



Title:

Silent fire practice for evening and evening shifts

Policy no. :

750.01

Reviews:

04/2018, 11/2019, 03/2021, 11/2022

Effective Date:

February 1, 2014

Applies to:

All employees

Table of contents

1. Policy Statement.....3
 1.1. Statement3

2. Definitions.....3
 2.1. Commander3

3. Policy Objective3
 3.1. Objective.....3

4. Application of the policy3
 4.1. Application3

5. Policy Requirements3
 5.1. Requirements3

6. Responsibilities.....4
 6.1. Employees4
 6.2. Hosting Supervisor4
 6.3. Management team4

7. Legislative authority4
 7.1. Legislative authority4

8. References.....4
 8.1. References4

1. Policy Statement

1.1. Statement

1.1.1. The Residence relies on work practices to ensure the safety of all individuals through the preparation of an up-to-date evacuation plan and structured fire drills. It promotes fire prevention through efficient and orderly measures.

2. Definitions

2.1. Commander

2.1.1. The commander is the nurse in charge before the arrival of the firemen.

3. Policy Objective

3.1. Objective

3.1.1. Know the instructions in the evacuation plan.

3.1.2. Apply promptly the instructions as soon as the alarm is triggered for a quick response.

3.1.3. Facilitate the effectiveness of the evacuation plan and fire drills.

4. Application of the policy

4.1. Application

4.1.1. This policy applies to all employees of the Residence.

5. Policy Requirements

5.1. Requirements

5.1.1. The registered nurse or person in charge (CO) places the fire sign in a specific location in the facility.

5.1.2. "The Commander" posts a note, on the 1st floor, on the fire panel indicating where the fire is located (floor, unit and room).

5.1.3. "The commander" announces the alert of (fire practice) using the communication system (cell phone) by pressing the "Push to talk" button.

5.1.4. The staff on the 1st floor goes to the fire panel and advises where the fire is located, using the communication system, indicating the floor, unit and room and repeats it 3 times (ex.: CODE RED 3rd Cartier, room 320).

5.1.5. Following the CODE RED, the assigned unit employee identifies the area and announces it using the communication system.

5.1.6. All employees must ensure that their area is secure. (Clear corridors, closed room doors and fire doors).

5.1.7. Each employee announces to the "commander" that their area is secure, using the communication system (e.g., 3rd floor Cartier secure).

5.1.8. "The commander" announces the end of practice and completes the evening and night shift fire practice form.

6. Responsibilities

6.1. Employees

6.1.1. All employees must:

- a. Become familiar with and comply with this policy

6.1.2. All employees who participate in the practice sign the participation form.

6.2. Hosting Supervisor

6.2.1. The Accommodation Supervisor follows up on the notes listed under the comments section at the end of the form to improve the emergency response plan.

6.3. Management team

6.3.1. The management team reviews this policy annually.

7. Legislative authority

7.1. Legislative authority

7.1.1. Ontario Fire Code

7.1.2. *Long-Term Care Recovery Act of 2021*

7.1.3. Ontario Regulation 246/22

8. References

8.1. References

8.1.1. FORM-750.01.01 Fire practice for evening and night shift

8.1.2. FORM 750.02.02 Entry Form: Fire Practice

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