



CODE RED FIRE SAFETY PLAN

FOR

**HILLSDALE ESTATES
REGIONAL MUNICIPALITY OF DURHAM
590 Oshawa Boulevard North
Oshawa, Ontario
L1G 5T9
905-579-1777**

TYPE OF BUILDING: Four Storey 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 April 2025

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RECORD OF REVISIONS

| Date | Title |
|-------------------|--|
| May/07 | Annual Review of Fire Safety Plan – Replace the following pages 2,3,4,5, 7,8,9,10, 15,17,18,24 |
| Apr.30/08 | Annual Review of Fire Safety Plan- Replace all pages |
| Apr.30/08 | Section 7: Delete: List of Contractors |
| Apr. 2/09 | Annual review & update of the Fire Safety Plan. All pages replaced. |
| Feb 18/10 | Annual Review of the Fire Safety Plan. |
| | Table of Contents – insert page #s |
| | Section 1: Emergency Contacts |
| | Section 1: deleted “server room” |
| | Section 1: stairwells |
| | Section 3: Staffing |
| | Section 3: Responsibilities |
| | Section 4: Resetting Procedure |
| Mar.18/12 | Emergency Contacts – updated |
| Mar.18/12 | Resident Care Areas: stoves in Servery / Dining rooms |
| Mar.18/12 | ADP: Stove |
| Mar.16/14 | Emergency Assistant |
| Apr.23/15 | Annual review of Fire Safety Plan |
| | Face Page |
| | Record of Revisions |
| | Introduction |
| | Audit of Resources |
| | Building Resources |
| | Fire Extinguishers |
| Aug 26 2016 | Management Contacts |
| July 2017 | Reformatted plan for ease of use |
| | Updated management contacts |
| | Code Red Procedures for staff |
| July 2021 | Management Contacts, Fire Alarm Panel, Smoking |
| July 2022 | Management Contacts |
| September 2023 | Edits to EC Procedures, location of emergency binders |
| December 2023 | Edits to errors and paging steps |
| February 2024 | |
| April 2025 | |

SECTION 1: INTRODUCTION

The Fire Safety Plan has been prepared under the guidance of Oshawa Fire Services in accordance with the requirements of the Ontario Fire Code, Ontario Regulation 388/97.

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:

Electronic Copies – All computers within the home- located on shared everyone drive

Hard Copies are kept in the Emergency Binders in the following locations:

- Fire Room
- Business Office in front of Payroll
- Reception
- Honey Harbour Nursing Station
- Golden Pond Nursing Station
- Moonlight Bat Nursing Station

The Ontario Fire Code Revision 388/97 states:

“every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 for an individual or \$50,000 for a corporation or to imprisonment for a term of not more than one year, or both”.

No changes are to be made to this plan without the approval of Oshawa Fire Services.

When changes are made, for whatever reason, the Fire Safety Plan is to be resubmitted to Oshawa Fire Services for approval.

The Fire Safety Plan is submitted yearly to Oshawa Fire Services for review and written approval.

SECTION 2: AUDIT OF RESOURCES

2.1 DESCRIPTION OF THE BUILDING

Hillsdale Estates, constructed in 2002, is situated in a parkland setting - south of Rossland Road East and west of Ritson Road North in the City of Oshawa. It is south of the main driveway; Hillsdale Terraces, 600 Oshawa Blvd. North, is located north of the main driveway.

Address: 590 Oshawa Boulevard North
Oshawa, Ontario L1G 5T9
Tel. 905-579-1777
Fax: 905-579-3911

Constructed: June, 2002 (construction completed)

Occupied: June, 2002

Type: Long Term Care Facility

Occupancy: Type B

Construction: Reinforced concrete, non combustible, with full sprinkler system

Number of Residents: 300

Number of Floors: 4 Floors
Floor 2, 3 and 4 – resident occupied – 100 residents per floor
Penthouse
Partial Basement-located under Main Floor- South Wing (House 3)

Description of Floors:

Main Floor:

- **Centre Core**-main entrance, reception, fire emergency room, library, tuck shop, sitting area, auditorium and chapel
- **Adult Day Program: North Wing:** Currently operates Monday to Friday from approximately 0730 – 1730 for community clients. Access is from an outside entrance west of the main entrance to the building. Separated from the main Residential area by fire separation walls and doors on magnetic locks.
- **Administration Wing: West Wing:** 12 closed offices and one large open office area, Administration room, Board room, lounge, therapy room and electrical room.
- **Service Areas: South Wing and East Wing::** main kitchen, morgue, maintenance room, 4 offices, compactor access, training rooms, storage rooms, records room, laundry rooms, wheelchair cleaning room, communications room, staff locker rooms, staff kitchenette and lounge.

Floors 2, 3, 4:

Each floor has four – 25 bed home areas. There are 4 dining rooms, 4 kitchen serveries and 2 activity rooms per floor. Every Resident's room has an allocated number as reflected on the Fire Alarm System. (These are no longer the original architectural numbers.)

Penthouse:

Located above the 4th floor, it is accessible by the north (#1) elevator, the center staircase and the stairs from each House on 4th Floor. It has 2 distinct separations, [the North and West Wings] and [South and East Wings]. The center core is separated by fire barriers. The boilers, ventilation and air conditioning systems are located in the Penthouse.

Basement:

It is accessible from inside by stairwell by the garbage compactor [Main floor south wing]. The hot water tanks, sprinkler system, air-conditioner chillers, main fire pump, sump pump and generator transfer switch are located in the basement. It has an additional egress via a below ground door with ladder.

Outside:

The cooler tower, transformer tower and generator are located outside to the west of the south wing.

Stairwells:

Including the central stairwell located in the centre core, there are 9 stairwells located at the ends of the corridors in every home area. Stairwells are connected to a magnetic locking system. During normal operations, stairs can be accessed by security cards (fobs). During a code red, the magnetic locks release and all doors are unlocked.

Elevators:

There are 4 elevators at Hillsdale Estates, three of which are deemed passenger and one is deemed service elevator. The first passenger elevator (north) is accessible to the Penthouse. When the fire alarm sounds, the elevators descend to the main floor, the doors open and remain open until the elevators are reset. The north, #1, elevator can be operated by Oshawa Fire Services independently of the other to access all floors including Penthouse.

Fire Hydrants:

2 Private – one is opposite the main entrance of the building and one is located on the north side of the driveway

1 Oshawa Blvd. North – opposite main driveway entrance

1 corner of Gorvale and Hillside Streets

1 Hillcroft Street – north side

1 Ritson Road – east side

Main Fire Route:

The main fire route is the main driveway off Oshawa Blvd. North between Ritson Road North and Rossland Road East. The alternative route is a service road off Hillcroft Street. The fire route must never be blocked, and Oshawa Fire Services must be notified immediately if the route is blocked.

2.2 HUMAN RESOURCES

Building Owner: Regional Municipality of Durham
605 Rossland Road East
Whitby, Ontario L1N 6A3
905-668-7711

Durham Emergency Management (DEM):905-430-2792 or 1-800-372-1102

Director, Long Term Care Division:

Commissioner of Social Services:

Administrator

Assistant Administrator:

Director of Nursing:

Manager Environmental Services:

Fire Monitoring Company: Fire Monitoring Company
1-800-563-3840

Fire Alarm System: Greater Toronto Fire Protection
905-725-3473 (24 hrs. service)

2.3 BUILDING RESOURCES

Fire Services Access:

Main entrance facing north – access is off Oshawa Blvd. North

Supra Key Box Location:

On east wall immediately beside the main entrance

Key Availability:

Building uses both key and security card.

All doors are magnetically locked - release with fire alarm

The Emergency Coordinator and Emergency Assistant both have security cards and keys.

Fire Alarm System:

2-stage alarm system **Verification (reference Appendix)**

Make & Model #

Simplex: 4100ES Panel

Type 4120 - 2-stage alarm

Location: Fire Emergency Room – Main Floor

Serviced by:

Greater Toronto Fire Protection.,

111 Warren Road, Whitby,

Ontario, L1N 2C4

905-725-3473 (24 hrs. service)

Activated by:

- Fire pull stations – located at the end of every corridor.
 - Some pull stations equipped with a stopper cover with a 90db alarm.
 - Smoke detectors – located throughout the building
 - Sprinkler detectors-located throughout the building
 - Heat detectors-located only in the 4 elevator shafts
 - Duct smoke detectors
 - Fixed Kitchen Fire System – 1st/ Main Floor, South Wing, House 3
- **The Fire System is programmed to shut down specific areas when building maintenance work is being undertaken. This prevents an alarm from being triggered. Fire Pull Stations in the specific are still work. Oshawa Fire Services and Fire Monitoring are notified prior to and immediately following completion of these activities.

Warning Devices:

Horns and flashing lights throughout the building

Paging System:

Overhead paging can be done via the main floor reception desk or the fire panel in the fire room. Fire department may also use the red phones located throughout the building

Main Fire Alarm and Annunciator Panel: *

Fire Emergency Room – 1st / Main Floor – center core- resetting done here

Main Floor Annunciator Panel:

Located at main entrance, between the exterior and interior doors

Remote Annunciator Panels:

In the Nursing Station in the South Wing (House 3) on Floors 2, 3 & 4.

Not used for resetting, only for acknowledgement of fire, trouble, supervisory information

Monitored By:

Fire Monitoring Company – 24 hours / day 1-800-563-3840

Exits Main Floor:

- Main entrance
- Main Floor – 9 – one from each stairwell
- Main floor – West Wing – north corridor
- Adult Day Program – 3 (1 facing north, 2 facing east)
- North Wing-North Corridor – 1 facing north (beside ADP)
- Auditorium and Chapel - 4 (1 facing east, 1 north, 2 south)
- Centre Core – 2 (1 facing east; 1 facing south by kiosk)
- General Storage Room – East Wing -1 facing west
- Staff Lounge and Corridor – 2 facing south
- Kitchen – 1 facing west
- Receiving garages -2
- Main floor – South Wing – beside morgue 1 facing south
- South Wing – Basement – 1 facing South – ladder to ground level

Exit Signs and Maps:

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

Illuminated, directional exit signs are suspended, from the ceiling, throughout the building, to provide direction for building egress and evacuation

Heat Detectors:

4 in the Elevator shafts (3 passengers and 1 service). Located in the center core

Standpipe System:

Stairwell G

Auditorium

ADP

Maintenance Room

General Storage

Mobility Storage

Fire Services Connection:

Located outside of the West Wing in front of the wall facing north

Hose Cabinets:

Total: 67 - Located in the centre core and at the end of every corridor, of every floor; Nursing hubs; basement and penthouse

Main Shut-Off:

Partial Basement located below South Wing

Sprinkler System:

- **Connection:** Located in partial basement under South Wing
- **Type:** Wet throughout the facility – sprinkler heads activate when the temperature reaches 160 degrees C.
- **Main Shut-Off :** In Basement located below South Wing (House 3). Refer to schematics.

Main Fire-Up Connection:

Basement-located beneath 1st Floor, South Wing, House 3-accessible by the south-west stairs.

Fixed Extinguishant System:

Main Floor Kitchen: Type BC - exhaust hood wet system (potassium carbonate fire suppressant system). The manual pull is located on the south wall.

Portable Extinguishers:

ABC (5 lb./2.27kg) in 67 Hose Cabinets + sporadic locations. “Kitchen One” in the Main Kitchen (compatible with fixed system)

Gas Shut-off:

Exterior: Outside of South Wing – west exit

Interior: Fireplace-main lobby – in the ceiling above and on the south side of the fireplace

Emergency Lights:

Electrical - connected to generator. 1- Battery-operated in the Electrical Room, main floor Lumicel Inc. Wall Pack Model #RG36 120V 60hz 30min.

Generator:

BAS (Building Automation System) Tested Monthly

Located outside just west of the South Wing (House 3) between the Transformer and Cooling Tower

Fuel: Diesel

- **Duration:** min. 30 hours
- **Transfer Switch:** located in Basement.
- **Supplies emergency power to:**
 - Lighting
 - Electrical Nursing equipment ie: beds, mechanical lifts, oxygen concentrators
 - Sanitation equipment
 - Refrigerators

- Computers
- Magnetic doors
- Telephones
- Fire Alarm System

Compactor:

Located on the west exterior wall of the South Wing.

Boilers:

Total 5 (4 hot water and 1 steam)

Located in the Boiler Room in the centre core of the Penthouse – opposite the elevators

Electrical Rooms:

Main Electrical Room is located in the Service Area centre core – main floor. It has battery controlled emergency lighting. Every house on 2nd, 3rd and 4th floors has an electrical room.

Air Conditioning System:

Chillers are located in a separate room in the partial basement located under the South Wing

Cooling Tower:

Located outside – to the south-west of the building beside the Generator

Hydro Transformer:

Located outside – to the south-west of the building beside the generator

HVAC System:

All fans shut down when the fire alarm is activated – must be manually reset. There is no mechanical smoke exhaust system.

Windows:

All windows on the outside of the building are sealed.

On the inside, those with tempered glass (wired) are fire barriers.

Fire Blankets:

Fire blankets, used to smother a fire or evacuate a person are located in the main kitchen and Adult Day Program. The orange/red bag containing the blanket is affixed to the wall.

Emergency Stretchers:

The orange/red bags containing the emergency stretchers are located at the support station of all nursing station in all 12 houses, Reception Desk, Fire Emergency Room & Adult Day Program. All are labeled with the floor, House #, Wing & House Name.

Fire Emergency Room:

Main Lobby- Command Centre, accessible only by security card and key.

The main fire panel used for resetting the fire alarm system, drawings, records and the resetting controls for the magnetic door locks, ventilation system and elevators are located in the room.

Located in this room are the following:

- Code Red Fire Safety Plan
- Code Red Summary Report (Parts 1 and 2) - blank
- Simplex-Grinnell Manuals
- ALL Code Bins–Red, Green, Orange, Black, Grey, Brown
- Alarm System Printer of activities and alarms
- Maintenance Record Log
- ABC Extinguishers: 5-10 pound – for use during Fire Watch
- Fire Watch Forms, on clipboards, plus an extra supply for 1F,2F,3F,4F, PH and Basement.

Strobe Lights:

Mounted high on the walls throughout the building

Flash continuously during an alarm

Horns:

Continuous intermittent sound (bongs) during an alarm

SECTION 3: EMERGENCY PROCEDURES

3.1 General Code Red Emergency Procedures for ALL Staff:

Upon Discovery of Fire and/or Smoke:

RACE:

- Remove people from immediate danger
- Activate the fire pull station
- Close the door and contain the fire
- Extinguish the fire, if possible, or continue to evacuate the fire zone

Paging Location of the Fire:

- Yell Location of fire: e.g. “Code Red-fire – 208”
- Any staff member can pick up any desk phone and dial ext.. this will page 50 desk phones across the home
- Any staff member can pick up any desk phone and dial 0 – tell receptionist location of the fire and instruct to page across overhead system
- Ensure that the location is paged overhead paging system in either the fire room or the reception desk – (overhead page completed by receptionist or emergency assistant or coordinator)

Immediately upon hearing the fire alarm:

- Stop current activity
- If on break return to designated home area immediately
- End telephone calls (to keep lines clear for emergency communication)
- Check for red dome lights on corridor ceilings (red indicates the emergency location)
- Clear all corridors of all equipment
- Lock ALL filing cabinets, vaults, etc.
- Close ALL doors.
- Monitor stairwells and doorways
- Listen for page announcing location of the fire
- Take direction from the registered staff members on the floors
- Reassure the residents
- Upon hearing the location of the fire scene- each home area is to **send ONE PSW to the fire scene**

If evacuation is necessary:

- Evacuate the fire room of origin first
- Ensure to close the door of room of fire origin
- Then evacuate the adjacent rooms and the room directly across from fire room of origin
- Then proceed to evacuate the remaining fire scene if required in the following order:
- Ambulatory residents
- Wheelchair bound residents
- Non ambulatory residents
- Resistive residents

3.2 General Code Red Emergency Procedures for Emergency Coordinator:

The Emergency Coordinator is always the RN from 4th floor Honey Harbour

Immediately upon hearing the fire alarm:

1. Goes directly to the annunciator panel to determine the location of the fire – hit acknowledge button (will tell you the home area)
2. Picks up the desk phone announces location of fire
3. Put on the orange vest , grab portable phone, proceeds to the location of the fire
4. Assumes charge at the fire scene, and provides direction to staff
5. Evacuate the room of origin, and ensure door is closed
6. Then evacuate the rooms beside and the room across the hall first
7. Evacuate the rest of the fire zone- if more assistance is needed phone Emergency Assistant Ext: 6400. They will page for more help to report to fire scene
8. Give status update to Emergency Assistant, they will convey to 911

When instructed by fire department – or fire drill is over

1. Reset the pull station
2. Once pull station reset instructs the Emergency Assistant to reset the fire system and mag locks, then page code red all clear.
3. Come down to the fire room:
 - a. Ensure fire panel is reset
 - b. Ensure mag locks are turned back on
 - c. Ensure elevators are taken off lock down, including service elevator
 - d. Ensure ventilation system has been reset
4. Debrief with the Emergency Assistant
5. Completes the Code Red Summary with the Emergency Assistant

3.3 General Code Red Emergency Procedures for Emergency Assistant:

The Emergency Assistant is always the RPN from Golden Pond

Immediately upon hearing the fire alarm:

1. Goes directly to the annunciator panel to determine the location of the fire – hit acknowledge button (will tell you the home area)
2. Calls reception and directs them to call a code red and provide them the location
3. Put on the orange vest, grab portable phone, proceeds to fire room on the main floor

In the fire room:

1. Confirm location of fire using the fire panel map -acknowledge the alarm
2. If receptionist did not page, page code red and location using overhead pager
 - a. Open fire panel
 - b. Look for All Page button – press it- then wait for lights to go green
 - c. Pick up the receiver
 - d. Hold the button on receiver – you will hear 2 loud bells – wait and count to 5 and then start speaking
 - e. Page Code Red and Location 3 times
3. Takes control of staff in the main lobby- gives instruction- ie: cover all doors, move residents and families on main floor into the auditorium
4. Assign someone to the front door to let in fire department, as well as the other exits
5. Call Emergency Coordinator to get a status update- can call back to 911 to give status update
6. When fire department arrives give them a status update.
7. Wait for communication from Emergency Coordinator to either:
 - a. call code green, page for more people to assist at fire scene
 - b. Inform that emergency is over and reset the panel

When instructed by Emergency Coordinator:

1. Reset fire panel
2. Reset mag locks
3. Page Code Red all Clear x 3
4. Reset elevators including service elevators
5. Reset ventilation system
6. Completes the CODE RED SUMMARY with the Emergency Coordinator

3.4 Code Red Emergency Procedures for Registered Staff

Upon hearing fire alarm:

- Stop whatever you are doing, you are the lead for your home area
- Look down the hallway and see if there is any red lights on above any of the resident doors
 - If yes , investigate room and then follow **RACE**
 - Page location of fire – from any desk phone to page across home
 - Dial receptionist to have them page location of fire

If fire is not on your home area:

- Listen for the page announcing fire location
- Send one PSW to the fire scene
- Assign remaining staff (PSW, Housekeeping, Dietary) to:
 - Close all doors on unit
 - Clear all residents from hallways - * be ready to potentially receive residents from fire zone
 - Clear all carts from hallways
 - Ensure staff are monitoring stairwells and open doors
- Listen for updates and potential Code Green- if code green send one more staff member to the fire zone to assist.

3.5 Code Red Emergency Procedures for PSWs

Upon hearing fire alarm:

- Stop what you are doing
- If on break return to home area immediately
- Take direction from the registered staff member
- Check lights above resident room doors to see if fire is in a resident room on your home area.
- If fire in your home area , follow **RACE**

If fire is not in your home area:

- Listen for the location of the fire
- Send one PSW to go directly to the fire scene to assist with containment and evacuation of fire scene
- Other PSWs should remain on unit - close all doors, remove all carts from hallways
- Secure all doors and stairwells
- Comfort residents
- Listen for potential code green – if called send one more staff member to assist.

3.6 Code Red Emergency Procedures for Food Service Team Members

FSA - Dining Rooms and Servery on 2nd, 3rd and 4th Floors:

- If on break return to your home area immediately
- Take direction from the Registered staff members on your unit
- Remain with Residents in the Dining Rooms
- Assist with closing all the doors on the unit
- Remove carts from hallways
- Help to monitor open doorways and stairwells

FSA - Main Kitchen Ground Floor:

- If the fire is on the stove: manually activate the wet kitchen system by pulling the pin on the south wall. The compatible “Kitchen One” manual extinguisher is located on the south-west wall.
- Leave the kitchen - Close the door - Go directly to the Front lobby and take direction from the emergency assistant
- Supervisors: Following the “Code Red All Clear” the Electrical Breakers need resetting.
- Activate the emergency gas shut off.

3.7 Code Red Emergency Procedures for Environmental Team Members

Maintenance 1 Workers on Unit:

- If one break return to home area immediately
- Take direction from the Registered staff members on your unit
- Remain with Residents
- Assist with closing all the doors on the unit
- Remove carts from hallways
- Help to monitor open doorways and stairwells

MW1 - Ground Floor and Laundry:

- Report to the lobby
- Take direction from the Emergency Assistant

Mechanical Maintenance:

- Report to the fire room on main floor immediately, assist Emergency Assistant when and if required

3.8 Code Red Emergency Procedures for Recreation and Therapy Team Members

Therapy and Recreation Services

- If on the unit, stay on the unit and take direction from the registered staff members
- If on main floor report to the lobby
- Provide instruction to Visitors and Volunteers to remain with Residents.
- Wait on standby to respond to fire location if code green is called

3.9 Code Red Emergency Procedures for Volunteers and Visitors, Hair Salon, ADP

Volunteers and Visitors

- Remain with your Resident(s)
- Follow the directions of the staff

Hair Salon:

- Turn off all equipment
- Move residents from the hair salon to the auditorium

Adult Day Program:

- If the fire is in your area, immediately evacuate to the Auditorium or out the nearest exit.

3.10 Code Red Emergency Procedures for Business Office and Administration Team

Receptionist:

Keeps the telephone lines open: “We are having an emergency – call back later”

Page location of fire if instructed by Emergency Assistant

Admin Staff:

Clear the elevator area of residents and visitors and relocate them into the auditorium.

Check all washrooms on main floor

Direct all vehicles away from the driveway/main entrance

Ensure all external doors are supervised

Senior Administration :

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

SECTION 4: RESPONSIBILITIES

4.1 Responsibility of Managers and Supervisory Staff

Administrator/ Assistant Administrator:

- Ensures the fire, evacuation and emergency plans are developed and approved.
- Is responsible for the overall supervision and education in matters of fire safety and emergency procedures on premise
- Ensures adequate records of all staff training and fire drills are maintained
- Has some knowledge of the fire equipment and fire alarm system; liases with Oshawa Fire Services when required
- Reviews inspection reports with Environmental Services to ensure all work is completed.
- Member of the JHSC and Emergency Planning Committee
- investigates the circumstances related to a fire emergency and ensures the “Critical Incident Report” is submitted to the Ministry of Health and Long Term Care

Manager of Environmental Services: (directs Mechanical Maintenance Staff)

- arranges and coordinates repairs to all fire equipment
- participates with coordinating the Code Red Drills with the Occ. Health Nurse
- ensures the contract for services to maintain the fire alarm system and related equipment is maintained and followed by the company on contract
- Maintains communication with the Administrator of inspections and subsequent compliance including repairs pertaining to fire and other equipment
- participates in the Joint Occupational Health and Safety Committee and Emergency Planning Committee
- maintains records of inspections and work-completions 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 eg. of snow and equipment
- ensures fire hydrants, pump connections are accessible
- maintains records of the cleaning of filters, grease traps etc.
- maintains internal maintenance records
- ensures communication with all departments with regard to disruption to fire alarm system
- has a working knowledge of all fire equipment and the fire alarm system
- maintains communication with Oshawa Fire Services and Fire Monitoring Company with regard to all fire system repairs and disruptions to alarm service
- coordinates appropriate training for mechanical staff and management

Emergency Planning Committee:

- Co-chairs ensure all Departments are represented
- Ensures all emergency plans are reviewed, revised and approved yearly
- Meets quarterly and as needed
- Conducts in-services and practices of the Codes as deemed mandatory eg. Code Black

Joint Occupational Health and Safety Committee:

- Co-chairs ensures the complete yearly inspection of the building and grounds
- Co-chairs ensure fire related safety concerns are addressed
- Reviews inspection reports and repairs

Manager of Food Services:

- Ensures fire equipment and fire suppressant system are maintained and inspected
- Ensures regular equipment, grease filters, etc. maintenance and cleaning

All Managers, Supervisors, Charge Nurses:

- Are knowledgeable with regard to all types of emergencies and appropriate response and procedures
- Participate in the development of emergency procedures
- Ensure staff receive appropriate training and retraining in fire procedures and equipment location and use
- Ensure 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
- Is knowledgeable in acknowledging the annunciators panels on South Wings
- Ensure the monitoring of the facility when there is a disruption to the fire alarm system

4.2 Staff Training

Code Red Fire Procedures

Annually for all staff, attendance captured both by signature and in HCM software system
New staff receives an introduction on general orientation day
Coordinated by a combination of in class and eLearning modules

Code Red (Fire) Drills

Conducted 3 x month – on each shift in different areas of Hillsdale
Coordinated by Environmental Services Manager and Supervisors

Silent Code Red (Fire) Drills

The Fire Alarm is NOT activated
Procedures are reviewed and practiced; attendance is recorded

Fire Alarm System and Related Equipment

Coordinated by the Manager of Environmental Services
For Mechanical Staff, Supervisors and Managers
Scheduled as needed

All Emergency Plans

Coordinated by the Co-chairs of the Emergency Planning Committee

SECTION 5: FIRE ALARM ACTIVATION / RESET PROCEDURES

5.1 Activation of the 2-Stage Alarm System:

The alarm is both auditory (bongs) 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 or sprinkler head
- Alarm sounds at 120 strokes per minute on the floor where the alarm is initiated and the floors above and below
- In the remainder of the building the alarm sounds at 20 strokes per minute
- Strobe lights mounted on the wall flash silver continuously
- The alarm IS TO BE and MUST BE acknowledged, by staff, on one or more of the annunciator panels
- The alarm is NOT TO BE RESET until authorization is given by Oshawa Fire Services Official-in-Charge
- Oshawa Fire Services, as deemed necessary, may utilize the full paging system by using the designated encased telephones located by the Fire Pull Stations.

Stage 2: Evacuation Stage

- If the alarm is NOT acknowledged within 5 minutes, the alarm automatically goes into evacuation mode which is faster and louder
- To initiate the evacuation alarm, the long silver key must be inserted into the centre of the fire pull station and turned clockwise
- The evacuation alarm can only be cancelled by Oshawa Fire Services at Hillsdale

Fire Alarm Reset or Silencing:

- The alarm can only be silenced or reset at the direction of Oshawa Fire Services
- Refer to Attached Procedure
- Resetting of the Fire Alarm System, Magnetic Door Locks, Elevator and Ventilation occurs in the Fire Emergency Room on the main floor, centre core behind the Reception Desk.
- Resetting of the kitchen breakers is accomplished by kitchen or mechanical maintenance staff.

5.2 Resetting Procedures for Fire Alarm System and Equipment

1. Reset the Activated Fire Pull Station (s):

1. If stage 2 alarm was activated, reset the centre keyhole first with the silver key
2. Open the door, top keyhole, with the gold key – the pull bar will automatically reposition
3. Close and lock the door.
4. Proceed to the Command Centre, Main Floor: Together the Emergency Coordinator and Emergency Assistant complete the resetting of equipment.

2. Reset the Fire Alarm System – Main Floor Fire Room:

1. Unlock and open the panel door
2. Press the activated “Alarm”
3. Press “Alarm Silence”
4. Press “System Reset”
5. Wait 30 seconds – panel should read “Reset in Progress”; then “Reset Complete”

3. Reset the Magnetic Door System - Main Floor – Fire Room

Note: when the fire alarm is activated, the “Door Release” (GREEN light is activated)

- 1) Using the key which is never removed from the panel: turn the key to Door Lock Position
- 2) Ensure red light is activated indicating Doors are Locked

4. Reset the Ventilation System – Main Floor – Fire Room:

(located at the bottom of the panel beside the door)

- 1) Firmly press and hold the RED button marked “Ventilation System Reset” for 5 seconds

5. Reset the Elevator

- 1) Elevator Panel: turn key to “OFF”
- 2) Remove Key
- 3) Passenger Elevator Panel (between elevators 1 & 2);
insert key, in bottom RED area: turn to “OFF” ; then to “AUTO”
- 4) Service Elevator Panel: repeat the procedure
- 5) Return to the Emergency Room: insert the key and turn to “AUTO”
- 6) All elevators should respond and operate normally.

SECTION 6: CODE RED FIRE DRILLS

Fire Drills are held monthly on three shifts (0700-1500, 1500-2300, 2300-0700)
Drills are usually spontaneous but may be planned, with staff being notified in advance.
Reports are maintained in the Emergency Room.
Occasionally, a “silent” drill may be conducted.

Strobe Light and Sign:

- A strobe light is used to indicate “smoke”;
- A sign marked fire on one side and a picture of fire on the other indicates the actual “fire”
- 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 Oshawa Fire Services and Fire Monitoring Company:

- Approximately 5 minutes prior to commencing a fire drill: Oshawa Fire Services and Fire Monitoring Company are notified by those conducting the Drill.
- The name of the person conducting the drill is given.
- Both record the time the alarm is received and any messages from Hillsdale.
- When the system is reset, both are contacted again to ensure their systems are reset.

Staff Response:

Staff are instructed to respond to a drill as they would a true alarm (excluding the emission of extinguishers).

Evacuation:

Evacuation of the room of origin takes place with every drill except a Silent Drill.

Inservice / Debriefing:

After every Code Red Fire Drill there is a debriefing / inservice involving all Staff at the scene. Action and procedures are reviewed and discussed.

Reports:

- Part 1 is completed by Emergency Assistant and Coordinator; part 2 by the persons conducting the drill. An E-mail is sent to “allestates”.
- From reports and observations, both verbal and written, received, equipment is repaired, additional training is given, 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 by the Manager, Environmental Services.

SECTION 7: 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:

- Ensure any personal equipment is approved by Environmental Services before allowing it in a Residents room (eg. radios, televisions, lights)
- Keep corridors and rooms unobstructed
- Keep stairwells & fire equipment (pull stations, hose cabinets, extinguishers) clear
- Keep doors to stairwells closed at all times - Do not prop open doors
- Ensure Sprinkler Heads have an 18" clearance eg. in clothes closets & storage rooms
- Report any equipment that is not working properly – discontinue use, tag, place notice in Maintenance repair book and report to Environmental Services
- Keep sprinkler heads free and unobstructed
- Do not use flammable decorations
- Remove accumulated paper boxes etc.
- Candles are NEVER to be used.
- NEVER cook with grease on the Servery/Dining Room stoves.

Office Areas:

- Do not accumulate paper and boxes; store inactive files, etc. in approved storage room
- Keep hallways , corridors free of obstructions eg. 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
- Do not allow any items to contact
- Replace damaged wiring immediately
- Remove 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 (eg. linens and paper)
- Store ALL chemicals in approved containers in only approved storage areas
- No smoking
- 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/Vaping:

- Hillsdale Estates is a smoke-free facility – smoking is prohibited on the property.
- Immediately report to the Charge Nurse any person smoking in the building
- An approved external smoking area, for Residents only, is located on the east patio, and accessed from the main Lobby only.

Compressed Gas: (eg. 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

Sprinkler Heads:

- Ensure there is an 18” clearance to prevent damage and possible activation (residents closets & storage rooms).

Public Areas:

- Have all items approved by Environmental Services before taking to a Residents room
- No smoking - Hillsdale Estates is a smoke-free facility
- 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 burn-out bulbs immediately
- Remove or cover if passage of egress is obstructed

SECTION 8: MAINTENANCE 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.

ES- Environmental Services Dept Contractor

Fire Alarm Systems:

1. Daily Check: ES Dept

- 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: Contractor and ES dept

- Every month the following tests are conducted and, if a fault is established, 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 appliances is ensured
- Annunciator panel is checked to ensure the tested devices annunciate correctly
- Proper function of all alarm signal appliances is ensured
- Audible and visual trouble signals is ensured
- Alarm and standby power batteries checked to ensure that
 - Terminals are clean and lubricated prn
 - Terminal clamps are clean and correct
 - Electrolyte level and specific gravity are as specified by manufacturer

3. Annual Inspection Test: 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: Contractor

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

2. Annual Test: 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: ES

- Closures on all doors are not blocked or wedged open
- Door hardware and ancillary 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: 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:

Are all labeled with their floor, House #, Wing and House Name.

1. Monthly Inspection: Contractor

- Nozzle for operation and obstructions
- 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
- is installed to 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 18kg. (40 lbs.)
 - or 5m (5') above the floor, where the weight is 18kg. (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: ES

- And clean filters and ducts that accumulate combustible deposits
- And Clean lint traps in laundry equipment

as required)

2. Annual Inspection:

- and clean of every chimney, flue, and flue pipe of accumulated combustible deposits
- 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. Weekly Inspection: ES

- The system to ensure it is maintained at proper pressure (125 psi)
- All water control supply valves are in the “open” position

2. Monthly Test:

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

3. Every 2 Months Test

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

4. Every 6 Months Test: Contractor

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

5. Annual Inspection: 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
- That all fire department connections are properly marked

6. Annual Test: 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.

IMPORTANT:

- In event of fire, ensure control valves are NOT closed until fire is extinguished or considered under control per Oshawa Fire Services
- Sprinkler heads are to have an 18” clearance from obstructions (eg. clothes closets)
- 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 eg. 6 spares for 300 heads
- Repairs and replacement alternations are in accordance with NEPA 1`21980 “Sprinkler Systems”
- Retain record of inspections, tests and maintenance for 2 years
- Reference: NFPA 13 “Sprinkler Systems”
- Notify Oshawa Fire Services and Fire Monitoring Company prior to conducting tests.

Standpipe and Hose Systems:

1. Monthly Inspection:

- Hose cabinets for proper hose position and that equipment is in place and operable

2. Annual Inspection: Contractor

- Hose valves to ensure tightness and no water leakage
- And remove and re-rack hose and replace worn gaskets
- And remove plugs or caps on fire department connections and inspect for wear, rust and obstructions

3. Every 5 Years:

- Hydrostatically test standpipe system piping which is normally dry.

4. As Required:

- Hydrostatically test standpipe systems that have been modified, extended or restored to use after a period of disuse exceeding 1 year

Water Supplies for Firefighting:

1. Daily Check:

- Main shut-off room temperature during freezing weather

2. Weekly Inspect:

- Valves controlling fire protection water supply

Means of Egress:

1. Monthly Inspect:

- All doors in fire separations

2. As Required:

- Check doors that all fire separations doors are closed
- Ensure exit signs are clear and legible
- Ensure exit light are illuminated and in good repair
- Keep corridors free of obstructions

Oshawa Fire Services Access:

1. As Required:

- Keep streets, yards, and private roadways AND FIRE ROUTES clear for fire vehicles

SECTION 9: ALTERNATIVE SAFETY MEASURES

9.1 Fire Alarm or Sprinkler Shutdown:

All staff, Fire Monitoring Company and Oshawa Fire Services are to be notified if a shutdown occurs.

Manager Environmental Services (or designate):

1. notify **Oshawa Fire Services 905-433-1234**
2. notify **Fire Monitoring Company 1-800-563-3840**
3. notify staff and Residents by paging the whole home and if appropriate, posters and email. location, extent and duration of shut-down
4. instruct staff to phone 911 and Fire Monitoring Company in the event of a fire-related emergency
5. coordinate a FIRE WATCH ie. monitoring of building for fire and safety hazards, when part or all of the system(s) is shut down
6. notify all staff, Oshawa Fire Services and Fire Monitoring Company when the system is operational

9.2 Individual Zone Impairment:

(Often occurs to enable repair work to be accomplished without activated the fire alarm by mechanical maintenance staff or outside contractor eg. when welding a pipe or changing a smoke detector)

Follow above procedures

9.3 Temporary Blockage of Fire Department Access Routes or Building Exits:

Notify and advise the following of the location, duration and nature of the blockage:

1. Oshawa Fire Services
2. Fire Monitoring Company
3. All Staff

9.4 Fire Extinguisher and Fixed Extinguishant Systems requiring Service:

1. Immediately Contact Simplex Grinnell 905-212-4636 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

9.5 Elevator Shut Down

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 Thyssen Krupp Elevator for repair service 1-800-561-1578

SECTION 10: NON-AMBULATORY RESIDENTS

Per House:

Approximately 20 / 25 Residents per house are non-ambulatory.

Per Floor:

80 / 100 are non-ambulatory

Per Hillsdale Estates:

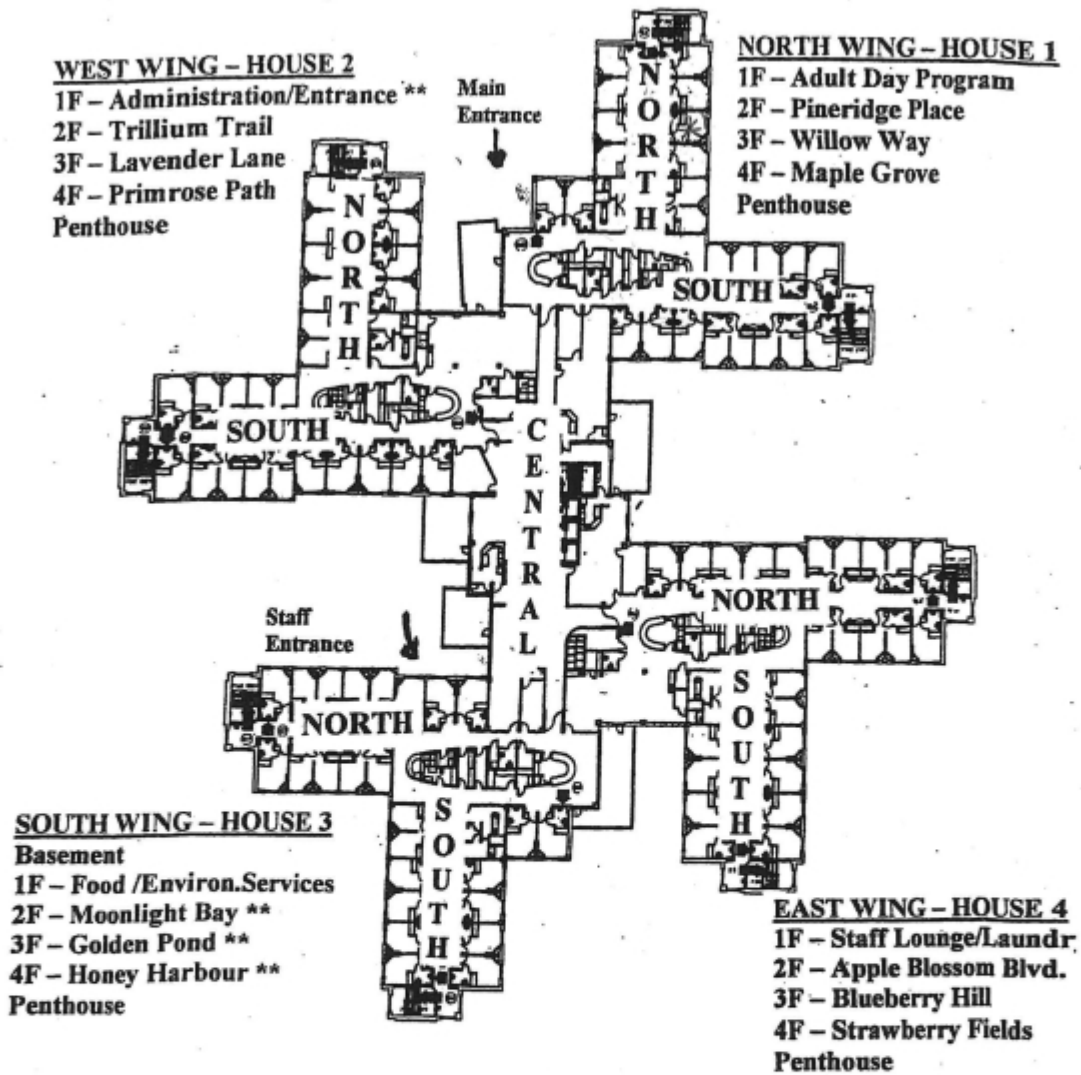
Minimum 240 of the total 300 Residents are non-ambulatory

SECTION 11: SCHEMATICS

The following are shown on the attached schematics:

1. fire alarm panel
2. sprinkler shut-off valves
3. fire pump
4. fire department Siamese connections
5. boiler room
6. electrical room
7. compactor
8. all exits
9. gas shut-offs (interior and exterior)
10. fire hose cabinets
11. pull stations
12. alarm bell
13. fire detectors
14. fire extinguishers

HILLSDALE ESTATES
590 Oshawa Blvd. North



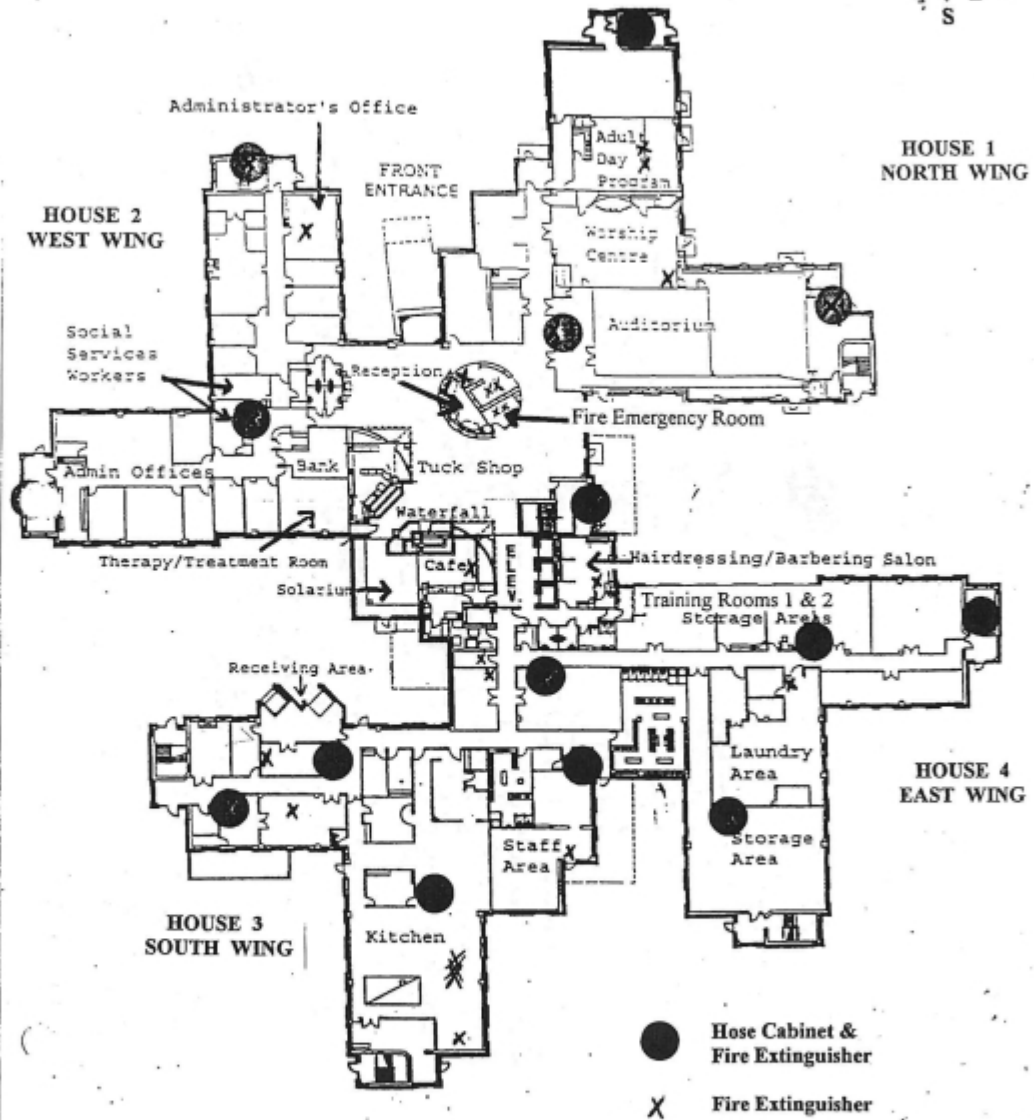
**** ANNUNCIATOR PANELS: ALARM ACKNOWLEDGE**

When "Alarm Ack" is pressed on the annunciator panel during a "Code Red", the display will indicate the location of the fire alarm:

Example: "ZN 159 - 4F E Wing N Corr Adj Room 430"

Meaning: ZN: Zone 159
4F: 4th floor
E Wing: East Wing
N. Corr: North Corridor
Adj Room 430: Adjacent to Room #430

HILLSDALE ESTATES
590 Oshawa Blvd. N.

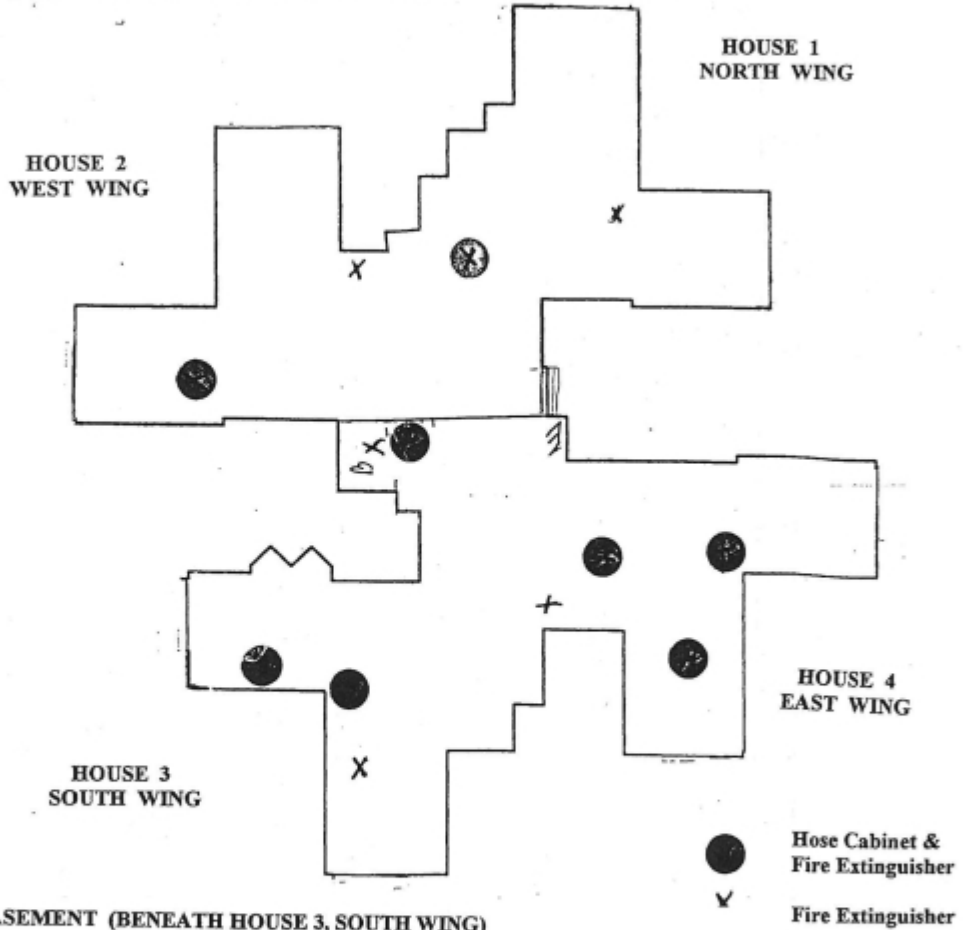


HILLSDALE ESTATES 590 Oshawa Blvd. North



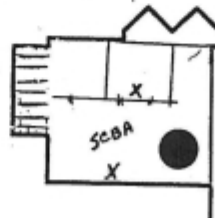
HOUSE (ABOVE 4TH FLOOR)

ACCESS BY: 1. ELEVATOR 1 (FIRE) 2. CENTRE STAIRS
3. AUXILIARY STAIRWELLS FROM EACH HOUSE ON 4TH FLOOR

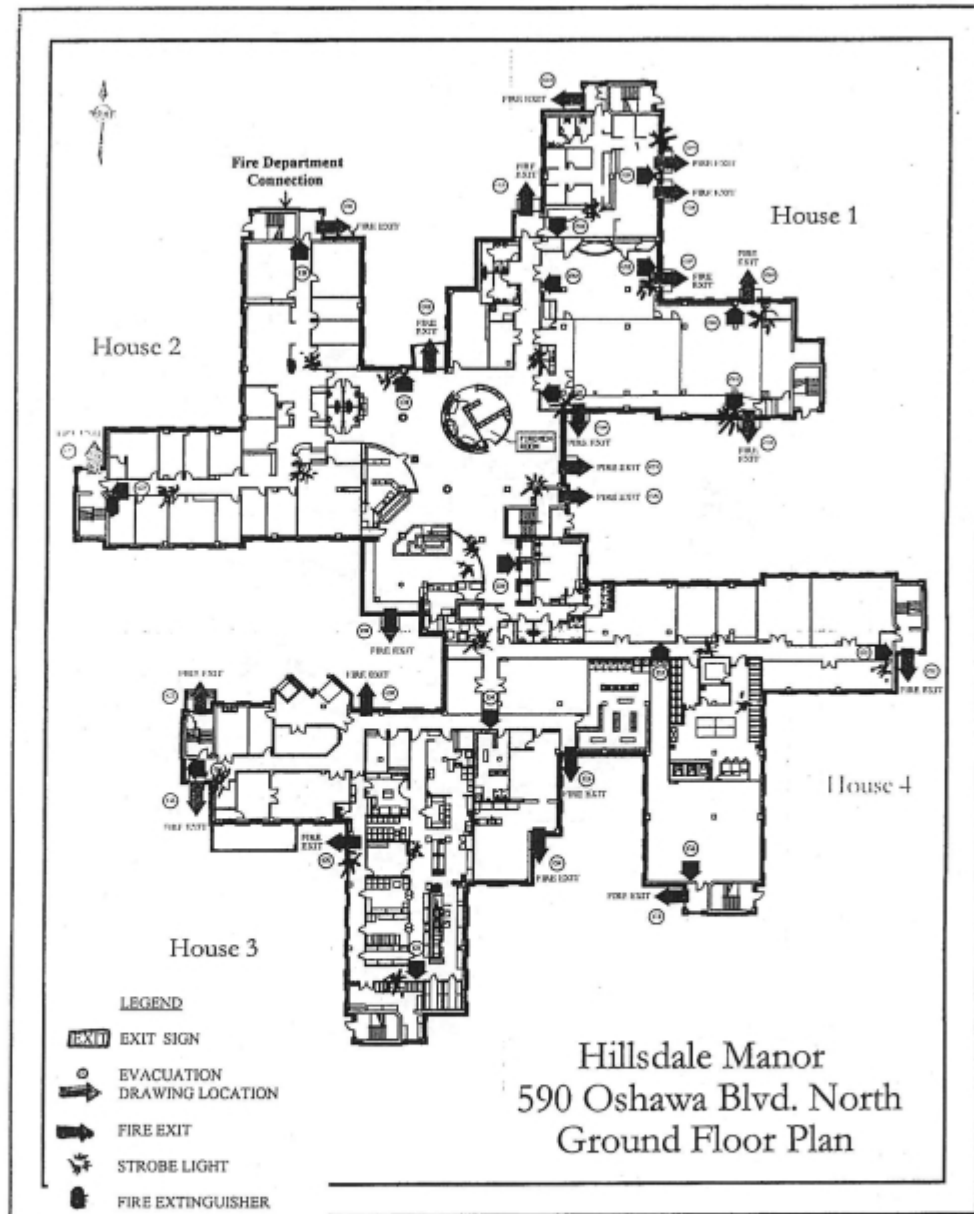


BASEMENT (BENEATH HOUSE 3, SOUTH WING)

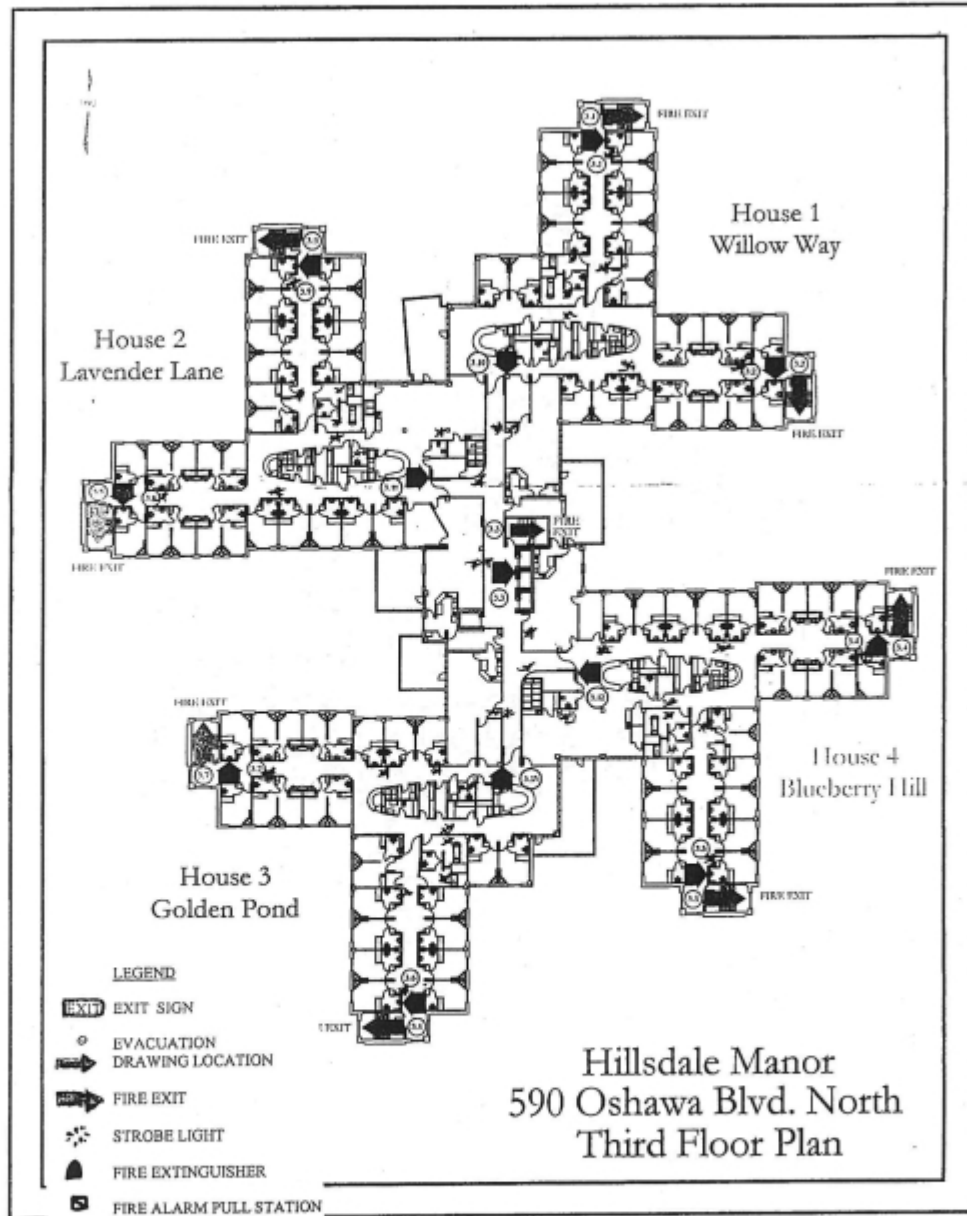
ACCESS BY WEST STAIRWELL



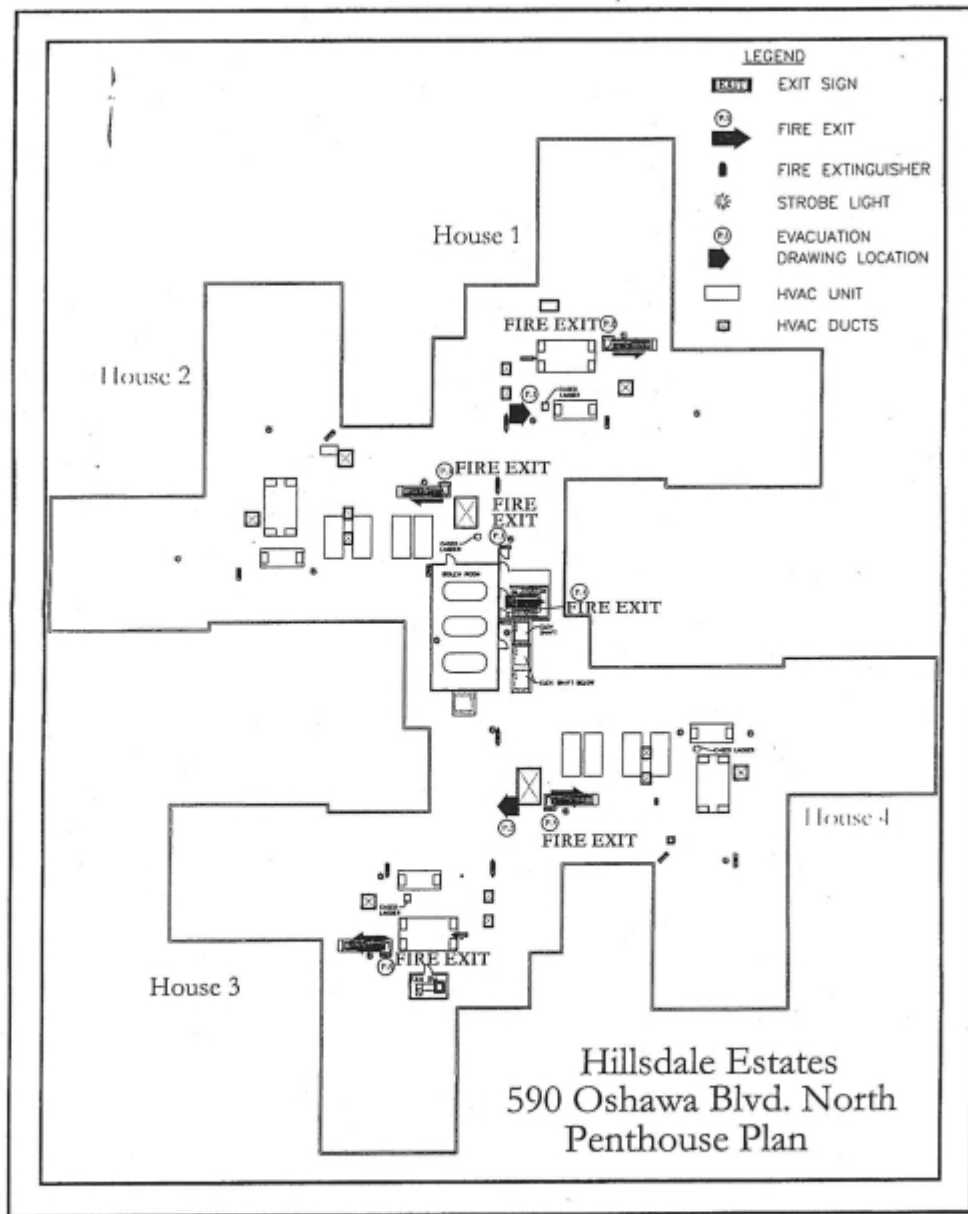
HILLSDALE ESTATES – 590 Oshawa Blvd. North - CODE RED FIRE SAFETY PLAN



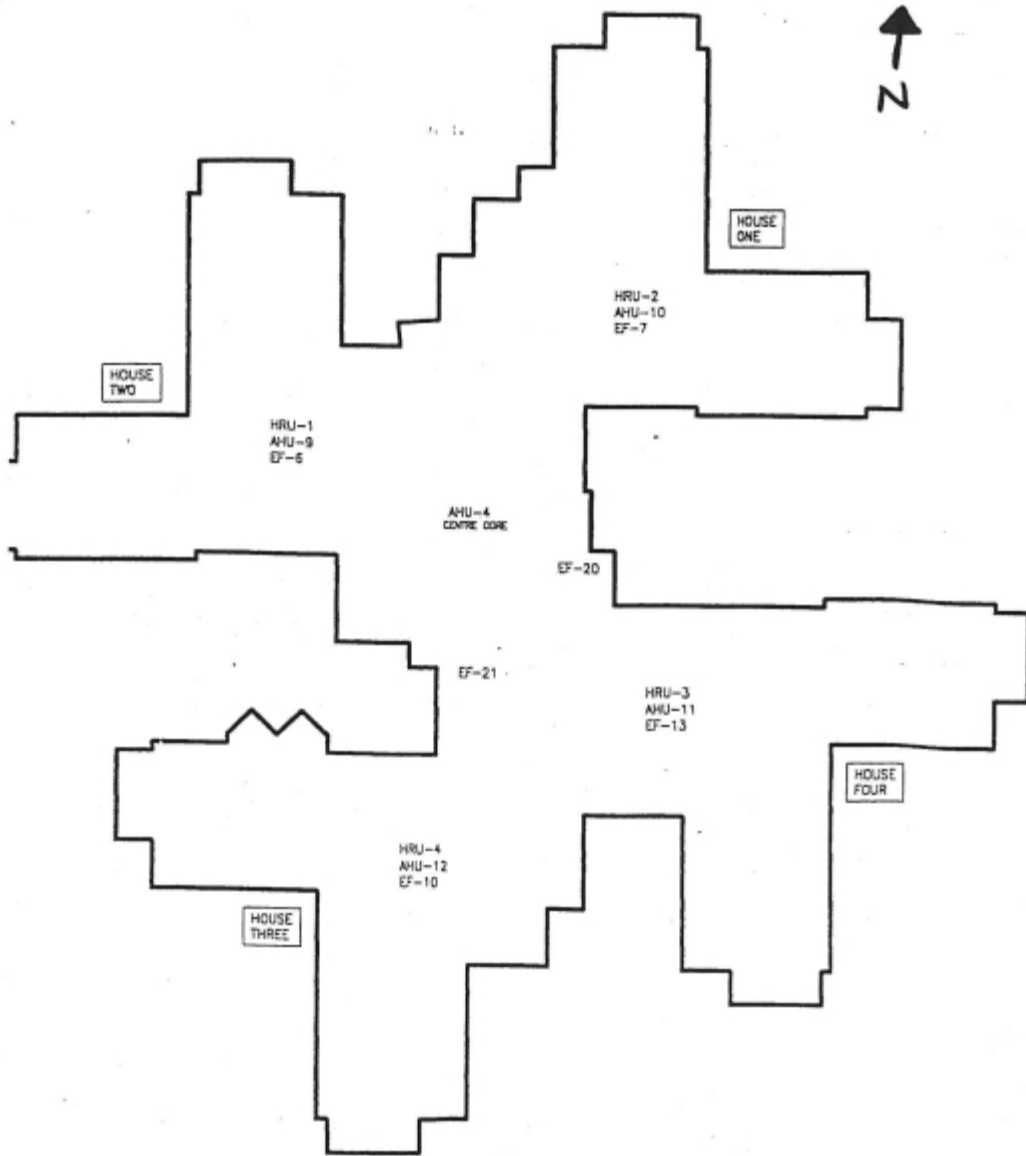
HILLSDALE ESTATES – 590 Oshawa Blvd. North - CODE RED FIRE SAFETY PLAN



HILLSDALE ESTATES – 590 Oshawa Blvd. North - CODE RED FIRE SAFETY PLAN



HILLSDALE ESTATES – 590 Oshawa Blvd. North - CODE RED FIRE SAFETY PLAN



TYPICAL 2-4 FLOOR LAYOUT
HVAC SYSTEMS

APPENDICES

Ground Floor

Kitchen Corridor of Meal Delivery/Room of Fridges

Panel KAE

| | | | |
|------------------------------------|----|----|-----------------------------------|
| HOLDING FRIDGE LIGHTS | 1 | 2 | SPILT RECEPTACLES |
| HOLDING FRIDGE AVAP COIL | 3 | 4 | |
| PROCURRED FOODS FRZR LGHT | 5 | 6 | HOLDING & TEMPERING LIGHTS |
| HOLDING FRIDGE CONDENSING | 7 | 8 | PROCURRED EVAP FANS |
| | 9 | 10 | CONTROL VALVE |
| | 11 | 12 | PROCURRED FOODS FRDG LGHT |
| PROCURRED FOODS FRZR EVAP COIL | 13 | 14 | HOLDING TEMP. REFRIDGE CONDENSING |
| | 15 | 16 | |
| | 17 | 18 | |
| PROCURRED FQODS FRZR DEFROST | 19 | 20 | PROCURRED FRIDGE EVAP. COIL |
| | 21 | 22 | RAW FOOD FRIDGE LIGHTS |
| | 23 | 24 | RAW FOOD FRIDGE EVAP. COIL |
| PROCURRED FOODS FRZR CONDENSOR | 25 | 26 | PROCURRED FRIDGE CONDENSER |
| | 27 | 28 | |
| | 29 | 30 | |
| WORK TABLE SLIT NEAR DIGITAL SCALE | 31 | 32 | RAW FOOD FRIDGE CONDENSER |
| | 33 | 34 | |
| EXHAUST FAN LIGHTS | 35 | 36 | |
| | 37 | 38 | |
| | 39 | 40 | RAW FOOD FREEZER CONSENSER |
| | 41 | 42 | |
| HOT WATER | 43 | 44 | RAW FOOD FREEZER LIGHTS |
| RECEPTACLES | 45 | 46 | RAW FOOD FRZR EVAP. COIL |
| RECEPTACLES | 47 | 48 | BEV. FRIDGE EVAP. COIL |
| BLAST CHILLER | 49 | 50 | BEV. FDG LGHT & ROLL IN FRDG |
| | 51 | 52 | RECEPTACLE |
| | 53 | 54 | ICE MACHINE |
| LIGHTING | 55 | 56 | |
| LIGHTING | 57 | 58 | BEV. FRIDGE CONDENSER |
| COFFEE MAKER | 59 | 60 | |
| | 61 | 62 | |
| NEW FREEZER | 63 | 64 | SPILT RECEPTACLES |
| NEW FREEZER | 65 | 66 | RECP UNDER WASH BASIN |
| | 67 | 68 | |

HILLSDALE ESTATES – 590 Oshawa Blvd. North - CODE RED FIRE SAFETY PLAN

Near ADC/CHAPEL

Panel LP-EB

| | | | |
|-----------------------------|----|------------------------|-------|
| RECEPTACLES DAYCARE KITCHEN | 1 | | 2 E 1 |
| | 3 | | |
| FRIDGE DAYCARE | 5 | | |
| SPARE | 7 | | 4 E 1 |
| RETHERM UNIT | 9 | | |
| | 11 | | |
| | 13 | FRIDGE 1-140 | |
| 3 E 1 | 15 | RECEPTACLE 1-135 STAGE | |
| | 17 | LIGHTING STAIRS S1-N | |
| | 19 | LIGHTING HOUSE #1 CORR | |
| RECEPTACLE | 21 | | |
| SPARE | 23 | EXIT LIGHTS | |
| AUTOMATIC DOOR | 25 | LIGHTING STAIRS S1-E | |
| SPARE | 27 | SPARE | |
| SPARE | 29 | SPARE | |
| SPARE | 31 | RETHERM UNIT | |
| SPARE | 33 | | |
| SPARE | 35 | | |
| SPARE | 37 | | |
| SPARE | 39 | SPARE | |
| EMS CONTROL | 41 | LIGHTING DAYCARE | |
| | | DOOR HOLDER | |

2nd Floor

Panel LP - 2E1

| | | | |
|-------------------------------|----|----|----------------------|
| DOOR HOLD OPEN DEVICES | 1 | 2 | EAST NURSE STATION |
| PLUG ROOM 208-207 | 3 | 4 | WEST NURSE STATION |
| PLUG ROOM 206-205 | 5 | 6 | WEST NURSE STATION |
| PLUG ROOM 210-211-212 | 7 | 8 | FRIDGE ROOM 239 |
| PLUG ROOM 213 | 9 | 10 | FRIDGE ROOM 236 |
| PLUG ROOM 215 | 11 | 12 | PLUG ROOM 231-233 |
| PLUG ROOM 216 | 13 | 14 | PLUG ROOM 236-239 |
| PLUG ROOM 217 | 15 | 16 | PLUG TUB & SHOWER RM |
| PLUG ROOM 218-220 | 17 | 18 | FIRE ALARM PANEL |
| PLUG ROOM 221 | 19 | 20 | |
| PLUG ROOM 222 | 21 | 22 | |
| PLUG ROOM 223-224 | 23 | 24 | |
| PLUG ROOM 225 | 25 | 26 | |
| PLUG ROOM 226-227 | 27 | 28 | EMS CONTROLS |
| LIGHTS RM #N WING 226-227 TUB | 29 | 30 | |
| LIGHTS RM 229-233-CORR.E.WING | 31 | 32 | |
| LIGHTS RM 236-237-239-240 | 33 | 34 | |
| EXIT SIGNS | 35 | 36 | |

Panel LP-2E2

| | | | |
|-------------------------------------|----|-----------|-----------------------------|
| DOOR HOLD OPEN DEVICES | 1 | 2 | PLUG W. NURSE STATION |
| PLUG ROOM 207-208 | 3 | 4 | PLUG E. NURSE STATION |
| PLUG ROOM 205-206 | 5 | 6 | PLUG E. NURSE STATION |
| PLUG ROOM 210-211 | 7 | 8 | PLUG ROOM 237-233 |
| PLUG ROOM 212-213 | 9 | 10 | PLUG ROOM 231 |
| PLUG ROOM 215 | 11 | 12 | FRIDGE ROOM 237 |
| TUB-SHOWER W.R. PLUGS | 13 | 14 | PLUG ROOM 241-248 |
| PLUG ROOM 216 | 15 | 16 | |
| PLUG ROOM 217 | 17 | 18 | |
| PLUG ROOM 218-220 | 19 | 20 | MAG LOCKSYSTEM ROOM 240A |
| PLUG ROOM 221 | 21 | 22 | NURSE CALL SYSTEM ROOM 240A |
| PLUG ROOM 222 | 23 | 24 | DATA-PHONE-TV ROOM 240A |
| PLUG ROOM 223-224 | 25 | 26 | |
| PLUG ROOM 225-226 | 27 | 28 | |
| PLUG ROOM 227 | 29 | 30 | |
| LIGHTS N. WING 240A-216-217-218 | 31 | 32 | |
| LIGHTS RM 220-227-242 W.CORR. | 33 | 34 | |
| LIGHTS NURSES STATION-CORR.-241-248 | 35 | 36 | |
| EXIT SIGNS | 37 | 38 | |

HILLSDALE ESTATES - 590 Oshawa Blvd. North - CODE RED FIRE SAFETY PLAN

Dining Room Electrical Closet

LP-2E5

| | | | |
|-------------------|----|----|--------------|
| FRIDGE | 1 | 2 | FRIDGE |
| FRIDGE | 3 | 4 | FRIDGE |
| FRIDGE | 5 | 6 | FRIDGE |
| REETHERM REC | 7 | 8 | REETHERM REC |
| | 9 | 10 | |
| | 11 | 12 | |
| REETHERM REC | 13 | 14 | REETHERM REC |
| | 15 | 16 | |
| | 17 | 18 | |
| REC | 19 | 20 | REC |
| REC | 21 | 22 | REC |
| REC | 23 | 24 | SPARE |
| REC | 25 | 26 | REETHERM REC |
| LIGHTING | 27 | 28 | |
| LIGHTING | 29 | 30 | |
| LIGHTING | 31 | 32 | REETHERM REC |
| SPARE | 33 | 34 | |
| SPARE | 35 | 36 | |
| • REETHERM REC | 37 | 38 | REETHERM REC |
| | 39 | 40 | |
| | 41 | 42 | |

HILLSDALE ESTATES - 590 Oshawa Blvd. North - CODE RED FIRE SAFETY PLAN

Panel-3E3

| | | | |
|---------------------------|----|----|-----------------------|
| DOOR HOLDER | 1 | 2 | REC.RM.3-312-3-315A |
| REC. RM. 3-320-321 * | 3 | 4 | REC.RM.3-310-3-311 |
| REC. RM. 3-321-322 | 5 | 6 | REC.RM.3-307-3-308 |
| REC.RM.3-322A-323 | 7 | 8 | REC.RM.3-305-3-305 |
| REC.RM.3-324-325 | 9 | 10 | GFI BATH WR. SHOWER |
| REC.RM.3-317-318 | 11 | 12 | REC.RM.3-327-3-326 |
| REC.RM.3-316-317 | 13 | 14 | GFI 3-340 |
| REC.RM.3-316A | 15 | 16 | GFI 3-340 |
| L.3-302 TO 3-315 C. 3-309 | 17 | 18 | R.RM.STAFF WORK 3-340 |
| L.3-339 316 322A 325A | 19 | 20 | REC, STAFF WORK |
| L.3-341-328 327A 326A | 21 | 22 | FRIDGE 3-339 |
| EXIT LIGHTS | 23 | 24 | FRIDGE 3-336 |
| SPARE | 25 | 26 | GFI 3-339 |
| ELEC.RM.LIGHT | 27 | 28 | GFI 3-329-3-336 |
| FIRE ALARM PANEL | 29 | 30 | GFI 3-333-3-331 |
| | 31 | 32 | EMS |

Panel LP 3E4

| | | | |
|--------------------------|----|----|------------------------|
| DOOR HOLDER | 1 | 2 | REC.RM.4-315-4-31 SA |
| REC.RM.4-320 4-321 | 3 | 4 | REC.RM.4-312-4-313 |
| REC.RM.4-321 4-322 | 5 | 6 | REC.RM.4-310-311 |
| REC.RM.4-323 | 7 | 8 | REC.RM.4-307-4-308 |
| REC.RM.4-325 4-324 | 9 | 10 | REC.RM.4-305-4-306 |
| REC.RM.4-327 4-326 | 11 | 12 | GFI BATH WR.SHOWER |
| REC.RM.4-317 4-318 | 13 | 14 | EMG REC.434 PROG. ACT. |
| REC.RM.4-316 4-317 | 15 | 16 | IG REC. STAFF WORK |
| REC.RM.4-316A | 17 | 18 | IG REC. STAFF WORK |
| MAG LOCK COMM. RM. | 19 | 20 | FRIDGE RM.4-337 |
| REC.COMM.RM. | 21 | 22 | GFI REC.4-337 4-333 |
| REC.COMM.-mJI. | 23 | 24 | GFI REC.4-331 |
| L.RM.4-302-318A C.4-309 | 25 | 26 | IG REC. STAFF SUPP. |
| L.4-321A TO 4-327A | 27 | 28 | SPARE |
| L.C. 4-339-328 N.STATION | 29 | 30 | SPARE |
| EXIT LIGHTS | 31 | 32 | ELEC.RM.LIGHT |
| SPARE | 33 | 34 | EMS |

4th Floor

Panel LP-4E1

| | | | |
|-----------------------------|----|----|--------------------------|
| DOOR HOLDERS | 1 | 2 | IG REC. 1-429, 436 |
| REC. 1-408, 407 | 3 | 4 | IG REC. 1-440 |
| REC. 1-405, 406 | 5 | 6 | IG REC. 1-440 |
| REC. 1-410, 411,412 | 7 | 8 | FRIDGE 1-439 |
| REC. 1-413 | 9 | 10 | FRIDGE 1-436 |
| REC. 1-415 | 11 | 12 | GFI REC. 1-431, 433 |
| REC. 1-416 | 13 | 14 | GFI REC. 1-436, 1-439 |
| REC. 1-417 | 15 | 16 | GFI REC. 1-402, 403, 404 |
| REC. 1-418, 420 | 17 | 18 | FIRE ALARM PANEL 1-414 |
| REC. 1-421 | 19 | 20 | SPARE |
| REC. 1-422 | 21 | 22 | GFI REC. 1-433 |
| REC. 1-423, 424, 425 | 23 | 24 | SPARE |
| SPARE | 25 | 26 | SPARE |
| REC. 1-426, 427 | 27 | 28 | EMS CONTROL |
| LIGHTING NORTH SECT. | 29 | 30 | SPACE |
| LIGHTING EAST SECTION 1-433 | 31 | 32 | SPACE |
| LIGHTING NURSE STATION AREA | 33 | 34 | SPACE |
| EXITS | 35 | 36 | SPACE |
| PACE | 37 | 38 | SPACE |
| SPACE | 39 | 40 | SPACE |
| SPACE | 41 | 42 | SPACE |

Panel LP•4E2

| | | | |
|--------------------------------|----|----|----------------------------------|
| DOOR HOLDER | 1 | 2 | IG REC. STAFF SUPP. |
| REC. 2-407, 408 | 3 | 4 | IG REC. STAFF WORK |
| EMG.REC. 2-405, 406 | 5 | 6 | IG REC. STAFF WORK |
| EMG. REC. 2-410, 411 | 7 | 8 | GFI REC. CLEAN LININ UTILITY |
| EMG.REC. 2-412-413 | 9 | 10 | GFI REC. SOILED UTILITY |
| EMG. REC. 2-415, 415A | 11 | 12 | FRIG. MED. PREP. |
| GFI REC. SHOWER WR BATH | 13 | 14 | EMG. REC. PROGRAM ACTIVITY 2-441 |
| EMG.REC. 2-416A, 416 | 15 | 16 | SPACE |
| EMG. REC. 2-417, 417A | 17 | 18 | SPACE |
| EMG. REC. 2-418, 420 | 19 | 20 | SECURITRON COMMUNICATIONS RM |
| EMG. REC. 2-421A, 421 | 21 | 22 | IF. REC. COMMUNICATIONS RM |
| EMG. REC. 2-422, 422A | 23 | 24 | IF. REC. COMMUNICATIONS RM |
| EMG. REC. 2-423-424 | 25 | 26 | |
| EMG. REC. 2-425, 426 | 27 | 28 | |
| EMG. REC. 2-427 | 29 | 30 | |
| LIGHTING RM 2-402 2-418 EMG. | 31 | 32 | |
| LIGHTING RM 2-420 427A | 33 | 34 | |
| EMG. LIGHTING CORR. 2-428, 439 | 35 | 36 | |
| EXIT LIGHTS | 37 | 38 | |
| | 39 | 40 | |
| | 41 | 42 | EMS BAS CONTROL |

HILLSDALE ESTATES-590 Oshawa Blvd. North - CODE RED FIRE SAFETY PLAN

Panel LP 4E4

| | | | |
|--|----|----|-----------------------------------|
| DOOR HOLDER | 1 | 2 | EMG.REC.RM.4-415A-4-414 |
| EMG.REC.RM. 4-420A-4-421A | 3 | 4 | EMG.REC.RM.4-413-4-412 |
| EMG.REC.RM.4-421-4-422 | 5 | 6 | EMG.REC.RM.4-411-4-410 |
| EMG.REC.RM.4-422A-4-423 | 7 | 8 | EMG.REC.EM.4-408-4-407 |
| EMG.REC.RM.4-424-4-425 | 9 | 10 | EMG.REC.RM.4-406-4-405 |
| EMG.REC.RM.4-426-4-427 | 11 | 12 | EMG. GFI SHOWER WR. BATH |
| EMG.REC.RM.4-417A-4-418A | 13 | 14 | EMG.REC.4-441-PROGRAM ACTIVITY RM |
| EMG.REC.RM.4-416-4-417 | 15 | 16 | IG.REC.STAFF WORK NURSE STATION |
| EMG.EC.RM.4-416A | 17 | 18 | IG.REC.STAFF WORK NURSE STATION |
| CHUBB | 19 | 20 | FRIDGE MED PREP |
| IG REC.COMM ROMM | 21 | 22 | EMG.GFI MEDI PREP. CLEAN LINEN |
| IG REC.COMM ROMM | 23 | 24 | EMG. GFI SOILED UTIL. |
| EMG.LT.CORR.4-409-415. 414.413, 412. 411. 410-418A | 25 | 26 | IG REC. STAFF SUPPORT |
| EMG.LTS.STAFF SUPPORT N.STATION | 27 | 28 | SPARE |
| EMG.LTS.STAFF WORK N.STATION | 29 | 30 | SPARE |
| EXIT LIGHTS | 31 | 32 | ELEC.ROOM LIGHTS |
| SPARE | 33 | 34 | ICI |
| SPACE | 35 | 36 | SPACE |
| SPACE | 37 | 38 | SPACE |
| SPACE | 39 | 40 | SPACE |
| SPACE | 41 | 42 | SPACE |

Dining Room Electrical Closet

LP4E5

| | | | |
|------------|----|----|------------|
| FRIDGE | 1 | 2 | FRIDGE |
| FRIDGE | 3 | 4 | FRIDGE |
| FRIDGE | 5 | 6 | FRIDGE |
| RETERM REC | 7 | 8 | RETERM REC |
| | 9 | 10 | |
| | 11 | 12 | |
| RETERM REC | 13 | 14 | RETERM REC |
| | 15 | 16 | |
| | 17 | 18 | |
| REC | 19 | 20 | REC |
| REC | 21 | 22 | REC |
| REC | 23 | 24 | SPARE |
| REC | 25 | 26 | RETERM REC |
| LIGHTING | 27 | 28 | |
| LIGHTING | 29 | 30 | |
| LIGHTING | 31 | 32 | RETERM REC |
| SPARE | 33 | 34 | |
| SPARE | 35 | 36 | |
| RETERM REC | 37 | 38 | RETERM REC |
| | 39 | 40 | |
| | 41 | 42 | |

Penthouse

Mechanical Room

South - Corridor in Front of Boiler Room

Panel LP-EP

| | | | |
|--------------------|----|----|---------------------|
| LIGHTING | 1 | 2 | EXITS |
| LIGHTING | 3 | 4 | BOILER PANELS |
| LIGHTING | 5 | 6 | NCU #5 |
| LIGHTING | 7 | 8 | SPACE |
| . DRYER COMPRESSOR | 9 | 10 | SPACE |
| SPACE | 11 | 12 | SPACE |
| SPACE | 13 | 14 | SPACE |
| SPACE | 15 | 16 | SPACE |
| SPACE | 17 | 18 | SPACE |
| SPACE | 19 | 20 | SPACE |
| SPACE | 21 | 22 | DRYER EXHAUST EF-13 |
| SPACE | 23 | 24 | DRYER EXHAUST EF-10 |

Emergency Breaker Panel

HOT WATER HEATING PUMP Pp #12
 HOT WATER HEATING PUMP Pp #13
 TRANSFORMER FEED #12
 LIGHTING PANEL EP
 HEATING BOILER #3 PUMP# 29
 HEATING BOILER #4 PUMP# 30
 PRIMARY HEATING PUMP #6
 PRIMARY HEATING PUMP #7 {STANDBY}
 AIR COMPRESSOR

EMERGENCY FEED TO:
 DHW MAIN LOOP PUMP #14
 DHW MAIN LOOP PUMP #15 (STANDBY)
 GLYCOR PREHEAT PUMP #10
 GLYCOR PREHEAT PUMP #11 (STANDBY)

HILLSDALE ESTATES
590 Oshawa Blvd. North

SPRINKLER VALVES and STANDPIPES

2/2

| Floor | House | Wing | Name | Corridor | Location | Room #s: Archit.# (Res.Rm#) | I.D. Tag |
|-----------|-------|----------------------|-------------------|------------------|------------------|--------------------------------|---------------------|
| 4 | | Centre | | Centre | Dining Room | | ZN 153; SV 106; CW |
| | | | | | Dining Room | | ZN 157; SV 108; CWW |
| | 3 | South | Honey Harbour | South | Dining Room | | ZN 149; SV 104; CWB |
| | | | | | Resident's Room | 3-407 (456) | ZN 2; SV 114 SWS |
| | | | | | Clean Utility Rm | 3-433 | ZN 6; SV 116 SWN |
| | 4 | East | Strawberry Fields | North | Resident's Room | 4-407 (478) | ZN 165; SV 112 EWS |
| | | | | | Clean Utility Rm | 4-433 | ZN 161; SV 110 EWN |
| Top | 1 & 2 | | Penthouse | North | North | | ZN 10; SV 118 |
| | 3 & 4 | | | South | South | | ZN 14; SV 120 |
| | | | | | | | |
| | | | | | | | |
| | | | | | STANDPIPES | | |
| 1 | | Centre | | | Stairwell G. | | #4 |
| 1 | 1 | South | | | Auditorium | Entrance | #3 |
| 1 | 1 | North | Adult Day Program | | ADP | Ceiling | #1,2 |
| 1 | 3 | North | | | Maintenance Rm | | #8 |
| 1 | 4 | North | | | General Storage | | #6 |
| 1 | 4 | North | | | Mobility Storage | | #5 |
| | | | | | | | |
| | | | | | | | |
| ZN - Zone | | SV - Sprinkler Valve | | FS - Flow Switch | | | Rev. Mar. 31/05 |

CODE RED SUMMARY REPORT – Part 1

(Page 1 to be completed by the Emergency Coordinator and Emergency Assistant)

Date of Alarm: _____ Time of Alarm: _____

Time Fire Dept. Notified: _____ Date of Report: _____

Specific Location: _____

Code Red Drill: Yes _____ No _____ ; Actual: Fire/Smoke _____ Incident _____

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

Complete the following and Describe Staff Response:

| | |
|--|--------------------|
| 1. Steps of RACE (remove/activate/close/extinguish) initiated? | Yes _____ No _____ |
| 2. Location announced clearly on the overhead paging system x3? | Yes _____ No _____ |
| 3. Quick response from Staff of <u>all</u> Departments to the scene? | Yes _____ No _____ |
| 4. Fire Extinguishers brought to the scene? Yes _____ No _____ | Number _____ |
| 5. Emergency Stretchers brought to the scene? Yes _____ No _____ | Number _____ |
| 6. Evacuated all people from the fire zone to a safe holding area? | Yes _____ No _____ |
| 7. EA - Oshawa Fire Services notified (911)? Yes _____ No _____ | |
| 8. EA-directed Staff to Fire Scene? Lobby cleared to Auditorium? | Yes _____ No _____ |
| 9. EC and EA – wearing orange vests? Yes _____ No _____ | |
| 10. Resetting completed by EC and EA? Yes _____ No _____ | |
| 11. Debriefing following resetting at the scene? Yes _____ No _____ | |

Describe Concerns with Staff Response:

Describe Concerns with Equipment:

Follow-up and/or Recommended Follow-up Action:

** Notify "allestates" via e-mail of the alarm.

Signatures: Emergency Coordinator: _____

Emergency Assistant: _____ Date: _____

*Original Report to: Manager, Environmental Services or Occ. Health Nurse
(Report is filed in the "Code Red and Emergency Reports" Binder)

Rev. March,2015

CODE RED SUMMARY REPORT - Part 2

(to be completed by the persons conducting the drill &/or investigating the alarm &/or fire related incident)

Date of Fire/Smoke, Incident or Drill: _____ Time: _____

Code Red Drill: Yes _____ No ____; Actual: Fire/Smoke _____ Incident _____

Specific Location of the Fire or Incident:

Describe the Circumstances:

| |
|--|
| |
| |
| |

!Describe the StaffRes onse and/or Action Taken:

| |
|--|
| |
| |
| |

Staff Response: Describe Follow-up Action Taken and/or Recommended:

| |
|--|
| |
| |
| |

Concerns with E ui ment:

| |
|--|
| |
| |
| |

Equipment: Describe Follow-up Action Taken and/or Recommended:

| |
|--|
| |
| |
| |

Comments:

| |
|--|
| |
| |
| |

Report completed by:

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____

HILLSDALE ESTATES-590 OSHAWA BLVD. NORTH

FIRE WATCH

DAY SHIFT • (7:00am -3:00pm)

Date: _____

Specific Location: _____

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

| Time | Nothing unusual Detected Initial | Room number and concern identified | Comments | Name of Supervisor Notified | Initials |
|---------|----------------------------------|------------------------------------|----------|-----------------------------|----------|
| 7:00am | | | | | |
| 7:15am | | | | | |
| 7:30am | | | | | |
| 7:45am | | | | | |
| 8:00am | | | | | |
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| 2:30pm | | | | | |
| 2:45pm | | | | | |
| 3:00pm | | | | | |
| | | | | | |

Initials: _____ Signature: _____
Initials: _____ Signature: _____
Initials: _____ Signature: _____

FIRE WATCH

AFTERNOON SHIFT (3:00pm -11:00pm)

Date: _____
 Specific Location: _____

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

| Time | Nothing unusual Detected Initial | Room number and concern identified | Comments | Name of Supervisor Notified | Initials |
|---------|----------------------------------|------------------------------------|----------|-----------------------------|----------|
| 3:00pm | | | | | |
| 3:15pm | | | | | |
| 3:30pm | | | | | |
| 3:45pm | | | | | |
| 4:00pm | | | | | |
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| 10:15pm | | | | | |
| 10:30pm | | | | | |
| 10:45pm | | | | | |
| 11:00pm | | | | | |
| | | | | | |

Initials: _____ Signature: _____
 Initials: _____ Signature: _____
 Initials: _____ Signature: _____

FIRE WATCH
NIGHT SHIFT (11:00pm - 7:00am)

Date: _____

Specific Location: _____

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

| Time | Nothing unusual Detected Initial | Room number and concern identified | Comments | Name of Supervisor Notified | Initials |
|---------|----------------------------------|------------------------------------|----------|-----------------------------|----------|
| 11:00pm | | | | | |
| 11:15pm | | | | | |
| 11:30pm | | | | | |
| 11:45pm | | | | | |
| 12:00 | | | | | |
| 12:15am | | | | | |
| 12:30am | | | | | |
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Initials: _____
Initials: _____
Initials: _____

Signature: _____
Signature: _____
Signature: _____