



CODE RED FIRE SAFETY PLAN

FOR

LAKEVIEW MANOR
REGIONAL MUNICIPALITY OF DURHAM
133 Main Street
Beaverton, Ontario
L0K 1A0
(705)426-7388

TYPE OF BUILDING: Three Story Long Term Care Facility

**THIS OFFICIAL DOCUMENT IS TO BE KEPT READILY AVAILABLE ON SITE AT ALL TIMES FOR USE BY
FIRE OFFICIALS AND DESIGNATED BUILDING PERSONNEL IN THE EVENT OF AN EMERGENCY**

Revised: July 2022

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Record of Revisions

Date	Title	Pages	Deleted	Revised
June 2022	Staff roles – updated names	7		XX

Introduction

The Fire Safety Plan has been prepared in accordance with the requirements of the Ontario Fire Code, Ontario Regulation 213/07, section 2.8.

The safety of the Residents, staff, visitors and volunteers is a primary concern. Their safe evacuation from a fire or other emergency is paramount. The Fire Safety Plan is designed to assist those specifically assigned in the effective operation of the safety features in the building in the event of an emergency situation.

Maintenance of the safety features and systems, during non-emergency situations is imperative.

Distribution of the Fire Safety Plan:

Administration/Business Office
Nursing Stations on Floors 1, 2 & 3
Manager of Environmental Services
Command Centre/Library
Policy Manager
Fire Department

The Ontario Fire Code Revision 213/07 states:

Penalty

(3) An individual convicted of an offence under subsection (1) is liable to,

(a) In the case of an offence other than one described in clause (b), a fine of not more than \$20,000 or imprisonment for a term of not more than one year, or both. 2005, c.88, s.8.

Same

(4) A corporation convicted of an offence under subsection (1) is liable to a fine of not more than \$1000, 000. 2005, c.33, s.8

Offence, director or officer of corporation

(5) A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 8.

Liability of directors

(6) Despite subsections (1) and (3), every director or officer of a corporation who knowingly commits an offence under subsection (1) is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 8.

No changes are to be made to this plan without the approval of the Chief Fire Official.

When changes are made, for whatever reason, the Fire Safety Plan is to be resubmitted to the area Chief Fire Official for approval.

The Fire Safety Plan is submitted at least annually, or when any changes occur to the area Chief Fire Official for review and written approval.

Section 1: Audit of Resources

Emergency Contacts:

Building Owner: **Regional Municipality of Durham**
605 Rossland Road East
Whitby, Ontario LIN 6A3 905-668-
7711

Director, Long Term Care & Services for Seniors: Laura MacDermaid

Lakeview Manor: **705-426-7388**

Administrator Barbara Surge

Description Of Building

Lakeview Manor, completed in 2006, is situated at 133 Main Street, one block east of Lake Simcoe in the town of Beaverton.

Address:	133 Main Street West Beaverton, Ontario L0K 1A0 Telephone: 705-426-7388 Fax: 705-426-4218
Construction:	2004-2006
Occupied:	2006
Type:	Long Term Care Facility
Occupancy:	Group B Division 2
Construction:	Non-combustible, structural steel & bracketed reinforced concrete with full sprinkler system in entire building.
Number of Suites:	150
Number of Residents:	149
Approximate Daily Staff:	80
Number of Floors:	3 floors of resident areas plus basement 4 th floor roof penthouse

Description of Floors:

Main Floor:

Administration Wing: Main floor in the northwest end of the building contains managers, clerks and accounting offices.

Adult Day Program: Main floor in the southeast end of the building contains the Adult Day Program, therapy and general assessment rooms.

Lobby: Main floor centre contains the chapel, main hall and elevators.

The Harbour: A 30 bed Resident Home Area located in the west end of the building designated for Special Care Residents. There is a fenced courtyard at the west end of the wing.

Floors 2, 3:

Contains two Resident Home Areas per floor with 30 resident rooms per Resident Home Area, 2 dining/activity rooms per floor; 2 serveries per floor; 1 family dining room on the second floor; 2 laundry rooms per floor; 1 therapy room on third floor.

Penthouse:

Located on the roof above the 3rd floor. This area contains mechanical equipment, boilers, air handling equipment, hot water tanks and mechanical equipment.

Basement (Certain Areas Unexcavated):

Located below the lobby/ main hall. This area contains: storage rooms, laundry, kitchen, mechanical rooms, locker rooms, lunchroom, morgue, receiving, garbage room.

Outside:

The emergency generator is located in a weather tight enclosure between the receiving area and the Nine Mile Road.

Stairwells: There are 7 stairwells.

Stairwell A is at the end of the northwest end of Resident Home Area -The Harbour and extends from the ground floor exit to the 3rd floor.

Stairwell B is at the south end of Resident Home Area - The Harbour and extends from the ground floor exit to the 3rd floor.

Stairwell C is at the centre of the building and extends from the center core on the ground floor through to the 3rd floor.

Stairwell D is at the north end of the Administration Wing and extends from the ground floor exit through to the 3rd floor.

Stairwell E is at the southeast end of the ground floor and extends through to the 3rd floor.

Stairwell F is at the southwest end of the basement by the lunchroom and extends from the basement to the ground floor & rear exit.

Stairwell G is at the receiving area and extends from the receiving area to the ground level exit.

Elevators:

There are two elevators in the building centre core. The first elevator travels from the basement to the 3rd floor. The second elevator travels from the basement to the penthouse. When the fire alarm sounds both elevators will return to the ground floor (Auto Recall Option). Both elevators are designated as fire fighter elevators.

Both elevators have the red fireman's hat on the console in the car.

Both elevators have provisions for the fire fighters key to allow them to operate during a fire alarm.

The key switch is located at the elevator call button panel on the ground floor.

The fire fighters key for the elevator will be located in the lock box at the main entrance with the master building keys.

The TSSA registration numbers of the elevators are 082897 & 082898.

Fire Hydrants:

There are seven fire hydrants on the property.

The first is on Main Street just north of Lakeview Manor.

The second and third are along the east property line.

The fourth is at the garden area mid-way along the south side of the building.

The fifth is at the southwest corner of the building.

The sixth is at the northwest corner of the rear parking lot.

The seventh is on the Nine Mile Road at the south driveway.

The Siamese connect for the fire department is on the south wall in the front parking area.

Fire Routes:

The main fire route to be used by the Fire Department is via the main driveway off of Main Street.

The alternate fire route is from the south driveway off of the Nine Mile Road

Building Resources**Command Centres:**

The Main Command Centre is located in the Library (room # 1216) on the main floor.

In the event of a fire or emergency condition in the Main Command Centre, or in its immediate vicinity, the Alternate Command Centre is to be used.

The Alternate Command Centre is located in the Medical Director's Office (room # 1239) on the main floor.

Key Box Location:

The emergency key box is located on the left wall inside the front entrance.

Key Box Contents and Availability:

The emergency key box contains a grand master key and a security card that when placed near the card reader by the door it will open the door during the nighttime hours when it is normally locked. The box also contains the Fire Fighters key to override the operation of the elevators. All doors are keyed to the grand master key; proximity card access doors also may be accessed by grand master key. All outside doors are magnetically locked. All doors release when the first stage of the fire alarm is activated. The Emergency Coordinator has security card and keys.

Fire Alarm System: 2 Stage Alarm System

ULC/CAN-S524-M97 Standard for Fire Alarm System Installation

ULC/CAN-S537-M97 Standard for Fire Alarm System Verification

Fire Alarm System Make: Edwards

Fire Alarm System Model: EST3

Serviced by:

Greater Toronto Fire Protection Services

111 Warren Road

Whitby, Ontario L1N 2C4

Toronto: 647-256-3473

Durham: 905-725-3473

Fire Alarm Characteristics:

When the fire alarm is activated to the first stage, the alarm horns sound at 20 pulses per minute throughout the building, alerting of a potential fire.

When the fire alarm key carried by the Emergency Assistant (EA) and Emergency Coordinator (EC) is inserted into a pull station and turned to activate the second stage, the horns throughout the building will go into a more rapid mode indicating the building is to be evacuated.

If the alarm system has been silenced and another alarm device is activated the alarm horns will be reactivated.

When the alarm system is activated, it will send a signal to the monitoring company, which in turn will advise the Brock Township Fire Department of the alarm.

Fire Alarm Activated by:

Fire pull stations are located throughout the building, at the exit path into all stairways and at all fire route exits from Resident Home Areas and exits to exterior.

Smoke detectors are located throughout the building.

Heat detectors are located throughout the building.

Duct smoke detectors.

Kitchen Fire Suppression System located in the kitchen range hood.

Sprinkler flow system.

Warning Devices:

Horns 90 db and Strobe Lights

Horns:

Intermittent horn tone sounds and continuous flashing strobe lights indicate a fire alert (first stage).

Continuous horn tone sounds and flashing strobe lights indicates evacuation (second stage).

Strobe Lights:

Strobe lights are mounted on the walls throughout the building.

Continuous flashing strobe lights and intermittent horn tone sounds indicate a fire alert (first stage).

Flashing strobe lights and continuous horn tone sounds indicates evacuation (second stage).

Main Fire Alarm & Annunciator Panel Location: see **appendix #1**

The fire alarm panel is located in the main lobby to the south of the front door. The system may be reset at this location.

Remote Annunciator Panels:

Remote annunciator panels are located at the south Nursing Stations on The Harbour, Beaver River and Hummingbird Circle. The fire alarm system can be reset at the main fire panel or at any remote annunciator panels.

Location of Security Lock Reset:

The magnetic lock reset is located to the left of the front door beside the main fire panel.

Monitored by: G.I.T. Monitoring, 24 hours per day.
1-800-461-1711 or 1-705-325-4141

Exits:

Main entrance.

On the ground floor of the seven stairwells.

Residents lounge on the west wing of the main floor.

Main hall on the ground floor.

General Assessment area on the ground floor.

Day Program room.

Receiving area.

Exit Signs and Maps:

Directional exit maps are located on the walls to indicate path of egress.

Illuminated directional exit signs are suspended from the ceilings throughout the building to provide direction for building egress during evacuation (see Code Green).

Heat Detectors:

For fire alarm devices and locations see **appendix #2**.

Fire Services Connections:

Located at the east end of the south wing by the main driveway.

Sprinkler System:

The building is fully covered by an automatic sprinkler system.

Sprinkler System Type:

Wet throughout the facility, sprinkler heads activate using temperature sensitive discharge heads.

Sprinkler System Main Shut-Off:

The main shut off valve for the sprinkler system is in the water meter room at the northeast corner of the basement. This valve is monitored electronically to ensure it is not accidentally shut off.

Fixed Extinguisher System:

Kitchen: Wet Chemical System. The manual pull is located in a path of egress from the kitchen and is wall mounted 5 feet above the floor.

Portable Extinguishers:

ABC (5lb. – 2.27 kg) located in sporadic locations throughout the home

K (24 lb.) located on the west wall of the main kitchen beside the walk-in freezer

For portable extinguisher type, size and location, see **appendix #3**.

Gas Shut-off:

Exterior: On the west wall at the south corner of the building.

Interior: Gas is automatically shut off in the kitchen when the fire alarm sounds. There is manual gas shut off valves in the penthouse and laundry areas.

Transformers and Locations:

There are six electrical transformers located in the building.

Two transformers are located in the penthouse.

Two transformers are located in the basement mechanical room in the northwest corner of the building.

Two transformers are located in the main electrical room on the west basement corridor.

Emergency Lights:

Electrical: connected to the generator.

Additional Lumacell, model RB125 battery type emergency lights with a one hour operating time are located in critical mechanical and electrical areas.

For emergency light location see **appendix #4**.

Generator:

The emergency generator is located near the parking lot to the southwest of the building.

The generator is in a weather tight enclosure.

There is 2000 litres of diesel fuel stored in the enclosure for the generator, which should give it an operating time of approximately 24 hours.

The generator is a Cummins, Model 450DFEC diesel generator that will automatically start if there is a power failure and maintain emergency lighting, elevators, etc.

Exit signs along with many of the lighting fixtures in the building are connected to the emergency generator.

All rooms, corridors and stairwells are equipped with sufficient emergency lighting to allow safe passage.

Electrical outlets for emergency equipment or table lamps are installed in each resident room.

Compactor:

Located on the west wall of the building at the receiving area.

Boiler:

There are six boilers and one steam boiler. All are located in the penthouse.

Electrical Room:

Located on the northwest corridor in the basement.

Air Conditioning System:

Chillers are located in the penthouse.

HVAC System:

All fans shut down when the fire alarm is activated and will automatically start up again once the fire alarm is reset.

Windows:

All windows on outside of the building open approximately six inches. On the inside, glass is equipped with tempered glass (wired) to maintain fire separations.

Fire Blankets:

Used to smother a fire. Located in the main kitchen. The orange bag containing the fire blanket is affixed to the wall and labeled.

Emergency Stretchers:

The orange bags containing the emergency stretchers are located at the second and third floor stairwells and in the Day Program area.

Section 2 - Emergency Procedures

Reference: Lakeview Manor Emergency Manual

Emergency Codes:

Code Red	Fire
Code Green	Evacuation
Code Orange	Disaster
Code White	Violent/Aggressive Resident/Person
Code Yellow	Missing Resident
Code Brown	Hazardous Material Spill
Code Grey	Button Down
Code Black	Bomb Threat

Durham Emergency Measures Office: 1-905-430-2792

General Emergency Procedures

Follow your fire duties in the Fire Plan. (Code Red)
Follow your evacuation duties in the Emergency Plan. (Code Green)

Upon Discovery of Fire and/or Smoke in Your Area:

RACE → **Remove** all people from immediate danger
Activate the fire alarm pull station
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

Fire Extinguisher Use:

PASS → **Pull** the fire extinguisher pin
Aim the extinguisher nozzle low
Squeeze the fire extinguisher handle
Sweep from side to side aiming at the base of the fire

When the Alarm Sounds:

Code Red (Fire) Alert Signal

Intermittent “horn” tone and continuous “flashing” strobe lights. Assess your level of safety and respond according to procedures.

Code Green (Evacuation) Alarm Signal

Continuous horn tone and flashing strobe lights indicate **evacuation**.
Follow your evacuation duties in the Emergency Plan.

Horizontal Evacuation:

Move persons beyond smoke barrier doors on same level.

Vertical Evacuation:

Move persons down to a story below the fire floor or to exterior of building.

Exterior Evacuation Location:

North side of front entrance.

Resident Order of Evacuation:

Ambulatory
Wheelchairs and Walkers
Bedridden
Resistive

Code Red – All Staff

A. If You Discover Fire or Smoke in Your Area:

R.A.C.E. → **Remove** all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

Every situation is different_ - you may have to change the order of the above 4 steps.
Always attempt to do the 4 steps.

B. Call out: the exact location to co-workers: e.g., “code red – fire - 2080”.**C. Evacuate:** the entire zone – beyond fire barrier doors.**D. As Soon as You “Hear” The Alarm:**

Stop all activity.
End all telephone calls (to keep lines clear for emergency communication).
Check for red dome lights on corridor walls (red indicates the emergency location).
Clear all corridors of all people into the nearest room with a window.
Clear all corridors of all equipment into the nearest room empty of people e.g., storage.
Close all doors.

Code Red (Fire/Smoke) is in your area:

Evacuate all people from the fire zone – to a safe area beyond the fire barrier doors. Lakeview Manor is equipped with a two stage fire alarm system. When the fire alarm sounds in the “Alert Stage” (1st stage) and the alarm was initiated from your area residents should be removed from danger beyond the fire barrier doors, all doors must be closed and exit doors should be monitored. When the alarm is in the “Evacuate Stage” (2nd stage) everyone should be evacuated from the building.

Code Red is not in your area:**Nursing Staff:**

All nursing staff should remain on their resident home area & implement the RACE procedure. Staff members in each Resident Home Area patrols the corridors, continuously until the Code Red All Clear is confirmed to all staff.

All Remaining Staff:

Implement “RACE” procedure and proceed to the Main Command Centre.

Receive and follow directions from the Emergency Coordinator wearing the orange vest.

Do not resume normal duties or activities until the Code Red is declared to be all clear.

Important:

- Remember to check; bathrooms, under beds, closets, behind curtains, dining rooms, TV rooms, lounges, balconies, stairwells.
- Evacuation at the emergency scene is always beyond the fire barrier doors.
- Elevators - do not use during an alarm. The elevators descend to the main floor and the doors open. Remove all people.
- You may be required to be a “runner” to carry messages back and forth.
- Receive and follow directions from the Emergency Coordinator wearing the orange vest.

When Code Red Is in effect as you are arriving, leaving the building or outside the building:

- Proceed to the Command Centre (Library) and report to the Emergency Assistant.
- Clear the area in Front Entrance of all people into the Main Hall; if the Main Hall is inaccessible remove all persons to the exterior of the building, a Staff person remains with them.
- Remaining staff wait in the Lobby.
- Follow directions of the Emergency Assistant.

If the alarm and flashing lights stop – it does not mean the emergency is over. Code Red All Clear must be declared & communicated to all staff.

All fires must be reported to Brock Township Fire Department and a “Code Red Report” completed.

Specific Departmental Instructions

Note: If you are on lunch or break in the basement staff room, exit through closest door to outside of building, proceed through the front entrance to the Main Command Centre and await further instructions. If there is a need to cross a fire door, check it for heat or smoke.

Lakeview Manor is equipped with a two stage fire alarm system. When the fire alarm sounds in the “Alert Stage” (1st stage) and the alarm was initiated from your area residents should be removed from danger beyond the fire barrier doors, all doors must be closed and exit doors should be monitored. When the alarm is in the “Evacuate Stage” (2nd stage) everyone should be evacuated from the building.

➤ **Emergency Assistant (EA): (wears Emergency Vest):**

NOTE: EA is always the RPN on the 1st floor Resident Home Area (The Harbour) for each shift and carries the fire alarm key.

If EA leaves the building, the RN must designate another EA.

If You Discover Fire or Smoke in Your Area:

- R.A.C.E. →**
- Remove** all people from immediate danger.
 - Activate** the fire alarm pull station.
 - Close** the door to contain the fire.
 - Extinguish** the fire if small and safe to do so (trained staff only).

As soon as the Code Red Alarm is heard:

- Calls 911 requesting 3-tiered response (fire, ambulance, police) stating type of emergency and location: e.g. “Fire, Lakeview Manor, 133 Main Street, Beaverton”.
- Checks the Annunciator Panel at the main entrance for the exact location of the fire emergency.
- The fire location is communicated to all staff via the telephone or using microphone I .
- Maintains communication with the Emergency Coordinator (EC).(by using runners or portable phones.
- Proceeds to main entrance to direct staff & guide the Fire Department.
- Ensures the main door is open for Emergency Responders / Fire Department.
- Meets and provides direction to staff and emergency responders at the Command Centre (Library).
- Directs Fire dept. to location of incident
- Ensures the lobby is clear of all non-Staff into main hall.
- Starts the Emergency Fan-Out Plan, if directed and/or required.
- If sufficient staff available, directs 1-2 staff to Secure Unit.
- May direct Staff to be a Runner.
- Assists with the resetting procedures with the Emergency Coordinator (EC) when direction is received from Brock Township Fire Department.
- When resetting is complete under the direction of the Brock Township Fire Department and/or the Emergency Coordinator, communicates Code Red – All Clear to all staff.
- Completes the Code Red Summary with the Emergency Coordinator.

Note: A 911 call can be cancelled by calling 911 to advise “false alarm”.

Fire Drill Procedure:

- EA and EC must be advised prior to a drill taking place.
- No calls are to be made to 911 in the case of a fire drill

➤ **Emergency Coordinator (EC): (wears Emergency Vest)**

If You Discover Fire or Smoke in Your Area:

- R.A.C.E. →**
- Remove** all people from immediate danger.
 - Activate** the fire alarm pull station.
 - Close** the door to contain the fire.
 - Extinguish** the fire if small and safe to do so (trained staff only).

As soon as the Code Red Alarm is heard:

- Goes directly to the annunciator panel.
- Proceeds immediately to the fire scene and assumes charge.
- Identifies the type of fire (Class A, B, C).
- Assesses the severity of the situation.
- Ensures evacuation of the zone is undertaken.
- Works with Brock Township Fire Department.
- The Emergency Coordinator (EC) or the Fire Department determines when the second stage alarm is activated such as fire breach, large fire or explosion, which would require Home evacuation and insets the fire alarm key into a pull station and turns to activate the 2nd stage. The EC/EA inserts a fire alarm key to activate the 2nd stage alarm.
- Advises the Emergency Assistant (EA) of the location and severity of the fire and keeps the Emergency Assistant (EA) updated.
- Requests additional staff as required.
- When directed by the Brock Township Fire Department, resets the Fire Alarm System, ventilation system, magnetic door lock system and elevator system with the Emergency Assistant.
- Directs the Emergency Assistant to communicate Code Red-All Clear to all staff.
- Completes the Code Red Summary with the Emergency Assistant, see **appendix #5**.
- Leaves E-mails or Telephone Messages for Management Staff re: the alarm.
 - **Night Shift RN/EC must reset pull station and alarm. see Appendix #6.**

Fire Drill Procedure:

- EA and EC must be advised prior to a drill taking place.
- No calls are to be made to 911 in the case of a fire drill.

Lakeview Manor is equipped with a two stage fire alarm system. When the fire alarm sounds in the “Alert Stage” (1st stage) and the alarm was initiated from your area residents should be removed from danger beyond the fire barrier doors, all doors must be closed and exit doors should be monitored. When the alarm is in the “Evacuate Stage” (2nd stage) everyone should be evacuated from the building.

➤ Nursing

If You Discover Fire or Smoke in Your Area:

- R.A.C.E. ➔** **Remove** all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

As soon as the Code Red Alarm is heard:

- Check all rooms within fire barrier doors in your assigned area, (this includes washrooms, utility rooms, closets, stairwells, lounges).
- Close doors of each room & activate Evac. Alert on doors.
- Clear hallways of people and equipment.
- Keep residents in rooms they are in.
- Remain close to centre core of building where you are easily seen and await instructions from the EC.
- Staff must assist in monitoring of Resident Home Area, “The Harbour” (secure unit) entrance and exit doors.

➤ Business Offices and Reception:

If You Discover Fire or Smoke in Your Area:

- R.A.C.E. ➔** **Remove** all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

At the Command Centre/ Library:

- Clear the front entrance of all people to the Main Hall; if the Main Hall is inaccessible remove all persons to the exterior of the building, a Staff person remains with them.
- Direct ALL vehicles away from the driveway / main entrance.
- Receive direction from the Emergency Assistant – wearing the orange vest.

Receptionist keeps the telephone lines open by responding to calls: “We are having an emergency, please call back later”.

Senior Administration may take charge and direct the staff response during the emergency – as deemed appropriate or necessary. If doing so they will wear the orange vest.

➤ Food Services:

If You Discover Fire or Smoke in Your Area:

- R.A.C.E. ➔** **Remove** all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

➤ **Food Services con't:**

Dining Room and Serveries on 1st, 2nd and 3rd Floors:

- Shut down all equipment.
- Check all rooms within the fire barrier doors in the area where you are.
- Clear surrounding hallways of all people and equipment to nearest safe room or beyond nearest fire doors.
- Close all doors.
- Remain with residents and await further instructions.

Main Kitchen (basement)

If you are in the Main Kitchen (basement) and a fire occurs over the cooking area:

- Cover the pot with a lid, turn off the heat and use the kitchen fire suppressant system. As per the NFPA standard a portable Class K fire extinguisher is available as a secondary means of extinguishment to the kitchen suppression system.
- Leave the kitchen - Close the door - Go directly to the Command Centre via an entrance to the outside and await further instructions.

➤ **Environmental Services:**

If You Discover Fire or Smoke in Your Area:

R.A.C.E. → Remove all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

- Maintain communication with the Emergency Coordinator and Emergency Assistant regarding equipment and response concerns.

➤ **Laundry:**

If You Discover Fire or Smoke in Your Area:

R.A.C.E. → Remove all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

As soon as the Code Red Alarm is heard:

- Shut off equipment.
- Close doors.
- Proceed to the command centre.

If You Are Elsewhere in The Building:

- Put equipment in nearest safe room.
- Report to Command centre for further direction.

- Close all doors (use Evac. Alert)

➤ **Therapy And Recreation Services:**

If You Discover Fire or Smoke in Your Area:

R.A.C.E. → Remove all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

- Provide instruction to Visitors and Volunteers to remain with Residents.
- Proceed to the command centre

➤ **Adult Day Program:**

If You Discover Fire or Smoke in Your Area:

R.A.C.E. → Remove all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

- If the fire is in your area, immediately evacuate to the nearest exit.
- Remain with client(s)

➤ **Hairdresser:**

If You Discover Fire or Smoke in Your Area:

R.A.C.E. → Remove all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

- Turn off all equipment.
- If the fire is in the salon – evacuate all people beyond the nearest fire doors.
- Remains with resident(s)

➤ **Volunteers And Visitors:**

If You Discover Fire or Smoke in Your Area:

R.A.C.E. → Remove all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

- Remain with your Resident(s) & follow the directions of the staff.

Fire Procedure - Visitors, Volunteers

If You Discover Fire or Smoke in Your Area:

- R.A.C.E. →** **Remove** all people from immediate danger.
Activate the fire alarm pull station.
Close the door to contain the fire.
Extinguish the fire if small and safe to do so (trained staff only).

If you detect smoke or fire:

1. Pull the fire alarm pull station (located at the end of each corridor).
2. Remove anyone from immediate danger.
3. Close doors.
4. Follow instructions from staff.

When ALARM is heard:

1. Remain where you are & await further instruction from staff or fire department.

Do not resume your activity until the all clear is communicated.

Remember:

- Keep all doors closed.
- Do not block doors or entrances.
- Do not use elevators.
- If fire bells stop ringing, do not resume activities. The emergency is not over until you hear the all clear.

Note: Lakeview Manor is equipped with a two stage fire alarm system. When the fire alarm sounds in the “Alert Stage” (1st stage) and the alarm was initiated from your area residents should be removed from danger beyond the fire barrier doors, all doors must be closed and exit doors should be monitored. When the alarm is in the “Evacuate Stage” (2nd stage) everyone should be evacuated from the building.

Do not resume your activity until the all clear is announced.

Section 3: Responsibilities

Staff	Monday to Friday			Weekends & Holidays	
	Days	Evenings	Nights	Days	Evenings
	0630 - 1430	1430 – 2230	2230 - 0630	0630 - 1430	1430 – 2230
	#	#	#	#	#
Administrator	0830 – 1630 (1)				
Assistant Administrator	0830 – 1630 (1)				
Administrative Assistant	0830 – 1630 (1)				
Office Staff	0830 – 1630 (3)				
Director of Care	0830 – 1630 (1)				
RCC	0830 – 1630 (1)				
RN's	0630 – 1430 (3)	1430 – 2230 (3)	2230 – 0630 (1)	Same on all weekend and holiday shifts	
RPN's	0630 – 1430 (6)	1430 – 2230 (6)	2230 – 0630 (2)	Same on all weekend and holiday shifts	
HCA's	0630 – 1430 (15)	1430 – 2230 (15)	2230 – 0630 (6)	Same on all weekend and holiday shifts	
Nursing Administration	0830 – 1600 (1)				
SSW	0830 – 1630 (1)				
Coordinator of Therapy & Recreation	0800 – 1600 (1)				
Adjuvants	0700 – 1500 (4)				
Recreation	0800 - 1600 (2)	1630-2030 (1)		(1) 0800 -1200 Saturday (1) 1200 – 1600 Sunday	
Director of Food Services	0830 – 1630 (1)				
Therapeutic Dietician	1000 – 1800 (1)				
Supervisor of Food Services	0800 – 1600 (1)				
Cooks/ Food Service Aides	0630 – 1430 (3)	0700-1100 (2)	0930-1730 (1)	1100-1900 (1)	1130 – 1930 (2)
	1530-1930 (3)		Same on all weekend and holiday shifts		
Manager of Environmental Services	0800 – 1600 (1)				

Staff	Monday to Friday			Weekends & Holidays	
	Days	Evenings	Nights	Days	Evenings
	0630 – 1430	1430 – 2230	2230 - 0630	0630 - 1430	1430 – 2230
	#	#	#	#	#
Laundry & Housekeeping	0700 – 1500 (3)			Sunday 0700-1500 (2)	
MW II	0800 – 1600 (1)				
MW I	0530-1330 (1)	0800-1600 (8)	1600-2400 (1)	0800-1600 (5)	1600-2400 (1)
OHN/ICN	0830 – 1630 (1)				
Adult Day Program	Wednesday & Friday 0800 - 1600 (2)				

On all shifts:

The **Emergency Coordinator (EC)** who takes charge at the Emergency/ Fire scene is the designated Registered Nurse on the 2nd floor Resident Home Areas.

The **Emergency Assistant (EA)** who calls Brock Township Fire Department at 911 and is in charge at the Command Centre (Library), is the designated Registered Practical Nurse on the 1st floor Resident Home Area (The Harbour).

Manager Of Environmental Services:

- Arranges and coordinates repairs to all fire equipment.
- Ensures the contract for services to maintain the fire alarm system and related equipment is maintained and followed by the company on contract.
- Communicates re: inspections and subsequent compliance including repairs pertaining to fire and other equipment.
- Participates in the Joint Occupational Health and Safety and Emergency Planning Committees.
- Maintains records of inspections and work-completion reports.
- Ensures all commercial equipment is maintained in safe working order.
- Maintains the appropriate labeling and storage of all chemicals.
- Ensures fire routes remain unobstructed.
- Ensures building exits are clear of e.g., snow and equipment.

Manager Of Environmental Services con't :

- Ensures fire hydrants, pump connections are accessible.
- Maintains records of the cleaning of filters, grease traps etc.
- Ensures communication with all departments with regard to disruption to fire alarm system.
- Have a working knowledge of all fire equipment and the fire alarm system.
- Maintains communication with Brock Township Fire Department with regard to all fire system repairs and disruptions to alarm service.
- Coordinates appropriate training for Environmental Services staff and management.
- Coordinates fire drills.

Emergency Planning Committee:

- Chairperson ensures all departments are represented.
- Develops emergency plans
- Ensures all emergency plans are reviewed, revised and approved yearly.
- Meets quarterly and as necessary.

Occupational Health and Safety Nurse:

- Investigates the circumstances related to a fire emergency and completes the “Unusual Incident Report” for the Ministry of Health and Long Term Care.
- Provides fire education, training and other related in-services for staff.
- Arranges for fire extinguisher practice.
- Ensures staff attendance records are signed by attendees.
- Maintains a record of inspections.
- Participates in the Joint Occupational Health and Safety Committee and Emergency Planning Committee.
- Have a working knowledge of fire equipment and fire alarm system.
- Maintains communication with Brock Township Fire Department.

Managers, Supervisors, Charge Nurses:

- Knowledgeable with regard to all types of emergencies and appropriate response and procedures.
- Participates in the development of emergency procedures.
- Ensure staff receive appropriate training and retraining in fire procedures and equipment location and use.
- Ensures that staff attend fire in-services and extinguisher training.
- Ensure equipment throughout the facility is in good condition.
- Ensure staff are trained in all emergency procedures.
- Ensure the monitoring of the facility when there is a disruption to the fire alarm system.

Manager of Food Services:

- Knowledgeable with regard to all types of emergencies and appropriate response and procedures.
- Participates in the development of emergency procedures.
- Ensure staff receive appropriate training and retraining in fire procedures and equipment location and use.
- Coordinates with Environmental Services Manager to ensure fire equipment, fire suppressant systems, regular equipment, grease filters, etc. is maintained and inspected.

Staff Training

Code Red Fire Review

Scheduled yearly for all staff and as needed.

New staff receive an introduction on general orientation day.

Coordinated by the Occupational Health and Safety Nurse.

Fire Extinguisher Practice

Scheduled annually for all staff.

Coordinated by the Occupational Health and Safety Nurse.

Code Red (Fire) Drills

Conducted monthly on all 3 shifts in different areas of Lakeview Manor.

Coordinated by the Environmental Services Supervisor or Designate

Scheduled or spontaneous.

Silent Code Red (Fire) Drills

The Fire Alarm is not activated.

Procedures are reviewed and practiced.

Fire Alarm System and Related Equipment

Coordinated by the Manager of Environmental Services for Mechanical Staff, Supervisors and Managers.

Scheduled as needed.

Staff Attendance Records

Staff sign attendance record at all in-services.

Records are maintained by the Accounting Clerk.

Section 4: Fire Alarm Activation / Reset Procedures

Activation of the 2-Stage Alarm System:

The alarm is both auditory (horn) and visual (flashing lights).

Stage 1: Alert Stage

- Activation of an alarm occurs from manual activation of the fire pull station, or automatic from a smoke, heat detector or sprinkler head.
- The alarm sounds at 20 strokes per minute throughout the entire building.
- Strobe lights mounted on the wall flash silver continuously.
- The alarm is not to be reset until authorization is given by Brock Township Fire Department.

Stage 2: Evacuation Stage

- To initiate an evacuation alarm, the key must be inserted into the fire pull station and turned to activate.
- The evacuation alarm can only be cancelled by the Brock Township Fire Department

Fire Alarm Reset or Silencing:

- The alarm can only be silenced at the direction of Brock Township Fire Department; or the Emergency coordinator, Manager of Environmental Services. **The alarm is not to be reset until authorization is given by Brock Township Fire Department.**
- Refer to Attached Procedure, **appendix # 6.**
- Resetting of the Fire Alarm System, Magnetic Door Locks, Elevator is done by the Emergency Coordinator and/or the Environmental Services Manager or Designate
- Notification of Environmental Services will result in the balance of the physical plant being reactivated (e.g.: kitchen gas & electrical & laundry).
- Elevator recall must be reset using the elevator key by the Emergency Coordinator.

Section 5: Code Red Fire Drills

Reference: Code Red Manual (Fire Procedures)

Fire Drills are held monthly on three shifts (0630-1430, 1430-2230, 2230-0630). Drills may be planned, with staff being notified in advance, or spontaneous.

Strobe Light and Sign:

- A red revolving light is used to indicate “smoke”.
- There will be an indicator to show where the fire is.
- The “smoke” is often found in the corridor while the “fire” may be on a bed, garbage pail, computer, linen cart, chair, photocopier, etc.

Notification to Fire Monitoring Company:

- Approximately 5 minutes prior to commencing a fire drill Fire Monitoring Company, the Emergency Coordinator and the Emergency Assistant are notified by the Environmental Manager/Supervisor.
- The Environmental Manager/Supervisor bypasses the building system so that the drill can be completed.
- The Environmental Supervisor/Manager and the OHN initiates the fire drill.
- After the drill all clear is confirmed, the Environmental Services Manager/Supervisor and the EC performs the resetting of the fire panel.
- When the system is reset, the monitoring company is contacted again to ensure their systems are reset.

Staff Response:

Staff are instructed to respond to a drill as they would a true alarm.

Evacuation:

Evacuation is a part of the drill, as determined by the shift and the severity of the emergency.

In-service:

After every fire drill there is an involving all Staff.
Action and procedures are reviewed and discussed.

Reports:

- Completed by the person conducting the drill and a second one by the Emergency Assistant and Emergency Coordinator. See **appendixes # 7 & 8**.
- From reports and observations, both verbal and written, received, equipment is repaired, additional training is given, and changes are made to the process.
- Reports are kept on site for 2 years.

Records:

Records and reports of drills, alarms, checks, inspections, repairs and servicing are maintained in the office of the Environmental Services Manager.

Section 6: Control of Fire Hazards in The Building

Fire Prevention:

The possibility of accidental fire is always present – the best way to fight fire is to prevent it first.

Fire Prevention Is Everyone's Responsibility

Resident Care Areas:

- Personal electrical equipment must be approved by Environmental Services before allowing it to be used in a Residents room (e.g. radios, televisions, lights).
- Keep corridors and rooms unobstructed.
- Keep stairwells & fire equipment (pull stations, extinguishers) clear.
- Keep doors to stairwells closed at all times.
- Do not prop open doors.
- Report any equipment that is not working properly – discontinue use, tag, and report to Environmental Services.
- Keep sprinkler heads free and unobstructed.
- Do not use flammable decorations.
- Remove accumulated paper boxes etc.
- Candles are prohibited in all areas.

Office Areas:

- Do not accumulate paper and boxes; store inactive files, etc. in approved storage room.
- Keep hallways, corridors free of obstructions e.g. chairs and boxes.
- Keep stairwells doors closed at all times and never prop fire doors open.
- No smoking indoors and only 30' from the building.
- Keep combustibles away from electrical outlets.
- Keep all fire equipment unencumbered and easily accessible.
- Do not use flammable decorations.

Electrical:

- Report all electrical concerns to Environmental Services immediately.
- Do not use extension cords.
- Immediately remove, replace and report damaged or frayed electrical wires.
- Discontinue using a device that causes a breaker to “trip” frequently.

Storage:

- Do not allow stored items to touch electrical outlets.
- Store combustible, flammable chemicals separately from other combustibles (e.g. linens and paper).
- Store all chemicals in approved containers in only approved storage areas.
- Store all items neatly and safely to prevent falls and breakage.
- Keep neat and clean of debris.
- Keep doors closed and locked at all times.
- Do not obstruct breaker panels.

Smoking:

- Lakeview Manor is a smoke-free facility – smoking is prohibited.
- Smoking is prohibited within 9 metres of any entrance to an indoor area as per regulation.
- Immediately report to the Charge Nurse any person smoking in the building.

Compressed Gas: (e.g., oxygen) Protect cylinders against mechanical/physical damage

- Must be equipped with valve caps when not in use.
- To be stored in areas where the temperature does not exceed 52°C (125° F).
- Store cylinders on racks.
- Never use oil or grease to lubricate valves or fittings on oxygen cylinders or equipment used to transfer oxygen.
- **Oxygen does not burn but it causes combustible material to burn faster and stronger with higher intensity.
- Post signs “Oxygen in Use - No Smoking”.
- Educate staff, Residents, visitors and volunteers on the dangers and precautions when using oxygen as per CSA Standard Z305.12.

Sprinkler Heads:

- Ensure there is an 18” clearance to prevent damage.

Public Areas:

- Have all items approved by Environmental Services before taking to a Residents room.
- Prevent the accumulation of paper, boxes, etc.
- Keep walkways clear of equipment and furniture.
- Keep stairwells accessible.
- Do not prop open doors.
- Keep electrical outlets free of obstruction.
- Do not use flammable decorations.

Exit Signs:

- Must be illuminated and visible.
- Replace burnt out bulbs immediately.
- Remove or cover if passage of egress is obstructed as approved.

Section 7: Environmental Services Inspection Procedures

Check: Visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Test: The operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

Inspect: Physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Completed by: Environmental Services (Mechanical Maintenance) or Designated Certified Contractor.

Fire Alarm Systems:

1. Daily Check by Environmental Services:

- All fire panels for trouble indication and that the AC power-on light is on. If the trouble light is activated or the AC power-on light is off, ES Manager to be notified

2. Monthly Test by External Contractor:

- Every month the following tests are conducted and, if a fault is found, appropriate corrective action is taken.
- One manual alarm-initiating device is operated on a rotation basis to initiate an alarm.
- Proper function of all alarm signal devices is ensured.
- Annunciator panel is checked to ensure the tested devices annunciate correctly.
- Audible and visual trouble signals are ensured.
- Alarm and standby power batteries checked by External Contractor to ensure that:
 - Terminals are clean and lubricated as required.
 - Terminal clamps are clean and correct.
 - Electrolyte level and specific gravity are as specified by manufacturer.

3. Annual Inspection Test by External Contractor:

- All components are tested once a year.
- Appropriate action to be taken if a malfunction is found.
- To be operated under general alarm conditions.
- A minimum of 6 manual alarm-initiating devices, most remote from the standby power supply, to be activated individually, with the main power supply disconnected.
- Every manual alarm-initiating device on every floor, every location to be activated on the main power supply.
- Every audible and visual signal appliance operated during the testing of alarm-initiating devices
- Every automatic alarm-initiating device tested for its intended function.
- Every alarm signaling, alarm initiating circuit and annunciator to be checked for electrical supervision and trouble indication.
- Correct annunciation to be ensured for every initiating device tested.
- Fire alarm system control unit will be visually checked to ensure the control unit has not been altered except as specified.

Emergency Lighting:**1. Monthly Check by External Contractor:**

- Every emergency lighting unit to ensure the lights will function when primary power is lost.

2. Annual Test by External Contractor:

- Every lighting unit to ensure that the unit will provide emergency lighting for a duration equal to the design criteria using simulated power failure conditions.
- Records to be maintained for minimum 2 years of all inspections and testing.

Fire Separations:**1. Monthly Inspection by Environmental Services:**

- Closures on all doors are not blocked or wedged open.
- Door hardware and auxiliary components are adjusted to ensure proper closing and latching.
- Door openings and surroundings are clear of obstructions that could interfere with operation.
- Heat and smoke activated devices are undamaged and free of paint and dirt.

2. Annual Inspection by External Contractor:

- Fire dampers and fire-stop flaps annually or on approved schedule.
- Closures are maintained and operable.
- Repair or replace inoperative parts of hold-open devices and automatic releasing devices whenever necessary.
- Closures in fire separation are not blocked or wedged open.
- Defects that interfere with the operation of closures in fire separation is corrected.

Important:

- Where fire separations between major occupancies, fire walls, rooms, corridors, shafts and other spaces or closures are damaged, and affect their fire resistance rating, the damage is to be repaired to restore the integrity of the fire separation wall or closure.
- Correct defects that interfere with the operation of closures in fire separations.
- Retain records of all tests and corrective measures for 2 years.

Portable Fire Extinguishers:**1. Monthly Inspection by External Contractor:**

- If seal or tamper indicators are in place.
- If pressure gauge reads correctly (green).
- Any physical or mechanical damage.
- Instructions for use on nameplate are legible and face outward.

Important:

- To be easily visible.
- To be readily accessible.
- Is set on hanger, shelf or bracket.

Important con't:

- Is installed so that the top of the extinguisher is not more than:
 - 1.1m (4') above the floor where the gross weight of the extinguisher is greater than 18 kg. (40 lbs.) or;
 - 1.5m (5') above the floor, where the weight is 18 kg. (40 lbs.) or less.
- Has an inspection tag attached, showing maintenance or recharge dates, servicing agency and signature of person performing the service.
- Extinguisher shells, cartridges or cylinders that rupture or show leakage or permanent distortion, in excess of specified limits, are removed from service.
- Permanent record of inspections and maintenance is retained for 2 years.
- Defective extinguishers are repaired, replaced or recharged as necessary.
- Maintain in accordance with recommendations of manufacturers.
- After use, replace and recharge according to instructions on nameplate.
- Subject to hydrostatic testing as indicated on the nameplate.
- Label on extinguisher to indicate the month and year of hydrostatic testing, pressures and signature of tester.
- Reference NFPA 10 "Portable Extinguishers".

2. Annual Inspection:**Subject to maintenance**

- Carbon dioxide and water types: hydrostatic testing every 5 years.
- Stored pressure-type: change dry powder every 6 years.
- Dry chemical and vapourizing liquid-type: hydrostatic testing every 12 years.

Heating, Ventilation and Air Conditioning Systems:**1. Weekly check by Environmental Services or Contractor:**

- Clean filters and ducts that accumulate combustible deposits.
- Clean lint traps in laundry equipment (as required).

2. Annual Inspection:

- Disconnect switches for mechanical air conditioning and ventilation systems to ensure the system is integrated appropriately with the fire alarm system.

Important:

- Remove, repair or replace every defective heating appliance.
- Close every flue-pipe hole with a tight-fitting non-combustible cover, compatible to the chimney flue construction when flue pipes are removed.
- Maintain flue pipes and breaching in safe operating condition.
- Use ventilation shafts only for ventilation purposes.
- Shut down the system before working on ducts using heat-producing devices for cutting, welding or soldering and ensure combustible deposits, lining and covering material has been removed first.
- Retain record of inspections, tests and maintenance for 2 years.

Automatic Sprinkler System:**1. Monthly Test by External Contractor:**

- All alarms on all sprinkler systems, using the “alarm test connection” (or an inspector – approved alternative).

2. Every 2 Months Test by External Contractor:

- All transmitters and water-flow activated devices on all electrical supervisory signal services for the supervised flow valves.

3. Every 6 Months Test by External Contractor:

- Gate valve supervisory tamper, flow switches and other sprinkler and fire protection system supervisory devices.

4. Annual Inspection by External Contractor:

- All sprinkler heads for damage, corrosion, grease, dust or paint, replace as necessary.
- Sprinkler heads in good condition.
- Remove plugs and caps on fire department connection and check threads for wear, rust or obstructions. Plugs or caps are to be wrench-tight secured.
- All fire department connections are properly marked.

5. Annual Test by External Contractor:

- Wet sprinkler system using “inspector’s test” connection (most hydraulically remote).
- Water pressure by fully opening the main drain valve. Conducted only after Section 5 is completed.

6. Standard for Repairs and Replacement Alterations:

- Standard for repairs and replacement alterations for the sprinkler systems are as per NFPA Standards and the Ontario Fire Code. Should repairs/replacements be required, the contractor will come out to the site to quote on repairs.

Important

- In event of fire, ensure control valves are not closed until fire is extinguished or considered under control per Brock Township Fire Department.
- Sprinkler heads are to be clear of obstructions.
- Sprinkler pipe is not to be used to support anything.
- Auxiliary drains are inspected during cold weather to prevent freezing. Flush piping system if necessary.
- Spare sprinkler heads and sprinkler wrenches are on hand e.g., 6 spares for 300 heads.
- Repairs and replacement alternations are in accordance with approved guidelines for the “Sprinkler Systems”.
- Retain record of inspections, tests and maintenance for 2 years.
- Reference: NFPA 13 “Sprinkler Systems”.
- Notify the Fire Monitoring Company prior to conducting tests.

Water Supplies for Firefighting:

1. Daily Check by Environmental Services:

- Main shut-off room temperature during freezing weather.

2. Weekly Inspect by Environmental Services:

- Valves controlling fire protection water supply.

Means of Egress:

1. Daily by Lakeview Manor Staff:

- All doors and fire separations.

2. Monthly by Lakeview Manor Staff:

- All doors and fire separations.

3. As Required by Lakeview Manor Environmental Services Staff:

- Check that all fire separation doors will close.
- Ensure exit signs are clear and legible.
- Ensure exit lights are illuminated and in good repair.
- Keep corridors free of obstructions.

Brock Township Fire Department Access:

1. As Required by Lakeview Manor Staff:

- Keep streets, yards, private roadways and fire routes clear for fire vehicles.

Section 8: Alternative Safety Measures

Refer to Contractor's List of Phone Numbers see **appendix #9**.

Fire Alarm or Sprinkler Shutdown: The Emergency Coordinator designates a staff member to implement a Fire Watch in the event of a fire alarm system and/or sprinkler system shutdown. The Fire Watch is to occur in all affected areas of the Home. The Fire Watch form to be completed and includes the following; location, date, concerns, comments, name of supervisor notified and initials, see **appendixes #10, 11 & 12**. The Emergency Coordinator (EC) is to notify all staff, the Fire Monitoring Company and the Brock Township Fire Department if a shutdown occurs.

Fire Watch Procedure:

The Emergency Coordinator (EC) or Designate to:

1. Notify G.I.T. Monitoring Company at 1-800-461-1711 / 1-705-325-4141.
2. Notify staff and Residents by telephone communication, posters and word-of-mouth.
3. Advise staff of the location, extent and duration of shut-down.
4. Instruct staff to phone 911, requesting 3-tiered response and G.I.T. Monitoring Company in the event of a fire-related emergency.
5. Coordinate a FIRE WATCH, i.e. monitoring of the building for fire and safety hazards, when part or all of the fire alarm system and /or sprinkler system is shut down. See **appendixes # 10, 11 & 12**.
6. Notify all staff, Brock Township Fire Department and Fire Monitoring Company when the system is operational.

Individual Zone Impairment: (Often occurs to enable repair work to be accomplished without activating the fire alarm by mechanical maintenance staff or outside contractor, e.g. when welding a pipe or changing a smoke detector.)

1. Follow above Fire Watch procedure.

Temporary Blockage of Fire Department Access Routes or Building Exits: The Manager of Environmental Services or designate to notify and advise the following of the location, duration and nature of the blockage:

1. Fire Chief or Deputy Fire Chief.
2. G.I.T. Monitoring Company at 1-800-461-1711 / 1-705-325-4141.
3. All Staff.

Fire Extinguisher and Fixed Extinguishant Systems Requiring Service: The Manager of Environmental Services or designate to:

1. Immediately contact contractor to service and if necessary shut down and repair the fixed system and replace the extinguisher.
2. A temporary extinguisher may be placed in the location.

Elevator Requiring Service: The Manager of Environmental Services or designate to:

1. Notify staff and Residents.
2. The elevator is returned to the main floor, doors opened and people removed.
3. They will be kept on the main floor until the emergency is over.
4. Contact elevator service company

Section 9: Non-Ambulatory Residents

Per Resident Home Area:

Approximately 20/25 Residents per Resident Home Area are non-ambulatory.

Per Floor:

Approximately 40/50 Residents per floor are non-ambulatory.

Per Lakeview:

Approximately 125 of the total 149 Residents are non-ambulatory.

Section 10: Appendixes

Appendixes:	#1	List of Main Fire Alarm & Annunciator Panel Locations
	#2	List of Fire Alarm Devices and Locations/Verification Inspection
	#3	List of Portable Fire Extinguishers Types, Sizes and Locations
	#4	List of Emergency Light Locations
	#5	CODE RED Summary Report (Form)
	#6	Resetting Fire Alarm Pull Stations
	#7	Education Record Form
	#8	CODE RED Drill Report (Form)
	#9	Contractor/Resource List
	#10	Fire Watch Report Form – Day Shift
	#11	Fire Watch Report Form – Afternoon Shift
	#12	Fire Watch Report Form – Night Shift
	#13	Fire Quick Reference Guide
	#14	Management Telephone/Address List for Emergencies
	#15	Floor Plans
	#16	Durham Region Communications Protocol
	#17	Fire Plan Approval Letter – Township of Brock
	#18	Property Loss and Damage Report

Region of Durham

LAKEVIEW MANOR

FIRE ALARM ANNUNCIATOR PANEL LOCATIONS

1	Main Entrance	Coat Room
2	The Harbour	Nursing Station
3	Beaver River	Nursing Station
4	Humming Bird Circle	Nursing Station



Edwards

Part of GE Infrastructure
Security

500 Wentworth Street East, Unit 11
Oshawa, Ontario L1H 3V9
Canada

T 905 725 5553
F 905 725 4294

www.gesecurity.com

May 10, 2006

Duplex Electric
7500 Martengrove Road
Suite 1
Woodbridge, Ontario
L4L 8S9

Attention: Joe

Subject: **Verification Inspection**
Project Name: **Lakeview Manor**
- **Beaverton**

Our Reference No.:
Panel Model: Edwards
CFAA Technician #: 19-992241

Dear :

In line with your request regarding specifications of the above project, our technicians have proceeded with a verification of the Fire Alarm System, as per ULC/CAN-S524-M97 Standard for Fire Alarm System Installation and ULC/CAN-S537-M97 Standard for Fire Alarm System Verification.

Attached herewith, please find all necessary documents pertaining to this verification.

- Technician's Verification Inspection report(s)
- Comments/Observations Report
- Technician Pre-test Checklist
- Fire Alarm System Verification Report
- Certificate of Verification

We trust that these documents meet your specification requirements and approval.

Yours truly,
EDWARDS, GE Security Canada

A handwritten signature in black ink, appearing to read 'G. Pardy'.

Gary Pardy
Branch Service Manager

LAKEVIEW MANOR

Fire Alarm Equipment - Basement

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
0056	Receiving Exit				
0056					Receiving
ST-G	Stairway G				
0048				Corr. by Receiving	
0048			Corr. by Garbage Rm		
0054	Garbage Rm Exit				
0054		Garbage Rm			
0054					Garbage Rm
0048			Corr. By Generator. Rm		
0048				Corr. By Generator Rm	
0050		Generator Rm.			
0050				Generator Rm	
0048			Corr. by Electrical Rm		
0046		Electrical Rm			
0046					Electrical Rm.
0047		Server Rm			
0047					Server Rm
0048				Corr by Nurse Storage	
0048			Corr by HSKP Storage		
0048				Corr by Clean Linen	
0048				Corr by Laundry	
0035				Laundry Entrance	
0035				Laundry Entrance	
0035		Laundry by Dryer			

LAKEVIEW MANOR

Fire Alarm Equipment - Basement

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
0013			Corr by Maintenance Rm		
0011				Maintenance Rm	
0011	Maintenance Rm				
0013	Corr by Equip Stor				
0013				Corr by Storage Rm	
0013	Corr by Supervisor				
0013			Corr by Supervisor		
0005			Corr by Meeting Rm		
0004					Men's Locker
0006					Staff Lounge
0002					Women's lockers
0005				Corr by Staff Lounge	
0005			Corr by Staff Lounge		
0005	Corr by South Stair				

LAKEVIEW MANOR

Fire Alarm Equipment - Ground Floor

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
ST-A	Stairwell Exit				
ST-A	Stairwell by out Door			Stairwell Exit	
1100	Corr by Stairwell ST!				
1100			Corr by Equip Rm		
1100				Corr by Equip Rm	
1100			Corr by Rm 1106		
1100			Corr by Rm 1110		
1100				Corr by Rm 1110	
1115			Corr by Rm 1117		
1114					Spa w/c
1113				Spa Tub	
1115				Corr by Rm 1118	
1115			Corr by Rm 1119		
1115	Corr by Comm Centre				
1015	Corr by Comm Centre				
1015			Corr by Comm Centre		
1015				Corr by Res Laundry	
1015			Corr by Activity Rm		
ST2-1	Stairwell Exit				
ST2-1				Stairwell Exit	
1145	Corr by Stairwell ST2				
1145			Corr by ST-B		
1145				Corr by Rm 1149	
1145			Corr by Rm 1147		

LAKEVIEW MANOR

Fire Alarm Equipment - Ground Floor

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
ST-D				Stairwell Exit	
ST-D	By 1st Floor				
1200	Corr by ST4				
1200			Corr by Stairwell ST-D		
1200				Corr by Meeting Rm	
1200			Corr by Administrator		
1200				Corr by Assist. Admin	
1200			Corr by D.O.C.		
1200				Corr by Comm	
1200			Corr by Social Worker		
1220			Corr by Staff Kit		
1220				Corr by Staff Kit	
1215				Corr by Admin Area	
1215			Corr by Admin Area		
1215	Corr by Reception				
1002			Corr by Main Ent		
1002	Main Entrance				
1002				Main Entrance	
1002			Corr by Main Hall		
1002				Corr by Chapel	
1223				Chapel	
1002			Corr by Chapel		
1225				Salon/Barber	
1226					Public w/r

LAKEVIEW MANOR

Fire Alarm Equipment - 2nd Floor

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
2100	Corr by Stairwell ST-A				
2100			Corr by Equip Rm		
2100				Corr by Equip Rm	
2100			Corr by Rm 2106		
1100			Corr by Rm 2110		
2100				Corr by Rm 2110	
2115			Corr by Rm 2117		
2114					Spa w/c
2113				Spa Tub	
2115				Corr by Rm 2118	
2115			Corr by Rm 2119		
2115	Corr by Comm Centre				
2015	Corr by Comm Centre				
2015			Corr by Comm Centre		
2015				Corr by Res Lounge	
2015			Corr by Res Lounge		
2015	Corr by Res Lounge				
2015			Corr by Activity Rm		
2145	Corr by Stairwell ST2				
2145			Corr by ST-B		
2145				Corr by Rm 2149	
2145			Corr by Rm 2147		
2145			Corr by Rm 2141		
2145			Corr by Rm 2135		

LAKEVIEW MANOR

Fire Alarm Equipment - 2nd Floor

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
2200			Corr by Stairwell ST-D		
2200				Corr by Equipment Rm	
2200			Corr by HSKP Rm		
2200			Corr by Rm 2210		
2200				Corr by Rm 2210	
2215			Corr by 2217		
2214					Spa
2213					Spa Tub
2215				Corr by Rm 2219	
2215	Corr by Rm 2219			Corr by Admin Area	
2215	Corr by Res. Lounge				
2215				Corr by Laundry Rm	
2215			Corr by Res. Lounge		
2215	Corr by Public w/r				
2215			Corr by Activity Rm		
2215	Corr by Activity Rm				
2230	Corr by soiled utility				
2230			Corr by soiled utility Rm		
2230				Corr by Rm 2225	
2230			Corr by Rm 2226		
2228					Public w/r
2232					Spa
2245					Spa Tub
2245			Corr by Clean Linen		

LAKEVIEW MANOR

Fire Alarm Equipment - 3rd Floor

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
3100	Corr by Stairwell ST-A				
3100			Corr by Equip Rm		
3100				Corr by Equip Rm	
2100			Corr by Rm 2106		
1100			Corr by Rm 2110		
3100				Corr by Rm 2110	
3115			Corr by Rm 2117		
3114					Spa w/c
3113				Spa Tub	
3115				Corr by Rm 2118	
3115			Corr by Rm 2119		
3115	Corr by Comm Centre				
3015	Corr by Comm Centre				
3015			Corr by Comm Centre		
3015				Corr by Res Lounge	
3015			Corr by Res Lounge		
3015	Corr by Res Lounge				
3015			Corr by Activity Rm		
3145	Corr by Stairwell ST2				
3145			Corr by ST-B		
3145				Corr by Rm 2149	
3145			Corr by Rm 2147		
3145			Corr by Rm 2141		
3145			Corr by Rm 2135		

LAKEVIEW MANOR

Fire Alarm Equipment - 3rd Floor

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
3200			Corr by Stairwell ST-D		
3200				Corr by Equipment Rm	
3200			Corr by HSKP Rm		
3200			Corr by Rm 2210		
3200				Corr by Rm 2210	
3215			Corr by 2217		
3214					Spa
3213					Spa Tub
3215				Corr by Rm 2219	
3215	Corr by Rm 2219			Corr by Admin Area	
3215	Corr by Res. Lounge				
3215				Corr by Laundry Rm	
3215			Corr by Res. Lounge		
3215	Corr by Public w/r				
3215			Corr by Activity Rm		
3215	Corr by Activity Rm				
3230	Corr by soiled utility				
3230			Corr by soiled utility Rm		
3230				Corr by Rm 2225	
3230			Corr by Rm 2226		
3228					Public w/r
3232					Spa
3245					Spa Tub
3245			Corr by Clean Linen		

LAKEVIEW MANOR

Fire Alarm Equipment - Penthouse

Room #	Pull Station	Heat Detector	Smoke Detector	Horn/Strobe	Nini Horn Strobe
ST - C					
4000			ST-C		
4000	Corr by Stairway St3				
4001				Corr by ST - C	
4004		Boiler Rm			
4004		Mechanical Rm North			
4004				Ent to Mechanical Rm	
4004			Mechanical Rm Centre		
4004				Mechanical Rm East	
4004		Mechanical Rm South			
4004		Mechanical Rm West			
4003				Mechanical Rm West	
4003				Mechanical Rm South	
4003		Mechanical Rm South			
4003		Mechanical Rm Centre			
4003				Mechanical Rm Centre	
4003			Mechanical Rm North		
				Mechanical Rm North	

LAKEVIEW MANOR - EXTINGUISHER INVENTORY & LOCATIONS

P/W = Pressurized Water
 ABC/BC = Dry Chemical
 CO2 = Carbon Dioxide
 HA = Halon

LOCATION	SIZE	TYPE	SERIAL #
PENTHOUSE			
BY HEATING PUMPS	5LB	ABC	664131
BY STEAM FURNACE	5LB	ABC	664065
SPARE	10LB	ABC	78098
SPARE	10LB	ABC	78099
WEST AREA	5LB	ABC	664071
3RD FLOOR			
BY THERAPY RM 3016	5LB	ABC	664105
BY W. WASHROOM 3010	5LB	ABC	664141
BY RM 3127	5LB	ABC	664092
BY RM 4140	5LB	ABC	664100
BY RM 3116	5LB	ABC	664124
BY RM 3104	5LB	ABC	664115
BY E. WASHROOM 3005	5LB	ABC	664114
BY CTR E WASHROOM 3002	5LB	ABC	664109
BY RM 3227	5LB	ABC	664110
BY RM3242	5LB	ABC	664108
BY RM 3216	5LB	ABC	664106
BY RM 3204	5LB	ABC	664129
2ND FLOOR			
BY THERAPY RM2108	5LB	ABC	664104
BY W. WASHROOM2010	5LB	ABC	664103
BY RM 2127	5LB	ABC	664117
BY RM 2140	5LB	ABC	664097
BY RM 2116	5LB	ABC	664096
BY RM 2104	5LB	ABC	664136
BY E. WASHROOM RM 2005	5LB	ABC	664121
BY CTR E WASHROOM 2002	5LB	ABC	664104
BY RM 2227	5LB	ABC	664122
BY RM 2242	5LB	ABC	664133
BY RM 2216	5LB	ABC	506744
BY RM 2206	5LB	ABC	664135

1ST FLOOR			
BY THERAPY RM 1017	5LB	ABC	664098
BY W. WASHROOM RM 1010	5LB	ABC	664128
BY RM 1127	5LB	ABC	664066
BY RM 1142	5LB	ABC	664080
BY RM 1116	5LB	ABC	664079
BY RM 1104	5LB	ABC	664123
BY LIBRARY	5LB	ABC	664116
BY NORTH OFFICE	5LB	ABC	664070
BY RM 1206	5LB	ABC	664137
BY FA PANEL	5LB	ABC	664067
BY SALON	5LB	ABC	664113
1ST FL - ADULT DAY PROGRAM	5LB	ABC	664139

BASEMENT			
STAFF LUNCH RM	5LB	ABC	664107
BY WOMENS LOCKER RM	5LB	ABC	664061
WORKSHOP	5LB	ABC	664140
MECHANICAL RM 0050	5LB	ABC	664125
TELEPHONE RM	5LB	ABC	501129
SPRINKLER RM	5LB	ABC	664118
KITCHEN	2.5	K	881582
CORR AT KITCHEN	5LB	ABC	664138
LAUNDRY	5LB	ABC	664119
CORR BY IT	5LB	ABC	664134
IT ROOM	5LB	ABC	1143
IT ROOM	5LB	ABC	664144
ELEVATOR MACHINE RM	5LB	ABC	664120
WORK SHOP SPARE	5LB	ABC	103485
WORKSHOP SPARE	5LB	ABC	664054
WORKSHOP SPARE	5LB	ABC	228871
WORKSHOP SPARE	10LB	ABC	889945
BASEMENT SPARE	10LB	ABC	966615
ELECTRICAL RM 0046	5LB	ABC	112416
SPRINKLER RM	20LB	ABC	103123
MECHANICAL RM 0016			664143
VECHILE 614-2AK	10LB	ABC	865068
O/S STORAGE	5LB	ABC	168182
GENERATOR RM (O/S)	5LB	ABC	158968

Appendix #4

REGIONAL MUNICIPALITY OF DURHAM
LAKEVIEW MANOR

Security Cameras

Camera	Location
C1	Lobby facing main entrance
C2	Corr GA facing west
C3	South west corner receiving room
C4	Corner outside laundry facing store rooms
C5	Outside facing staff entrance
C6	East parking lot facing south east
C7	Front parking lot facing building
C8	West parking lot
C9	Driveway facing receiving
C10	Outside Receiving area
C11	Lobby facing elevators
C12	Lobby facing staff entrance

LAKEVIEW MANOR
133 Main Street, Beaverton Ontario

CODE RED SUMMARY REPORT

Date of Alarm: _____

Time of Fire Alarm: _____ **Time Fire Department Notified:** _____

Specific Location of Fire: _____

Description of Incident: (What, Where, When, Why, Who & How):

Description Concerns with Equipment:

Description Concerns with Staff Response:

RESETTING THE FIRE ALARM PULL STATIONS

1. PULL STATIONS

- Using a slot screwdriver located at the nursing communication centre, turn the screw on top of the pull station to open cover.
- Turn toggle switch off (down position).
- Hold flap on cover closed while closing cover.

The pull stations are 2 stages. To activate the second stage alarm which indicates a complete evacuation of the building, insert the key into the keyhole and turn clockwise ¼ turn. When resetting, turn the key back to the left before closing the cover.

2. RESETTING THE FIRE ALARM PANEL

The key to the panel is under the care of the Emergency Coordinator and the Emergency Assistant. The Environmental Services Manager/Designate also carries a key. The Environmental Services Manager/Designate or the Emergency Coordinator is responsible for resetting the panel. Resetting instructions are located inside the panel. Between midnight and 5:30 am, the E.C. resets the fire alarm pull station and the fire panel after consultation with the Environmental Services Manager or designate who will ensure that all systems are functioning.

3. RESETTING EQUIPMENT

Air handling equipment will restart automatically when the fire panel is reset.

** Following a fire alarm: to ensure that all equipment and services are functioning properly, the Environmental Services Manager or Designate will conduct an inspection immediately.

NOTE: If the fire alarm pull station and/or the fire alarm system do not reset, notify immediately:

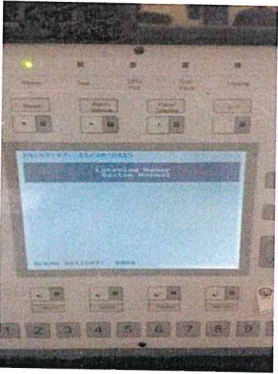
- 1) Manager of Environmental Services or Designate
- 2) Assistant Administrator or Designate
- 3) Brock Township Fire Department

4. If the fire panel becomes inoperable, a fire watch must be initiated. The Registered Nurse will assign staff to patrol Lakeview Manor at hourly intervals until resetting is accomplished. A log must be kept. The Environmental Services Manager or Designate must be notified.

Proper Sequence for Re-Setting the Fire Panel, Mag-locks and Elevators

Failure to follow the steps outlined below in sequence will result in not being able to re-set all systems:

Ensure that the smoke detector has been cleared of smoke or the fire alarm pull station that has been activated has been re-set.



Step #1 – Push the “Re-set” button on the Fire Panel. The LED screen will show: “LAKEVIEW MANOR – SYSTEM NORMAL” when Fire Panel has been re-set. If you do not get this message, wait approximately 10 seconds and push the “Re-set” button again.



Step #2 – Re-set the Mag-locks at the re-set switch located to the upper left of the Fire Panel. The light will indicate whether or not you have been successful.



Step #3 – Go to the elevators on 1st Floor and re-set them at the switch located directly above the heading: “FIRE RECALL”



LONG TERM CARE & SERVICES FOR SENIORS Staff Education – Attendance Record

Date: _____

Time: _____

Home: FL HE HT LM

Type of Training: Mandatory Training by the MOHLTC (see list below)
 Home/Department Specific Training (see page 3)
 External Training (see page 3)
 Accessibility - General (for new employees only)
 Corporate Training (*send to HR for ELM input*)

Lead Facilitator: _____

In order to ensure that records are kept of mandatory regulatory training, it is important that the following training is entered **using these headings**. Please check off the training which was completed, listing the names of the staff who attended on the opposite side.

MOHLTC MANDATORY REQUIRED TRAINING	√	Duration of Training
Abuse Free Care - Policy		
Complaint Process		
Restraining Minimization - Policy		
Reporting Under Section 24		
Residents' Bill of Rights		
Whistle Blowing Protection		
Occupational Health & Safety:		
Emergency & Evacuation Procedures		
Fire Prevention & Safety		
Workplace Violence		
Infection Control:		
Cleaning & Disinfection Practices		
Hand Hygiene		
Modes of Infection Transmission		
Use of Personal Protective Equipment		
Direct Care Staff Only MOH Mandatory:		
Behaviour Management/Responsive Behaviours		
Continence Care & Bowel Management		
Fall Prevention & Management		
Pain Management		
Palliative Care		
Restraint Minimization Techniques & Potential Dangers		
PASD's		
Skin & Wound Care		
Mental Health – Dementia Training/Caring for Persons with Dementia		
Lift & Transfer - Policy		

Revised: July 2015

Date: _____

Home: FL HE HT LM

Home/Department Specific or External Training:

Please list all topic(s) covered during home specific training. All MOHLTC Mandatory topics should be checked on page 1.

Topic(s) covered	Duration of Training

****Forward:** Original to Admin Assistant @ the Home

***Admin Assistant to Forward:**

- copy to Sabrina Marshall @ RHQ for ELM entry
- copy of corporate training to HR
(**excluding the Accessibility-General” for new employees)

LAKEVIEW MANOR
133 Main Street, BEAVERTON Ontario

CODE RED DRILL REPORT

Date:	Location:
Time:	

1. Alarm Activated	Yes No	5. Emergency Coordinator response	Yes No
2. People evacuated from the scene	Yes No	6. Team response at the scene	Yes No
3. Doors closed at the scene	Yes No	7. Call to Fire Department: 1min 51 sec Location / all clear communicated	Yes No
4. Home Area doors monitored	Yes No	8. Other	

SUMMARY: _____

STAFF ATTENDEES SIGNATURES: _____

Signature: _____

Title: _____

CONTACT ES MANAGER PRIOR TO SCHEDULING REPAIRS**Resource List – Environmental Services**

Item	Company Name & Address	Emergency Phone #
Air Conditioning	Ainsworth 131 Bermondsey Rd. Toronto, ON, M4A 1X4	1-866-462-2846
B.A.S. System	Total Control 10620 Yonge St. Suite 30537 Richmond Hill, ON, L4C 0C7	1-905-884-8464
Automatic Doors	Besam/WCH 4020B Sladeview Cres. Mississauga, ON L5L 6B1	1-888-608-9242
Boilers	Ainsworth 131 Bermondsey Rd. Toronto, ON, M4A 1X4	1-866-462-2846
HVAC	Applied Systems 910 Rowntree Dairy Rd. Unit5 Woodbridge, ON L4L 5W4	1-905-850-7080
Elevators	CEE 332 Fairall Street Ajax, ON L1S 1R6	905-428-8300
Emergency Generator	Northern Generator 182-80 Ashbridge Circle Woodbridge, ON L4L 3R5	1-905-264-9744
Generator Fuel	Canada Clean Fuels 4425 Chesswood Drive Toronto, ON M3J 2C2	1-416-521-9533
Fire Alarms/ Extinguishers	Greater Toronto Fire Protection 11 Warren Road Whitby, ON L1N 2C4	1-905-725-3473
Fire Department	Brock Township Fire Dept.	9-1-1 1-705-432-2355

Item	Company Name & Address	Emergency Phone #
Flushers & Bed Pans	Stevens Co. 425 Railside Dr. Brampton, ON L7A 0N8	1-800-268-0184 Cell: 1-416-717-4112
Ceiling Lifts/ Floor Lifts	Handicare 485 Millway Avenue, Unit 2 Concord, ON L4K 3V4	Cell: 1-416-729-0589
Fire Alarm Monitor	G.I.T. 109 Bradford St. Barrie, ON L4N 3A9	1-800-461-1711 1-705-726-1222 1-705-325-4141
Laundry Duct Cleaning	Power Vac 24 Ronson Dr. Etobicoke, ON M9W 1B4	1-416-245-5120
Kitchen Grease Traps	Walker Environmental Group 3700 Steeles Ave. W. #601 Woodbridge, ON L4L 8K8	1-800-661-4613 Cell: 1-416-435-4939
Heating Controls	Ainsworth 131 Bermondsey Rd. Toronto, ON, M4A 1X4	1-866-462-2846
Lawn Care / Snow Removal	RTJ Property Services PO Box 326 Blackstock, ON L0B 1B0	1-905-442-4321 Cell: 1-905-260-2497
Locksmith	Pro-Tect 27 Cambridge St. S. Lindsay, ON, K9V 3B7	705-880-5625
Nursing Call Units	Aatel 413 Victoria Ave. N. Hamilton, ON L8L 8G4	1-905-523-5451
Pest Control	ProPCO 102B-1510 Birchmount Rd. Toronto, ON M1P 2G6	1-416-460-6013
Outdoor Sprinklers	Water Works 1-2897 Solina Rd. N. Bowmanville ON L1C 6Z6	1-905-404-9165

Item	Company Name & Address	Emergency Phone #
Boiler Chemical Supplies	Chem-Aqua 253 Orenda Rd. Brampton ON L6T 1E6	1-800-268-0838
Chemicals – Laundry	Diversey 2401 Bristol Circle Oakville, ON L6H 6P1	1-800-668-7171 Ext.4104
Labels for Resident Clothing	Thermopatch Canada Inc. 25 Groff Place #5 Kitchener, ON N2E 2L6	1-519-748-5027
Laundry Equipment Parts & Services	Harco Ltd. 5915 Coopers Ave. Mississauga, ON L4Z 1R9	1-800-387-9503
Laundry Services – Linen	HLS Linen Services 45 Gurdwara Road Ottawa, ON K2E 7X6	1-613-842-3040
Door Alarms	Chubb 2740 Matheson Blvd. E. #1 Mississauga, ON L4W 4X3	1-905-678-7650
Kitchen Duct Cleaning	Power King PO Box 893 Sutton West, ON L0E 1R0	1-800-898-4655
Laundry Duct Cleaning	PowerVac 24 Ronson Dr. #3 Etobicoke, ON M9W 1B4	1-416-245-5120
Tubs / Tub Chairs / Weight Scales	Arjo 1575 South Gateway Rd. Mississauga, ON L4W 5J1	1-800-665-4831
Medical Equip.	TRH Services 230 Dodge Dr. Kitchener, ON N2P 2N1	1-519-893-9488
Van	Region – Fleet Divison 825 Conlin Rd. Whitby	1-905-655-3340

Item	Company Name & Address	Emergency Phone #
Compactor / Recycle / Cardboard	Waste Management 219 Labrador Dr. Waterloo ON N2K 4M8	1-905-595-3347
Plumbing Emergencies	Naylor 455 North Service Rd. E. Oakville ON L6H 1A5	1-905-338-8000
Chillers	Ainsworth 131 Bermondsey Rd. Toronto ON M4A 1X4	1-888-393-5553
Electrical	Brooklin Electric Ltd. 628 Kent St. Whitby, ON L1N 4Y9	1-905-665-0002

LAKEVIEW MANOR
133 Main Street, BEAVERTON Ontario

FIRE WATCH
DAY SHIFT (6:30 AM TO 2:30 PM)

Date: _____ Specific Location: _____

Check for smoke, fire and potential hazards; check fire equipment – smoke detectors, extinguishers – intact and accessible; check that doors and stairwells are not blocked.

Time	Nothing Unusual Detected Initial	Room # and Concern Identified	Comments	Name of Supervisor Notified	Initial
6:30 am					
6:45 am					
7:00 am					
7:15 am					
7:30 am					
7:45 am					
8:00 am					
8:15 am					
8:30 am					
8:45 am					
9:00 am					
9:15 am					
9:30 am					
9:45 am					
10:00 am					
10:15 am					
10:30 am					
10:45 am					
11:00 am					
11:15 am					
11:30 am					
11:45 am					
12:00 pm					
12:15 pm					
12:30 pm					
12:45 pm					
1:00 pm					
1:15 pm					
1:30 pm					
1:45 pm					
2:00 pm					
2:15 pm					
2:30 pm					

Initials: _____ Signature: _____

LAKEVIEW MANOR
133 Main Street, BEAVERTON Ontario

FIRE WATCH
AFTERNOON SHIFT (2:30 PM TO 10:30 PM)

Date: _____ **Specific Location:** _____

Check for smoke, fire and potential hazards; check fire equipment – smoke detectors, extinguishers – intact and accessible; check that doors and stairwells are not blocked.

Time	Nothing Unusual Detected Initial	Room # and Concern Identified	Comments	Name of Supervisor Notified	Initial
2:30 pm					
2:45 pm					
3:00 pm					
3:15 pm					
3:30 pm					
3:45 pm					
4:00 pm					
4:15 pm					
4:30 pm					
4:45 pm					
5:00 pm					
5:15 pm					
5:30 pm					
5:45 pm					
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6:45 pm					
7:00 pm					
7:15 pm					
7:30 pm					
7:45 pm					
8:00 pm					
8:15 pm					
8:30 pm					
8:45 pm					
9:00 pm					
9:15 pm					
9:30 pm					
9:45 pm					
10:00 pm					
10:15 pm					
10:30 pm					

Initials: _____ **Signature:** _____

**LAKEVIEW MANOR
133 Main Street, BEAVERTON Ontario**

**FIRE WATCH
NIGHT SHIFT (10:30 PM TO 6:30 AM)**

Date: _____ **Specific Location:** _____

Check for smoke, fire and potential hazards; check fire equipment – smoke detectors, extinguishers – intact and accessible; check that doors and stairwells are not blocked.

Time	Nothing Unusual Detected Initial	Room # and Concern Identified	Comments	Name of Supervisor Notified	Initial
10:30 pm					
10:45 pm					
11:00 pm					
11:15 pm					
11:30 pm					
11:45 pm					
12:00 am					
12:15 am					
12:30 am					
12:45 am					
1:00 pm					
1:15 am					
1:30 am					
1:45 am					
2:00 am					
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4:15 am					
4:30 am					
4:45 am					
5:00 am					
5:15 am					
5:30 am					
5:45 am					
6:00 am					
6:15 am					
6:30 am					

Initials: _____ **Signature:** _____

IN CASE OF FIRE

(A Quick Reference Guide)

- REMOVE** everyone from the immediate area to an area of safety on the other side of a fire door.
- ACTIVATE** the pull station. This is your call for help!
- CLOSE** all doors. This protects residents and confines the fire.
- EXTINGUISH** the fire if possible. As long as the other 3 steps are complete or are being carried out.

Here's the secret of Fire Control...take one side away and the FIRE STOPS!

AIR: Cover burning frying pan and flame SMOTHERS.

HEAT: Throw water on the wood fire until it COOLS!

FUEL: Take wood off campfire, flame DIES OUT!

Your Extinguisher must fit the fire!

Type A: Ordinary combustibles, such as wood, cloth, paper, rubber and many plastics.

Type B: Flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer and flammable gas.

Type C: Energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances.

There are also multipurpose or "combination" portable fire extinguishers on the market – the ABC type.

Be sure you are fighting a fire with the proper extinguisher. It is particularly dangerous to use a Type A (water) extinguisher on a grease or electrical fire.

If you do fight the fire, remember the word PASS!

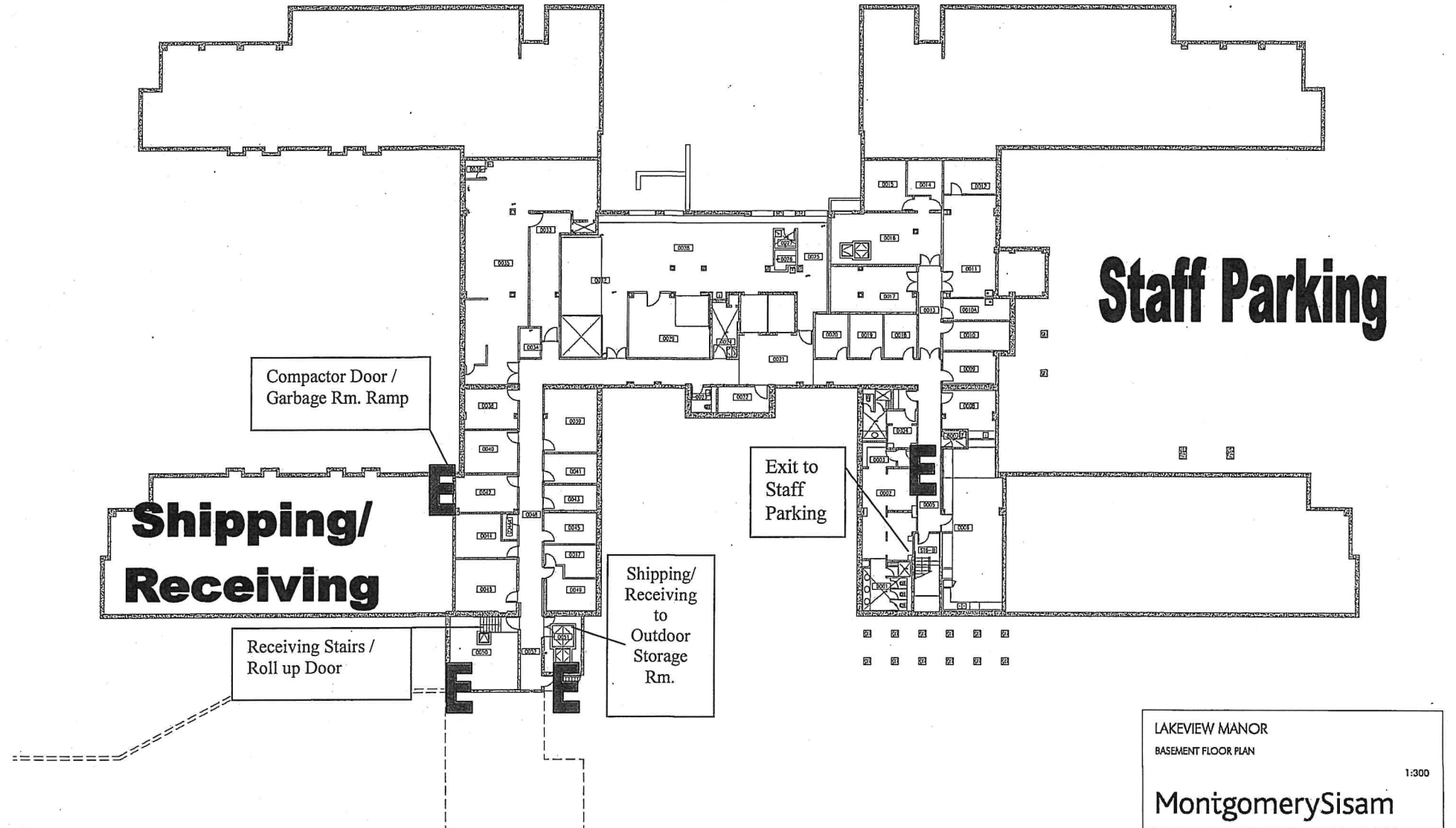
PULL the pin: Some extinguishers require releasing a lock latch, pressing a puncture lever or taking another first step.

AIM low: Point the extinguisher nozzle (or its horn or hose) at the base of the fire.

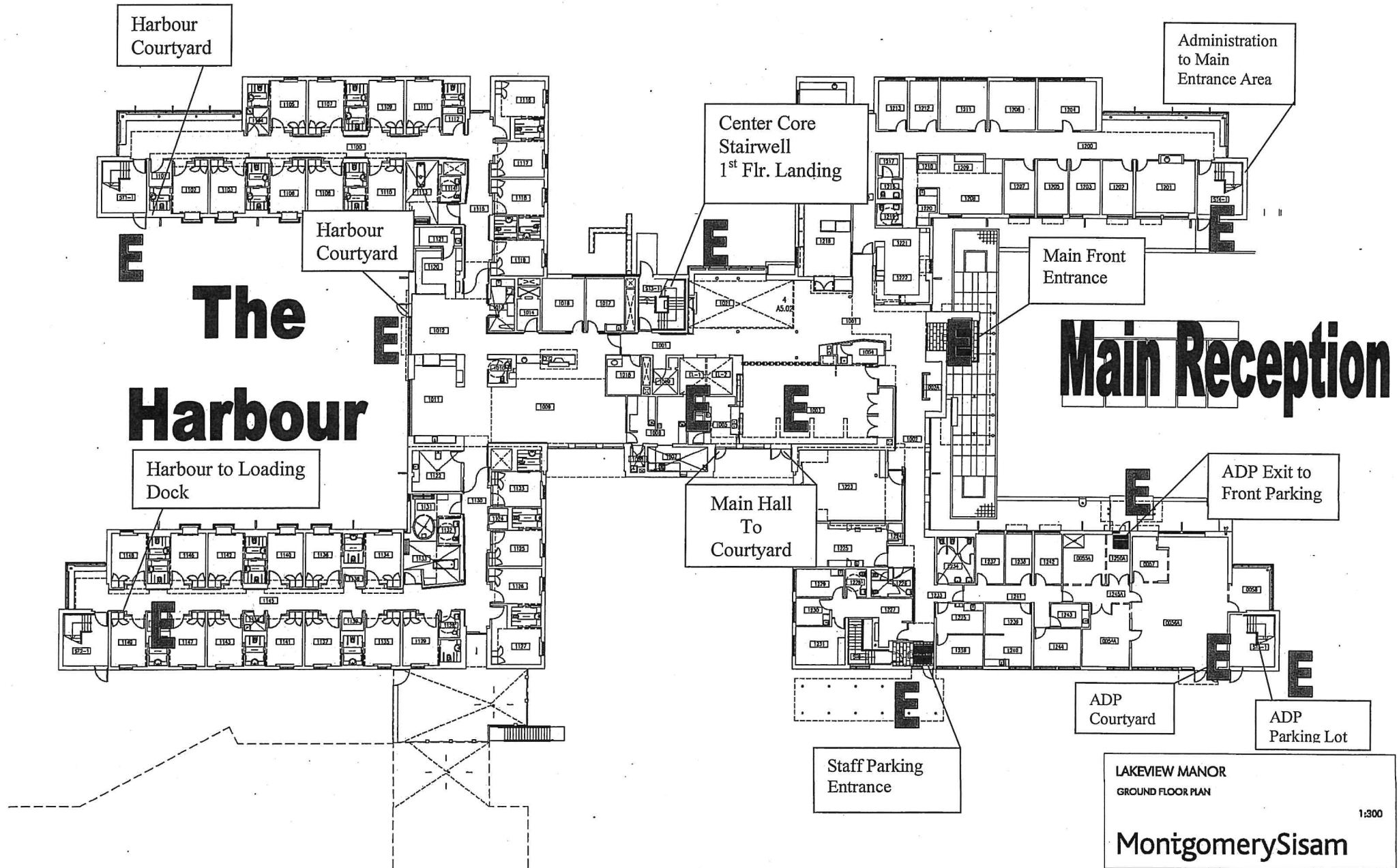
SQUEEZE the handle: This releases the extinguishing agent.

SWEEP from side to side: keep the extinguisher aimed at the base of the fire and sweep back and forth until it appears to be out. Watch the fire area. If fire breaks out again, repeat the process.

Lakeview Manor - Basement



Lakeview Manor - Ground Floor



Harbour Courtyard

Administration to Main Entrance Area

Center Core Stairwell 1st Flr. Landing

Harbour Courtyard

Main Front Entrance

The Harbour

Main Reception

Harbour to Loading Dock

Main Hall To Courtyard

ADP Exit to Front Parking

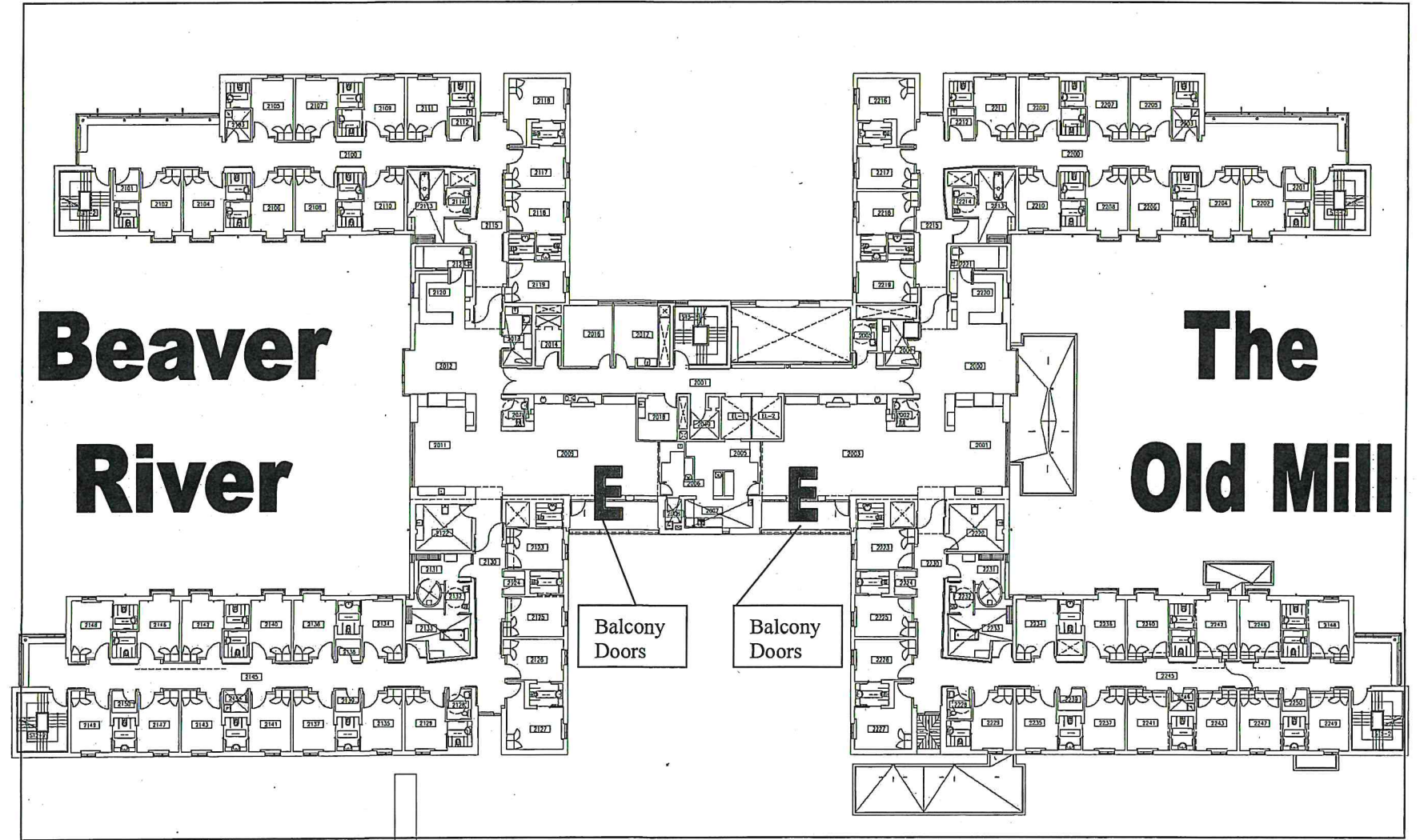
ADP Courtyard

ADP Parking Lot

Staff Parking Entrance

LAKEVIEW MANOR
GROUND FLOOR PLAN
MontgomerySisam
1:300

Lakeview Manor - 2nd Floor



**Beaver
River**

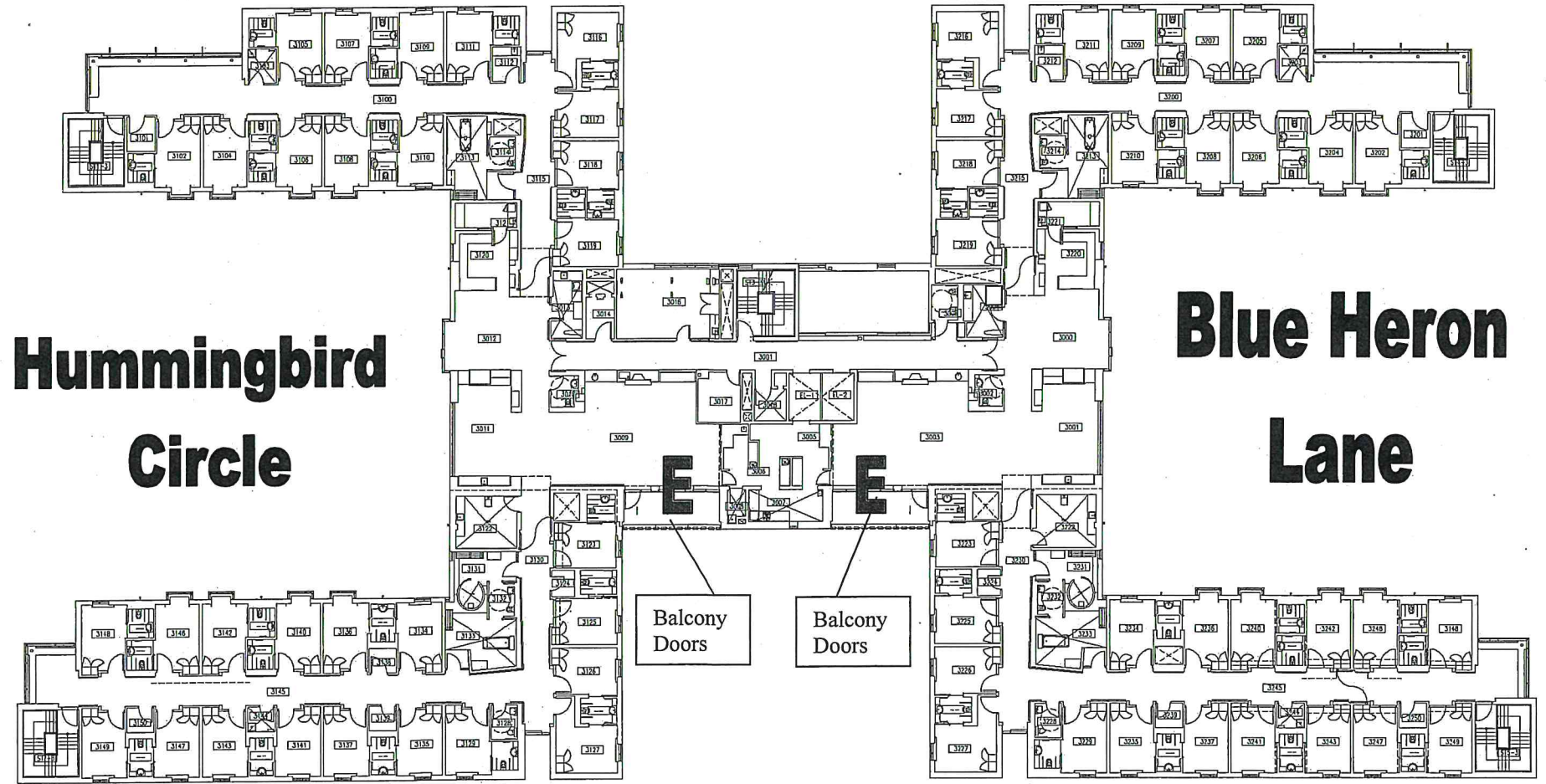
**The
Old Mill**

Balcony
Doors

Balcony
Doors

LAKEVIEW MANOR
SECOND FLOOR PLAN
1:300
MontgomerySisam

Lakeview Manor - 3rd Floor



**Hummingbird
Circle**

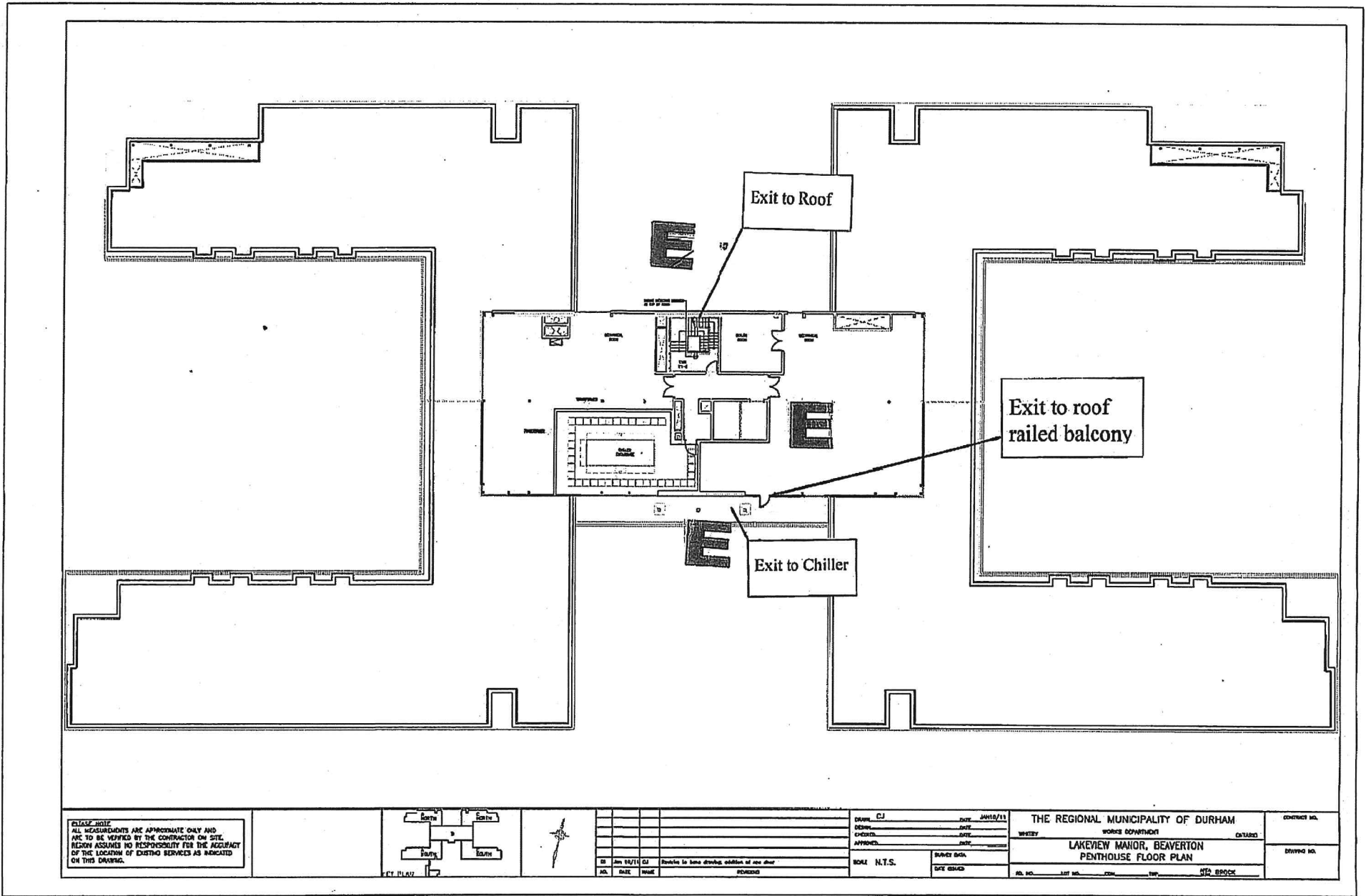
**Blue Heron
Lane**

Balcony
Doors

Balcony
Doors

LAKEVIEW MANOR
THIRD FLOOR PLAN
1:300
MontgomerySisam

Lakeview Manor – Penthouse





*Crisis Communications, Media Relations and Marketing
Communications*

Communications Protocol

SOCIAL SERVICES DEPARTMENT

June
2005

Crisis Communications

In the event of any major service disruption, or 'emergency situation' (following first response activities):

- Employees are to immediately notify the appropriate Supervisor(s), who in turn will notify the appropriate Division Manager(s). The Division Manager(s) will notify the appropriate Director(s) and the Corporate Communications Manager (or her designate) and work will begin on a proposed plan of action, which may include Media and Public Relations activities. The Director will then immediately notify the Commissioner of Social Services (or his designate) of the proposed plan of action.
- Once the plan of action is approved by the Commissioner of Social Services, the Commissioner, or the Corporate Communications Manager, as appropriate, will notify the CAO and Regional Chair of the situation and will request feedback from them on the plan of action and any proposed communications materials. Feedback from the CAO and Regional Chair will be shared with appropriate staff and activities will commence.
- At this time it may also be appropriate to notify additional internal and external contacts (e.g. Health and Social Services Committee Chair and members, Mayor(s), Regionals Councillors, Local Councillors, Regional Department Heads and staff, Local Area Municipal staff, Fire Department contacts, etc.)
- The writing of all Public Notifications* (News Releases and Newsletters) resulting from such situations will be undertaken jointly by Corporate Communications staff, and staff from the appropriate divisions. Divisional staff will also assist with distribution of same information (to both internal and external contacts).

Major disruptions and 'emergency situations' include, but are not limited to:

- missing persons;
- investigations by Police or other Authorities (e.g. fraud);
- major facility issues (flooding, fire);
- etc...

* In any event involving a Police Investigation, public notifications and Media Relations will be handled by Police staff only. Social Services Department staff are to direct all inquiries to Durham Region Police Services Communications at (905) 579-1520.

Drafting News Releases & Public Service Announcements

In the event that a NR or PSA is required:

- Divisional staff (requisitioner) should draft the NR's/PSA's and seek approvals from their Supervisor and Manager, prior to contacting the Corporate Communications Manager. NR and PSA Templates are available through the Commissioner's Office and Corporate Communications. Corporate Communications is also available to provide direct assistance with formatting and text.
- The Corporate Communications Manager will request a signature/initial from the appropriate Director, and Commissioner/his designate. Note: Editing may be undertaken by the appropriate Director, and/or the Commissioner.
- Following all approvals, the Corporate Communications Manager will:
 - seek approval from the CAO and/or Regional Chair, if required;
 - make any necessary changes and send revised copy back to Social Services;
 - distribute (via fax/e-mail) to the appropriate Media, with a blind copy to the requisitioner;
 - request CIS to post the NR/PSA on the Internet a.s.a.p.;
 - supply a copy to the Clerk's Department and request distribution to appropriate Regional Councillors and Municipal Clerks, if required
 - supply a copy to the CAO's Office and request distribution to appropriate Department Heads, if required
 - assist the requisitioner with the development of an 'internal' distribution list

Marketing Communications

(Media/Special Events & Tours and Strategic & Project Communications)

Corporate Communications is to be involved in the planning of all Media Events, Special Events and VIP/Delegation Tours, and is to be provided the opportunity to edit all strategic and project communications materials being issued by all Divisions of Social Services. In addition, the Corporate Communications Manager is to be notified in advance of all planned media interviews.

Media Events, Special Events and VIP/Delegation Tours

Divisional staff are to contact the Corporate Communications Manager at least three weeks in advance of all proposed Media Events, Special Events and VIP/Delegation Tours for assistance with scheduling, speakers notes, invitations and media relations (eg. Media Advisory).

Strategic and Project Communications Materials

Divisional staff are to contact the Corporate Communications Manager at least two weeks in advance of any production/posting deadlines for communications materials.



Distribution Record

Contact Persons Checklist

Date of Notification: _____

Type of Notification: _____

WORKS DEPARTMENT

Checklist

Overview of Situation (include date, time, names of employees involved, and other details – attach extra sheets if necessary)

Contact Persons Checklist

Internal – Social Services Department & CAO's Office

Social Services Commissioner
Social Services Commissioner's Administrative Assistants

Directors

Corporate Communications

Regional Chair

CAO

CAO/Chair's Administrative Assistants

Health and Social Services Committee Chair

Health and Social Services Committee Members

Managers & Supervisors

Staff

Internal – Other

Regional Councillors
Durham Emergency Measures Office
Police

EMS
Communications Staff (other Departments)

Commissioners (other Departments)

Directors (other Departments)

Managers (other Departments)

Supervisors (other Departments)

Staff (other Departments)

External

Municipality Mayor's Office(s)

Municipality / Specific Department(s)

Fire Department(s)

OPG

Local Hydro Utility(s)



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

August 10, 2021

Lakeview Manor
133 Main Street
Beaverton, ON
L0K 1A0

Dear Owner/Operator

Re: Annual Inspection and Fire Drill

This letter is to confirm that the required Annual Inspection for Care Occupancies, Care and Treatment Occupancies, and Retirement Homes along with the required Fire Drill was successfully completed on July 29, 2021

There were no observable deficiencies noted during this inspection.

There were no issues with the fire drill.

The next required inspection and fire drill of this occupancy must be completed on or before July 29, 2022.

I trust this letter is satisfactory for your purposes.

Yours truly,

THE TOWNSHIP OF BROCK

A handwritten signature in black ink, appearing to read "R. Ward", is written over the printed name of the signatory.

R. Wayne Ward, CMM III Fire Svc Professional, Fire Suppression Professional and Fire Prevention Professional
Deputy Fire Chief, CEMC (Alt.)

If this information is required in an accessible format,
please contact the Township at 705-432-2355.

TownshipOfBrock.ca



MUNICIPAL PROPERTY LOSS & DAMAGE REPORT
to be forwarded to the Finance Department
within 24 hours of accident

DATE OF REPORT: _____

1. TYPE OF PROPERTY LOSS:

Theft Vandalism Fire Water Damage Other
 (lightning, explosion, etc.)

2. PROPERTY OWNED BY:

Municipality Other

If Other: **Please use the Accident / Incident report form.**

3. MUNICIPAL LOCATION:

Municipal Facility Transit Police Station Fire Station Arena Other

Street Address:

City: _____ Province: ON _____ Postal Code: _____

Telephone: _____

4. DETAILS OF INCIDENT:

Date of Occurrence: ___/___/___ Time: _____ a.m. p.m.

Special Event: Yes No If yes, description:

Description (What took place? Property/Items damaged or stolen):

Cost Estimate (if possible):

Were the Police Notified? Yes No If yes, Occurrence Number:
 Officer's Name:
 Badge No.:

5. DESCRIBE ACTION TAKEN TO RECTIFY SITUATION (e.g. emergency repairs, etc.):

6. WAS AREA UNDER SUPERVISOR OF A STAFF MEMBER DURING OCCURRENCE?

YES NO Last Name: _____ First Name _____

7. Other Comments:

REPORT SUBMITTED BY:

Date: _____
 Name: _____
 Telephone: _____

SUPERVISOR

Date: _____
 Name: _____
 Telephone: _____

Signature: _____

Signature: _____