Municipal Affairs
Building and Fire Safety
Office of the Fire Marshal
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Halifax, NS

Derwin R. Swinemar
Deputy Fire Marshal
Emergency Planning
National Fire Code

• 2.8.1.1.(1).(a) Fire emergency procedures conforming to this section shall be provided for:
• Every building containing an assembly, care, treatment or detention occupancy
Measures in a Fire Safety Plan

• 1/ the emergency procedures to be used in case of fire (R.A.C.E)
• 2/ Sounding the alarm
• 3/ Notifying the fire department
• 4/ instructing occupants on procedures to be followed when F/A sounds
• 5/ evacuating occupants, including special provisions for person(s) requiring assistance.
Measures continued

6/ Confining, controlling and extinguishing fires (P.A.S.S)
7/ Appointment and organization of designated supervisory staff to carry out fire safety duties
8/ Training of supervisory staff and other occupants in their responsibilities for fire safety
9/ Documents and diagrams, showing the type, location and operation of fire emergency systems
10/ Fire Drills
11/ Controlling hazards in the building
12/ Inspection Maintenance of building facilities
Definitions

• **Care**: the provisions of services other than treatment by or through care facility management to residents who require these services because of cognitive, physical or behavioral limitations.

• **Supervisory staff**: Those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

• **Training of Supervisory staff**: Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety.
Fire Drills

- Not held at intervals greater than one month.
- Considering building occupancy and its fire hazards
- Safety features provided in the building
- The desirable degree of the participation of the occupants other than supervisory staff
- Number and degree of experience of participating supervisory staff.
- Importance of after hour fire drills
Thank you

• Questions ?????
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BUILDING HISTORY

Shoreham Village Nursing Home consists of one building with five resident wings and an administration and service area. The building was officially opened in 1975 and a number of additions were added over the years. It is a one story wood frame building with a partial basement located under the administration and service area. The resident wings are built on a concrete slab. The building provides housing for 83 regular nursing home residents; one respite room and six (6) temporary nursing home residents.

The administration area was enlarged in 1993 with funding received from the Anderson Home of Chester. C-Wing Lounge was expanded in 2000 to provide much needed room for the Alzheimer and Dementia Unit. E-Wing was built in two stages and completed in 2002. The lounge areas in A, B, and D Wings were expanded in 2005 and provided needed space for the residents in these areas.

The main floor contains residents’ rooms, a nursing office and nursing station, tub and shower rooms, washrooms, storage rooms, lounge and dining areas, offices, kitchen, dining room, walk-in refrigerator and freezer, staff room and corridors. The basement contains storage rooms, laundry, sprinkler room, electrical room, boiler room, maintenance workshop, staff exercise room, offices and corridors.

The building is protected by a fire alarm system, Edwards Custom-6500, with smoke detectors in all resident rooms and corridors and other areas of the building. A wet type sprinkler system is also in place. Fire extinguishers are located in various areas throughout the building.
IN CASE OF FIRE

UPON DISCOVERY OF SMOKE OR FIRE – IMPLEMENT R A C E

R Remove Persons In Immediate Danger

A Activate The Fire Alarm System Using the Nearest Pull Station

C Contain Smoke And Fire By Closing Doors

E Evacuate The Building Using the Nearest Exit
USE OF FIRE EXTINGUISHERS

P – Pull the Pin
A – Aim at the Base of the Fire
S – Squeeze the Handle
S – Sweep from Side to Side

USE A FIRE EXTINGUISHER ONLY IF SAFE TO DO SO.

For location of Fire Extinguishers see the next page or Tab 9.
LOCATION OF FIRE EXTINGUISHERS AND TYPES

**Administration and Service Areas:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Entrance Corridor</td>
<td>Dry chemical by OT Room door</td>
</tr>
<tr>
<td>OT Room</td>
<td>Dry chemical by office door</td>
</tr>
<tr>
<td>Main Lounge</td>
<td>Dry chemical by entrance to Dining Room below bulletin board</td>
</tr>
<tr>
<td>Dining Room</td>
<td>Dry chemical at entrance to Dining Room across from office area</td>
</tr>
<tr>
<td>Back Corridor</td>
<td>Dry chemical by entrance to Kitchen</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Wet chemical behind entrance door</td>
</tr>
</tbody>
</table>

**A Wing:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corridor</td>
<td>Dry chemical near entrance to tub room below handrail</td>
</tr>
<tr>
<td>Lounge</td>
<td>Dry chemical by fire exit doors</td>
</tr>
</tbody>
</table>

**B Wing:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Corridor</td>
<td>Dry chemical near entrance to shower room below handrail across from entrance to B Wing</td>
</tr>
<tr>
<td>Corridor</td>
<td>Dry Chemical near entrance to tub room below handrail</td>
</tr>
<tr>
<td>Lounge</td>
<td>Dry Chemical on wall below emergency lighting near fire exit doors</td>
</tr>
</tbody>
</table>

**C Wing:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corridor</td>
<td>Dry chemical near entrance to tub room below handrail</td>
</tr>
<tr>
<td>Lounge</td>
<td>Dry chemical inside kitchenette near door</td>
</tr>
</tbody>
</table>

**D Wing:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corridor</td>
<td>Dry chemical near entrance to shower room below handrail</td>
</tr>
<tr>
<td>Lounge</td>
<td>Dry chemical on wall below light switch near fire exit doors</td>
</tr>
<tr>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>E Wing</strong></td>
<td></td>
</tr>
<tr>
<td>Nursing Station</td>
<td>Dry chemical on wall at end of counter where nurses’ call system is located</td>
</tr>
<tr>
<td>Lounge</td>
<td>Dry chemical on wall at end of kitchenette cabinets</td>
</tr>
<tr>
<td></td>
<td>Dry chemical at entrance to E Wing by TV area</td>
</tr>
<tr>
<td>Corridor</td>
<td>Dry Chemical at end of wing by fire exit doors</td>
</tr>
<tr>
<td><strong>Basement</strong></td>
<td></td>
</tr>
<tr>
<td>Stairwell Door</td>
<td>Dry Chemical on right side as you go through the door at the bottom of the stairs</td>
</tr>
<tr>
<td>Electrical Room</td>
<td>Dry Chemical on left side of entrance to electrical room</td>
</tr>
<tr>
<td>Laundry</td>
<td>Dry Chemical on left hand side as you walk through the double doors of the laundry room</td>
</tr>
<tr>
<td>Back Store Room</td>
<td>Dry chemical on the right side of entrance to the store room</td>
</tr>
</tbody>
</table>
FIRE ALARM SYSTEM

Shoreham Village is protected by an Edwards Custom-6500 fire alarm system installed when the building was built in 1975. It is a two-stage system which rings slowly for the first three minutes and then rings more quickly thereafter, until reset or deactivated. The fire alarm system sounds when a smoke or heat detector is activated or when a fire alarm device is pulled.

Upon activation of the alarm, an electronic signal is sent to the Central Monitoring Station at 1-902-468-3372. Locations of fire pull stations are located on the floor plan on the next page and in Tab 9.

The master panel is located between two sets of exterior entrance/exit doors adjacent to the entrance to the Dining Room. An enunciator panel and an enunciator with specific room indicators are located at the Nursing Station.

The fire alarm system is inspected and tested by a qualified agency once a year.
SPRINKLER SYSTEM

Shoreham Village is protected by a wet sprinkler system (pipes and water) employing automatic sprinkler heads attached to the piping system containing water supplied by two 3000 U.S. gallon tanks (operating capacity 2000 U.S. gallons). The tanks are located in the basement and are fed from a reservoir located elsewhere on the property. Water discharges immediately from the sprinkler heads opened by heat from fire.

The sprinkler heads will activate when the temperature at the ceiling reaches 165 degrees Fahrenheit. Only the sprinkler head above the fire will activate.

Any open sprinkler head will automatically activate the fire alarm system.
KITCHEN FIRE SUPPRESSION SYSTEM

In the event of a fire under the range hood:

1. Evacuate others from the kitchen to A Wing.
2. If the system has not operated automatically, manually activate the system by pulling the pin out and then pulling the handle hard.
3. Notify the RN in charge of the status of the situation.

When activated, the system automatically activates the fire alarm system. The suppression system contains a fusible link that melts when it detects fire temperatures. An actuating device automatically opens the cylinder valve, allowing the wet agent solution, to discharge through pipe and nozzles, suppressing fire through a patented process. When the system activates it shuts off all fuel sources.
EVACUATION

In the case of fire or other emergencies, partial or complete evacuation of the building may be necessary. The main objective is to remove residents, volunteers and visitors from danger to a safe location. Protecting lives is the main goal. Saving records and supplies, etc. are secondary goals.

The authority for ordering a partial or complete evacuation is vested in the R.N. Supervisor (Charge Nurse). The Charge Nurse may consult with the CEO or Director of Care if time permits. The Charge Nurse also has the authority to implement the “Recall” procedure to obtain the assistance of off duty staff. The Licensed Practical Nurses, under the supervision of the Charge Nurse, are responsible for their nursing units and have responsibility to evacuate their units.

When the fire alarm sounds, the Charge Nurse will announce the appropriate code and the location of the emergency. The announcement will be updated as the evacuation proceeds. Shoreham Village uses the universal codes for announcements which are included under Tab 3.

In the event of a partial evacuation, staff are to relocate residents, volunteers, visitors, etc. to the following areas:

<table>
<thead>
<tr>
<th>Area To Be Evacuated</th>
<th>Designated Safe Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Wing</td>
<td>Main Lounge</td>
</tr>
<tr>
<td>B Wing</td>
<td>Main Lounge</td>
</tr>
<tr>
<td>C Wing</td>
<td>D Wing</td>
</tr>
<tr>
<td>D Wing</td>
<td>B Wing</td>
</tr>
<tr>
<td>E Wing</td>
<td>D Wing</td>
</tr>
<tr>
<td>Main Lounge/Anderson Wing</td>
<td>A Wing</td>
</tr>
</tbody>
</table>
If it is deemed unsafe to pass through the fire zone to relocate residents to a safe zone, residents are to be evacuated using the fire exit and taken back into the facility to the next closest wing. i.e. A Wing residents taken to C Wing.

The facility is subdivided into several fire compartments as indicated below.

- Administration area including Main Lounge, Dining Room, Kitchen, OT Room, Main Entrance, and Back Corridor and Entrance
- A Wing including Staff Room and Recreation Office
- B Wing
- C Wing
- D Wing
- E Wing
Classification of Residents

The resident population consists of frail elderly persons who require assistance during evacuation. The corridors are wide thereby permitting evacuation without congestion problems. All resident rooms are on the main floor permitting horizontal evacuation without the added problems of moving through stairwells.

Residents are classified as ambulatory, semi-ambulatory and non-ambulatory. Most residents are either semi-ambulatory (requiring some assistance) or non-ambulatory (requiring much assistance). Residents are identified in three categories by colour codes as follows:

**GREEN** – Ambulatory Residents

**AMBER** – Semi-ambulatory Residents

**RED** – Non-ambulatory (Bed Ridden) Residents

**B** – Capital B Within a Box - Blind Residents

**X** – Capital X Within a Box – Residents who should not be moved during emergency/fire drills.

These colour codes are placed on the resident name plates outside their rooms and on their identification tags.
Order and Priority of Evacuation

1. Residents, volunteers, visitors and staff in the immediate emergency area.

2. Residents, volunteers, visitors and staff in adjoining areas to the emergency zone.

3. Residents, volunteers, visitors and staff in other areas.

Residents not in the emergency area or adjoining area will be evacuated in the following order.
   1) Ambulatory Residents (those who can walk without assistance)
   2) Semi-ambulatory Residents (those who need assistance to walk or those who require a wheelchair or other special type of mobile chair)
   3) Non-ambulatory (those who are in bed or are difficult to transfer to a wheelchair, etc.) These residents should be evacuated by wheelchair or other suitable mobile chair if possible. If this is not possible, they should be evacuated by rolling them onto a blanket on the floor and dragging them to safety. In extreme emergencies they can be removed by moving the bed to a safe area.
Routes and Destinations

Corridors and doorways must always be kept free of congestion. Staff must ensure that corridors to the residents’ wings and exit doors are kept clear of equipment, furniture, wheelchairs, etc. This is important to allow adequate space to evacuate during a fire. It is also important that all fire doors and smoke separation doors are always kept clear to allow these doors to close properly when the fire alarm system sounds. When evacuating, staff should always keep to the right in corridors and passing through doors, unless it is not safe to do so.

When evacuation of a wing is required, residents are to be relocated to a designated safe zone.

When total evacuation is required, residents, staff, volunteers and visitors will evacuate a safe distance from the building. The following areas will be used as holding areas provided they are safe: the parking lot outside the Anderson Home of Chester extension, the staff parking lot located on the left side of the facility when coming in Shoreham Village Crescent, the Health Resource Centre (17 Shoreham Village Crescent) and the Recreation Centre (21 Youden Lane) at the Shoreham Village Apartment Complex.
Internal Traffic Control

Potential bottlenecks and dangerous areas exist which may cause problems during an evacuation. Fire doors and smoke separation doors are areas where problems can develop. The Charge Nurse should ensure that staff members, if available, are assigned to these doors to facilitate evacuation. This assignment is most important for the Main Lounge and main corridor fire doors. The Licensed Practical Nurse in the evacuation zone will be assigned responsibilities for traffic control. Other staff will follow the direction of the Licensed Practical Nurse to ensure internal traffic control measures are followed.
Room Search

If an evacuation is necessary, staff will search rooms for residents, volunteers, and visitors. When the room is vacant, staff will swing the evacuation indicator up against the doorframe to indicate to other staff and fire department personnel that the room has been cleared. Please see pictures below.

![OCCUPIED](image1)

OCCUPIED

![VACANT](image2)

VACANT
Evacuation Carry Techniques

For one-person carries:

- **Cradle Drop**
  - Fold a blanket in half length-wise and place it on the floor beside the bed.
  - Slide one arm under the resident’s neck and shoulder and the other under the resident’s back.
  - Pull the resident to the end of the bed, drop down to one knee and lower the resident so that your knee supports the resident’s back.
  - Let the resident slide gently to the blanket and pull the resident headfirst from the room.
Moving Residents in Wheelchairs and other Mobile Chairs

Preferably semi ambulatory and non ambulatory residents should be transferred to a wheelchair or other mobile chair if possible for evacuation.
Moving Residents in their Beds

May be suitable for evacuating only a few residents

Never move beds where hallways and doorways are narrow

Never leave beds in the hallway

Place beds in large areas away from evacuation routes.
COMMAND POST

A Command Post shall be established in the Maintenance Workshop building next to the Health Resource Centre. The CEO, Director of Support Services and a Maintenance Worker will operate the command post in the event of an emergency. The Fire Chief, Deputy Fire Chief or Alternate will from time to time touch base with the command post and provide an update.

The command post will be equipped with a telephone, cell phones as available, and a two way radio with which remain in contact with the Registered Nurse and other key employees located in the affected building. Other resources such as the emergency plan, site plans and floor plans of the various buildings will also be available at the command post for immediate reference.

When staff are re-called in the event of an emergency they are to report to the command post and await further direction. Staff are not to enter the building without direction from personnel at the command center.
CEO (OR ALTERNATE) EMERGENCY RESPONSE

Duties:

- ASSUME OVERALL COMMAND OF EMERGENCY SITUATION
- PROCEED TO COMMAND CENTRE
- REMAIN IN CONTACT WITH REGISTERED NURSE AND OTHERS IN THE AFFECTED BUILDINGS
- REMAIN IN CONTACT WITH FIRE CHIEF, DEPUTY CHIEF OR ALTERNATE AND OTHER EMERGENCY RESPONSE PERSONNEL AS REQUIRED
- RESPOND TO ALL NEWS MEDIA INQUIRIES

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)
MANAGEMENT EMERGENCY RESPONSE

Responsible to: CEO

Duties:

- REPORT TO MAIN LOUNGE
- PROVIDE SUPPORT TO STAFF AS REQUIRED
- ASSIST IN EVACUATION AS REQUIRED

NOTE: DIRECTOR OF SUPPORT SERVICES WILL REPORT TO THE COMMAND CENTRE TO ASSIST THE CEO

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)

Developed By: Emergency Planning Committee
Date: November 2013
ADMINISTRATION DEPARTMENT EMERGENCY RESPONSE

PAYROLL & BENEFITS OFFICER AND OFFICE ASSISTANTS

Responsible to: Registered Nurse, Licensed Practical Nurse or Head Cook

Duties:

- CLOSE ALL DOORS IN BUSINESS OFFICE AREA
- SHUT OFF EQUIPMENT AS REQUIRED
- CLEAR MAIN ENTRANCE AND CORRIDOR OF ANY ITEMS
- TAKE TWO-WAY RADIO AND RESIDENT BINDER AND REPORT TO THE COMMAND CENTER
- ASSIST AS REQUIRED

(Staff May Not Go Off Duty If An Emergency Exists)
RESIDENT CARE DEPARTMENT EMERGENCY RESPONSE

REGISTERED NURSES

Responsible to: CEO or Fire Department

Duties:

- CHECK ANNUNICATOR PANELS AND ANNOUNCE CODE(3 times) RELOCATE TO BUSINESS OFFICE IF FIRE IS AT NURSING STATION. Phone number is labelled on phone in business office along with our account number for the monitoring station.

- ASSUME OVERALL COMMAND OF STAFF PLACEMENT

- ASSUME COMMAND OF RESIDENT, VOLUNTEER AND VISITOR EVACUATION

- USE RESIDENT MASTER CHECK LIST

- INFORM BUILDING OF SITUATION USING CODE GREEN OR CODE GREEN STAT

- SHUT OFF VENTILATOR

- CALL CENTRAL MONITORING STATION (902-468-3372) TO ENSURE ALARM WAS RECEIVED AND TO INITIATE STAFF RECALL IF REQUIRED

- CALL CEO OR ALTERNATE

- INFORM THE FIRE DEPARTMENT ON THEIR ARRIVAL OF THE LOCATION OF THE OXYGEN TANKS

2nd RN:
ASSUME COMMAND OF C OR D WING. DECISION TO BE MADE IN CONJUNCTION WITH SUPERVISOR OF THIS AREA.
(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)
RESIDENT CARE DEPARTMENT EMERGENCY RESPONSE

LICENSED PRACTICAL NURSES

Responsible to: Registered Nurse or Alternate Supervisor

Duties:

- TEAM LEADER: FOR THEIR ASSIGNED AREA
- INVESTIGATE CODE RED LOCATION
- NO SMOKE OR FLAMES EVIDENT: ANNOUNCE ALL CLEAR
- SMOKE OR FLAMES EVIDENT: ANNOUNCE CODE GREEN STAT

Affected Area: CODE GREEN STAT

- TEAM LEADER IN COMMAND OF EVACUATION OF RESIDENTS TO SAFE ZONE
- MUST CARRY TWO-WAY RADIO FOR DIRECT CONTACT WITH REGISTERED NURSE
- Use resident checklist to account for residents as they are being evacuated from the wing to the safe zone. As well, track staff who are entering this area to ensure they are accounted for.

Unaffected Area: CODE GREEN

- CODE GREEN (EVACUATION ALERT PRECAUTION)
- REMAIN IN YOUR AREA
- ASSIST IN EVACUATION PROCEDURES AND STAND BY
- USE RESIDENT CHECK LISTS AND I.D. TAGS (STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)

Developed By: Emergency Planning Committee
Date: November 2013
RESIDENT CARE DEPARTMENT EMERGENCY RESPONSE

CONTINUING CARE ASSISTANTS

Responsible to: Registered Nurse or Licensed Practical Nurse

Duties:

Affected Area: CODE GREEN STAT

- EVACUATE ALL RESIDENTS (WITH FIRE BLANKETS) AND VISITORS TO A SAFE ZONE
- LATCH SIDE DOORS AND CLOSE ALL DOORS IN AFFECTED AREA
- SHUT OFF ALL EQUIPMENT, INCLUDING OXYGEN CONCENTRATORS, IN AFFECTED AREA
- USE DOOR EVACUATION MARKERS FOR ROOM EVACUATION
- CLIP ID TAGS ON THE BACK OF RESIDENTS

Unaffected Area: CODE GREEN

- ONE CCA WILL REMAIN ON WING, OTHERS WILL REPORT TO AFFECTED AREA AS DESIGNATED BY YOUR SUPERVISOR. WHEN ARRIVING TO THE AFFECTED AREA REPORT TO THE SUPERVISOR IN CHARGE.
- PREPARE RESIDENTS FOR EVACUATION:
  - relocate residents to the lounge area(except E Wing)
  - remove fire blankets from residents’ rooms
  - latch side doors and close all doors
  - use door evacuation markers for room evacuation
  - place i.d. tags on the back of residents

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)
RESIDENT CARE DEPARTMENT EMERGENCY RESPONSE

PHYSIO ASSISTANT

Responsible to: Registered Nurse or Licensed Practical Nurse

Duties:

- REPORT TO AFFECTED AREA UNLESS OTHERWISE DIRECTED

Affected Area: CODE GREEN STAT

- ASSIST IN EVACUATION OF RESIDENTS

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)
RESIDENT CARE DEPARTMENT EMERGENCY RESPONSE

NIGHT STAFF - REGISTERED NURSES, LICENSED PRACTICAL NURSES AND CONTINUING CARE ASSISTANTS

REGISTERED NURSE

Responsible to: Fire Department or Emergency Response Personnel

Duties:

- ASSUME OVERALL COMMAND OF EMERGENCY SITUATION

- MUST REMAIN AT THE NURSING STATION IF SITUATION WILL ALLOW IT – RELOCATE TO BUSINESS OFFICE IF FIRE IS AT NURSING STATION. Phone number is labelled on phone in business office along with our account number for the monitoring station.

- STAY IN CONTACT WITH OTHER PERSONNEL USING THE PA SYSTEM AND TWO-WAY RADIOS

- MUST HAVE INFORMATION READY FOR THE FIRE DEPARTMENT /EMERGENCY RESPONSE PERSONNEL: I.E. LOCATION, RESIDENT EVACUATION STATUS, AND STAFF PLACEMENT.

Fire fighters will enter the building and report to the nursing station.

NOTE: FIRE ALARMS IN THE BASEMENT SHOULD BE LEFT FOR THE FIRE DEPARTMENT TO INVESTIGATE

Developed By: Emergency Planning Committee
Date: November 2013
RESIDENT CARE DEPARTMENT EMERGENCY RESPONSE

NIGHT STAFF - REGISTERED NURSES, LICENSED PRACTICAL NURSES AND CONTINUING CARE ASSISTANTS

LICENSED PRACTICAL NURSE

Responsible to: Registered Nurse

Duties:

- INVESTIGATE **CODE RED** LOCATION
- NO SMOKE OR FLAMES EVIDENT: ANNOUNCE **ALL CLEAR**
- SMOKE OR FLAMES EVIDENT: ANNOUNCE **CODE GREEN STAT**
- TEAM LEADER IN COMMAND OF EVACUATION
- MUST CARRY TWO-WAY RADIO FOR DIRECT CONTACT WITH REGISTERED NURSE AND CONTINUING CARE ASSISTANTS

NOTE: FIRE ALARMS IN THE BASEMENT SHOULD BE LEFT FOR THE FIRE DEPARTMENT TO INVESTIGATE

Developed By: Emergency Planning Committee
Date: November 2013
RESIDENT CARE DEPARTMENT EMERGENCY RESPONSE

NIGHT STAFF - REGISTERED NURSES, LICENSED PRACTICAL NURSES AND CONTINUING CARE ASSISTANTS

CONTINUING CARE ASSISTANTS

Responsible to: Registered Nurse

Duties:

- ONE CONTINUING CARE ASSISTANT MUST ASSIST THE LICENSED PRACTICAL NURSE TO INVESTIGATE THE CODE RED LOCATION

- REMAINING CONTINUING CARE ASSISTANTS SHALL AWAIT FURTHER INSTRUCTIONS FROM THE REGISTERED NURSE OR FIRE/EMERGENCY PERSONNEL

The use of I.D. Tags and check lists will be dependent on the seriousness of the emergency situation and the availability of manpower. Try to use if possible.

NOTE: FIRE ALARMS IN THE BASEMENT SHOULD BE LEFT FOR THE FIRE DEPARTMENT TO INVESTIGATE
DIETARY DEPARTMENT EMERGENCY RESPONSE

HEAD COOK OR ALTERNATE

Responsible to: Registered Nurse

Duties:

- ACT AS TEAM LEADER IN MAIN LOUNGE
- RESPONSIBLE FOR MASTER RESIDENT CHECK LIST
- ASSIGN STAFF TO AFFECTED AREA AS REQUIRED
- ASSIGN ONE STAFF MEMBER TO THE MAIN ENTRANCE TO INFORM VISITORS TO STAY IN THE MAIN LOUNGE. This person is to ensure that residents are relocated to the main lounge from the Anderson Wing and evacuation markers on the doors are put in the appropriate position.
- MAINTAIN CONTACT WITH REGISTERED NURSES AND LICENSED PRACTICAL NURSES VIA TWO-WAY RADIO
- ANNOUNCE OVER TWO-WAY RADIO ALL RESIDENTS LOCATED IN THE MAIN LOUNGE STARTING WITH THE AFFECTED WING

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)

Developed By: Emergency Planning Committee
Date: November 2013
DIETARY DEPARTMENT EMERGENCY RESPONSE

COOKS AND FOOD SERVICE WORKERS

Responsible to: Head Cook or Registered Nurse

Affected Area: CODE GREEN STAT

Duties:

- TURN OFF ALL EQUIPMENT
- SHUT OFF PROPANE VALVE
- CLOSE ALL DOORS
- EVACUATE RESIDENTS AND GUESTS TO A SAFE AREA

Unaffected Area: CODE GREEN

Duties:

- SHUT OFF ALL EQUIPMENT
- CLOSE ALL DOORS
- REPORT TO MAIN LOUNGE
- ASSIST IN EVACUATION PRECAUTIONS

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)

ENVIRONMENTAL SERVICES DEPARTMENT

EMERGENCY RESPONSE

Developed By: Emergency Planning Committee
Date: November 2013
ENVIROMENTAL SERVICE WORKERS

Responsible to: Registered Nurse, Licensed Practical Nurse or Head Cook

Affected Area: CODE GREEN STAT

Duties:

- CLOSE ALL DOORS
- SHUT OFF ALL EQUIPMENT (INCLUDING PROPANE VALVE IN LAUNDRY ROOM)
- CLEAR CORRIDORS AND EXITS OF ALL CLEANING AND LAUNDRY CARTS, ETC.
- ASSIST IN EVACUATION

Unaffected Area: CODE GREEN

Duties:

- STAFF IN THE BASEMENT ARE TO REPORT TO THE MAIN LOUNGE VIA OUTSIDE EXIT
- ASSIST IN EVACUATION PRECAUTIONS AS PER THE DIRECTION OF THE SUPERVISOR ON THE WING

(Staff may not go off duty if an emergency exists)
RECREATION DEPARTMENT EMERGENCY RESPONSE
RECREATION PROGRAMMERS

Responsible to: Registered Nurse, Licensed Practical Nurse or Head Cook

Duties:

- CLOSE ALL DOORS IN OT ROOM AND RECREATION OFFICE
- REPORT TO MAIN LOUNGE UNLESS YOU ARE IN THE AFFECTED AREA OR A RESIDENT AREA OF THE BUILDING

Affected Area: CODE GREEN STAT

- REMAIN IN AREA AND ASSIST IN EVACUATION OF RESIDENTS AND VISITORS TO A SAFE AREA

Unaffected Area: CODE GREEN

- IF LOCATED IN A RESIDENT AREA, REMAIN WHERE YOU ARE
- ASSIST IN EVACUATION PRECAUTIONS AS PER THE DIRECTION OF THE SUPERVISOR ON THE WING

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)
RECREATION DEPARTMENT EMERGENCY RESPONSE

RECREATION PROGRAMMERS – EVENING SHIFT

Responsible to: Registered Nurse

Duties:

- ACT AS TEAM LEADER IN MAIN LOUNGE
- RESPONSIBLE FOR MASTER RESIDENT CHECK LIST
- ASSIGN STAFF TO AFFECTED AREA AS REQUIRED
- MAINTAIN CONTACT WITH REGISTERED NURSES AND LICENSED PRACTICAL NURSES VIA TWO-WAY RADIO
- ANNOUNCE OVER TWO-WAY RADIO ALL RESIDENTS LOCATED IN THE MAIN LOUNGE STARTING WITH THE AFFECTED WING
- INFORM ANY VISITORS WHO ENTER BUILDING TO REMAIN IN MAIN LOUNGE UNTIL ALL CLEAR IS CALLED

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)
MAINTENANCE DEPARTMENT EMERGENCY RESPONSE

MAINTENANCE WORKERS

Responsible to: Registered Nurse

Duties:

- SHUT OFF ALL APPLICABLE BUILDING SERVICE EQUIPMENT
- TURN OFF PROPANE SHUT OFF VALVES
- CLOSE ALL DOORS IN BASEMENT
- REPORT TO AFFECTED AREA UNLESS OTHERWISE DIRECTED

Affected Area: CODE GREEN STAT

- ASSIST AS REQUIRED

Unaffected Area: CODE GREEN

- MAINTENANCE WORKER ON CALL TO REPORT TO COMMAND CENTRE

(STAFF MAY NOT GO OFF DUTY IF AN EMERGENCY EXISTS)

Developed By: Emergency Planning Committee
Date: November 2013
STAFF EMERGENCY RECALL LIST

The following lists contain the names and telephone numbers by position commencing with the names of staff who reside the closest to the facility. The office assistant sends an updated list to the monitoring station on a quarterly basis.

PROCEDURES

1. The Registered Nurse/Charge Nurse will determine the number of staff, type of positions and contact the monitoring station to initiate the staff re-call for the required staff.

2. The Registered Nurse/Charge Nurse will telephone CEO (Alice Leverman). If CEO can’t be reached call the most appropriate alternate Manager.

   The CEO will contact the other members of the Senior Leadership Team, who will respond as required.

The following is a guideline for evenings and nights for staff re-call:

Between 1600 and 2300 (4 pm and 11 pm):
Both maintenance workers, 10 CCA’s and the Physio-Assistant.

Between 2300 and 0700 (11 pm and 7 am):
Both maintenance workers, 20 CCA’s and the Physio-Assistant.

When the monitoring station request staff to report to work, they will indicate the following:

Employees are to be informed that they are required to report to work due to an emergency and must bring their id cards. They are to park their cars across the street and report to the command post (green maintenance building) and wait for direction.
SIGN OFF SHEET

ALL STAFF OF SHOREHAM VILLAGE ARE REQUIRED TO REVIEW AND BECOME FAMILIAR WITH THE FIRE SAFETY PLAN

THE FOLLOWING STAFF HEREBY SIGNIFY BY PLACING THE DATE AND THEIR NAME AND SIGNATURE THAT THEY HAVE MET THE ABOVE REQUIREMENT

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Date: November 2013
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