



# ***FIRE SAFETY PLAN***

FOR

**FAIRVIEW LODGE**  
**REGIONAL MUNICIPALITY OF DURHAM**  
**632 Dundas Street West**  
**Whitby, Ontario**  
**L1N 5S3**  
**(905) 668-5851**

**TYPE OF BUILDING: 3 Storey with Ground Floor and Penthouse Long Term Care Facility**

**THIS OFFICIAL DOCUMENT IS TO BE KEPT READILY AVAILABLE ON SITE AT ALL TIMES FOR USE BY FIRE OFFICIALS AND DESIGNATED BUILDING PERSONNEL IN THE EVENT OF AN EMERGENCY**

**2022**

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## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### Introduction

Ontario Regulations 213/07 (Ontario Fire Code), as amended is a provincial regulation made under the Fire Protection and Prevention Act. Section 2.8 of the Ontario Code requires the establishment and implementation of a Fire Safety Plan for every building as applicable.

The Fire Safety Plan is written to endeavor to maximize the life safety of building occupants in the event of a fire, by maximizing efficient utilization of the building's life safety equipment, and the duties of building owners, supervisory staff, and employees. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

Fire Safety Plans are intended to assist the owner with the basic essentials for the safety of all occupants, to ensure an orderly evacuation at the time of an emergency and to provide a maximum degree of flexibility to achieve the necessary fire safety for the building.

The plan is required to be approved by the Chief Fire Official. Do not make any changes in this plan without the acceptance of Whitby Fire and Emergency Services. This plan once approved must be resubmitted if there are any changes to the use or occupancy, any change in legislation, building owner etc.

### Information For Building Owners, Property Managers and Other Persons Controlling Properties

Ontario Regulations 213/07, The Ontario Fire Code is a provincial regulation made under Part IV of the Fire Protection and Prevention Act. This Code requires the owner to be responsible for carrying out the provisions of the is Code, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of or combination of parties, including building management, maintenance staff and tenant group.

The Fire Protection and Prevention Act states that "every person who contravenes any provision of the Fire Code and every Director of Officer of a Corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100.000 for a corporation or to imprisonment for a term of not more than one year, or to both".

It is advisable that you obtain your own copy of the Fire Code and the Fire Protection and Prevention Act.

**Note: 2.8.2.1. (4) of Ontario Regulation 213/07 requires that the Fire Safety Plan will be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure it takes account of changes in the use and other characteristics of the building.**

**Owners Signature:** \_\_\_\_\_

### Distribution of the Fire Safety Plan:

Computer – "All Fairview" Drive  
Occupational Health Nurse  
Environmental Services  
Fire Emergency Room  
Food Services – Main Kitchen  
Nursing Stations - 7  
Reception  
Whitby Fire Services

**Fairview Lodge 632 Dundas St. West –Fire Safety Plan**  
**Section 1: Audit Of Resources**

**Building Owner:** **Regional Municipality of Durham**  
605 Rossland Road East  
Whitby, Ontario L1N 6A3  
905-668-7711

**Director, Long Term Care & Services for Seniors Division:** Laura MacDermaid

**Whitby Fire Services:** Emergency 911  
**Dispatch:** Notification (905) 433-1234

**Fairview Lodge (905) 668-5851**

**Administrator:** John Rankin

**Fairview Lodge 632 Dundas St. West –Fire Safety Plan**



## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### Description of Building

Fairview Lodge, completed in 2015, is situated northside of Dundas Street West and eastside Cochrane Street in the Town of Whitby. Situated on 10 acres

**Address:** 632 Dundas Street West  
Whitby, Ontario L1N 5S3  
Telephone: 905-668-5851  
Fax: 905-668-8934

**Constructed:** 2013/2015  
**Occupied:** June, 2015

**Type:** Long Term Care Facility  
**Occupancy:** Type B

**Number of Residents:** Maximum number of residents: 198

**Number of Floors:** 3 Storey (All are occupied by residents)  
Ground Level Centre Core of building  
Penthouse (Mechanical Room)

#### **Description of Floors:**

**Ground Floor:** Receiving, Compactor Room, Kitchen, Storage Areas, Laundry, Sewing Room, Electrical Room, Server Room, Workshop and Mechanical Room

#### **Main Floor:**

**Centre Core:** Main entrance, Reception, Administration offices, Resident Gymnasium, Library opened to second floor, Celebration Room, Great Room and Chapel opened to second floor, Café, Seating Area opened to second floor, Elevator Lobby and secured Court Yard.

**RHA Ashburn Way:** Home Area holds 29 residents, Sunroom, Living Room, Dining Room, Care Centre, Utility Area, RHA Kitchen Support and RHA Kitchen and secured Court Yard.

**RHA Cullen Gardens:** Home Area holds 29 residents, Sunroom, Living Room, Dining Room, Care Centre, Utility Area, RHA Kitchen Support and RHA Kitchen and secured Court Yard.

#### **Second Floor**

**Centre Core:** Elevator Lobby, Health Rooms, 4 Offices.

**RHA Whitby Junction:** Home Area holds 29 residents, Sunroom, Living Room, Dining Room, Care Centre, Utility Area, RHA Kitchen Support and RHA Kitchen.

**RHA Trafalgar Square:** Home Area holds 29 residents, Sunroom, Living Room, Dining Room, Care Centre, Utility Area, RHA Kitchen Support and RHA Kitchen.

**RHA Marigold Lane:** Secured Home Area holds 26 residents, Sunroom, Living Room, Dining Room, Care Centre, Utility Area, RHA Kitchen Support and RHA Kitchen and secured Court Yard

#### **Third Floor:**

**Centre Core:** Elevator Lobby, Health Room, Staff Development, Boardroom, Central Pharmacy, Beauty Salon, Personal Laundry and 4 Offices

**RHA Whitby Junction:** Home Area holds 28 residents, Sunroom, Living Room, Dining Room, Care Centre, Utility Area, RHA Kitchen Support and RHA Kitchen.

**RHA Trafalgar Square:** Home Area holds 28 residents, Sunroom, Living Room, Dining Room, Care Centre, Utility Area, RHA Kitchen Support and RHA Kitchen.

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

**Penthouse:** Is found on the fourth level of building centre core, holds all mechanical equipment for the building, is accessible by elevator and stairs.

**Outside:** Transformer located outside West of Main Entrance. Generator located northeast side of Marigold Lane.

**Stairwells:** There are 6 stairwells in total:

Stairwell “A” is located West side of building at end of RHA’s and exits to Ashburn Way courtyard

Stairwell “B” is located Southwest side of building exits to Dundas Street

Stairwell “C” is located Southeast side of building exits to Dundas Street

Stairwell “D” is located East side of building at end of RHA’s and exit to Cullen Gardens courtyard

Stairwell “E” is located in the Centre Core of building and exits to elevator lobby

Stairwell “F” is located at the North side of building and exits at Main Entrance

Penthouse Stairwell located on the 3<sup>rd</sup> floor East Centre Core and exits in the Penthouse

All stairwells are secured at main level with touchpad access, all doors release on fire alarm.

**Elevators:** There are 3 elevators located in the centre core elevator #1 and #2 travels ground floor to 3<sup>rd</sup> floor, elevator #3 travels ground floor to penthouse. All elevators have secured rear doors.

Whitby Fire Services can operate the service elevator (elevator 3) independently of the other elevators to access all floors including the basement. A red fire hat identifies this elevator.

**Fire Hydrants:** Refer to site plan on page 67.

### **Main Fire Route:**

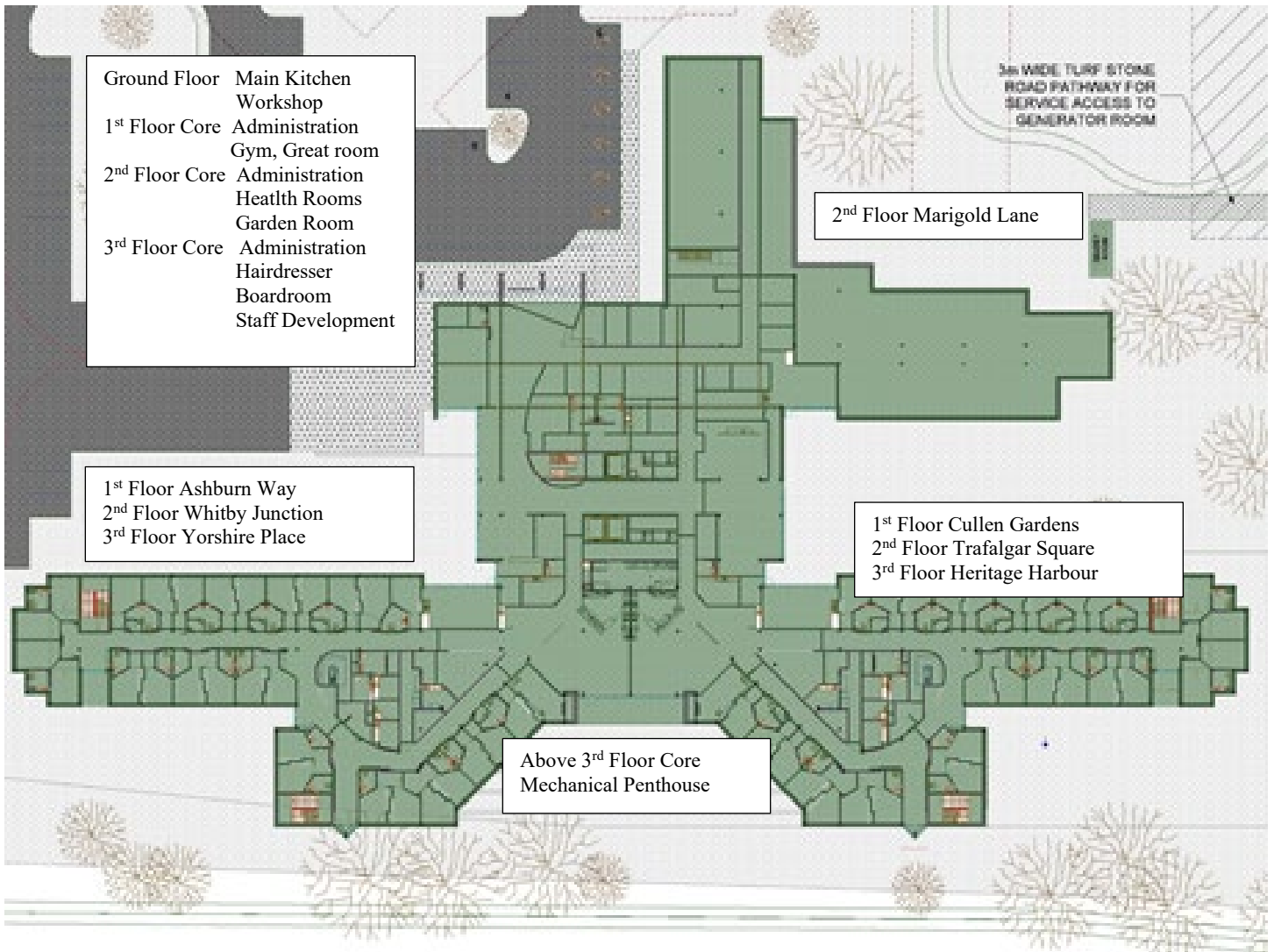
Main driveway off Cochrane Street

Must never be blocked i.e. No parking in fire route.

Alternate routes to be maintained year-round.

Whitby Fire Services to be notified immediately if route is blocked

### Fairview Lodge Diagram



**Fairview Lodge 632 Dundas St. West –Fire Safety Plan**

**Building Resources**

**Fire Services Access:** Main Entrance facing North.

**Supra Key Box Location:** Main Entrance – Beside fire panel.

**Key Availability:** Key and security cards  
The Emergency coordinator have security cards and keys.

**Fire Alarm System:** 2-Stage alarm system

**Make & Model:** Edwards EST-3

**Verification Number:** Prop Number: 30-212-2049-000  
Contract Number: 263898

**Serviced By:** Edwards Sprinkler,  
Part of Troy Sprinkler Limited  
555 Wentworth Street East, #07  
Oshawa, On L1H 3V8  
Canada  
T: 905 725 5553 ext. 22  
F: 905 725 4294

**Activated By:** Pull stations located at all exits. In the resident care and resident accessible locations, some are protected from accidental/intentional activation by a stopper cover.

Smoke detectors located throughout the building.

Domestic Supply Sprinkler system with detectors located throughout building

Heat detectors located in all three elevator shafts and compactor room.

Duct smoke detectors

Commercial Cooking Fire System – ground floor kitchen – centre core area.

**Strobe Lights:** Mounted on the walls throughout the facility. Flashes continuously during an Alarm.

**Horns:** Sounds continuously during an alarm. Intermittent during alert –Stage 1 - Intermittent  
Stage 2 - Continuous

**Main Fire Alarm and Annunciator Panel:** Electrical Room – Ground Floor North G04.

**Main Annunciator Panel:** Located inside the temporary main entrance between the doors and used for resetting the fire alarm system.

**Remote Annunciator Panels:** In all nursing stations.

**Monitored by:** MAGLOCKS: All exit doors, All utility doors, All Service Area doors. The doors are released upon activation of the fire alarm on stage two, for a local release the door is released by activating the pull station at the exit door.

Monitoring Company: Sage Electric 24hrs/day 905- 683-6601

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### Exit Signs and Maps:

Directional exit maps are located on the walls to indicate means of egress. Illuminated, directional exit signs are suspended from the ceilings, throughout the building, to provide direction for building egress and evacuation.

**Fire Department Connection:** 2 locations, one located at main front entrance 1<sup>st</sup> floor and the second located side of loading dock ground floor .... Refer to page 15,50

**Main Shut off (Water):** Ground Floor East Mechanical Room G26  
Refer to Schematics.....refer to page 34

**Gas Shut off:** Main Gas Meter and shut off, west side of building ground level adjacent to loading dock bay #1 .... refer to page 50

**Sprinkler System:** Ground Floor East Mechanical Room G26  
Refer to Schematics...refer to page 34

**Type:** Wet throughout the facility– sprinkler heads activate when the temperature reaches 160 degrees.  
Pre-Action system – controls the UPS room  
Additional sapphire special extinguishing agent in room as well.

**Generator:** Located outside in covered enclosure northwest of RHA Marigold Lane.  
Type: CUMMINS  
Model: QST30-G5NRZ - 600 Volt, 3 phase generator unit: 900 KW/ 1.12KVA  
Serial #: 37259543  
Fuel: Diesel  
Supplies emergency power to 100 % of building  
Transfer switches are located in the main electrical room.

**Compactor:** Located in the compactor room on the west side of the building besides receiving.  
Garbage chutes on 2<sup>nd</sup> and 3<sup>rd</sup> floor, which feed to garbage discharge rooms G18 and G18a

**Electrical Rooms:** Main Electrical Room is located ground level north side G04, other electrical panels are located in utility corridors behind Kitchen Serveries and in the communication rooms on all RHA's

**Air Conditioning System:** Chiller located in the basement in Mechanical room G26

**Cooling Tower:** Located in the Penthouse above 3<sup>rd</sup> floor. Using centre core stairwell "E" may access penthouse.

**Hydro Transformer:** Located outside – west of front main entrance

**HVAC System:** All fans shut down when the fire alarm is activated – automatically reset.

- AHU – 1... Ground Floor Laundry
- AHU – 2... First Floor Chapel and Great Room
- AHU – 3... First and Second Floor Offices
- AHU – 4... Second Floor Offices
- AHU – 5... Third Floor Offices
- AHU – 6... All Floors Dining Rooms
- AHU – 7... Ground Floor Offices
- AHU – 8... Ground Floor Kitchen
- AHU – 9... West Side Bedrooms
- AHU – 10... East Side Bedrooms
- MAU – 1... Kitchen Hood Ground Floor

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

**Emergency Stretchers:** Evac slides are located in the stairwells.

**Fire Emergency Room:** Located Ground Floor Main Electrical Room G04.  
The main fire panel, drawings,  
It is accessible only by security card and key.

**Kitchen Fire Suppression Systems:** Make – ANSUL R – 102 3 GAL

The fire suppression system may be activated by any one of 3 pull stations in the kitchen, which are located at all three exit points. When pulling one of these stations it will activate the fire suppression system, the signal will carry to the fire panel activating the fire alarm system.

The nozzles above the cooking area will release a liquid fire suppressant this will be followed by 3 minutes of water discharge from the self-contained water supply. The Range Guard 2.5 Gal. Fire Suppression Systems will be maintained on a semi-annual basis by an authorized technician.

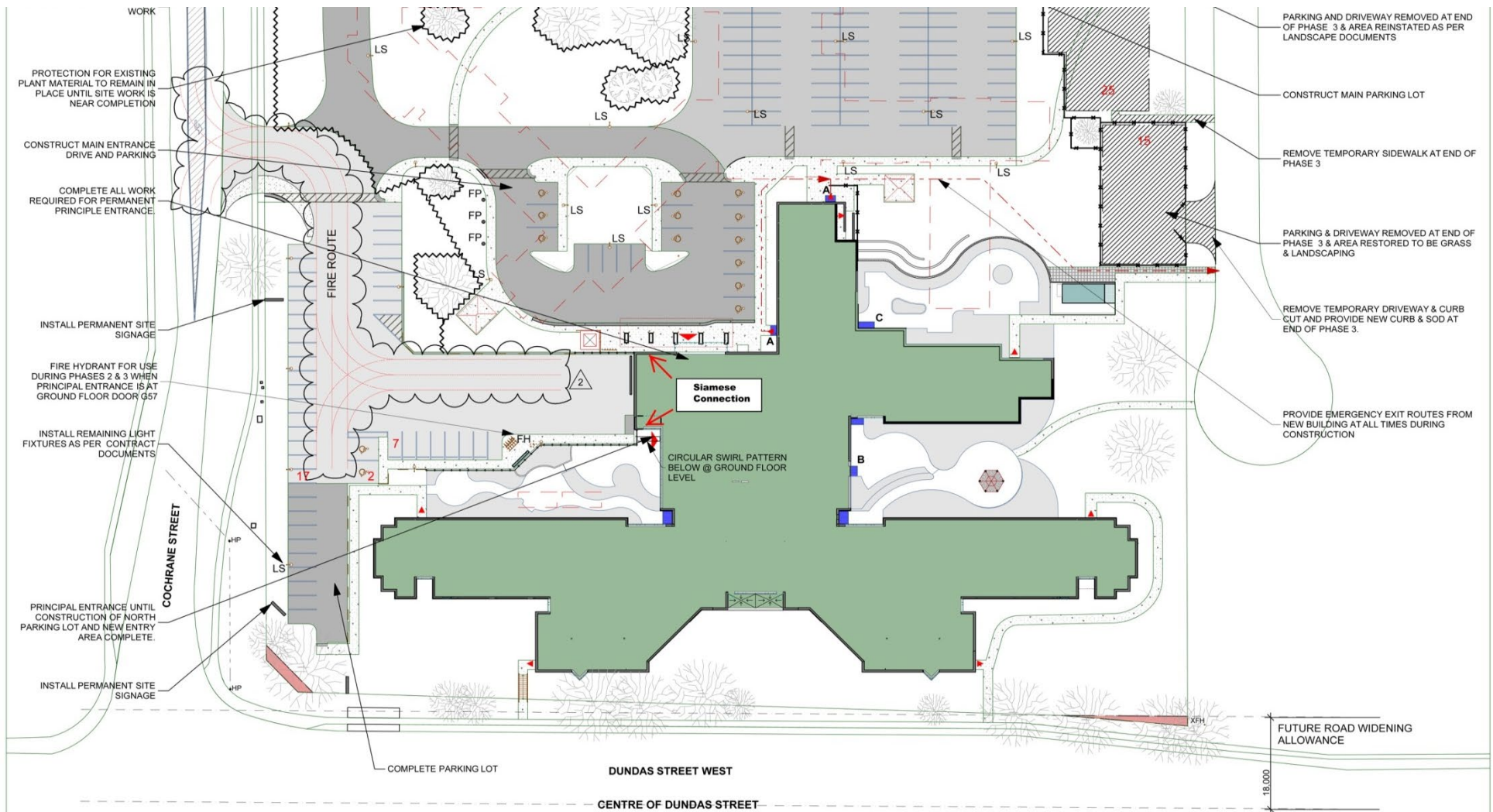
Extinguishers: ABC type extinguishers - throughout building  
K Type extinguishers in kitchen and serveries

**Siamese Connection**

See site plan page 15

# Fairview Lodge 632 Dundas St. West –Fire Safety Plan

## Site Plan with Fire Route and Hydrants



## Section 2 - Code Red - Fire

### Upon Discovery of Fire and/or Smoke:

#### RACE

**Remove** people from immediate danger

**Activate** the fire pull station

**Close** the door and contain the fire

**Extinguish** the fire – if possible

### Code Red (Fire) Alert Stages

#### 1<sup>st</sup> Stage

(Intermittent tone – horn and continuous flashing strobe lights)

assess your level of safety

prepare to respond and assist!

#### 2<sup>nd</sup> Stage

(Continuous tone and increased flashing “fire” strobe lights)

evacuate!

### Code Red Emergency Procedure – All Staff

#### A. If You Discover Fire or Smoke: Initiate R.A.C.E.

Remove all people from immediate danger

Activate the fire alarm pull station

Close the door to contain the fire and place flex-evac in correct position.

Extinguish the fire – if possible

**Every situation is different, you may have to change the order of the above 4 steps**

#### B. Call Out Location to Co-Workers: i.e., “Code Red –WJ Room 208 – Help”

#### C. As Soon as You “Hear” the Code Red Alarm:

Stop all activity

End all phone calls

Check immediately for red dome lights outside residents rooms – on corridor ceilings

Check the nearest annunciator panel for fire location

Turn on lights

Close all windows.

Clear all corridors of all people into the nearest room – with a window

Clear all equipment out of the corridors – into the nearest storage room or bathroom

Lock all filing cabinets

Close all doors



## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### **D. At the Fire Scene:**

Evacuate ALL people from the entire zone – beyond fire barrier doors. Receive and follow directions of the Emergency Coordinator wearing the orange vest. Remove the resident from room, close door, put up the evacu-check and then bring resident/s past fire door.

**Do Not Resume Normal Duties:** until it is announced over the telephone paging system: “Code Red All Clear”

### **If Code Red Is In Your Area:**

Evacuate ALL people from the fire zone beyond the fire barrier doors

When evacuating, check bathrooms, closets, under beds, behind curtains; stairwells, dining rooms, sitting rooms, activity rooms, balconies, lounges etc.

### **Code Red Is Not in Your Area:**

Check the Annunciator Panel: to determine the fire location

Follow the department specific role below.

Use the closest set of stairs - unless inaccessible (never the elevator)

### **When Code Red is in effect as you are arriving or leaving the building:**

- Proceed to the Command Centre (Temporary Main Entrance)
- Follow directions of the Emergency Assistant

### **Important Notes**

- “Code Red” and Specific Location – are announced x3
- “Code Red” All Clear” - is announced x3
- Evacuation is always beyond the fire barrier doors.
- Command Centre – main floor reception centre or alternate is 2<sup>nd</sup> floor AW nursing station
- If the alarm and flashing lights stop – it does not mean the emergency is over. “Code Red All Clear” must be announced.
- All Fires must be reported to the Whitby Fire Services and a “Code Red Report” completed.

### **Roles:**

#### **Emergency Assistant and Emergency Coordinator**

#### **Emergency Assistant**

Receives keys and security card with the previous Emergency Assistant.

EA is the RPN on Cullen Gardens - 1st Floor East Wing who calls 911 and is in charge at the Command Centre

#### **As Soon as The Code Red Alarm Is Heard:**

- Checks the closest Fire Annunciator Panel to determine the exact location of the Fire emergency
- Calls 911
- Announces Code Red over the telephone paging system giving the exact location. i.e. Whitby Junction Rm 203. Page by pressing 6003 on the phone console.
- Wears the orange vest (located at RHA care centre)

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

- Assigns a runner to take radio to Emergency Coordinator. Runner also keeps a radio for communication.
- Attends to the Command Centre
- Meets and directs staff and emergency responders at the Command Centre
- Directs a staff member to accompany Whitby Fire Services
- Ensures the main door is open for Whitby Firefighters
- Communicates with the EC during the Code Red
- Announces the “Code Red – All Clear” x3, when directed by the Emergency Coordinator or Whitby Fire Services
- Performs the resetting procedures with the Emergency Coordinator when directed by Whitby Fire Services
- Completes the Code Red Summary with the Emergency Coordinator

### Emergency Coordinator

Receives the keys from the previous Emergency Coordinator.

EC is the RN on Ashburn Way -1<sup>st</sup> Floor West Wing (or designate) - and takes charge at the Fire Scene

#### As Soon as The Code Red Alarm Is Heard:

- Goes directly to the annunciator panel to determine the location of the fire
- Wears the orange vest to facilitate recognition (located on RHA)
- Proceeds to the fire Scene
- Assumes charge at the fire scene
- Provides direction to staff
- Ensures the steps to RACE have been implemented
- Assess the severity of the situation
- May need to activate the 2<sup>nd</sup> stage alarm by using pull station activation key on the emergency coordinator key ring.
- Ensures fire zone evacuation is undertaken and completed.
- Advises the Emergency Assistant of the location and severity of the fire.
- Requests Staff from the Emergency Assistant or uses “all page”
- Works with Whitby Fire services
- When directed by Whitby Fire Services, resets the fire alarm system, magnetic door lock system and elevator system with the Emergency Assistant.
- Instructs the Emergency Assistant to announce the “Code Red All Clear” x3
- Completes the Code Red Summary with the Emergency Assistant

The RN on Whitby Junction -2<sup>nd</sup> floor West RHA remains at the nursing station (except on midnights RN attends the fire location) as it is the backup Command Centre and directs staff and calls as necessary.

Identifies, at the start of the shift that the Emergency Coordinator and Assistants are confirmed, and communication is effective. The RN will ensure staff in Marigold Lane monitor the doors and maintain a safe environment for the residents (except on midnights).

### Nursing

#### As Soon as The Code Red Alarm Is Heard:

##### PSW:

- Checks the closest Fire Annunciator Panel to determine the exact location of the fire.
- Notifies other staff by calling the location out.
- **All PSW always attend the fire location.**
- Take direction from EC once at the location of fire, evacuate residents immediately pass the fire doors if you see fire

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### RPN:

- Remains on their RHA ensuring safety of residents
- **On nights all RPN's attend the fire location, except for Marigold Lane until stage 2 alarms begin.**

**Be on standby if stage two alarms begin. If so, all staff report to location of fire.**

### Food Services

#### FSA - Dining Room and Servery on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Floors:

- Remain with Residents in the Dining Rooms

#### FSA - Main Kitchen Ground Floor:

- Remain in the kitchen and turn off all equipment.
- Wait on standby to respond to fire location if stage two alarms begin.
- Close all doors when leaving.

**If the fire is on the stove:** The fire may be extinguished using the “K” extinguisher provided in the kitchen. By pulling the ansul pull stations at any one of the three exits, the kitchen suppression system will be activated, and the fire alarm will sound.

### Environmental Services

#### Maintenance Workers:

- Remain on unit and clear all hallways of carts and residents. Put residents in their rooms but do not put the flap up.
- Wait on standby to respond to fire location if stage two alarms begin.
- **On afternoons and midnights, the maintenance worker attends to the fire location.**

#### Mechanical Maintenance:

- Wait on standby to respond to fire location if stage two alarms begin.
- May be required to assist with resetting procedures and provide direction to Whitby Fire Services
- Maintain communication with the Emergency Coordinator and Emergency Assistant regarding equipment and response concerns.

### Therapy and Recreation Services

- Provide instruction to Visitors and Volunteers to remain with Residents.
- Wait on standby to respond to fire location if stage two alarms begin.

### Business Offices and Administration Offices

#### Receptionist:

- keeps the telephone lines open: “We are having an emergency – call back later”

#### Admin Staff:

- Clear the elevator area of residents and visitors and relocate them into one of the dining rooms on the 1<sup>st</sup> floor. Assign staff person remains with residents.

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

- Bring the SDM binder from Business office with you.

### Senior administration:

- may take charge and direct the staff response during the emergency – as deemed appropriate or necessary. If so doing, they will wear the orange vest.

### Hair Salon:

- Turn off all equipment
- If the fire is in the salon – evacuate all people to Yorkshire Place (west RHA) dining room.

### Volunteers and Visitors

- Remain with your Resident(s)
- Follow the directions of the staff

### Cafe

- Turn off, or unplug, all equipment
- Close windows and door
- Remove people from sitting area to Ashburn Way RHA (West RHA)
- Receive direction from Staff

## Evacuation (Code Green)

### Evacuation of the Fire Zone is Mandatory.

If the disaster, is extensive a full evacuation may be required and **Stage 2** of the alarm system will be activated and the Evacuation Procedure are in effect (**Code Green**).

The Emergency Coordinator, Administrator or Senior Manager or Whitby Fire Services may order evacuation. Whitby Fire Services is responsible for fire fighting but may assist with evacuation. Police and Ambulance will coordinate their services with the needs as indicated.

**The responsibility of Fairview staff is the safety and evacuation of the Residents.**

**Evacuation may be horizontal or vertical**

### Section 3: Responsibilities

#### **Administrator/Assistant Administrator:**

- Ensures the fire, evacuation and emergency plans are developed and approved
- Is responsible for the overall supervision and education in matters of fire safety and emergency procedures on premise
- Ensures adequate records of all staff training and fire drills are maintained.
- Has a working knowledge of all fire equipment and fire alarm system
- Reviews inspection reports with Environmental Services to ensure all work is completed
- Member of the JOH&SC and Emergency Planning Committee

#### **Manager of Environmental Services:**

- Supervises Mechanical Maintenance Staff
- Arranges and coordinates repairs to all fire equipment
- Ensures the contract for services to maintain the fire alarm system and related equipment is maintained and followed by the company on contract
- Maintains communication with the Administrator of inspections and subsequent compliance including repairs pertaining to fire and other equipment
- Participates Emergency Planning Committee.
- Maintains records of inspections and work-completions reports.
- Ensures all commercial equipment is maintained in safe working order
- Maintains the appropriate labeling and storage of all chemicals
- Ensures fire routes remain unobstructed.
- Ensures building exists are clear e.g. Of snow and equipment
- Ensures fire hydrants, pump connections are accessible
- Maintains records of the cleaning of filters, grease traps etc.
- Maintains internal maintenance records
- Ensures communication with all departments with regard to disruption to fire alarm system
- Have a working knowledge of all fire equipment and the fire alarm system
- Maintains communication with Whitby Fire Services with regard to all fire system repairs and disruptions to alarm service
- Coordinates appropriate training for mechanical staff and management

#### **Emergency Planning Committee**

- Co-Chairs ensure all departments are represented
- Develops all emergency plans
- Ensures all emergency plans are reviewed, revised and approved yearly
- Meet quarterly

#### **Joint Occupational Health and Safety Committee:**

- Co-Chairs ensure the complete yearly inspection of the building and grounds.
- Co-Chairs ensure fire related safety concerns are addressed
- Reviews inspection reports and repairs

#### **Managers, Supervisors, Charge Nurses:**

- Are knowledgeable with regard to all types of emergencies and appropriate response and procedures
- Participates in the development of emergency procedures
- Ensure staff receive appropriate training and retraining in fire procedures and equipment location and use
- Ensures that staff attend fire in-services and extinguisher training
- Ensure equipment throughout the facility is in good condition

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

- Are knowledgeable in acknowledging the fire trouble or alarm
- Ensure the monitoring of the facility when there is a disruption to the fire alarm
- Conduct “silent drills” with their staff

### Director of Food Services

- Ensures fire equipment and fire suppressant system are maintained and inspected
- Ensures regular equipment, grease filters, etc. are maintained and cleaned

**Key Contact Persons:** Refer to organization chart on page 8

## Staff Training

### Code Red Fire Review

Scheduled yearly for all staff and as needed

New staff receives an introduction on general orientation day

Coordinated by the emergency management coordinator

### Fire Extinguisher Practice

Scheduled yearly for Mechanical Maintenance staff, Managers and Supervisors and Registered Staff

Remaining staff is scheduled on a 3-year cycle

Coordinated by the Environmental Services Dept.

Conducted by Whitby Fire Services Fire Prevention Department

Spring and fall

### Code Red (Fire) Drills

Conducted 3 x month – on each shift in different areas of Fairview Lodge

Coordinated by the Environmental Services Dept.

Scheduled or spontaneous

### Silent Code Red (Fire) Drills

The Fire Alarm is NOT activated

Procedures are reviewed and practiced

### Fire Alarm System and Related Equipment

Coordinated by the Manager of Environmental Services

For Mechanical Staff and Supervisors and Managers

Scheduled as needed

### Other Emergency Plans

Coordinated by the Co-chairs of the Emergency Planning Committee

### Staff Attendance Records

Staff signs on attendance at all in-services

**The Administrative Assistant maintains records**

## Section 4: Fire Alarm Activation / Reset Procedures

### Activation of the 2-Stage Alarm System:

**The alarm is both auditory and visual (flashing lights).**

#### Stage 1: Alert Stage

- Activation of an alarm occurs from manual activation of the fire pull station, or automatic from a smoke, heat or sprinkler head
- Maglocks do not release on stage 1, if a pull station is activated at a door that maglock will release.
- Alarm sounds at 120 strokes per minute on the floor where the alarm is initiated and the floors above and below
- In the remainder of the building the alarm sounds at 20 strokes per minute
- Strobe lights mounted on the wall flash silver continuously
- The alarm is not to be reset until authorization is given by Whitby Fire Dept Official-in-Charge
- Whitby Fire Dept., as deemed necessary, may utilize the full paging system.

#### Stage 2: Evacuation Stage

- If the alarm is not acknowledged within 5 minutes, the alarm automatically goes into evacuation alarm
- Maglocks will release on stage 2
- To initiate an evacuation alarm, the key must be inserted into the fire pull station and turned or activated
- The evacuation alarm can only be cancelled by Whitby Fire Dept

#### Fire Alarm Reset or Silencing:

- The alarm can only be silenced or reset at the direction of Whitby Fire Dept at Fairview Lodge
- Refer to Attached Procedure
- Resetting of the Fire Alarm System, Magnetic Door Locks, occurs at main annunciator panel at main entrance
- Kitchen or mechanical maintenance staff accomplishes resetting of the kitchen breakers.

**Resetting Procedures for Fire Alarm System\* and Equipment  
(When direction is received from Oshawa Fire Services)**

1. **Reset The Activated “Edwards Fire Pull Station” (s) –located throughout the home except the kitchen.**
  - 1) **Insert** key into top keyhole and turn clockwise
  - 2) **Open** the door, lift the hammer and reposition the “pull down” lever.
  - 3) **Close** door and lock
  - 4) **Insert** “glass” and lower hammer (if available)
  
2. **Reset The Activated “Ansul Kitchen Pull Station” (s) –located in the kitchen.**
  - 1) **Insert** key into top keyhole and turn clockwise
  - 2) **Open** the door
  - 3) **Replace** pull bar
  - 4) **Close** and lock door
  
3. **Reset The “Fire Alarm System: - Fire Annunciator Panel – Main entrance\***
  - 1) **unlock and open** the panel door”
  - 2) **press** “System Reset”
  - 3) **wait** 30 seconds – panel should read “system is normal”
  
4. **RESET THE “Magnetic Door Lock System – beside annunciator panel insert key and turn to reset**
  
5. **Reset Elevators – Main Floor**
  - 1) Go to elevator panel (beside service elevator) insert key by lit fire hat area and reset elevator to regular service. (Please note that passenger elevators do not need to be re set after a Code Red.)



**Fairview Lodge 632 Dundas St. West –Fire Safety Plan**  
**Section 5: Code Red Fire Drills**

**Reference: Code Red Manual (Fire Procedures)**

Fire Drills are held monthly on three shifts (0700-1500, 1500-2300, 2300-0700)

Drills may be planned spontaneously or with staff being notified in advance.

**Strobe Light and Sign:**

- A Red strobe light on the floor is used to indicate “smoke”;
- A sign marked fire on one side and a picture of fire on the other indicates the actual “fire”
- The “smoke” is often found in the corridor while the “fire” may be on a bed, garbage pail, computer, linen cart, chair, photocopier, etc.

**Notification to Whitby Fire Services and Monitor Company:** refer to page 12

- Immediately prior to commencing a fire drill:  
Whitby Fire Services and Fire Monitoring Company are notified.
- The name of the person conducting the drill is given.
- Both record the time the alarm is received and any messages from Fairview Lodge.
- When the system is reset, both are contacted again to ensure their systems are reset asap (under 5 minutes)

**Staff Response:**

Staff are instructed to respond to a drill as they would a true alarm (excluding the emission of extinguishers).

**Evacuation:**

Evacuation of the entire zone is part of the drill – is mandatory unless directed otherwise by the drill co-coordinator.

**Inservice:**

After every fire drill there is a debriefing involving all Staff.  
Action and procedures are reviewed and discussed.

**Reports:**

- Completed by the person conducting the drill and a second one by the Emergency Assistant and Coordinator.
- From reports and observations, both verbal and written, received, equipment is repaired, additional training is given, changes are made to the process.
- Reports are kept on site for 2 years

**Records**

Records and reports of drills, alarms, checks, inspections, repairs and servicing are maintained by the Manager of Environmental Manager.

## Section 6: Control of Fire Hazards in The Building

### Fire Prevention:

The possibility of accidental fire is always present – the best way to fight fire is to prevent it first.

### Fire Prevention Is Everyone's Responsibility

### Fairview Lodge Is a Smoke-Free Facility

#### Resident Care Areas:

- Ensure any personal equipment is approved by Environmental Services before allowing it in a Residents room (e.g. radios, televisions, lights)
- Keep corridors and rooms unobstructed
- Keep stairwells & fire equipment (pull stations, extinguishers) clear
- Keep doors to stairwells closed at all times
- Do not prop open doors
- Report any equipment that is not working properly – discontinue use, tag, place notice in Maintenance repair book and report to Environmental Services
- Keep sprinkler heads free and unobstructed
- Do not use flammable decorations
- Remove accumulated paper boxes etc.

#### Office Areas:

- Do not accumulate paper and boxes; store inactive files, etc. in approved storage room
- Keep hallways, corridors free of obstructions e.g. chairs and boxes
- Keep stairwells doors closed at all times and never prop fire doors open.
- No smoking indoors and only 30' from the building
- Keep combustibles away from electrical outlets
- Keep all fire equipment unencumbered and easily accessible
- Do not use flammable decorations

#### Electrical:

- Report all electrical concerns to Environmental Services immediately
- Do not use extension cords
- Space heaters are prohibited from the facility.
- Do not allow any items to contact
- Replace damaged wiring immediately
- Remove and report damaged or frayed electrical wires
- Discontinue using a device that causes a breaker to “trip” frequently

#### Storage:

- Do not allow stored items to touch electrical outlets
- Store combustible, flammable chemicals separately from other combustibles (e.g. linens and paper)
- Store all chemicals in approved containers in only approved storage areas
- No smoking
- Store all items neatly and safely to prevent falls and breakage
- Keep neat and clean of debris
- Keep doors closed and locked at all times
- Do not obstruct breaker panels

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### Smoking:

- Fairview Lodge is a smoke-free facility – smoking is prohibited.
- Smoking outside is to be 30' from the building for residents and visitors as per regulation
- Immediately report to the Charge Nurse any person smoking in the building

### Compressed Gas: (e.g. oxygen)

#### Protect cylinders against mechanical/physical damage

- must be equipped with valve caps when not in use
- to be stored in areas where the temperature does not exceed 52 C. (125 F.)
- store cylinders on racks.
- never use oil or grease to lubricate valves or fittings on oxygen cylinders or equipment used to transfer oxygen
- \*\*oxygen does NOT burn – but it causes combustible material to burn faster and stronger with higher intensity
- post signs “Oxygen in Use - No Smoking”
- educate staff, Residents, visitors and volunteers on the dangers and precautions when using oxygen

### Sprinkler Heads:

- Ensure there is an 18” clearance to prevent damage and activation

### Public Areas:

- Have all items approved by Environmental Services before taking to a Residents room
- No smoking - Fairview Lodge is a smoke-free facility
- Prevent the accumulation of paper, boxes, etc.
- Keep walkways clear of equipment and furniture
- Keep stairwells accessible
- Do not prop open doors
- Keep electrical outlets free of obstruction
- Do not use flammable decorations

### Exit Signs:

- Must be illuminated and visible
- Replace burn-out bulbs immediately
- Remove or cover if passage of egress is obstructed

## Section 7: Maintenance Procedures

### Definitions:

**Check:** visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

**Test:** the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

**Inspect:** physical examination to determine that the device or system will apparently perform in accordance with its intended function.

**ES:** Environmental Services (Mechanical Maintenance)

**TE:** Troy Edwards or designated contractor

### Fire Alarm Systems:

#### 1. Daily Check: ES

- All fire panels for trouble indication and that the AC power-on light is on. If the trouble light is activated or the AC power-on light is off, ES Manager to be notified

#### 2. Monthly Test: ES and TE

- Every month the following tests are conducted and, if a fault is established, appropriate corrective action is taken:
- One manual alarm-initiating device is operated on a rotation basis to initiate an alarm
- Proper function of all alarm signal appliances is ensured
- Annunciator panel is checked to ensure the tested devices annunciate correctly
- Proper function of all alarm signal appliances is ensured
- Audible and visual trouble signals is ensured
- Alarm and standby power batteries checked to ensure that
  - Terminals are clean and lubricated prn
  - Terminal clamps are clean and correct
  - Electrolyte level and specific gravity are as specified by manufacturer

#### 3. Annual Inspection Test: TE

- All components are tested once a year.
- Appropriate action to be taken if a malfunction is found
- To be operated under general alarm conditions
- A minimum of 6 manual alarm initiating devices, most remote from the standby power supply, to be activated individually, with the main power supply disconnected
- Every manual alarm-initiating device on every floor, every location to be activated on the main power supply
- Every audible and visual signal appliance operated during the testing of alarm-initiating devices
- Every automatic alarm-initiating device tested for its intended function
- Every alarm signaling, alarm initiating circuit and annunciator to be checked for electrical supervision and trouble indication
- Correct annunciation to be ensured for every initiating device tested
- Fire alarm system control unit will be visually checked to ensure the control unit has not been altered except as specified

### Emergency Lighting

#### 1. Monthly Check: TE

- Every emergency lighting unit to ensure the lights will function when primary power is lost.

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### 2. Annual Test: TE

- Every lighting unit to ensure that the unit will provide emergency lighting for a duration equal (1hr) to the design criteria using simulated power failure conditions
- Records to be maintained for minimum 2 years of all inspections and testing

### 3. Emergency Generator:

- Tested on a monthly, semi-annual and annual basis as per the CSA 282 guidelines.
- Replenish fuel as needed
- All tests and repairs to be documented and recorded

## Fire Separations

### 1. Monthly Inspection: ES

- Closures on all doors are not blocked or wedged open
- Door hardware and ancillary components are adjusted to ensure proper closing and latching
- Door openings and surroundings are clear of obstructions that could interfere with operation
- Heat and smoke activated devices are undamaged and free of paint and dirt

### 2. Annual Inspection: TE

- Fire dampers and fire-stop flaps annually or on approved schedule
- Closures are maintained and operable
- Repair or replace inoperative parts of hold-open devices and automatic releasing devices whenever necessary
- Closures in fire separation are not blocked or wedged open
- Defects that interfere with the operation of closures in fire separation is corrected

### Important:

- Where fire separations between major occupancies, fire walls, rooms, corridors, shafts and other spaces or closures are damaged, and affect their fire resistance rating, the damage is to be repaired to restore the integrity of the fire separation wall or closure.
- correct defects that interfere with the operation of closures in fire separations
- retain records of all tests and corrective measures for 2 years

## Portable Fire Extinguishers:

### 1. Monthly Inspection: TE

- Nozzle for operation and obstructions
- If seal or tamper indicators are in place
- If pressure gauge reads correctly (green)
- Any physical or mechanical damage
- Instructions for use on nameplate are legible and face outward

### Important:

- to be easily visible
- to be readily accessible
- is set on hanger, shelf or bracket
- is installed to that the top of the extinguisher is not more than:
  - 1.1m (4') above the floor where the gross weight of the extinguisher is greater than 18kg. (40lbs.)
  - or 1.5m (5') above the floor, where the weight is 18kg. (40lbs) or less
- has an inspection tag attached, showing maintenance or recharge dates, servicing agency and signature of person performing the service

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

- extinguisher shells, cartridges or cylinders that rupture or show leakage or permanent distortion, in excess of specified limits, are removed from service
- permanent record of inspections and maintenance is retained for 2 years
- defective extinguishers are repaired, replaced or recharged as necessary
- maintain in accordance with recommendations of manufacturers
- after use, replace and recharge according to instructions on nameplate
- subject to hydrostatic testing as indicated on the nameplate
- label on extinguisher to indicate the month and year of hydrostatic testing, pressures and signature of tester
- Reference NFPA 10 “Portable Extinguishers”

### 2. Annual Inspection:

#### Subject to maintenance

- Carbon dioxide and water types: hydrostatic testing every 5 years
- Stored pressure-type: change dry powder every 6 years
- Dry chemical and vaporizing liquid-type: hydrostatic testing every 12 years

### 3. Semi-Annual Inspection

- Inspection and repair of Ansul R-102 Fire Suppression System in Kitchen.
- Inspection and repair to be carried out by Simplex Grinnell.
- All work and inspections to be documented and recorded.

## Heating, Ventilation and Air Conditioning Systems:

### 1. Weekly Check: ES

- And clean filters and ducts that accumulate combustible deposits
- And Clean lint traps in laundry equipment

(as required)

### 2. Annual Inspection:

- and clean of every chimney, flue, and flue pipe of accumulated combustible deposits
- disconnect switches for mechanical air conditioning and ventilation systems to ensure the system is integrated appropriately with the fire alarm system

#### Important:

- Remove, repair or replace every defective heating appliance
- Close every flue-pipe hole with a tight-fitting non-combustible cover, compatible to the chimney flue construction when flue pipes are removed
- Maintain flue pipes and breaching in safe operating condition
- Use ventilation shafts only for ventilation purposes
- Shut down the system before working on ducts using heat-producing devices for cutting, welding or soldering and ensure combustible deposits, lining and covering material has been removed first
- Retain record of inspections, tests and maintenance for 2 years

## Automatic Sprinkler System

### 1. Weekly Inspection: ES

- The system to ensure it is maintained at proper pressure (125 psi)
- All water control supply valves are in the “open” position

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### 2. Monthly Test:

- Of all alarms on all sprinkler systems – using the “alarm test connection”
- (or an inspector – approved alternative)

### 3. Every 2 Months Test

- All transmitters and water-flow activated devices on all electrical supervisory signal services for the supervised flow valves

### 4. Every 6 Months Test: TE

- Gate valve supervisory tamper, flow switches and other sprinkler and fire protection system supervisory devices

### 5. Annual Inspection: TE

- All sprinkler heads for damage, corrosion, grease, dust or paint – replace as necessary
- Sprinkler heads in good condition
- Remove plugs and caps on fire department connection and check threads for wear, rust or obstructions. Plugs or caps are to be wrench –tight secured
- That all fire department connections are properly marked

### 6. Annual Test: TE

- Wet sprinkler system using “inspector’s test” connection (most hydraulically remote)
- Water pressure by fully opening the main drain valve. Conducted only after Section 5 is completed.

#### Important:

- In event of fire, ensure control valves are not closed until fire is extinguished or considered under control per Whitby Fire Services
- Sprinkler heads are to be clear of obstructions
- Sprinkler pipe is not to be used to support anything
- Auxiliary drains are inspected during cold weather to prevent freezing. Flush piping system if necessary
- Spare sprinkler heads and sprinkler wrenches are on hand e.g. 6 spares for 300 heads
- Repairs and replacement alternations are in accordance with NEPA 1`21980 “Sprinkler Systems”
- Retain record of inspections, tests and maintenance for 2 years
- Reference: NFPA 13 “Sprinkler Systems”
- Notify Oshawa Fire Services and Fire Monitoring Company prior to conducting tests.

#### Water and Hydrants:

##### 1. Daily Check:

- Main shut-off room temperature during freezing weather

##### 2. Weekly Inspect:

- Valves controlling fire protection water supply

##### 3. Annually Inspect:

- Annual inspection of backflow preventers.

#### Means of Egress:

##### 1. Monthly Inspect:

- All doors in fire separations

## Fairview Lodge 632 Dundas St. West –Fire Safety Plan

### 2. As Required:

- Check doors that all fire separations doors are closed
- Ensure exit signs are clear and legible
- Ensure exit light are illuminated and in good repair
- Keep corridors free of obstruction

### Whitby Fire Services Access:

#### 1. As Required:

- Keep streets, yards, and private roadways AND FIRE ROUTES clear for fire vehicles at all times.

## Section 8: Alternative Safety Measures

### Fire Alarm or Sprinkler Shutdown:

All staff, Fire Monitoring Company and Whitby Fire Services are to be notified if a shutdown occurs.

**Note:** if shutdown is longer than 24 hours, Whitby Fire & Emergency Services must be notified in writing.

### Manager Environmental Services (or designate):

1. notify Whitby Fire & Emergency Services 905-433-1234
2. notify Monitoring Company 1-800-387-0771
3. notify staff and Residents by telephone paging, posters and word-of- mouth
4. advise staff of the location, extent and duration of shut-down
5. instruct staff to phone 911 and Fire Monitoring Company in the event of a fire-related emergency
6. coordinate a Fire Watch i.e. monitoring of building for fire and safety hazards, when part or all of the system(s) is shut down
7. notify all staff, Whitby Fire Services and Fire Monitoring Company when the system is operational

### Individual Zone Impairment:

(often occurs to enable repair work to be accomplished without activated the fire alarm by mechanical maintenance staff or outside contractor e.g. when welding a pipe or changing a smoke detector)

Follow above procedures

### Temporary Blockage of Fire Department Access Routes or Building Exits:

Notify and advise the following of the location, duration and nature of the blockage:

1. Whitby Fire Services
2. Fire Monitoring Company
3. All Staff

### Fire Extinguisher and Fixed Extinguishant Systems requiring Service:

1. Immediately Contact Troy Edwards 905-725 5553 to service and if necessary shut down and repair the fixed system and replace the extinguisher.
2. A temporary extinguisher may be placed in the location

### Elevator:

1. Notify Staff and Residents
2. The elevator is returned to the main floor, doors opened, and people removed.
3. They will be kept empty until the emergency is over.
4. Contact Thyssen Elevator for repair service.



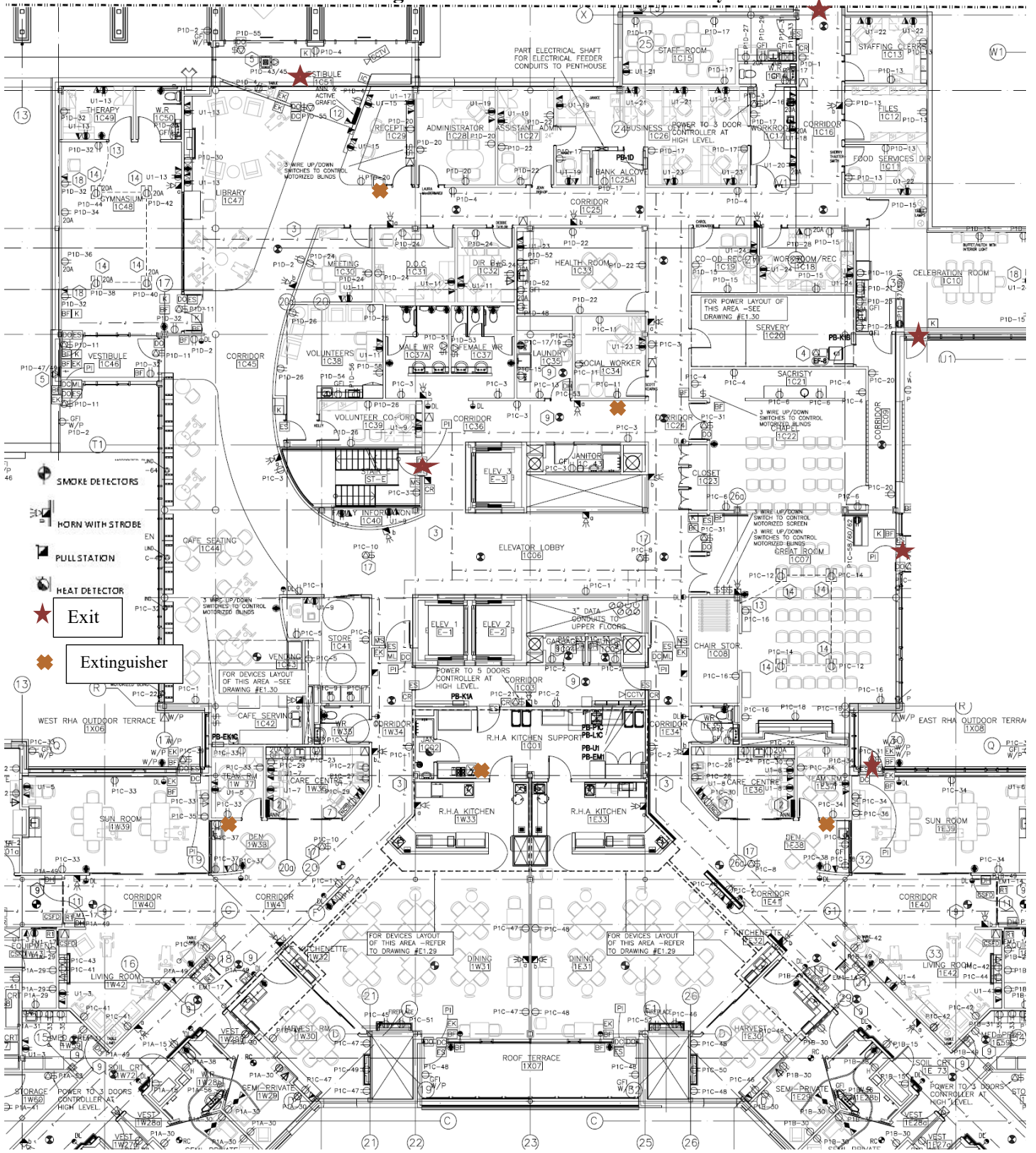
**Section 9: Schematics**

**The following are shown on the attached schematics:**

1. fire alarm panel, pull stations, strobe lights, extinguishers, smoke detectors and exits -----page 34-46
2. sprinkler shut-off valves -----page 47-49
3. fire department Siamese connections -----page 15,50
4. boiler room/penthouse -----page 46,49
5. compactor -----page 34
6. gas shut-offs (interior and exterior) -----page 50



# Fairview Lodge 632 Dundas St. West – Fire Safety Plan

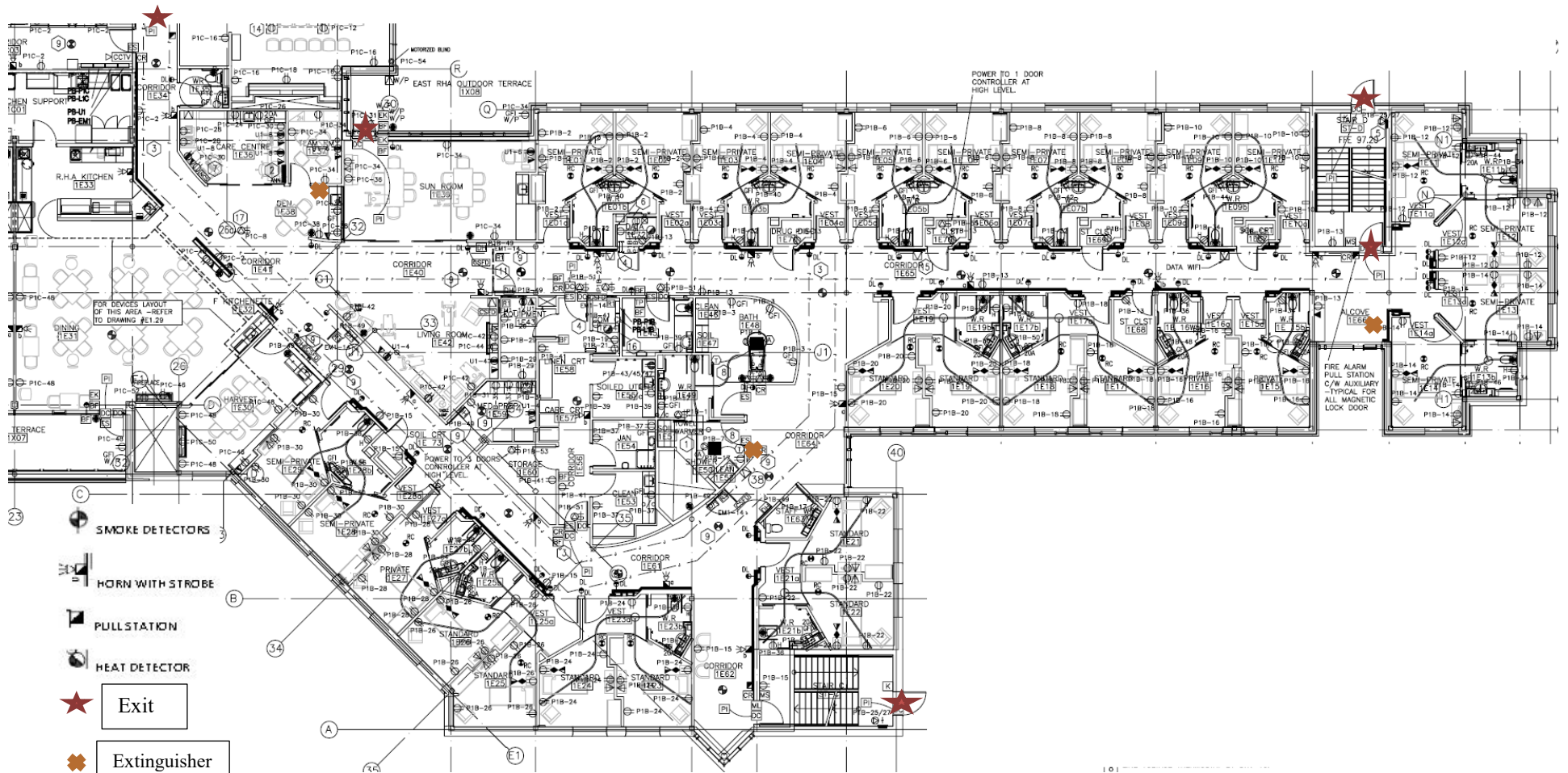


**1<sup>ST</sup> FLOOR CORE**

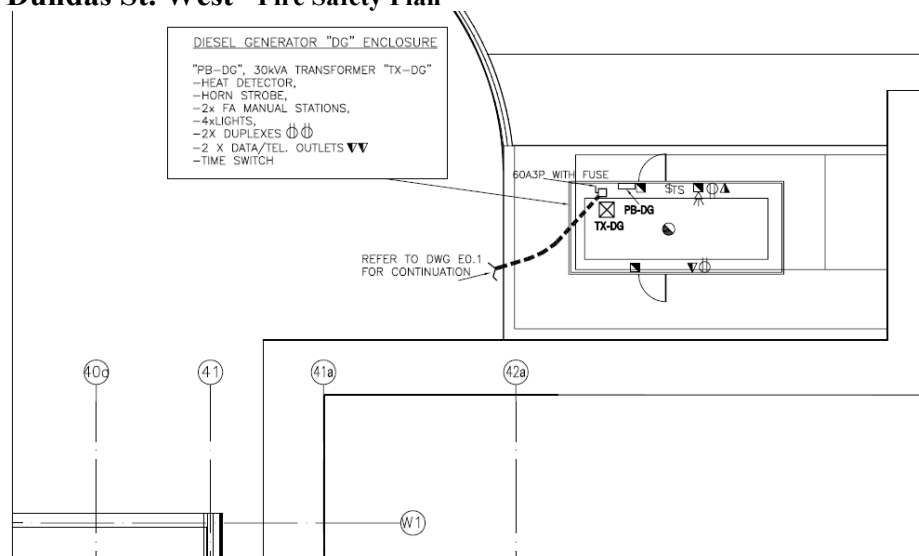
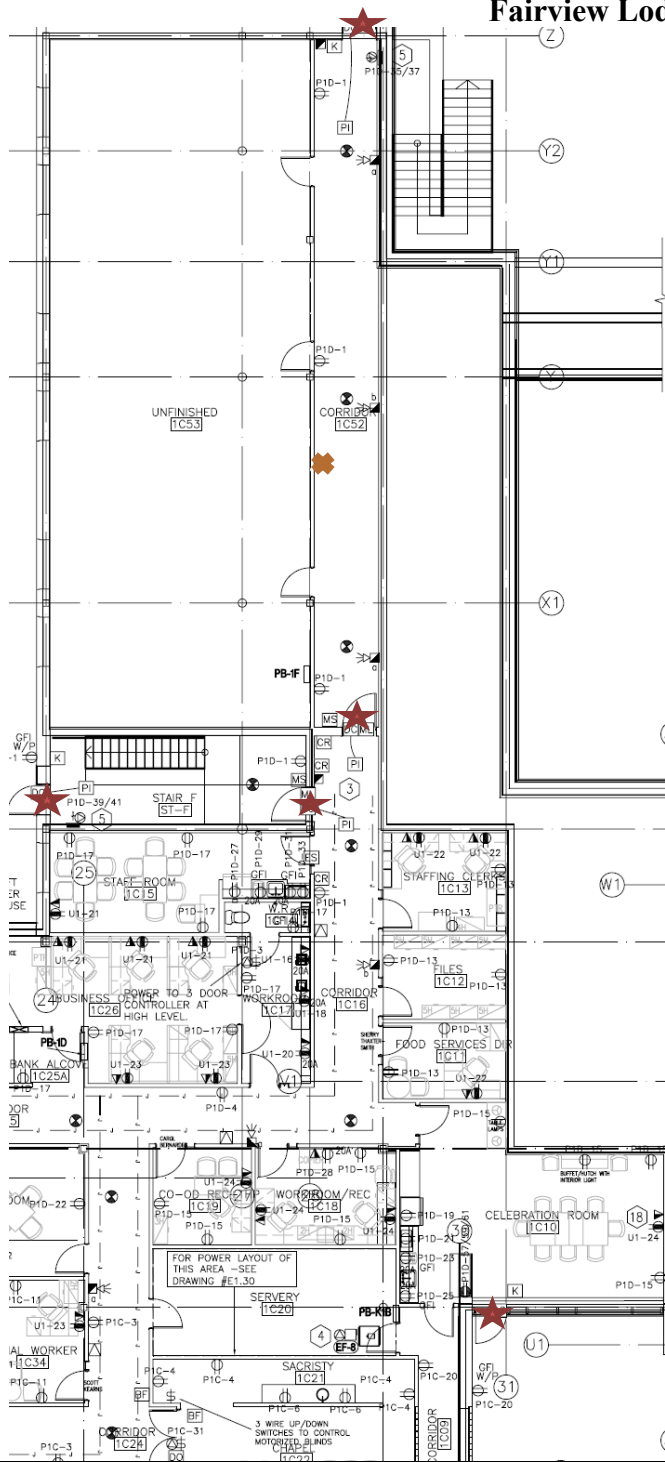




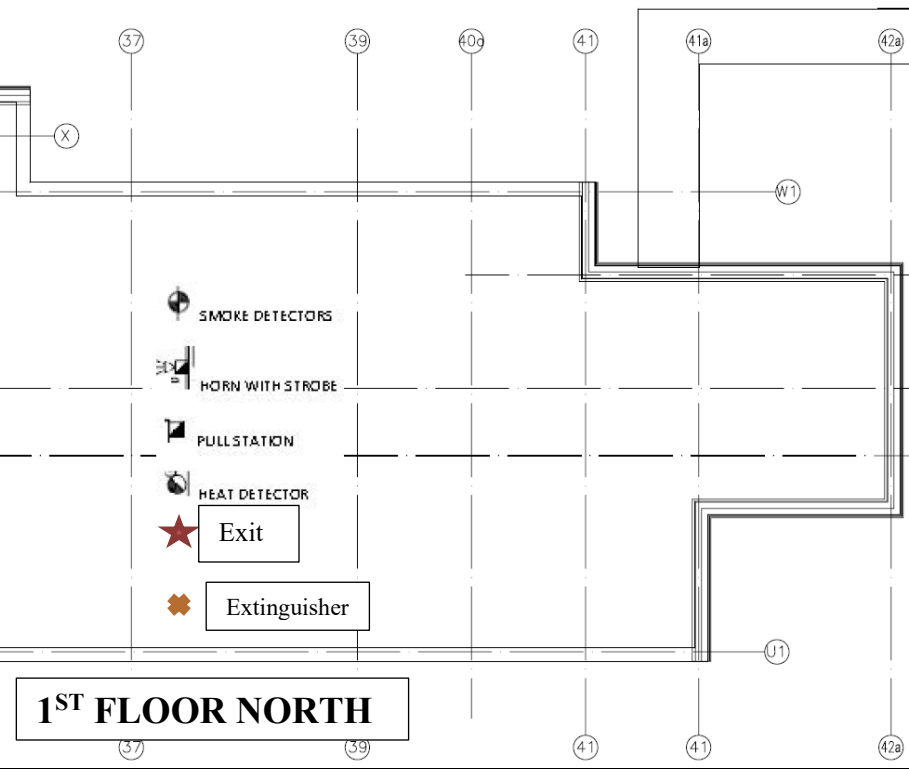
# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



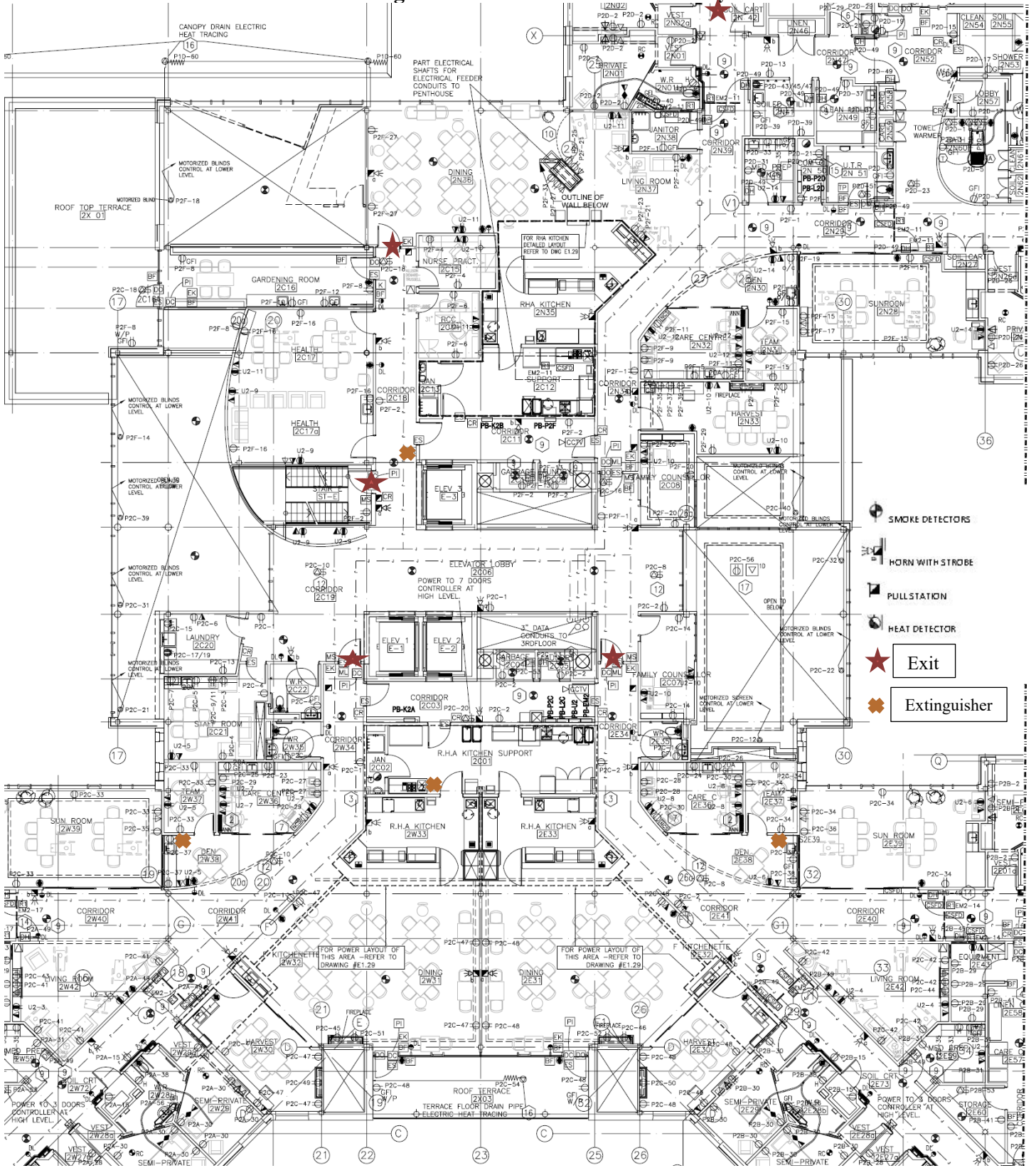
DIESEL GENERATOR PLAN



1<sup>ST</sup> FLOOR NORTH



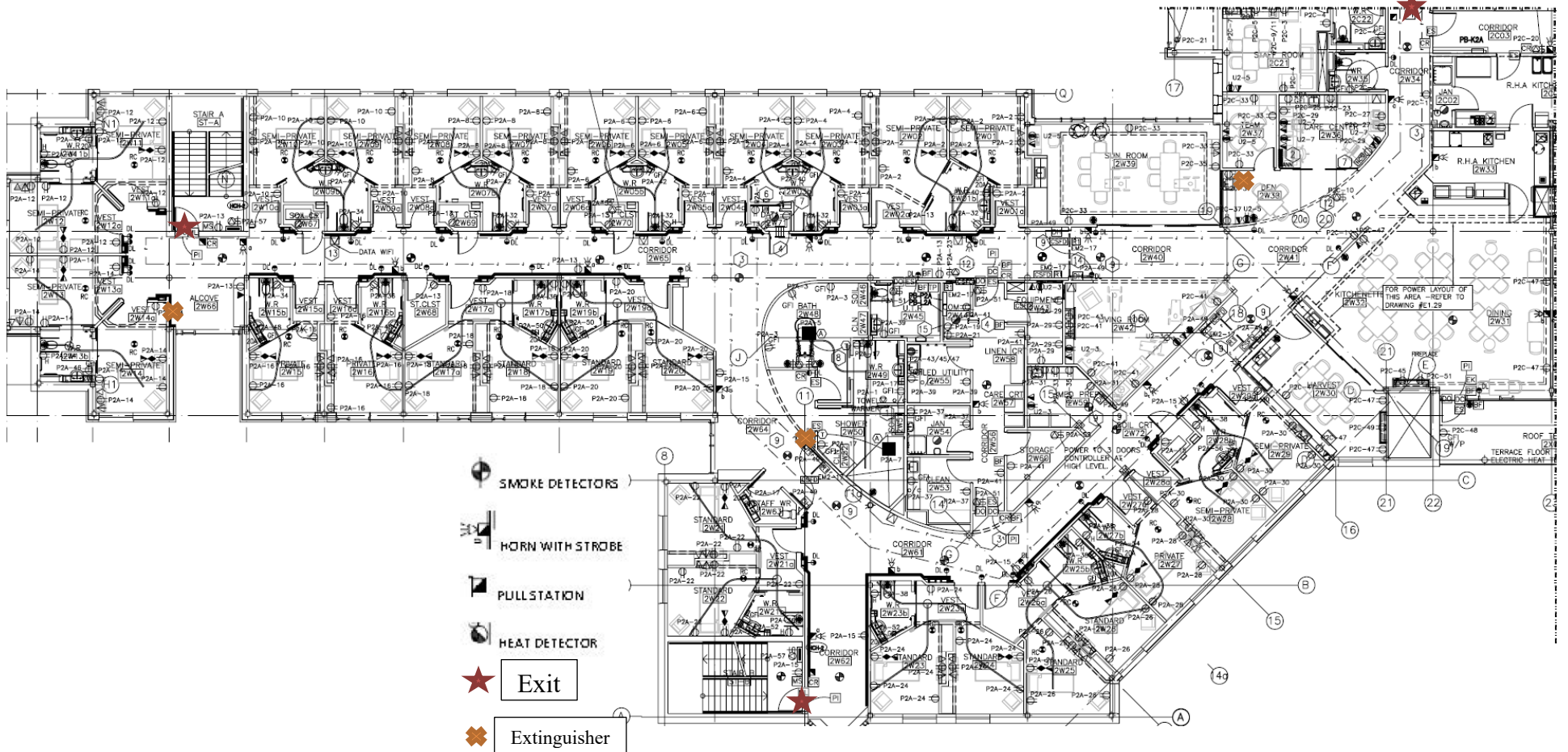
# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



- SMOKE DETECTORS
- HORN WITH STROBE
- PULL STATION
- HEAT DETECTOR
- Exit
- Extinguisher

## 2<sup>ND</sup> FLOOR CORE

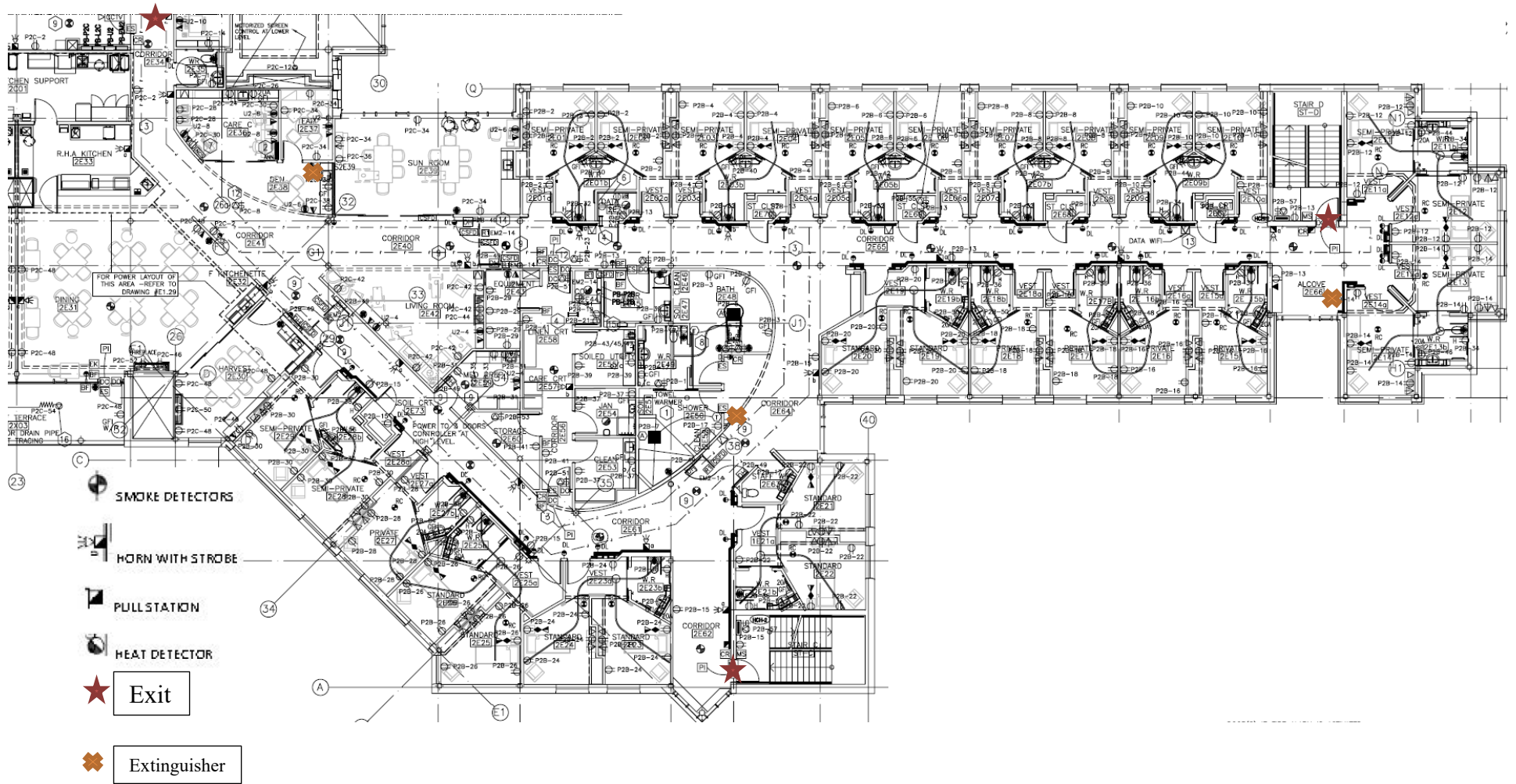
# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



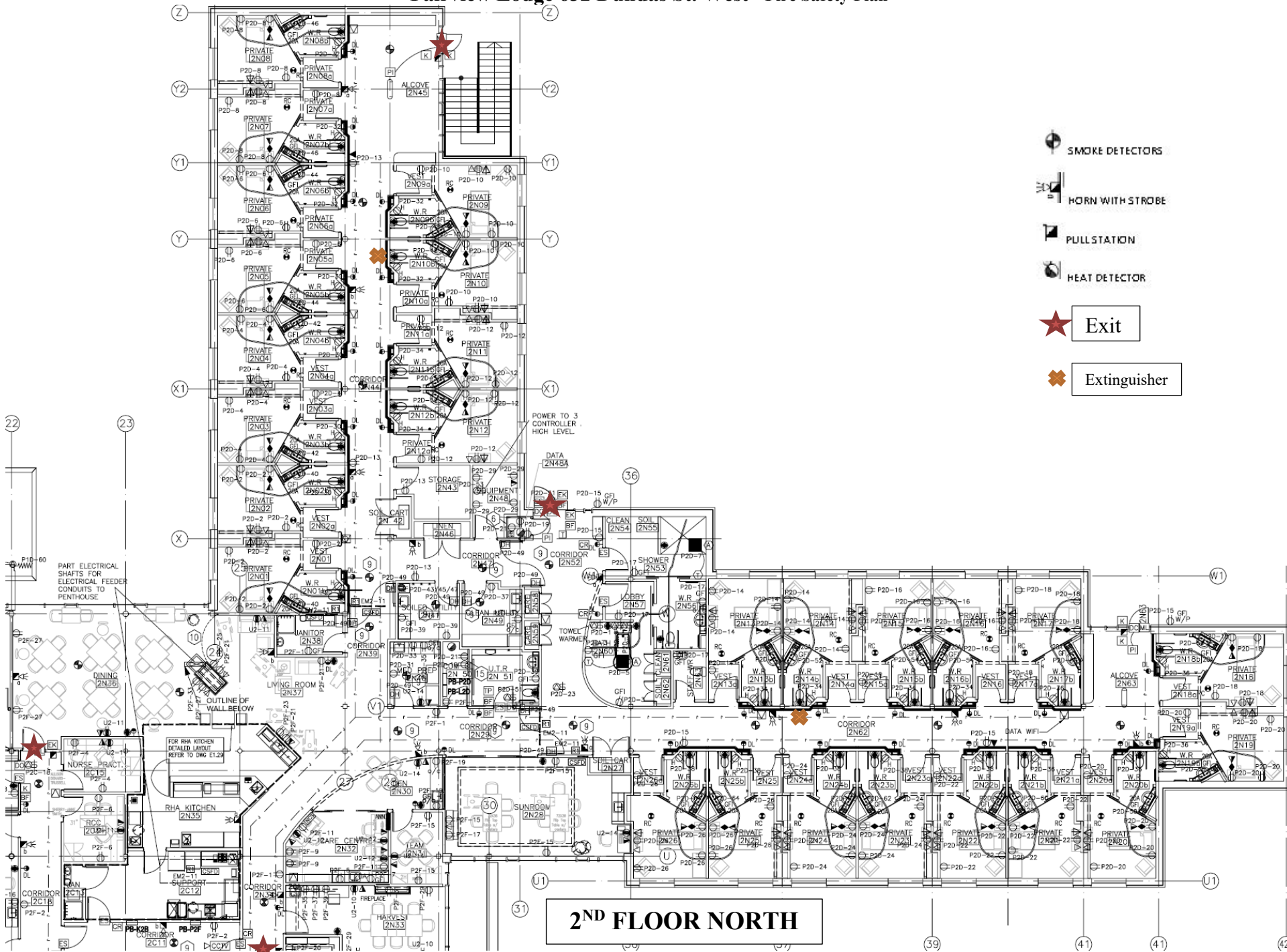
**2<sup>ND</sup> FLOOR WEST**









# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



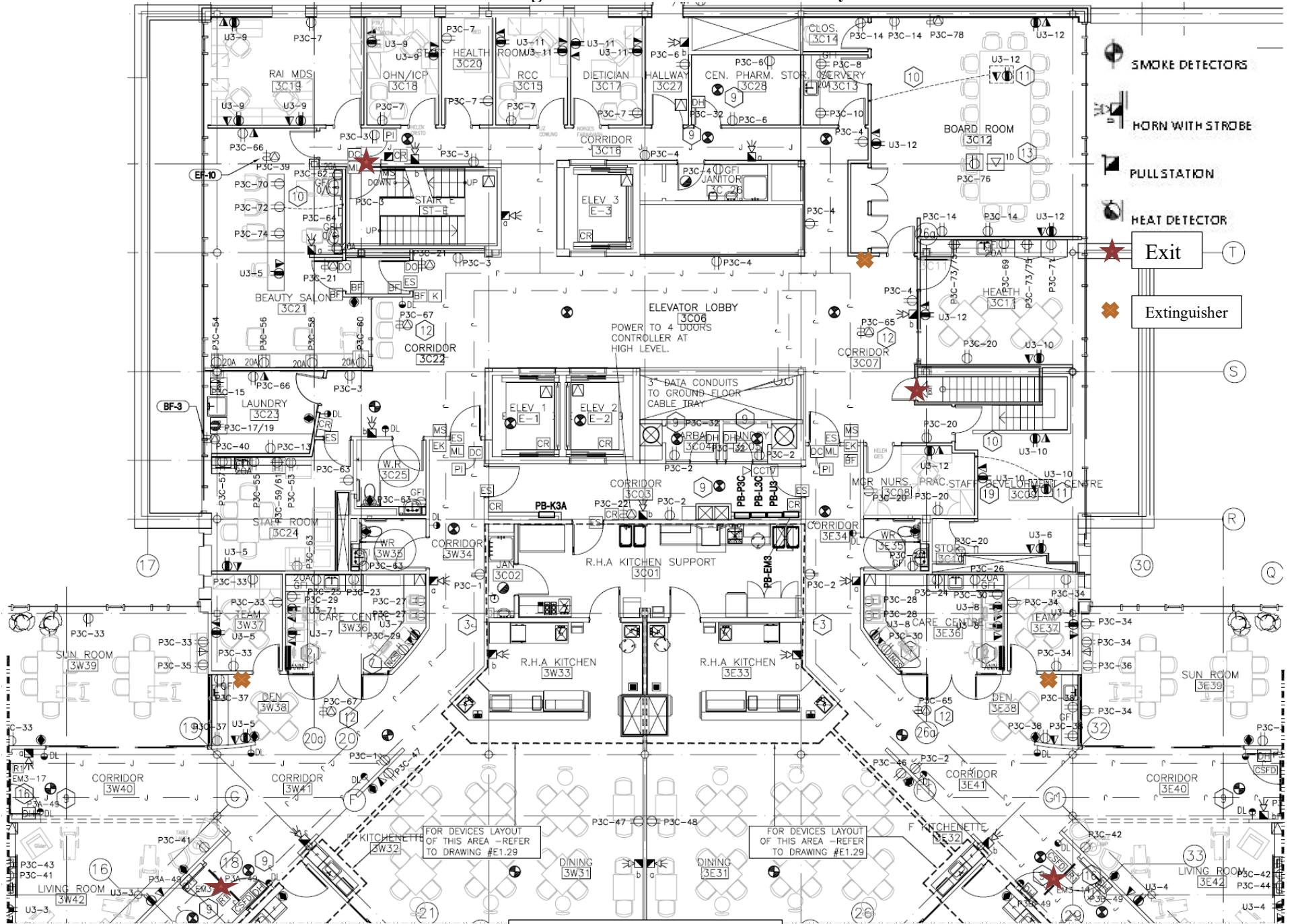
# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



-  SMOKE DETECTORS
-  HORN WITH STROBE
-  PULL STATION
-  HEAT DETECTOR
-  Exit
-  Extinguisher

**2<sup>ND</sup> FLOOR NORTH**

# Fairview Lodge 632 Dundas St. West – Fire Safety Plan

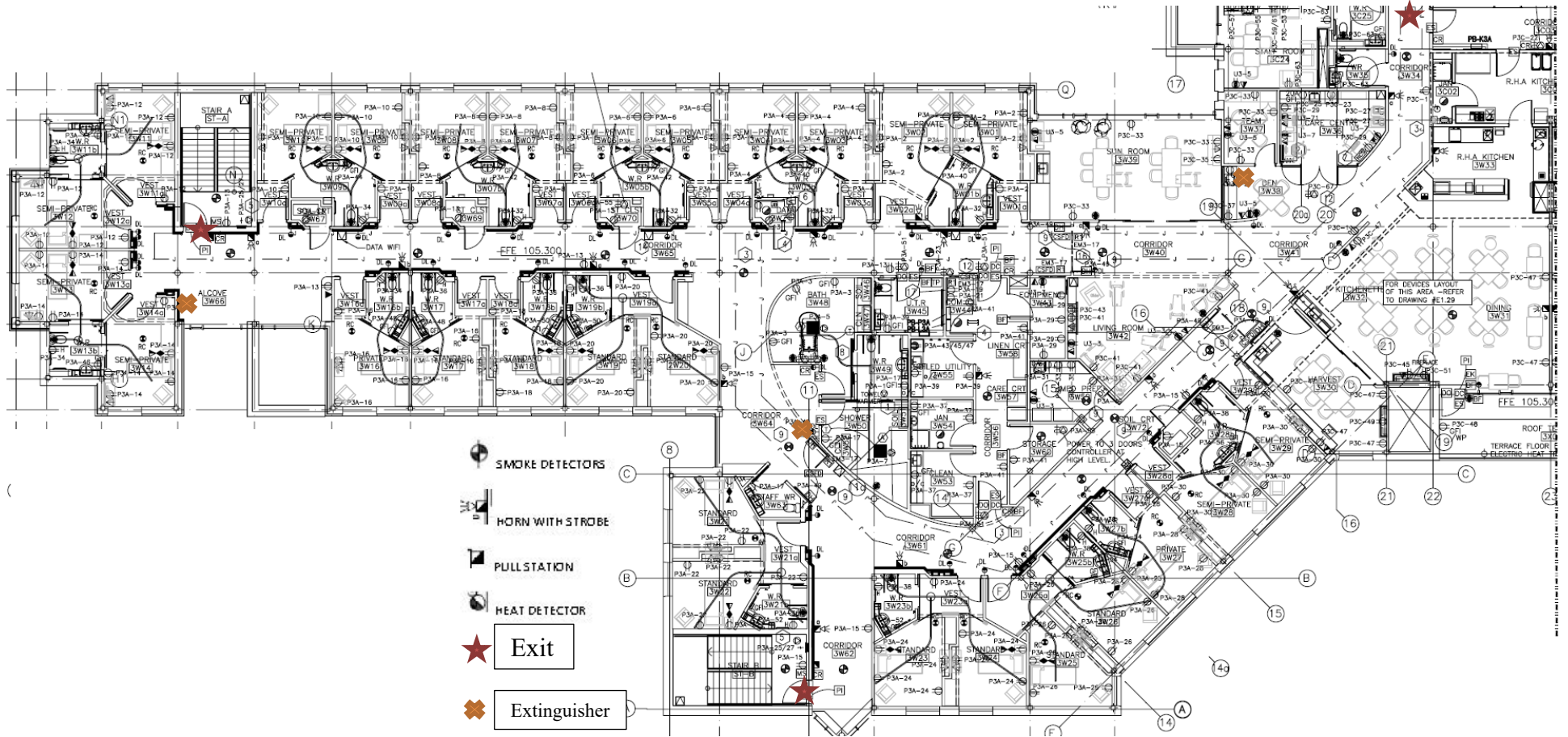


- SMOKE DETECTORS
- HORN WITH STROBE
- PULL STATION
- HEAT DETECTOR
- Exit
- Extinguisher

## 3<sup>RD</sup> FLOOR CORE



# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



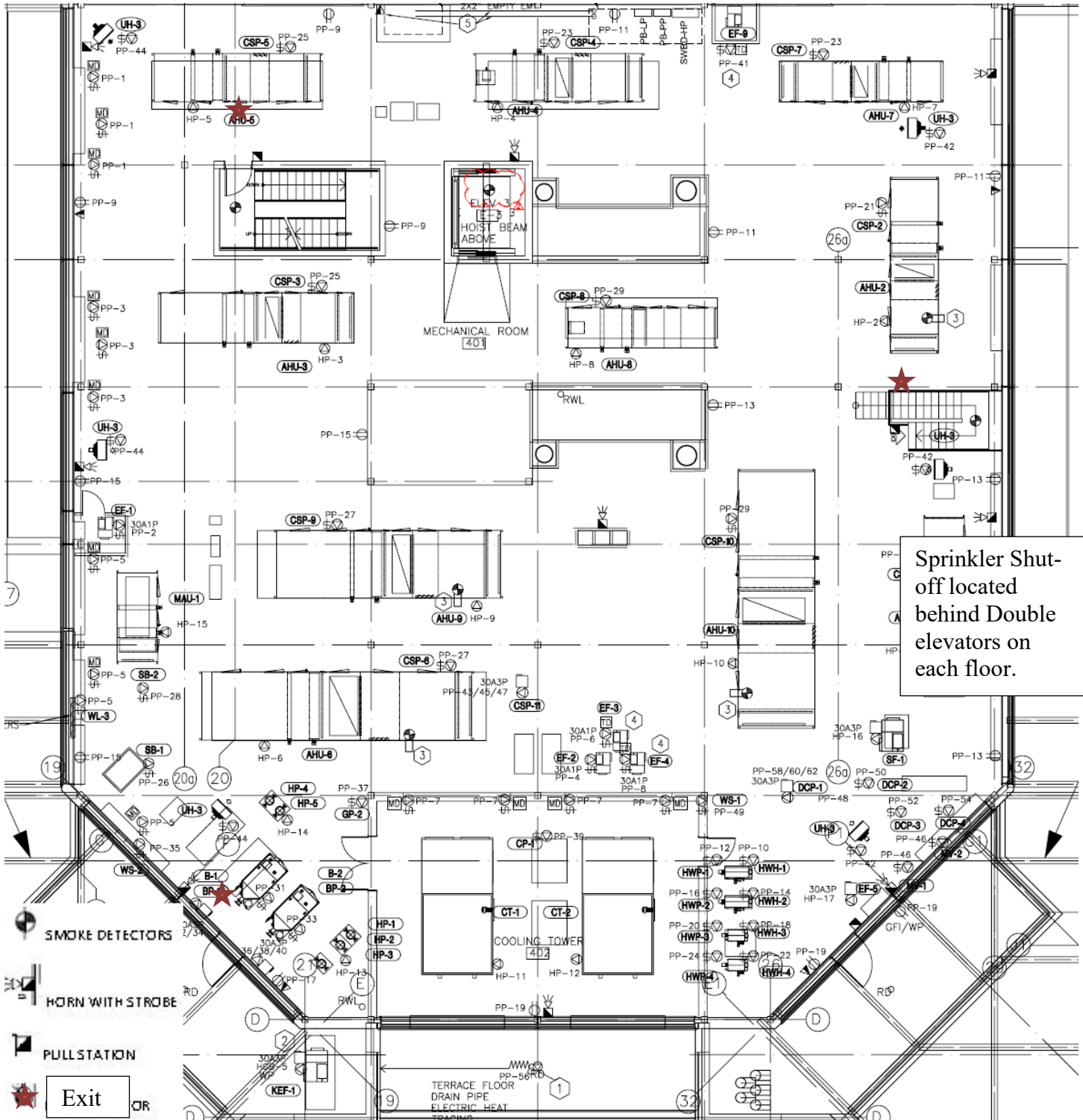
-  SMOKE DETECTORS
-  HORN WITH STROBE
-  PULL STATION
-  HEAT DETECTOR
-  Exit
-  Extinguisher

**3<sup>RD</sup> FLOOR WEST**

# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



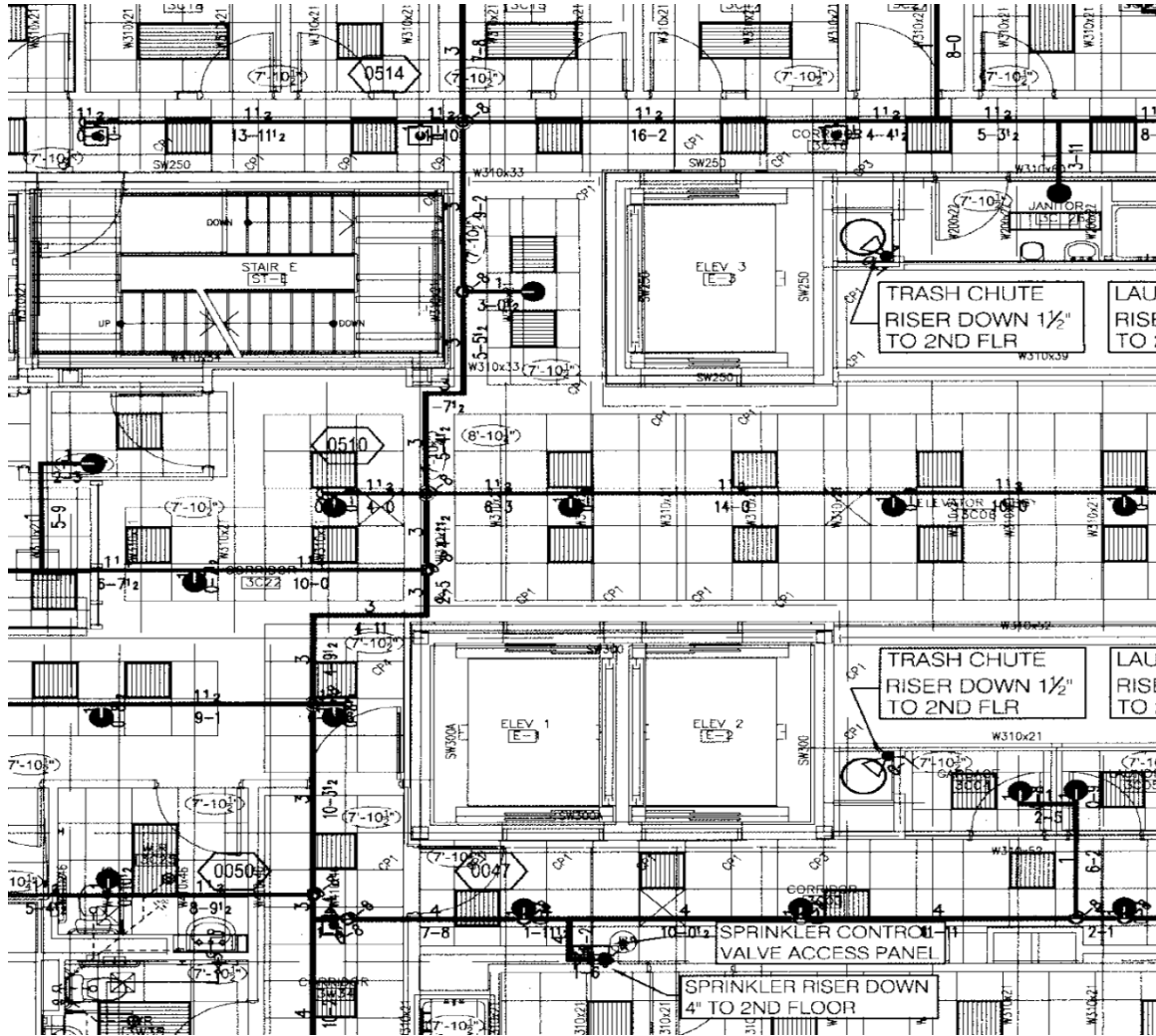
# Fairview Lodge 632 Dundas St. West – Fire Safety Plan



Sprinkler Shut-off located behind Double elevators on each floor.

## PENTHOUSE

Fairview Lodge 632 Dundas St. West – Fire Safety Plan



**ALL RESIDENT  
HOME AREAS**

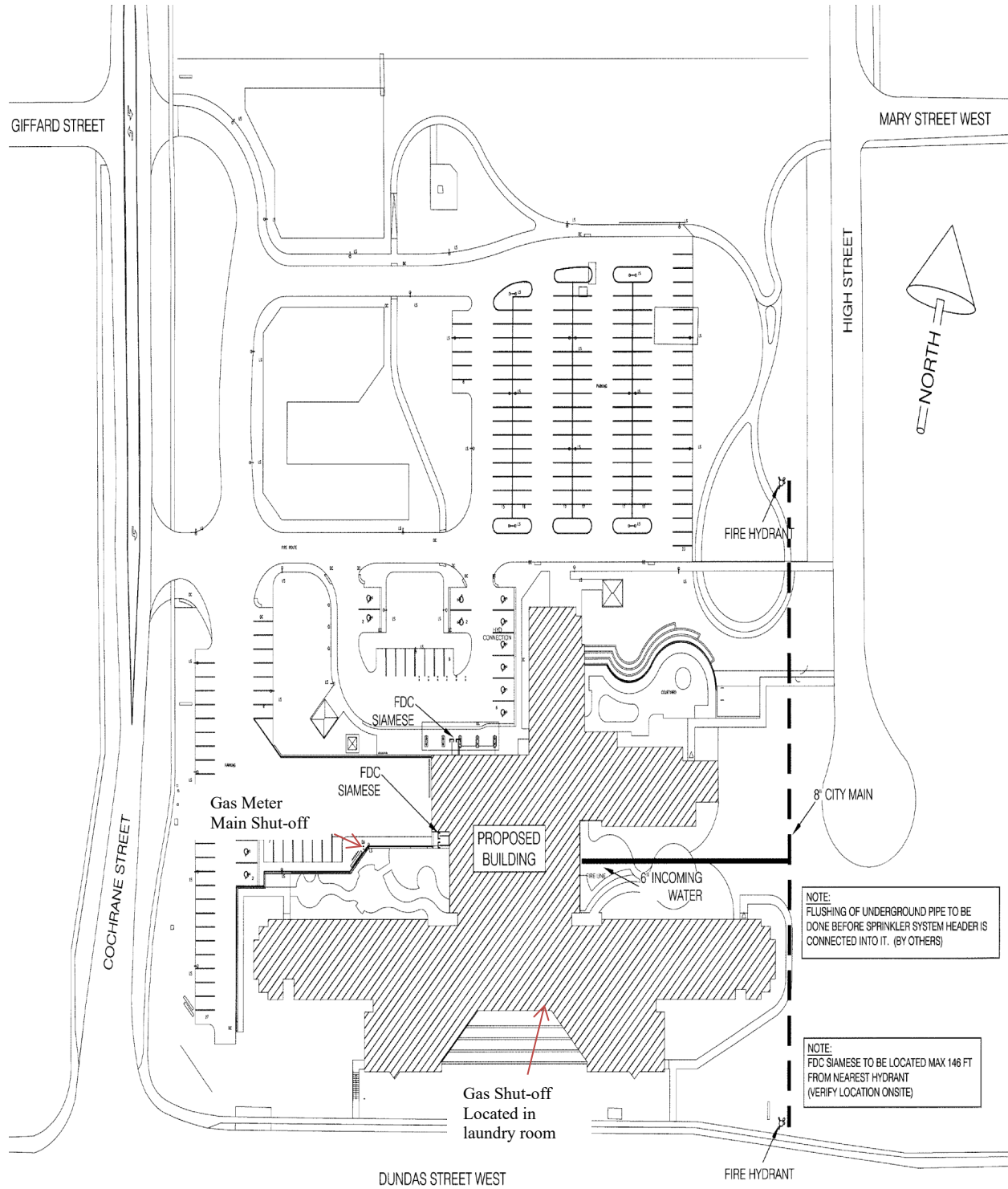








# Fairview Lodge 632 Dundas St. West –Fire Safety Plan



NOTE:  
FLUSHING OF UNDERGROUND PIPE TO BE  
DONE BEFORE SPRINKLER SYSTEM HEADER IS  
CONNECTED INTO IT. (BY OTHERS)

NOTE:  
FDC SIAMESE TO BE LOCATED MAX 146 FT  
FROM NEAREST HYDRANT  
(VERIFY LOCATION ONSITE)

Gas Shut-off  
Located in  
laundry room