| Fire Procedures – Responsibilities in the Event of Fire – Supervisor – Charge Nurse NH/ Staff | | Policy Manual Section: **Section 4—Emergency Management Planning** |
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| **Act/Regs: Fixing Long Term Care Act 2021** | | **Page: 1 of 6** |

PURPOSE

The purpose of the fire emergency procedures is to provide a management system that organizes the functions, tasks, and staff to systematically respond when there is suspected or actual event. This plan promotes communication and coordinates and provides staff with direction as to who is in charge including staff roles and responsibilities.

PROCEDURE

Bay Haven's fire emergency plan criteria to initiate a fire emergency occurs when,

- The Fire Alarm is activated when a fire safety monitoring devise is tripped.
- The Fire Alarm is manually activated when a resident, staff, or visitor pulls the fire alarm.

a) IF YOU ARE IN THE FIRE AREA

Follow the basic fire procedure.
Remain calm and reassure the residents.

b) WHEN THE FIRE ALARM SOUNDS

Return to Nursing Office immediately.
Check Fire panel at nursing office or front entrance to determine fire zone and room area.

c) ANNOUNCE OVER THE P.A. SYSTEM 3 TIMES – "CODE RED, ZONE ___ .."

d) **CALL 911**
*** (Do not call 911 if this is a planned fire drill)**

e) PUT ON SUPERVISOR FIRE VEST

The Nursing Home Charge Nurse is responsible for the entire building during a fire. The Charge Nurse is **responsible for assigning 2 nursing staff to investigate the fire** area in both the Nursing Home (zones 1,2,3,4) and/or Retirement Home (zones 5,6,7,8,9).
The assigned rescuers will assess the fire situation and determine if the fire can be extinguished or if additional help to evacuate residents from the fire zone is required.

**During any fire alarm all residents must be removed from the fire zone.** Partial

evacuation requires that residents be removed from the affected fire zone(s) and a full evacuation requires all residents be removed to outside the building.

f) FIRE PANEL IN MECHANICAL ROOM – ACKNOWLEGDE / SILENCE / RESET

After investigating the fire alarm and after evacuating residents from the fire zone the charge nurse or a designee can choose to acknowledge and silence the fire alarm by;

1. Pushing the **Acknowledge button** on the fire panel. This will prevent the fire alarm from going into stage two - evacuation mode fast double ring. The fire alarm automatically goes into a stage two evacuation mode, if after 5 minutes the fire alarm has not been acknowledged or cancelled. If the fire is contained to just one zone and there is no need to evacuate the entire building then the Charge Nurse should push the acknowledge switch, thereby keeping the fire alarm in the slow ring stage one setting.

2. Pushing the **Silence button** on the fire panel to silence the fire alarm. Silencing the fire alarm only when everyone is out of danger and you are only waiting for the fire department to arrive. Silencing the alarm will allow you to better communicate with staff and prevent residents from becoming further agitated.

**Do not Push Reset Button - Only the fire department or the Administrator or Environment Supervisor can push the reset button. Pushing the reset button erases the history of the fire alarm signal, including the location of the fire zone and smoke or heat detector devise that was triggered. The fire department needs a record of the origins of the fire, otherwise they will have to search the entire building to ensure safety. Do not push the reset button unless advised by the Fire Department or the Administrator**.

Assigned Nursing Home Rescuers – Rescue Residents in Danger

**If a fire zone is announced, rescuers will go to that indicated fire zone and room (with master key, walkie talkie, and fire extinguisher)** and attempt to rescue and assist any person(s) in danger. If the rescuers do not need the fire extinguisher it will be left outside of the door in the hallway. The fire extinguisher in the hallway will signal to others where you are located.

Close the door

Rescuers will attempt to extinguish the fire **using the fire extinguisher they brought** to the fire area. If rescuers are unable to extinguish the fire, they must **close the door** – this will prevent smoke from filling up the hallways and exit routes. After extinguishing the fire or determining that the fire is too big to extinguish rescuers will **communicate** with other rescuers what rooms still needs to be evacuated. Rescuers will communicate back to the Nursing Home charge nurse using the walkie talkie, indicating what room number/area the fire is located and **ask that 911 be called again**.

Unlock all Doors in the Fire Zone

After **rescuing any persons from immediate danger**, the rescuers using the master key,

either personally or communicated to an assignee, will **ensure all residents room doors have been unlocked using the master key** and **communicate** with other rescuers to begin evacuation of the effected zone. Rescuers will start **evacuating rooms closet to the source of the fire**, systematically evacuating rooms outwards.

Evacuation Door Tag – Flip Upwards only After Room has been unlocked and Evacuated
Only after a room has been evacuated, **will the rescuers flip up the evacuation door tag, rescuers will never relock any evacuated rooms**. A flipped-up door tag communicates to others that this room has already been evacuated. **If a room is locked, never assume the room has been evacuated**. All resident rooms in the evacuation zone should **never be locked** during an evacuation.

Send More Rescuers Assign Fire Department Greeter
In the event of an evacuation the Charge Nurse will instruct additional nursing home and retirement home staff to assist in the evacuation.

Once the zone has been evacuated the charge nurse will assign a person **to greet the firefighters at the closest entrance to the fire zone**.

Resident Fire Check List
Using the resident fire list, located at each doorway exit the Charge Nurse will assign a person to use the fire check list to ensure that everyone (staff and residents within the fire zone) have been accounted for. Charge Nurse will reassure residents, ensure that a person has been assigned to meet and instruct the dispatched fire truck. Ensure residents are kept out of the fire zone. Follow instructions of the fire department upon their arrival.

Building Evacuation
If total evacuation is necessary, the Supervisor will active "Evacuation Mode" (Stage Two). This stage two alarm is a double fast ring requiring total evacuation and signals staff to evacuate the entire building. Return to Nursing Station to delegate responsibilities OR delegate a staff member to return to Nursing Station to convey your orders which include - account for all residents

NOTE: Retirement Home Charge Nurse is responsible evacuating residents. Caution should be exercised when extinguishing any type of fire because many products are highly combustible and or can emit dangerous toxic gases. Only consider extinguishing the fire if all residents have been removed from the fire zone first and you have been both trained properly and are confident in using a fire extinguisher.

It is important to note that the Nursing Home Charge Nurse is the "Supervisor" in both the Nursing Home and the Retirement Home during fire procedures and that he/she take charge of the area as soon as possible to avoid confusion. During the midnight shift, all available nursing home staff will immediately respond to the retirement home Charge Nurse and assist in extinguishing the fire and evacuating retirement home residents.

The "Supervisor" (Nursing Home Charge Nurse) will put on the red Supervisor's Vest and have available a two-way radio to identify her/himself immediately after calling 911.

The "Supervisor" (Nursing Home Charge Nurse) will make a final check of each room with the Director of Support Services or designate to ensure that each room has been evacuated. This will prevent re-entering of the rooms.

ROLES AND RESPONSIBILITES OF STAFF

**Charge Nurse- Nursing Home:**

The Charge Nurse becomes the Incident Manager during a fire and will notify all staff on duty of the fire emergency by announcing Code Red (fire) three times over the P.A. system. All staff to report to the Nursing Station and await further instructions as indicated below by category of staff. Charge Nurse to ensure key personnel are equipped with walkie-talkies for communicating with the Incident Manager. After the emergency, document and complete the Critical Incident Report. (LTC only). Conduct debriefing exercise and modify resident care plan with strategies, if necessary.

**Charge Nurse- Retirement Home:**

The Retirement Home Charge Nurse report to the Nursing Home Charge Nurse and assist the Nursing Home Charge Nurse if required. Retirement Home Manager will notify RHRA once the fire emergency has been declared over.

**Retirement Home Staff:**

The Retirement Home staff will report to the Nursing Home Charge Nurse and follow directions to evacuate residents or to assist with assigned fire emergency duties.

**Nursing Department Staff:**

The Nursing staff will report to the Charge Nurse and follow directions to evacuate residents or assist with assigned fire emergency duties.

**Administrator:**

The Administrator will meet with the Incident Manager, the Director of Nursing, and the Director of Support Services for a briefing of the incident. The Administrator working with the Charge Nurse, the Director of Nursing and the Director of Support Services will assist evacuation residents or performing other fire emergency duties. The Administrator will ensure that the fire emergency is conducted with a minimum of publicity. Only the Administrator will communicate with the media referencing the Communication Plan for Incident Management. See Emergency Communication Plan for further details.

**Director of Nursing:**

The Director of Nursing will work closely with the Incident Manager and the Director of Support Services and assist and support as necessary.

**Dietary Department Staff:**

The Dietary staff will report to the Charge Nurse and follow directions to evacuate residents or to assist with other assigned fire emergency duties.

**Laundry Department Staff:**
The Laundry staff will report to the Charge Nurse and follow directions to evacuate residents or assist with other assigned fire emergency duties.

**Housekeeping Department Staff:**
The Housekeeping staff will report to the Charge Nurse and follow directions to evacuate residents or assist with other assigned fire emergency duties.

**Dietary/Housekeeping Aide Retirement Home:**
The Dietary/Housekeeping Aides in the Retirement Home will report to the Charge Nurse and follow directions to evacuate residents or assist with other assigned fire emergency duties.

**Director of Support Services (DSS):**
The Director will report to the Charge Nurse and follow directions to evacuate residents or other duties as assigned.

**Maintenance Staff:**
The Maintenance staff report to the Charge Nurse and follow directions to evacuate residents, or other duties as assigned.

**Recreation Department Staff:**
The Activity staff will report to the Charge Nurse and follow directions to evacuate residents or with other assigned fire emergency duties.

**Human Resources and Information Manager:**
The Human Resources Information Manager will report to the Charge Nurse and follow directions to evacuate residents or other assigned fire emergency duties.

**Volunteers /Visitors:**
**Visitors:**

Will remain with the resident with whom they are visiting and follow the instructions of the Charge Nurse.

**Conduct Debriefing Meeting / Plan for Recovery:**
The purpose of the debriefing meeting is to ensure all appropriate parties have been notified and that corrective measures have been taken. This includes a debrief for residents, substitute decision makers, staff, volunteers, and students. The debriefing exercise also provides an opportunity to evaluate and revise policy, listen to concerns, document lessons learned and support those who might be experiencing distress due to the emergency including referral to Employee Assistance Programs. Residents will be monitored for signs of distress/trauma and if required referral can be made to appropriate counselling.

The Plan of Recovery process will be unique to each emergency event. The objective is to reduce risk and incorporate prevention and mitigation components that result in a higher level of preparedness. Recovery plans can be for short-term and long-term priorities for restoration of

functions, services, resources, facilities, and infrastructure. Short-term recovery plans could include repairs to damaged infrastructure and working with staff to compensate them for overtime wages. Long-term recovery plans might include installation of new safety equipment.

REFERENCES

Fixing Long-Term Care Act, 2021