

Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Code Red – Fire	SUBJECT: Fire Plan	SECTION: D
DATE: June 27, 2022	Administrator's Signature: 	POLICY: 1

FIRE PLAN

POLICY:

An approved Fire Safety Plan will be developed and maintained current in accordance with local and provincial regulations and will be approved by the Fire Department.

PROCEDURE:

The Administrator will:

- 1) Ensure a Fire Plan is developed and approved by the local Fire Department using locally mandated template.
- 2) Notify the Fire Department when changes are necessary to an approved Fire Safety Plan, including but not limited to:
 - a. Change in the Home's name/ownership
 - b. New fire safety equipment
 - c. Renovations to building structure or fire safety equipment
 - d. Staffing level & personnel changes as related to minimum staffing levels listed in Fire Safety Plan
 - e. Any occurrence that compromises the integrity of the fire safety systems and thus the fire response procedures
- 3) Review the Fire Plan response instructions at least annually with leadership, staff, and residents.
- 4) Routinely practice response instructions to ensure staff remain aware of their responsibilities during a fire alarm scenario.

The Fire Plan Safety Plan must include, but is not limited to:

- 5) The Emergency Procedures to be used in case of fire, including:
 - a. Sounding the alarm
 - b. Notifying the Fire Department
 - c. Instructing occupants on procedures to be followed when the fire alarm sounds
 - d. Evacuating occupants, including special provisions for persons requiring assistance
 - e. The procedures for the use of elevators
 - f. Confining, controlling, and extinguishing the fire

- 6) The appointment and organization of designated supervisory staff to carry out fire safety duties
- 7) The training of supervisory staff and instruction of other occupants in their responsibilities for fire safety
- 8) Documents, including diagrams, showing the type, location, and operation of the building's fire emergency systems
- 9) The holding of fire drills
- 10) The control of fire hazards in the building
- 11) The maintenance of building facilities provided for the safety of occupants
- 12) The provision of alternative staff for the safety of occupants during any shutdown of fire protection equipment and systems or parts thereof