

EMERGENCY MANUAL

SECTION I.

FIRE



*Spruce Lodge
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SPRUCE LODGE
Emergency Manual

SECTION: FIRE	INDEX #: EM I-1
TOPIC: Staff Fire Alarm Response	ISSUED: Feb 2004
APPROVED BY: Administrator	REVIEWED/REVISED: December, 2022

POLICY:

That staff provide assistance when the fire alarm sounds

PURPOSE:

To ensure all staff is aware of expectations in the event fire is either detected or suspected.

PROCEDURE:

<p><i>See or smell smoke. What do you do</i></p> <p>REACT</p>	<p>When you find the fire and/or smoke, use the REACT acronym to help remind you of your duties;</p> <p>R- Remove persons in immediate danger</p> <p>E – Ensure windows and doors are closed to contain fire and smoke</p> <p>A – Activate the alarm by pulling the closest pull station</p> <p>C – Call your fire code, “code red” to alert others to the location of the fire</p> <p>T – Try to extinguish the fire provided you do not place yourself or others in danger; if dangerous to do so, initiate evacuation immediately</p> <p>Where there is smoke, pull the nearest pull-station to activate fire alarm</p> <ul style="list-style-type: none"> • REMAIN CALM & confine the fire by closing doors and windows. • Rescue/evacuate anyone in immediate danger if safe to do so, and if you have been trained, put-out the fire using a fire extinguisher (ie. PASS ...Pull, Aim, Squeeze & Sweep) • For a real fire, the alarm will be put into Stage 2, (3 pulse ring) by registered staff; remain calm and move all residents beyond the fire doors. • When a resident room is vacant, turn the door tab to “Red” or “Vacant” position. This will inform all other staff as well as fire personnel that the room has been checked and is vacant. When inspecting a room, if the resident has opted to remain in the room, don’t adjust the tab but leave and close the door.
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	<ul style="list-style-type: none"> • Go room to room and evacuate those that are not confrontational about being evacuated. It is a very stressful time for all involved, so it is important to approach resistive or otherwise non-compliant residents with sensitivity. • Work in pairs so that no staff can be left behind. (ie. two in , two out) • Be aware that automatic exit doors release when the alarm is activated. • When you have evacuated, stay out of the fire area until the fire department provides the all-clear and declares it safe to return. • Anyone on a break needs to return to their work area immediately.
Fire Drills	<ul style="list-style-type: none"> • fire drills are coordinated to take place on each shift each month. • Staff will respond to drills no differently than if they thought it was an actual emergency. • Registered staff are to contact both the local fire department and Georgian Bay fire safety to announce a fire drill. • While evacuations are to be normal practice, when the drill is in a Resident living area it is not necessary to evacuate someone that may be sleeping or someone that is having a bath, etc. That said, it is important that staff practice the use of door tabs.
	SPECIFIC EXPECTATIONS FOR EACH POSITION
Registered Nursing Staff	<ul style="list-style-type: none"> • When the alarm is activated, the Team Leader RN's are in-charge and will, after having checked the annunciator panel, phone the fire department giving them the location of the fire and the appropriate laneway to enter. The first RN who notices or otherwise is informed of the alarm is to initiate the process of contacting the fire department, and to then communicate with the other RN on duty. Contact with the fire department is intended to inform them of the laneway to be used, based on the location of the fire/alarm. (see below) Note that this step is not necessary for Woodland Towers as the auto dialer will identify the address as 639 West Gore Street. The fire department will always attend the Towers via Laneway 2.



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**Registered
Nursing staff
continued**

- Laneway #1 (Spruce Lodge – all units)
- Laneway #2 (Lower Level of Spruce Lodge – Woodland Towers, Business Office, VON Adult Day Centre, One Care Services)
- Laneway #3 (Lower Spruce Lodge level - main kitchen, laundry, maintenance area, boiler room, Pool, Griffith Auditorium.)
- 300 John Street (Hamlet Estates, including the Prince Units)
- RN/RPN or designate will put on the RED or ORANGE vest so that Fire Department personnel can easily identify the “in charge” individual.
- Note that the first registered staff member to the emergency box **RN#1/ RN#2** is to take charge and communicate with staff via the mega phone. *(be sure to insert batteries if and as needed)*
- There should be a fully equipped emergency box located in **the main nurses’ station**. Bring census sheets, flashlights and megaphone with you.
- **See the Emergency Box for**
 - Resident census sheets,
 - Labels, pens, plastic bags
 - Duties checklist
 - Emergency control group list
 - Mega phone
 - 2 Flash lights and 2 batteries
 - 2 red vests, 1 yellow vest
 - Staff list
 - Screw driver to reset the pull station
- The registered staff member in charge designates another staff member to wear a florescent vest and to meet the fire department personnel at the appropriate entrance to the building under alarm (i.e. Spruce Lodge main entrance or Spruce Lodge Cottage Entrance) and facilitate their entry to the building and tell the firefighters where the emergency is. (ie direct)
- of the Spruce Lodge fire alarm registered staff will proceed to the fire area to assess the situation and to activate the Stage 2 alarm system as necessary. (see EM I-03, fire alarm system) The registered staff will



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Registered Nursing staff continued	<p>direct other staff.</p> <ul style="list-style-type: none">• The area affected must immediately be evacuated of visitors, tenants, residents and staff as well as any obstruction.• Phone the fire department (519-271-3212) to let them know whether it's a real fire or a false alarm. In the event of a confirmed false alarm the fire department will still attend on the scene, however may opt to visit via the main entrance of Spruce Lodge. Note further that for a false alarm, the fire alarm may be silenced before the fire department arrives, however resetting the fire panel should always wait until the fire department gives the approval to do so.• On nights for Woodland Towers alarm, see Page 9 regarding sending over Spruce Lodge staff to support Woodland Towers• If evacuation is necessary,(i.e. confirmed fire) put the alarm into second stage, remain calm and move all residents from the fire zone area. (see EM II-3) Remember that you are the resource person for the Fire Department and unless you have been officially relieved of this responsibility, it will be important that staff know who is in charge and where you are at all times.• After immediate danger has passed, take a resident and staff census.• Instruct staff to return to their regular duties once a false alarm has been confirmed or in the event of a fire, once the fire department has given the all clear to return.• Subject to the approval of the fire department, silence and/or reset the fire alarm system, after having first reset any active pull-stations. (see EM I-6) Go to the annunciator panel and reset the system by pushing the reset button and the silence button as instructed on the panel. If the system cannot be reset, phone the maintenance staff, failing which phone Georgian Bay fire safety for instructions. (phone 519-273-7250) Note that smoke detectors that resulted in a false alarm must be recorded on an incident report sent to the maintenance and subsequently replaced.• Be sure to reset the mag-lock doors. (includes elevator keypad) Turn the key in the Nurses Station located on the north wall. (note that switch springs back)
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<p><i>Registered Nursing staff continued</i></p>	<ul style="list-style-type: none"> • If there was a fire, inform the Administrator, the Director of Care and the Fire Marshall, making sure to indicate, when, where and what the current status is. If unable to make contact, phone another member of the Spruce Lodge Emergency Control Group. (see EM II-1) • Note: Woodland Tower's fire alarm still sounds in the Nurse's station. Registered staff is not required to call the fire department for the Towers, because the call will be made automatically and the Fire Department will attend at the main entrance to Woodland Towers. The Support Worker will phone the RN should the alarm sound. (ext. 2657 days), (ext. 2651 for evenings and nights). When this happens, if requested, the RN or designate will declare Dr. Red over the PA. When staff arrive at the Nurses station the RN or designate then designates at least one R. A. staff as necessary and as per Dr. Red instructions. (pg. 11) • Note further: If the fire department instructs that the gas be shut off, then our maintenance staff are to do so. In the absence of maintenance staff, the Registered staff are to turn off the gas to the building. (i.e. located in the sewing room adjacent to the main laundry room. The maintenance staff are then to be called in to reignite boilers and gas powered equipment, failing which our mechanical contractor Ken Robinson is to be called. (519-271-7099 – see emergency contact list in Nurses station) • Complete an incident report for all fire and/or false alarms in Spruce Lodge and circulate to the Administrator, Director of Resident Care, Fire Marshall and the Chair of the Health and Safety Committee. (i.e. Environmental Services Manager) Note that Woodland Towers staff will complete an incident report for all WT fire alarm incidents.
<p><i>Resident Assistant staff (PSW or non-PSW RA or RSA) (days...7-3)</i></p>	<ul style="list-style-type: none"> • See instructions unique to cottage staff below. • RA # 1 proceeds to the nearest annunciator panel to the area under alarm and awaits instruction from the Team Leader. • RA #2, Bath RA and where applicable the RSA, stay with the residents. • When on route, if not out of the way, the unit kitchen staff are to pick up a wheelchair to the side of the main auditorium, to be used to porter residents as well as a fire extinguisher. • Note that Cottage B& C staff are not to respond unless all staff are in the unit, in which case only one staff responds and two staff remain in the unit



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	to monitor both the courtyard door and the back doors.
Resident Assistant staff <i>(aft. 3-11)</i>	<ul style="list-style-type: none"> • On Evening Shift, RA #1 picks up a fire extinguisher and proceeds to closest annunciator panel and reports to area under alarm. RA#2 stays in the resident area until the Fire Drill has been announced as all clear, OR until the alarm escalates, indicating the need for evacuation. • When on route, if not out of the way, RA staff are to pick up a wheelchair to the side of the “Living Room” coat rack on the east wall as well as by the vending machine area, to be used to porter residents, as well as a fire extinguisher. <p><u>For Cottages only:</u></p> <ul style="list-style-type: none"> • Cottage B and C do not respond in the evening. • Cottage A, RA #1 checks nearest annunciator panel and reports to area under alarm. • If the alarm progresses to Stage 2, RA#2(Cot A) will respond, if not otherwise needed to stay with their residents
Resident Assistant staff <i>(nights 11-7)</i>	<ul style="list-style-type: none"> • On Night Shift, all staff (except Cottage B&C) is to proceed to the closest annunciator panel and then report to the area under alarm. • When on route RA staff are to pick up a wheelchair to the side of the “Living Room”, to be used to porter residents, as well as a fire extinguisher. (ie. hang on back of chair) <p><u>For Cottages only:</u></p> <ul style="list-style-type: none"> • Cottage B & C staff do not respond on nights. • Cottage B&C staff are to monitor their back doors. In the event the alarm progresses to stage 2, Cot B & C staff remain in their units. Again both back doors and the courtyard door are to be monitored. • Unless the fire is in Cottage A, the staff from Cottage A is to check the annunciator panel, near the cottage entrance, then on return is to report to Cottage B & C and go to the hallway near the Activity room to visually monitor the doors to Cottage B and C for exiting residents.
Life Enrichment Staff & partners	<ul style="list-style-type: none"> • If involved with residents, stay with them and move them to a safe zone if and as required. (i.e. Living room or outside) • If not involved with Residents, one staff member is instructed to proceed via the nearest annunciator panel to the area under alarm and



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	await instructions from the Registered staff.
<i>Managers, Admin staff Laundry and Housekeeping</i>	<ul style="list-style-type: none"> • One Administrative Assistant from the Business office and one from the Nurses Office proceed via the nearest annunciator panel to the area under alarm and await instructions from the Registered Nursing staff. • Managers are to proceed via the nearest annunciator panel to the area under alarm. • Housekeepers proceed to the nearest annunciator panel and if it's in their area of responsibility, they respond to the area under alarm. • Laundry staff proceed to the nearest annunciator panel and if it's a lower area, they will respond to the area under alarm
<i>Maintenance staff</i>	<ul style="list-style-type: none"> • Proceed via the nearest annunciator panel to the area under alarm and await instructions from the Registered Nursing staff. • If directed by the fire department Registered staff or Maintenance staff is to bring Fire Department representatives to the natural gas shut off points for the affected area/building. <i>(at entrance to laundry room for the laundry room, and in the clothing storage room for the rest of building)</i> Note that if the gas is shut off, Maintenance staff are to reignite boilers and gas powered equipment accordingly. In the absence of maintenance staff, the Registered staff are to turn off the gas to the building. The maintenance staff is then to be called in to reignite boilers and gas powered equipment, failing which our mechanical contractor Ken Robinson is to be called and in his absence, a Union Gas representative may be able to assist.
<i>Nutrition Services staff (incl. students)</i>	<ul style="list-style-type: none"> • One staff member from the main kitchen is assigned to proceed via the nearest annunciator panel to the area under alarm and await instructions from the Registered Nursing staff. • If the alarm progresses to stage 2, all cooking equipment should be shut off and all staff are to respond. • On day shift up in the Lodge, the unit kitchen staff member picks up a fire extinguisher and proceeds via their nearest annunciator panels, to the area under alarm and awaits instructions from the Registered staff.



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	<ul style="list-style-type: none"> • On evenings the student dietary staff stay in the unit.
<p>Woodland Towers. (eg WT dietary staff, and Activity staff and Support Service staff,)</p>	<ul style="list-style-type: none"> • Woodland Towers’ dietary staff is to remain in the dining room and to assist residents as needed. • Woodland Towers activity staff are to stay with their program participants as a group and if safe to do so, they are to exit the building via the nearest exit, and wait for directions. • Support workers are to respond to alarms in Woodland Towers and the Hamlet Estates Prince Units. Note that the RN is to alert the support worker by phone when the alarm sounds for the Hamlet Estates Prince Unit, and is to send SL staff as well. Note further that Spruce Lodge staff are also to respond to Woodland Towers and the Prince unit (via the main nurses station) should the alarms activate. The Woodland Towers staff member will phone the RN on duty to alert them to the alarm, should they need assistance.(ext. 2651). Be aware that a Prince Unit key (ie. Hamlet Estates master key) is located in the Spruce Lodge med room. • Each apartment unit in Woodland Towers has a hardwired stand-alone smoke alarm with battery backup, near the kitchen, that when activated, sounds in that unit only. • Each apartment unit in Woodland Towers also has a heat detector alarm that when activated will alarm/ring throughout the Towers. • Each apartment also has a smoke detector in the hallway/bedroom area in each unit that will activate the alarm throughout the Towers. • In Tower III, the main building alarm also sounds in their actual unit, however tenants may silence these alarms by pushing the red hush button. • All alarms in WT I, II and III show on the annunciator panel at the main entrance off laneway 2, and the pool entrance off laneway 3. <p>On Day shift (7am – 11pm)</p> <ul style="list-style-type: none"> • Support workers are to respond to alarms in Woodland Towers (WT) and the Hamlet Estates Prince Units.



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<p><i>Woodland Towers. (eg WT dietary staff, and Activity staff and Support Service staff,) continued</i></p>	<ul style="list-style-type: none"> • The Towers “A” line staff member will notify the Registered Nurse (RN) (Portable Phone Ext. 2651) once she knows its not a false alarm, and if necessary the RN will have staff members dispatched from the Lodge to the Towers area under alarm. • Not that because the Hamlet Estates alarm sounds in Spruce Lodge, Spruce Lodge staff will be the first to respond and the RN will need to phone the support worker staff to respond as well. • If “B” & “C” line is in the Towers, they will respond. • Once on scene, if assistance is required, “A” line staff will phone the RN for additional staff to be sent from Spruce Lodge. Spruce Lodge will send over three additional staff. • “A” and “B” line staff will remind Lodge staff to evacuate laterally to the fire safe zone, beyond a fire door. (ie. Tower Floors 1-5) • On Monday through Friday the Support Services Manager will perform the role of A line staff if in the building, and “A” line will attend to the alarm with “B” line. • Staff are reminded not to use the elevator. <p>On Nights: (11pm – 7am)</p> <ul style="list-style-type: none"> • On nights (i.e 11pm – 7am). The night watchman and the Woodland Towers support worker and one Spruce Lodge (SL) resident assistant will proceed to the Towers. • The night watchman will proceed to the area under alarm, together with the support worker. Note that the night watchman and the support worker have keys to the Tower apartments. • The Spruce Lodge Resident Assistant (RA) will let the Fire Department into the building, and upon their arrival will proceed to the area under alarm to provide assistance. • The support worker will inform the RN if it’s a real fire, so that an additional two staff members may be sent to the Towers to assist with the evacuation.
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Once at the location of the fire:

- Once at the location, check the door first to see if it is warm/hot, then proceed slowly and with caution, to open the door, announcing their entrance and why they are entering. Staff is not to cause undue stress for residents, and is simply to inform residents that the alarm has sounded, and that they are looking for the source of the alarm.
- Rescue/evacuate anyone in immediate danger if safe to do so, and if you have been trained, put-out the fire using a fire extinguisher (ie. PASS ...Pull, Aim, Squeeze & Sweep)
- When a resident room has been inspected and vacated, staff will attach the tab on the door to the door frame. This will inform all other staff, as well as fire personnel, that the room has been checked and is vacant. When inspecting a room, if the resident has opted to remain in the room, don't adjust the tab but leave and close the door.
- Go room to room and evacuate those that are not confrontational about being evacuated. It is a very stressful time for all involved, so it is important to approach resistive or otherwise non-compliant residents with sensitivity.
- Exit the fire area by travelling to the adjacent safe area of refuge beyond a closed fire door or if necessary down the stairs if safe to do so.
- Work in pairs so that no staff can be left behind. (ie. two in , two out)
- Be aware that automatic exit doors release when the alarm is activated.
- When you have evacuated, stay out of the fire area until the fire department provides the all-clear and declares it safe to return.
- In the event of a true fire the Support Worker is to contact the Support Services Manager or in her absence the RN. The RN's will allocate RA staff to assist as needed and they will inform the Administrator immediately at 519-591-0027 and the Environmental Services Manager. 519-301-9602 (mobile) 519-273-5329 (hm)



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	<ul style="list-style-type: none"> • If staff determine its a false alarm, a Support Worker may silence the system, by following directions posted in the main floor housekeeping closet located between the public washrooms. The fire department must approve the system reset, and this is can be done by the support worker staff or maintenance staff. • Note that the Woodland Towers Emergency box is located in the Support Workers office. (<i>Woodland Towers master key</i>) • In the event of a false alarm, the alarm may be silenced in advance of the fire department arrival. In all cases the alarm cannot be cleared until the Fire Department arrives and authorizes that this be done.
Dr. Red	<ul style="list-style-type: none"> • Means there is a fire in Woodland Towers <u>or</u> for the evening or night shift, it could also mean that the Spruce Lodge alarm procedure is being tested in silent mode. • For Woodland Tower's alarm, the Registered Nurse (RN) will provide a phone and assign a Resident Assistant (RA) to attend the Towers main lobby area. (see also Woodland Towers procedure above) <ul style="list-style-type: none"> ○ The RA staff member is to relieve the Support Worker attending the main entrance area at Woodland Towers, who will in turn visit the area of the alarm to assist. ○ The RA staff member makes note of the area under alarm and then waits for the arrival of the fire department, and to let them into the front door and direct them to the location of the alarm. ○ In the event of an actual fire, Woodland Towers residents will need to be evacuated from the given fire zone, either horizontally to the adjacent building (Tower 1&2 floors 2-5) or down the stairs and out, or outside via the nearest exit. The Support Worker in this instance will phone the RN at Spruce Lodge to instruct that additional staff are required. Note that the RN is then to assign as many staff as have been requested. ○ Upon the direction of the fire department, a Support Worker then resets the system, by following directions posted in the main floor housekeeping closet located between the public washrooms. (note reset key is hung beside instructions)



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<i>Pool Services</i>	<ul style="list-style-type: none"> • The Alarm in the pool area is the same as for Woodland Towers, such that it is a single stage alarm with an intermittent ring. • When the alarm sounds it could originate from any one of the three Towers. • Pool staff are to stay with those attending a swim program. • Staff are to have patrons exit the pool, such that they are prepared to evacuate the building. • Once the alarm stops, patrons can resume swimming. • If staff see or smell smoke they are to activate the alarm and evacuate the pool area for the outdoors. 		
REVIEWED:	Date/Initial Peter Bolland July 2017	Date/Initial Peter Bolland April 2019	Date/Initial Peter Bolland December 2022
REVIEWED:	Date/Initial	Date/Initial	Date/Initial



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SECTION: FIRE	INDEX #: EM I-2
TOPIC: Fire Marshall	ISSUED: Feb 2004
APPROVED BY: Administrator	REVIEWED/REVISED: September 14, 2022

POLICY:

That there is a designated Fire Marshall for the Spruce Lodge Continuum of Care.

PURPOSE:

That the Lodge has a Fire Marshall responsible for overseeing related practices and procedures and fire plans as well as staff training related to the use of fire suppression equipment and the fire safety orientation of new staff, **and for reporting to the Leadership team monthly on fire and code drill findings**

PROCEDURE:

<i>Notifying the Fire Marshal</i>	<ul style="list-style-type: none"> • The Georgian Bay Fire Monitoring will notify the SL fire Marshall after the fire department has been called.
<i>Contacting the Fire Marshall</i>	<ul style="list-style-type: none"> • The Housekeeping and Laundry Manager serves as the Spruce Lodge Fire Marshall and may be reached at extension 2216/2315 and the Facilities Manager has previously served as the Fire Marshall. • While there is no designated back up for the Fire Marshall, the maintenance staff have been trained about the fire alarm system and suppression equipment.
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Providing fire alarm response orientation training for new staff. • Ensuring that they, or a designated back-up, are maintaining attendance records for in-service training and for fire drill participation for employee data records and review purposes. • Testing and ensuring proper maintenance of the fire alarm equipment and systems monthly. (E.g. Extinguishers.) • Ensuring all fire extinguishers are appropriately identified in a given area by way of a wall/ceiling mounted identifier. • Ensures external inspections occur annually on all fire safety equipment and systems. Note that inspection/testing reports are to be



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TOPIC: Fire Marshall	ISSUED: Feb 2004
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	<p>retained in the fire safety log book for the respective building, together with a copy of the technician's name, ECAO or CFAA qualification and signature.</p> <ul style="list-style-type: none"> • Following up on all inspection recommendations and requirements. • Monitoring attendance at fire drills and emergency code drills. • Reviewing drill results and highlights with Leadership team monthly. • Ensuring the fire alarm system is tested 3 times monthly and fire drills occur monthly, ensuring all shifts are covered. (e.g. 1-audible and 2-Dr. Red) To inform the RN staff in advance of the end of the month of shifts not covered, so that arrangements may be made before month end. Any resulting shortcomings are to be reported to the Director of Resident Care and to the Administrator for follow-up. • Ensuring elevator service keys for the fire department are in the box located beside the elevator (WT I) and that the support services department has a set of master keys for each Tower in the janitor's room, for use when checking apartments for fire/tenants during alarm/evacuation for WT & Hamlet Estates Prince Units. • Training Registered staff, support workers and maintenance staff for proper procedure for resetting the fire alarm system. (see EM I-6) • Facilitating a meeting and walk through of fire department staff on an annual basis as well as a review of the Emergency Manual and requesting written confirmation of the fire department inspection. • Deal with potential fire hazards as identified by routine walk-through or by request of the Health and Safety Committee. (e.g. Oxygen storage areas are appropriately labeled for the fire department staff) • Inputs fire drill compliance data for indicator tracking. • Inform the Administrator in writing about any fire hazards that can not be immediately rectified or about any unsatisfactory fire drills. 			
REVIEWED:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid black; padding: 2px;">Date/Initial Peter Bolland July 2017</td> <td style="width: 33%; border: 1px solid black; padding: 2px;">Date/Initial Peter Bolland April 2019</td> <td style="width: 33%; border: 1px solid black; padding: 2px;">Date/Initial Peter Bolland September 14, 2022</td> </tr> </table>	Date/Initial Peter Bolland July 2017	Date/Initial Peter Bolland April 2019	Date/Initial Peter Bolland September 14, 2022
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SECTION: FIRE	INDEX #: EM I-3
TOPIC: Fire Alarm System & Fire Safety Equipment	ISSUED: Feb 2004
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POLICY:

That the fire system be understood by those responsible for assuming leadership responsibilities when the fire alarm is activated.

PURPOSE:

To know how to put the system into second stage, how to silence the system, how to reset the system and how to respond to related inquiries.

PROCEDURE:

<i>Spruce Lodge</i>	<ul style="list-style-type: none">• The Lodge has a two-stage fire alarm system. There are enunciator panels at the main entrance, at the outside entrance vestibule and in the main nurses' station.• When a fire is suspected, activate pull station• Stage 1: When a pull station is activated, the sound is a slow intermittent ring. (i.e single tone – pause- single tone, etc) The Enunciator panel in the nurse's station will light up and the fire department will respond.• Stage 2: When evacuation is considered necessary the Registered Nurse will take the small key from the keyring (small square with barrel) and insert into the bottom right of the pull station. Turn clockwise (to the right) at which time the fire alarm sounds. Once in second stage the tone will ring three times and then pause and then repeat.• Note when having monthly drills the second stage will not be set.• The smoke detectors will flash intermittently when in regular mode and they will go to a solid red when activated. The corridor light will turn white when a detector is activated in the area.
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TOPIC: Fire Alarm System & Fire Safety Equipment	ISSUED: Feb 2004
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Woodland Towers	<ul style="list-style-type: none"> • WT has a single stage alarm system. There is an enunciator panel at the main entrance as well as at the pool entrance, however the main enunciator is located in the main floor lobby area. • Each apartment unit in Woodland Towers has a stand-alone smoke detector, near the kitchen, that when activated, sounds in that unit. • Each apartment unit in Woodland Towers also has a heat detector alarm that when activated will alarm/ring throughout the Towers. • Finally, each apartment also has a smoke alarm in the hallway/bedroom area in each unit that will activate the alarm throughout the Towers. • Note that in Tower III the main building alarm also sounds in their actual apartment unit, however tenants may silence these alarms by pushing a red hush button. • All alarms in WT I, II and III show on the annunciator panel at the main entrance off laneway 2, and the swimming pool entrance off laneway 3 and in the lobby adjacent to the dining room entrance. • Both the corridors and stairwells have smoke alarms as well. Should a corridor or stairwell smoke alarm be activated, the building will go into alarm. • Detectors that have been activated will show a red light. • There are fire alarm pull stations located at each stairwell door and at each building exit that will activate the alarm for the entire building. • Woodland Towers 1 has 7 stories with two stairwells, Woodland Towers 2 has 5 stories with one stairwell and Woodland Towers 3 has 4 stories with two stairwells. Note that each building has lower level or basement level walk out units. • Woodland Towers is physically connected both at the main level and at the second level to the North unit of Spruce Lodge as well as to the Griffith Auditorium.
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SPRUCE LODGE
Emergency Manual

SECTION: FIRE	INDEX #: EM I-3
TOPIC: Fire Alarm System & Fire Safety Equipment	ISSUED: Feb 2004
APPROVED BY: Administrator	REVIEWED/REVISED: September 14, 2022

	<ul style="list-style-type: none"> • There is a fire hose cabinet on each floor equipped with an extinguisher appropriate for use on a combustible or electrical fire, but not for a grease fire. (eg. not for burning oil) • When under alarm the enunciator panel at the front and back entrance to Woodland Towers will show the location of the fire, as will the enunciator panel in the Spruce Lodge nurses station. Note that the specific location will be shown on the WT Lobby enunciator panel.
<i>Hamlet Estates (Prince Unit)</i>	<ul style="list-style-type: none"> • The Hamlet prince units have a fire alarm that is an extension of the Spruce Lodge system and therefore operates with 2 stages • The door between the Lodge and the link (enclosed walkway to the prince unit) closes automatically with the fire alarm or loss of power as do the fire doors which are in the center of the link. • En-suite fire equipment is at the discretion of the owner.
<i>Air Handlers, Conditioning and Exhaust</i>	<ul style="list-style-type: none"> • The air handler units automatically shut down in both buildings to prevent the spread of fire through the duct system. • The exhaust fans and vents in the East and West and the elevator shaft in Woodland Towers continue to expel air from the building.
<i>Extinguishers</i>	<ul style="list-style-type: none"> • All extinguishers are ABC extinguishers and can be used as a first line of defense to fight combustible or electrical fires, but not grease fires. Staff is only to fight fires when they feel it is safe to do so. • For grease fires in the Woodland Towers or Spruce Lodge kitchens, there are hand held extinguishers (labelled K extinguishers), as well as a fire suppression system in the range hood.

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REVIEWED:	Date/Initial	Date/Initial	Date/Initial



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SECTION: FIRE	INDEX #: EM I-3
TOPIC: Fire Alarm System & Fire Safety Equipment	ISSUED: Feb 2004
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SPRUCE LODGE
Emergency Manual

SECTION: FIRE	INDEX #: EM I-4
TOPIC: Fire drills, emergency code drills, and tests	ISSUED: Feb 2004
APPROVED BY: Administrator	REVIEWED/REVISED September 14, 2022

POLICY:

That fire drills and tests be performed as per legislative requirements and that records be kept.

PURPOSE:

To ensure that the fire alarm system is in proper working condition and that staff as well as residents and tenants understand what is expected of them should the fire alarm sound, as well as ensuring staff know what is expected of them for each emergency code.

PROCEDURE:

<i>Fire Drills</i>	<p>Monthly fire drills at Spruce Lodge are performed on each shift once per month. The Fire Marshall is to provide the Team Leader with the annual fire drill schedule each January and as amended from time to time. This schedule should also include the emergency code drill to be performed monthly.</p> <p>The Fire Marshall shall ensure all fire & emergency code drills are performed and attendance shall be taken by the registered staff. Remember it is a drill so please use your best judgment for moving those residents that may be best left where they are for the purposes of a drill. (eg. Resident in tub, bed ridden resident) The Fire Marshall monitors attendance and reports compliance levels to the indicator tracking report.</p> <p>Silent Fire Drills will be held for the night shift so as to properly test the response of staff without interfering with the sleep of residents. Note that staff will be informed of silent fire drills by calling Dr. Red over the Public Announcement system. Dr. Red is also the term used over the PA system to alert staff to the Woodland Towers alarm. (see EM I-1)</p> <p>Emergency code drills are a table top drill where staff are asked about a particular code and where they are reminded of what is expected of them.</p> <p>Any and all questions and comments are communicated back to the registered staff following the drill and posted in the staff lounge for the month, and shared with the leadership team.</p>
<i>Fire Tests</i>	<p>Fire tests are the testing of alarms only. During fire alarm tests, staff and residents/tenants will be informed in advance that it is a test and that they are not required to respond.</p>



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SECTION: FIRE	INDEX #: EM I-4
TOPIC: Fire drills, emergency code drills, and tests	ISSUED: Feb 2004
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Staff Response	Staff is to respond to fire drills in the same manner as they have been instructed according to the Staff Response outlined in policy EM I-1.
Registered staff involvement	<p>The RN will assist with coordinating monthly fire drills in cooperation with the Fire Marshal and they will assist with the overall preparedness for emergencies.</p> <ul style="list-style-type: none"> • Set fire/code drill dates in advance and share same with Registered Staff. (See Appendix. EM 1-4) • Sunday night shift Team Leader is assigned to check the 3 emergency boxes weekly (located for the Lodge in both nurses stations and for the Towers in the Support Worker office) to ensure that the contents of the box are complete. (i.e. Census sheets, plastic bags, labels, pens, duties check-list, Emergency control group list, stop watch, 2 flash lights, mega phone speaker etc) Note that census sheets will be updated weekly by RN staff on the 11-7 shift. • Committee member will reconfirm time prior to commencing the drill. • The RN's to contact fire department and fire monitoring company to alert them to the drill and to inform the fire department when the fire drill procedure is complete. • Take the fire drill kit to the designated area <ul style="list-style-type: none"> ○ Clip board, pen & attendance sheets. ○ Mock fire sign (s) & canned smoke if available ○ Emergency code debriefing sheets • Set up a mock fire area • Activate the alarm by activating the pull station. • Prompt staff in the area to respond appropriately by moving residents as needed. (laterally, past fire doors) • Set stop watch when the alarm sounds and record the arrival time of



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<p><i>Registered staff involvement (continued)</i></p>	<p>the first staff member. Remember not to stop the stop-watch until the area is evacuated. Record the time that the fire zone has been evacuated.</p> <ul style="list-style-type: none"> • Once the evacuation is complete, silence the alarm, reset the pull station, then the fire panel and the mag-locks. Have staff return Residents to their area, conduct a general debriefing, informing staff as to the source of the fire, ask questions and invite discussion. Note that for an actual fire this debriefing should occur outside the fire zone. • the registered staff is also to record the timeliness of the drill, such that they record how long it took for the first staff member to arrive and how long it took until the area in question was fully evacuated beyond the fire zone. • Circulate attendance sheet and send to Fire Marshall for tabulation and filing. • Fire Marshall to debrief with the RN`s after the drills as appropriate • The Fire Marshall will then report any concerns or problems to the Leadership team as a risk management issue
<p><i>Sample monthly discussion points for fire drills</i></p>	<ol style="list-style-type: none"> 1. What is your expected response to a fire alarm in Spruce Lodge 2. What is your expected response to a fire alarm in Woodland Towers or Hamlet Estates? 3. How would you evacuate someone on a bed that is unconscious? 4. What would you do if a resident is on fire? 5. If you found a fire in a garbage can, what would you do? 6. What kinds of fire fighting equipment do we have and where are they? 7. When do you use the PA announcement Dr. Red? 8. Where are tenants to go if they are not in need of evacuation?



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	<p>9. How do you use a fire extinguisher? (PASS)</p> <p>10. For which incidents do you write up an incident report?</p> <p>11. Where is the fire alarm pull stations located?</p> <p>12. What does the emergency code represent and what is expected of staff.</p>
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REVIEWED:	Date/Initial	Date/Initial	Date/Initial



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SECTION: FIRE	INDEX EM I-5
TOPIC: Fire safety orientation and ongoing training	ISSUED: Feb 2004
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POLICY:

That all staff receives appropriate fire safety training as well as emergency code training.

PURPOSE:

To ensure new and existing staff receive the training they require in order to respond properly when hearing the fire alarm.

PROCEDURE:

<i>Orientation</i>	Departmental Managers are to ensure that their staff and/or volunteers receives, as part of their new employee orientation, a review of the Spruce Lodge Staff response policy and procedure, (EM I-1) and that they have the relevant sections of this procedure explained to them in detail. The Human Resources Coordinator to supply a copy of the completed orientation checklist to each involved department director/manager/supervisor.
<i>Ongoing</i>	<p>All staff is obliged to participate in annual mandatory training related to fire safety and to be familiar with the PASS sequence. (pull pin, aim at base, squeeze, sweep)</p> <p>The Fire Marshall is to make arrangements to attend the Registered staff meeting annually, as well as a Cooks meeting and a Woodland Towers staff meeting, to review the staff response to the fire alarm.</p> <p>Department Managers are to ensure that all department staff is aware that there is a policy for Staff fire alarm response, and that it is referenced in the employee handbook. Managers are encouraged to review an Emergency Manual policy and procedure quarterly.</p>

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SECTION: FIRE	INDEX EM I-6
TOPIC: Resetting the Fire Alarm System	ISSUED: Feb 2004
APPROVED BY: Administrator	REVIEWED/REVISED: September 14, 2022

POLICY:

That subject to the approval of the fire department staff is able to reset the fire alarm system as required

PURPOSE:

To serve as reference instructions for resetting the fire alarm system.

PROCEDURE:

<i>Spruce Lodge</i>	<p>Reset Pull Station</p> <ul style="list-style-type: none">• If a pull station has been activated, make sure it has been reset• To reset from the first stage, insert the larger brass fire-alarm key into the outer keyway and turn clockwise (to right) to complete the reset process. Note that the fire alarm panel will not reset if the pull stations have not been first reset.• If the pull-station has been put into second stage, insert the small silver fire-alarm key into the center keyway and turn counter-clockwise (to left). This resets the pull station and the alarm to the first stage.• To remove from second stage, turn the key counter clockwise and remove key.• To reset the pull station a small lever is to be inserted into the slop and then use level to push hook down.(tool/small screwdriver at Nurses station and in Emergency box) Close the open pull station , remove lever (screwdriver) and door should click into place. <p>Reset Enunciator Panel</p> <ul style="list-style-type: none">• Return to the fire alarm panel and press “ alarm acknowledge”, then press “Silence signals” and then press “ System reset”.
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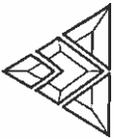


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SECTION: FIRE	INDEX EM I-6
TOPIC: Resetting the Fire Alarm System	ISSUED: Feb 2004
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	<p>Reset the Mag Lock (includes elevator key pad)</p> <ul style="list-style-type: none"> • Turn the key in the Nurses station on the North wall to reset the mag lock. Note that the switch will spring back into place
Woodland Towers	<ul style="list-style-type: none"> • If a pull station has been activated, make sure it has been reset otherwise the enunciator/fire panel will not reset. To do so, simply push the pull station back into its set/original position. • If a smoke detector caused a false alarm; attempt first to reset the system, and if this fails, the detector must be replaced by Georgian Bay Fire Safety before the System can be reset. Note that if the system can not be reset, while waiting for the repairs to take place, the Fire Department must be contacted and put on phone alert. • Find keys for the elevator and enunciator panel in the janitor room beside the Support Worker office. • Key for the enunciator/fire panel is at the main entrance. Open panel door and push center button marked "Reset Hold 3 sec" • To reset the elevator, insert the second key into the lock beside the elevator at the main level of Woodland Towers I, marked "Elevator Emergency Power, Emergency Recall. Turn the key from AUTO to OFF and then back to AUTO and this will reset the elevators. • If the fire alarm is for the main floor, then the elevator will stop on the second floor and must be reset on the second floor. Go to the second floor by the elevator, insert the key and turn the key from OFF to ON and then back to OFF. Then go to the ground floor and insert the key and turn it from AUTO to OFF and then back to AUTO.

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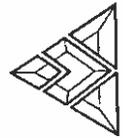
SPRUCE LODGE Emergency Manual

Appendix EM I-6

SPRUCE LODGE ENUNCIATOR PANEL THE MAIN ENTRANCE, THE COTTAGE ENTRANCE, THE W.T. LOBBY

AT MAIN NURSING STATION,		THE MAIN ENTRANCE, THE COTTAGE ENTRANCE,		THE W.T. LOBBY	
COTTAGE A SOUTH	WEST WING DINING ROOM	NORTH WING LOWER	STAIRCASE #2 NORTH WING	COTTAGE B NORTH SPRINKLERS	NORTH WING SPRINKLERS
COTTAGE A NORTH	WEST WING BEDROOMS	NORTH WING UPPER	STAIRCASE #3 KITCHEN	COTTAGE C SOUTH SPRINKLERS	CENTRE CORE SPRINKLERS
COTTAGE B SOUTH	CHAPEL AREA	EAST WING	MECHANICAL AND PENTHOUSE ROOM IN SL *	COTTAGE C NORTH SPRINKLERS	SOUTH WING SPRINKLERS
COTTAGE B NORTH	NURSES STATION AND CORRIDOR	SERVICE AREA LOWER **	HEAT RECOVERY UNIT IN SL PENTHOUSE***	WEST WING SPRINKLERS	EAST WING SPRINKLERS
WALKWAY TO SOUTH SOUTH SECTION	MECHANICAL ROOM (COT. PENTHOUSE) ****	CORE AREA LOWER **	SA/RF IN SL PENTHOUSE ***	COTTAGE A/B MECH. PENTHOUSE SPRINKLERS	SOUTH WING CORRIDOR EXIT
COTTAGE C NORTH	HEAT RECOVERY UNIT (COT. PENTHOUSE)	SOUTH WING	COTTAGE A SOUTH SPRINKLERS	A/B/C/ PRESSURE SWITCH IN SPRINKLER ROOM	LINK TO HAMLET SL SIDE
COTTAGE C SOUTH	GENERAL ALARM COTTAGES AND WEST WING	CORE AREA UPPER**	COTTAGE A NORTH SPRINKLERS	W/N/S/E/CENTRE PRESSURE SWITCH SPRINKLER ROOM	LINK TO PRINCE
WEST WING LOUNGE BAR AREA	GENERAL ALARM N/S/E/ CENTER	STAIRCASE #1 TO SL MECHANICAL + PENTHOUSE	COTTAGE B SOUTH SPRINKLERS	KITCHEN RANGE HOOD CO	HAMLET ESTATES PRINCE UNITS

NOTE: *Mechanical and penthouse room in SL (located at the top of the stairs leading to the lower level)
 ** Service area lower level (loading dock), core area lower is the office area, and upper is the main NS
 *** SL penthouse (located at the top of the stairs leading to the lower level)
 **** Cottage penthouse (Cottage B closet door in hallway with ladder to penthouse



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Appendix EM I-6
