

FIRE ALARM PROCEDURE

FIRE ALARM: LEAD STAFF DUTIES AND RESPONSIBILITIES

The following staff shall provide leadership, as outlined, in the event of an alarm:

Front Office Staff	Daily 830 – 1630 hrs.
RN in Charge	Daily 1630 – 0830 hrs.
Administrator/Designate	On call 24 hours – 519-890-9434

PROCEDURE

Upon Hearing the Alarm:

1. Check Annunciator Panels on the First and/or Second Floor(s) of the Home for location of alarm.
2. The alarm will sound at Security One and they will notify the Leamington Fire Department. Security One will call the Home to confirm the alarm. If the alarm is a false alarm or the result of a pull station accident, notify Security One immediately. Between the hours of 1630 and 0830 hrs, the RN in charge will contact the Administrator or Designate.
3. **Administrator/Designate or RN in Charge** is to push acknowledge button, on the fire panel for location of fire. Then announce alarm location over the public address system between the intermittent beeps. The Administrator/Designate is to be notified immediately if not on site.
4. Avoid accepting incoming telephone calls.
5. After receiving an “ALL CLEAR” report from Administration/Designate/Fire Chief announce the “ALL CLEAR” over the public address system.
6. **For any alarm and/or total evacuation** the following staff are responsible for calling the designated Home contact(s):
 - a. Between 0830 – 1630 hrs – Receptionist
 - b. Between 1630 – 0830 hrs – RN in Charge
7. **Ministry of Health Notification** - The MOH shall be notified in the event of fire, an unplanned evacuation and/or the intake of evacuees. A Mandatory Critical Incident System Report shall be filed from Monday-Friday 8:00am-5:00pm with telephone contact at all other times and Statutory Holidays using the After Hour MOH: Pager # 1–800–268-6060.

IMPORTANT: As a back up measure, if no fire personnel are on site within five minutes of alarm, staff person as designated above shall call 911 to verify alarm. The Leamington Fire Department has key to gain access to Leamington Mennonite Home including all doors within the building.

<i>Administrator</i>	Jeff Konrad	519-890-9434
<i>Chief Financial Officer</i>	Irene Collard	519-322-6076
<i>LTC Director of Nursing & Personal Care</i>	Cheryl Alice	519-325-9360
<i>Housekeeping & Laundry Supervisor</i>	Tena Brum	519-999-2289
<i>Director of Social & Recreation Services</i>	Judy Ferrari	519-329-1544
<i>Maintenance</i>	Rick Ferrari	519-324-1629
<i>Director of Dietary Services</i>	Tina Klassen	226-936-1394
<i>RR Director of Nursing Care & Seniors Services</i>	Mariel Konrad	226-202-0276
<i>Maintenance</i>	Trevor Marentette	519-324-1628
<i>Human Resources Specialist</i>	Jacquie Turnbull	519-919-5890