

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP03-009		
SECTION: Code Red Fire	PAGE 1 of 2		
SUBJECT: Fire Watch	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 Management Plan on Surge Learning.</i>			

PURPOSE

To provide for active safety monitoring in the event of malfunction of the fire alarm system in any part of a Regional Long Term Care Home. In the event of any shutdown or failure of fire alarm/protection equipment and systems, or any part thereof, a fire watch will be implemented in the area or areas affected. The fire watch will be maintained and documented for the duration of the event.

All homes will have at least two (2) portable radios or mobile phones suitable for communication throughout the home for fire emergency use.

FIRE WATCH PROCEDURE:

In the event of the shutdown or failure of a fire alarm system/protection equipment and systems, or any part thereof, the procedures noted below are to be followed. Fire watch duties must be conducted on a 24 hour basis until the fire alarm system is fully back in service. At least one person must be assigned to fire watch duties.

DOCUMENTATION

All Fire Watch duties will be documented on the Fire Watch Checklist located in 'Appendix A'

PERSON INITIATING FIRE WATCH

1. Notify the Corporate Security (ext 4577), administrator, and Environmental Services Manager or Delegate.
2. Notify all building occupants that the fire alarm system is not fully functional, specifically; the area(s) affected, and that a fire watch has been started for their protection and warning.
3. Ensure the person responsible for the Fire Watch has a phone or radio for communication.
4. Ensure all staff are aware that they must call Charge RN (Chief Warden) who then calls 9-1-1 if an emergency arises, and the pull stations are not functioning.

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STAFF RESPONSIBLE FOR FIRE WATCH:

1. Each staff on fire duty should have a suitable means of communication, a pen, copy of fire watch duties and check list, and a key to provide entry to all rooms and spaces.
2. Check all unprotected parts of the building on an hourly basis for any fire risk condition.
3. Record his/her patrols of the building on the **Fire Watch Checklist - (Appendix 'A')**
4. If a fire is discovered in (one of) the affected area(s), the fire alarm must be sounded by pulling a fire pull station
5. If the pull stations are not functional, notify the Charge RN (Chief Warden) who will then announce the alarm.
6. In the event of a total system shutdown, notify the Ministry of Long Term Care by completing the Critical Incident Report.

CONCLUSION OF FIRE WATCH CONDITION:

1. Once fire protection equipment and systems are fully restored by the fire alarm service company and confirmation is received from them by the Chief Warden of the building, the Chief Warden will remove fire watch and notify the Fire Department, Administrator, and Building Service Manager/Maintenance Coordinator.
2. A general announcement is to be made, to inform all persons in the building of restoration of normal conditions.