

Leamington Mennonite Home

Fire Safety and Alarm System Procedures



Fire Alarm System
Fire Alarm Procedure
Staff: Duties & Responsibilities
Fire Alarm System Description
Fire Alarm: Floor Plans
Emergency Phone List

LEAMINGTON MENNONITE HOME LONG TERM CARE RESIDENCE

FIRE SAFETY AND ALARM SYSTEM

1. Do not panic
2. Know your area
3. Know your duties

FIRE ALARM SYSTEM

The Home Fire Alarm System is connected directly to Security One who will contact the Fire Department if an alarm signal rings. Security One monitors our system 24 hours continuously.

The connection from the Leamington Mennonite Home: Long Term Care Residence to Security One is also monitored to guarantee reception of all fire alarms at the facility.

Our system is a two stage alarm system.

- A. **First stage** alerts a 20 beat per minute beep (whistle tone). This indicates that the residents are to be directed to the nearest exit away from the fire area.
- B. **Second stage** alerts a triple intermittent beep (whistle tone) which will automatically happen after five (5) minutes if the alarm is not acknowledged. This alarm indicates that the residents are to be evacuated from the building via the nearest exit away from the fire area.
- C. When fire alarm is one alert tone, you are to immediately check the Annunciator Panels on the First or Second Floors of the Home. Additionally, the Resident alarm lights located on all 3 floors should be checked.

If the alarm is on your floor area, you are to evacuate the residents in a horizontal evacuation to the nearest exit away from the fire, beyond a set of fire doors.

- D. The fire alarm proceeds to a triple intermittent beep within 5 minutes of the original alarm. Continue to evacuate and secure residents outside the vicinity of alarm and be on alert for further instructions from the Fire Chief.

ON DISCOVERY OF FIRE

GENERAL PROCEDURES

Upon discovery of fire or smoke, carry out the following procedures:

- R - Rescue** - If fire is in resident's room, evacuate resident to corridor outside the room. Close windows and doors.
- A - Alarm** - Pull the nearest alarm.
- C - Contain the fire** - Close all windows and doors in the fire zone to contain flames, smoke and fire gases.
- E - Evacuate** - Initiate evacuation of the fire affected area.

If fire is limited or contained, an attempt should be made to extinguish the fire using the most appropriate method i.e. extinguisher, blanket.

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 – Cell Phone: 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):
Between 0830 – 1630 hrs – Receptionist
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 8:00 a.m. – 5:00 p.m. 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.

Name	Cell Phone #
Jeff Konrad	519-890-9434
Irene Collard	519-322-6076
Rick Ferrari	519-324-1629
Judy Ferrari	519-329-1544
Mariel Konrad	226-202-0276
Cheryl Alice	519-325-9360
Tina Klassen	226-936-1394
Tim Latam	519-324-1628
Jacque Turnbull	519-919-5890
Tena Brum	519-999-2289

FIRE ALARM PROCEDURE

ALL STAFF: DUTIES AND RESPONSIBILITIES

MAINTENANCE STAFF

0800 –1630: On Site Duty

1630 – 0800: On Call (324-1628 / 324-1629)

1. Check the Annunciator Panel: First Floor to determine the location of the alarm.
2. Maintenance staff proceed to area of alarm.
3. Maintenance staff (0800 – 1630) to be assigned to open and close corridor fire doors in the immediate area of the fire to facilitate the prompt evacuation of residents. Do not prop doors open.
4. After the Fire Department personnel have said to give the “ALL CLEAR” announcement, you are to call the Receptionist or RN to proceed with announcement.
5. Proceed to silence the alarm. Reset system only after the Fire Chief or designate has given approval to do so.

STAFF WORKING 0600 HOURS – 1400 HOURS

1. Check Annunciator Panels on the First and/or Second Floor(s) and Resident Alarm Lights to determine the location of alert tone.
2. Staff that are answering the alert tone are to go down the centre of hallway and split off into resident rooms and come back along handrails with residents, to the nearest exit to help with horizontal evacuation. Maintenance staff proceed to the fire area.
3. Nursing, Office, Dietary and Housekeeping staff, not in the immediate fire zone area, are to stay in work area to secure zone and reassure and prepare residents and visitors to evacuate via the nearest exit. Stay with the residents and visitors. Close all windows and doors. Shut off all fans and televisions in area.
4. Corridors must be cleared of all items and obstructions. Place them in any room except a Resident occupied room. This action is to facilitate fire fighting operation and evacuation if it becomes necessary.
5. RN not in the fire affected area shall remain in own work area to prepare for evacuation.
6. Elevator comes down to first floor automatically.
7. RN in affected fire area:
 - a) Proceed immediately to fire area
 - b) Assist to direct staff to appropriate procedures for evacuation

8. Cook and HKL Supervisor will secure their respective areas and remain there until "ALL CLEAR" is announced.
Laundry and Dietary staff working in the main Laundry and Dietary areas will remain there and secure the area. Should the fire alarm go into the second stage, those staff will proceed to the fire area by the shortest, safest route and assist in evacuation.

STAFF WORKING 1400 HOURS – 2200 HOURS

1. Check Annunciator Panels on the First and/or Second Floor(s) and the Resident Alarm Lights and/or listen for announcement, to determine the location of alarm.
2. All nursing staff proceed to the area of alarm to help with horizontal evacuation of residents.
3. RN not involved in the fire affected area shall remain in own work area.
4. Elevator will come down automatically to first floor.
5. RN in affected fire area:
 - a) Proceed to the immediate fire area,
 - b) Direct staff to the appropriate procedures for evacuation
6. Cook will secure the kitchen and remain until the "ALL CLEAR" is announced.
7. Laundry and Dietary staff working in the Laundry and Kitchen will remain there and secure the area. Should the fire alarm go into the second stage, those staff will proceed to the fire area by the shortest, safest route and assist in evacuation.
8. Laundry and Dietary staff working in residential areas of the facility are to secure their immediate work station(s) and assist other staff in securing the area.

STAFF WORKING 2200-0600 (LTC Fire)

1. LTC RN to check annunciator panel and announce location of the alarm. LTC RN to contact RR Nurse to confirm location of fire. The Nurse in Retirement Residence to call the Fire Department and Administrator.
2. The LTC RN proceeds to affected floor as well as all PSW's except the Floater PSW.
3. The Float PSW shall proceed to complete an ongoing hall and room check for the unaffected residents on all 3 floors.
4. The Nurse from the Retirement Residence shall proceed to the LTC Home: Front Entrance to direct Fire Department to the alarm location and shall then return to the Retirement Residence to reassure residents.
5. Two staff teams of two for the affected wing shall begin a two step process:

STEP ONE

- Proceed to affected room first.
- One staff to waken the resident while the other secures wheelchair/walker as needed.
- For wheelchairs, a 2 person assist using teamwork shall occur. Residents will remain in night clothes – no shoes, teeth, glasses, purses, hearing aids required.
- One staff wheels the resident beyond the fire doors with the other staff proceeding to the next resident room to waken the resident and position a wheelchair/walker as needed. The 2 person assist then continues, rotating the roles of staff
- Staff encountering resistant residents shall move to the next room, returning with a team to remove the resistant resident from the area by rolling the bed out of the room and beyond the fire doors.
- For each room, close the door and windows, placing the red evacuation tag on the door knob. Time permitting, staff are to turn off air mattresses and oxygen machines.

STEP TWO

- Two staff shall assist mobile resident down the staircase first.
- Two staff shall proceed to get the two evacuscape chair(s) and secure the resident(s) in the chair(s).
- The two staff assisting mobile residents will join the other 2 staff in use of the evacuscape chairs.
- Evacuated residents shall be seated in the Dining Room and adjoining Program Activity Area, as well as the Lounge for distressed/anxious residents. The Float PSW shall monitor these residents as part of the ongoing monitoring procedure.

LEAMINGTON MENNONITE HOME LONG TERM CARE RESIDENCE

FIRE ALARM SYSTEM DESCRIPTION

Fire Alarms

The fire alarm system is a two stage system. The first stage sounds an alert signal at 20 beeps per minute (whistle tone) over the public address speakers throughout the building. The second stage sounds an evacuation alarm of triple beeps (whistle tone -- 3 – 3 – 3) over the same speakers.

Voice Communication System

A public address system enables Lead Staff to broadcast important information such as alarm location(s), evacuation instruction(s) and/or all clear messages.

This system can be accessed through the following:

- Telephone overhead paging system
- Engenius telephone system

Fire Extinguishers

Fire extinguishers are located throughout the building. All fire extinguishers are ABC rated for all types of fires.

To use fire extinguishers: P – Pull the pin
A – Aim the hose
S – Squeeze the handle
S – Sweep the fire

Fire Blanket – Dietary Department

ARS-15-4 Automatic Dry Chemical Extinguisher above stove in Dietary Department.

All staff must know the location of pull stations and how to use them. Pull stations are located at all exits. Pull stations must always be accessible and not covered by equipment, etc.

Emergency Lighting

Emergency lights are located throughout the building, including stairwells. Should a power failure to the building occur, the emergency lights provide sufficient lighting for evacuation for up to 30 minutes.

Fire, Smoke and Heat Detectors

Fire, smoke and heat detectors are located throughout the facility. When a detector is activated in a resident room, the red light on the nurse call system, located outside the resident room, comes on.

Any activated detector will be identified on the Annunciator Panels located on the First and Second Floors of the Building. The main Annunciator Panel is located at the First Floor entryway and an additional panel is located at the Second Floor Nurses Station.

Sprinkler System

An extensive water sprinkling system exists throughout the building. Sprinklers will discharge in fire area(s) only. Any sprinkler difficulties will be identified on the main Annunciator Panel. All sprinklers must have a minimum 12" clearance.

Fire Alarm Stations

Pull stations are located at each of the three stairwells on all three floors of the building. On the main floor, pull stations are also located at each of the main exit doors. **See Fire Alarm Plan: Map**

Fire Doors

When an alarm is sounded, all fire doors automatically close. All fire doors have a 45 minute rating. Fire doors must never be blocked or wedged open.

See Fire Alarm Plan: Map for specific door locations.

Exit Stairways

The building has three main exit stairways:

1. **Stairway A** - located in the south west corner of the Resident Home areas on all three floors of the building.
2. **Stairway B** - located in the common area of each resident Home Area.
3. **Stairway C** - located in the northwest corner of the Resident Home Areas on the second and third floors and the Administration area on the first floor.

Additionally:

- Stairway D** - located in the south west corridor of the Resident Home Area on the first floor only.

All stairways are clearly marked with raised "sensory" lettering in the event of smoke accumulation.

Emergency Telephones

All telephones and electrical services are operative during a power failure. In the event of a total power failure, the Engenius telephones carried by the RN's will become the primary means of communication. The base station(s) for these telephones are located in the Main Front Office. A list of emergency telephone/pager numbers is located at each Nurses Station and in the Main Front Office.

Emergency Fire Watch Procedure

Leamington Mennonite Home has a state of the art fire alarm system that will operate in the event of a hydro failure. However, the system could at some time fail.

In the event of a system failure, Leamington Mennonite Home must conduct an every 15 minute "Fire Watch" on each Resident Home Area on each floor and Service Area.

The Watch would consist of a staff member walking the corridor and checking each resident room, lounge, washroom and storage area to ensure that there is

no fire risk.

The Fire Watch would also include the Service Corridor, Laundry, Kitchen, Stairwells and Boiler areas.

In the event of a fire alarm system failure, the Registered Staff shall contact the Administrator/Designate who in turn will create a Fire Watch Staffing Plan – until such time as the system is restored.

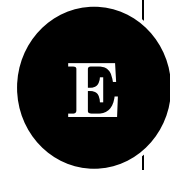
Leamington Mennonite Home
Long Term Care & Retirement Residence



LTC Parking Lot

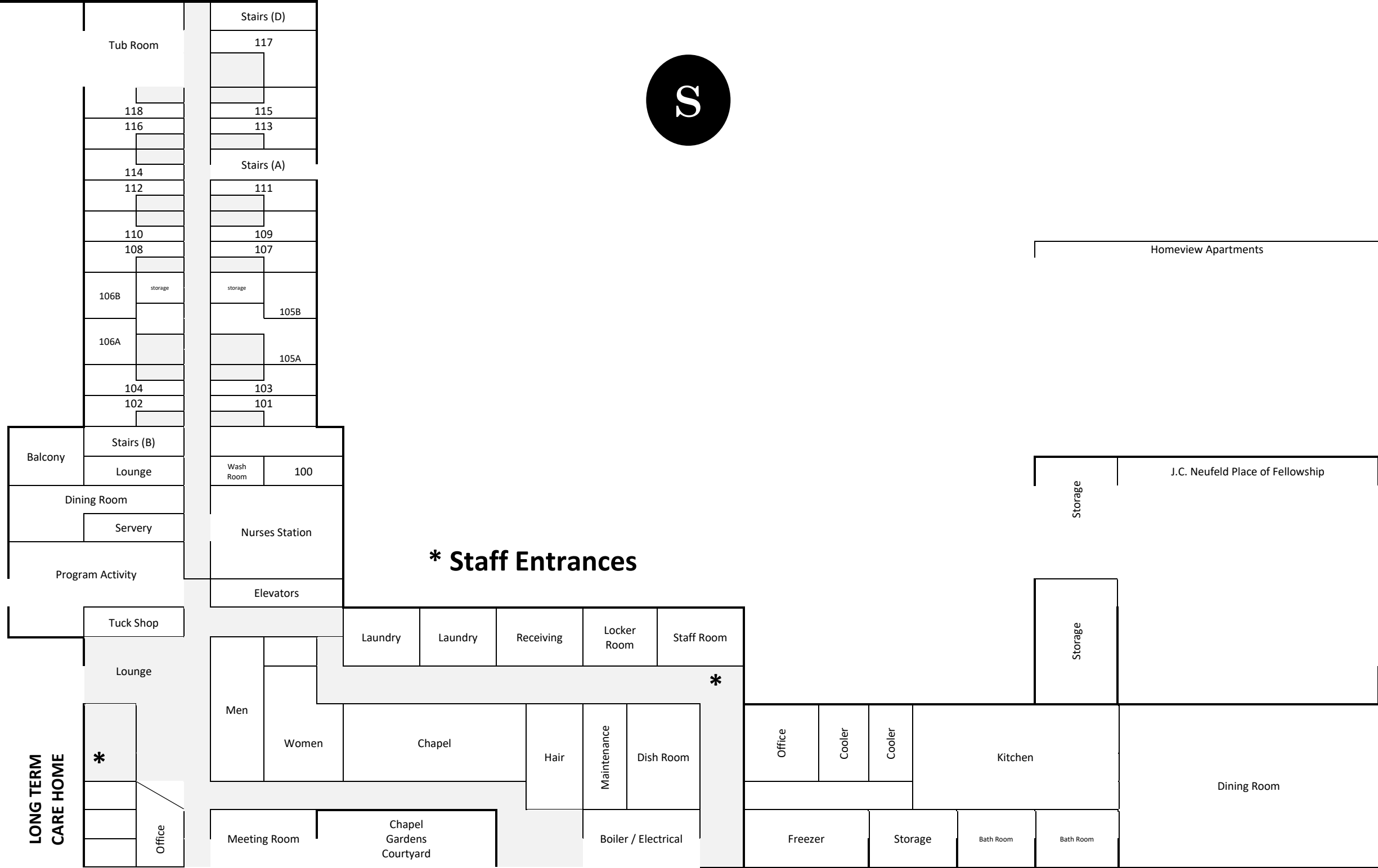
PICKWICK DRIVE

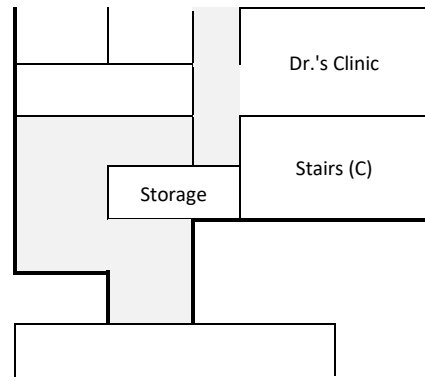
GARRISON AVENUE



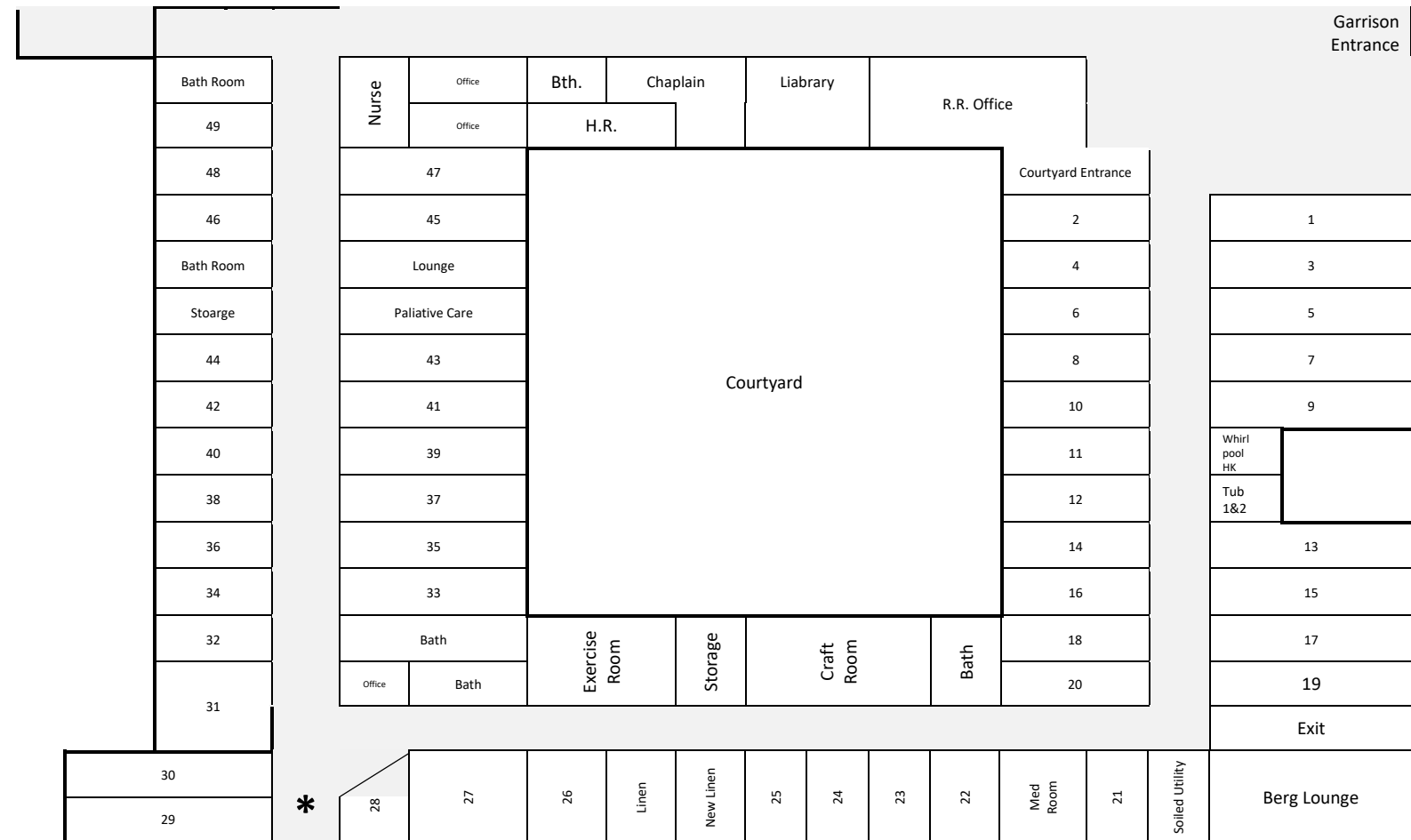
LONG TERM CARE HOME

RETIREMENT RESIDENCE





Pickwick Apartments



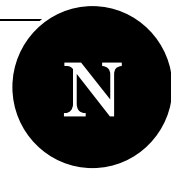
Pickwick Apartments Parking Lot

**Retirement Residence
Parking Lot**

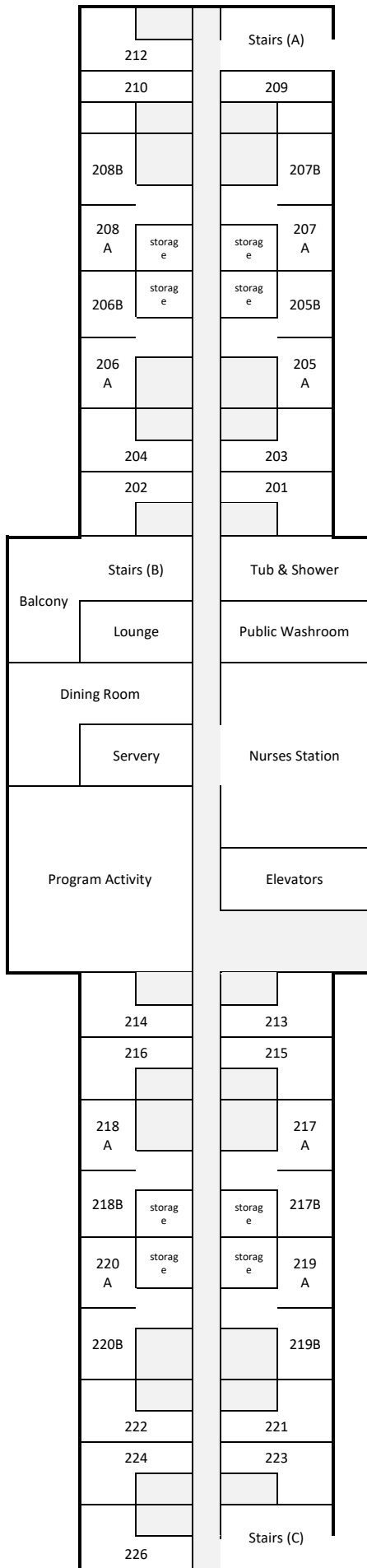
Heritage Centre Parking Lot

Heritage Centre / Gardens Apartments

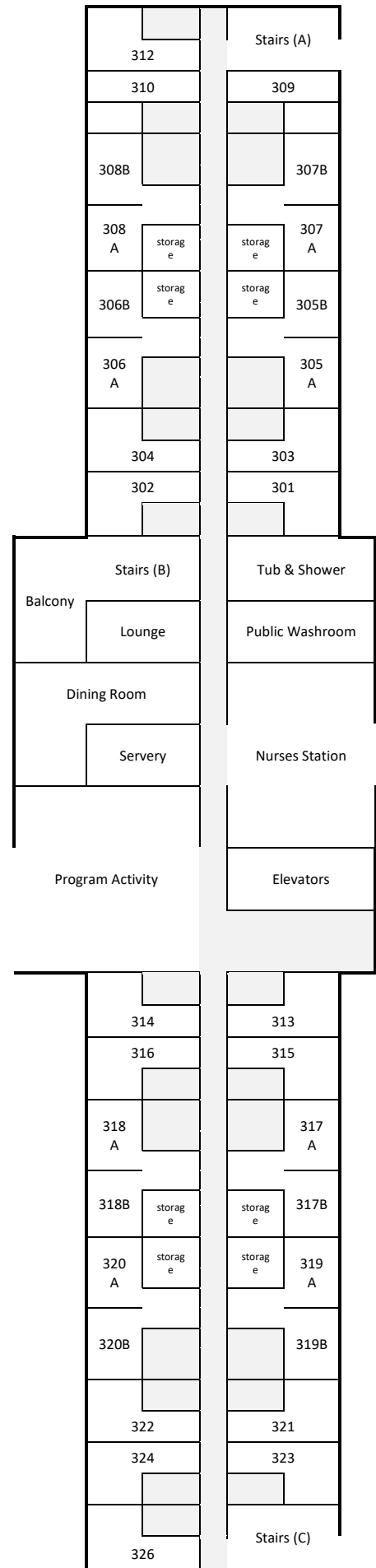
Heritage Lane



Floor 2



Floor 3



LEAMINGTON MENNONITE HOME & COMPLEX

MAINTENANCE EMERGENCIES

After Hour and Weekend Protocols

ALL EMERGENCIES WILL BE REPORTED TO REGISTERED NURSE ON DUTY

Registered Nurse on duty will determine location, scope and severity of emergency.

- If further action steps are required, the following steps will be taken:

FIRE	911	519-326-4431 (Dispatch)
POLICE	911	1-888-310-1122 (Non-Emergency)
AMBULANCE	911	519-258-2155 (Non-Emergency)
OPP		519-326-2544

- For all other emergencies call:

JEFF KONRAD 519-890-9434

- For assistance in the Complex call:

MARIEL KONRAD 226-202-0276

- For serious emergencies ONLY, with Administrators/Designate approval ONLY, the following LMH Service Contacts may be notified:

Fire Dispatcher	519-326-4431
Security One-Fire System & Equipment	519-326-2020
Boilers – Pete Lusetti	519-326-5572
Elevator – Riverside Elevator Inc.	519-256-0025
Environment Canada	519-257-7743 (Weather Watch)
Essex Powerlines Corp.	519-561-6366 (Afterhours)
	519-737-6640 (Business Hours)
	519-737-6640 x2 (to report outage)
Generator – CF Industries	519-322-2311
Laundry & Refrigeration Equipment – Apts	519-326-7713 (Joe Reis)
Plumbing – Grossi Plumbing	519-326-9018
Poison Control	1-800-268-9017
Refrigerator Commercial – Janik	519-322-0022
Snow Removal – Brian Pearce	519-818-9737
Sun Parlor Locksmith	519-326-4922
Television – Cogeco	519-972-6666
Town Water Department	519-326-4454 (Business Hours)
	519-326-9212 (Afterhours)
Union Gas	1-877-969-0999
Water Furnace – Grossi Plumbing	519-326-9018

LEAMINGTON MENNONITE HOME

FIRE AND TROUBLE ALARM EQUIPMENT

The Fire and Trouble Alarm Panel is situated in the front foyer of the LTC Home and Retirement Residence. The Alarm Panel will sound for:

- Fire
- Smoke
- Sprinkler

When the Alarm sounds after-hours, weekends and holidays, it is the responsibility of the RN's to work with the Alarm System in the following manner:

- When the alarm sounds, the RN proceeds to the Alarm Panel. (Front Entry LTC Home & Retirement Residence)
- For Retirement Residence, use key hanging next to the Fire Procedure Board.
- For LTC, use key hanging in Front Office East Wall.
- Determine status by looking at which light is flashing.

Press one of the alarm acknowledgement buttons to define the specific alarm:

FOR FIRE	FOR SPRINKLER	FOR ANY TROUBLE	FOR ANY TROUBLE																
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MONITOR																			

After pressing the acknowledgement button, read further instructions on panel using scrolling options to receive further details about specific problem.

^	Previous
v	Message
	Next

Once problem has been acknowledged and understood, proceed to area of problem and determine the following:

FOR FIRE: Check Affected Zone

For Retirement Residence

- 1) South Wing, Main Dining Room, Kitchen, Auditorium
- 2) West Hall, Berg Lounge
- 3) North Hall
- 4) North Entrance, East Hall
- 5) South East Hall, Boiler Room, Laundry
- 6) Sprinkler Flow
- 7) Kitchen Hood
- 8) Duct Smoke

For LTC

- 1) Location of Problem
- 2) By Floor
- 3) By Room
- 4) By Area

Determine if there is a fire in identified zone.

If False Alarm, quickly proceed back to Alarm Panel and Press:

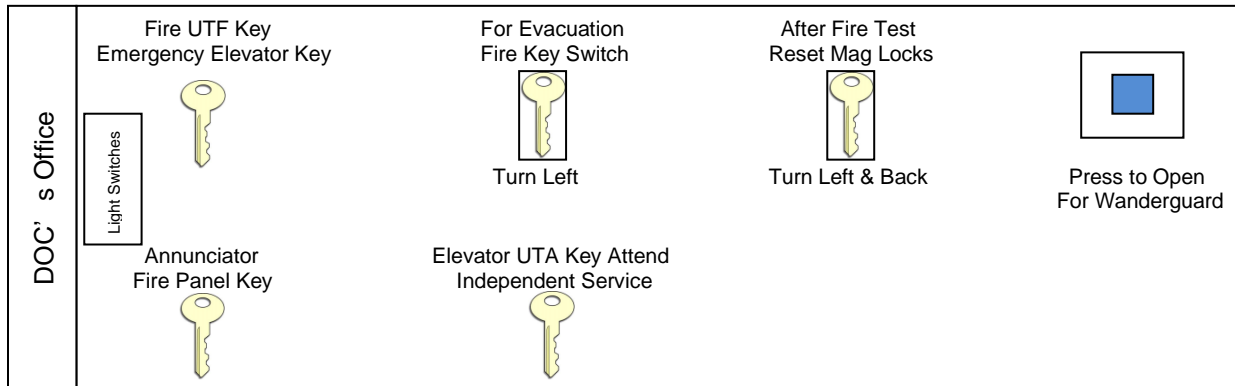
ALARM SILENCE	
	<input type="checkbox"/>

Call Leamington Fire Department at 519-326-6291 then Security One at 519-326-2020 to declare False Alarm. Call the LMH Administrator (519-890-9434).

If Fire Alarm is real, the panel will automatically proceed to a Stage Two Alarm within 5 minutes.

Do not press RESET. The Fire Department will RESET this panel.

The following RESETS must follow once the panel has been cleared. These RESETS and keys are located on the East Wall of the Front Reception Office (Window Area).



- Use After Fire Test Reset Mag Lock Key to reset Mag Locks on Fire Doors. Please open all Fire Doors to ensure operational function.
- Use UFT Key Emergency Elevator Key to reset LTC Home Elevators. This is done by entering key into 1st Floor Elevator Emergency Lock Panel. (Flashing in Red)
Enter and turn key to the Left (the reset).

NOTE: The Annunciator Fire Panel Key is located on the East Wall of the Front Office also.

NOTE: Return keys to proper hook when resets are complete.

FOR SUPERVISORY (for sprinklers)

After pressing acknowledgement button, proceed to Room 1 to check sprinkler valves. If no leakage, proceed to Alarm Panel and press Alarm Silence.

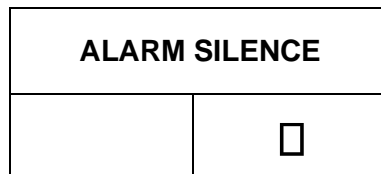
Call LMH Administrator (519-890-9434) or Designate (Home Phone).

Do not press RESET button until approval given by Administrator or Designate.

FOR TROUBLE:

After pressing acknowledgement button, determine the scope of trouble on display of panel by scrolling.

Press Alarm Silence



Then call LMH Administrator (519-890-9434).

Do not press RESET button until approval given by Administrator or Designate.

In the case of a controlled condition (i.e. there is no fire or emergency trouble) and the Reset Button will not allow Alarm Panel to be silenced, proceed to Boiler Room Panel (in Electrical Room at east corner of Boiler Room).

Press Auxiliary Relay Bypass Button.