

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Measures	INDEX NO: EMP03-001		
SECTION: Code Red - Fire	PAGE 1 of 5		
SUBJECT: Code Red Fire Emergency Response Plan	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Measures Manual on Surge Learning.</i>			

POLICY

To ensure the safety of building occupants, a LTC Home will follow the Code Red – Fire emergency response procedures in the event of the activation of the fire alarm or the discovery of smoke or fire.

PROCEDURE

Roles and responsibilities are detailed in this section and on the Code Red Fire Emergency Response Plan, Appendix 'A'.

FIRE DRILLS

Fire drills will be planned, scheduled, carried out, documented and evaluated to ensure participation by all staff and all Registered Nurses.

It is the joint responsibility of the Administrator and Environmental Services Manager or Delegate to develop the annual schedule for fire drills, ensure the schedule is adhered to, and the following;

1. The drill schedule includes at least 1 drill per month per shift (days, afternoons, nights).
2. That 12 comprehensive drills are conducted per year, for the day shift. Announced drills will only be conducted when in home conditions dictate such notice.
3. That 12 comprehensive drills are conducted per year for the afternoon shift. Announced drills will only be conducted when in home conditions dictate such notice.
4. That 2 comprehensive drills and 10 silent drills are conducted for the night shift. Additional staff will be scheduled to attend night shift comprehensive drills to monitor resident safety during drills with minimum staffing levels.
5. On occasion, in home conditions may dictate the need to hold a table talk drill in lieu of a comprehensive or silent drill.
6. All staff and Registered Nurses have the opportunity to participate in a drill

DEARNESS HOME POLICIES AND PROCEDURES

SUBJECT: Code Red Fire Emergency Response Plan	INDEX NO: EMP03-001	PAGE: 2 of 5
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7. A range of alarm scenarios are developed, including areas of the building, type of fire, type of device activated.
8. During announced comprehensive drills the home's management team will monitor staff response in the unaffected areas of the home and conduct a debriefing with staff in those areas.
9. On a quarterly basis a member of the Management Team will fill the role of Chief Warden during a drill.

PROCEDURE - COMPREHENSIVE FIRE DRILL:

1. The Environmental Services Manager will contact Corporate Security (**Ext 4577**) to advise that the home will be conducting a fire drill and ask that the home is taken out of service. The Environmental Services Manager or Delegate will advise the Corporate Security that they will be receiving a call from the home during the drill from the Environmental Services Manager or Delegate.
2. The Environmental Services Manager or Delegate will ensure that AC power to the fire alarm system is shut off to test the system under standby battery power on a quarterly basis (January, April, July, and October). The Environmental Services Manager will ensure that door system security systems are monitored during this process as applicable.
3. The Environmental Services Manager or Delegate may simulate the fire by any of the following means;
 - a. activating a smoke detector,
 - b. inform a staff member that a fire exists and its location.
4. The first staff member to arrive at the scene will be expected to remove anyone in immediate danger, ensure the door is closed to confine the fire, simulate the nearest pull station (if alarm not activated), communicate the location of the fire to Area Warden.
5. Other Staff will respond to the fire drill as per their responsibilities.
6. Following the resetting of the fire alarm system and the announcement of the "all clear", a call will be made to Corporate Security that the drill is completed and to ask that the home is put back in service.

SUBJECT: Code Red Fire Emergency Response Plan	INDEX NO: EMP03-001	PAGE: 3 of 5
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DEARNESS HOME POLICIES AND PROCEDURES

7. Following the resetting of the fire alarm system, the announcement of the “all clear”, a call to Corporate Security will be made to indicate the drill is completed and to ask that the home is put back in service.
8. All drills will include a de-briefing session by the Environmental Services Manager or Delegate with those in attendance. The de-briefing will be documented on the Emergency Drill Report.
9. A fire alarm can be counted as a fire drill as long as there is full response to the alarm and a full de-briefing is held and documented.

PROCEDURE – TABLE TALK FIRE DRILL:

1. Table talk drills are also conducted in addition to comprehensive fire drills. Similar to silent fire drills, table talk exercises are conducted in designated areas of a LTCH.
2. The major difference between a silent drill and table talk drill is that table talk drills do not involve physical demonstration/simulation of the emergency response activities.
3. Table talk drills involve facilitated discussion surrounding example fire scenarios.
4. Staff with assigned roles involved in the table talk drills must describe their proposed response to the given scenario.
5. The facilitator assesses the adequacy of the suggested response in relation to required actions and uses the opportunity to reinforce correct responses expected of staff.
6. On occasion in home conditions may dictate the need to hold a table talk fire drill
7. Tabletop exercises are discussion-based sessions where team members meet in an informal, group setting to discuss their roles during an emergency and their responses to a particular emergency situation.
8. The Environmental Services or Delegate will fill the role of facilitator
9. All drills will include a de-briefing session by the Environmental Services Manager or Deletage with those in attendance. The de-briefing will be documented on the Emergency Drill Report.

PROCEDURE – SILENT FIRE DRILL:

1. Silent fire drills are scheduled in addition to comprehensive drills.
2. These drills are conducted in designated areas of the LTCH for the purpose of ensuring that all staff participate in fire drills at a desired frequency.

SUBJECT: Code Red Fire Emergency Response Plan	INDEX NO: EMP03-001	PAGE: 4 of 5
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DEARNESS HOME POLICIES AND PROCEDURES

3. Features of silent fire drills include the following;
 - a. These drills do not involve the actual activation of the fire alarm system. Fire alarm system activation is only simulated.
4. Managers, Administrators will monitor the emergency response of individuals in a specific area to a simulated or described fire scenario.
5. Participants involved in the area respond to the simulation in accordance with their roles and responsibilities.
6. The facilitator(s) assesses the adequacy of the suggested response in relation to required actions and uses the opportunity to reinforce correct responses expected of staff.
7. To avoid accidental activation of the fire alarm system during these exercises, the individual initiating and monitoring these drills takes appropriate steps to ensure that the drill remains silent by notifying personnel in the area in advance of the exercise.
8. All drills will include a de-briefing session by the Environmental Services Manager or Delegate with those in attendance. The de-briefing will be documented on the Emergency Drill Report.

DOCUMENTATION

1. All drills and alarms will be documented by the Environmental Services Manager or Delegate on the Emergency Drill Report.
2. Any corrective actions will be documented.
3. The Emergency Drill Report will be available to the Administrator, Management Team, Environmental Services Manager or Delegate, Co-Chair of the JHSC as requested and applicable.
4. The JHSC shall have Fire Safety as a standing agenda item and discuss drills at each meeting as applicable.
5. Documentation will also include maintaining a listing of staff in attendance at each drill. This documentation will be maintained by the office staff.
6. The Environmental Services Manager or Delegate will be responsible for maintaining the original copy of all reports.
7. The Environmental Services Manager or Delegate shall be provided the original copy of all reports for in home records.

SUBJECT: Code Red Fire Emergency Response Plan	INDEX NO: EMP03-001	PAGE: 5 of 5
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DEARNESS HOME POLICIES AND PROCEDURES

8. The list of staff attending alarms/drills will be analyzed by office staff to develop a sub-list of staff who have not attended a drill or alarm in that calendar year.
9. On or about November 15 of each year, the sub-list will be analyzed to determine those staff who will not have the opportunity to attend a drill by the end of the year. Managers of these staff will be advised and must arrange an appropriate training opportunity or table talk exercise for these staff. The results of the table talk exercise will be provided to the Environmental Services Manager or Delegate and the participants will be added to the list of those attending a fire drill within the year.

REPORTING

Every licensee of a LTCH shall ensure that the Director is informed in as much detail as is possible under the following timelines and in the associated circumstances;

Immediately

1. An emergency within the meaning of section 268 of the FLTCA, including fire, unplanned evacuation or intake of evacuees.

Report Submission

Where a licensee is required to make a report immediately as identified above and it is after normal business hours, the licensee shall make the report using the Ministry's method for after-hours emergency contact. Contact information can be found in Appendix 'C' Communication Plan – Call in List.