

FIRE PROCEDURES - INTRODUCTION

In the event of a fire, all staff members of the Nursing Home must be prepared to act in a safe and efficient manner. For this reason, a procedure has been set up to ensure the safety of residents, visitors, and staff alike.

The contents of the procedure must be read thoroughly and practiced on every shift not less than once a month. Comments that will improve the procedures and ensure a safer environment are always welcomed by the management of the Nursing Home.

R.E.A.C.T.

PURPOSE

To provide staff with readily accessible and condensed guide for initial procedures to perform in the event of a fire emergency.

POLICY

1. The acronym R.E.A.C.T. will be used to guide fire and emergency procedures.
2. A R.E.A.C.T. card shall be located at each fire alarm pull station.
3. The R.E.A.C.T. fire emergency protocol shall reflect the proper emergency steps to be taken in the event of a fire emergency.
4. Fight fire only if the fire is small and after residents are removed from fire zone.

**REACT
UPON DISCOVERY OF FIRE OR SMOKE**

Remove persons in immediate danger if possible

Ensure the door(s) is closed to confine the fire and smoke

Activate the fire alarm system using the nearest pull station

Call 911 fire

Try to extinguish the fire or concentrate on further evacuation

FIRE PRECAUTIONS

All staff must constantly be on the alert to report all conditions which constitute fire hazards to the Administrator, Director of Nursing, Maintenance Person or Charge Person in his/her absence, such as:

1. Accumulation of waste material;
2. Defective electrical equipment, i.e. bare wires, electrical equipment which is malfunctioning;
3. Exit lights/doors which are not well lit or obstructed;
4. Contravention of the smoking policy of the Home;
5. Broken plugs, frayed electrical cords or extension cords in use in the Home;
6. Residents' lights which are covered with materials (towels, cards, etc.).

FIRE PREVENTION

1. Do not allow rubbish to accumulate.
2. Check problem smokers on a regular basis.
3. Insist that the smoking policy is obeyed.
4. Report all fire or safety hazards.
5. Report and do not use worn or damaged electrical cords or equipment (Tag - "DO NOT USE").
6. Discard used smoking materials in proper containers.
7. Set up a safety committee.
8. Review the fire manual regularly.
9. Attend in-service sessions on "Fire Safety."
10. Participate in the fire drills.
11. Make sure all exits are free from obstruction at all times.

SOME DO'S AND DON'TS

DO:

1. Know and understand the fire procedure.
2. Attend the "Fire Safety" in-service sessions.
3. Participate in monthly fire drills.
4. Review the fire manual regularly.
5. Know the location of the fire exits.
6. Know the location of the "Fire Pull Stations." (Activates the Fire Alarm System)
7. Know the location of the extinguishers.
8. Enforce and obey the smoking policy.
9. Keep fire doors closed when not in use.
10. Study methods of lifting and carrying residents.

DON'T

1. Do not block or obstruct an exit.
2. In the event of a fire, do not allow someone to undo what has been done.
3. Do not allow hazards to go unreported.

REMEMBER

1. The safety of the resident always comes first.
2. Extinguishment of a fire is secondary.
3. A closed door will help confine a fire and slow the spread of smoke and toxic gases. Do not hold door open.
4. If you smell smoke, sound the alarm and call the fire department at once, then investigate the source.

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5. If fire alarm sounds, consider it to be a fire and act accordingly.
6. Do not hesitate to sound the alarm or call the fire department, both are there to help you.
7. **Smoke “KILLS”** - Do not let it spread.
8. Stay calm, walk, do not run during a fire.
9. Do not let anyone undo what you have already done.

INSTRUCTIONS FOR ALL STAFF

UPON DISCOVERY OF FIRE OR SMOKE

1. Call 911.
2. Sound the fire alarm.
3. Remove all residents from the room involved (if safe to do so).
4. Close the door to delay the spread of fire and toxic gases.
5. Stay on the scene to provide a report for responding personnel.
6. The charge person will immediately respond to the fire scene and assume control.
7. The charge person will designate a person to report the location of the fire to the communication person at the nursing station.
8. The communication person is responsible for calling the fire department.
9. Begin further evacuation. This evacuation is to be the rooms on either side of the room of origin and the room across from the room across the hall. (T zone rule). Continue further evacuation as the situation dictates. (eg. If smoke continues to migrate)
10. Attempt extinguishment, if possible, only after residents are removed from the fire area and only if, in your judgement, the fire can be extinguished.
11. Do not hold any doors open this will help with preventing the spread of smoke and fire.

IF FIRE LOCATED IN CLOSED AREA

If the door to the room where the fire is located is shut, do the following:

- Feel the door for heat;
- If **hot** upon touch, **DO NOT OPEN**;
- If the door is not hot, open slowly to check the extent of the fire;
- If it is safe to enter, do so, but only for rescue purposes.

IF YOU SMELL SMOKE

If you smell smoke, do not wait to locate the source before sounding the fire alarm.

REMINDER: Good communication between all staff is the key in controlling the fire.

SAFETY FACTORS WHEN USING EXTINGUISHERS

ALWAYS EVACUATE RESIDENTS IN IMMEDIATE DANGER.

1. Never turn your back on a fire - the fire may flare again, and you will be the victim.
2. Always approach the fire away from wind or drafts.
3. Never block your exit out - keep the door at your back.
4. Always approach the fire with your extinguisher operating.
5. When using any extinguisher, remember the word “PASS”
 - **P - Pull** the pin (extinguisher is ready);
 - **A - Aim** at base of the fire;
 - **S - Squeeze** the trigger;
 - **S - Sweeping** motion to be used.
6. Do not point the extinguisher nozzle into the center of the fire.

**INSTRUCTIONS FOR RESIDENTS
“IN CASE OF FIRE ALARM” & “IN CASE OF FIRE”**

IF FIRE ALARM SOUNDS

1. Close your bedroom door and await instructions from staff. Stay in your room.
2. Ask your visitors to remain with you.
3. Put on your shoes and get a blanket in case you have to be moved outside.
4. Do not hide. Remain calm.

IN CASE OF FIRE

1. If you discover fire, leave the room immediately. Do not conceal or attempt to extinguish the fire.
2. Close the door behind you to contain the fire.
3. Pull the fire alarm at the closest pull station.
4. Tell the staff what the problem is.
5. Proceed to a safe area as directed by the staff.
6. Do not re-enter the room where the fire is located.

**INSTRUCTIONS FOR VISITORS/DOCTORS/OTHER PARAMEDICAL PERSONS/
SERVICES PERSONS/VOLUNTEERS**

IF FIRE ALARM SOUNDS

1. Remain with the resident and close the bedroom door.
2. Reassure the resident.
3. Prepare for the possibility of leaving the room/ Home by putting the resident's shoes and coat on him/her.
4. Wait and follow instructions from the staff.
5. **If you have not yet entered the building when the alarm sounds, remain outside.**

IF YOU DISCOVER FIRE OR SMOKE

1. Remove the resident from the room.
2. Do not attempt to extinguish the fire.
3. Close the door to contain the fire.
4. Activate the closest fire alarm pull station (located at every exit and at all corridor fire doors).
5. Tell the staff what the problem is and proceed to a safe area as directed by the staff.

FIRE SAFETY FEATURES

1. The fire alarm system may be activated by one of the following methods:
 - Heat - automatic (includes heat detectors, smoke detectors, sprinkler heads, Range Hood System over the stove in the kitchen);
 - Pull station - manual.
2. The fire alarm system has two sources of power:
 - Main power (A/C);
 - Emergency back-up power (battery).
3. **The fire alarm is a two-stage alarm:**
 - **A fire alarm signal that is a slow repetitive ring;**
 - **An evacuation alarm signal that is a very rapid repetitive ring.**
4. The fire alarm will sound throughout the Home when a fire is detected by any of the above or when a pull station is activated.
5. The annunciator panel located at the Nursing Station will indicate the fire zone in which the fire alarm system has been activated; there is also a light panel indicating the zone in the Corridor by the Dining Room.
6. A trouble signal will sound at the annunciator panel when a condition which is not normal occurs (e.g. power failure, short circuit, blown fuse, broken wires, etc.)

NOTE: THIS SITUATION MUST BE REPORTED IMMEDIATELY TO THE APPROPRIATE PERSONNEL (ADMINISTRATOR, MAINTENANCE PERSON).

7. The fire alarm is monitored by Reliance Protectron and will be picked up automatically by them. As a precaution, communication person must always phone the fire department as well to report the alarm.
8. Operation of the fire alarm system will also cause fire doors that are held open by approved hold-open devices, such as electro-magnetic hold-open devices, to close automatically, separating the facility into compartments designed to contain the fire and prevent it from spreading throughout the building. These closed doors will also prevent the spread of smoke from one zone to another.

NOTE: The Home is also protected by a sprinkler system throughout all areas.

FIRE EQUIPMENT- TYPE AND LOCATION LIST

Fire extinguishers are located throughout the Home (refer to list below) including:

- dry chemical extinguishers;
- fire hoses;
- pressurized water.

FIRE EXTINGUISHERS

LOCATION	SIZE AND CLASSIFICATION
Kitchen	- dry chemical 15 BC
Kitchen	- dry chemical 20 BC
Upstairs	- 2.5 lb pressurized water
Basement - Kitchen	- wet chemical 1.59 lbs
Basement, Staff Room Zones Stand Pipe	- ABC 2.5 lbs
Zone 2 - Corridor	- pressurized water 2.5 lbs
Zone 3 - 232	- pressurized water 2.5 lbs
South Lounge	- 2A-2.5 (pressurized water)
Zone 4	- 2.5 pressurized water
Nursing Station	- 10 lbs ABC
Loading Ramp Door	- 10 lbs ABC

FIRE HOSES

LOCATION	SIZE AND CLASSIFICATION
Zone 6 SP - in corridor beside room 239	- Stand Pipe outside Activation area
Zone 3 SP - across from nursing station and beside rooms 201 & 202	- water hose standpipe and hose
Zone 4 - in corridor between rooms 212 & 214	- stand pipe and hose
Zone 5 - One Staff Lounge and Maintenance Area	- stand pipe and hose
Zone 8 - Under kitchen	- stand pipe and hose

FIRE ZONE SEPARATIONS

The home is separated into eight fire zones:

- Zone 1:** G.A. - General Alarm
- Zone 2:** Resident Areas - Rooms 229 - 244
- Zone 3:** Front Offices
North Lounge
Nursing Station
Resident Area - Rooms 201 - 205
Rooms 221 & 222
- Zone 4:** Resident Area - Rooms 206-220
South Lounge
- Zone 5:** Staff Room / Basement / Maintenance
- Zone 6:** Kitchen / Dining room / Laundry / Serverly
- Zone 7:** Duct Smoke Detector
- Zone 8:** Basement Sprinkler Flow
- Zone 9:** First Floor Sprinkler Flow
- Zone 10:** Second Floor Sprinkler Flow
- Zone 11:** Main Sprinkler Valve Tamper
- Zone 12:** Main Sprinkler Low Pressure

Zone separation areas are constructed in such a manner to provide a fire barrier between that area and the remainder of the Home.

The general stages of evacuation are the movement of residents to a temporary safe area of refuge, horizontally. Follow the colour areas on diagrams posted throughout the facility to identify safe areas of refuge.

All doors within the fire zone are rated accordingly:

Kitchen	1 1/2 hours
Laundry	1 1/2 hours

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Electrical Room	1 1/2 hours
Bedrooms	20 minutes
Storage Areas	3/4 hours
Door Separating Corridors	3/4 hours
'A' Corridor	239 - 244 3/4 Hours

FIRE EXITS

The Home has four main fire exits, as follows:

1. Main entrance - near nursing station, Zone 3;
2. South end of corridor in Zone 4;
3. Loading Ramp Door Zone 6;
4. Dining room Zone 6.

There are two other areas of egress and they are:

1. Basement Staff Lounge;
2. Emergency Exit Door in the kitchen.

These fire exits must be kept free and clear of obstruction at all times. Exterior passageways must also be kept free of snow and ice. Remember, in the event of a fire, these exits will be your means of escape and the route that you will be required to use to transport the residents to safety.

EMERGENCY LIGHTING

The Home is provided with a secondary source of lighting which will activate automatically if the primary power fails. (See Emergency Backup Generator) below.

NOTE: ALL STAFF ARE RESPONSIBLE FOR KNOWING THE LOCATION OF FIRE EXITS, FIRE DOORS, THE EXTINGUISHERS AND TYPES, AND THE LOCATION OF PULL STATIONS BEFORE A FIRE OCCURS.

FIRE EXTINGUISHING SYSTEM - KITCHEN

- An automatic system is installed over the cooking area. The system will activate when it reaches a certain temperature should a fire occur and the contents of the extinguishing system will be released onto the cooking surface. You must pull the nearest pull station. Whatever is the safest (a) kitchen exit door or (b) outside the kitchen.
- This system can also be operated manually. This is done by pulling the key from the container and pushing the lever clockwise down.
- The kitchen is also equipped with a fire blanket for use in an emergency to smother flames, and 2 ABC fire extinguishers.

EMERGENCY BACKUP GENERATOR

The Home has an emergency generator that kicks in automatically during a power failure. This generator is run by natural gas and runs all essential services/equipment per legislation of the LTC Homes Act. There are two (2) steps to follow in order to operate the panel and the mag locks.

Step 1 - Turn on the fire panel by touching the reset button on the panel located behind the nursing station.

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- Step 2 -** Turn both keys to reset until green light appears to reset mag locks on all doors.
Also located behind nursing station.

PREVENTION OF FIRE IN DRYERS

PROBLEM

Fire incidents involving dryers in laundry room.

BACKGROUND

A number of fires have occurred in other Long-Term Care Facilities associated with this equipment in the past. As a result, the following procedures are recommended.

PROCEDURES

1. Dryer lint traps are to be cleaned at the end of shift and replaced if damaged. When drying certain items, eg. flannel sheets, lint trap may need to be checked more often.
2. An inspection and maintenance program is to be implemented to inspect all laundry room equipment in accordance with the manufacturer's instructions at least every two weeks and cleaning and repairs be completed as required. A record log should be maintained of such inspections.
3. When the dryer(s) are in operation at least one laundry staff member is to be in attendance.

NOTE: Materials containing plastic linings must be removed immediately after drying and cooling cycle and spread out to allow heat to dissipate before being transferred to linen hampers or carts.

4. Any material that has been subjected to grease or other such substances must be washed and pre-soaked before being put in dryers.

SMOKING POLICY**PURPOSE**

- To comply with the Smoke-Free Ontario Act **S.O. 1994, Chapter 10**
- To ensure the safety of all persons in Friendly Manor through effective monitoring and adherence to smoking protocol and the Smoke-Free Ontario Act.

POLICY

All residents, visitors, staff, volunteers and students shall follow the Smoking Regulations for the Home. The only persons allowed to smoke in the Designated Smoking Room are residents. **You must live here to smoke here.**

PROCEDURE

1. **Unsupervised resident smoking** is permitted in the Controlled Smoking Designated Area and outdoor area only. Note: resident smoking is unsupervised and when the resident is outside, they must be at a minimum of 9 meters from any entrance and/or exit of the Home.
2. **Smoking is strictly prohibited** in all other areas of Friendly Manor.
3. **ALL RESIDENTS** will have their smoking supplies **CONTROLLED BY THE NURSING STAFF**.
4. Ashes and/or smoking materials must be discarded into metal refuse containers provided for this purpose.
5. All **staff, volunteers and students** are permitted to smoke *only* during coffee breaks and meal breaks and **must be** 9 meters away from any entrance and/or exit to the facility.
6. Any staff who fail to comply with the above regulations will be subject to discipline.
7. Report to Administration anyone who is abusing this protocol.
8. All new admissions will have a smoking assessment completed upon admission and at least annually (see attached) and a smoking agreement will be signed. A smoking assessment may be completed more regularly if required.
9. All residents who wish to smoke must be able to do so independently. Staff are not permitted to assist in any part of the residents act of smoking. This includes holding, lighting or storing a residents cigarettes.

10. According to the Smoke Free Ontario Act; (7) 3. A resident who desires to use the room must be able, in the opinion of the proprietor or employer, to smoke safely and without assistance for an employee. An employee who does not want to enter the room shall not require to do so.
11. It is the policy of this facility that residents must be able to complete all aspects of smoking independently and safely, this includes holding, lighting and extinguishing the cigarette. Employees are not permitted to assist with any aspect of a residents smoking.
12. All residents who wish to smoke in the designated smoking room *must* wear a safety smoking vest.

Note: The Public Health will be monitoring compliance with the new Smoke-Free Ontario Act and its' regulations. There are severe consequences for violation of the legislation.

**FIRE PATROLS
(ALTERNATIVE SAFETY MEASURES)**

POLICY

1. In the event that the fire alarm system is not operating due to repairs being carried out or because of malfunction or in the event of a power failure, it will be necessary for a fire patrol to monitor all areas of the Nursing Home in order to ensure optimum fire safety.
2. If a fire patrol is required, the order will come from the Administrator, designate or Nurse in Charge. The fire department (354-3415) and Loyalist Protection (968-5220) will be notified.

PROCEDURE

1. The Nurse in Charge will assign one HCA to each corridor to check every resident's room and washroom, tub and shower rooms, laundry, garbage and linen rooms every fifteen (15) minutes until the fire alarm system is operational.
2. Registered staff will check the Med Room every fifteen (15) minutes.
3. One (1) staff member in the Dietary Department will be assigned to check the kitchen area including all storage rooms, coolers, fridges and dining room every fifteen (15) minutes until the fire alarm system is operational.

NOTE: If no dietary staff are on duty, this responsibility will be assigned by the Nurse in Charge, to any available staff in the building.

4. In the event that either the fire alarm system or the sprinkler system is in-operational, the maintenance/housekeeping staff will be assigned to check the following areas every fifteen (15) minutes until the system is operational:

- Basement (both sides);
- Receiving areas;
- All janitor closets;
- Garbage room.

NOTE: If no laundry/housekeeping or maintenance staff are on duty, this responsibility will be assigned by the Nurse in Charge to any available staff in the building.

5. The Ministry of Health Long-Term Care to be notified by the Administrator or designate (1-800-268-6060) immediately and a Critical Incident Report will be completed.

