

# **Emergency and evacuation plan Prescott and Russell Residence**

**1020 Cartier Blvd.**

**Hawkesbury, Ontario**

**K6A 1W7**



**With the approval of the : Hawkesbury Fire Department**

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## 1.0 Introduction

This emergency evacuation plan was developed for the Prescott and Russell Residence, which is located at 1020 Cartier Boulevard in Hawkesbury, Ontario. This emergency evacuation plan complies with the requirements of the *Ontario Fire Code*.

The safety of building occupants depends on being prepared for situations that require evacuation of the building.

This plan is designed to establish an actionable procedure that takes into account the safety of the occupants during an evacuation of the building. The purpose of the evacuation plan is to provide an orderly and effective response to an emergency situation that requires the evacuation of all or part of the Residence.

This plan reviews the procedures to be followed by occupants in the event of an emergency, the duties of supervisors, and other related matters. In the event of an emergency, the plan would also assist the fire department by providing a floor plan of the ground and upper floors and various information about the building and occupants.

Once approved, the Fire Department may require that the plan, or any part thereof, be resubmitted to the Fire Department if there has been a change in occupancy or use, if it has not been updated, or if the Fire Chief determines that the emergency measures are no longer appropriate. The Fire Chief shall be notified of any changes to these emergency measures.

While it is reasonable to assume that the fire department assumes command when it arrives on the scene, it is the responsibility of the owner to ensure the safety of the occupants at all times. Designated and assigned personnel will be trained in the emergency and evacuation procedures as outlined in this plan. Designated and assigned personnel are not required to be in the building at all times, but must be available in the event of an emergency to carry out their duties as described in this plan and in the emergency procedures that follow.

A copy of the emergency evacuation plan will be provided to all members of the building's emergency response team and the fire department. A copy will also be kept at the nursing station on the first floor and on each floor. In addition, all employees should have access to the plan. Evacuation notices should be posted in visible and frequented locations and should indicate emergency equipment and exits.

The approved emergency evacuation plan shall be reviewed annually or when changes occur.

## 2.0 Definitions

**Zone:** A zone is a basic unit of evacuation. It is an area marked out by the architecture of the building itself, i.e. the location of fire doors and partitions, fire protection systems and readily accessible exits.

**Displacement:** Displacement is a horizontal movement from a hazardous or potentially hazardous area to a safer area.

**Evacuation:** Evacuation is a vertical movement (which involves moving) from a hazardous area to a safer area. For a hospital or residence that accommodates non-self-sufficient people, total evacuation is a last resort.

**Emergency Codes:**

**Blue :** Cardiac arrest

**Red:** Fire and conflagration

**Stat Green :** Evacuation

**Orange:** External disaster

**Yellow :** Missing patient

**White:** Violent patient

**Brown :** Chemical spill

**Silver :** Active shooter



### 3.0 Human Resources

Position	Information
<b>Owner of the building</b>	Name: United Counties of Prescott and Russell Phone: 1-800-667-6307      1-800-667-6307
<b>Building Administrator</b>	Name: Éric Larocque Phone: (613) 880-0797      Cell: 613-880-0797
<b>Supervisor of Accommodation Services</b>	Name: Jean-Michel Fournier Tel:      Cell: 514-575-2572
<b>Director of Nursing</b>	Name : Paule Juillet Phone: :      Cell: 613-307-0594
<b>Nursing Supervisor</b>	Name: Julie Delorme Tel:      Cell: 613-307-0021
<b>Nursing Coordinator</b>	Name: N-A Phone: (613) 307-0254      Cell: 613-307-0254
<b>Food Services and Programs Supervisor</b>	Name: Line Fournier Phone: .....:      Cell: 613-307-0437
<b>Administrative Services Supervisor</b>	Name : Jade Roy Cell: 613-676-1242

Position	Information
<b>Maintenance workers</b>	Name: Jean Desjardins Phone: 613-676-4025 Cell: 613-676-4025 Res: 613-632-9415  Name: Yves Giroux Phone: (613) 676-3170 Cell: 613-676-3170 Res: 613-632-3170
<b>Monitoring Service</b>	Name: Armstrong Communication Tel: 1-866-561-6433 System # 25-01-1216
<b>Elevator service</b>	Name: Kone Tel: 1-877-526-8221
<b>Generator service</b>	Name: GAL Power Systems Ottawa LTD Phone: 1-800-619-4219 1-800-619-4219
<b>Fire Protection Service</b>	Name: Secur Fire, Ottawa, ON. Phone: (613) 744-744-0722 613-744-0722
<b>Transport</b>	Name : Autobus Campeau Tel: (613) 632-7809 613-632-7809 Richard Buteau: 613-632-7809 24-7 Cell 613-306-0494

Position	Information
<b>Emergency accommodation</b>	1-Hawkesbury Sports Complex (Samuel Carderelli 613-677-3117) 50 EMS + 150 cots (Red Cross) 2-Ottawa EMS (bus with 6 stretchers) P-R CEMC: 613-880-7177 3-Name: CSDCEO 4-HGH 5- Place Mont roc contact:613-632-2900 Emergency Coordinator: Ronald Bender 613-675-4691 ext. 216 or Cell 613-678-8543, Chief of Buildings, Mr. Jean-Sébastien Sauvé Cell 613-677-3398 Building Supervisor : Alain Lanthier Cell 613-678-8135 4-HGH Sophie Perigny 613-872-0658
<b>Pharmacy</b>	The Jean Coutu Group Person responsible: Marc Brady Cell: 613-676-0199 Office:
<b>Engineering services</b>	Michel Fauteux Engineering Services Supervisor Cell 613-551-6270
<b>IT Services</b>	CUPR IT Services Manager: Marc-André Drouin 613-551-7634 Marc-André Léonard 613-551-9148
<b>Emergency Measures Coordinator (EMC) of the URC</b>	Patrick Quesnel 613-880-7177 Christian Boudreau 613-880-7181
<b>Red Cross</b>	Allan Jensen: 613-330-0447 Tanja Zivanovic: 343-550-1470 Red Cross Provincial duty officer: 416-209-0432

Prescott-Russell EMS Marc andré Périard

613-880-7186



## 4.0 Types of evacuation

Types of evacuation	Procedure	Comments
Local or partial	Moving occupants from a threatened room to a safe location within the same area.	
Horizontal	Moving the occupants from a danger zone to a safe zone without getting off.	
Vertical	Descending the occupants from a danger zone to a safe zone, at least to a lower floor.	It must be done via the stairs, while providing for the transportation of non-ambulatory occupants.
Total	Evacuation of all occupants from the building, who must be moved outside.	It takes place under the direction of the nurse in charge or the commanding officer, the fire department or the control center.

## 5.0 Building resources

1020 Cartier Boulevard, Hawkesbury, Ontario.

The Residence consists of the first floor, two floors and the basement. The entrance hall faces Cartier Boulevard.

The Residence is fully protected by an NFPA13 and NFPA13R automatic sprinkler system in some areas.

The building is equipped with wet columns and armed fire valves on the first floor and upper floors, near the stairwells and in the basement. The fire hydrants are equipped with a 38 mm (1<sup>1/2</sup> in.) diameter hydrant and a 23 m (75 ft.) long 38 mm (1<sup>1/2</sup> in.) diameter fire hose, complete with hose nozzle. 65 mm (2<sup>1/2</sup> in.) outlets are provided for the fire department. ABC chemical extinguishers are also located throughout the building, depending on the respective needs of the specific location.

The Residence has five stairwells that become emergency exits, one at the end of each corridor. The stairwells are isolated by fire doors. The stairwells lead to the central lobby, which is on the first floor. There are seven emergency exits from the central lobby to the exterior of the building. Illuminated exit signs are installed at each exit. Each exit is identified on the floor plan of the first floor and each floor.

The building is subdivided into fire-resistant compartments, which are designed to allow for horizontal evacuation. These compartments are isolated by fire doors located in the Cartier wing on the first floor and on each floor.

The Residence is equipped with a Honeywell dual signal addressable fire alarm and detection system, the components of which are the primary display and control panel (Notifier model), secondary display panel, smoke and heat detectors, manual alarm stations, bells, warning lights, call bell system and electromagnetic door holdback. The system is in a permanent standby state, even when there is a power failure, in which case the system automatically switches to the auxiliary power source which is battery operated.

The main control panel is located at the nurse's station, either on the main floor and/or near the main entrance. When it is in regular operating mode, there are no lights or beeps on the panel.

The fire alarm system is connected directly to a constant monitoring station from Armstrong Communication. This monitoring is done through the telephone line. When the panel sounds an alarm, the monitoring company immediately calls the Hawkesbury Fire Department. In addition, Armstrong Communication attempts to contact by phone the individuals who are responsible, if the alarm occurs outside of regular working hours, namely the Housing Services Supervisor and the designated building maintenance workers.

The voice communication network consists of a series of loudspeakers and transmitters located on the main floor, on each floor and in the basement, and portable transmitters. This system allows Residence management and fire department personnel to broadcast important information and critical instructions.

Emergency lighting lines the floor and stairs. In the event of a power outage affecting the entire building, the emergency lighting has enough capacity to light the evacuation route for 20 minutes.

Emergency power is provided by a diesel generator located at the rear of the dining room (room 1177 on the first floor plan in Appendix A). This emergency power provides power for the fire alarm system, elevators, emergency lighting, exit signs, and other essential equipment in the Residence. The system is also equipped with an automatic switch.

The building has two elevators. When the alarm is sounded, assigned personnel should descend to the basement, using the stairs, and recall the elevators to the basement if the suspected fire is on the ground floor, if the suspected fire is in the basement recall the elevators to the ground floor, then prevent their use by holding down the green button. Both may be considered priority for the fire department's response. Use of these becomes the responsibility of the Fire Department.

The initial evacuation usually involves the horizontal movement of residents, staff and other occupants from the affected area to an adjacent, safer area. If evacuation of the facility is necessary, the occupants go to and are taken to the two parking lots at the front or back of the building. From there, ambulances and secondary means of transportation will take residents to other care facilities, as determined and agreed upon in advance.

The fire doors are held open by an electromagnet. When the alarm is triggered, the electromagnetic field is cancelled, so the doors are automatically folded back.

Each of the two ends of the protected unit is closed by an electromagnetically secured door. The electromagnet that secures it can be temporarily deactivated for a few seconds. When a code is entered on the keyboard next to the door, the door can be opened.

When the fire alarm is triggered, the electromagnetic system of these doors is permanently deactivated, so the doors can be opened without having to dial the access code.

A loud beep will sound, indicating that the electromagnetic system is de-energized.

The electromagnetic door hold is reset from the secure unit: at the nursing station, the black button on the side of the beige metal box, which is located near the ceiling to the left of the work table, is pressed. If the combination does not work or if the shrill signal does not stop, the power to the keypad should be turned off and the maintenance staff contacted.

An orange cap identified by the letters RPR must be worn by the individual responsible for the first floor and each floor at each nursing station and at the nurse's station upon the sounding of an alarm.



## 6.0 Emergency procedure

### 6.1 Emergency Response Team

Post	Title	Contact details	Responsibilities
<b>Commander before the arrival of the firemen</b>	Director	Cell: 613-880-0797	Coordinates response activities to protect the life and health of occupants. Declares an emergency and declares an emergency closed.
<b>Deputy Commander</b>	Supervisor of Accommodation Services	Cell: 514-575-2572	Supports the commander throughout the response and replaces the commander if he is absent. Declares an emergency and declares an emergency over if the administrator is not present.
<b>Individual responsible for nursing care</b>	Director of Nursing	Cell: 613-307-0594	Assumes command of the response if neither the Commander nor the Deputy Commander is present. He/she shall direct personnel and support the deployment of personnel on the ground and floor with all available resources.
	Nursing supervisor and, in her absence, nurse in charge	Cell: 613-307-0021	
<b>Individual responsible for the building department</b>	Supervisor of Accommodation Services	Cell : 514-575-2572	To the extent possible, he/she will contain or control the fire and, throughout the response, provide the fire department with all building-related

Post	Title	Contact details	Responsibilities
	In the absence of a housing services supervisor, building maintenance staff and janitors	Building Maintenance Worker: Yves Giroux: Cell: 613-676-3170 Jean Desjardins: Cell: 613-676-4025  Janitors: days and evenings: (teams) Conciergejour Janitorial	information. He/she also supports the supervisor's response on the first floor and upstairs during the evacuation.
<b>Individual responsible for food service</b>	Food Service Supervisor and, in the absence of the Supervisor, Food Service Employee	Cell: 613-307-0437	Contains or controls the fire in his/her area to the extent possible. Directs personnel under his or her control to support the deployment of supervisors on the ground and upper floors during the evacuation. Ensures that elevators are available to the fire department on the first floor or basement. Ensures that the doors to the secure unit are guarded once the security system is disarmed.
<b>Individual responsible for the activities department</b>	Program Supervisor and, in the absence of the Program Supervisor, Facilitator	Cell: 613-307-0437	Contain or control the fire in their area to the extent possible. Directs staff reporting to him/her to support the deployment of supervisors on the main floor and upstairs during the evacuation. Ensures that activity rooms are either safe or evacuated in a timely manner.

Post	Title	Contact details	Responsibilities
<b>Individual responsible for the ground and first floor</b>	Nurse on duty, responsible for the ground and first floor	<b>First floor position:</b> Fax: 613 632-0045	Coordinates all activities required for the response and takes all necessary steps to locate the fire and protect the occupants. Relocates residents if necessary or if ordered by the Commanding Officer. Have a complete list of residents (24 hour reports) on the first floor or floor under his control to give to the Commanding Officer.
		<b>Post from 2<sup>e</sup> :</b> TEAMS: Cartier : 2cartier Spence : 2spence Fax: 613 632-3977	
		<b>Post from 3<sup>e</sup> :</b> TEAMS: Cartier : 3cartier Spence : 3spence Fax: 613 632-0459	
<b>Assistant to the individual responsible for the first floor and the floor</b>	Nursing staff member designated by the supervisor	Evenings and nights TEAMS : 1cartier 1spence	Supports the deployment of the supervisor on the first floor or on the floor throughout the intervention. He/she replaces the supervisor, if the latter is absent, and carries out all the tasks that are incumbent upon him/her.
<b>Administration</b>	Secretaries, clerks, receptionists and administrative assistants	Receptionist Position: Cell phone:	The team coordinates security measures within their area, which includes the offices, the chapel and the stairwell door near the administration offices. They provide the

Post	Title	Contact details	Responsibilities
		Administrative Assistant TEAMS :Marie-Christine Neilon	necessary logistics and handle emergency communications. She supports the deployment of the commander.

## 6.2 Fire and Explosion (Code Red) and Evacuation Procedure (Code Green)

### 6.2.1 Introduction

An explosion is often followed by a fire, so the same procedure should be followed. Additional personnel may be required for evacuation, in which case, after calling emergency services, i.e., 911, call for back-up as per the call chain in Appendix C.

### 6.2.2 Evacuation sequences

The objective is to relocate and possibly evacuate all individuals from the area affected by the fire or suspected fire, and then to contain the fire and smoke as quickly as possible.

- If possible, evacuate the room where the fire started first.
- Evacuate all rooms on either side of the original affected room. Close doors and windows and indicate, in each case, that the room is evacuated, holding open the door that covers the orange reflector that is located at the bottom of the door.
- Move occupants, both residents and visitors, horizontally to an area that is safe behind fire doors.
- If vertical evacuation is necessary, use one of the staircases.
- Move ambulatory occupants, grouping them in a safe area as much as possible.
- Ask ambulatory occupants, including visitors, to leave the premises. Ask them, with appropriate instructions, to assist in the evacuation.
- Then evacuate individuals who are in wheelchairs.
- Move and evacuate non-ambulatory residents last due to time and personnel involved.
- Some beds are equipped with the S-Cape-Pod (see 6.212).
- If necessary, move and evacuate residents receiving life support. If they are not in immediate danger, leave them in their rooms, which should have the door closed. Inform the commander as to the location of these individuals. Move and evacuate those residents you can move yourself.
- Following the evacuation, ensure that all occupants are present and accounted for. Contact the Commanding Officer and advise him/her of the situation.
- **Note:** An occupant may enter a room that was previously evacuated. To avoid leaving anyone in the burning area, if possible, conduct a second round of checks to ensure that the rooms are evacuated.

### 6.2.3 Emergency procedure for personnel

In the event of a fire, personnel must take five specific actions, which are identified by the acronym *REACT*. The sequence in which these five actions are taken will vary depending on the circumstances, including the severity of the fire and the skills of the individual who discovers it. For example, it may be imperative to first sound the alarm to warn other personnel of the danger.

**If you discover the source of a fire, please take the following steps:**

- *Remove*: Relocate individuals who are in immediate danger as much as possible.
- *Ensure that* doors are closed to contain smoke and flames.
- *Activate*: Initiate the fire alarm using the nearest red manual alarm and the Code Green key. The first floor supervisor identifies on the control panel where the reported fire is located and announces three times over the voice communication network, "Code Red to (first floor, floor, basement), wing (Cartier or Spence)". Note that the second floor is actually the first floor, and so on.
- *Call*: Call the fire department and notify the front desk.
- *Try*: Try to extinguish the fire or focus your efforts on evacuation.

**If you hear the alarm signal and Code Red :**

- The first employee to arrive at the control panel, which is in the first floor nurse's station, should identify the location of the emergency on the witness board and announce three times over the voice communication network, "Code Red to (first floor, floor, basement), wing (Cartier or Spence). Note that the second floor is actually the first floor, and so on.
- Check your floor, first floor or basement to ensure that the suspected fire is not in your area. If the fire is in your area, follow the five steps (REACT) described above.
- Perform the necessary tasks that precede and prepare for the movement, evacuation and mustering of occupants.
- Help move occupants in danger to a safe area.
- If it is part of your responsibilities, greet the fire department personnel as soon as they arrive and provide them with the necessary information, including the location of the fire or suspected fire and the identity of non-ambulatory residents.

### **If you hear the evacuation signal, Code Green:**

- Move occupants who are in immediate danger behind fire doors to a safe area.
- Sound the alarm. The system will announce three times over the voice communication network "Code Red to (first floor, floor, basement), wing (Cartier or Spence)." Note that the second floor is actually the first floor, and so on.
- Coordinate the relocation, evacuation and mustering of all occupants for whom it is necessary.
- Wait for instructions if the area you are in is not in immediate danger.

### **6.2.4 Commanding Officer and Deputy Commanding Officer (Administrator and, in the absence of the Administrator, Supervisor of Accommodation Services)**

- The Residence Administrator assumes the position of commander until the arrival of the fire department and establishes the command post immediately adjacent to the main door on the first floor if the location is safe. Otherwise, the command post shall be established outside the main entrance. In the absence of the Administrator, the individual who has been designated as the Deputy Administrator shall assume command.
- If you do not know the cause of the alarm, have staff investigate.
- Make sure the fire department has been notified.
- If circumstances dictate, activate the evacuation signal, Code Green.
- Ensure that administrative and nursing staff members contact the carrier, the agency that is supposed to house the residents, and the individual responsible for UPSC IT services to notify them of the emergency and evacuation.
- Coordinate the movement, evacuation, and assembly of all occupants to and within safe areas of the facility.
- Instruct the assigned staff member to recall the elevators to the first floor, if the suspected fire is in the basement, or to the basement, if the suspected fire is elsewhere, and to stop the operation of the elevators, by pressing the green button.
- Remind kitchen staff to ensure that the fire department access route is clear.
- Remind building maintenance staff to check all safety systems (e.g., sprinklers, smoke ventilators, etc.) for proper operation by checking the panel in the nurse's station on the main floor.
- Meet with the fire department as soon as they arrive to ensure they have access to the building and give them master keys.
- Direct fire department members to the fire alarm panel and control panel and assist them in using these systems or have a building maintenance staff member assist them.
- Coordinate the transportation of all residents and their personal and medical records to other facilities, if necessary. The IT Services Department may provide the necessary devices to UPSC headquarters to provide UPSC access to medical records.
- Once the emergency situation is resolved, take steps to restore the building's security systems as soon as possible.

### **6.2.5 Administration (receptionist, and in her absence, administrative assistant and clerk, during regular hours)**

- Alert the fire department by calling 911; do not rely on the fire alarm or monitoring company to do this.
- Following the commander's direction, contact the carrier, the agency that is supposed to house the residents, and the individual responsible for UPSC computer services to notify them of the emergency and the evacuation.
- Make sure all phone lines are clear.
- Broadcast required messages through the voice communication network as directed by the fire safety plan, management and the fire department.
- As directed by the commander, initiate the recall procedure for off-duty personnel with the call chain.
- Make the area you are in safe.
- Support the process: assist in the evacuation, relocation and assembly of occupants, arranging for the transportation of residents to other facilities as necessary.
- Take the visitor's binder and give it to the commander or deputy commander.

### **6.2.6 Assistant to the Commander (Supervisor of Accommodation Services)**

- Report to the command post.
- Carry out the orders given by the commander.
- Assume the role of commander if the administrator is not there.
- Meet with the fire department as soon as they arrive to inform them of the situation.
- Be sure to receive a list of residents, supervisors on the first floor and each floor, and all occupants in each area.

### **6.2.7 Individual responsible for nursing care (nursing supervisor and, in the absence of a nursing supervisor, nurse in charge)**

- Perform the duties of the commander if the individuals performing those duties are not on site.
- Keep a record of visitors and coordinate their movement and evacuation, if necessary.
- Direct and supervise the movement, evacuation and assembly of all occupants.
- Notify the fire department, upon arrival, of any individual who needs to be assisted or rescued.
- Ensure that personnel and resources are dedicated to the evacuation.

### **6.2.8 Individual responsible for the building department (Housing Services Supervisor and, in the absence of the Housing Services Supervisor, Building Maintenance Officer)**

- Move immediately to the suspected fire site.
- Set off the fire alarm if you have not already done so.
- If possible, try to contain the fire with the fire extinguisher.
- Ensure that the access road to be used by the fire department is clear.



- Where possible, ensure that all safety systems, including sprinklers and smoke ventilators, are functioning properly.
- If there is no food service employee, go down to the basement, using the stairs, and recall the elevators to the basement if the suspected fire is on the ground floor, if the suspected fire is in the basement recall the elevators to the ground floor, then prevent their use by holding down the green button.
- Meet with the fire department upon arrival and provide them with master keys, if applicable.
- If required by the Fire Department, provide the Fire Department with a plan of the ground floor and each floor, a copy of which is attached, showing the location of exits and fire response equipment.
- If required, lead fire department personnel to each of the locations of the fire alarm and voice communication system control stations, sprinkler system gate valves, natural gas valves and electrical breakers.
- If required by the fire department, activate the smoke control system, emergency power and elevators.
- Remain at the disposal of the commander and the fire department.
- Make a report of the situation to the commander.

#### **6.2.9 Individual responsible for food service (food service supervisor and, in the absence of the supervisor, food service employee)**

- Assist all individuals who are in immediate danger to evacuate the kitchen area.
- If necessary, activate the automatic shutdown system.
- Turn off electrically powered and gas-powered equipment, cooking and other equipment in a safe manner.
- Close the kitchen doors.
- Set off the fire alarm.
- Ensure that elevators are on the first floor, if the suspected fire is in the basement, or in the basement and are available to the fire department.
- Help move, evacuate and gather occupants.
- Provide an individual to monitor the safe area.

#### **6.2.10 Individual responsible for the activities department (program supervisor and, in the absence of the program supervisor, the facilitator).**

- Trigger the alarm if necessary.
- Ensure that, upon general alarm, the facilitator assists the individuals occupying his or her space to the appropriate emergency exit, closes the door to his or her space, and remains with the individuals gathered near the emergency exit.
- Work with the nurse in charge of the evacuation.
- Ensure that as soon as the fire alarm sounds, the facilitator returns to the upstairs activity room to check for occupants, close the windows and door, turn off the fans and turn on any light sources.

- Following a full evacuation, turn over the list of residents in your area to the Deputy Commander.

#### **6.2.11 Individual responsible for the ground and floor (nurse on duty, responsible for the ground and floor)**

- Wear the orange helmet and orange bib at the care station you are responsible for.
- Determine the source of the fire alarm activation, from the fire panel that is on the main floor in the nurses' station, and announce, via the voice communication network, Code Red, the main floor or floor, wing and room. Repeat twice, so say it three times, total. Note that the second floor is actually the first floor, and so on.
- In the event that a general alarm is required to evacuate the facility, the individual in charge of the first floor or floor where the suspected fire is located, who is wearing the orange cap, must insert the Code Green key into one of the red hand-held alarms and turn it to the right. At this point, the system will be activated and the Code Green will be triggered, announcing the evacuation. The Code Green key is located at the nursing station on each of the two floors and at the orderly station on the main floor. This key is also part of a nurse's keychain on each floor.
- Ensure that the fire department has been called. Ask the staff to provide assistance in conducting a horizontal evacuation, initially.
- Establish a safe area on the floor behind the fire doors.
- Move occupants, beginning with requiring the movement of ambulatory occupants, and in an orderly fashion, from the hazardous area to the safe area, which is usually protected by fire doors.
- In the case of a vertical evacuation, move non-ambulatory occupants using wheelchairs, S-Cape-Pods, sheets, stretchers or mattresses.
- Assign staff members to transport available wheelchairs for non-ambulatory residents once they are on the main floor and assign staff members to transport them to the exit of the building and to monitor their well-being.
- If there are bedridden residents who cannot be moved immediately, reassure them that they will be evacuated as soon as possible. Close the door and windows of their room, indicating on the door that there is a resident in the room. To do this, you must leave the orange Evacucheck flap at the bottom of the door closed. Inform the fire department of the room number and the identity of the resident who could not be moved.
- Bring the form entitled *24 Hour Report/Evacuation Procedure List* and give it to the CO or Deputy CO. There is a list for each wing, first floor and each floor either at the medication cart or near the computer in the nurse's station.
- Contact the Commanding Officer or Deputy Commanding Officer regarding the circumstances and your situation.

### **6.2.12 Non-ambulatory occupants who cannot use the stairs with and without S-Cape-Pod**

When the nurse arrives in the room of the non-ambulatory resident whose bed has the S-Cape-Pod between the mattress and the structure, he or she takes care to reassure the resident before proceeding.

He first removes the section to his right and left of the resident before folding it back, then does the same with the opposite section.

He is careful to fold the first section over the second, before removing the third section and folding it over the resident's feet, then securing it over the first and second sections.

The whole thing is secured with Velcro strips, which ensure that the resident is hardly shaken when the nurse slides the mattress from the structure to the floor.

The S-Cape-Pod rivets the resident to the mattress.

The nurse then pulls the mattress out of the room and into the hallway, where he closes the room door and opens the tab at the bottom of the door indicating that the room is evacuated.

If it is a horizontal evacuation, the nurse takes the resident to the assembly area of the wing that is farthest from the focus of the fire.

If vertical evacuation has been determined, the nurse pulls the mattress to the nearest stairwell, where he or she slides the mattress, one landing at a time.

When nurses arrive in the room of a non-ambulatory resident whose bed is not equipped with the S-Cape-Pod device, they reassure the patient, before folding the corners of the sheet into a canvas and lifting him out of bed.

They then put it on the floor and slide it out of the room, taking care to open the tab at the bottom of the door that indicates that the room is evacuated.

If it is a horizontal evacuation, the nurses slide the resident to the staging area on the wing that is farthest from the focus of the fire.

If vertical evacuation has been determined, the nurses lift the sheet and carry it up the stairs, one landing at a time.

### **6.2.13 Outside of regular hours**

The Residence's emergency response team is on duty during regular business hours, 8:00 a.m. to 4:00 p.m., Monday to Friday. In the evening, at night, on weekends or on statutory vacations, the supervisor responsible for the first floor or floor identified as being in danger will assume the role of commander in the event of a fire alarm until the arrival of the Administrator or Fire Department. The evacuation procedure shall be implemented as prescribed in this document.

### 6.2.14 Message through the voice communication network

Upon the sounding of the alarm signal, the first employee to arrive at the control panel, which is located at the nursing station on the first floor, shall determine the location of the suspected fire on the digital display and **announce three times**, via the voice communication network, the location from which the alarm signal is originating, saying "**ATTENTION, ATTENTION, CODE RED on (floor), (Cartier or Spence wing.) ATTENTION, ATTENTION, CODE RED on (floor), (Cartier or Spence wing.)**" Note that the second floor is actually the first floor, and so on.

The following messages should be communicated via the voice communication network following a fire alarm.

#### **Alert: Alarm phase**

If there is a fire and it is necessary to evacuate the hazard area, the first floor or floor supervisor shall pull the red manual alarm tab to signal the fire alarm and declare a Code Red. The individual in charge of the first floor shall immediately proceed to the fire panel located in the nursing station and announce, via the voice communication network:

**"ATTENTION, ATTENTION, CODE RED ON THE (GROUND OR UPPER) FLOOR. WE ARE EVACUATING HORIZONTALLY. DO NOT USE THE ELEVATORS. CAUTION, CAUTION. CODE RED ON (FLOOR). WE ARE GOING AHEAD WITH THE HORIZONTAL EVACUATION. DO NOT TAKE THE ELEVATORS.** Note that the second floor is actually the first floor, and so on.

#### **Enunciate three times.**

The commander signals a general alert and orders the vertical and total evacuation of the residence, as required by the situation.

#### **Safety notice**

If you subsequently find that there is no fire or that the situation has been resolved, deliver the following message.

**"ATTENTION, ATTENTION. THE CAUSE OF THE ALARM HAS BEEN DISCOVERED AND IT HAS BEEN DETERMINED THAT IT IS SAFE TO RETURN TO YOUR POST. ATTENTION, ATTENTION. WE HAVE FOUND OUT WHAT HAD CAUSED THE ALARM TO GO OFF. IT IS NOW SAFE TO GO BACK TO YOUR REGULAR DUTIES."**

#### **Enunciate three times.**

#### **System testing (verification)**

**"ATTENTION, ATTENTION. WE WILL BE TESTING THE BUILDING'S ALARM SYSTEM. THE FIRE ALARM WILL SOUND FOR SHORT SEGMENTS. IF A REAL EMERGENCY SITUATION OCCURS, THE FIRE ALARM WILL SOUND CONTINUOUSLY. CAUTION, CAUTION. WE WILL BE TESTING THE**

***BUILDING'S ALARM SYSTEM. THE FIRE ALARM WILL GO OFF FOR BRIEF PERIODS. IF A REAL EMERGENCY SITUATION SHOULD OCCUR, THE ALARM WILL CONTINUOUSLY GO OFF.***

**Enunciate three times.**

**Return of the system to normal**

***"ATTENTION, ATTENTION. REGULAR OPERATION OF THE FIRE ALARM IS RESTORED. THANK YOU. ATTENTION, ATTENTION. THE FIRE ALARM'S NORMAL OPERATION HAS BEEN RESET. THANK YOU."***

**Enunciate three times.**

## 7.0 Extinguishing, controlling or isolating a fire

Extinguishing a fire is primarily the responsibility of the fire department. Because of the release of toxic gases, firefighting can be dangerous if significant amounts of smoke are generated. Occupants should not attempt to fight a fire unless they are experienced and trained in the use of the required equipment and unless the fire appears to be containable so that the effort will not endanger their own welfare or the welfare of others.

After the fire alarm has been sounded and the fire department has been notified, individuals who are familiar with the handling and operation of a portable fire extinguisher may attempt to extinguish a small fire. If the small fire cannot be controlled or extinguished with the portable fire extinguisher or if the smoke is a hazard, leave the area and attempt to isolate and contain the fire.

An easy way to remember the proper way to use a portable fire extinguisher is the acronym *PASS*, all in one step that should take between 5 and 10 seconds.

*P: Pull the extinguisher handle pin.*

*A: Aim the extinguisher at the base of the fire.*

*S: Squeeze the extinguisher handle.*

*S: Sweep with the extinguisher, in order to ensure full fire extinguishment.*

## **8.0 Procedures to be displayed**

### **IF A FIRE BREAKS OUT ON THE GROUND OR UPPER FLOOR, WHERE YOU ARE**

**PULL THE TAB OF THE RED HAND HORN,**

**CALL THE FIRE DEPARTMENT BY DIALING 911.**

**ASK FOR ASSISTANCE FROM OTHER EMPLOYEES.**

**MOVE THE OCCUPANTS TO A SAFE AREA BEHIND THE FIRE DOORS.**

**IF THE SITUATION CANNOT BE CONTROLLED, ACTIVATE THE GENERAL ALARM, USING THE CODE GREEN KEY.**

**MOVE ALL OCCUPANTS OUT OF THE DANGER AREA HORIZONTALLY FIRST AND EVACUATE THEM VERTICALLY, IF NECESSARY, USING THE EMERGENCY STAIRS.**

**CLOSE DOORS AND WINDOWS.**

**IDENTIFY THE PARTS THAT HAVE BEEN EVACUATED BY HOLDING OPEN THE DOOR THAT COVERS THE ORANGE REFLECTOR LOCATED AT THE BOTTOM OF THE DOOR, OR BY CLOSING IT.**

### **IF A FIRE OCCURS ELSEWHERE IN THE BUILDING**

**MOVE THE OCCUPANTS TO A SAFE AREA AND WAIT FOR FURTHER INSTRUCTIONS FROM THE COMMANDER.**

### **IF THE FIRE ALARM SOUNDS AND A CODE RED HAS BEEN ANNOUNCED,**

**MOVE ALL OCCUPANTS TO THE NEAREST EMERGENCY EXIT.**

**CLOSE THE DOOR TO THE ROOMS AND INDICATE BY HOLDING THE DOOR OPEN OVER THE ORANGE REFLECTOR AT THE BOTTOM OF THE DOOR OR BY CLOSING THE DOOR THAT THE ROOM HAS BEEN EVACUATED.**

**ATTENTION!**

**IF THE SMOKE IN THE HALLWAYS IS TOO DENSE, IT MAY BE SAFER FOR RESIDENTS TO REMAIN IN THEIR ROOMS AND FOR OCCUPANTS TO REMAIN IN THE ROOM THEY ARE IN.**

**IF SO, CLOSE THE DOOR TO THE ROOM IN QUESTION.**

## 9.0 Fire prevention and safety measures plan

### 9.1 Fire situation that requires evacuation

The emergency response team and all occupants of the Residence Hall shall follow the emergency evacuation procedure as described and set forth in this document.

### 9.2 Fire prevention

These measures are specified to create a safe environment for residents, staff and any other occupants. Any condition that is unsafe must be reported to the Housing Services Supervisor or other supervisor.

- Make sure hallways, aisles and stairs are clear.
- Ensure that all doors and partitions that make up the firewall remain closed at all times. Doors should not be held open unless an electromagnetic device ensures this.
- If you must smoke, make sure you are in a designated area that is outside and at a safe distance from the Residence. Avoid putting burning and combustible materials, such as cigarette butts and ashes, in the garbage cans.
- Make sure nothing is hanging from the extinguishers.
- Make sure that no combustible materials are in direct contact with electrical outlets or heating appliances.
- Turn off and unplug appliances that are not in use.
- Inspect all electrical appliances before use. Do not use an appliance that is not in good condition, does not have an ACS (CSA) safety certification label, or has a frayed extension cord. Do not overload any outlet.
- Avoid using an extension cord whenever possible.
- Make sure storage areas are clean and free of debris.
- Maintain a minimum of 18" clearance between fire sprinklers and all other equipment.
- Ensure that the door to the storage rooms is closed at all times.
- Ensure that access to fire protection materials and equipment and access to exit doors are clear.
- Ensure that the contents of garbage containers, trash and other debris are removed at least weekly.
- Eliminate combustible sources and primers in an environment that contains or could contain flammable fumes.
- Make sure the container for flammable or combustible liquids is closed when not in use.



### 9.3 Evacuation exercise as part of a fire simulation

The purpose of an evacuation drill in a fire simulation is to ensure that all members of the emergency response team are thoroughly familiar with the emergency evacuation procedure, resulting in an orderly evacuation and efficient use of exits.

During a fire drill, each individual must perform his or her assigned tasks. Emergency exits shall be used, from time to time, to verify the effectiveness of their use. A logbook shall be kept of all drills, including the areas evacuated and the exits used. The prototype fire drill check sheet is provided in Appendix E.

At least 48 hours notice shall be posted and shall inform occupants of the date and time of the exercise.

The fire department should be notified and may be asked to observe the exercise. The supervising company should also be notified.

The fire drill must be conducted in accordance with the Ontario Fire Code. All results must be recorded and preserved on site for two years.

**FOR THE RESIDENCE, THE ONTARIO FIRE CODE REQUIRES THAT A FIRE DRILL BE CONDUCTED:**

**ANNUALLY = EVACUATION DRILL**

**MONTHLY = FIRE SIMULATION**

## 9.4 Use of conditional safety measures in the event of a fire

The Housing Services Supervisor and, in the absence of the Housing Services Supervisor, the Building Maintainer shall perform the following actions.

If a situation arises where the fire protection equipment or systems stop working, use the following steps.

The fire department must be notified of the breakage and interruption, as well as any conditional measures. Provide your name, the address of the Residence, the location of the problem, the type of problem and an estimate of when the problem will be resolved. If the duration of the outage exceeds 24 hours, the fire department must be notified in writing. The notice shall specify the service that is out of service and the length of time since the shutdown. The fire department must be notified when the system is restored.

Also, notify the company providing the monitoring service of the problem and how to fix it.

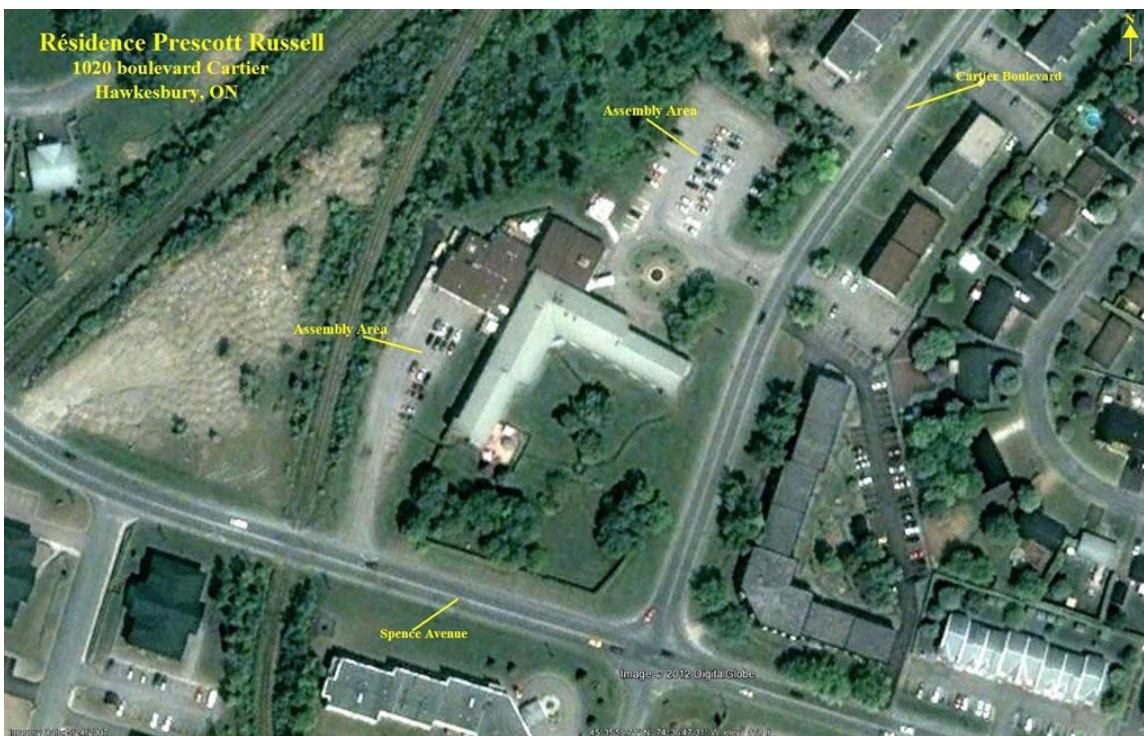
Post warnings throughout the Residence describing the problem, the expected time of recovery and the conditional actions that have been taken. After recovery, be sure to remove the signs.

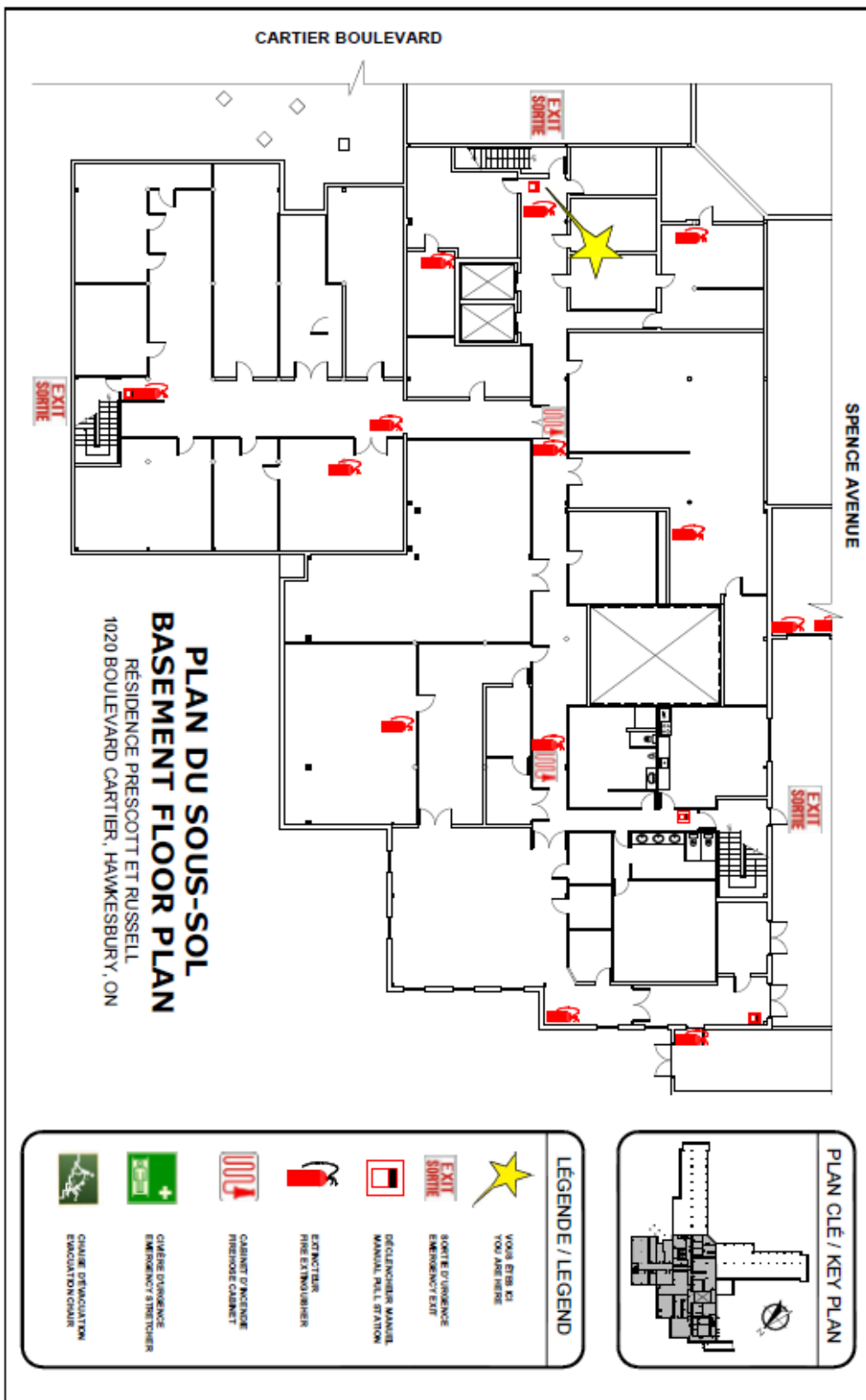
If the fire alarm system, sprinkler system or any component of these systems is off for any length of time, assign staff or other reliable persons to patrol the affected area hourly. Patrols should be documented and recorded in a logbook that should be under the control of security personnel.

If an exit is not accessible due to construction or rehabilitation, temporary signs, which will be removed when the work is completed, shall indicate the conditional exit.

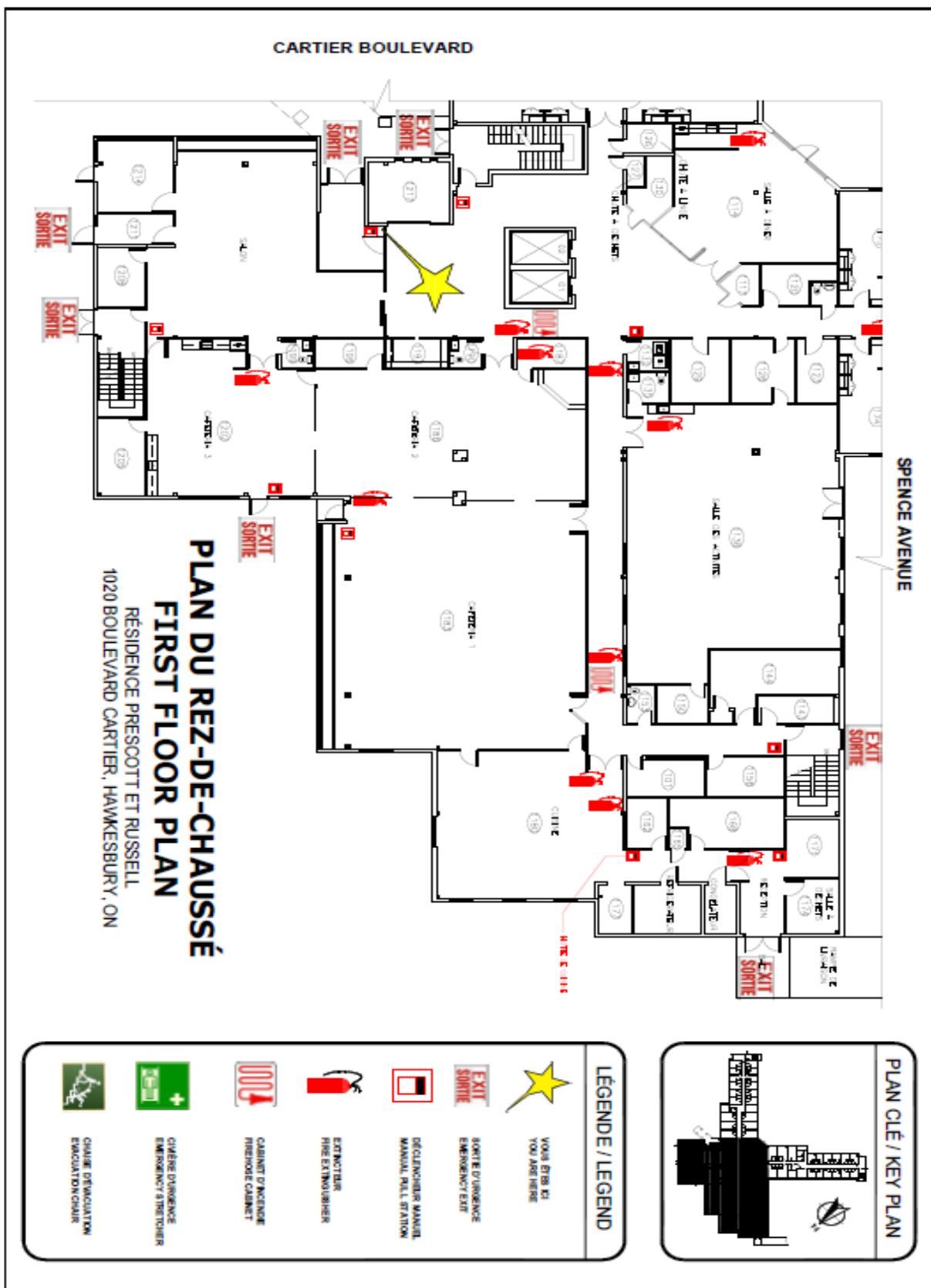
**Note:** Any shutdown that affects a system should be restricted to as small an area and duration as possible.

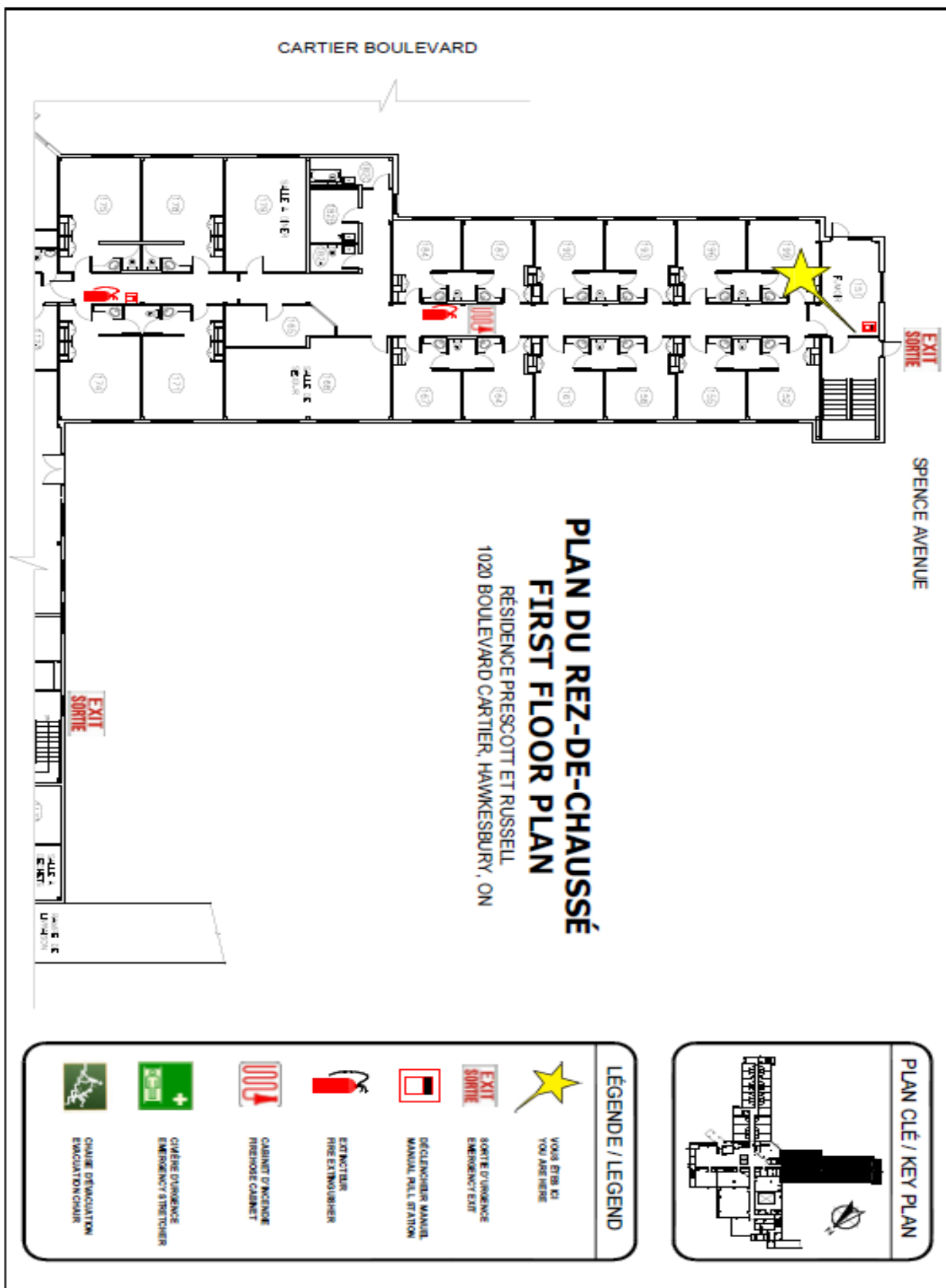
## Appendix A - Building Plans

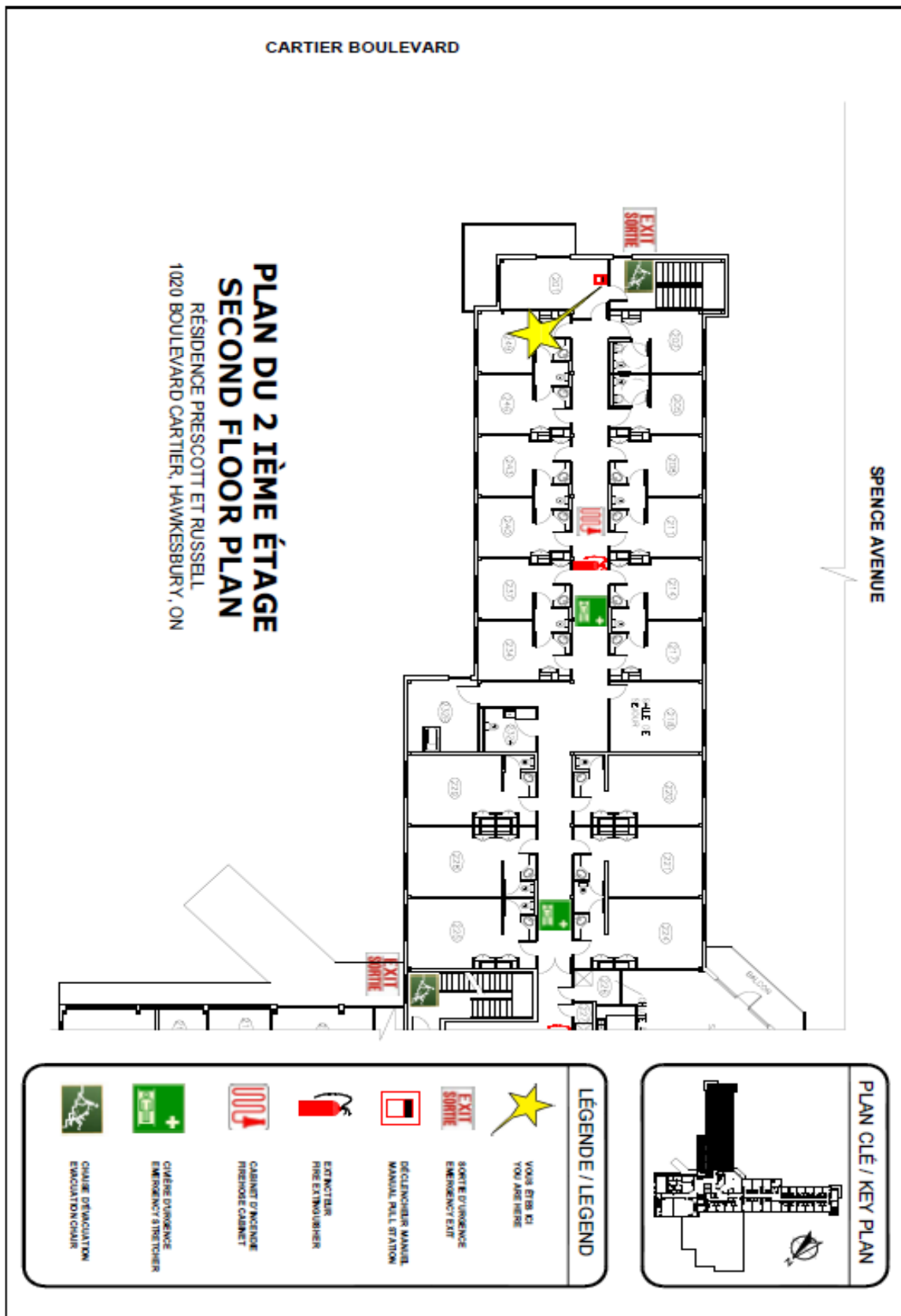




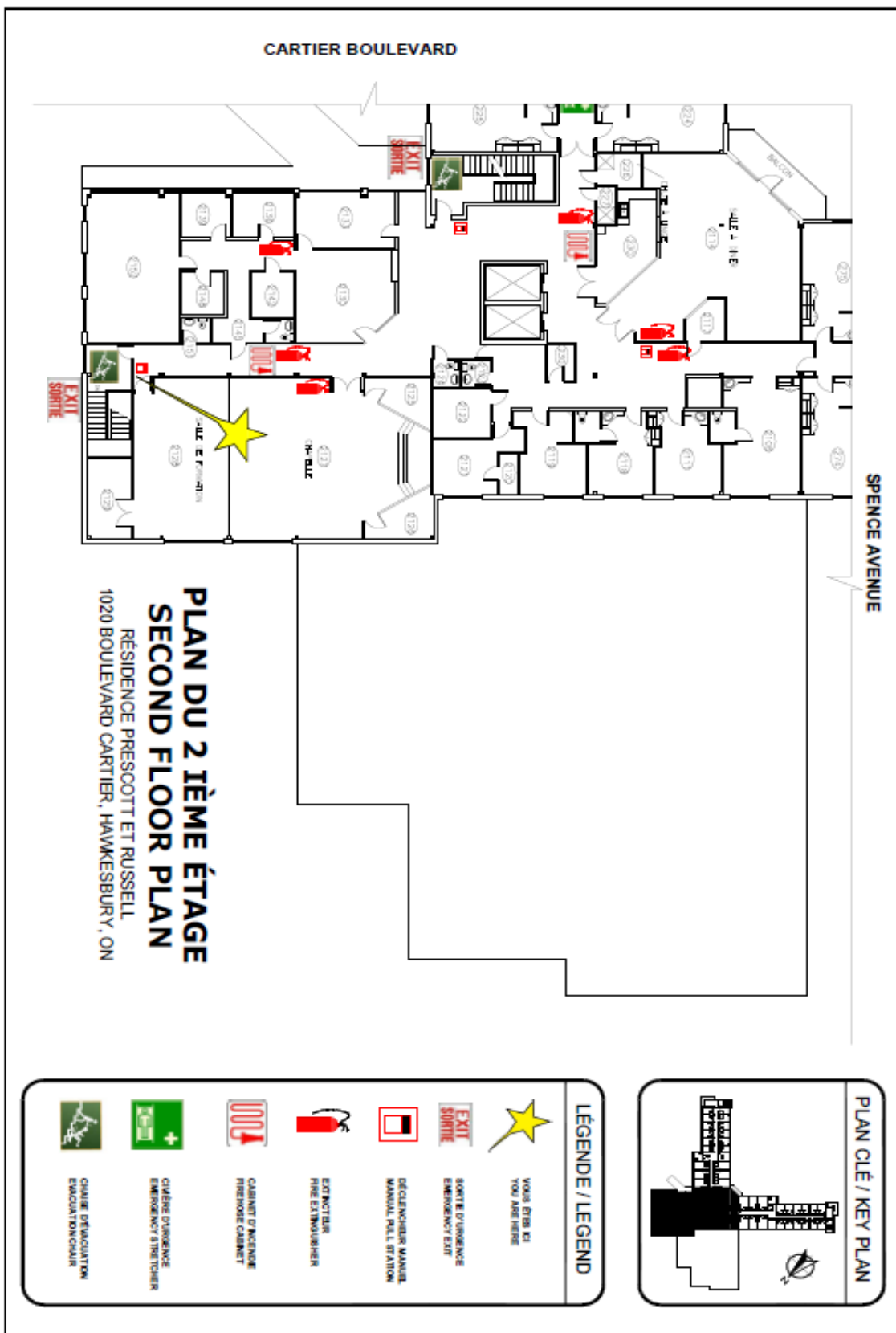


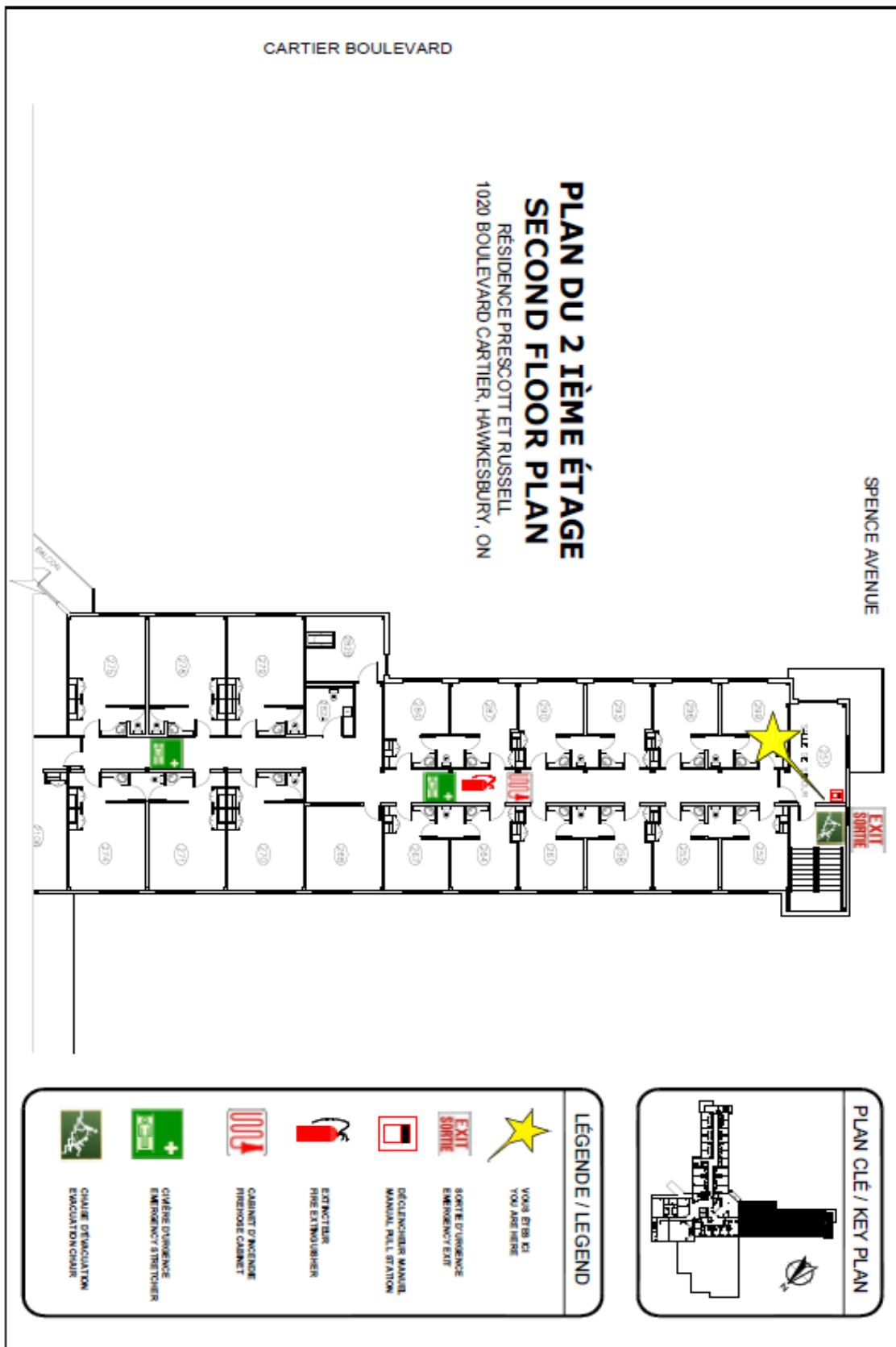


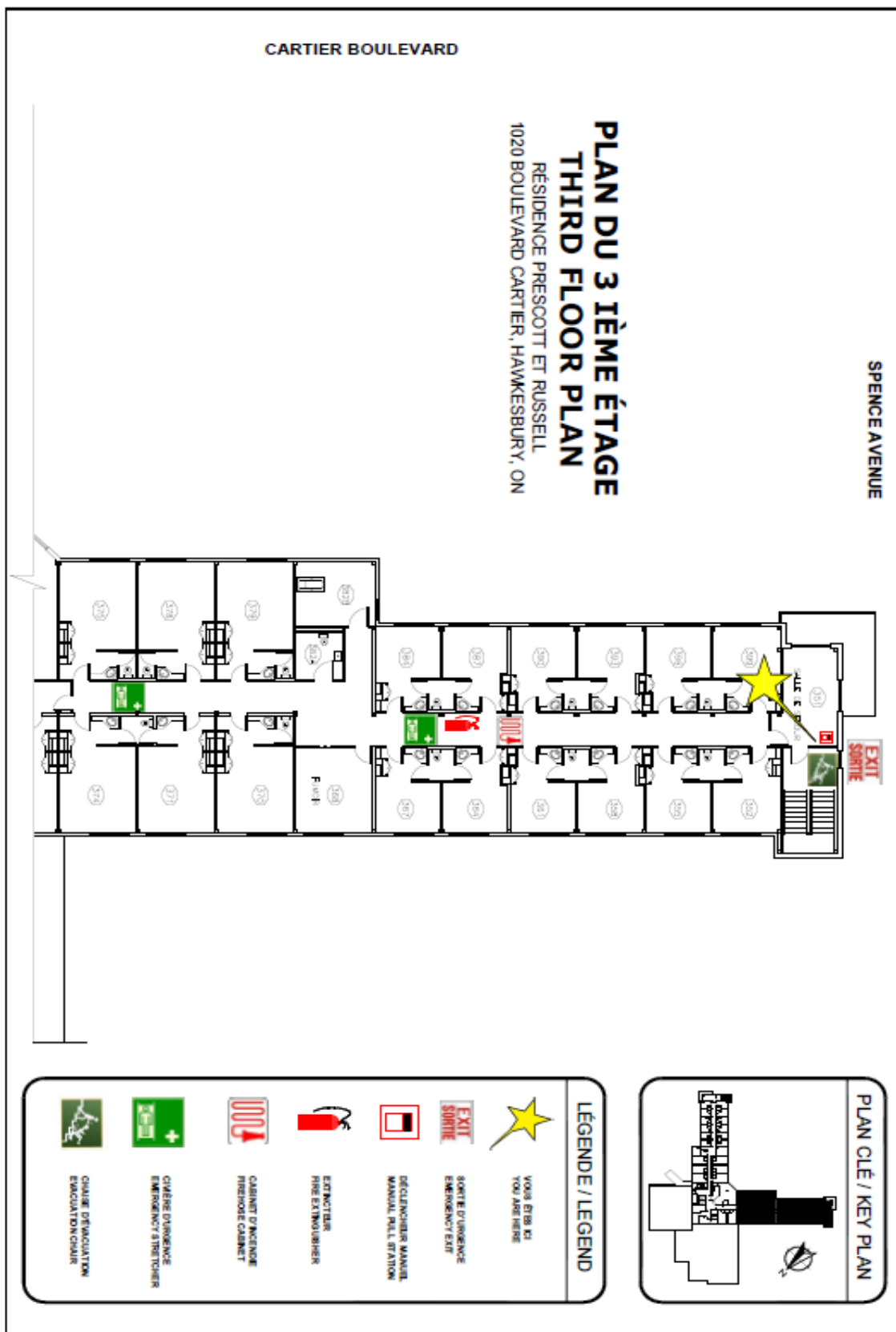














## Appendix B - Maintenance Procedures for Fire Prevention Systems

### of Fire Prevention Systems

#### Procedure for the maintenance of the fire prevention system

The following list specifies the checks, inspections and tests as required by the Ontario Fire Code. All records of maintenance, testing, and remedial action shall be kept in the building and shall be accessible if required by the fire chief. Written records of all tests and remedial actions shall be preserved for two years from the date of testing or remediation.

The information given in this schedule is a guideline for the work expected. The Ontario Fire Code should be consulted for specific details on the Codes listed in this section.

**Verification:** Visual observation to ensure that the mechanism or system is in place and not damaged or impeded.

**Inspection:** Physical examination to ensure that the mechanism and system are operating in accordance with the purpose and intended performance.

**Testing:** Activating the mechanism or system to ensure that it will perform its intended function or performance.

**Although shared among staff members, the final responsibility for maintenance procedures rests with the building owner.**

Reference code	Task	Article	Responsibility
<b>DAILY</b>			
2.2.2.4. (2) 2.2.2.4. (4)	Verification	Doors to all fire compartments are closed and unobstructed.	
2.5.1.2	Verification	Entrances, routes, parking lots, windows and access panels for the fire department are cleared.	
2.7.3.1	Verification	Exit lights, including those without double bulbs or fluorescent lamps, work properly.	
6.3.1.2	Verification	AC power supplies the fire alarm and the fault alarm.	
<b>WEEKLY</b>			
2.6.1.3	Verification	Fume hoods, filters and ducts are free of fuel deposits.	
6.5.4.1. (1)	Inspection	The valves of the fire extinguishing system are open.	

Reference code	Task	Article	Responsibility
6.6.1.2	Inspection	The valves that control the water supply for fire protection are on point.	
6.7.1.1. (1)	Inspection and testing	The emergency generator operates at half capacity for 30 minutes.	
<b>MONTHLY</b>			
2.2.2.4. (3)	Inspection	The door components of all fire partitions are on point.	
2.7.2.1. (1)	Proofing	The emergency exit doors are on point.	
6.2.4.1	Inspection	Fire extinguishers are functioning properly.	
6.3.1.2	Proofing	The fire alarm is on time.	
6.3.1.2	Inspection	The batteries in the fire alarm system are good.	
6.3.1.5	Proofing	The call system from the floors to the central alarm station is working properly, and vice versa.	
6.4.1.3. (1) (c)	Inspection	The wet columns are on point.	
6.5.3.2. (2)	Proofing	Fire extinguishers operate properly using the alarm verification junctions.	
6.5.4.1. (2)	Inspection	The fire extinguisher system valves are open and secure.	
6.7.1.6. (1)	Inspection	Emergency lighting equipment is functioning properly.	
6.7.1.6. (1)	Verification	The emergency lighting equipment's standby light is on point.	
<b>EVERY TWO MONTHS</b>			
6.5.3.4. (2)	Proofing	The electrical supervision of the flow switches is on point.	
6.5.4.1. (3)	Inspection	The valves of the fire extinguishing system are equipped with electronic monitoring.	
<b>EVERY THREE MONTHS</b>			
7.2.2.1 (2)	Proof of concept	The mechanism by which the elevator door opens and the key switches work properly.	
7.2.3.3	Proofing	The mechanism that controls the air conditioning is working properly.	
<b>EVERY SIX MONTHS</b>			
6.6.4.2	Inspection	All the hydrants are on time.	

Reference code	Task	Article	Responsibility
6.7.1.1. (1)	Proofing	The emergency generator breathers, regulators and hinged mechanism are functioning properly.	
<b>ANNUALLY</b>			
2.2.2.4.(5)	Inspection	Fire dampers and flaps are up to date.	
2.6.1.6.(2) 2.6.1.6. (3)	Inspection	The switch for the ventilation and air conditioning systems is working properly.	
2.8.2.1	Verification	The evacuation plan is revised.	
2.8.3.2. (1)	Proof of concept	An evacuation exercise is held.	
6.2.4.1	Inspection	Fire extinguishers are functioning properly.	
6.3.1.2	Proofing	The fire alarm is on time.	
6.3.1.4	Proofing	The owner's signage system is on point.	
6.4.1.7. (3)	Inspection	The exterior connection column is free of corrosion and can be properly unclogged.	
6.5.3.2. (1)	Proofing	The water flow for underwater extinguishers works properly by using the hydraulically most distant connection.	
6.5.3.11	Proof of concept	The water supply to the sprinkler system through the main device is on point.	
6.5.3.12. (1)	Proofing	The dry sprinkler system valves are on point.	
6.5.4.5	Inspection	The sprinkler pipe support is in good condition and free of corrosion.	
6.5.4.12	Inspection	Sprinklers are in good condition and free of corrosion.	
6.6.3.3. (4)	Proof of concept	The fire pumps are working at full capacity.	
6.6.4.5	Inspection	The purging of the water intakes is on time.	
6.7.1.1. (1)	Inspection	The emergency generator is working properly.	
6.7.1.5. (1)	Inspection	The emergency generator is full of fuel.	
6.7.1.6. (2)(b)	Proof of concept	The emergency lighting has an adequate duration.	
7.2.2.1 (3)	Proof of concept	The emergency power supplies the elevators adequately.	

Reference code	Task	Article	Responsibility
<b>EVERY TWO YEARS</b>			
6.7.1.1.(1)	Inspection	The valve and the emergency generator are ready.	
<b>EVERY THREE YEARS</b>			
6.7.1.1. (1)	Inspection	The injector sockets and the emergency generator valve are on point.	
<b>EVERY FIVE YEARS</b>			
6.2.4.1	Proof of concept	The hydrostatic of dry ice extinguishers and chemical extinguishers (chemical with stainless steel container) is on point.	
6.4.1.1	Proof of concept	The hydrostatic of the wet column piping is adequately opened.	
6.4.1.6	Proof of concept	The flow in the wet column system is adequate.	
6.7.1.1. (1)	Proof of concept	The emergency generator winding is adequate.	
<b>EVERY SIX YEARS</b>			
6.2.4.1	Proof of concept	The 12-year hydrostatic evaluation and maintenance of the empty and stored fire extinguishers are in order.	
<b>EVERY TEN YEARS</b>			
6.5.4.13	Proof of concept	Fire extinguishers that have been in use for over 50 years are functioning properly.	
<b>EVERY TWELVE YEARS</b>			
6.2.4.1	Proof of concept	The hydrostatic of dry chemical extinguishers (without stainless steel containers), dry powder extinguishers and halogenated hydrocarbon extinguishers is on point.	
<b>ADDITIONAL REQUIREMENTS</b>			
2.7.1.6	Verification	Hallways and exits are clear and lighting is working properly.	
6.2.4.1	Verification	Portable fire extinguishers shall be recharged after use as outlined in the inspection and maintenance.	
6.6.4.1	Verification	Intakes are clear and signs are in place.	
6.5.3.5	Proofing	The fire extinguishers work properly after a repair and after a rectification.	





## Appendix C - The Appeal Chain

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When the fire alarm is triggered, the Lodging Services Supervisor receives the call from Armstrong Security Services. It is the supervisor who initiates the automated call broadcast.

**Appendix D - Conditional Safety Form**  
**Fire Safety Form**

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Nature of the breakdown or interruption of equipment and systems:

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Date and time of equipment and systems failure or interruption :

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Conditional Measures:

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Date and time of return to regular operation of the equipment :

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Advice given (if any):

Central alarm system :

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Fire Department: \_\_\_\_\_

**MSSLD :** \_\_\_\_\_

## Appendix E - Fire Simulation Evacuation Drill Report

### Fire Simulation Evacuation Drill Report

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**Fire Department: 613-632-4111**

**SECUR FIRE: 1-866-561-6433**

**CODE : 26-01-1216**

Building occupants should be informed 48 hours in advance, through posted notices, of the exact time and date of the planned fire practice.

1. Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

2. Date of fire practice: \_\_\_\_\_

3. Time of exercise: \_\_\_\_\_

4. Alarm center notified by : \_\_\_\_\_ Time: \_\_\_\_\_

5. Local fire department notified by: \_\_\_\_\_ Time: \_\_\_\_\_

6. Tasks performed during the exercise:

1st Cartier: clear:  time \_\_\_\_\_  
 Spence: clear:  time \_\_\_\_\_

2e Cartier: clear:  time \_\_\_\_\_  
 Spence: clear:  time \_\_\_\_\_

3e Cartier: clear:  time \_\_\_\_\_  
 Spence: clear:  time \_\_\_\_\_

7. Fire identified at (time): \_\_\_\_\_ Location: \_\_\_\_\_

8. Alarm reset at (time) : \_\_\_\_\_

9. Alarm center notified by : \_\_\_\_\_ Time: \_\_\_\_\_

10. Local fire department notified by: \_\_\_\_\_ Time: \_\_\_\_\_

11. The sound of the fire alarm was heard everywhere: Yes  No

12. Number of individuals present for security purposes: \_\_\_\_\_

The members of the building's emergency organization performed their duties in accordance with the *Evacuation Plan* and the Safety Measures Plan:  No  Yes

(If not, please describe and explain below)

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13. Approximate duration of the fire practice : \_\_\_\_\_

14. Debriefing Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Areas for Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Followed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Accommodation Services Supervisor Date \_\_\_\_\_



Office of the Fire Marshal and Emergency Management Guideline

**[www.emergencies.ca](http://www.emergencies.ca)**

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