



Title:
750.02

Policy no. :
Fire practice - day shift

Reviews:
05/2016, 06/2016, 04/2018, 11/2019, 03/2021, 11/2022

Effective Date:
June 1, 2014

Applies to:
To all employees

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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 administrator or person in charge before the fire department arrives. (See emergency evacuation plan binder).

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.

5. Policy Requirements

5.1. Requirements

5.1.1. A Housing Services employee is responsible for identifying the location of the fire simulation in a specific area of the facility.

5.1.2. A Housing Services employee contacts the Fire Department and the Centralized Alarm Service (Secur) that a fire practice is scheduled and confirms the date and time of the practice.

5.1.3. When the alarm is triggered, the person who first arrives at the fire panel located on the first floor announces where he or she has identified the fire on the panel. This is done by using the fire panel communication system. He announces the floor, the unit and the room where the fire is located and repeats it 3 times (ex.: CODE RED 3rd Cartier, room 320).

5.1.4. Following the CODE RED announcement, the nurse where the fire was identified confirms the location of the fire to the commander using the communication system.

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

5.1.6. Each nurse in charge informs the commander that his area is safe, using the communication system (e.g.: 3rd floor Cartier secure). The commander takes note of the time.

5.1.7. This policy is reviewed annually.

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 participated in the practice sign the participation form.

6.2. Commander

6.2.1. The CO will record all details of the practice, including the start and end times of the practice. He/she also notes all observations made during the practice and comments from individuals to improve the effectiveness of the practice on the form provided.

6.3. Hosting Supervisor

6.3.1. At the debriefing meeting, the hosting supervisor follows up on areas for improvement and/or corrective action.

6.3.2. The housing supervisor gives the completed form to the administrator for his/her signature. The form is then placed in a folder in the vault.

6.4. Management team

6.4.1. 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 750.02.01 Fire practice

8.1.2. FORM 750.02.02 Participation form

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Signed with ConsignO Cloud (08/11/2022)
Check with verifio.com or Adobe Reader.

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