



Fire Safety Plan Marianhill Inc.

Prepared: August 2018 (Updated Annual Review)

Reviewed: January 2026

Incident Commander: Linda Tracey CEO or designate

This official document is to be always made readily available on site for use by Fire Officials in the event of an emergency.

This Fire Safety Plan is reviewed annually by the Pembroke Fire Department.
Last completed January 2026.

Contents

1. Audit of Building Resources	4
2. Audit of Human Resources and Any Persons Having Supervisory Responsibilities.....	9
2.1. Person responsible for initial notification of the Fire Department:	9
3. Emergency Procedures	9
4. Fire Extinguishment, Control and Confinement	10
5. Fire Hazards.....	10
5.1. Smoking	10
5.2. Flammable Liquids	10
5.3. Oxygen.....	10
5.4. Electrical Appliances	11
5.5. Fire Separation Doors	11
5.6. Hallways	11
5.7. Stairs.....	11
5.8. Fire Exits.....	11
5.9. Safe Operations of Equipment.....	11
5.10. Reporting Hazards.....	11
Section 6 Fire Alarm Procedures	12
6.1. Sounding the Alarm	12
6.1.1. Fire Alarm System	12
6.1.2. Definition of Fire Zone	12
6.1.3. Notifying Staff.....	12
6.1.4. Calling the Fire Department.....	13
6.1.5. Remote Alarm Transmission (backup to 911 service).....	13
6.1.6. Handling False Alarms.....	13
6.2. Staff Roles	13
6.2.1. In the Fire Zone.....	13
6.2.2. All Other Areas On Hearing the Alarm	13
6.2.3. All Clear	14
6.3. Special Assignments.....	14
6.3.1. CEO/Designate	14
6.3.2 RN in Charge	14
6.4. Code Red Roles and Responsibilities	15
6.5. Evacuation of Occupants	15
6.6. Emergency Staff Pool	16
7. Training of Supervisory Staff	16

7.1. How to reset the fire alarm system	17
7.1.3. On the annunciator panels:.....	17
7.1.4. On the fire panel (basement or E210).....	17
7.2. How to use the stair slider boards for evacuating residents:.....	17
7.3. In addition, these staff shall be aware of their responsibility to:	17
8. Fire Drills & Training of all Staff	17
8.1. Purpose.....	17
8.2. Frequency	18
8.3. CEO/Designate	18
8.4. Staff Response.....	18
8.5. Manager of Environmental Services/Designate:	18
8.6. On Completion of Drill	18
8.7. Silent Drill:.....	19
9. Maintenance Procedures for the Fire Protection System	19
9.1. Definitions of Key Words:.....	19
9.1.1. Check.....	19
9.1.2. Inspect.....	19
9.1.3 Test.....	19
10. Alternative Measures for Occupant Fire Safety	19
10.1. Fire Alarm Shutdown:	20
10.2. Sprinkler Shutdown (including interruption of water supply):.....	20
11. Fire Protection Measures.....	20
11.1. Fire Alarm Systems	20
11.2. Exits	20
11.3. Fire Department Access	20
11.4. Portable Extinguishers.....	21
11.4.1. Class A.....	21
11.4.2. Class B.....	21
11.4.3. Class C.....	21
11.4.4. Class K.....	21
11.5. Automatic Sprinkler Systems	21
11.6. Kitchen Suppression System	21
11.7. Emergency Power	22
11.8. Elevators	22
11.9. Fire Alarm Procedure:	22
11.9.1. Fire Drill Procedure – Regular Drill	22
11.9.2. Fire Drill Procedure – Silent Drill	22

1. Audit of Building Resources

Type of building	Block and brick construction. Shingle and sarnafil and layered flat roofing. Single floor wood construction areas.
Number of Stories	3 plus basement-sectioned
Building Use	Long Term Care (1B, 1C, 1D, 2D, 1E, 2E, Shalom, 2C), Complex Continuing Care (2C), Hospice Unit, Dementia Respite Unit, Adult Day Program
Number of Rooms	<p>1B – 56 rooms (including 39 beds, 1 office, 1 meeting room, penthouse mechanical room)</p> <p>1C – 30 rooms (including 27 beds)</p> <p>1D (existing) – 27 rooms (including 27 beds)</p> <p>2D (existing) – 27 rooms (including 28 beds)</p> <p>2C – 34 rooms (including 27 beds, 2 offices)</p> <p>1E (admin wing & kitchen) – 19 rooms (admin spaces, mechanical/electrical rooms, kitchen, housekeeping)</p> <p>Elgin (new) – 51 rooms (including 32 beds)</p> <p>Elizabeth (new) – 51 rooms (including 32 beds)</p> <p>Shalom & Hospice – 51 rooms (including 27 beds, 2 offices, Penthouse mechanical room)</p> <p>Basement – 33 Rooms (including offices, mechanical rooms, electrical room, laundry, locker rooms, storage rooms)</p> <p>DRU – 25 Rooms (including 10 beds, 3 offices, Day Program areas, laundry room)</p> <p>3rd Floor (Awing) Mechanical Room – 5 rooms (including 2 offices, Boiler room, Paint Room, Roof access)</p>
Number of Occupants (residents)	<p>1B – 39 residents</p> <p>1C – 27 residents</p> <p>1D – 27 residents</p> <p>2D – 28 residents</p>

	<p>2C – 27 residents</p> <p>1E & 2E – not occupied (as of Dec 2025)</p> <p>Shalom & Hospice – 27 residents</p> <p>DRU – Maximum 5 overnight & Adult Day Program clients during day (M-F)</p>
Number of Staff (Max)	<p>102 at maximum on day shift (weekdays)</p> <p>45 at maximum on day shift (weekends & holidays)</p>
Number of Staff (Min)	15 at minimum on night shift
Emergency Vehicle Access Route	Yes
Are there Fire Department Siamese Connections?	Yes
Is There a Full Alarm System?	Yes 2 stage
List Make Model and number of Stages of the Alarm System?	Make Siemens, Model XLS and is 2 stage
Is the alarm connected to a private monitoring company?	Yes
If yes to the above provide the information about the company?	Telus Security
Location of Fire Panel	<p>Basement A wing (in hallway by elevator)</p> <p>E2 – Room E-210</p>
Location of Annunciator panels	<ul style="list-style-type: none"> • Main Entrance • 1A Wing (towards 1D) – at 1A15 • 1B Wing nursing desk • 1C Wing nursing desk • 1E Wing across from the kitchen • 1E Wing (new) at nursing station – E123 • 2E Wing (new) at nursing station – E223 • 2A Wing across from the elevators • Shalom (F & G Wing) nursing desk

	<ul style="list-style-type: none"> • Adult day care, in the Dementia Respite Area • 3rd floor at elevators
Emergency Voice Communications System	<p>Yes</p> <ul style="list-style-type: none"> • Overhead paging (through phone system) • (1A, 1B, 1C, 2D, 2C, Shalom, DRU, basement, 3rd floor) • Speaker/Strobe system (1A by receiving, 1E & 2E)
Type of Smoke Detectors	<p>Siemens</p> <ul style="list-style-type: none"> • Rate of Rise Heat detectors – FDT421 & FPT-11 • Smoke detectors – FDO421, FDOT421, FP-11 • Duct Smoke detectors – FDO421, FDOOT441, FP-11
Are there smoke control measures?	<ul style="list-style-type: none"> • Fire doors are present throughout the facility • HVAC system shuts down with fire alarm. • Resident room doors close upon activation of the alarm. (All units except new E1, E2)
Sprinkler system type and location	<p>Wet System:</p> <ul style="list-style-type: none"> • Basement • E Wing (corridor, offices & kitchen) • 1E (new) – resident rooms & corridors • 2E (new) – resident rooms & corridors • 1C Resident rooms and corridors • 2C Resident rooms and corridors • Shalom Resident rooms and corridors • Dementia Respite Unit corridors • 1A Front Lobby, Dining Room & Chapel <p>Dry System:</p> <ul style="list-style-type: none"> • Front Entrance exterior Canopy • Dementia Respite Attic
Location of sprinkler shut off valves	<p>See attached Diagram</p> <p>1B Wing mechanical (room 152-1):</p>

	<ul style="list-style-type: none"> • Main Fire Pump • Main Water Entry • Main Entrance Dry Canopy Shut off <p>1C Wing Sprinkler Closet (Room 102-1):</p> <ul style="list-style-type: none"> • 1C Rooms & Corridor <p>2C Wing Access Panel at Room 206</p> <ul style="list-style-type: none"> • 2C Rooms & Corridor <p>1A Coffee Shop Sprinkler Closet (room 1A11.1):</p> <ul style="list-style-type: none"> • 1A Lobby & Receiving Shut Off • 1E Corridor, Offices & Kitchen Shut Off <p>E13:</p> <ul style="list-style-type: none"> • Shalom Corridor & Res Rooms Shut Off • Hospice Rooms Shut Off <p>E9:</p> <ul style="list-style-type: none"> • E1, E2, D1 & D2 – Corridor & Res Rooms Shut Off <p>A42 Mechanical Room (basement)</p> <ul style="list-style-type: none"> • Awing Basement <p>M49 Dementia respite (basement)</p> <ul style="list-style-type: none"> • Dementia Respite Attic/ level one/ basement
Is there a stand pipe and hose system?	Yes <ul style="list-style-type: none"> • 1A (between 1A9 & 1A10 – public washrooms) • 1A (between 1A18 & 1A17) • 1B (between room 155 & 157) • 1B (between room 175 & 177) • 1B (by room 192) • 1C (by room 101) • 1C (between room 119 & 121) • 1D (by room 125) • 1D (between 145 & 147) • 2D (by room 225) • 2D (between 245 & 247) • 2C (between room 215 & 217) • 2A (outside of 2A26)

	<ul style="list-style-type: none"> • 1E (outside of E13 – by the kitchen) • Shalom (by F47 servry) • Shalom (between room 78 & 79) • Shalom (between room 62 & 64) • Basement (at bottom of DWing stairs) • Basement (at bottom of CWing stairs)
Is there a fire pump?	Yes 1B mechanical room 152-1
Is there emergency power?	Yes a generator
Location and type of the generator	Exterior – Off of Cecelia Street Type: Bluestar Model # PD500-01
Are there elevators?	Yes <ul style="list-style-type: none"> • Awing Elevators – 2 cars • Ewing Elevator (new) – 1 car
Do the elevators have emergency functions?	Return to the ground floor and shut down or go to another floor if the ground floor is affected
Where are portable fire extinguishers located	At exits and other locations throughout the building and are indicated on floor plans
What types of portable fire extinguishers are available?	- A B C - CO2-(BC) - K (in the kitchen)
Where are the exits from the building?	See attached floor plans and floor plan section of the Code Red Binder at Command Centre

Building Owner: Marianhill Inc.

- Building operates 24/7
- Number of Employees= at this site there are approximately 250 employees.
- During regular business hours there is approximately 80 staff present.

2. Audit of Human Resources and Any Persons Having Supervisory Responsibilities

Person with overall responsibility for building emergency organization:

- Linda M. Tracey, CEO

Environmental Service Department:

- Melanie Jones, Interim Manager of Environmental Services
- Krista St. Cyr, Senior Manager of Environmental Services

Person in direct charge of shift:

- CEO/Director of Care/Unit Manager/RN in Charge after hours and weekends

Person responsible for evacuation:

- CEO/Director of Care/RN in charge in consultation with the Fire Department Official

2.1. Person responsible for initial notification of the Fire Department:

- Person discovering the fire pulls the alarm.
- Incident Commander (CEO/designate) takes lead role in Command Centre All supervisory staff that are on duty and present in the home have successfully completed the Fire Safety Planning eLearning: Training for Supervisory Staff, hosted by the Public Services Health and Safety Association

2.1.1. Linda M. Tracey, CEO obtained:

- Certificate of Completion, Training for Owners and Operators of Care Occupancies, Care and Treatment Occupancies and Retirement Homes (May 2014)

3. Emergency Procedures

The actions to be taken by occupants in emergency situations are posted on each floor and read as follows:

R	Remove	Remove person in immediate danger, if possible
E	Ensure	Ensure the doors are closed to confine fire and smoke
A	Activate	Activate the fire alarm system using the nearest pull station and begin evacuation
C	Call	Call the fire department at 911
T	Try	Try to extinguish the fire or concentrate on further evacuation

This building is equipped with a two-stage fire alarm system.

The fire alarm system is to be activated to alert all occupants, in the event of an emergency, and the approved fire plan will take effect at that time.

The Fire Department is to be notified by telephoning 911, giving the correct address:

600 Cecelia St. Pembroke ON K8A 7Z3 and the exact location of the fire, floor and room number.

The sprinkler system will activate in the event of a fire in a sprinklered area.

4. Fire Extinguishment, Control and Confinement

Follow the REACT System and ensure:

1. Evacuate residents from immediate fire zone area.
2. Activation of the fire alarm system
3. Call 911, even if auto-signaling provisions to an alarm company are in place

If a small fire is determined to be extinguishable, make sure that events unfold in the following sequence:

1. Evacuate residents from immediate fire zone area.
2. Activate the fire alarm system
3. Call 911, even if auto-signaling provisions to an alarm company are in place
4. Attempt to extinguish the fire while keeping yourself between the fire and the nearest exit door

5. Fire Hazards

5.1. Smoking

- Smoking is prohibited anywhere in the building and prohibited on the property.

5.2. Flammable Liquids

- All flammable liquids shall be stored in appropriate containers and cupboard.
- Fuel shall be stored in TSSA approved containers.
- Do not place near a heat source, e.g. motors, lights.

5.3. Oxygen

- Resident rooms where oxygen is in use shall have warning notices posted outside the room advising of its use.
- Oxygen concentrators shall be capped and secured at all times.
- Oxygen not in use will be stored in room 2A22 for 2nd floor and in room 1D125 for the 1st floor.

5.4. Electrical Appliances

- All electrical equipment brought in to Marianhill by residents is to be checked by maintenance for CSA approval and an appropriate Marianhill approval sticker applied.
- If the number of electrical appliances in a room exceeds the number of outlets available, a power bar shall be used.
- No equipment shall be used where there are visible signs of damage to cords or plugs. Such equipment must be removed immediately.

5.5. Fire Separation Doors

- Fire separation doors in hallways shall not be blocked, thereby preventing them from closing.

5.6. Hallways

- If it is necessary for equipment and wheelchairs to be in hallways, they shall be placed on one side only.

5.7. Stairs

- Stairs and landings shall be kept clear at all times.

5.8. Fire Exits

- Fire exits shall be kept clear at all times.
- Snow shovels shall be left at each exit during the winter season.
- Steps and walkways at fire exits shall be kept clear of snow and ice.

5.9. Safe Operations of Equipment

- Laundry and kitchen equipment shall be operated in strict adherence to operating procedures.
- Ensure the instructions for the kitchen suppression system are posted.

5.10. Reporting Hazards

- Fire safety hazards that cannot be immediately corrected shall be reported to the CEO/designate.
- Reporting and elimination of fire hazards is the responsibility of all staff.
- A walk-through of the areas of responsibility is done by the managers and actions are taken to correct any deficits immediately and monthly at OHS inspections the entire building is inspected to identify any hazards.

Section 6 Fire Alarm Procedures

6.1. Sounding the Alarm

6.1.1. Fire Alarm System

The fire alarm can be activated by either:

- 1) Heat and/or smoke detectors are located in service areas, resident rooms, corridors and air ducts in the ceiling.
- 2) Sprinkler heads triggered by heat source
- 3) Pull Stations are located at every exit door.
- 4) Kitchen Suppression System

6.1.2. Definition of Fire Zone

Annunciator panel locations are listed in this document Section 1.

When an alarm is activated, the panel will display the area where the alarm has originated, and it will be considered the fire zone.

Fire Panel # 1 (Marianhill basement)

- Will communicate to annunciator panels located on 1B, 1C, 1D, Shalom, 2D/2C, Ewing (by the kitchen), Main entrance, 3rd floor.
- Will communicate to Fire Panel # 2 (E-210)

Fire Panel # 2 (E-210)

- Will communicate to annunciator panels located at E1 & E2 nursing station
- Will communicate to Fire Panel # 1 (basement)

Should a fire originate in the new E/D addition area, the main fire panel (basement) will indicate that a fire exists in this area. The exact location of the alarm will not be communicated to the annunciator panels at BWing, CWing, 2nd Floor, Shalom, Kitchen hallway or ADP. The location will only be shown on Fire Panel # 1 (basement) and on panels located in Ewing.

6.1.3. Notifying Staff

On hearing the alarm, the RN shall determine the fire zone from the Fire Panel # 1 (basement) or through the Fire Manager app (on the RN cell phone).

If the alarm originates from new Ewing area – the alarm location will need to be communicated to the staff using the phone paging system (overhead speakers).

If the alarm originates from 1B, 1C, 2C, Shalom, existing 1D, existing 2D, DRU, basement the annunciator panels located throughout the building will display the location of the alarms. All staff are to check the annunciator panel in their area and designated staff to report to fire zone or labor pool as per the Code Red response.

Using the phone paging system:

On any Polycom desk phone, complete the following to page a message using the overhead speakers:

With the receiver kept hung up on the phone, using the touch buttons at the bottom of the display screen,

- click on More,
- then click Paging,
- then click Page
- then pick up the receiver to make announcement

Note: Overhead speakers are not available in DRU or in the new Ewing area.

6.1.4. Calling the Fire Department

The person discovering the fire/smoke shall:

- Dial 911 and ask for Fire.
- Confirm our address as 600 Cecelia St Pembroke ON.

6.1.5. Remote Alarm Transmission (backup to 911 service)

- Should it be necessary to call the security company their number is 1-800-xxx-xxxx and the password is XXXX.

6.1.6. Handling False Alarms

- Every alarm shall be treated as a fire alert until it is confirmed that no fire situation exists.

6.2. Staff Roles

6.2.1. In the Fire Zone

- Sound alarm at pull station.
- Remove residents, visitors, and volunteers from immediate danger.
- Ensure doors are closed.
- Evacuate all residents, visitors, and volunteers from affected fire zone area to outside or beyond fire separation doors to a safe fire zone.
- Shut off any oxygen concentrator and move portable tank with Resident.
- Staff in the area is to assist in evacuation.
- Advise visitors and volunteers to remain with residents.
- If a fire cannot be located: reassure residents and instruct them to return to and remain in their rooms with their doors closed.

6.2.2. All Other Areas On Hearing the Alarm

- Remain calm and reassure residents.

- Keep fire separation doors closed.
- Staff not assigned to specific fire-related duties in their department and not assigned direct care responsibilities are to go to the Staff Pool.
- Restrict resident movements until the fire alert is over.
- Monitor doors in unaffected areas.
- Advise visitors and volunteers to remain with residents and/or to stay in place.
- Be ready for a possible evacuation.
- Follow instructions for staff deployment in your area.

6.2.3. *All Clear*

- When the alarm situation is resolved, the Incident Commander will announce all clear, by paging three times:

Attention All Staff Code Red All Clear x3

- Reassure residents and resume normal duties.

6.3. Special Assignments

6.3.1. *CEO/Designate*

- In the event of a fire after normal working hours, the CEO/designate is contacted by the RN in Charge and briefed on the situation.
- Directs the RN in Charge as required.
- If a situation requires additional staff, initiate the fan out system.
- In consultation with the Fire Department determine the need for full evacuation.
- Directs communication with the media.
- Inform the Ministry of Health and Long-Term Care.
- Inform the Ministry of Labour of the critical incident occurrence.

6.3.2 *RN in Charge*

- Determine location of fire zone from Fire Panel.
- Call 911.
- Establish Command Centre at the front office area (A-Wing) or alternate site (Shalom Front Entrance)
- Advise Pembroke Fire Department of alarm status.
- Dispatch staff member to front door to meet and direct Fire Department to the scene.
- Determine from Code Red fire response team if area evacuation is underway.
- Direct staff to assist as required.
- After hours, contact and brief the CEO/designate.

- Continue in charge of situation until relieved by the CEO/designate or as directed by Fire Department Official.

6.4. Code Red Roles and Responsibilities

According to the Incident Command System, the fire response follows Code Red. Code Red Team Composition:

- Incident Commander, who wears a red vest (CEO/designate)
- Sector Leaders, who wear a lime green and orange vest (Assigned by the Incident Commander)
- Sector Officers, who wear an orange vest (Assigned according to the Incident Command System)

The Purpose of the Incident Command Centre in a Code Red Situation:

- To assess and take charge at the scene.
- To safeguard lives and property.
- To request/assign assistance as needed.
- To brief Fire Department on their arrival.

Duties: Examples of duties, (but not limited to) that may be assigned to staff members at the fire zone or sent to the fire zone:

- Proceed to the fire zone.
- Carry fire extinguishers to the scene.
- Assess need for further assistance.
- One team member or other available staff to report back to Command Centre.
- Remaining team members shall assist in removing residents to safety (area evacuation), fight fire if safe to do so and/or contain fire by closing all doors and windows.

6.5. Evacuation of Occupants

Evacuation of the residents will be coordinated and completed as outlined in the Code Red Response.

Initial evacuation will be into the next safest fire zone (beyond the fire safety doors) or to the exterior of the building using the nearest emergency exit.

A holding unit will be set up in the Auditorium (Ground Floor Awing) if appropriate and residents that are evacuated from their unit will be brought to this area initially.

Once residents are placed in the holding unit, the Sector Officer of the Holding Unit will assess the care needs of each resident and will determine if further evacuation is required.

The priority will be as follows:

- Ill or injured residents will be transported to the hospital using emergency services

- Frail residents will be transported to Miramichi Lodge as per our emergency plan agreements
- Well residents will be transported to the Quality Inn (with staff and equipment) as per our emergency preparedness agreements

Directions will also be provided by the Ministry of Health and Long-Term Care with respect to evacuation of the residents.

6.6. Emergency Staff Pool

Purpose:

- To assist the Command Centre as directed, for such tasks as, evacuation, accounting for residents, controlling access to building and fire zones or any other task deemed necessary in an emergency and as directed by the Incident Commander.

Composition:

- Staff not assigned to specific fire related duties in their department and not assigned direct care responsibilities are to go to the Staff Labour Pool

Assembly Area:

- Coffee Shop (A-Wing) and the alternate location is the Shalom Lounge/TV Room (FWing)

Incident Command Centre:

- Front Office (Awing) and the alternate location is the Shalom Main Entrance

Note:

The alternate Command Centre location & Labour Pool assembly area is to be used when the fire is in the same fire zone as Command Centre.

Duties:

- When alarm sounds check the closest annunciator panel and then, report to the Coffee Shop if safe to do so and assist as directed. Do not enter any areas where smoke is present.

7. Training of Supervisory Staff

All managers and registered nurses shall have access to a copy of the fire safety plan and are required to become familiar with its contents and to review it annually.

- The RN supervisor, who is the Incident Commander as the CEO designate, has a key to reset the fire panel and also a master key and can access all areas in an emergency.
- The RN supervisor also has a tool to reset the manual pull stations and a key to reset the elevator.

The above staff shall be shown:

7.1. How to reset the fire alarm system

An Activated System Must Never be Reset Until Authorized by the Fire Department Official

Once confirmed by the Fire Department Official:

7.1.3. On the annunciator panels:

- Turn the key to the on position.
- Press the silence button.
- Press acknowledge button
- Press the reset button
- Turn the key to the off position and remove the key.

7.1.4. On the fire panel (basement or E210)

- Turn the key to open the cabinet
- Press the acknowledge & silence button
- Press the reset button

7.2. How to use the stair slider boards for evacuating residents:

- The sliders are on hinges.
- Unlatch the slider from the railing.
- Lower the slider down onto the stairs.

7.3. In addition, these staff shall be aware of their responsibility to:

- Ensure that doors to stairs are kept closed.
- Ensure that stairs, landings, hallways, passageways and exits, inside and out, are always clear of obstructions.
- In the event of any shutdown of fire protection equipment, notify the Fire Department and post a fire watch person to patrol all areas once every 30 minutes.

8. Fire Drills & Training of all Staff

8.1. Purpose

Fire drills are conducted to enable staff to learn and maintain skills required to effectively react to a real fire situation and to provide an orderly evacuation of residents.

All staff that are assigned duties under the Fire Safety Plan shall be fully trained prior to taking on roles outlined.

8.2. Frequency

- Fire drills shall be conducted monthly, on all shifts.
- All staff receive Annual training on Fire Safety through Surge Learning.
- All staff receive Fire Safety Training as part of General Orientation.

8.3. CEO/Designate

Report to Command Centre and activate Code Red:

- Call the Fire Department at 613-735-6821 ext. 1201 and advise that a fire drill is underway
- Ensure there is attendance taken at the Staff Pool.
- Issue instructions appropriate to the drill.

When advised by the Fire Safety Officer that the drill is complete, announce over the paging system 3 times:

Code Red All Clear

8.4. Staff Response

The Code Red Team and staff working in the affected area shall respond to the simulated fire scene. The Emergency Staff Pool will assemble at the Coffee Shop or alternate site and await instructions.

8.5. Manager of Environmental Services/Designate:

Prepares for and initiates the drill as follows:

- Prepare all staff involved in the drill.
- Notify the Fire Department if the alarm is to be activated.
- Activate alarm.
- Observe staff response.

8.6. On Completion of Drill

- Contact command centre to make All Clear announcement
- notify Fire Department that drill is complete
- reset the elevators
- reset alarm
- hold a brief meeting with staff involved at the scene
- complete report of fire drill

Attention All Staff Code Red All Clear x 3

8.7. Silent Drill:

- Drills will be conducted in silent mode without activating the alarm bells.
- The Fire Safety Officer will notify the Incident Commander/CEO/designate of the location of the fire drill and again when the drill is complete.
- The Incident Commander will announce over the paging system:
 - Attention All Staff Silent Fire Drill All Clear x 3
- An assigned designate will complete a report of fire drill

9. Maintenance Procedures for the Fire Protection System

Checks, inspections and tests shall be carried out to meet the requirements of the Ontario Fire Code.

Such actions as:

- Fire Alarm System is inspected annually.
- Fire extinguishers are inspected monthly & changed annually as required.
- Kitchen suppression system is inspected bi-annually.
- Sprinkler flow switches tested and inspected monthly
- Four (4) fire hydrants located on the property, P644 at the front entrance, P614 located on Bell St. (off Hospice parking), P634 located at the North West Parking Lot Entrance and P624 located in the Back Entrance to Building (Receiving) are inspected annually.

9.1. Definitions of Key Words:

9.1.1. Check

Visual observation ensures that the device or system is in place and is not obviously damaged or obstructed.

9.1.2. Inspect

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

9.1.3 Test

Operation of device or system to ensure that it will perform in accordance with its intended operation or function.

Records of all tests and corrective measures are to be retained for a period of two years after they are made.

10. Alternative Measures for Occupant Fire Safety

In the event of a shutdown of fire protection equipment and systems or part thereof, the Fire Department, staff and residents will be notified by the Incident

Commander as to alternate provisions to be taken in case of an emergency. The City of Pembroke Fire Chief shall be advised of the alternative measures in place.

After regular business hours, the Incident Commander shall notify the CEO/designate of any system failure.

10.1. Fire Alarm Shutdown:

1. The Fire Department shall be notified by calling 613-735-6821 ext. 1201 immediately.
2. The Incident Commander/designate shall notify staff and residents by paging that the fire alarm is out of service.
3. Staff shall be instructed to be especially vigilant for signs of fire.
4. The Fire Safety Officer/designate shall ensure that every 30-minute check will be made of the entire facility by assigned staff according to the fire watch policy.
5. When the system is returned to normal functioning, the Fire Safety Officer shall notify the Fire Department, staff and residents.

10.2. Sprinkler Shutdown (including interruption of water supply):

1. The Fire Department shall be notified by calling 613-735-6821 ext. 1201 immediately
2. They shall be informed of the extent and expected duration of the shutdown.
3. The Fire Safety Officer/designate shall notify staff and residents of the shutdown by paging, and of the expected duration.
4. The Fire Department shall be notified immediately upon reactivation of the system.

11. Fire Protection Measures

11.1. Fire Alarm Systems

The purpose of a fire alarm system is to alert all occupants of the building that an emergency fire exists, so that such occupants of the building may put into practice the measures required by the Fire Safety Plan.

All fire alarm systems shall be maintained in full operating condition.

11.2. Exits

A means of egress that leads to an open space.

11.3. Fire Department Access

Fire Department access allows fire fighters and equipment to gain access to the building. Vehicles parked in a fire route, snow, and other forms of obstruction to

access routes, fire hydrants and fire department connections are not permitted by the Fire Code. Maintaining Fire Department access is an ongoing matter and is completed promptly to ensure access to all exits around the building.

Access to the building is provided by the key box outside the front entrance. This box is only accessible by the fire department.

This key box contains a master key for all keyed doors within Marianhill (except for doors with security keys) as well as an access card for all doors that are tied to a card reader.

The RN also has access to a master key and an access card for secure doors.

11.4. Portable Extinguishers

Portable extinguishers are intended as a first measure to cope with fires of a limited size. They are in wall cabinets or on wall mounted brackets throughout the facility and are identified on the floor plans of the facility.

Extinguishers are labelled A - B - C denoting all three classes of fire they are designed to extinguish.

11.4.1. Class A

Ordinary Combustibles such as wood, cloth, paper, rubber and many plastics.

11.4.2. Class B

Flammable Liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer and flammable gas.

11.4.3. Class C

Electrical Equipment such as wiring, fuse boxes, circuit breakers, machinery and appliances. Wet Chemical extinguishers are found in the kitchen and in each servery and also a

11.4.4. Class K

For grease, cooking oils and fats.

Located in the kitchen

11.5. Automatic Sprinkler Systems

The automatic sprinkler system is a series of overhead piping connected to the municipal water supply. The system is activated by heat and discharges water over the fire area and is inspected annually.

11.6. Kitchen Suppression System

Located over the cooking equipment and range in the kitchen.

11.7. Emergency Power

Emergency power is required to ensure the continued operation of fire and life safety equipment in the event of loss of normal hydroelectric power. The home is equipped with a generator, allowing essential electrical equipment to be used.

11.8. Elevators

In case of a fire alarm, the elevators will return to the ground floor and the doors will open. If the first floor is affected by the fire situation the elevators stop at the 2nd floor and the doors open.

Elevators are not to be used during a fire alarm.

11.9. Fire Alarm Procedure:

If the Fire Alarm sounds the Incident Commander will:

- View annunciator panel to determine area
- Dial “911”, ask for Fire
- Inform the Fire department of the address location as: 600 Cecelia St Pembroke ON
- Set up Command Centre.
- Activate Code Red
- Dispatch staff member to front door to meet Fire Department

11.9.1. Fire Drill Procedure – Regular Drill

- The Manager of Environmental Services/designate will notify CEO/designate of the drill
- When alarm bells are activated the CEO/designate views the annunciator panel and ensures the following are activate:
 - Sector Leaders and Sector Officer role and staff pool
- When Fire Safety officer advises the drill is complete, the CEO will announce:

Attention All Staff Code Red All Clear x3

11.9.2. Fire Drill Procedure – Silent Drill

- The Manager of Environmental Services/designate will notify CEO/designate of the drill and the location.
- When notified the drill is complete, the CEO will announce:

Attention All Staff Code Red All Clear x3