

## 4.0

# CODE RED {Internal Fire} ACTIVATION AND IMPLEMENTATION

### 4.1.1 CODE RED

A Code Red would be the result of an internal fire situation.

**First Stage**; A Code Red is initiated by the sounding of a first stage audible fire alarm alert signal. Activation and initiation of the fire alarm alert signal is normally through a smoke detector, heat detector, sprinkler device or a manual pull station. The location of the event will be identified on the fire alarm annunciator panels. The initiation of a fire alarm alert signal originating from a resident room will also be displayed on the corridor dome light (red) outside the resident room. Activation of the first stage fire alarm alert signal will sound all signalling devices throughout the building. First stage audible alert signal is identifiable by a repeated slow alarm tone.

**Second Stage**; A Code Green evacuation alarm is initiated by the activation of the second stage audible alarm signal. Activation and initiation of the second stage alarm signal is by manually key triggering the alarm from any manual fire alarm pull station. Second Stage alarm releases all magnetically controlled secured doors. Second stage alarm indicates that a Code Green has been put into effect and that evacuation of the area at risk is to be initiated. Evacuation of the area at risk is to include evacuating to a safe zone beyond the fire separation doors. As required further progressive or whole evacuation is to take place. Activation of second stage alarm signal will sound on the floor level where it was manually keyed from. Second stage audible alarm is identifiable by a more frequent repeated fast pace alarm tone. See Code Green procedures for further information and instructions.

#### **Overview; Fire Alarm System Configuration**

- First Stage; alert audible signal activates throughout the entire building, Code Red emergency initiated. After one minute the alert audible signal will automatically silence. Building remains in alert stage - Code Red procedures remain in effect.
- Second Stage; to be activated by manually key triggering the alarm at any manual fire alarm pull station. All facility doors on magnetic locks will release. Evacuation of the area/s at risk to commence. Evacuate from area at risk to a safe zone beyond fire separation doors.
- Second Stage - When Activated; will alarm on the floor level that it was manually keyed on.
- Second Stage - When Activated; will also automatically reinitiate 1<sup>st</sup> stage alert signal on all other floors. This is an awareness that an area of the building is proceeding with evacuation. Code Red/Green remains in effect until the “all clear” has been given.

- Alarm sounds.
- First Floor Registered Nurse - to act as Incident Commander and to take control of the situation by directing facility wide response.
- Confirm location of alarm on fire alarm annunciator panel.
- Telephone the Fire Department, call 911, verify the event and location of the alarm.
- Over the public speaker address system make the following announcement twice slowly and distinctly;
  - “Code Red - Code Red (identify the area as shown on the fire alarm annunciator panel eg 2<sup>nd</sup> floor south). All staff complete Code Red responsibilities, residents and visitors please await for further instructions”.
- At First Floor Elm Lodge Nurse Station put on “Emergency Responder” green vest, pick up two-way radio.
- **On evenings, nights, weekends and holidays call;** Support Services/Maintenance on cell number 613-802-4868, and **Manager on Call** 613-802-1107 advise of the situation and call in.
- **On evenings, nights, weekends and holidays;** as designated on the Nursing Assignment Sheet as per coded symbol ∞ send staff member to the front door to meet the fire department, have person share as much information as possible e.g. location, floor, room, status of fire. If necessary take crew to location, return to front door.
- Remain in constant communication with Scene Coordinator, confirm “Code Red” status and briefings.
- When required via 2-way radio confirm affected home unit status with Unit Communications person.
- Proceed to take necessary immediate actions to ensure the health, safety and welfare of the residents, staff and visitors.
- As per the Homes Administration Manual Policy # 0202-12-01 "Critical Incident Reporting", if applicable given the type of incident advise the Ministry of Health LTC Division of the issue within the time frame stated.
- If the situation elevates proceed with “Elevation of Code Red” steps.

**Elevation of Code Red To Code Green (Evacuation) Proceed to;**

- If evacuation required; In area of concern instruct that second stage evacuation alarm be put into effect.
- Proceed with Code Green instructions. **Refer to Code Green procedures.**
- **Ensure** contact **with the** Manager on Call, advise as to the status of the situation. In consultation with the Incident Commander the Manager on Call will proceed to activate the establishment of the Emergency Operations Control Group. Membership as per Appendix A-2, contact information as per Administration Fan-Out Appendix B-1.
- Communicate with emergency responders and the E.O.C.G for support and guidance.
- Relinquish the role of Incident Commander upon request via the authority of the E.O.C.G. or local authority having jurisdiction.

**All Clear:**

- After having been notified by the Scene Coordinator that the fire alarm and magnetic door lock key switch (if released on activation of second stage) systems have been reset and the “all clear” has been given proceed to page twice the following; “Your attention please, Code Red All Clear, Resume Normal Duties and Activities”

### 4.1.3 DUTIES OF SCENE COORDINATOR

- Alarm sounds.
- Designated Second Floor Registered Nurse to act as Scene Coordinator.
- Scene Coordinator to confirm location of Code Red, check location on fire alarm annunciator panel.
- At Second Floor Spruce Lodge Nurse Station put on green vest, pick up two-way radio, fire extinguisher and if necessary floor plan and report to scene.
- At the scene search the area, take charge and direct unit staff.
- If you discover the fire proceed with instructions as outlined in 4.1.5 The Person Who Discovers the Fire.
- If evacuation of the area is required proceed with second stage alarm. Inform “Incident Commander”, and key trigger second stage evacuation alarm via nearest manual fire alarm pull station and proceed with evacuation. As required request additional resources.
- Remain in constant communication with staff in the area and the Incident Commander via the two-way radio. If two-way radio is not operable delegate a runner to send information back to the Incident Commander.
- If assessment of area determines a safe condition via two-way radio brief Incident Commander of the Code Red status. Wait for the arrival of the fire department and other emergency responders.
- Upon arrival of the fire department and other emergency responders provide a status of the event. In conjunction with the fire department assess the situation and determine necessary further actions.

#### All Clear:

- Once the fire department has arrived, assessed the situation and given notice of the “all clear” proceed to;
  - Via the two-way radio notify the Incident Commander that a “Code Red All Clear” is pending upon resetting of the fire alarm system.
  - In the company of the Fire Department, Director of Support Services and or Maintenance Mechanic at the Main Entrance vestibule proceed to reset the fire alarm panel (acknowledge, silence, reset) and the magnetic door lock key switch (**Note; Red indicator light on when in normal status and reset, magnetic locks release on second stage fire alarm activation**). To reset insert key, turn to right, click, light turns red, turn back to centre location, remove key.
  - Upon the resetting of the fire alarm system and magnetic door lock key switch via the two-way radio notify the Incident Commander to announce the “Code Red All Clear” page. The Incident Commander is then to make the “Code Red All Clear-Resume Normal Duties and Activities” page.
  - Proceed to return emergency red vest, two-way radio and fire extinguisher back to their original locations.
  - Work with Incident Commander to complete reporting requirements.

#### 4.1.4 DUTIES OF UNIT COMMUNICATIONS ; DESIGNATED PERSON - AT EACH RHA

- Immediately as assigned on the Nursing Assignment sheet by the coded symbol of \* go to the Nurse Station, put on "Emergency Responder" red vest and retrieve two-way radio, follow instructions to turn on. Only initiate communication over two-way radio if an unusual event needs to be reported.
- Proceed to check the fire alarm annunciator, on unit ensure Code Red responsibilities have been completed. Once the unit has been secured direct staff as required. If fire in your area/zone investigate the area follow the instructions as outlined in 4.1.5 The Person Who Discovers the Fire.
- 2<sup>nd</sup> Floor Resident Home Area Oak Lodge - Special Care; Immediately upon activation of the fire alarm assign a person/s to monitor all 5 exit doors, (1) main entry/exit corridor door, (1) dining room door, (1) north/west corridor door, (1) north stairwell door, (1) north/east stairwell door. Doors are to be monitored until the all clear has been paged, after the all clear page is made each door shall be checked to confirm doors are secured. If found not secured notify the Scene Coordinator.
- As required brief the Scene Coordinator/fire department responding to the scene of the situation. Direct staff as required.

#### 4.1.5 PERSON WHO DISCOVERS THE FIRE

The person who discovers the fire will follow the **REACT** acronym;

- **R** - Remain Calm
- **E** - Evacuate endangered person(s), close doors in immediate area to isolate the fire. Verify individual room evacuation status by placing the Evacucheck door marker to the open position.
- **A** - Activate fire alarm via nearest pull station.
- **C** - Confine fire, close all other doors, clear corridors of equipment.
- **T** - Try to extinguish the fire with appropriate extinguisher, if safe to do so.

Also

- Brief Unit Communications Person and/or Scene Coordinator of the situation.
- Close all other doors and windows, turn on lights.
- If required move residents in the immediate area beyond the closest fire doors in a direction away from the location of the fire.
- As rooms are evacuated verify individual room evacuation status by placing the Evacucheck door marker to the open position.
- As necessary proceed with evacuation of area.
- Provide briefing of findings to Emergency Responders.

**Note:** No matter how small the fire or little smoke there may be, **ALWAYS** pull the nearest fire alarm pull station to activate the fire alarm system.

#### **4.1.6 ALL STAFF – WHEN YOU HEAR THE ALARM**

##### **Immediately;**

- Clear all hallways of equipment, move residents into nearby safe rooms, close all windows and room doors, turn on as many lights as possible. Shut off electrical equipment, secure your area. Upon activation of second stage alarm or if code red incident in your area close corridor fire separation doors.
- Listen to the overhead voice communication system page for further instructions ie. location of page and or check fire alarm annunciator panel for location of fire.
- Once the Code Red fire alarm location is known or announced staff in the fire area are to locate the exact location of the fire and continue with the duties not yet completed as outlined in 4.1.5 Person Who Discovers the Fire.
- All other staff complete their other respective departmental responsibilities and report to their respective departmental area of assignment.
- Employees who are away from their work area (e.g. on break) - return to assigned work area (or) if normally assigned the labour pool and assist with required fire response.
- Do not use the elevators.
- Do not use the telephones unless it is extremely urgent or required for Code Red procedure.
- Follow the instructions of those responsible for directing emergency response.

#### **REMEMBER: STAY ALERT FOR INSTRUCTIONS**

**The fire alarm “Code Red” remains in effect until “Code Red All Clear- Resume Normal Duties and Activities” is announced.**

#### **4.1.7 LEADERSHIP TEAM RESPONSIBILITIES**

**During Regular Business Hours;** The following Leadership Team members are to report to the emergency scene; Administrator, Director of Care, Director of Support Services, Environmental Services Manager.

The first Leadership Team member to arrive is to dialogue with the Scene Coordinator. As required and as the response measures elevate assume the role of Scene Coordinator.

##### **Other Leadership Team Responsibilities:**

Assistant Director of Care; Report to area of responsibility, liaise with unit communications person, provide assistance as required;

Activation Coordinator; Report to First Floor Central Therapy, secure area report to Labour Pool.

Dir. of Finance and Administration; Report to Labour Pool, assume Labour Pool Communication person’s role, direct staff as required.

Dietary Services Manager; Secure Kitchen/Basement Area await for further instructions.

Manager on Call; As the emergency elevates (if after hours) the Manager on Call will receive a call from the Incident Commander. The Incident Commander will advise the Manager on Call of the status of the emergency. In consultation with the Incident Commander the Manager on Call to ensure completion of appropriate reporting requirements, that all appropriate first responders have been called and proceed as required to activate the establishment of the Emergency Operations Control Group. Membership as per Appendix A-2, contact information as per Administration Fan-Out Appendix B-1.

#### **4.1.8 ACTIVATION/HAIRDRESSER RESPONSIBILITIES**

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff: When You Hear the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Other Specific Responsibilities;  
Check all rooms on first floor Therapy/Hairdresser area. Move residents to a secured area. Remain with residents await for further instructions.
- Staff assigned to work within a resident home area; Report to the nursing station at your designated work area.
- All other staff; During regular business hours M-F report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.

#### **4.1.9 BUSINESS/NURSING ADMINISTRATION OFFICE STAFF RESPONSIBILITIES**

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff: When You Hear the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Other Business Office Specific Responsibilities;

Business Office Manager/designated; Retrieve two-way radio, report to First Floor Classroom, assume Labour Pool Communications Person role. Open classroom, await arrival of labour pool, record attendance, assign staff as requested through emergency coordinators.

One member of the office staff to man phone system.

One member to go to the main entrance to prevent visitors from entering, and to meet and provide briefing to the Fire Department.

Check rooms on main floor, town square area, move residents in the immediate area beyond the closest fire door in a direction away from the location of the fire. Remain with residents and await further instructions.

- Other Nursing Office Specific Responsibilities;  
Check all rooms in Nursing Office Administration area on first floor.

Move residents to a secured area. Remain with residents await for further instruction. If no residents are in the area report to First Floor Classroom, this to become part of the labour pool.

As directed follow the instructions of the Labour Pool Communications person.

#### **4.1.10 ENVIRONMENTAL SERVICES STAFF RESPONSIBILITIES**

- If you hear the alarm proceed with instructions as outlined in 4.1.6 When You Hear the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Other Specific Responsibilities;
  - Move equipment into secured storage rooms, assist with moving other equipment from corridors.
- Reporting Area;
  - Staff assigned to work within a resident home area; Report to the nursing station at your designated work area. On the Affected Area follow the instructions of Scene Coordinator. On the Non -Affected Area follow the instruction of the Unit Communications person.
  - All other staff; During regular business hours M-F report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.

#### **4.1.11 KITCHEN/DIETARY SERVICES STAFF RESPONSIBILITIES**

- If you hear the alarm proceed with general instructions as outlined in 4.1.6 All Staff; When You Hear the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Other Specific Responsibilities;
  - Ensure cooking equipment and other electrical equipment is turned off.
- Reporting Area;
  - Servery/Pantry Area Staff; Report to the nursing station at your designated work area. On the Affected Area follow the instructions of Scene Coordinator. On the Non -Affected Area follow the instruction of the Unit Communications person.
  - Kitchen Area Staff; During regular business hours M-F report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.

#### 4.1.12 MAINTENANCE STAFF RESPONSIBILITIES

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Hear the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Other Specific Responsibilities;  
Proceed to fire area, work in close liaison with “Scene Coordinator” green vest person and or fire department.
- As required assist with the emergency response requirements.
- Prepare to shut down boilers, gas, electrical, ventilation and hot water systems. Notify Incident Commander of any unusual circumstances.
- Once the fire department provides an “all clear”, in the company of the fire department and the Scene Coordinator proceed to the main entrance fire alarm annunciator panel to reset the fire alarm panel and magnetic door lock system. Resetting of the system at the main entrance fire alarm annunciator panel includes: Acknowledge, Silence, Reset. Magnetic door lock key switch includes resetting of key switch, red light indicates normal position. To reset insert key, turn to right, click, turn back to centre location, remove key.
- Once the fire alarm panel and magnetic door lock system has been reset advise the Scene Coordinator to notify the Incident Commander of the systems reset and to proceed with the “Code Red All Clear” page.
- Proceed to check and reset building automation and other mechanical and electrical systems. Upon activation of fire alarm system heat recovery units continue to operate for 1-hour, if fire alarm system not reset within 1-hour heat recovery units will then shut down.
- As directed follow the instructions of the Scene Coordinator.

#### 4.1.13 NURSING STAFF RESPONSIBILITIES

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff, When You Hear the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- On the Affected unit follow the instruction of the Scene Coordinator.
- On the Non-Affected units follow the instructions of the Unit Communications person.
- As assigned per coded symbol \* on the Nursing Assignment Sheet carry out the duties of Unit Communications Person.
- Prepare residents for evacuation, remain alert for possible Code Green page.
- As assigned per coded symbol  $\Omega$  on the Nursing Assignment sheet be prepared as the designated staff to report to the area of evacuation to assist with evacuation.
- As assigned per coded symbol  $\infty$  on the Nursing Assignment Sheet pick up 2 - way radio at first floor Nursing Station Office and report to main front entrance, meet fire department and provide information such as on the location, floor, room, status of fire. As necessary communicate with Incident Commander and Scene Coordinator via two-way radio, to use follow instructions on two-way radio. If necessary take crew to location, return to front door.



#### **4.1.14 STOREKEEPER RESPONSIBILITIES**

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Hear the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Other Specific Responsibilities;  
Check all rooms on the basement floor level loading dock area.
- Reporting Area; First Floor Classroom, this to become part of the labour pool.

#### **4.1.15 OTHER GENERAL INSTRUCTIONS**

- Staff and visitors are to remain on “alert” until the “Code Red-All Clear Resume Normal Duties and Activities” page has been given by the Incident Commander.
- When the fire alarm sounds ensure equipment, carts and any other obstacles have been cleared from the corridors.
- Do not use elevators.
- All rest and meal periods will be suspended until normal operations can be resumed.
- Be attentive to instructions given over the public address system.
- Always remain calm and move with assurance, avoid panic, reaction time is important.
- Instruction given by the Incident Commander, Scene Coordinator, Unit Communications Person, Labour Pool Coordinator, E.O.C.G or as assigned other designated authority are to be followed.
- When using stairwells keep to the right.
- If unsure of fire location check one of the fire alarm annunciator panels.
- Should all means of egress be blocked by smoke or flames, immediately place yourself and residents under your supervision in a room which can be separated from the danger by means of a door. If possible place damp sheets or blankets along the openings of the door to keep out as much smoke as possible.

#### **4.1.16 RESIDENT INSTRUCTIONS**

If fire or smoke is detected in your room:

- Remain calm.
- Leave the room immediately, and close the door.
- Sound the fire alarm and/or notify a staff member.
- Proceed to the nursing station, inform staff of the situation.

If you hear the alarm:

- Remain calm
- Stay in your room. Close all the doors and windows in your room.
- Turn on lights, and shut off electrical equipment.
- Remain in your room, await further instructions.
- Do not use elevators.

#### **4.1.17 VISITOR INSTRUCTIONS**

- Remain calm
- Remain with the Resident and await further instructions.
- Follow all instructions issued by staff and/or fire department.
- Do not use elevators.

#### **4.1.18 AUXILLIARY VOLUNTEER RESPONSIBILITIES**

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Hear the Alarm.
- If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Other Specific Responsibilities;  
If with resident, ensure resident is at a safe location. Stay with resident and await further instructions.
- If Not with Resident- Reporting Area;
  - If assigned to work within a resident home area; Report to the nurse station at your designated assigned area.
  - All other volunteers; During regular business hours M-F report to First Floor Classroom, this to become part of the labour pool. During all other times; including evenings, nights, weekends and holidays report to Level One, Elm Lodge Nurse Station.

#### **4.1.19 SECURITY OFFICER RESPONSIBILITIES**

- If you hear the alarm proceed with instructions as outlined in 4.1.6 All Staff; When You Here the Alarm.
  - If you discover the fire proceed with instructions as outlined in 4.1.5 Person Who Discovers the Fire.
- Other Specific Responsibilities;
- Determine the area from which the alarm is originating from, for location view fire alarm annunciator panel.
  - Proceed to the main entrance of the building to meet the Brockville Fire Department, advise them of the location of alarm.

#### **4.1.20 EVACUATION PROCEDURES**

Evacuation consists of the following 3 stages:

##### **IMMEDIATE AREA EVACUATION;**

- i. **Immediate Danger Area Evacuation:** Remove residents, staff and visitors in the immediate area. The general rule is to evacuate the resident room, two rooms on each side of the fire room walls and the room immediately across the hall.

##### **PARTIAL EVACUATION:**

- i. **Horizontal Evacuation:** Move residents, staff and visitors to the wing opposite to that in which the fire is situated behind the corridor fire doors.
- ii.

- iii. **Vertical Evacuation:** Move residents, staff and visitors two floors down using the nearest stairway which is away from the immediate location of the fire.

**TOTAL EVACUATION:**

- i. **Total Evacuation (Building):** Move residents, staff and visitors out of the building through the nearest exit.
  - Stairwell doors are labelled identifying the stairwell and floor level.
  - When using stairs downward traffic is kept to the right.

**4.1.21 EMERGENCY OPERATIONS CONTROL GROUP**

- When a call has been received of a “Code Red” situation the E.O.C.G members are to report to the facility.
- Follow the guidelines for the establishment and activities for the E.O.C.G as outlined in Section One.

**4.1.22 ACTIVATING THE TELEPHONE FAN OUT PERSONNEL POOL/ALERTING PROCESS**

- If activation is required refer to Emergency Plan- Section Two; Activation of an Emergency; Section 2.1.4 - Telephone Fan Out Personnel Pool /Alerting Process.

**4.1.23 ELEVATION OF CODE RED**

As required for additional instruction and resource information refer to Emergency Plan; Section Two; Activation of an Emergency

**4.1.24 INCIDENT DOCUMENTATION AND REPORTING**

- As per the Homes Administration Manual Policy # 0202-12-01 "Critical Incident Reporting", if applicable given the type of incident advise the Ministry of Health LTC Division of the issue within the time frame stated.

**4.1.25 FIRE RESPONSE OVERVIEW**

As an Appendix a quick reference fire response flow chart listing various fire response actions has been inserted into the plan. These quick reference summary procedures are to be read in conjunction with the written portion of the plan, the flow charts are as listed;

- |  |              |
|--|--------------|
| ➤ Affected Unit/Area – Fire Response         | Appendix M-1 |
| ➤ Non-Affected Unit/Area – Fire Response     | Appendix M-2 |
| ➤ Incident Commander – Fire Response         | Appendix M-3 |
| ➤ Scene Coordinator – Fire Response          | Appendix M-4 |
| ➤ Unit Communications Person – Fire Response | Appendix M-5 |

#### 4.1.26 KEY CONTACTS

The following is a list of key contacts for the building; **Page Revised; Sept 1, 2021**

<b>Position</b>	<b>Name of Person</b>	<b>Contact Information</b>
Main Phone Line	Main Phone Line Wireless Phones . 1st Floor Charge Nurse . 2nd Floor Charge Nurse . 3rd Floor Charge Nurse	613-345-0255- Follow auto attendant prompt. Ext 4207 Ext 4211 Ext 4216
Manager On Call	Assigned Manager On Call	613-802-1107 – Cell
Acting Administrator	Lisa Harper	613-802-1697– Cell 613-803-5589- Cell
Acting Director of Care	Angela Roles	613-246-0155-Cell
Director of Support Services	Bradley Morton	613-342-2766 – Home 613-802-0085 – Cell
Assistant Director of Care	Jillian MacKenzie	613-986-3494
Assistant Director of Care	Maria Gollinger	613-925-4747- Home
Assistant Director of Care	Erica McFayden	289-690-6653
Activation Supervisor	Stacie Swayne	613-340-5373
Environmental Services Supervisor	Kim Enos	613-246-0067
Dietary Services Supervisor	Sara McNeilly	613-298-4300
Maintenance "On Call"	Maintenance Person	613-802-4868 -Cell
<b>SERVICE PROVIDERS</b>		
Arjo Tubs	Arjo	1-800-665-4831
Boilers	Service; Modern Niagara Ball Refrigeration - Installer; S & R Mechanical	613-547-0147 613-498-2734 613-830-0165
Building Controls	Ainsworth (Airtron)	613-247-9855
CCTV Cameras/NVR	Secureway (Chris/Philip)	613-704-1463 press2 for Security
City of Brockville	Main Line .Transportation	613-342-8772 Ext 8225 or 613-498-1362
Diesel Supply	MacEwen	613-924-2006
Door Access Controls	R.N.A.	866-727-8340
Electrical Supply	Hydro One	800-434-1235
Elevator Company	ThyssenKrupp Elevator	800-233-5757
Emergency Generator	Tandent	613-887-2617
Emergency Transfer Switch	Virtiv (Asco) Power Tech. Emergency	519-758-8450 800-800-2726
Fire	Brockville Fire Dept	911 or 613-498-1261
Fire Alarm Monitoring	Armstrong	800-561-5433
Fire Alarm System -Main	Siemens	1-613-733.9781
HVAC Systems	Service- Modern Niagara Ball Refrigeration Installer-Gorlan Mechanical	613-547-0147 613-498-2734 613-838-5762
Heat Recovery Units	Modern Niagara Ball Refrigeration -Service Gorlan Mechanical-Installer	613-547-0147 613-498-2734 613-838-5762

	Engineered Air –Manuf. Capital Air - Service	613-723-1661 613-733-2481
I.T. -Computers	BrockIT	613-499-9960
Laundry Linen Service (Regular Linen, flats etc.)	Kingston Regional Laundry Service	613-544-0515
Laundry Washers	McCann Mechanical; Kevin TMZ; Tom Lawn	613-498-0964 613-234-3327
Laundry Gas Dryers	Ball Refrigeration TMZ; Tom Lawn	613-498-2734 613-234-3327
Loading Dock Overhead Coil Doors	Leading Edge Overhead Doors – Chris/Cindy	613-803-7100
Locksmith	D&M Locksmith	613-924-9408
Natural Gas	Enbridge Modern Niagra Ball Refrigeration	800-644-9066 613-547-0147 613-498-2734
Nurse Call, Watchmate, CCTV	R.N.A.	866-727-8340
Plumbing Repairs	J.J. Jensen Plumbing  Houle Plumbing, Donald Houle	613-345-0911  613-345-3678
Propane (Garage Supply)	Levac	613-267-1752
Refrigeration	Modern Niagra Ball Refrigeration	613-547-0147 613-498-2734
Security	Group 4 Securicor	800-387-0205 Ext 1
Snow Removal	Property Solutions 1 <sup>st</sup> Contact; Brian B. 2 <sup>nd</sup> Contact Don B.	613-213-5567 613-341-1090
Sprinkler System	Service; Fast Response Installer; Low Fire Protection, Ray Tanguay	613-634-8866 613-739-5693
Telephone System	Southeastern Communications	800-267-0931
Waste Removal/Garbage	Waste Management	800-267-7874
Waste Compactor Repairs	Waste Management Progressive formally B.F.I. Ram Pak;	519-323-9978 613-749-8000 or 613-345-2442
Wildlife Control	Darcy	613-658-2223

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## 4.1.27 STAFF DISTRIBUTION

The following is a staff distribution list for the building; **Page Revised Sept 1, 2021**

### ST. LAWRENCE LODGE

#### Staff Distribution

STAFF	COVERAGE	SHIFT	NUMBER
Administrator	Mon-Fri	Days	1
Director of Care	Mon-Fri	Days	1
Director of Support Services	Mon-Fri	Days	1
Human Resources	Mon-Fri	Days	1
Ass't. Director of Care	Mon-Fri	Days	4
IPAC Manager	Mon-Fri	Days	1
Business Office Staff	Mon-Fri	Days	3
Activation Supervisor	Mon-Fri	Days	1
Activation Staff	Mon-Fri	Days	6
	Sat	Days	2
Maintenance Mechanic	Daily	Days	3
Maintenance Labourer	2-3 shifts/wk	Days	1
Storekeeper	Mon-Fri	Days	1
Environmental Services Supervisor	Mon-Fri	Days	1
Environmental Services Aide	Mon-Fri	Days	10
	Mon-Fri	Evening	1
	Sat-Sun	Days	4-5
	Sat-Sun	Evening	1
Laundry Aide	Mon-Fri	Days	2
	Sat-Sun	Days	2
Dietary Services Supervisor	Mon-Fri	Days	1
Dietician	Mon-Fri	Days	1
Cooks	Daily	5:30 a.m.-7:00 p.m.	3
Porters	Daily	6:00 a.m.-7:00 p.m.	2
Dietary	Daily	6:00a.m.-7:00 p.m.	8
Nursing Scheduling Manager	Mon-Fri	Days	1
Nursing Scheduling Staff	Daily	Days	1-2
Registered Nurses	Daily	Days	1
1 <sup>st</sup> Floor	Daily	Evening	1
	Daily	Midnight	1
Registered Nurses	Daily	Days	1
2 <sup>nd</sup> Floor	Daily	Evening	1
	Daily	Midnight	1
Registered Nurse	Mon-Fri	Days	1
3 <sup>rd</sup> Floor	Daily	Evening	1
	Daily	Midnight	0
Nursing Attendant	Daily	Days	10
1 <sup>st</sup> Floor	Daily	Evening	6
	Daily	Midnight	4
Nursing Attendant	Daily	Days	15
2 <sup>nd</sup> Floor	Daily	Evening	9

STAFF	COVERAGE	SHIFT	NUMBER
Nursing Attendant 3rd Floor	Daily	Midnight	6
	Daily	Days	10
	Daily	Evening	6
R.P.N.'s	Daily	Midnight	4
	Daily	Days	7
	Daily	Evening	7
Security	Daily	Midnight	1-2
	Mon-Fri	Evening	1
	Sat-Sun	Days	1
	Sat-Sun	Evening	1

## **4.2. FIRE PREVENTION AND PROTECTION PLANNING**

### **4.2.1 FIRE PLANNING**

To provide for and increase the awareness of fire safety the following requirements are part of the fire planning procedures;

- The fire plan shall be reviewed annually by the Emergency Operations Committee. The fire plan and any changes shall also be approved of by the Chief Fire Official.
- All newly employed staff shall attend a fire safety planning orientation, staff at this time are to become familiar with their roles and responsibilities.
- All facility staff shall receive instruction in fire safety procedures annually.
- Monthly fire drills shall occur and staff attendance documented.
- Annual or other as required scenario drills required to be approved and observed by the Chief Fire Official shall completed.

### **4.2.2 FIRE PROTECTION**

- Each corridor and areas of the building can be isolated into zones by fire separation doors. At no time shall these doors be blocked or prevented from closing. Upon activation of 2nd stage alarm these fire doors will automatically close.
- To prevent the spread of fire and smoke it is imperative that all doors be closed. Doors that are not on automatic closures must be closed manually.
- At all times stairwell doors must always be kept in the closed and latched position.
- At all times stairwells, landings and exits must be kept clear of any storage or other obstructions.
- Combustible waste and debris accumulations are restricted to designated storage areas.

### **4.2.3 NOTIFICATION AND PREVENTION PLANNING**

- St. Lawrence Lodge is equipped with various forms of fire notification, verification and fire fighting equipment devices. This equipment is designed to provide notice of a fire situation and provide a means to extinguish a fire and or assist in the effects of such a incident, the following systems are in place;
  - i. Automatic Door Closures; Fire separation areas are zoned by the automatic closing of fire separation doors in corridors. Upon activation of second stage fire alarm these doors will automatically close. At no time should these doors be wedged open.
  - ii. Chubb Box, Main Entrance; Located in the main entrance vestibule is a secured Chubb box that the Fire Department has the key to. The Chubb Box contains the required keys, proximity card readers to access through magnetically controlled doors, and a key for the elevators independent-service key switch inside the cab.



- iii. Emergency Power System; The facility is equipped to operate various mechanical and electrical equipment during an electrical power outage. Red electrical receptacles identify plugs that are on emergency power. Selected lighting has also been placed on emergency power.
- iv. Evacucheck; Is a permanently mounted door marker which indicates room evacuation verification status. When the room has been evacuated or is confirmed vacant the active leaf of the evacucheck is flipped by staff to the open position, strong ceramic magnets inside the leaf will adhere to the door frame. If the door re-opens the leaf closes thus indicating possible room re-entry.
- v. Fire Alarm Annunciator Panels; Fire alarm annunciator panels are located throughout the facility eg main foyer and nurse stations. Once the fire alarm system has been activated the annunciator panels will display the activated area. See Section 4.3.3 for Siemens Fire Alarm Panel Reset.
- vi. Fire Alarm Monitoring; Upon activation of the fire alarm system a signal is sent to a U.L.C. approved fire alarm monitoring company, (Armstrong). Once the signal is received the fire alarm company notifies the Fire Department to be dispatched to the site.
- vii. Fire Extinguishers; Fire extinguishers are located strategically throughout the building. Fire extinguisher use includes;
  - P- Pull the pin
  - A- Aim
  - S- Squeeze the trigger
  - S- Sweep the area of fire
- viii. Kitchen Fire Suppression System; The kitchen equipment hood is equipped with a fire suppression system. Upon activation of the fire suppression system a extinguishing medium is discharged over the hood. Semi-annual maintenance/testing is completed on the system by a qualified service provider. To activate fire suppression system, follow Fire Suppression Pull Station instructions on Pull Station.
- ix. Magnetic Locking Devices; Stairwell, exterior and selective interior doors are secured by a magnetic locking device. Upon activation of the second stage fire alarm these doors automatically unlock. As per the fire plan certain areas require monitoring during a fire alarm situation.
- x. Manual Fire Alarm Pull Station; Are located throughout the building, generally found near exits. Upon detection of a fire situation once manually pulled the pull station activates the first stage fire alarm alert signal. The initiation of second stage evacuation alarm shall be from key operation at any manual fire alarm pull station or on Scene Coordinator key ring. Second stage evacuation alarm will sound on the floor where it was manually keyed. Over each pull station is a clear plastic tamper proof cover, if cover is tampered with and removed off its base a local alarm will

sound from the cover. To silence tamper cover alarm place plastic cover back on tamper cover base, push in place. (Note; removing the tamper cover does not activate the fire alarm system only a tamper cover local alarm, if a actual fire situation exist the tamper proof cover must be pulled off and pull station must be pulled.)

- xi. Posting of Emergency Procedures; Fire emergency procedures are posted on each floor in the common areas outside the elevators and in the main entrance vestibule.
- xii. Smoke Detector/Heat Detector; Each room is equipped with a smoke or heat detector. Upon detection of smoke or heat build-up the detection device will activate the first stage fire alarm alert signal. The location of the alarm will be displayed on the fire alarm annunciator panels. The initiation of a fire alarm alert signal from a smoke or heat detector originating from a resident room will also be displayed on the corridor dome light (red) outside the resident's room. A activated smoke detector will display a flashing red light on the bottom side of the smoke detector. Flashing green light indicates normal status. Flashing yellow light indicates trouble status.
- xiii. Sprinkler System; Each room has a sprinkler head, upon detection of a heat source a fusible link will melt causing a constant flow of water to the area. At no time should anyone tamper with a sprinkler head, serious water damage will occur when it is activated.
- xiv. Voice Communications; During a Code Red situation emergency paging is completed through the phone system.
- xv. Alternate Measures for Temporary Shutdown of Fire Protection Equipment or Systems; Should it be necessary to shut down or temporarily take any part of the fire alarm or voice communication system out of service the following procedures will apply;
  - Incident Commander to be notified of the situation.
  - Fire Department must be notified of system shutdown.
  - Under fire protection impairment conditions, a regular fire safety patrol of the building is to be established, this until such a time that the fire equipment or system is repaired and returned to service. Persons conducting the patrol must be provided with a means of communication should an emergency arise. **See Appendix P for further fire watch instructions and procedures.**
  - Each tour of the building by the fire safety patrol must be recorded by time and date. Deficiencies and any measures taken to correct the deficiencies must be noted.
- xvi. Two-Way Portable Radio Communications and Radio Repeater; ~~To enhance fire department 2-way portable radio transmission a Radio Repeater has been installed at St. Lawrence Lodge on First Floor Elm Lodge in Electrical Room 1122. This equipment is to be maintained by St. Lawrence Lodge through the service provider.~~

#### 4.2.4. FIRE DEPARTMENT

Activation of the fire alarm system is monitored 24/7 through a U.L.C. for Protective Signalling Service company. Upon activation of the fire alarm system the monitoring company notifies the fire department of the alarm.

In addition to this signal the Incident Commander will upon activation of the fire alarm system call 911 and advise the fire department of the alarm.

The Brockville Fire Department will respond to all fire alarms. To facilitate Fire Department response and access the following applies;

- Fire route vehicle lanes have been identified. As per the facility policy access routes are to be kept clear at all times, vehicles parked in fire lanes are subject to being towed. Fire route lanes are checked by Maintenance and security staff.
- Fire hydrant is located in the upper main front parking lot island, directly east of main entrance.
- Fire Department siamese connection is located at the upper north east corner of the building by the staff entrance.
- Entry into the building is normally through the east main entrance, upper east side of building.
- Main fire alarm annunciator panel is located in the main entrance foyer; sub panels are at nurse stations. Main fire alarm control panel is located in the basement Communications Room#017.
- Access into the building is by retrieving building keys and access cards from main entrance foyer chubb box located next to the interior doors. The fire Department is the holder of the chubb box key. To facilitate access into and throughout the building the chubb box contains the required keys, proximity cards, and a key for the elevators independent-service key switch inside the cab. The independent-service key has been placed in the Chubb Box at the main entrance if required for use by the Fire Department. Instruction to operate; "Insert key in independent service key switch-turn right-this holds elevator until ready to use, then turn left - push floor call button.
- To gain entry into the building; during regular visiting hours 08:00-21:00 hrs in main entrance foyer push on enter button, open door. At all other times use proximity card reader found in chubb box, pass card across proximity reader in main foyer north wall, light turns green, open door.
- South lower roof is accessed at the top of stairwell D. North high roof is accessed at the top of stairwell B.
- Utility Shut-off /Disconnect Locations include:
  - Natural gas - Exterior west side of building, main shut off valve.
  - Electrical - Main disconnects, 600V and 120/208V systems.  
Bsmt Electrical Rm#019
  - Water supply- Main shut off valve, Bsmt Mechanical Rm#002
  - Sprinkler system - Main shut off valve, Bsmt Mechanical Rm#002.

The Brockville Fire Department performs regular fire safety building inspections.

#### **4.2.5. FIRE DRILLS - MONTHLY INSPECTIONS**

Fire drills are held on a regular basis at St. Lawrence Lodge. Fire drills are held to ensure that residents and staff are familiar with and educated on fire planning emergency procedures. Monthly fire drills occur on all shifts, staff attendance shall be documented. Fire drills can occur by creating a mock fire situation which will be rehearsed out via the activation of the fire alarm system or by a simulated silent fire drill. The two types of fire drills include the following structure;

##### **MOCK FIRE DRILL;**

- To be initiated monthly by the Director of Support Services/designate.
- Includes the actual activation of the fire alarm detection system.
- A mock fire situation will be rehearsed.
- Prior to the fire drill beginning the Director of Support Services telephones the Brockville Fire Department to notify them of the drill.
- To initiate a fire drill a fire alarm auxiliary device (e.g. smoke detector) may be activated or a staff member may come across a mock fire scenario by locating a “fire flag”.
- Upon awareness to a mock fire situation all staff are to act and respond as if it is an actual fire situation. Note 4.1.5 Person Who Discovers the Fire, 4.1.6 All Staff; When You Here the Alarm and other specific department responsibilities.
- The scope of the fire drill and end point of the fire drill is to be given by the Director of Support Services/designate.
- Once the all clear has been given and the fire alarm system has been reset the Incident Commander will page that the code red has ended.
- In the immediate area of the fire drill a staff debriefing will occur reviewing the events of the fire drill.
- Once the fire drill has ended and the systems have been reset the Director of Support Services/designate notifies the Brockville Fire Department of the all clear and system reset.
- After each fire drill a fire drill worksheet will be completed by the Director of Support Services.
- The attendance of those involved in the fire drill will be recorded.

##### **SIMULATED FIRE DRILLS;**

- Simulated fire drills can be used in addition to an actual fire alarm system activation.
- A “Simulated Fire Drill Worksheet” will be provided by the Director of Support Services which outlines a scenario for which actions are to be recorded.
- Registered Nursing Staff will conduct the exercise.
- The Registered Nursing Staff conducting the simulated fire drill exercise will use the work sheet provided and list the appropriate steps taken in response to the scenario.
- For the benefit of all as many staff as possible will participate in the exercise.

## **MONTHLY INSPECTIONS;**

- The Director of Support Services, the Administrator or designate in conjunction with the mock fire drill completes a monthly facility inspection report.
- Inspections include observations and clearances for exits, fire doors, waste accumulation, potentially hazardous situations. Inspection also includes recording of annual fire alarm system check, kitchen fire suppression system and fire extinguisher inspections.

### **4.2.6. CONTROL OF FIRE HAZARDS**

In an effort to prevent and control potential fire hazard situations the following practices are to be adhered to;

- Smoking is prohibited in all areas of the building, smoking is only permitted at exterior designated areas.
- Extensions cords are prohibited.
- Equipment is not to block access to fire safety equipment or access routes.
- Stairwells, landings and corridors are to be kept clear and free from obstruction.
- Combustible materials are not to be stored near flammables, always maintain good housekeeping practices.
- Electrical appliances such as bed lamps are not to be covered with items such as towels, paper or other flammable combustible materials.

### **4.2.7. INSPECTION, TEST AND MAINTENANCE**

A maintenance program is completed on fire protection equipment. The maintenance program includes a series of checks, inspections and test. The following definitions have been provided for clarity of terminology:

CHECK- visual observation, to ensure the device or system is in place and is not obviously damaged or obstructed.

INSPECT- means a physical examination, to determine that the device or system will apparently perform with its intended function.

TEST - means operation of device or system to ensure that it will perform with its intended operation or function.

DAILY - every day of the week.

WEEKLY- as assigned once a week.

MONTHLY- as assigned once a month.

The following systems require checks, inspections, testing requirements. (Reference to be made to the Ontario Fire Code and NFPA 10-1190)

**DAILY**

<b>Standard Fire Code/NFPA</b>	<b>Type of Task</b>	<b>Item Description</b>	<b>Responsibility</b>
F.C. 2.5.1.2.(1) 2.5.1.3	Check	To ensure streets, yards and roadways for fire department access routes are kept clear	Maintenance Staff Security
F.C. 6.3.2.2.	Check	Fire alarm ac power and trouble light	Maintenance Staff

**BI-MONTHLY**

<b>Standard Fire Code/NFPA</b>	<b>Type of Task</b>	<b>Item Description</b>	<b>Responsibility</b>
F.C. 6.5.5.7.	Test	Sprinkler Electrical Supervisory Transmitters and Water Flow Devices. Note; completed <u>annually</u> with Sprinkler System Inspection as high frequency of testing due to system design causes premature pump failure.	Contractor

**MONTHLY**

F.C. 2.2.3.4	Inspect	Fire separation doors	Maintenance Staff
F.C. 6.2.7.2	Inspect	All portable fire extinguishers	Maintenance Staff
F.C. 6.3.2.2	Test	Fire alarm system	Administration
F.C. 2.7.3.3.(3) (b)	Test	Emergency lighting functions upon primary power failure	Maintenance Staff
F.C. 6.5.3.1. NFPA 12.3.2.1.1.	Inspect	Sprinkler zone control valve, ensure normal open or closed. No leaks and identification.	Maintenance Staff
F.C. 6.7.1.1 CSA C282	Inspect/Test	Emergency Power System Monthly Generator Run	Maintenance Staff

**SEMI-ANNUAL**

NFPA 96	Inspect/Test	Fire Suppression System Inspect.	Contractor
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**ANNUAL**

F.C. 2.7.3.1.	Check	Exit Lights	Contractor
F.C. 2.6.1.8.	Inspect	HVAC/HRU's disconnect switches operate	Maintenance Staff
F.C. 2.7.3.3. (3)(b)	Test	Battery Operated lighting to design criteria	Maintenance Staff
F.C. 2.7.3.3.(4)	Test	Emergency lighting units, equipment for design duration-charging condition, voltage recovery	Maintenance Staff
F.C. 6.2.7.1.	Inspect	All portable fire extinguishers	Contractor
F.C. 6.3.2.2.	Test	Fire alarm system test	Contractor
F.C. 6.3.2.2.	Test	Automatic and manual operation of electromagnetic locks a door hold open devices	Contractor
F.C. 6.5.3.2.	Check	Exposed sprinkler system pipe hangers	Contractor

F.C. 6.5.3.5.	Check	All sprinkler heads	Contractor
F.C. 6.5.4.4.(2)	Inspect	Fire dept connection, for wear, rust or obstructions after removal of plug or caps on sprinkler Siamese connection	Contractor
F.C. 6.5.5.3.	Test	Water flow on wet sprinkler system, using most hydraulically remote test connection	Contractor
F.C. 6.5.5.5.	Test	Sprinkler system water supply pressure using main drain valve	Contractor
F.C. 6.6.5.1.	Inspect	Fire hydrants	Contractor
F.C. 6.6.5.2.(2)	Inspect	Fire hydrant port caps, remove check for wear, rust, obstruction.	Contractor
F.C. 6.6.5.3.	Inspect	Fire hydrant barrel, no water accumulation when valve in closed position	Contractor
F.C. 6.6.5.6.	Test	Fire hydrant water flow	Contractor
F.C. 2.2.3.7.	Inspect	Fire Damper/Fire Stop flaps confirm via inspection fire dampers open	Maintenance Staff
	Inspect/Test	Radio Repeater - Rm 1122	Contractor

**EVERY FIVE YEARS**

F.C. 6.2.7.1.	Test	H2O, CO2, and dry chemical (dry chemical with stainless steel shell) extinguishers hydrostatically	Contractor
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**EVERY SIX YEARS**

F.C. 6.2.7.1.	Test	Empty stored pressure type extinguishers requiring 12 year hydrostatic test and subject to maintenance (powder change)	Contractor
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**EVERY TWELVE YEARS**

F.C. 6.2.7.1.	Test	Hydrostatically, dry chemical (other than having stainless steel shell), dry powder, and vaporizing liquid type extinguishers	Contractor
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**OTHER ADDITIONAL**

F.C. 2.7.1.7.(1)	Check	Access to exits and maintain free of obstruction	All staff, fire plan requirement
F.C. 6.2.7.1. 6.2.7.6.	Inspect	Recharge extinguishers after use or as indicated by inspection or when performing maintenance	Administration/Maintenance

## 4.3 FIRE PLAN BUILDING AUDIT AND RESOURCES

The following information is an audit of the building characteristics, building construction, the building fire alarm systems, equipment and building resources in the facility.

### 4.3.1 BUILDING AUDIT

## Fire Plan Building Audit

<b>Building Evaluation Form</b>		
Building Name: St Lawrence Lodge <b>Classification Type; B-2 Care and Treatment</b>		
Address: 1803 County Road 2 East Brockville, Ontario K6V 5T1 Canada		Phone 1-613-345-0255
Owner: United Counties of Leeds & Grenville- St. Lawrence Lodge		
Administrator: Tom Harrington		Phone # 1-613-345-0255 Ext 4106
Building Location Address: 1803-County Road #2 East, Brockville Ontario K6V 5T1		
Maximum number of patients/residents: Residents	Total 224	Nonambulatory - Constantly Changing
		Under Legal Restraint – Constantly Changing
<b>Fire Department Access</b>		
<ul style="list-style-type: none"> <li>▪ Fire hydrant is located in the upper main front parking lot island, directly east of main entrance.</li> <li>▪ Fire Department Siamese connection is located at the upper north east corner of the building by the staff entrance.</li> <li>▪ Entry into the building is normally through the east main entrance, upper east side of building.</li> <li>▪ Main fire alarm annunciator panel is located in the main entrance foyer, sub panels are at nurse stations. Main fire alarm control panel is located in the basement Communications Room#017.</li> <li>▪ Access into the building is by retrieving building keys and access cards from main entrance foyer chubb box located next to the interior doors. The fire Department is the holder of the chubb box key. To facilitate access into and throughout the building the chubb box contains required keys and proximity cards.</li> </ul>		



- To gain entry into the building; during regular visiting hours 08:00-21:00 hrs in main entrance foyer push on enter button, open door. At all other times use proximity card reader found in chubb box, pass card across proximity reader in main foyer north wall, light turns green, open door.
- South lower roof is accessed at the top of stairwell D. North high roof is accessed at the top of stairwell B.
- Utility Shut-off /Disconnect Locations include:
  - Natural gas - Exterior west side of building, main shut off valve.
  - Electrical - Main disconnects, 600V and 120/208V systems Bsmt Electrical Rm#019
  - Water supply- Main shut off valve, Bsmt Mechanical Rm#002
  - Sprinkler system - Main shut off valve, Bsmt Mechanical Rm#002.

**Relocation Facility;** Building Address: As per Memorandum of Understanding Annex K

### 4.3.2 BUILDING CONSTRUCTION

The following information is an audit of the building construction.

*This audit is designed to gather and record specific construction information about the building.*

<u>Height / Area:</u>		
Building Area: <u>13,829sm (incl. Basement)</u>	Building Height: <u>Varies 11m to 14.2m</u>	Number of Floors: 3 + basement
<u>Type of Construction:</u>		
Combustible _____	Non-combustible <u>X</u>	Combination _____
<u>Basement: Yes</u>		
Number of Basement Levels <u>1</u>		
Full _____	Partial <u>X</u>	None _____
<u>Floor Construction:</u>		
Non-combustible <u>X</u>	Combustible	

<u>Roof Construction:</u>		
Non-combustible <input checked="" type="checkbox"/>	Combustible _____	
Flat <input checked="" type="checkbox"/> Gable _____	Peaked _____	Other _____
<u>Interior Finishes:</u>		
Walls: <b><u>Gypsum Board on metal stud, concrete block, poured concrete</u></b>	Ceilings: <b><u>Acoustic Panel, Gypsum Board</u></b>	Floors; <b><u>Resilient Sheet, Carpet, Vinyl Tile, Ceramic Tile</u></b>
<u>Fire Separation:</u>		
Corridors: <b><u>Non-Rated F.S.</u></b>	Stairways: <b><u>1 HR</u></b>	Patient/Resident Sleeping Rooms: <b><u>Resilient Sheet, Carpet, Vinyl Tile, Ceramic Tile</u></b>
Zone Separations	Yes: <input checked="" type="checkbox"/>	no ___
Date of Construction: <b><u>Completion 2006</u></b>	Date of Major Renovations _____	

### 4.3.3 BUILDING CONSTRUCTION/RESOURCES

The following is an audit of the building fire safety equipment and resources.

#### Fire Alarm and Detection System:

Manufacturer: Siemens-Cerberus Division

Model: MXL – XLS System; System Reset Instructions; ; A Soft Reset is performed by pressing the Reset System soft key. The system can only be reset when all events (alarms, supervisory and troubles) are acknowledged and the notification appliances are silenced.

Type: single-stage  two-stage:

Primary Power Supply: 120 V AC Secondary Power Supply: 24V DC

Location of Main Panel: In Communication Room#SBO1 (017) in the Basement

Location of Annunciator Panel(s): LED Annunciator at Vestibule#P113 at the First Floor, also at Resident Home Area Nurse Stations.

Location of Manual Pull Stations: At all exit doors at First Floor, Staircase Doors, Doors equipped with maglocks, etc.

Location of Second Stage Initiating Devices and Keys: Incident Commander and Scene Coordinator Key Ring.

Location of Alarm Signal Zones (Floors, Wings etc.): Basement, 5 Staircases, Elevator Shafts, 5 Zones at Ground Floor, 7 Zones at Second Floor, 3 Zones at 3<sup>rd</sup> Floor, Kitchen, HVAC Units and Sprinkler System Flow Switches.

#### Central Station Connection (Fire Alarm System Monitoring):

Name of Monitoring Company: Armstrong

Address: \_\_\_\_\_ Telephone: 1-800-561-5433

~~Two-way Portable Radio Communications – Fire Base Station;~~ Fire Base Station Motorola CDR 500, installed on First Floor Elm Lodge Electrical Room 1122. Equipment to enhance fire department two-way portable radio transmissions communications.

#### Sprinkler System:

- sprinkler system type  Wet  Dry
- size of main and risers: 4" main diameter, 3" riser
- location of main and isolation control valves: Main Basement Mechanical Room# 002, Isolation controls in Basement Mechanical Room# 002, First Floor Hskg Rm First Floor Room# 1132, First Floor Hskg Room#1204, Second Floor Hskg Room# 2132, Second Floor Hskg Room# 2204), Second Floor Hskg Room# 2351), Third Floor Hskg Room# 3007, Third Floor Hskg Room# 3351.
- fire department connection: Outside East Vestibule M100
- system coverage Full  Partial

**Portable Fire Extinguishers:**

Type	Floor Location	Number
Pressurized Water	• _____	_____
	• _____	_____
	• _____	_____
Multi-Purpose Dry Chemical	•Basement Floor	6
	•First Floor	13
	•Second Floor	13
	•Third Floor	9
	• _____	_____
	• _____	_____
Standard Dry Chemical	•Basement Kitchen	1
	•First Fl. Servery/Pantry	1
	•Second Floor Servery/Pantry	2
	•Third Floor Servery/Pantry	1

**Automatic Kitchen Extinguishing System(s):**Location(s): Kitchen; **Basement Level**Name of Company: **Rideau Fire Protection, Inc Ottawa Ontario**Model: **Pyro-Chem 4.6 Gallon**Extinguishing Agent: **Wet Chemical Fire Suppression System**Coverage: **4.6 Gallon**Location of Manual Pull-Handle: **Kitchen West Wall By Dry Storage Room**Type of Fuel for Cooking: **Gas**Automatic Fuel Shut-Off: **Yes**Hood and Duct System: **Low -Flow****Elevators;**

The building has three (3) elevators, the building is not architecturally designed as a High Building category thus elevators are not equipped with Fire Fighters Service with key operated emergency recall. However, each elevator has a Independent-Service key switch inside the car cab. The independent-service key has been placed in the Chubb Box at the main entrance if required for use by the Fire Department. Instruction to operate; “Insert key in independent service key switch-turn right-this holds elevator until ready to use, then turn left - push floor call button. See Building Emergency Generator for emergency power elevator service management.

**Emergency Lighting: Generator is provided, provides widespread emergency lighting.**

**Building Emergency Generator:** Provided Yes  No \_\_\_

Location: **Basement Floor Room SB03 (021)**

Equipment Fuel: **Diesel, Capacity 10,000 liters, 5-7 days projected. Day Tank 400 liters.**

Make and Model of Emergency Generator: **Cummins Model#DFEJ -5709872**

Is emergency power provided to all elevator cars simultaneously? Yes \_\_\_ No

**Only one elevator operates on emergency power, also there is no fire service elevator, elevators operate during fire alarm system activation**

Is emergency power provided to smoke control pressurization fans? Yes \_\_\_ No  **N.A.**

Other systems provided with emergency power. **Fire Alarm System, Nurse Call System, Emergency Lighting, Selective Recptacles, Heating System, Selective Kitchen Equipment, Door Access System, Telephone System.**

**Exits from all Floor Areas:**

Basements -

Number of Exits Available. **3**

**Location of Exits and Area Served: Central, East and West End of Basement, Each part of basement can exit in either of 2 directions.**

Ground Floor -

Number of Exits Available 6

Location of Exits and Area Served: **Each part of building has access to exits in 2 directions within 45 m.**

Typical Floor Above Grade -

Number of Exits Available: **5 on level 2, 4 on level 3.**

Location of Exits and Area Served: **Each part of building has access to exits in 2 directions within 45 m.**

**Smoke Control System:**

Stairwell Pressurized Yes \_\_\_ No

Elevator Shaft Pressurized Yes \_\_\_ No

Smoke Shafts Yes \_\_\_ No

H.V.A.C. 1-12

Shuts down upon activation of Fire Alarm System.

Heat Recovery Units 1 and 2

Shuts down after one-hour after fire alarm system activation. If required sooner electrical power supply would have to be isolated from the units (Disconnects at each Unit on the roof or electrical breakers for all of the above in Electrical Room Maple Lodge Room 3234) or can be shut down through Building Automation System