

FIRE ALARM PROCEDURE
ALL STAFF: DUTIES AND RESPONSIBILITIES

MAINTENANCE STAFF

0800-1630: On Site Duty

1630-0800: On Call (519-324-1628 / 519-324-1629)

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 firefighting 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.
 - a. Elevator comes down to first floor automatically.
 - b. RN in affected fire area:
6. Proceed immediately to fire area
7. 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.
 - a. 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 workstation(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 PSWs 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 doorknob. 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 two 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.