Institutional (Hospital, Nursing/Group Home)	☐ Residential
☐ Mercantile/Retail	☐ Office (includes medical offices)	☐ Industrial
Indicate which of the above is the major part of your building is. Long Term Care		
Describe in your own words the business operations taking place in your building: Health Care (Long Term Care)		

Building Facilities		
Do you have a parking garage? Yes ☐ No **X**	Do you have an elevator? Yes **X** No ☐	Is there a firefighter elevator? Yes X No ☐
Do you have smoke control devices? Yes **X** No ☐	Do you have pressurized stairwells? Yes ☐ No **X**	Is there interior roof access? Yes x No ☐ Where: from building and stairwells
Do all stairwells exit to the exterior? Yes **X** No ☐ If no, explai Laundry/Housekeeping/Dietary Chemicals *See MSDS Binder at Hickory Woods Communication Centre		

Building Access
X Lock Box X Entry Code X Alarm Company Location: Front of building

Onsite Building Information / Must be indicated on your building diagram		
x Fire Safety Plan	Revised Date: June 2025	Location: Hickory Woods Communication Center
		Alternate: Park View Place Communication Center
X WHMIS Information		Location: Hickory Woods Communication Center
☐ Other		Location:

Occupants		
Residents/Tenants/Public: Residents	Total Number: 160	Daytime approx. Number: 160
		Evenings approx. Number: 160

Section 1 BUILDING PROFILE (continued)

Staffing Levels		
Supervisory:	Total Number: 15	Morning Shift: 15
		Afternoon Shift: 5
		Evening Shift: 2
Worker/Support Staff:	Total Number:	Morning Shift: 45
		Afternoon Shift: 23
		Evening Shift: 8

Keyholders (Enter keyholder information in the order of priority for contacting)/Person's Position		
1.		
Name: Brent Kerwin	Phone:	Res: (905)325-0102 Cell: (519) 719-9987
Position: Administrator		Bus: (519) 245-2520 Ext: 6222
Address: 115 Stevenson Ave London Ontario		Fax: (519) 245-5711
2.		
Name: Jeff Turnbull	Phone:	Cell: (519) 317-2913
Position: Environmental Services Manager		Bus: (519) 245-2520 Ext: 6244
Address: 33389 Charlton Rd; Ailsa Craig, ON		Fax: (519) 245-5711

Section 2 EMERGENCY LISTINGS / 24 HOURS A DAY

Ownership			
Building Owner: Middlesex County	Phone:	Res: ( )	Cell: ( )
			Bus: (519) 434-7321
Address: 399 Ridout Street North			
City: London	Postal Code: N6A 2P1	Fax: (519) 434-0638	Pager: ( )
		Email:	
		Email	

Section 3 ALARMS & EVACUATION SYSTEMS

Alarm Systems (If no fire alarm is present in the building, leave this blank and go to the Fire Protection Devices section below) If fire alarm present, it must be indicated on building diagram**.**	
X Main Fire Alarm Control Panel	Location: Communication room # C006B (Basement)
X Remote Annunciator	Location(s): Front Entrance, HW/SM/BC/PP/AG communication centers
Type of Alarm (check the appropriate box below)	
☐ Single Stage X Two Stage	X Interconnected Smoke Alarms X Monitored
X Security/Intrusion X Partial System	X Sprinkler System used as Fire Alarm
Fire Protection Devices (Check any that are present in your building)	
☐ Smoke Alarms (Battery or hardwire in units)	X Emergency Lighting (Battery powered)
X Smoke Detectors (Alarm System)	X Carbon Monoxide Detectors
X Heat Detectors	X Fire Extinguishers
X Evacuation Communications System (PA)	☐ Firefighters Voice Communication (Phones)
X Kitchen Hood Suppression System	☐ Other

Evacuation Information / Must be indicated on your building diagram
X Areas of Refuge Exterior Location: Front (Visitors) parking lot
X Meeting Place Location: Great room (Rose Room) (Location tenants assemble after leaving building during evacuation)
X Re-entry Procedures: All clear by the Control Officer/Fire Department Official

FIRE PROTECTION

Water Supply
Is there a fire hydrant within 90 meters of your building's front door? Yes X No ☐

Sprinkler System
Do you have a sprinkler system in your building? Yes X No ☐
If yes, does it cover your whole building? Yes X No ☐

Sprinkler System (cont'd)
If you have a sprinkler system in your building, the following devices **must be indicated** on the diagram of your building: Fire Department Connection (Siamese), Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s).
Is your sprinkler connected to the Fire Alarm? Yes X No ☐

Fixed Extinguishing System		
Do you have a fixed extinguishing system in your building? Yes X No ☐ (If no, go to Utility Provisions)		
Area Protected	Type	Specify Details
X Kitchen	NFPA 13A	Kitchen Exhaust Hood
☐ Spray Booth		
☐ Other		
Extinguishing System connected to Fire Alarm System? Yes X No ☐		

UTILITY PROVISIONS

Electrical, Utility & Fuel Supplies (check all that apply)	
X Water Main Shut off	X Main Electrical Shut off
X Natural Gas Shut off	X Fuel Oil/Diesel Shut off
X Emergency Generator	Location: Front (West) of building

Refuse		
		Sprinkler Coverage
X Garbage Room	Location: Basement	X Yes
X Garbage Chute	Location: Basement	X Yes
X Garbage Compactor	Location: Basement	X Yes
X Garbage Exterior Storage	Location: Back area by service entrance	

EXITS

Location of Exits / All exits including principal entrance for Fire Department response must be indicated on your building diagram
Basement;
1. Rear at loading dock
2. Rear from center stair adjacent to loading dock
3. Rear from staff dining room
4. Front (west of front entrance) via outside stair
Ground Floor (level 1);
1. Front entrance
2. End of Hickory Woods-Left corridor
3. End of Hickory Woods-Right corridor
4. Hickory Woods Dining Room
5. End of Sydenham Meadows-Left corridor
6. End of Sydenham Meadows-right corridor
7. Sydenham Meadows Dining Room
8. End of Bear Creek Left-corridor
9. End of Bear Creek right-corridor
10. Bear Creek Dining Room
11. Community Garden (Adjacent to Chapel)
Second Floor (level 2);
1. End of Parkview Place to Stair-Left corridor
2. End of Parkview Place to Stair-Right corridor
3. End of Arbour Glenn to Stair-Left corridor
4. End of Arbour Glenn to Stair-Right corridor
5. Center stair from service corridor

Section 4 POSTED EMERGENCY PROCEDURES TO OCCUPANTS

The actions to be taken by occupants in emergency situations will be posted on each floor and will read as follows

IF YOU DISCOVER FIRE

- REMOVE RESIENTS IN IMMEDIATE DANGER
- CLOSE DOORS BEHIND YOU
- SOUND THE FIRE ALARM
- CALL 911
- EVACUATE RESIDENTS FROM THE FIRE ZONE
- DO NOT USE ELEVATOR

IF YOU HEAR THE FIRE ALARM

- DETERMINE AREA OF FIRE
- REMOVE RESIDENTS IN IMMEDIATE DANGER
- CALL 911
- EVACUATE RESIDENTS FROM FIRE ZONE
- DO NOT USE ELEVATORS

IF YOU ENCOUNTER HEAVY SMOKE

- IT MAY BE SAFER TO STAY IN YOUR AREA
- CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR
- CROUCH LOW TO THE FLOOR IF SMOKE ENTERS THE ROOM
- IF TRAPPED CALL 911 AND WAIT TO BE RESCUED
- REMAIN CALM – DO NOT PANIC OR JUMP
- IF YOU ENCOUNTER SMOKE IN STAIRWAY USE AN ALTERNATE EXIT OR RETURN TO YOUR AREA AND CALL 911
- DO NOT USE ELEVATOR

A sticker or sign as shown above is affixed firmly to the wall at all fire alarm pull stations.

This building is equipped with a two stage fire alarm system.

In the event of an emergency, the fire alarm system is to be activated to alert all occupants, and the approved fire plan will take effect at that time.

The Fire Department is to be notified by telephoning 911, giving the correct address:
599 Albert Street, Strathroy Ontario

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF

Fire Alarm Procedure;

The fire alarm can be activated by either:

1) Heat and Smoke Detectors located in service areas, resident rooms, corridors and air ducts in the ceiling, through smoke or excessive heat.

2) Pull Stations located at every exit door.

In response alarm bells will ring intermittently in all areas of the Home at a rate of 20 strokes a minute.

NOTE: *Alarm bells ringing continuously at 120 strokes a minute signifies direction for a full evacuation of the Home, a procedure activated by the Emergency Control Officer. (see Evacuation)*

Definition of Fire Zone

Annunciator Panels are located at the Front Entrance and at each Communication Centre.

When an alarm is activated the panel will display the area of the Home where the alarm has originated and considered the fire zone.

Notifying Staff

On hearing the alarm, the charge nurse shall determine the fire zone from the annunciator panel and page three times:

"ATTENTION STAFF. CODE RED ALERT. (name of zone)

Calling the Fire Department

The Charge Nurse shall:

- dial **911** and **ask for Fire**
- confirm our address as **599 Albert St. Strathroy**
- wait for call to be transferred to the Strathroy-Caradoc Police Dispatch
- advise police operator of our location - **Strathmere Lodge, 599 Albert St.**
- advise alarm status:

  Fire alarm in (name location), and staff now investigating

  or, fire in progress or, false alarm

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

Remote Alarm Transmission (backup to 911 service)

- Alarms originating at the Lodge are sent directly to the Edwards offsite answering service. Edwards will respond by notifying the Strathroy – Caradoc Fire Dispatch non emergency 519-245-1300/emergency 911.
- Edwards will also call the Lodge to confirm the status of an alarm.
- Should it be necessary to call Edwards their number is 1 800 268 6870
  System# 31-3995

Handling False Alarms

- Every alarm shall be treated as a fire alert until confirmed that no fire situation exists.
- Notification of a false alarm shall be given by the Charge Nurse to the
  Strathroy – Caradoc Fire Department Dispatch by calling at 245-1300
- The Charge Nurse shall notify staff and residents by paging twice:
  "ATTENTION STAFF. CODE RED. ALL CLEAR"

Administrator or Delegate

- In the event of a fire after normal working hours, the Administrator or delegate shall be contacted by the Charge Nurse and briefed on the situation.
- Advise the Charge Nurse as required.
- If situation requires additional staff, initiate fan out system.
- In consultation with Strathroy – Caradoc Fire Department determine the need for full evacuation of the Home.
- Direct communications with the media.

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

Emergency Control Officer (Charge Nurse or senior management on premises)

- Determine location of fire zone from Annunciator Panel
- Call **911- 599 Albert St. Strathroy Ont.**
- Equip three member Fire Response Team with reflector jackets and flashlights
- Dispatch Fire Response Team to fire zone
- Establish Command Centre at Hickory Woods Communication Center (alternate site: Parkview Place Communication Centre)
- Advise Strathroy – Caradoc Fire Dispatch of alarm status, 519-245-1300/911
- Dispatch staff member to front door to meet and direct Fire Department to the scene.
- Determine from fire response team if area evacuation is underway.
- Direct staff to assist as required
- After hours, contact and brief Administrator or delegate
- Continue in charge of situation until relieved by or as directed by senior Fire Department official

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

Fire Response Team

COMPOSITION

- Charge Nurse shall designate a minimum of three staff reporting to the Hickory Woods Communication Centre.

PURPOSE

- Provide initial response at the fire scene, likely the first 10 - 15 minutes
- To assess and take charge at the scene
- To safeguard lives and property
- To stay in communication with Emergency Control Officer
- To request assistance as needed
- To brief Fire Department on their arrival

DUTIES

- Proceed to the fire zone as indicated on Annunciator Panel
- Carry fire extinguishers to the scene
- Investigate the fire scene
- Assess need for further assistance
- One team member or other available staff to report back to Emergency Control Officer without delay
- Remaining team members shall
  - assist in removing residents to safety (area evacuation)
  - fight fire if safe to do so
  - contain fire by closing all doors and windows

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

Emergency Staff Pool

PURPOSE:

To assist the Fire Response Team if required, and in evacuation, accounting for residents, controlling access to building and fire zone or any other task deemed necessary in an emergency.

COMPOSITION:

All staff except:

- Those involved at the scene.
- One staff in each resident home area (7-3 and 3-11).
- One staff on each floor plus one on Bear Creek (11-7).
- One staff in kitchen and front office (when open).

ASSEMBLY AREA:

Command Post (Hickory Woods Communication Centre or alternate site)

DUTIES:

When alarm sounds, report to Hickory Woods Communication Centre and assist as directed.

TRAINING OF SUPERVISORY STAFF

All Department Heads and Registered Nurses shall be supplied with a copy of the Fire safety Plan and are required to become familiar with its contents.
All training must be recorded and logged.

The above staff shall be shown:

- How to reset the fire alarm system (an activated system must not be reset until authorized by a fire Department official).
- The location of the sprinkler controls.
- The location of keys to access all locked areas and the location of extra fire extinguishers that may be needed in an emergency.
- How to use the stair slider boards for evacuating residents.

In addition these staff shall be aware of their responsibility to:

- Ensure that doors to stairs are kept closed at all times.
- Ensure that stairs, landings, hallways, passageways and exits, inside and out, are kept clear of obstructions at all times.
- In the event of any shutdown of fire protection equipment, notify Strathroy-Caradoc Fire Dispatch 519-245-1300 and post a watch person to patrol the hallways once every hour.

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

SOUNDING THE ALARM

Fire Alarm System

The fire alarm can be activated by either:

1) Heat and Smoke Detectors located in service areas, resident rooms, corridors and air ducts in the ceiling, through smoke or excessive heat.
2) Pull Stations located at every exit door.

In response alarm bells will ring intermittently in all areas of the Home at a rate of 20 strokes a minute.

NOTE: *Alarm bells ringing continuously at 120 strokes a minute signifies direction for a full evacuation of the Home, a procedure activated by the Emergency Control Officer. (see Evacuation)*

Definition of Fire Zone

Annunciator Panels are located at the Front Entrance and at each Communication Centre.

When an alarm is activated the panel will display the area of the Home where the alarm has originated and considered the fire zone.

Notifying Staff

On hearing the alarm, the charge nurse shall determine the fire zone from the annunciator panel and page three times:

"ATTENTION STAFF. CODE RED ALERT. (name of zone)"

Calling the Fire Department

The Charge Nurse shall:

- Dial **911** and **ask for Fire**
- Confirm our address as **599 Albert St. Strathroy**
- Wait for call to be transferred to the Strathroy/Caradoc Police Dispatch
- Advise police operator of our location - **Strathmere Lodge, 599 Albert St.** advise alarm status:
  fire alarm in (name location), and staff now investigating
  or, fire in progress
  or, false alarm

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

Remote Alarm Transmission (backup to 911 service)

- Alarms originating at the Lodge are sent directly to the Edwards offsite answering service. Edwards will respond by notifying the Strathroy – Caradoc Fire Dispatch 519-245-1300.
- Edwards will also call the Lodge to confirm the status of an alarm.
- Should it be necessary to call Chubb Edwards their number is 1 800 387-0771 System# 925763

Handling False Alarms

- Every alarm shall be treated as a fire alert until confirmed that no fire situation exists.
- Notification of a false alarm shall be given by the Charge Nurse to the Strathroy – Caradoc Fire Department dispatch by calling at 245-1300
- The Charge Nurse shall notify staff and residents by paging 3 times:

"ATTENTION STAFF. CODE RED. ALL CLEAR"

STAFF ROLES

In the Fire Zone

- Remove residents from immediate danger.
- Confine fire by closing door to room.
- Sound alarm at pull station.
- Fight fire with portable fire extinguisher (do not endanger yourself or others).
- If fire cannot be extinguished, leave the area and close the door
- Evacuate all residents from area outside or beyond fire separation doors.
- Shut all doors and flag with evacuation marker.
- Shut off any oxygen equipment in area.
- Turn on all lights.
- Instruct visitors to remain with resident.
- Staff in the area are to assist in evacuation.

If a fire cannot be located: reassure residents and instruct them to return to and remain in their rooms with their doors closed.

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

All Other Areas

On hearing the alarm:

- Remain calm and reassure residents
- Do not use phone, intercom or page
- Keep fire separation doors closed

All staff to go to Command Centre (Hickory Woods communication centre, Alternate Parkview Place communication).

- Restrict resident movements until fire alert is over
- Advise visitors to remain with resident
- Be ready for a possible evacuation
- Follow instructions for staff deployment for your area

All Clear

- When the alarm situation is resolved, the Charge Nurse will announce the 'all clear', by paging 3 times:

  "ATTENTION STAFF. CODE RED. ALL CLEAR"

- Re-assure residents and resume normal duties

FIRE HAZARDS

SMOKING

- Smoking is prohibited anywhere in the building.

FLAMMABLE LIQUIDS

- All flammable liquids shall be stored in an approved metal cabinet.
- Do not place near heat source, e.g. motors, lights.
- Fuel for the tractor and small engine use shall be stored in approved containers inside out building (drive shed).

OXYGEN

- Resident rooms where oxygen is in use shall have warning notices posted outside the room advising of its use and prohibiting smoking.
- Oxygen cylinders shall be capped and secured at all times.
- Oxygen cylinders not in use will be securely stored in the Therapy rooms of each Resident Home Area.

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

ELECTRICAL APPLIANCES

- All electrical equipment brought in to the Home by residents is to be checked by maintenance and an appropriate approval sticker applied
- If the number of electrical appliances in a room exceeds the number of outlets available, an approved CSA/ULC power bar shall be used.
- No equipment shall be used where there are visible signs of damage to cords or plugs. Such equipment must be removed immediately.

ELECTRICAL APPLIANCES

- All electrical equipment brought in to the Home by residents is to be checked by maintenance.
- If the number of electrical appliances in a room exceeds the number of outlets available, a power bar shall be used.
- No equipment shall be used where there are visible signs of damage to cords or plugs. Such equipment must be removed immediately.

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

HALLWAYS

- If it is necessary for equipment and wheelchairs to be in hallways, they shall be placed on one side only.

STAIRS

- Stairs and landings shall be kept clear at all times

FIRE EXITS

- Fire exits shall be kept clear at all times.
- Snow shovels shall be left at each exit during the winter season.
- Steps and walkways at fire exits shall be kept clear of snow and ice.

SAFE OPERATION OF EQUIPMENT

- Laundry and kitchen equipment shall be operated in strict adherence to operating procedures.

GARBAGE AND LAUNDRY CHUTES

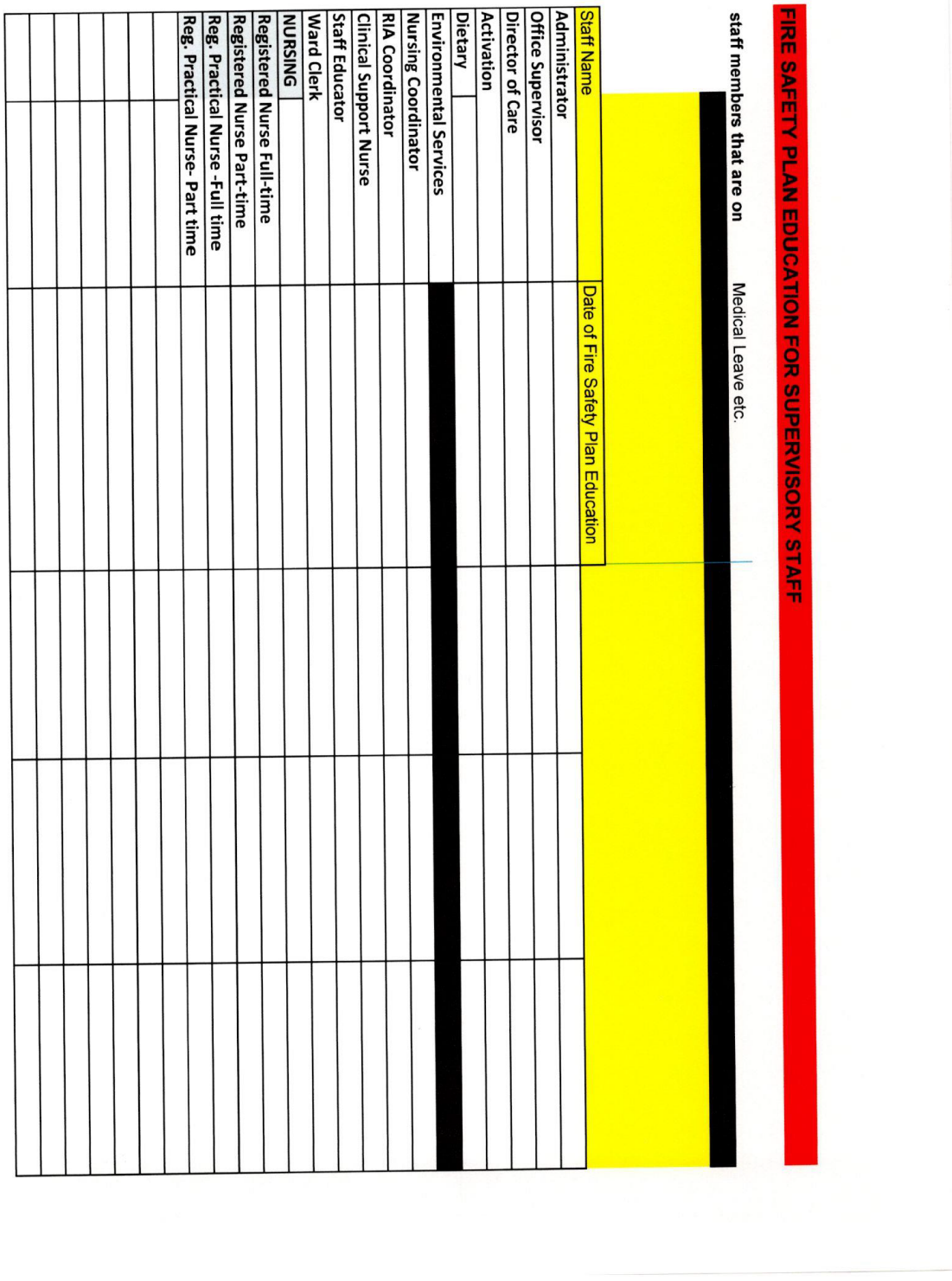
- Flammable liquids or aerosol cans are not to be placed in the garbage chute.
- Cartons, coat hangers or bundles of papers are not to be forced into the garbage chute as it may become blocked.
- Laundry bags are not to be forced into the laundry chute.

REPORTING HAZARDS

- Fire safety hazards that cannot be immediately corrected shall be reported to the appropriate Department Head or Charge Nurse.
- Reporting and elimination of fire hazards is the responsibility of all staff.
- A walk-through of the entire facility shall be conducted weekly by maintenance to identify any hazards.

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF (continued)

FIRE PLAN EDUCATION FOR SUPERVISORY STAFF



FIRE SAFETY PLAN EDUCATION FOR SUPERVISORY STAFF

staff members that are on Medical Leave etc.

Staff Name	Date of Fire Safety Plan Education
Administrator	
Office Supervisor	
Director of Care	
Activation	
Dietary	
Environmental Services	
Nursing Coordinator	
RIA Coordinator	
Clinical Support Nurse	
Staff Educator	
Ward Clerk	
NURSING	
Registered Nurse Full-time	
Registered Nurse Part-time	
Reg. Practical Nurse -Full time	
Reg. Practical Nurse- Part time	

Section 6 FIRE DRILLS

PURPOSE:

Fire drills are conducted to enable staff to learn and maintain skills required to effectively react to a real fire situation and to provide an orderly evacuation of residents.

FREQUENCY: Fire drills shall be conducted monthly, on all shifts.

STAFF RESPONSE:

The Fire Response Team and staff working in the affected area shall respond to the simulated fire scene. Fire extinguishers shall be taken to the simulated fire scene and placed by the door of the affected room.

The Emergency Staff Pool will assemble at the Hickory Woods Communication Centre (alternate -Parkview Place Communication Centre) and await instructions.

FIRE SAFETY OFFICER: Prepares for and initiates the drill as follows:

- Prepare all staff involved in the drill.
- Set up the room/area for the fire simulation.
- Notify Strathroy-Caradoc Fire Department/Dispatch 519-245-1300 if alarm is to be activated.
- Instruct Charge Nurse to make announcement.
- Activate alarm.
- Observe staff response.
- On completion of drill:
- Reset alarm
- Instruct Charge Nurse to make announcement.
- Hold a brief meeting with staff involved at the scene.
- Notify Strathroy-Caradoc Fire Department/Dispatch 519-245-1300 that the drill is complete.
- Confirm and note time that GE Security call was received by the Fire Department.
- Complete report of fire drill for Administrator to sign.
- Post signed fire drill report on Health and Safety Board.

Section 6 FIRE DRILLS (continued)

CHARGE NURSE

- When alarm bells are activated, determine alarm location from enunciator panel and announce over the PA:

ATTENTION STAFF. CODE RED (name location) Three Times

- Dispatch Fire Response Team to alarm location.
- Call Fire Department Dispatch at **519-245-1300** and advise that a fire drill is underway.
- Take attendance of Emergency Staff Pool. Issue instructions appropriate to the drill.
- When advised by the Fire Safety Officer that the drill is complete, announce over the PA:

ATTENTION STAFF, CODE RED ALL CLEAR, THE FIRE DRILL IS COMPLETE. (Three Times)

Note: Ensure Fire Dispatch has been notified when fire drill complete.

SILENT DRILL (between the hours of 8 p.m. and 6 a.m.)

Drills will be conducted in the silent mode without activating the alarm bells.

- The Charge Nurse will prepare all staff involved.
- The Fire Safety Officer will notify the Charge Nurse the location of the Fire Drill.
- The Charge Nurse will commence the drill through an announcement over the PA system:

ATTENTION STAFF AND RESIDENTS. WE ARE ABOUT TO CONDUCT A FIRE DRILL. THIS IS A PRACTICE FOR CODE RED.

ATTENTION STAFF. CODE RED. (name of location) Three Times

- The Charge Nurse will dispatch Fire Response Team to alarm location.
- The Charge Nurse will take attendance of Emergency Staff Pool and issue instructions appropriate to the drill.
- When the fire drill is complete, the Charge Nurse will announce over the PA:

ATTENTION STAFF. CODE RED ALL CLEAR. THE FIRE DRILL IS COMPLETE. Three Times

- The Charge nurse will complete a fire drill report for the Fire Safety Officer

Section 6 FIRE DRILLS (continued)

FIRE DRILL REPORT
DAYS FIRE DRILL

DATE:

SHIFT:

TIME:

EMERGENCY CONTROL OFFICER

ROOM/AREA OF ALARM:

ATTENDANCE: See Attached

NOTES: **Fire separation doors closed as intended.**

FIRE SAFETY OFFICER:

REVIEWED BY:

_____
Signature

Section 6 FIRE DRILLS (continued)

FIRE ALARM ATTENDANCE RECORD

DATE: _____ **SHIFT:** _____

PLEASE PRINT YOUR NAME

Emergency Control Officer _____
First Responder: _____
Second Responder: _____
Third Responder: _____
Front Door: _____

1) _____
2) _____
3) _____
4) _____
5) _____
6) _____
7) _____
8) _____
9) _____
10) _____
11) _____
12) _____
13) _____
14) _____
15) _____

16) _____	**34)** _____
17) _____	**35)** _____
18) _____	**36)** _____
19) _____	**37)** _____
20) _____	**38)** _____
21) _____	**39)** _____
22) _____	**40)** _____
23) _____	**41)** _____
24) _____	**42)** _____
25) _____	**43)** _____
26) _____	**44)** _____
27) _____	**45)** _____
28) _____	**46)** _____
29) _____	**47)** _____
30) _____	**48)** _____
31) _____	**49)** _____
32) _____	**50)** _____
33) _____	**51)** _____

Section 7 ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

Fire Alarm Systems

The purpose of a fire alarm system is to alert all occupants of the building that an emergency of fire exists, so that such occupants of the building may put into practice the measures required by the Fire Safety Plan.

All fire alarm systems shall be maintained in full operating condition at all times.

The first stage(20 strokes per minute) of the system sounds an alarm signalling a fire alert. The alarm is activated by a manual pull station, smoke detector or sprinkler head.
The second stage (120 strokes per minute) of the system sounds an alarm signalling a total evacuation of the building. This stage is activated by the insertion of a key into any pull station. Keys are kept at the Hickory Woods nursing station.

Exits

A means of egress that leads to an open space.

Fire Department Access

Fire Department access allows fire fighters and equipment to gain access to the building. Vehicles parked in a fire route, snow and other forms of obstruction to access routes, fire hydrants and fire department connections are not permitted by the Fire Code. Maintaining Fire Department access is an ongoing matter.
Access to the building is provided by the key box situated just outside the front entrance.

Portable Extinguishers

Portable extinguishers are intended as a first aid measure to cope with fires of a limited size. They are located in wall cabinets or on wall mounted brackets throughout the Home.
Extinguishers are labelled **A - B - C** denoting all three classes of fire they are designed to extinguish.

CLASS A
Ordinary Combustibles such as wood, cloth, paper, rubber and many plastics.
CLASS B
Flammable Liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer and flammable gas.
CLASS C
Electrical Equipment such as wiring, fuse boxes, circuit breakers, machinery and appliances.

Wet Chemical extinguishers are found in the kitchen and in each servery

Section 7 ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY (continued)

In the event of a shutdown of fire protection equipment and systems or part thereof, the Fire Department, staff and residents will be notified by the Fire Safety Officer as to alternate provisions to be taken in case of an emergency. The Strathroy-Caradoc Fire Department shall be advised of the alternative measures in place. (519-245-1300 Dispatch).
After regular business hours, the Charge Nurse shall notify the Fire Safety Officer or designate of any system failure.

Fire Alarm Shutdown

1. The Fire Department/Dispatch shall be notified by calling 245-1300 immediately.
2. A whistle is kept at each nursing station for sounding the alarm in the event the fire alarm system is inoperative.
3. The Fire Safety Officer or Charge Nurse shall notify staff and residents by paging that the fire alarm is out of service and that a whistle will sound if there is an alarm situation.
4. Staff shall be instructed to be especially vigilant for signs of fire.
5. The Fire Safety Officer or Charge Nurse will ensure that an hourly check shall be made of kitchen, laundry and basement areas by assigned staff.
6. When the system is returned to normal functioning, the Fire Safety Officer shall notify the Fire Department/Dispatch, staff and residents.

Sprinkler Shutdown (including interruption of water supply)

1. The Fire Department/Dispatch shall be notified by calling 245-1300 immediately
2. They shall be informed of the extent and expected duration of the shutdown.
3. The Fire Safety Officer or Charge Nurse shall notify staff and residents of the shutdown by paging, and of the expected duration.
4. The Fire Department/Dispatch shall be notified immediately upon reactivation of the system.

Section 7 ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY (continued)

FIRE WATCH LOG REPORT

_____ System Out of Service	Date:_____	Time: _____
System Out of Service-Notification to Fire Department	Date:_____	Time: _____

_____ System Back in Service	Date:_____	Time: _____
System Back in Service-Notification to Fire Department	Date:_____	Time: _____

PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIRMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL UNPROTECTED AREAS OF THE BUILDING EVERY HOUR TO CHECK FOR SIGNS OF FIRE OR SMOKE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THIS LOG REPORT IMMEDIATELY FOLLOWING EACH ROUND. RECORDS OF FIRE WATCH SHALL BE KEPT FOR 2 YEARS AFTER THEY ARE MADE, AND SHALL BE MADE AVAILABLE UPON REQUEST TO THE CHIEF FIRE OFFICIAL. Start a new Fire Watch Log Report Sheet for each new day of fire watch.

Fire Watch Duties Conducted By: _____
(PRINT NAME & POSITION)

Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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Section 8 MAINTENANCE PROCEDURES

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

CHECK Means a *visual* observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.

INSPECT Means a *physical* examination to determine that the devices or systems will apparently perform in accordance with its intended function.

TEST Means *operation* of the 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 tests.

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

Note:

All Maintenance records can be viewed in the preventative maintenance binder located in the maintenance shop.

PORTABLE FIRE EXTINGUISHERS
(reference should be made to NFPA 10-1990 for exact details)

Reference No.	Action	Inspection Frequency
6.2.7.2.	Inspect all portable extinguishers	Monthly (Maintenance)
6.2.7.1.(1)	Subject to maintenance	Annually (Contractor)
6.2.7.1.(1)	Hydrostatically test carbon dioxide and water extinguishers	Every five years (Contractor)
6.2.7.1.(1)	Empty stored pressure type extinguishers and subject to maintenance	Every six years (Contractor)
6.2.7.1.(1)	Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every twelve years (Contractor)

FIRE ALARM SYSTEMS
(Reference should be made to CAN/ULC-S536 for exact details)

Reference No.	Action	Inspection Frequency
6.3.2.2.	Check fire alarm AC power lamp and trouble light	Daily (Maintenance)
6.3.2.2.	Check trouble conditions	Daily (Maintenance)
6.3.2.3.	Check central alarm and control facility	Daily (Maintenance)
6.3.2.2.	Check all fire alarm components including standby power batteries	Monthly (Maintenance)
6.3.2.2.	Test fire alarm system by persons acceptable to the authority having jurisdiction for service of Fire Alarm Systems	Annually (Contractor)
6.3.2.4.	Test voice communication systems that are integrated with a Fire Alarm System	Annually (Contractor) N/A
6.3.2.5.(1)	Test voice communication systems that are not integrated with a Fire Alarm System	Monthly (Control Officer)
	Test Carbon Monoxide Alarms Systems (3)	Monthly (Maintenance)

Section 8 MAINTENANCE PROCEDURES (continued)

SPRINKLER SYSTEMS
(Reference should be made to NFPA 13)

Reference No.	Action	Inspection Frequency
6.5.4.5.(1)	Check that unsupervised sprinkler system control valves are open	Weekly (Maintenance)
6.5.3.2.	Check that air pressure on dry pipe systems is being maintained	Weekly (Maintenance)
6.5.5.2.(1)	Test sprinkler alarms using alarm test connection	Annually (Contractor)
6.5.5.7.(2)	Test sprinkler supervisory transmitters and waterflow devices	Every 2 months (Contractor)
6.5.5.7.(3)	Test gate valve supervisory switches and other sprinkler and protection system supervisory devices	Every 6 months (Contractor)
6.5.3.1.	Check exposed sprinkler system pipe hangers	Annually (Contractor)
6.5.3.4.	Check all sprinkler heads are free of damage, corrosion, grease, dust, paint	Annually (Contractor)
6.5.4.3.	Inspect dry pipe valve priming levels	Every 3 months (Contractor)
6.5.4.4.(2)	Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually (Contractor)
6.5.5.3.	Test waterflow on wet sprinkler systems using the most hydraulically remote test connection	Annually (Contractor)
6.5.5.4.(1)	Trip-test dry pipe valves to ensure proper operation of system	Annually (Contractor)
6.5.5.5.	Test flow of water supply using main drain valve	Annually (Contractor)
6.5.4.2.	Inspect dry pipe systems for obstructions and flush as necessary	Every 15 years (Contractor)
6.5.3.3.	Check dry pipe valve rooms or enclosures during freezing weather	As required
6.5.4.1.	Inspect auxiliary drains to prevent freezing	As required

EMERGENCY LIGHTING

Reference No.	Action	Inspection Frequency
2.7.3.3.(2)	Inspect batteries for connections and corrosion	Monthly (Maintenance)
2.7.3.3.(3)	Test function on failure of power	Monthly (Maintenance)
2.7.3.3.(3)	Test for duration equal to design criteria	Annually (Contractor)
2.7.3.3.(4)	Test charging system	Annually (Contractor)
2.7.3.3.(4)	Full annual inspection of the system by a qualified person	Annually (Contractor)

Section 8 MAINTENANCE PROCEDURES (continued)

EMERGENCY POWER SYSTEMS
(Reference should also be made to CSA C282 - 1977 for exact details)

Reference No.	Action	Inspection Frequency
6.7.1.1.(1)	Check all components of the system	Monthly (Maintenance)
6.7.1.1.(1)	Test	Annually (Contractor)
6.7.1.3.	Maintain written records of check, inspect and test	Maintenance
6.7.1.2.	Check instructions for switching and starting are provided	Monthly (Maintenance)
6.7.1.4.	Check fuel sufficient for 2 hours of operation	Monthly (Maintenance)
6.7.1.5.	Drain and refill fuel, unless achieved by replenishment during normal tests	Annually (Contractor)

MEANS OF EGRESS

Reference No.	Action	Inspection Frequency
2.2.3.4.(2)	Inspect all doors in fire separations	Monthly (Maintenance)
2.2.3.4.(1)	Check all doors in fire separations to ensure they are closed	As required(Maintenance)
2.7.3.1.	Maintain exit signs to ensure they are clear & legible	As required (Maintenance)
2.7.3.2.(2)	Maintain exit lights to ensure they are illuminated and in good repair	As required (Maintenance)
2.7.1.7.(1)	Maintain corridors are free of obstructions	As required (Maintenance)

FIRE DEPARTMENT ACCESS
(Reference also made to property site plan conditions under Section 41 & 51 of the Planning Act)

Reference No.	Action	Inspection Frequency
2.5.1.2.(1)	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 of obstructions.	Daily (Maintenance)
2.5.1.2.(2)	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.	Daily (Maintenance)
2.5.1.3.	Ensure streets, yards and private roadways provided for fire department access are kept clear.	Daily (Maintenance)
2.5.1.4.	Approved signs shall be displayed to indicate fire access routes.	Daily (Maintenance)

Section 8 MAINTENANCE PROCEDURES (continued)

WATER SUPPLIES FOR FIRE PROTECTION
(Reference also made to NFPA 25)

Reference No.	Action	Inspection Frequency
6.6.1.1.	Private and public water supplies for fire protection installations shall be maintained to provide required flow under fire conditions	Annually (Contractor)
6.6.1.2. (1)	Control valves shall be checked to ensure they are in the open position	Weekly (Maintenance)
6.6.1.2. (2)	Valves that are locked open or electrically supervised shall be inspected	Monthly (Maintenance)
6.6.1.2. (3)	After repair or maintenance work, valves shall be inspected to ensure they are in the open position	As Required (Maintenance)
6.6.1.3.	Water supply maintained free from ice accumulation	As Required (Maintenance)

HYDRANTS
(Reference also made to NFPA 25)

Reference No.	Action	Inspection Frequency
6.6.4.1.	Hydrants shall be maintained in operating condition	As Required (Contractor)
6.6.4.2.	Maintain hydrants free of snow & ice accumulations	As Required (Maintenance)
6.6.4.3.	Maintain hydrants free from obstructions and available for use	As Required (Maintenance)
6.6.5.2. (1)	Port caps are wrench tight	Annually (Contractor)
6.6.5.2. (2)	Port caps are removed and connections inspected for wear, rust or obstructions, and repairs made as necessary	Annually (Contractor)
6.6.5.2. (3)	If caps are missing, the hydrant shall be flushed to ensure no contamination, before new caps are installed	As Required (Contractor)
6.6.5.3.	Inspect the hydrant barrel for water accumulation when the main valve is closed	Annually (Contractor)
6.6.5.4.	Where water is found in Article 6.6.5.3, the drain valve shall be inspected for operation	Annually (Contractor)
6.6.5.5.	If the hydrant barrel is found to contain water because of poor drainage, approved corrective measures shall be taken to prevent freezing	Annually (Contractor)
6.6.5.7.	Check water flow with the hydrant fully opened and one port open	Annually (Contractor)
6.6.5.8.	A record of hydrant flow shall be kept	Owner/Contractor
6.3.2.6.(5)	Test pull station function	Annually Contractor

CARBON MONOXIDE ALARMS
(Reference manufacturer's instructions)
(Reference also made to CSA – 6.19 or UL2034)

Reference No.	Action	Inspection Frequency
6.3.4.4. 6.3.4.8.	Maintain carbon monoxide alarms as recommended by the manufacturer. (WRITTEN RECORD REQUIRED Test alarm function monthly as recommended by the manufacturer.	Annually Monthly (Occupant) Annually (Owner)
6.3.4.7.(3)	Replace carbon monoxide alarms on the frequency prescribed by the manufacturer.	As required (Owner)
6.3.4.8.(5)	Test carbon monoxide alarms using the test button or other manufacturer recommended method.	Annually
6.3.4.8.(3)	Test carbon monoxide alarm after replacing the battery.	As required
2.16.2.1.(2)(a)	Check CO alarm is installed in area of the service room or appliance is installed.	As required (Owner)
2.16.2.1.(2)(b)	Check CO alarm is installed adjacent to each sleeping area.	As required (Owner)

Section 9 FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

1. In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher, or the smoke presents a hazard to the operation, then the door to the area should be closed to confine and contain the fire.

   Leave the fire area, ensure that the Fire Department has been notified, and await for the Fire department to arrive.

Make sure that the events unfold in the following sequence.

1.1 Activate then fire alarm system.
1.2 Call 911, even if auto-signaling provisions to an alarm company are in place.
1.3 Evacuate residents from immediate Fire Zone area.

2. In the event that a small fire is determined to be extinguishable, make sure that events unfold in the following sequence.

2.1 Activate the fire alarm
2.2 Call 911, even if auto signaling provisions to an alarm company are in place.
2.3 Attempt to extinguish the fire while keeping yourself between the fire and the nearest exit.
2.4 Evacuate residents from immediate Fire Zone area.
2.5 Close door behind you.

SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS

Remember the (**PASS**) acronym

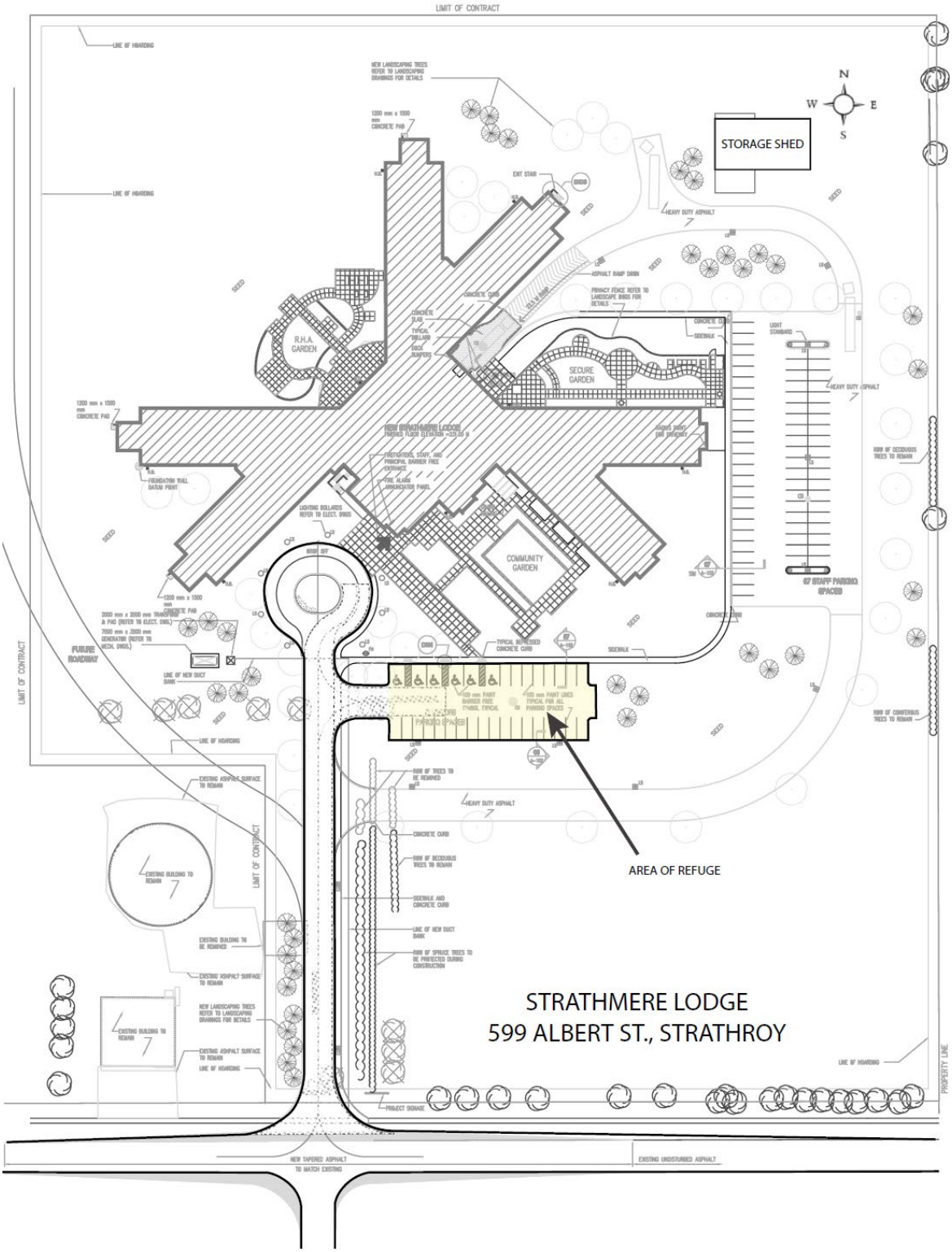
P – Pull the safety pin
A – Aim the nozzle
S – Squeeze the trigger handle
S – Sweep from side to side (watch for fire restarting)

Ensure extinguishers are properly recharged after use and that a temporary replacement is provided.

Keep extinguishers in a visible area without obstructions around them.

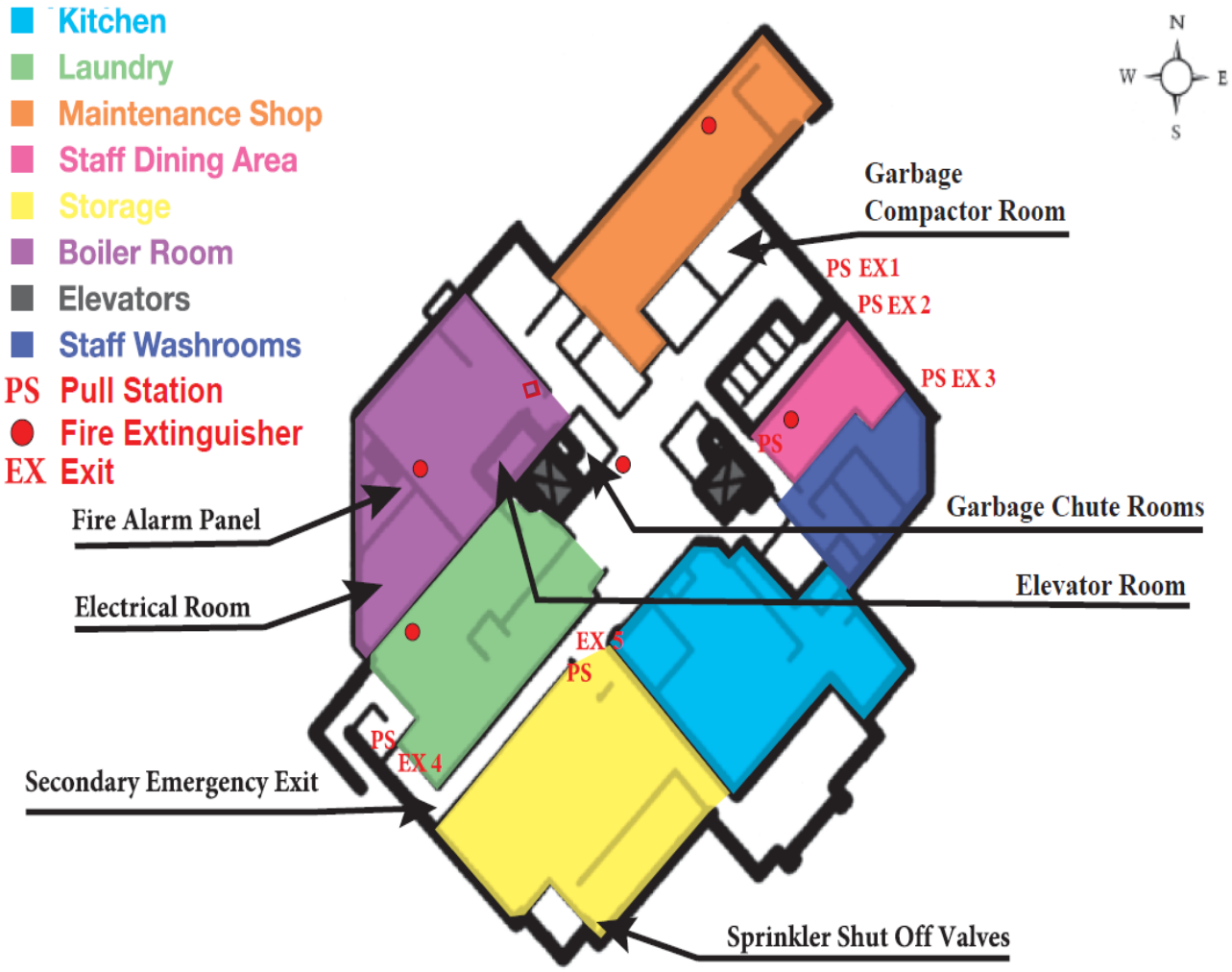
Section 10 SCHEMATIC DIAGRAMS

Building Diagrams



Section 10 SCHEMATIC DIAGRAMS (continued)

Building Diagrams

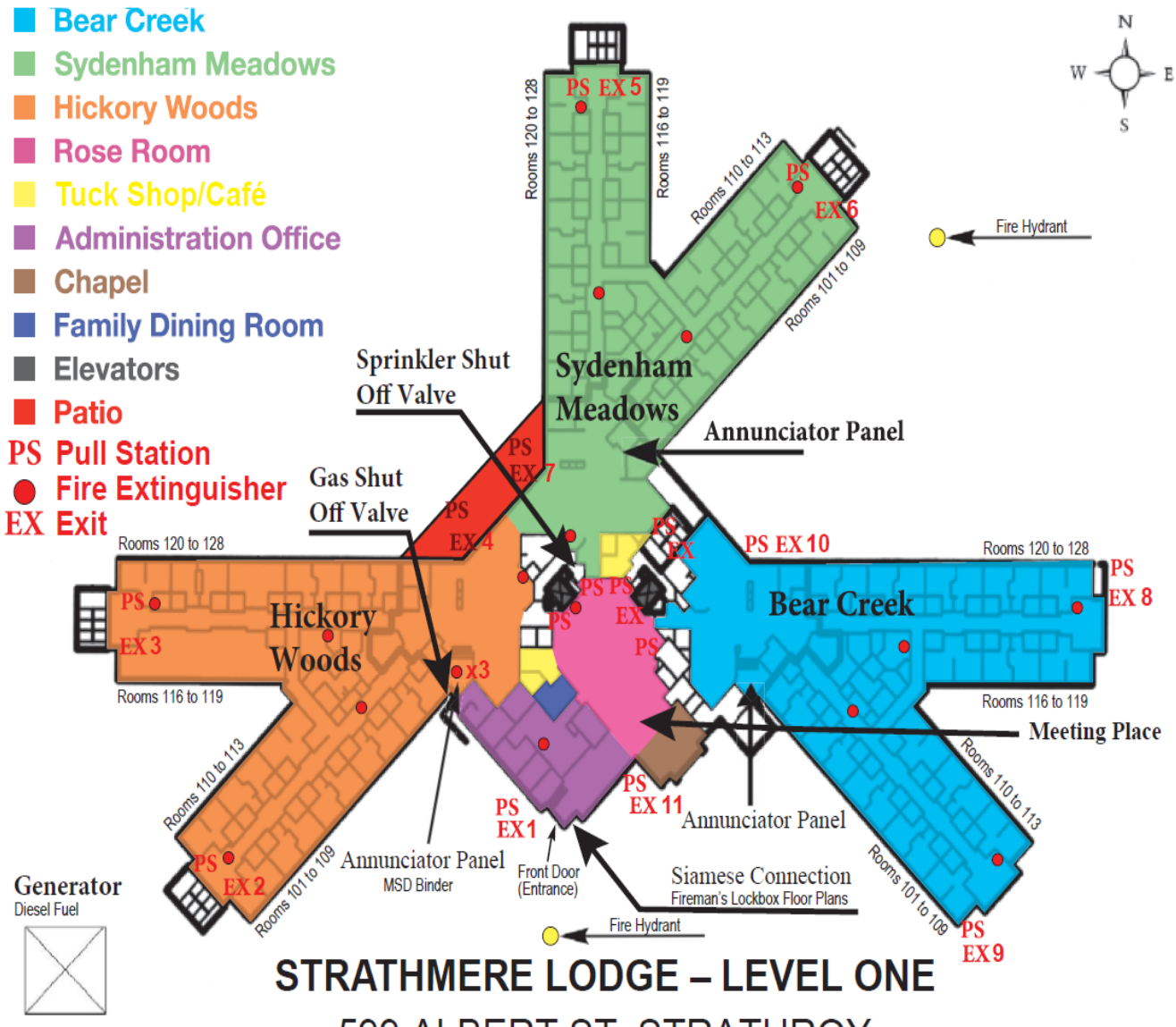


STRATHMERE LODGE – BASEMENT

599 ALBERT ST, STRATHROY

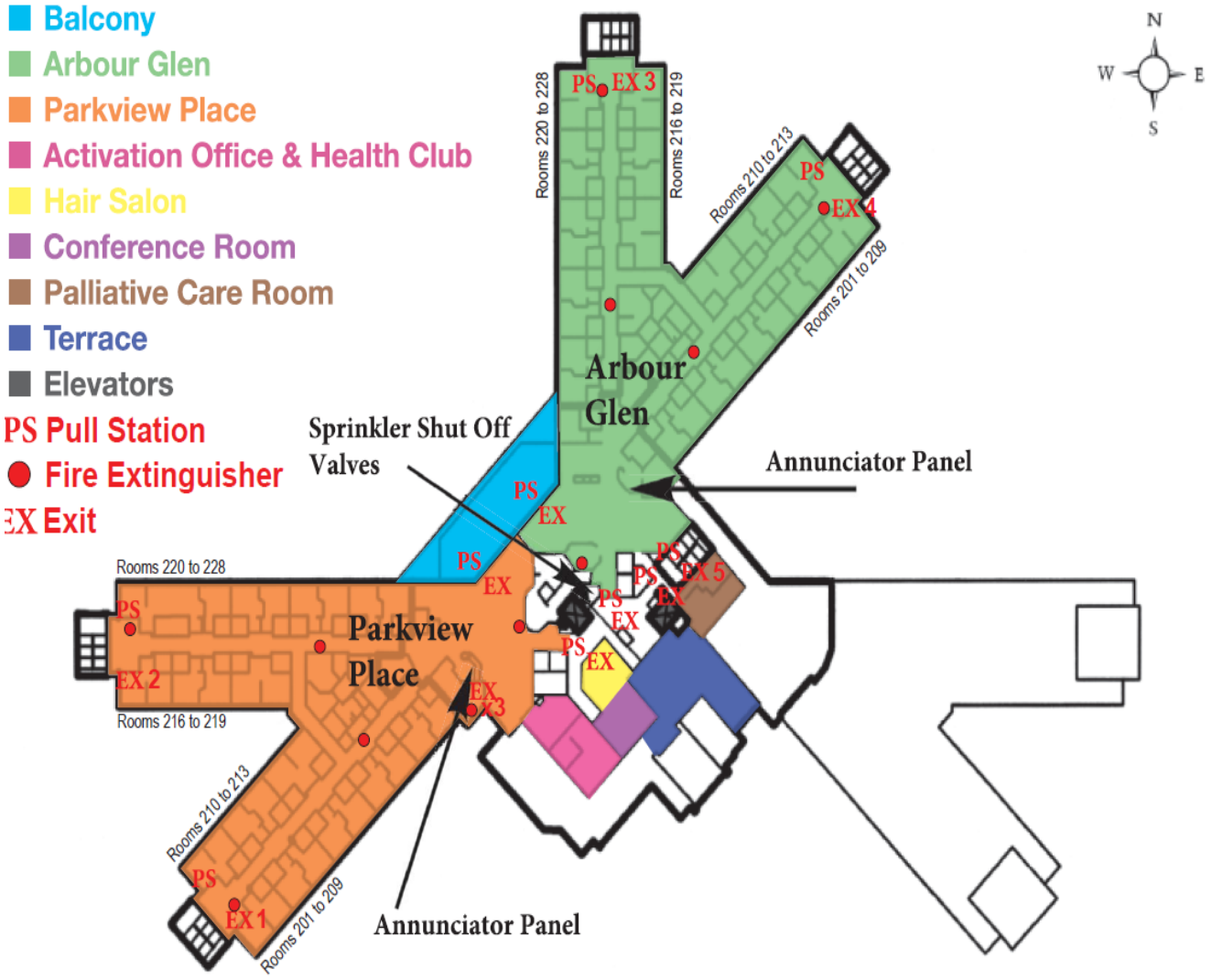
Section 10 SCHEMATIC DIAGRAMS (continued)

Building Diagrams



Section 10 SCHEMATIC DIAGRAMS (continued)

Building Diagrams

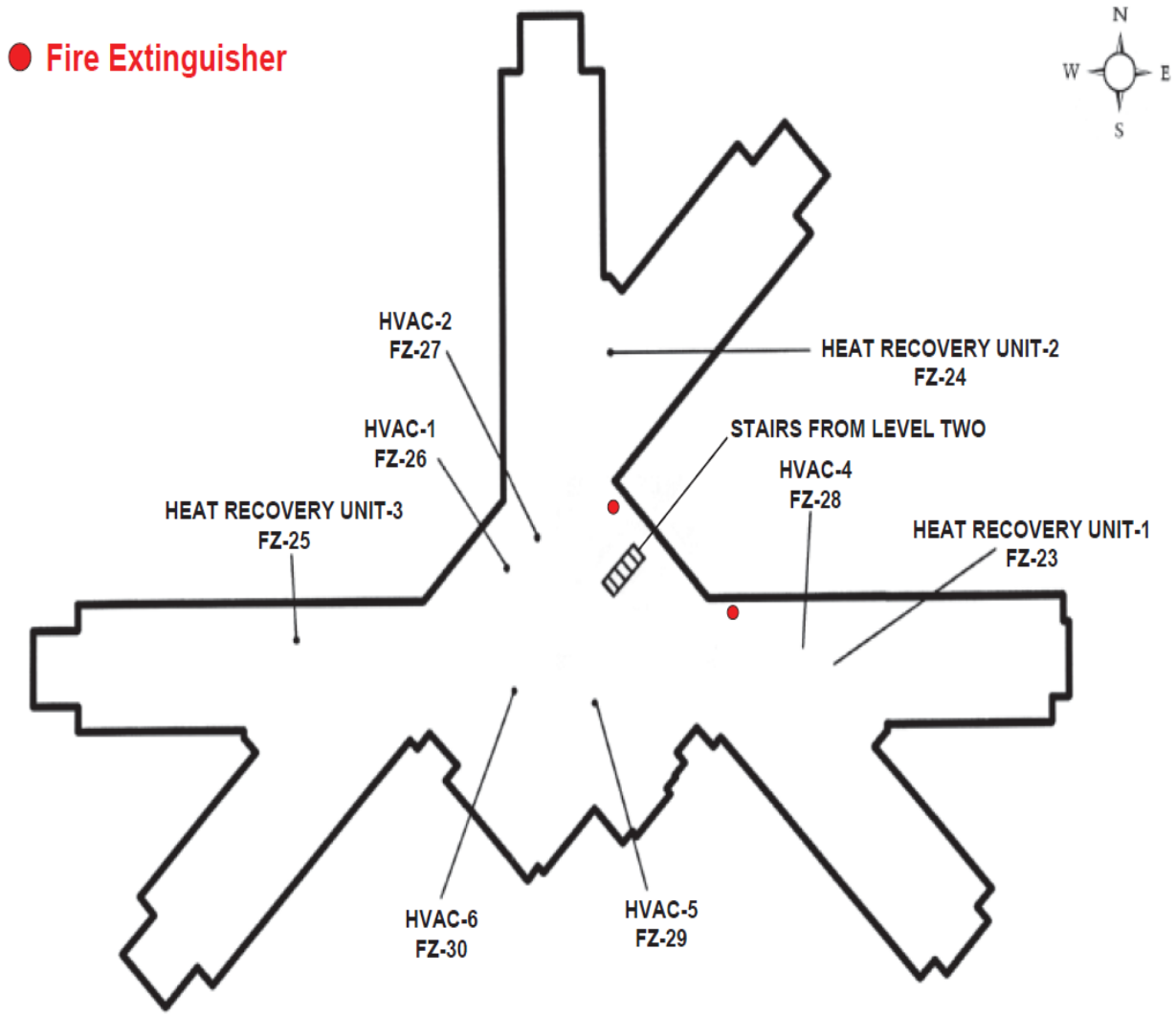


STRATHMERE LODGE – LEVEL TWO

599 ALBERT ST, STRATHROY

Section 10 SCHEMATIC DIAGRAMS (continued)

Building Diagrams

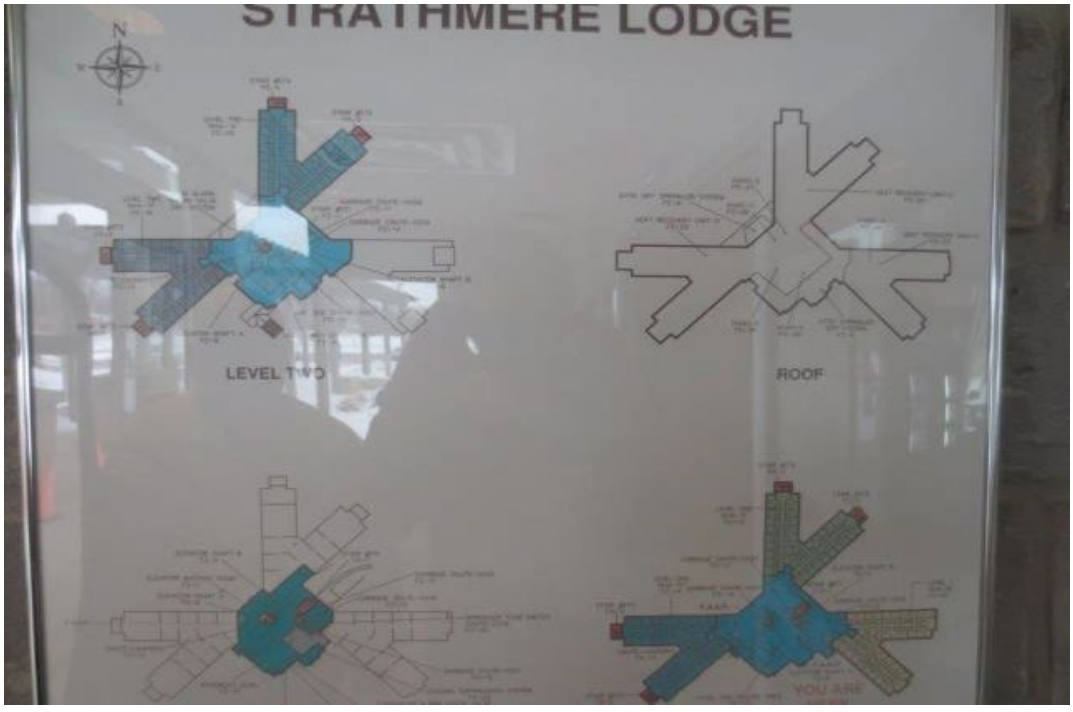


STRATHMERE LODGE – ROOF

599 ALBERT ST, STRATHROY

Locations of Emergency Devices

The key Lockbox for Fire Department access is located outside at the front entrance on the left wall.



The Strathmere Lodge floorplan directory is located inside the front entrance on the left wall.

Locations of Emergency Devices

The Annunciator Panel is located inside the front entrance on the left wall.

Gas Valve Shut Off

The Gas shut off valve is located on the outside wall on the corner of Hickory Woods and the Front office.

Location of Emergency Devices

Siamese Connection

The Siamese Connection is located outside right of Front Entrance.

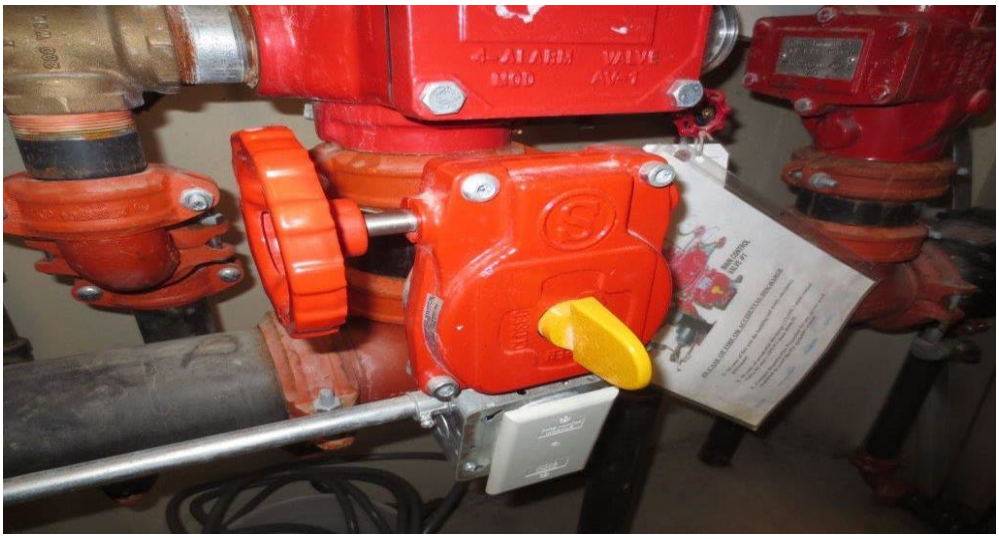
The Main Fire Alarm Panel is located in the Communication room (C006B) behind the Mechanical room.

Location of Emergency Devices

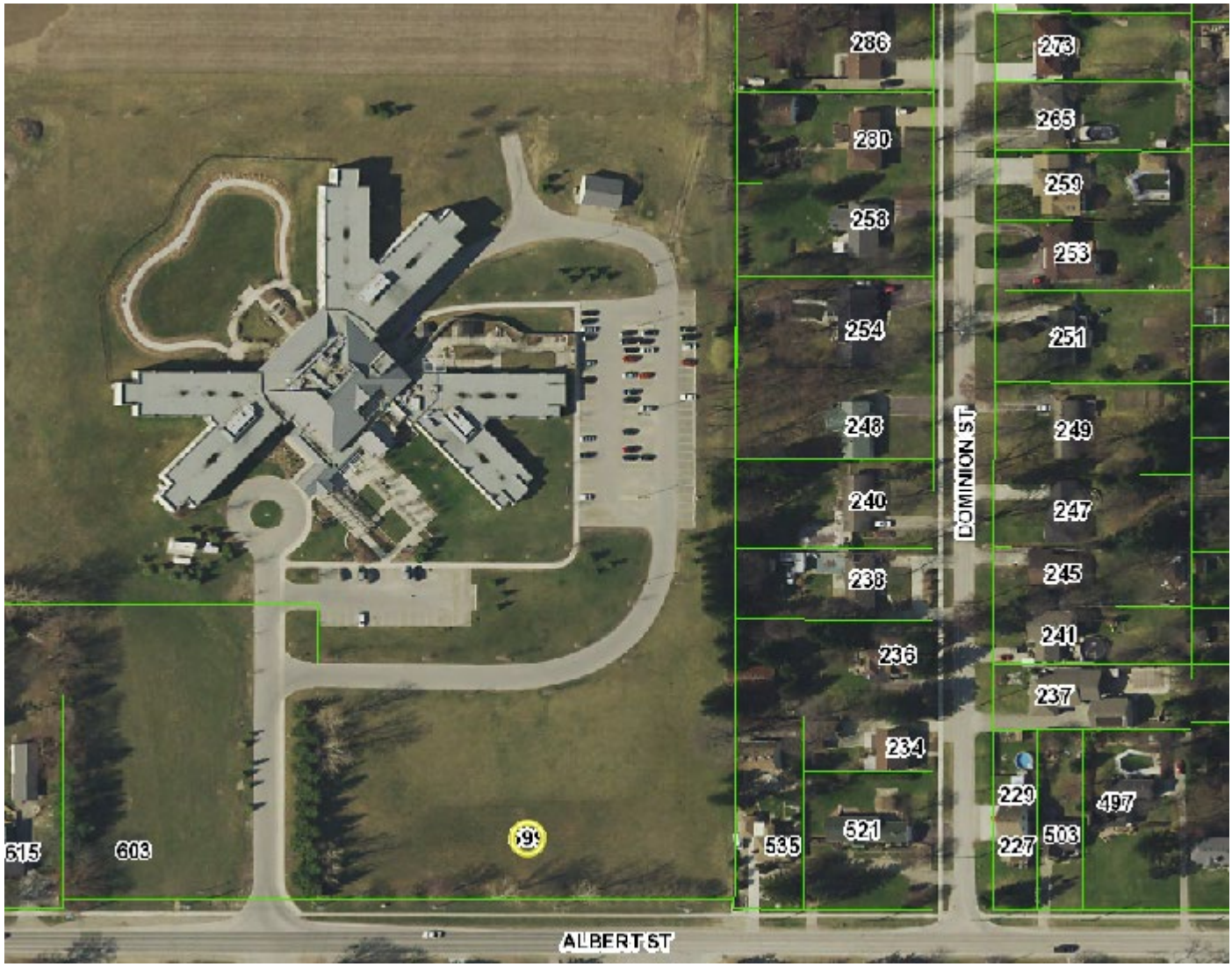
Sprinkler Shut Off Valves are located in the basement. To access the Sprinkler Shut Off Valves, go into the basement storage room (C003), turn left at the cage and through the door (C024).

Second floor Sprinkler Shut Off Valves are located on the Second floor, access door(C216) is located next to the Arbour Glenn entrance.

Location of Emergency Devices



To shut off the Sprinkler System turn the red wheel clockwise moving the yellow indicator from 90 degrees to 180 degrees.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