



<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-10
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	<b>Operation of the Fire Alarm System</b>		

**POLICY:** The John Noble Home shall have a procedure in place for staff responding to the fire panel.

**PROCEDURE:**

- 1) THE RN WILL CALL 911 (FIRE DEPARTMENT) and relay message “CODE RED JOHN NOBLE HOME. WE HAVE A FIRE ALARM – ZONE #\_\_ BLOCK \_\_\_\_AND AREA\_\_\_\_’.

**\* Refer to fire panel instructions in Command Center.**

- 2) Registered staff will push the acknowledge button on the fire panel **ONLY** if directed by the Fire Captain.
- 3) Call Maintenance Technician On-Call if not on site.
- 4) When Fire Department arrives and checks the alarm situation, they may authorize the silencing of the alarm and or a reset of the panel.  
To Silence the Alarm: Push the SILENCE ALARM BUTTON.  
To Reset the Panel: Push the RESET BUTTON.  
When the panel reads it is clear then reset the MAG LOCKS with the red push button on the panel opposite the Fire Panel and the key switch (if red light is on) on the wall to the right of Fire panel.
- 5) Push the ALL CLEAR BUTTON and the automated message will announce “CODE RED ALL CLEAR’.
- 6) Call Fire Monitoring and indicate the panel is all clear and fire panel is reset. If the zone is isolated, the panel can be reset but will indicate a trouble signal.

<b>DATE APPROVED:</b>	September 2008
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	April 2025

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-20
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	<b>Fire Prevention</b>		

### **POLICY:**

Fire safety at the John Noble Home is legislated by the Ontario Fire Code, which provides for the safety of the building occupants through the elimination and control of fire hazards, maintenance of fire protection and life safety systems, establishment and implementation of fire safety plans, procedures and inspections in our building.

### **FIRE HAZARDS:**

Policies and Procedures will be in place for the following hazards:

- Smoking- Resident and Staff (see 3-A-150 Administration Manual)
- Waste Handling Procedures (see 3-D-410 Support Services Manual- Nutrition)
- Exits, Corridors, Passageways pertaining to fire routes (see 3-C-10 Emergency Manual)
- Electrical Equipment and Machinery (see 2-A-130 Health & Safety Manual)
- Liquid Oxygen: Location (see 3-A-90 Emergency Manual)
- Flammable Liquids (see 3-A-90 Emergency Manual)
- Hot Work Welding (see 2-A-160 Health & Safety Manual)
- Garbage/Laundry Chutes (see 1-B-160, 1-B-165 Support Services Manual- Housekeeping Manual)
- Ventilation System (see 2-B-80 Support Services Manual- Maintenance)
- Cooking Equipment -Hood Ventilation System (see 3-E-287 Support Services Manual- Nutrition)

### **MAINTENANCE OF LIFE SAFETY EQUIPMENT:**

Life Safety equipment including fire alarm systems, sprinkler systems, fire suppression equipment and voice communication system will be maintained in accordance with applicable codes and standards. (See Emergency Plans Policy 3-A-100)

### **STAFF TRAINING:**

Life safety equipment training will be provided for all new staff during orientation where applicable. All staff is required to review fire safety procedures for general application to the



<b>SUBJECT:</b>	<b>Fire Prevention</b>	<b>Policy No.:</b>	3-A-20
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Facility and specific application to their area of work on a yearly basis.

<b>DATE APPROVED:</b>	April 2004
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	February 2022



<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-30
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	<b>Fire Drill Procedure</b>		

**POLICY:** Two Fire Drills will occur each month. Drills will rotate between all three shifts.

**PROCEDURE:**

1. The Emergency Plans Committee is responsible for initiating and monitoring all fire drills on all shifts.
2. Drills may be planned in advance with employee's knowledge of the impending drill (for training or education purposes) or they may spontaneously occur on any day or any shift.
3. At all times, employees will respond when the alarm sounds, as if it is an actual fire alarm.
4. All drills will be monitored using Fire Procedure Audits. Attendance will be recorded. A debriefing session will follow when issues arise.
5. Completed audits will be forwarded to the Chair of the Emergency Plans Committee for review at the next committee meeting.

Note: While the Day & Stay is temporarily housed in the Noble Lounge/Solarium there will be a monthly drill for this area.

<b>DATE APPROVED:</b>	September 1995
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	March 2024

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-40
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	<b>Fire Alarm/Drill Audits</b>		

**POLICY:** The John Noble Home will have a process to audit all Fire Drills and provide a means of review of the audit findings to ensure opportunities to improve fire response are identified and acted upon.

**PROCEDURE:**

1. An audit will be completed in the following areas:
  - Command Centre
  - Nursing Department
  - Fire Pool
  - Day and Stay
2. All completed audits are to be signed by the responsible person in attendance as well as the employees that respond to the drill based on the requirement of the specific audit. The completed audit is to be forwarded to the Emergency Planning Committee.
3. There will be live drills twice a month. At minimum there will be two live drills on the night shift within a year.
4. Paper Fire Drills are conducted monthly on all shifts that do not have a live pulled alarm. This process is in lieu of sounding the alarm. The questions on the Paper Fire Drill are frequently changed to cover all aspects of an employee's response to a drill/alarm.
5. The Emergency Planning Committee will review all audits at the monthly Emergency Plans meeting. Each audit will be reviewed for any outstanding issue(s). Corrective Action for any outstanding issue(s) is the responsibility of the Emergency Planning Committee for review of action taken at the time of the drill and for any outstanding issue. Corrective action for any outstanding issue is the responsibility of the Emergency Planning Committee.

<b>DATE APPROVED:</b>	August 1995
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	April 2022

**COMMAND CENTRE  
FIRE ALARM/DRILL AUDIT**

**Date:** \_\_\_\_\_ **Time of Alarm:** \_\_\_\_\_ **Location of Fire Zone:** \_\_\_\_\_

**ANSWER THE FOLLOWING:**

- |  |                              |                             |                             |
|--|------------------------------|-----------------------------|-----------------------------|
| 1. Was the announcement made in a timely fashion?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 2. Was the announcement clear?                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 3. Did the Maintenance Technician report?          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 4. Did the Environmental Services Manager report?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 5. Did the RN from Cockshutt/Costain/Brant report? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 6. Did the RN from Grand/Mohawk/Davis report?      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 7. Was the front door manned?                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 8. What was the Fire Department response time?     | _____                        |                             |                             |
| 9. Fire Panel reset by:                            | _____                        |                             |                             |
| 10. Area Isolated by:                              | _____                        |                             |                             |
| 11. Were the doors reset?                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 12. Was the ALL CLEAR announced clearly (3) times? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 13. Was maintenance staff required?                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                             |
| 14. Did the Fire Pool Captain report the count?    | Yes <input type="checkbox"/> | No <input type="checkbox"/> | NA <input type="checkbox"/> |

If any "NO" answers, please describe situation: \_\_\_\_\_

\_\_\_\_\_

Other issues: \_\_\_\_\_

\_\_\_\_\_

Immediate actions to address problems: \_\_\_\_\_

\_\_\_\_\_

Auditor's recommendations: \_\_\_\_\_

\_\_\_\_\_

**PLEASE HAVE EMPLOYEES IN ATTENDANCE SIGN:**


**Auditor(s) Signature:** \_\_\_\_\_

*Please forward audit to the Emergency Planning Committee Mailbox*

## FIRE ALARM/DRILL AUDIT FIRE POOL AREA

**Date:** \_\_\_\_\_ **Time of Alarm:** \_\_\_\_\_ **Location of Fire Zone:** \_\_\_\_\_

**Signature of Fire Captain/Designate:** \_\_\_\_\_

1. Was an employee sent to supervise the Front Entrance? Name: \_\_\_\_\_ Yes ☐ No ☐
2. Were employees (5) sent to Fire Area? Yes ☐ No ☐
3. Were names of employees attending the fire pool identified on the attendance record? Yes ☐ No ☐
4. Did employees report to the fire pool promptly? Yes ☐ No ☐
5. Did employees respond to instructions? Yes ☐ No ☐
6. Were the total number of employees in fire pool who reported communicated to the charge person at Command Centre: \_\_\_\_\_ Yes ☐ No ☐
7. Did employees in the Fire Pool remain quiet? Yes ☐ No ☐

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recommendations:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**This audit is to be forwarded to the Emergency Planning Mailbox.  
Attach Fire Alarm/Drill Attendance Records for Fire Pool Area.**

**FIRE ALARM/ DRILL ATTENDANCE RECORD  
FIRE POOL AREA**

**DATE:** \_\_\_\_\_

<b>ADMINISTRATION/BUSINESS OFFICE</b>	<b>RESIDENT PROGRAMS</b>
<b>LAUNDRY DEPARTMENT</b>	<b>HOUSEKEEPING/HEAVY CLEANER</b>
<b>NUTRITION DEPARTMENT</b>	<b>OTHERS</b>



**DEPARTMENT OF NURSING  
FIRE PROCEDURE AUDIT (All Shifts)**

**Date:** \_\_\_\_\_ **Time of Alarm:** \_\_\_\_\_ **Location of Fire Zone:** \_\_\_\_\_

**FIRE ZONE ON UNIT:** Yes ☐ No ☐

Staff responding:	Nursing	Numbers: _____
	Housekeeping	Numbers: _____
	Maintenance	Numbers: _____
	Heavy Cleaners	Numbers: _____
	Nutrition	Numbers: _____
	Recreation	Numbers: _____

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| 1. Did all employees look for the red light outside resident's room?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 2. Were visitors instructed to stay with their resident and not leave unit?     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| 3. Did maintenance staff report?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| 4. Was a resident head count conducted following the Fire Alarm/Drill           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| 5. In the event the alarm went into evacuation, were doors manned that dropped? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |

If any "NO" answers, please describe situation: \_\_\_\_\_

\_\_\_\_\_

Other issues: \_\_\_\_\_

\_\_\_\_\_

Immediate actions to address problems: \_\_\_\_\_

\_\_\_\_\_

Auditor's recommendations: \_\_\_\_\_

\_\_\_\_\_

**Auditor's Signature:** \_\_\_\_\_ **Unit:** BT ☐ CC ☐ CP ☐ GT ☐ MT ☐ DC ☐

***This audit is to be forwarded to the Emergency Planning Committee Mailbox.***

**All employees (from all departments) to PRINT your name below:**




<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-50
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	<b>Mandatory Annual Fire Review</b>		

**POLICY:** The John Noble Home will review annually fire procedures with staff, residents, volunteers and tenants.

**PURPOSE:**

- To reduce the risk to life and health of residents, staff, and visitors.
- To better prepare staff, residents and volunteers in the case of fire.
- To ensure staff, residents and volunteers know their role in a fire.

**PROCEDURE:**

Education will include the following:

Staff (through on-line Surge Learning and the Monthly Fire Drills):

- Causes of Fire (theory)
- Evacuation Procedures
- Fire Fighting Equipment
- Emergency Lifts and Transfers
- Fire Prevention
- A review of specific roles and duties in a fire per the Fire Plan (monthly fire drills)
- Locations of pull stations and exits and procedure for keeping exit routes clear
- Staff will complete the quiz and feedback form indicating that they have received their review

Volunteers:

- A review of their specific role in a fire
- A review of the JNH emergency codes.

Residents/Families:

- A review of their specific role in a fire is completed at admission, with Resident Council, and Family Council.
- A review of the JNH emergency codes.

<b>SUBJECT:</b>	<b>Mandatory Annual Fire Review</b>	<b>Policy No.:</b>	3-A-50
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Tenants

- A review of their specific role in a fire
- A review of the JNH emergency codes
- An annual fire drill

<b>DATE APPROVED:</b>	January 2005
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	April 2022

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-60
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	Fire & Safety Alarm System		

**POLICY:** The Home shall have a Fire and Safety System that alerts all occupants of a potential fire situation accompanied by an additional alarm to alert all occupants that evacuation is necessary. The Home has a two-stage alarm system.

## 1. FIRST STAGE ALARM: CODE RED - Alert

- The Alert Stage is activated by any manual pull station, heat detector or smoke detector.
- The alarm signal chimes throughout the entire Home at a chiming sound of (20) strokes per minute and will remain in operation until the initiating device has been restored to normal and the system is reset at the main fire alarm control panel.
- The system is directly connected to Fire Monitoring, and a signal is automatically transmitted to the Brantford Fire Department when the Alert Stage alarm sounds.
- A home wide automated announcement will commence indicating the zone and area of the Home where the pull station, smoke detector or heat detector initiating the alarm is located. The automated announcement will state: “CODE RED, BLOCK\_\_\_, ZONE\_\_\_, LOCATION\_\_\_\_\_” and specific area of the alarm”. This announcement will be repeated 3 times.
- When a fire alarm signal chimes, all system ventilation will shut down.
- All magnetic hold-open devices on doors in smoke barriers or horizontal exits will release doors to close.
- Elevators return to the main floor with doors opened and are inoperative until the fire panel is cleared.

<b>SUBJECT:</b>	<b>Fire &amp; Safety Alarm System</b>	<b>Policy No.:</b>	<b>3-A-60</b>
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## **2. SECOND STAGE ALARM: CODE GREEN - Evacuation**

- The evacuation stage of the fire alarm system will take effect following 5 minutes of the first stage chime.
- The evacuation stage can be activated at anytime, by inserting a special key in any manual pull station and turning the key to the right. The chime will increase by 3 times the number of strokes over the chime for the First Stage alarm.
- An automated announcement indicating Code Green will be made at the time the Second Stage Alarm begins. The automated announcement will state: Code Green, BLOCK\_\_\_\_, ZONE\_\_\_\_, LOCATION\_\_\_\_\_” which is the exact location of the alarm.
- The doors on all units will release with the start of Code Green.

<b>DATE APPROVED:</b>	April 1991
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	August 2018

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-70
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	<b>Zone Isolation &amp; Notification during Services/Repairs/Testing-Fire Panel</b>		

**POLICY:** A zone shall be isolated in the fire panel **ONLY** when work that may cause a false alarm is being performed or a zone cannot be reset immediately following a fire alarm.

In the event of service/repair to the fire alarm system, whereby the fire panel has been taken off line with the fire monitoring company the Fire Department shall be notified.

A home-wide announcement will be made so that staff, residents, and visitors are aware of the panel off line.

### **Definition of a Zone**

The Home is divided into zones defined by fire doors. Maps indicating zones are posted throughout the Home.

### **Definition of Isolation of Zone**

A zone is considered to be isolated if it has been de-activated from the fire panel. This means that fire/smoke/heat **will not** be detected by smoke detectors and **will not** trigger the alarm system on an isolated unit. Manual pull stations, when activated **will not** trigger the Alarm System.

### **PROCEDURE:**

1. Prior to any work being done that would require a zone to be isolated, the Maintenance Technician will notify the appropriate staff and initiate a fire watch.
  - A zone shall be isolated by the Maintenance Technician.
  - A record of zone isolation will be maintained at the fire panel in the red binder.
2. Upon isolation of a zone the Manager/Charge RN of the affected area will be advised immediately.

<b>SUBJECT:</b>	<b>Zone Isolation &amp; Notification during Services/Repairs/Testing-Fire Panel</b>	<b>Policy No.:</b>	<b>3-A-70</b>
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- Should a zone be isolated for more than one hour and there is no staff working in that zone, the individual in charge/designate or the maintenance staff must conduct rounds of the isolated area hourly and complete the Fire Watch Log (Appendix 1) located at the fire panel.
- The staff/maintenance technician working in the isolated zone must be on fire watch and do rounds hourly checking for fire.
- Rounds will continue to be made every hour until the fire panel is functioning normally and the area is no longer established as isolated.

### **Rounds**

When making rounds of an isolated zone:

- Walk through the all areas/departments
  - Be alert for signs of fire/smoke
3. Should a shift change occur when a zone is isolated, the Manager/Charge RN coming on duty must be notified of the zone isolation by the Manager/Charge RN going off duty. The Manager/Charge RN will notify staff of the isolation status.

<b>DATE APPROVED:</b>	April 1995
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	August 2018

## Appendix 1

### FIREWATCH

In the event a Fire watch is required for any reason the following procedure shall be followed:

- Manager or Charge RN of areas affected to be notified.
- All affected areas will be toured at least once every hour by a designated staff member.
- A log sheet will be used (see below) showing that a tour of the affected area was conducted.
- Written detail of any and all issues that arise from the tour will be recorded.

### LOG SHEET

Area being toured: \_\_\_\_\_

Name of designated staff: \_\_\_\_\_

Date: \_\_\_\_\_

Hour	Start Time	Finish Time	Issues
Hour 1:			
Hour 2:			
Hour 3:			
Hour 4:			
Hour 5:			
Hour 6:			
Hour 7:			
Hour 8:			
Hour 9:			
Hour 10:			
Hour 11:			
Hour 12:			

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-80
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	Taking the Fire Panel Offline		

**POLICY:** The fire panel can only be taken off line by personnel that have been authorized to service and maintain the fire systems or during other authorized work being performed that requires this procedure.

**PROCEDURE:**

To take the panel out of service a call must be made to the Fire Monitoring Company and the Fire Department to notify them that the panel is being taken off line and they are not to respond to an alarm. In the event of a fire, a call is made to the Fire Department using 911.

**Note:** Fire Alarm System Out of Service Instruction cards (Appendix 1) are located at the Command Centre.

**Announce the following over the PA system:**

**“The Fire Panel is being serviced and is off line until further notice. Staff is on fire watch until further notice. Staff must follow the procedures on the Firewatch Sheet and complete the Log Sheet (Appendix 2). Sheets are kept at the Command Centre. Be aware the doors could close and the locked doors unlock. If anyone discovers a Fire call 911.”**

**When the repair or service has been completed:**

The area affected will be notified in person or via home wide announcement.

The completed Fire Watch/Log Sheets should be put in the Maintenance mailbox. Maintenance will file in the Administration Office.

<b>DATE APPROVED:</b>	October 2007
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	April 2025

## Appendix 1

### **Fire Alarm System Temporarily Out of Service**

**\*JOHN NOBLE HOME\***

#### **IN CASE OF FIRE**

##### **UPON DISCOVERY OF FIRE**

- LEAVE THE AREA IMMEDIATELY
- CLOSE ALL DOORS BEHIND YOU
- NOTIFY STAFF AND OCCUPANTS - VERBAL SOUND ALARM BY ANNOUNCING "CODE RED" THREE TIMES
- EVACUATE USING THE NEAREST EXIT
- FOLLOW HOME POLICIES FOR YOUR AREA
- CALL THE FIRE DEPARTMENT 9-1-1
- GIVE BUILDING ADDRESS:  
97 MOUNT PLEASANT STREET, BRANTFORD

##### **UPON HEARING THE VERBAL ALARM OF FIRE**

- FOLLOW HOME POLICIES FOR YOUR AREA

## FIREWATCH

**In the event a fire watch is required for any reason the following procedure shall be followed:**

- All affected areas will be toured at least once every hour by a designated staff member.
- A log sheet will be used (see below) showing that a tour of the affected area was conducted.
- Written detail of any and all issues that arise from the tour will be recorded.

## LOG SHEET

**DATE:** \_\_\_\_\_

**AREA BEING TOURED:** \_\_\_\_\_

**NAME OF DESIGNATED STAFF:** \_\_\_\_\_

Hour	Time of Tour	Issues
Hour 1:	:	
Hour 2:	:	
Hour 3:	:	
Hour 4:	:	
Hour 5:	:	
Hour 6:	:	
Hour 7:	:	
Hour 8:	:	
Hour 9:	:	
Hour 10:	:	
Hour 11:	:	
Hour 12:	:	

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-90
<b>SECTION:</b>	Fire Plans-Code Red		
<b>SUBJECT:</b>	<b>Liquid Oxygen: Location</b>		

**POLICY:** The location of Liquid Oxygen must be available in Health clinic.

**PURPOSE:** To inform the Fire Department of potential risks in event of a fire.

**PROCEDURE:**

1. The Nurse in charge of the Fire response will run a care plan focus report for the Fire Department of the location of the Liquid Oxygen on their arrival if requested.

<b>DATE APPROVED:</b>	April 2004
<b>DATE REVIEWED:</b>	January 2025
<b>DATE REVISED:</b>	January 2025

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-A-100
<b>SECTION:</b>	Fire Plan		
<b>SUBJECT:</b>	<b>Fire Alarm System Maintenance</b>		

**POLICY:** The John Noble Home will ensure the Fire Alarm System performs according to the requirement of the Fire Code at all times through a regular maintenance program.

**PROCEDURE:**

1. The John Noble Home has a contracted service for the following:
  - Annual Fire Alarm System Test/ Inspection
  - Fire Alarm System - Panel Parts Replacement
  - Fire Alarm System - Peripheral Device Replacement
  - Fire Alarm System - 24 hour Emergency Service
  - Annual Sprinkler System Test/ Inspection (common)
  - Annual Sprinkler System Test/Inspection (wet random inspection)
  - Annual Sprinkler system Test/Inspection (dry/full trip test)
  - Annual Fire Hose Rerack and Inspection
  - Annual Fire Extinguisher Maintenance Check
  - Annual Fire Pump Test and Inspection
  - Annual Fire Hydrant Test and Inspection
  - Semi-annual Kitchen Hood System Test and Inspection
  - Semi-annual Sprinkler Flow Test
  - Note: Contact the current service provider for specifics.
2. The John Noble Home Maintenance Technicians will inspect each fire extinguisher in the Home and in Bell Lane Terrace monthly and indicate the date of inspection on the check tag.
3. The John Noble Home will conduct a monthly fire alarm on two (2) shifts to initiate an alarm condition and to ensure a proper response by staff, residents and visitors to an alarm. Drills on Bell Lane Terrace will be conducted monthly
4. The Emergency generator is tested monthly to ensure a backup source of power will keep the Fire Alarm System operational at all times.

<b>DATE APPROVED:</b>	September 1995
<b>DATE REVIEWED:</b>	April 2025
<b>DATE REVISED:</b>	December 2020

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-B-10
<b>SECTION:</b>	Fire- Code Red		
<b>SUBJECT:</b>	<b>Designation of Staff During a Fire Alarm/Drill</b>		

**POLICY:** The Home shall designate each staff member to a specific location during a fire alarm/drill.

STAFF MEMBER	FIRE POOL	DESIGNATION
Resident Care Coordinator/ Manager of Resident Care	X	Go to <b>FIRE POOL</b>
Administrator/Designate		Go to <b>FIRE ZONE</b>
Executive Assistant	X	Go to <b>FIRE POOL</b>
Business Office Staff	X	Go to <b>FIRE POOL</b> .
Director of Programs	X	If on Resident Home Area stay and follow Resident Home Area procedure, otherwise report to the Fire Pool.
Day & Stay Program Staff and Volunteers	X	When clients are present remain in the Centre, otherwise report to the Fire Pool.
Director of Care/Designate		Go to <b>FIRE ZONE</b>
Director of Environmental Services		Go to <b>COMMAND CENTRE</b>
Director of Finance	X	Go to <b>FIRE POOL</b> .
Hairstylist/Barber	X	Remain in salon with residents unless in Fire Zone. Report resident names to the RN in charge at the Command Centre. If no residents are in the salon, report to Fire Pool. If transporting a resident, return to the Resident Home Area, or proceed to salon, whichever is the most appropriate. If on a Resident Home Area stay and follow Resident Home Area procedure and take direction from the RN/RPN in charge.
Handy Person	X	Go to <b>FIRE ZONE</b>
HCA/PSW		Report to <b>ASSIGNED RESIDENT HOME AREA</b> and follow procedure. Take direction from the RN/RPN charge person.

<b>SUBJECT:</b>	<b>Designation of Staff During a Fire Alarm/Drill</b>	<b>Policy No.:</b>	3-B-10
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STAFF MEMBER	FIRE POOL	DESIGNATION
Housekeeping Heavy Cleaner		Go to <b>FIRE ZONE</b>
Housekeeping Staff		Report to <b>ASSIGNED RESIDENT HOME AREA</b> and follow Resident Home Area procedure and take direction from the RN/RPN in charge.
Laundry Staff	X	If in Fire Zone area stay on area and follow Resident Home Area procedure and take direction from the RN/RPN charge person. Otherwise return to laundry and shut down equipment and report to the Fire Pool.
Maintenance Staff		Report to the <b>FIRE ZONE</b> .
Medical Director	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.
Nurse Practitioner	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.
Nutrition Services Staff	X	Report to <b>ASSIGNED RESIDENT HOME AREA</b> if working on a Resident Home Area and follow Resident Home Area procedure. If fire is in kitchen follow kitchen fire procedure; otherwise report to the Fire Pool.
Support Services Supervisor/ Nutrition Services Supervisor	X	Report to the <b>FIRE POOL</b> as Fire Pool Captain.
Director of Support Services	X	Go to <b>FIRE POOL</b> .
Nutrition Heavy Cleaner		Report to the Main Entrance and control entry/exit to the building.
RAI Coordinator	X	Go to <b>FIRE POOL</b>
HR Generalist	X	Go to <b>FIRE POOL</b>
QI Coordinator, Nursing Programs Coordinator, Restorative Care Aide	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.
Reception		Remain at the Reception desk unless in the fire zone. Assist the Command Centre as needed.

<b>SUBJECT:</b>	<b>Designation of Staff During a Fire Alarm/Drill</b>	<b>Policy No.:</b>	3-B-10
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STAFF MEMBER	FIRE POOL	DESIGNATION
Recreation Staff		Report to <b>ASSIGNED RESIDENT HOME AREA</b> and follow Resident Home Area procedure and take direction from the RN/RPN in charge. If with residents off RHA, stay with residents. Report to the Command Centre any resident's names from the affected Fire Zone.
Rehabilitation and Physiotherapy Staff	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool. If with residents off RHA, stay with residents. Report to the Command Centre any resident's names from the affected Fire Zone.
Registered Nurse (RN)		One RN will report to the fire zone that they are supervising and the other RN will report to the Command Centre. If only one RN is on duty, they will report to the <b>Fire Zone</b> . Charge RN responds to the panel if in a non-residential area and the other RN (with another staff) will respond to the <b>Fire Zone</b> .
Registered Practical Nurse (RPN)		Will return to their Resident Home Area <b>except on Night shift</b> when they will report to the <b>Fire Zone</b> .
Ward Clerk	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.
Volunteers	X	If on Resident Home Area, stay and follow Resident Home Area procedure and take direction from the RN/RPN charge person, otherwise report to the Fire Pool.

- **When you proceed to the Fire Zone you must travel keeping in mind your safety and the safety of residents, staff and visitors.**
- **Pass through fire doors with caution. Touch fire door to ensure it safe to proceed through the door.**
- **Enter the Fire Zone with caution and take direction from the RN/RPN and the Fire Department.**

<b>SUBJECT:</b>	<b>Designation of Staff During a Fire Alarm/Drill</b>	<b>Policy No.:</b>	<b>3-B-10</b>
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- **Remember every alarm is a possible fire situation and must be responded to accordingly.**
- **If possible, the Fire Captain will deploy staff from the Fire Pool to receive residents from the FIRE ZONE. Receiving staff will be stationed outside the fire doors to the affected area. Staff will not block the fire door area.**

<b>DATE APPROVED:</b>	October 1999
<b>DATE REVIEWED:</b>	April 2024
<b>DATE REVISED:</b>	April 2024

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-B-100
<b>SECTION:</b>	Fire Plans-Code Red		
<b>SUBJECT:</b>	<b>Fire Alarm/Drill Procedure for Resident Home Areas</b>		

**POLICY:** The Fire Procedure for Resident Home Areas will ensure an immediate and effective response to any fire event.

**PURPOSE:** To ensure the safety of all residents, staff and visitors in the event of a fire.

### **ALL SHIFTS**

### **PROCEDURE IF YOU DISCOVER A FIRE ON A RESIDENT HOME AREA:**

- R – RESCUE** Evacuate the persons in immediate danger and close the door. Flip the door marker to white.
- A – ALARM** Sound the fire alarm by pulling the manual station.
- C – CONTAIN** Close all doors, windows, and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to a resident.
- E – EVACUATE** Proceed with evacuation. Evacuate beyond the fire doors. Evacuate residents from the affected block or building as directed by the RN/RPN or the fire department **if safe to do so**.

**AT ANY TIME THE RN/RPN CAN PUT THE ALARM INTO EVACUATION STAGE (SECOND STAGE ALARM) IN THE ABSENCE OF THE FIRE DEPARTMENT**  
**Insert the key in any manual pull station and turn to the right.**

### **PROCEDURE WHEN THE FIRE ZONE IS ANNOUNCED IN YOUR RESIDENT HOME AREA**

#### **FIRE ALARM SOUNDS:**

- Listen to the announcement.
- Look for the red light above the resident door or the fire graphic display panel in the nursing station to determine the location of the alarm.
- If there is no location on the fire display panel, search room to room including store rooms, utility rooms, servery and dining rooms, and offices.

<b>SUBJECT:</b>	<b>Fire Alarm/Drill Procedure for Resident Home Areas</b>	<b>Policy No.:</b>	<b>3-B-100</b>
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- If the source of the fire is determined, under the direction of the RN/RPN, follow RACE and evacuate those residents in immediate danger, proceeding horizontally down the hall past the fire doors.
- As residents are evacuated from rooms, close the door and flip the white tag to indicate the room has been evacuated.
- The fire pool will send staff to wait outside the Resident Home Area to receive residents evacuated from the zone.
- A head count of residents and staff will be conducted once residents are out of danger.
- After hearing the ALL CLEAR, the RN/RPN will complete the fire audit and have attending staff sign.
- As required, the situation will be reviewed and staff debriefed.

#### **PROCEDURE WHEN THE FIRE ZONE IS NOT ON YOUR RESIDENT HOME AREA:**

##### **FIRE ALARM SOUNDS:**

- Listen for the announcement.
- Report to nursing station and take direction from RN/RPN.
- RN/RPN will assign staff as required based on the fire emergency.
- Remain on heightened alert.
- Walk unit checking for smoke or fire.
- Re-assure residents.
- In the event the alarm goes into second stage “EVACUATION”, man all unsecured doors if possible.
- Wait for Code Red “ALL CLEAR” or further direction.
- Carry out a head count of residents and staff.
- Fill out the audit form when the all clear has been announced and have staff that attended the fire alarm sign it.
- Debrief and record findings on the fire audit form as required.

Note: In the event the fire emergency goes into evacuation on the night shift, all available staff will go to the fire emergency.

#### **PROCEDURE FOR DAY & STAY OVERNIGHT PROGRAM**

##### **FIRE ALARM SOUNDS:**

- Listen for the announcement.
- If Block A Zone 1 Main Floor Kitchen (Noble Lounge) is announced, report immediately to the Noble Lounge.
- Take direction from RN who will assign staff as required based on the fire emergency.

<b>SUBJECT:</b>	<b>Fire Alarm/Drill Procedure for Resident Home Areas</b>	<b>Policy No.:</b>	<b>3-B-100</b>
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- Remain on heightened alert.
- Re-assure clients.
- In the event the alarm goes into second stage “**EVACUATION**”, man all unsecured doors if possible.
- Wait for Code Red “**ALL CLEAR**” or further direction.
- Carry out a head count of clients and staff.
- Fill out the audit form when the all clear has been announced and have staff that attended the fire alarm sign it.
- Debrief and record findings on the fire audit form as required.
- Day & Stay staff will be present with Day & Stay clients at all times.

Note: Fire drills will be logged and practiced monthly.

<b>DATE APPROVED:</b>	January 2013
<b>DATE REVIEWED:</b>	April 2024
<b>DATE REVISED:</b>	December 2023

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-B-170
<b>SECTION:</b>	Code Red- Fire Plans		
<b>SUBJECT:</b>	<b>Fire Alarm/Drill Procedure for Bell Lane Terrace</b>		

**POLICY:** The John Noble Home will maintain a fire plan which will ensure an immediate response to an alarm at Bell Lane Terrace

**PROCEDURE:**

1. If available, Maintenance/Administrative staff will respond to a Fire Alarm at Bell Lane Terrace. **The Registered Nurse (RN) will not respond, but will remain on heightened alert.**
  - Fire monitoring service contractor will call the RN in charge.
  - The procedure to follow is posted on the inside of the fire panel at Bell Lane Terrace

**PROCEDURE FOR FIRE ALARM RESPONSE AT BELL LANE TERRACE**

(Maintenance & Administrative staff):

1. DO NOT WALK THROUGH BELL LANE TERRACE TO REACH FIRE PANEL OR ENTER BUILDING. *(DURING CONSTRUCTION USE CHAPEL EXIT OR MAINTENANCE EXIT)*
2. WALK THROUGH THE COURT YARD TO THE FRONT ENTRANCE OF THE BUILDING. *(NOT ACCESSIBLE DURING CONSTRUCTION)*
3. NOTIFY JNH STAFF THAT YOU ARE ATTENDING TO A FIRE ALARM AT BELL LANE TERRACE.

**FIRE PANEL**

- Insert Key and open cabinet door
- Push red button “FIRE ALARM ACK”
- Wait for Fire Department to respond
- Follow direction of Commanding Officer
- Once told all clear – push red button “SYSTEM RESET”
- If unable to reset – call maintenance on call to respond

**ELEVATOR**

- Insert key on right hand frame of elevator door
- Turn key counterclockwise to “Reset”

<b>SUBJECT:</b>	<b>Fire Alarm/Drill Procedure for Bell Lane Terrace</b>	<b>Policy No.:</b>	<b>3-B-170</b>
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- Turn key clockwise to “Off”
- Remove Key
- If unable to reset – call maintenance on call to respond

<b>DATE APPROVED:</b>	August 2011
<b>DATE REVIEWED:</b>	August 2024
<b>DATE REVISED:</b>	December 2019

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-10
<b>SECTION:</b>	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
<b>SUBJECT:</b>	<b>Exits, Corridors and Passageways</b>		

### **POLICY:**

The Home is legislated by the Ontario Fire Code, which provides for the safety of the building occupants through elimination and control of fire hazards.

### **PURPOSE:**

To keep areas free and clear of obstacles and fire hazards that could start a fire, result in the spread of fire or hamper use of fire equipment and personnel during a fire situation.

### **PROCEDURE:**

- All equipment must be kept to one side of the corridor.
- Fire exit routes must be clear at all times. Nothing should be stored in front of fire exit doors or the electrical panels.
- All electrical cords should be kept to one side of the corridor to prevent tripping hazards and obstruction for fire personnel.
- All stairwells and passageways must be kept clear at all time. There must not be anything stored in the stairwells.

<b>DATE APPROVED:</b>	April 2004
<b>DATE REVIEWED:</b>	May 2025
<b>DATE REVISED:</b>	May 2025

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-20
<b>SECTION:</b>	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
<b>SUBJECT:</b>	<b>Door Markers</b>		

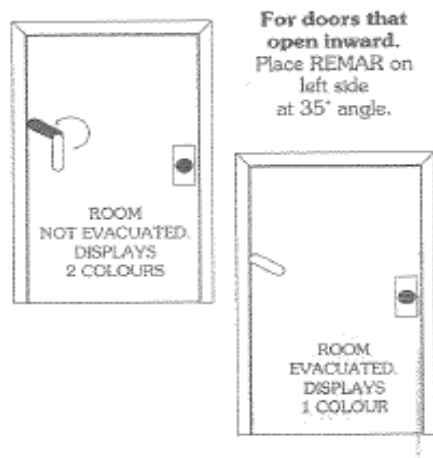
**POLICY:** The Home shall have a system in place to identify that a resident's room has been evacuated.

**PURPOSE:** To identify rooms that have been evacuated using a *red/white* Room Marker system.

**PROCEDURE:** For Total and Partial Evacuation

**When an evacuation is ordered:**

- Remove resident(s) from room(s) or from designated areas to a safe location as directed.
- Close door to the room and flip both door markers up to display only white. *Do not allow the resident to re-enter the room.*
- If the Door Marker displays *red* the reason must be investigated because it is an indication that the area has not been evacuated, or has been re-entered.
- If for any reason a resident cannot be evacuated at that time, close the door but leave the Door Marker displaying *red & white*. This is the signal that the room or area has not been checked but not totally evacuated. (See below)



<b>DATE APPROVED:</b>	January 2006
<b>DATE REVIEWED:</b>	May 2025
<b>DATE REVISED:</b>	February 2021

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-30
<b>SECTION:</b>	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
<b>SUBJECT:</b>	<b>Elevators During an Alarm</b>		

**POLICY:**

Elevators will not be used during a fire alarm unless under the direction of the Fire Department.

**PROCEDURE:**

1. Elevators will automatically return to the first floor as soon as the first alarm is sounded.
2. Doors automatically open and elevators will be inoperable.
3. During a fire emergency, the Fire Department may choose to activate an elevator.
4. Once the “ALL CLEAR” has been announced, the Maintenance staff will reset the elevators.

<b>DATE APPROVED:</b>	September 1995
<b>DATE REVIEWED:</b>	May 2025
<b>DATE REVISED:</b>	March 2016

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-40
<b>SECTION:</b>	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
<b>SUBJECT:</b>	<b>Role of Residents During a Fire Alarm/ Drill</b>		

**PURPOSE:** To ensure that residents respond appropriately in the event of a fire emergency.

**IF YOU DISCOVER A FIRE:  
Remember the word RACE**

**R – RESCUE** Evacuate the persons in immediate danger and close the door. Flip the door marker to white.

**A – ALARM** Sound the fire alarm by pulling the manual station.

**C – CONTAIN** Close all doors, windows.

**E – EVACUATE** Proceed with evacuation. Evacuate beyond the fire doors. Evacuate residents from the affected block or building.

**DO NOT RUN, PANIC OR YELL FIRE.**

**IF YOU HEAR AN ALARM:**

- Stay where you are, including any outdoor area.
- Staff will instruct you as to what to do and will assist you in moving to another unit/area if it is necessary.
- Do not enter or leave the building during a fire alarm. Staff will be stationed at the main doors of the facility during an alarm and will request that you do not enter or leave. You must be accounted for in an emergency situation.
- When the alarm is over, you will hear the words “**CODE RED, ALL CLEAR**”, (3) times.
- Resume normal activities.
- Reviewed annually at Residents’ Council.

<b>DATE APPROVED:</b>	April 1991
<b>DATE REVIEWED:</b>	May 2025
<b>DATE REVISED:</b>	February 2021

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-50
<b>SECTION:</b>	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
<b>SUBJECT:</b>	<b>Volunteers Responsibilities During a Fire Alarm/Drill</b>		

**PURPOSE:** To ensure that volunteers respond appropriately in the event of a fire emergency.

**IF YOU DISCOVER A FIRE:  
Remember the word RACE**

- R -RESCUE**            Evacuate the persons in immediate danger and close the door.
- A - ALARM**            Sound the fire alarm by pulling the manual station.
- C - CONTAIN**            Close all doors, windows, and turn off oxygen. Only attempt to extinguish a fire if you can do so without danger to yourself or to others.
- E- EVACUATE**            Proceed with evacuation. Evacuate beyond the fire doors.

**DO NOT RUN, PANIC OR YELL FIRE.**

1. Activate the alarm by using a manual pull station near each exit.
2. Notify staff.
3. Take direction from the Charge person.

**PROCEDURE TO FOLLOW DURING A FIRE ALARM:**

1. Volunteers will remain in assigned nursing unit/department and take instruction from the charge person in that area.
2. If working in a non-nursing area, report to the Skylight Café. When in the Café remain quiet. Sign the Fire Audit Form.
3. If working at main reception desk, remain at the desk to take direction from the Fire Pool Captain or RN.

<b>SUBJECT:</b>	<b>Volunteers Responsibilities During a Fire Alarm/Drill</b>	<b>Policy No.:</b>	<b>3-C-50</b>
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4. If transporting a resident off the resident home area, when the fire alarm sounds, proceed to the Skylight Café and report your presence to the Fire Pool Captain. Take instruction from the Fire Pool Captain.
5. If the nearest area is the fire zone, **DO NOT** enter the area. Retrace your route, stopping at the first safe resident home area away from the fire zone.
6. Use caution when passing through fire doors that have automatically closed. Since most of these doors do not have windows in them, you cannot tell if there is a resident/staff on the other side of the door.
7. Elevators do not work during a fire alarm.
8. Do not enter or leave the building during an alarm unless instructed to do so by the Charge Person(s).
9. Do not leave the area until “Code Red, All Clear” is announced.

**NOTE:** Volunteers will not be allowed to enter the building during an alarm. If on a resident home area, volunteers must stay until the all clear is announced.

<b>DATE APPROVED:</b>	April 1991
<b>DATE REVIEWED:</b>	May 2025
<b>DATE REVISED:</b>	April 2023

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-60
<b>SECTION:</b>	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
<b>SUBJECT:</b>	<b>Visitors- Responsibilities During a Fire Alarm/Drill</b>		

**POLICY:** To ensure that visitors respond appropriately in the event of a fire emergency.

**PURPOSE:** In the event of a fire emergency, visitors are asked to follow directions and instructions from staff. However, should a visitor come across a fire situation, they should follow the following procedure.

**PROCEDURE IF FIRE IS DISCOVERED IN YOUR AREA:**

**R – RESCUE**

Evacuate the room and close the doors.

**A – ALARM**

Sound the fire alarm by pulling the nearest manual station. Your nearest pull station is located - see attached floor plan.

**C – CONTAIN**

Close all doors and windows. Only attempt to extinguish a fire if you can do so without danger to yourself or others.

**E – EVACUATE**

Proceed with evacuation beyond fire doors. Your nearest fire doors are - see attached floor plan.

**PROCEDURE WHEN THE ALARM SOUNDS:**

1. Listen to the overhead announcement for location of fire.
2. Cease all activities.
3. Keep all persons in the room and close the doors.
4. Take a head count to confirm all attendees are accounted for.
5. Wait for John Noble Home staff to contact you regarding your head count.
6. Wait for further directions including the ALL-CLEAR message from the overhead speakers.

**NOTE:** Visitors will not be allowed to enter the building during an alarm. If on a resident home area, visitors must stay until the all clear is announced.

<b>DATE APPROVED:</b>	August 2004
<b>DATE REVIEWED:</b>	April 2024
<b>DATE REVISED:</b>	December 2019

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-70
<b>SECTION:</b>	Fire Plans – Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
<b>SUBJECT:</b>	<b>Responsibilities for All Staff Reporting to the Fire Pool</b>		

**POLICY:** The Home shall have a Fire Pool location in a designated area of the facility. Specific staff, as instructed, will report to the Fire Pool when a fire alarm is sounded.

#### **FROM 0800 HOURS - 1600 HOURS**

- LOCATION OF FIRE POOL – OUTSIDE SOLARIUM
- ALTERNATIVE AREA AS DIRECTED BY FIRE POOL CAPTAIN.

#### **AFTER 1600 HOURS - 0800 HOURS and WEEKENDS**

- REPORT TO THE COMMAND CENTRE FOR INSTRUCTIONS.

#### **WHEN THE FIRE ALARM SOUNDS:**

**Wait for the announcement** of zone, block, area and location. Do not travel through the fire zone.

#### **RESPONSIBILITIES FOR ALL STAFF UPON ARRIVAL AT THE FIRE POOL:**

1. Report ready to respond to an emergency situation. Keep the fire doors clear.
2. Sign the Fire Drill/Alarm attendance record distributed by the Fire Pool Captain.
3. Respond to directions given by the Fire Pool Captain.
4. Remain in the Fire Pool Area until instruction is given by the Fire Pool Captain or until the “Code Red, All Clear” announcement has been made.
5. When instructed to go to Fire Zone, open the door if safe to do so (check with palm of hand to see if door is not warm) and inform staff you are there if needed. Remain outside the area and wait for direction from the Charge person.
6. Duties that may be assigned include: attending to evacuated residents, evacuating residents and searching for the fire.

<b>SUBJECT:</b>	<b>Responsibilities for All Staff Reporting to the Fire Pool</b>	<b>Policy No.:</b>	3-C-70
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7. If receiving evacuated residents through the fire doors, keep to one side of the fire doors as the resident is passed through to you. Remove resident to a safe holding area. One staff member can supervise the residents while others return to the area to continue to receive residents.
8. Keep the area around the doors clear, to allow the Fire Department to enter the area.
9. When the Fire Department arrives, take direction from the Fire Department.
10. Upon hearing the “Code Red, All Clear” announcement, return the residents to the resident home area.
11. Sign the Fire Audit after duties are complete and before returning to your work.

#### **FIRE POOL CAPTAIN RESPONSIBILITIES:**

The Fire Pool Captain will be the Support Services Supervisor/designate unless there is a fire in the Nutrition Services Department. Under these conditions, a designate will be assigned to the responsibilities of the Fire Pool Captain.

#### **Responsibilities Include:**

1. Coordinate the Fire Pool between the hours of 0800 –1600.
2. Distribute to staff in the fire pool area the **FIRE ALARM/DRILL ATTENDANCE RECORD** to sign.
3. If the fire is on a resident home area, send the appropriate number of staff to act as a carry out team. Indicate those staff sent on the Fire Alarm/Drill Attendance Record.
4. Count the number of available staff in the fire pool area and report the total count to the Charge Person at the Command Centre.
5. Maintain Fire Pool on alert, until “Code Red, All Clear” announcement is heard.
6. Complete the Fire Pool Audit Form and forward to the Emergency Plans Chair at the end of the Fire Alarm/Drill.

<b>DATE APPROVED:</b>	August 1994
<b>DATE REVIEWED:</b>	April 2024
<b>DATE REVISED:</b>	June 2015

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-80
<b>SECTION:</b>	Fire Plans- Code Red- Staff/Volunteer/Resident/Visitor Responsibilities		
<b>SUBJECT:</b>	<b>Containing, Controlling, Extinguishing a Fire</b>		

**POLICY:** The Fire Plan will define a method of confining, controlling and extinguishing a fire. The Home shall maintain appropriate fire extinguishers to extinguish small fires.

## **1. CONTAINING, CONTROLLING:**

**R – RESCUE**  
**A – ALARM**  
**C – CONTAIN**  
**E – EVACUATE**

- Control and confinement is the primary responsibility when detecting smoke or fire. Leave the fire area, take residents and staff with you. Close the doors behind you. Pull the manual pull station to alert other residents, staff and the Fire Department of the fire.
- Confining a fire in an enclosed space will keep the fire, smoke and fumes from spreading
- Controlling a fire or preventing its spread, by closing the door, will permit a reasonable period of time necessary for escape from the building.
- Portable fire extinguishers can be used to extinguish small fires before they reach major proportions if you have proper knowledge of their use.

## **2. EXTINGUISH:**

**Fire extinguishing is primarily the responsibility of the Fire Department.**

**NOTE:** Fire extinguishers are located throughout the Home. Be familiar with the types of extinguishers, and what kind of fires it can extinguish. Attempt to extinguish only if you have a basic understanding of the correct procedure and if safe to do so.

## **METHOD OF OPERATION**

All fire extinguishers operate basically the same:

- PULL THE PIN
- AIM AT THE BASE OF THE FLAME
- SQUEEZE THE HANDLE
- USE A SWEEPING MOTION

<b>SUBJECT:</b>	<b>Containing, Controlling, Extinguishing a Fire</b>	<b>Policy No.:</b>	<b>3-C-80</b>
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#### **CLASSIFICATION OF FIRES:**

- **Class A** - Fires involving ordinary combustibles such as paper, wood, cloth, rubber, or plastics.
- **Class B** - Fires involving flammable or combustible liquids, gases, oil, paints, or lacquer.
- **Class C** - Fires involving energized (live) electrical equipment such as motors, appliances, or power tools.
- **Class D** - Fires involving combustible metals such as magnesium, titanium, sodium, and potassium. Note: seldom seen except in industrial machining processes.
- **Class K** - Fires involving combustible cooking oils, or fats in cooking appliances. Note: The fire suppression system in the kitchen is considered Class K.

#### **GENERAL:**

- Extinguishers are conveniently located in case of fire.
- Yearly a test shall be conducted by a licensed professional.
- Extinguishers must have an inspection tag attached, showing maintenance or recharge dates the servicing agency and signature of the person who performed the service
- Removed from hanger, damaged or used extinguishers must be taken out of service and reported to maintenance
- Access to fire alarm system components requiring inspection or servicing shall be kept unobstructed.

<b>DATE APPROVED:</b>	April 2004
<b>DATE REVIEWED:</b>	May 2025
<b>DATE REVISED:</b>	May 2025

<b>MANUAL:</b>	Emergency	<b>Policy No.:</b>	3-C-90
<b>SECTION:</b>	Fire Plans- Code Red		
<b>SUBJECT:</b>	<b>Staff Responsibilities During a Fire/Adverse event on Construction Site</b>		

**POLICY:** The Fire Procedure for staff to follow should an alarm sound on the construction site will ensure an immediate and effective response to any fire event.

**PURPOSE:** To ensure the safety of all residents, staff and visitors in the event of a fire on the construction site.

**ALL SHIFTS:**

**NOTE: STAFF IS NOT TO ENTER A CONSTRUCTION SITE AT ANY TIME.**

**DURING CONSTRUCTION HOURS 7:00 A.M. TO 5:00 P.M. WEEK DAYS:**

1. A horn will sound in the event of a fire/adverse event occurring on the construction site.
2. The contractor will be responsible for informing the fire department in the event of a fire by dialing 911.
3. A runner from the construction site will report to the JNH reception area and notify the Home of the fire/event.
4. Should the event be a fire, Reception Staff at JNH will page using the internal paging system "Attention All Staff - Code Red – Fire - Construction Site – please stay on alert and await further instructions."
5. No response/paging by the Home will be required should the event be a medical emergency.
6. Maintenance Technicians on duty will report to the Command Centre.
7. All other staff will remain in their area on heightened alert and await further instructions.
8. When the Fire Department arrives, they will take control of the situation. Staff will follow the direction of the Fire Department. Should an evacuation be necessary, the evacuation procedures for the Home will be followed.

<b>SUBJECT:</b>	<b>Staff Responsibilities During a Fire/Adverse event on Construction Site</b>	<b>Policy No.:</b>	3-C-90
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9. Once the area is found to be safe a “Code Red All Clear” announcement will be made.

**DURING NON-CONSTRUCTION HOURS 5:00 P.M. TO 7:00 A.M WEEK DAYS/  
WEEKENDS/HOLIDAYS:**

1. Should staff notice at any time that a fire situation is occurring on the construction site, they will report the situation to their immediate supervisor.
2. Staff will not enter the construction site at any time.
3. The supervisor will dial 911.
4. The supervisor will initiate a “Code Red – Fire – Construction Site – please stay on alert and await further instructions” being paged.
5. All staff will remain in their area on heightened alert and await further instructions.
6. When the fire department arrives, they will take control of the situation. Staff will follow the direction of the Fire Department. Should an evacuation be necessary, the evacuation procedures for the Home will be followed.
7. Once the area is found to be safe the “Code Red All Clear” announcement will be made.

<b>DATE APPROVED:</b>	May 2011
<b>DATE REVIEWED:</b>	May 2025
<b>DATE REVISED:</b>	March 2021