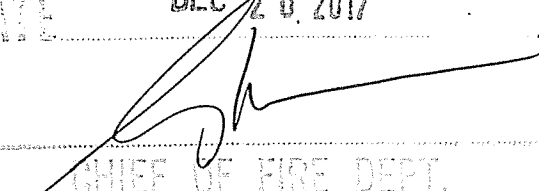


ALBRIGHT CENTRE

5050 HILLSIDE DR
BEAMSVILLE, ONTARIO
L0R1B2

FIRE SAFETY PLAN

APPROVED	
DATE	DEC 20, 2017
	
CHIEF OF FIRE DEPT.	

REVIEWED
LUCAS PEE

ALBRIGHT MANOR		DOCUMENT: Contents	APPROVED BY: <i>Jm</i>
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


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TOPIC: Discovery of a Fire		REVISED: January 2013 December 2017	

On discovery of a fire remember **R.A.C.E**

Rescue anyone in immediate danger, from room or fire zone.

Alarm activate the fire alarm system by pulling the nearest fire alarm pull station.


Confine and contain fire by closing all windows and doors.

Extinguish fire only if you have been trained to do so, and your personal safety is not in jeopardy.

1. Activate Manual Pull Station.
2. Notify the office or nurse in charge of exact location of fire. Office staff or RN will ensure that the Fire Department received alarm signal by calling 911.
3. Assist with the possible evacuation of residents, from fire zone or entire building.
4. Follow staff procedures for your department. *See Section 4 - Staff Responsibilities.*

Note: *Sign the staff participation section of the Fire Alarm Log Book located at each nurses station, the main office, or by the Health and Safety board located on the first floor near Main Kitchen.*



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TOPIC: Fire Alarm		REVISED: January 2013 January 2016	


Upon hearing a fire alarm:

1. Listen for location of the fire on the P.A. system.
2. Follow the staff procedures for your department. *See Section 4 - Staff Responsibilities.*
3. Be prepared to assist with the evacuation of residents from the fire zone, if second stage zone alarm has been activated. When the second stage of the fire alarm system has been activated, the bells ring rapidly (3-3-3 pattern), within the fire zone, and slower throughout the remainder of the building.
4. If the total building evacuation stage of the fire alarm system, has been activated, assist with total evacuation of residents out of the building. When the total building evacuation stage of the fire alarm system has been activated the bells ring rapidly (in a 3-3-3 pattern), throughout the entire building.

Note: The decision to activate the total building evacuation stage of the fire alarm system will be made only by the Chief Executive Officer, or designated alternate, or the Fire Department, if they feel that the fire is out of control, and the safety of residents would be in jeopardy.*

*Designated alternate staff authorized to activate a total building evacuation:

Director of Properties
 Chief Nursing Officer
 Director of Nursing and Personal Care

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TOPIC: Operation of the Fire Alarm System			

THE FIRE ALARM SYSTEM WILL BE ACTIVATED AUTOMATICALLY BY SMOKE DETECTORS, HEAT DETECTORS, AND SPRINKLER SYSTEMS, OR IT CAN BE ACTIVATED MANUALLY BY PULLING ONE OF THE MANUAL PULL STATIONS LOCATED AT ALL EXIT DOORS, AND ACCESS TO EXITS.

1. If possible, select the pull station within the same zone as the fire. The zone where the fire alarm pull station has been activated will indicate as the original fire zone on the fire panel. It is therefore important that the exact location of the fire be communicated to the office or registered staff member in charge.
2. Pull the handle of the fire alarm pull station out and down, breaking the glass rod. The fire tone will start to ring approximately 5-10 seconds after the station has been pulled.
3. Do not try to reset the pull station as this can only be done by the use of tools. This should be done only by the maintenance staff. To re-set the pull station a small slotted screwdriver is required. Place the slotted screwdriver into the screw on the top of the pull station, turn counter clockwise as far as it will go and pull the cover open. On the backplate of the pull station is a toggle switch that will be in the up position. Return the position of the toggle switch to the down position. Press the pull handle into its normal position of the face plate of the pull station and press the entire face plate back to the normal position until it snaps back into place. It is not necessary to use the screwdriver to close the pull station.
4. Resetting the fire alarm system must only be done at the main fire panel, and should only be done once the Fire Department is satisfied that there is no longer a fire in the building. The fire alarm system will not reset if there is an open pull station or if a smoke detector or heat detector or sprinkler head has been damaged, or if smoke or flame are still present. The fire panel is normally reset by maintenance staff, when they are in the building. At all other times the panel should be reset by the registered nursing staff member in charge, once approval has been given by the Fire Department.
5. Any damage to the fire alarm system, should be reported immediately to the Maintenance Department.



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TOPIC: Notification of the Fire Department			

Steps to be taken to notify the fire department in the event of a fire:

1. Pull the fire alarm pull station. The fire alarm system is monitored by the St. Catharines Fire Department through Fire Monitoring of Canada, and they will receive a signal indicating that the fire alarm system has been activated at Albright Manor. Both the St. Catharines Fire Department and Fire Monitoring of Canada will notify the Lincoln Fire Department, and the fire trucks will be dispatched.
2. Call 911 and indicate that there is a fire at Albright Manor. The fire alarm system monitoring is dependent on telephone lines, therefore it is imperative that this call be placed as a failsafe measure. During normal business hours this call should be placed by the office staff, and at all other times by the registered nursing staff member in charge.


Note: If the fire alarm system has been activated without warning, and there is no sign of fire, this call should still be placed and indicate that you are unsure if there actually is a fire. The fire tone must remain activated until the Fire Department arrives and assesses the situation. In order to silence a fire alarm, the reason for a false alarm must be positively identified and confirmed that it is truly a false alarm and that there is no risk to anyone.

3. If the fire zone has been inspected and it is determined that no fire or smoke exists, prior to the Fire Department arriving, please notify the **St. Catharines Fire Department** by calling **905 684 4311**. This will not prevent the fire trucks from coming; however this will allow the fire trucks to slow down.
4. If the fire alarm system has been accidentally activated (*i.e.*; resident is witnessed activating the pull station or worker accidentally knocks detector), contact the **St. Catharines Fire Department** at **905 684 4311**. The fire trucks will still come however they will not rush to get here, therefore possibly avoiding any unnecessary traffic accidents. In this situation, the fire alarm tone may be silenced, however the system must remain in alarm condition, until the Fire Department arrives.

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TOPIC: Notification of the Fire Department			

5. Do not reset the fire panel until the Fire Department has indicated that it can be reset. If we are positive that no fire exists we can silence the fire tone, however we must leave the system in alarm until the Fire Department arrives. Once the Fire Department arrives they may choose to silence the tone, if we have not already done so, however this will only be done after the fire zone has been thoroughly inspected and resident safety not at risk.



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TOPIC: Confining and Extinguishing Fires		REVISED: January 2016	

The following are procedures for confining and extinguishing a fire. *Only extinguish fires if you have been trained to do so.*

1. Close doors and windows in the fire zone to prevent the spread of smoke and flame, and to prevent oxygen from being introduced to the area.
2. Extinguish fire by using a portable fire extinguisher, *only if you have been trained to do so*. There is a portable fire extinguisher located in every fire hose cabinet, and at various other locations throughout the building. If you feel that you cannot safely extinguish the fire, leave the area and wait for the Fire Department to arrive. The fire hoses should only be used by the Fire Department.
3. Be sure that the fire extinguisher is appropriate for the type of fire that you are attempting to extinguish. Most of the fire extinguishers are type ABC, which can be used on most types of fires. BC fire extinguishers are located in the main kitchen and generator room, and must be the only type of fire extinguisher used for fires in this area.
4. When operating any fire extinguisher remember **P.A.S.S.**

Pull the pin by the handle.

Aim the nozzle at the base of the fire.


Squeeze the trigger handle.

Sweep the nozzle back and forth at the base of the fire until flame is extinguished.

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TOPIC: Evacuation Procedures			

The exact location of the possible fire, and the device that was activated will be indicated on the main fire panel in the Fire Control Room on the first floor, and at the remote fire panels located in each nursing station. This information will also be announced automatically by the fire alarm system through pre-recorded messages.

1. Inspect the fire area for fire or smoke (*refer to sec. 3.7 - Fire Zones, and Section 8 - Floor Plans*). If a smoke detector has been activated the nurse call dome light in the corridor for that room will be illuminated red. The LED light on the detector will remain solid, and won't be flashing. If there is no fire or smoke, there is no need to evacuate any of the occupants. The fire alarm system can be silenced but must remain in alarm condition for inspection by the Fire Department.
2. Priority must always be given to removing occupants from immediate danger areas first. If fire or smoke is present, rescue occupants from room where problem exists and contain area by closing windows and doors, and try to extinguish fire only if you have been trained to do so. The Supervisor with evacuation key must activate the second stage zone evacuation by placing key in pull station of that zone and turning to the right until tone is rapid. Evacuate the residents from the fire zone to the next zone. This should be done horizontally to the next zone. If the next horizontal zone cannot be reached safely, then a vertical evacuation to the next floor is required by using the stairs. Close the windows and doors to the resident rooms and place the grey tag in the horizontal position, to indicate that the room has been checked and evacuated. Evacuation keys are located at the fire panel on each floor.
3. Remove yourself from the fire zone and wait for further instructions.
4. If the fire panel is reset and an all clear is announced, assist with returning residents to their rooms.
5. Total building evacuation should only be done if absolutely necessary. If a fire is out of control and has spread, or there is a danger of it spreading, to other zone then a total building evacuation should be initiated. The Evacuation Stage of the fire alarm system will only be activated by the Chief Executive Officer, or designated alternate*, or the

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TOPIC: Evacuation Procedures			

senior fire officer on scene from the Fire Department. If the total building evacuation stage of the fire alarm system has been activated (bells ringing rapidly in a 3-3-3 pattern), the entire building must be evacuated. This stage of the fire alarm system will only be activated upon direction of the Fire Department, if they feel that the fire is out of control and there is danger of the fire spreading to other zones. If total building evacuation is required then evacuation must be done vertically by the use of stairs and exiting the building. The 1st floor obviously must be evacuated horizontally to the exterior of the building using any of the identified fire exits.

*Designated alternate staff authorized to activate a total building evacuation:
 Director of Properties
 Chief Nursing Officer
 Director of Nursing and Personal Care

6. During normal weekday hours there is sufficient staff on site to assist with the evacuation of residents. During evening, night, or weekend shifts, the telephone fan out system will be implemented to call in additional staff to assist with total evacuation. *See F-7.1 Supervisory Staff and F-7.2 Emergency Call Out List.*



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TOPIC: Fire Alarm Stages			

ALERT STAGE

No evacuation required .This stage of the alarm alerts staff that there might be a fire in a particular zone of the building.(tone is slow through entire building)

SECOND STAGE


Zone evacuation required. This stage of the alarm means that a fire does exist in a particular zone and that zone must be evacuated horizontally to another zone. The second stage of the alarm must be activated by a staff member in charge, usually the Director of Properties or a registered nursing staff member.(tone is rapid in fire zone only, slow in remainder of building)

EVACUATION STAGE

Entire building must be evacuated. This stage of the alarm means that the fire is out of control and is likely to spread to another zone in the building. The decision to activate this stage of the alarm will be made by the Chief Executive Officer, or designated alternate*, Senior Fire Officer on scene from the Lincoln Fire Department. This can only be done at the main fire panel located in the Fire Control Room. (tone is rapid throughout entire building).

*Designated alternate staff authorized to activate a total building evacuation:

- Director of Properties
- Chief Nursing Officer
- Director of Nursing and Personal Care

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TOPIC: Recording Fire Alarms or Fire Drills			

After each fire alarm or fire drill, all staff on duty must sign one of the Fire Alarm Log Books, indicating their participation and to record any problems or concerns experienced during the fire alarm. The Fire Alarm Log Books are located at each nurses station, at the Health and Safety board on the first floor near Kitchen and freight elevator, and at the main office. *See Section 5.*

Note: THIS IS A MANDATORY REQUIREMENT OF ALL STAFF.

Detailed recording of the fire alarm or fire drill will be completed by the Director of Properties on the office copy of the form, or in his absence this will be completed by the Chief Nursing Officer. During evening, night and weekend shifts the detailed recording will be completed by the registered staff member in charge on the second floor nurses copy.

Once the forms are completed they must be returned to the Director of Properties office where they will be kept on file and available for inspection by the Chief Fire Official.

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TOPIC: Location of Fire Safety Plans (Manuals)		REVISED: January 2016	

Fire Safety Plans (Manuals) are posted at the following locations;

- Chief Executive Officer
- Director of Properties
- Director of Dietary Services (Office of the Food Service Supervisor -1st Floor Kitchen)
- Chief Nursing Officer
- Director of Nursing and Personal Care
- Director of Financial and Administrative Service (Reception)
- Director of Program and Support Services
- Director of Housekeeping and Laundry
- Volunteer Office
- Health and Safety Board
- 2nd Floor Nursing Station
- 3rd Floor Nursing Station
- 4th Floor Nursing Station
- 5th Floor Nursing Station
- Fire Safety Plan Box located in the front vestibule
- Chief Fire Official, Town of Lincoln


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TOPIC: Building Audit		REVISED: January 2013	

Construction - Non combustible

Floors	1½" metal deck, 2½" concrete topping, with 2 hr. spray fire proofing
Walls	Interior: Concrete block, ground floor service areas, typically exposed. All other areas metal stud with drywall Exterior: Brick Veneer
Roof	Flat metal deck, built up asphalt with extensive concrete under mechanical equipment.
Windows	Aluminum frame, sealed tempered units
Fire separations	Corridors: 1 hr. Rooms: 1 hr. Stairways: 2 hrs. Zones: 1 hr. Floors: 2 hrs. Elevator Shaft: 1½ hrs. Vertical Service Shafts: 1hr.

Fire Safety Equipment

- Monitored, addressable fire alarm and detection system
- Standpipe system
- Portable fire extinguishers
- Sprinkler system
- Automatic extinguishing system (kitchen hood)
- Emergency lighting (Generator room)
- Emergency exit lighting
- Fire Hydrants
- Emergency generator

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TOPIC: Building Audit			

Building Occupants

Residents 231

Staff (approximate) Days 85
 Afternoons: 40
 Nights: 12

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SECTION: Fire Protection Equipment			
TOPIC: Fire Alarm System and Contact Numbers			

Contact with Fire Department

Albright Manor is protected by an addressable fire alarm system that is designed to activate upon detection of heat or smoke, or it can be manually activated by pulling a fire alarm pull station. The fire alarm system is monitored by the St. Catharines Fire Department through Fire Monitoring of Canada. When the fire alarm system is activated, a signal is sent to both the St. Catharines Fire Department and Fire Monitoring of Canada, indicating that there is a possible fire at Albright Manor. The Lincoln Fire Department is notified and the fire trucks are dispatched.

The contact telephone numbers for fire alarm monitoring are as follows;

St. Catharines Fire Department 905-684-4311
(Dispatches to Lincoln Fire Department)

Fire Monitoring of Canada 1-800-563-3840

Speaker System

There are designated speakers throughout the building that are tied in with the fire alarm system. The speakers emit the tone for the fire alarm system. The same speakers are also used for automatic announcements through the fire alarm system, indicating location and type of alarm. When the announcement is being made the fire tone will be interrupted so that instructions are clearly heard, and the tone will resume when the announcement is completed. Announcements made over the regular P.A. system would not interrupt the fire tone. The fire alarm speakers located in tub rooms are also equipped with strobe lights, to notify anyone in the room that might not hear the tone due to water running.

Smoke Detectors

All resident rooms, corridors and lounge areas are equipped with smoke detectors. The smoke detectors have a green LED light that flashes intermittently indicating that the detector is in working condition. If the smoke detector detects smoke a red LED will light up indicating that it has been activated by smoke. All other areas of the building are equipped with heat detectors. In

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TOPIC: Fire Alarm System and Contact Numbers			

addition the entire building is equipped with a sprinkler system and the kitchen is equipped with an exhaust hood extinguishing system. All are connected to the fire panel. Fire alarm pull stations are located at every exit from a fire zone and at stairways. Spare glass rods for pull stations are located in the maintenance shop, and in the Fire Control Room.


Fire Panels

The main fire panel is located in the Fire Control Room located on the first floor inside the main entrance next to the passenger elevators. All fire zones are indicated on the fire panel. This is where the system is silenced and where the system is reset. The exact location of the fire is indicated on the panel. The annunciator map board is located inside the entrance vestibule.

The remote fire panels are located at each nurses station and are for visual purposes only. The system **must not be reset or silenced** from these locations.

Equipment Information

The make of the fire alarm panel is Edwards. The model is EST3. The serial number is 30-200-1515-000. The primary power supply is 120 volts AC. The secondary power supplies are the diesel generator located in the 1st floor generator room. The system is equipped with a backup battery power supply located in the Fire Control Room.

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TOPIC: Fire Suppression Systems			

Portable Fire Extinguishers

Portable ABC fire extinguishers are located throughout the building, and in every fire hose cabinet. BC fire extinguishers are located in the main kitchen. To operate, pull the pin, aim the nozzle at the base of the fire, and squeeze the trigger. Whenever a fire extinguisher has been used it must be sent away for recharging, and must not be returned to its location until it has been recharged, by an approved Contractor. The Director of Properties is responsible for arranging the above. The Fire Extinguishers are inspected annually by an approved Contractor.

Fire Hoses (Standpipe)

Fire hose cabinets are located in every corridor on each floor. They contain one portable ABC fire extinguisher, and approximately 100 feet of fire hose equipped with nozzle connected to the standpipe system. Although the fire hose should only be operated by firefighting personnel, the hose must be completely pulled off of the rack prior to opening valve to prevent kinks. The valve inside the cabinet must be opened. Aim the nozzle at the base of the fire and open nozzle. Once the fire has been extinguished close both the nozzle and the valve. The fire hose must not be re-racked once it has been used. It must be sent out for pressure testing and drying, by an approved Contractor. The Director of Properties is responsible for arranging the above. The Fire Hoses are inspected annually by an approved Contractor.

Hood Suppression System

The main kitchen is equipped with a kitchen hood suppression system. This is a dry chemical system that is activated automatically by the melting of fusible links, when there is a fire in the kitchen hood. The fusible links are also connected to an automatic shutoff for natural gas. The system is connected to the fire panel and will activate the alarm once it is in operation. The canister will completely empty once activated. This system must be recharged and inspected by an approved Contractor. The Director of Properties is responsible for arranging the above. The Hood Suppression System is inspected annually by an approved Contractor.

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TOPIC: Fire Suppression Systems			

Sprinkler System

The entire building is equipped with a sprinkler system. The sprinkler system is activated by the melting of glass bulb or fusible links. It is connected to the fire panel and will activate the alarm once in operation. Most of the building sprinkler system is a wet system, meaning that there is always water in the sprinkler pipes, ready for use. The courtyard canopy is supplied with a dry sprinkler system, meaning that the pipes are dry, however they will quickly fill with water, should the sprinkler system be activated. This is to prevent the pipes from freezing during the winter months. The Generator room sprinkler system is a glycol system, and is intended to limit damage to the generator should there ever be a fire in this room. The sprinkler system must be shut off manually to stop the flow of water. The shut off valves are located in the main mechanical room on the 1st floor, and are identified as such and by zone. The activated sprinkler heads must be replaced immediately to allow the sprinkler system to be reset. Spare sprinkler heads are located in the 1st floor Mechanical Room adjacent to the shut of valves. The sprinkler system is inspected annually by an approved Contractor. The Director of Properties is responsible for arranging the above.



ALBRIGHT MANOR		DOCUMENT: F - 2.4	APPROVED BY: <i>Jm</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Fire Protection Equipment		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
TOPIC: Air Circulation/Ventilation		REVISED:	

All air handling ventilation and exhaust systems in the building shut down automatically upon activation of the fire alarm system. This is to prevent the spread of smoke to other zones within the building and to prevent oxygen from being introduced to the fire. This action is tested with the annual fire alarm test and inspection.

It is imperative that all windows and doors within the fire zone be closed to prevent air circulation during a fire.



ALBRIGHT MANOR		DOCUMENT: F - 2.5	APPROVED BY: <i>JM</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Fire Protection Equipment		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	
TOPIC: Fire Separations			

The fire separation between a room and a corridor when the room door is closed and latched is rated at one hour.

The fire separation between zones when the zone separation fire doors are closed is rated at one hour.

The fire separation between floors is rated at two hours.

Fire doors must be closed to create the required fire separation. All fire separation doors between zones are equipped with door closers and magnetic hold open devices that release automatically upon activation of the fire alarm system. It is therefore, imperative that doors equipped with closers not be wedged or held open in any other manner, to allow them to close automatically.



ALBRIGHT MANOR		DOCUMENT: F - 2.6	APPROVED BY: <i>Jal</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Fire Protection Equipment		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: Communication Systems		REVISED:	January 2015

The initial announcement of the fire alarm location and any subsequent announcements relative to escalation of alarm priority, and additional alarms is done automatically through the fire alarm system by the use of pre-recorded messages.

The Fire alarm system is equipped with microphones at the main fire panel. Any additional required announcements related to the fire alarm should be done from this location. Once the fire alarm system has been activated for approximately 20 seconds, announcements made from this microphone will momentarily override the alarm tone, to allow occupants to clearly hear the announcement. The fire tone will resume once the announcement is complete. The general P.A. system in the building can also be used for announcing the location of the fire, however this system will not override the fire tone.

The P.A. system is activated by using any telephone extension. For general P.A. announcements, press the intercom button on any phone, **press 99** (phone will beep), **then press 00** for entire building, then beginning announcement.


The P.A. system is inspected annually by a qualified contractor to ensure that all speakers are operational. The Director of Properties is responsible for arranging the above.

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ALBRIGHT MANOR		DOCUMENT: F - 2.7	APPROVED BY: <i>JAL</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Fire Protection Equipment		REVISED:	
TOPIC: Fire Fighters Telephones			

Fire Fighters telephones are located at each stair exit, and at the Fire Control Room. They are red in colour, and are intended for use by the fire fighters only, to communicate with each other within the building. Outside calls cannot be placed from these telephone handsets.

The Fire Fighters telephones are tested and inspected annually by an approved Contractor. The Director of Properties is responsible for arranging the above.


ALBRIGHT MANOR		DOCUMENT: F – 2.8	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: Exit Lights and Emergency Lighting		REVISED: January 2013 January 2016	

Exit lights are located at each exit door, each stairwell door, and at various locations throughout the building indicating the direction of the nearest fire exit. In the event of a power failure the exit lights are operated by the generator.

Emergency lighting is provided by the generator. Every second to third corridor ceiling light is connected to the generator and will illuminate when the generator starts. This normally happens within ten seconds of a power failure.

An Emergency light wall pack is located in the generator room. Each unit is equipped with its own battery power supply, and automatically turn on when there is a power failure. The lights will remain on for approximately 30 minutes until the battery is drained. The battery will automatically recharge once power is restored.

The Emergency lighting is tested monthly by in house maintenance staff.

ALBRIGHT MANOR		DOCUMENT: F – 2.9	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN	SECTION: Fire Protection Equipment	IMPLEMENTED: December 2001	REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017
		REVISIED: January 2013 January 2016	
TOPIC: Emergency Power			

Generator


Power to the fire alarm system, paging system, Fire Fighters elevator, stair lighting, 100 % of nursing station lighting, emergency and exit lighting is provided by the generator located in the 1st floor generator room. The generator activates automatically upon power failure. In addition the fire alarm system is equipped with its own battery power supply should the generator fail to start. The batteries also permit the alarm system to remain in alarm condition, should a power failure occur while the system is in alarm and power supply is transferred to the generator. The generator is inspected annually by an approved Contractor. The Generator is checked monthly by in house maintenance staff.

Diesel Generator

The diesel generator is located in the generator room near the receiving area on the 1st floor. The generator provides power to essential areas of the building. It activates automatically upon power failure. The capacity of the diesel storage tank is 500 gallons. This will allow the generator to operate without interruption for approximately 48 hours. The generator is tested monthly, by in house maintenance staff, and inspected and serviced annually by an approved Contractor. The Director of Properties is responsible for arranging the above.

Elevators

The large passenger elevator is the only elevator operational under emergency power, however, Albright Manor is required to be equipped with a Fire Fighters’ elevator. The large passenger elevator is designated as the Fire Fighters elevator. The Fire Fighters will take over control of this elevator by the use of keys during a fire alarm. The keys are located in the Fire Fighters key box inside the main entrance vestibule near the Fire Panel.

ALBRIGHT MANOR		DOCUMENT: F – 2.10	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Fire Protection Equipment		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2013
			December 2017
TOPIC: Firefighters Access to Building			

When entering the building during normal hours (7:00 a.m. to 8:00 p.m.), the Fire Fighters will go directly to fire zone, by using the fire fighters elevator.

If the fire fighters are entering the building between 8:00 p.m. and 7:00 a.m., the automatic entrance doors will need to be released. A door release key lock is located to the left of the interior sliding doors in the main entrance vestibule. There is a building key available in the Key Box located to the right of the front entry doors next to the fire panel in the main entrance vestibule, and is accessible by Firefighter staff.

When there is a fire alarm during these hours a staff member from second floor can also release the entrance remotely from the 2nd floor nursing station, by watching for the fire fighters on the CCTV system.


A staff member must go to the main entrance and wait for the Fire Fighters to arrive to ensure that they can access the building.



ALBRIGHT MANOR		DOCUMENT: F - 3.1	APPROVED BY: <i>Jm</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002	
		January 2003	
		January 2004	
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		September 2005	
		January 2013	
		January 2016	
		December 2017	
TOPIC: Fire Hazards		REVISED:	

Possible fire hazards are listed as follows;


- doors that are wedged or tied open
- improper storage of combustibles
- storage of equipment in corridors, exits and stairwells
- smoking inside the building
- use of extension cords as permanent wiring
- use of appliances that are not C.S.A. approved
- open flame (candles etc.)
- improper disposal of smoking materials
- blocking of fire suppression systems (fire hose cabinets, extinguishers, sprinklers)

ALBRIGHT MANOR		DOCUMENT: F - 3.2	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2016
			December 2017
TOPIC: Alternate Fire Safety Measures			

1. In the event that the fire alarm system is not operating, 911 must be called immediately to report fire to the Fire Department. Announce fire location over the P.A. system and immediately evacuate residents in the fire zone as per *Evacuation Procedures Section 1, 1.6.*
2. In the event that the P.A. system is not functioning the registered staff member in charge must communicate and update each floor by use of the telephone system.
3. In the event that the telephone system is not functioning the registered staff member in charge will designate a runner to deliver information to each floor.
4. In the event that a fire zone is not functioning, regular fire checks of the zone must be completed several times per shift (minimum of once every hour). The registered staff member in charge is responsible for ensuring that this is completed. The recording is to be completed by the registered staff member in charge and submitted to the Chief Nursing Officer and Director of Properties. This record must be made available for inspection by the fire official upon request. The Director of Properties is responsible for making this record available for inspection.
5. In the event that the fire alarm system is shut down for repairs, or because the fire system is out of order, notify Fire Dispatch at 905-684-4311 when the fire alarm system is taken out of service and when it is put back in service.
6. In the event the fire alarm system is down, regular fire checks of the entire building must be completed and recorded several times per shift (minimum of once every hour). The registered staff member in charge is responsible for ensuring that this is completed. The recording is to be completed by the registered staff member in charge and submitted to the Chief Nursing Officer and Director of Properties. This record must be made available for inspection by the fire official upon request. The Director of Properties is responsible for making this record available for inspection.

ALBRIGHT MANOR		DOCUMENT: F - 3.2	APPROVED BY: <i>JM</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
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		January 2016	
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		REVISED:	January 2016
			December 2017
TOPIC: Alternate Fire Safety Measures			

7. Notices shall be posted on PCC, all entrances to building and at the staff time clock notifying staff that the fire alarm system is down and what procedures to follow in case of fire. Announcements can also be made on the P.A. System.

ALBRIGHT MANOR		DOCUMENT: F - 3.3	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002	
		January 2003	
		January 2004	
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		September 2005	
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		January 2016	
		REVISED:	January 2013
TOPIC: Use if Elevators			


During a Fire Alarm

1. When the fire alarm system is activated, all elevators will still function, however they should **not** be used.
2. If you are on one of the elevators when the fire alarm system is activated, exit the elevator at the next stop and listen for instructions.
3. The large passenger elevator is designated as the Fire Fighters elevator.
4. Passengers should exit the elevator immediately once the elevator has arrived at the next stop.
5. The Fire Fighters will take over the use of this elevator, by the use of keys, once they arrive at the building.
6. The key is located inside the Fire Fighters key box inside the Main Entrance vestibule.
7. All elevators can be recalled to the ground floor by use of this key.

During a Power Failure

1. In the event of a power failure the small passenger elevator and the freight elevator will travel to the bottom floor, the doors will open to allow passengers off.
2. The doors will then close and the elevators will not move until power has been restored.
3. Should a person remain on the small passenger elevator or freight elevator once it reaches the ground level and the doors close, there is enough power in order to activate the door opening button.
4. The emergency Alarm button will also work if activated.



ALBRIGHT MANOR		DOCUMENT: F - 3.4	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		REVISED:	January 2013
TOPIC: Door Magnets			

Door hold open magnets will release upon activation of the alert stage of the fire alarm to allow fire doors to close. Magnetic door locks will release automatically only upon activation of the third stage of the fire alarm system, to allow egress through doors that are normally locked through the use of magnetic locks. If a pull station next to a magnetic lock is activated during the alert stage, that particular magnetic lock only, will be released. Doors equipped with electric strikes, will also release on the total evacuation stage of the alarm.

Door hold open magnets reset automatically upon reset of the fire alarm system.

Magnetic door locks and electric strikes (MagLocks) must be reset manually upon reset of the fire alarm system. The keyswitch is located on the wall to the right of the fire control room, next to the main elevators on the 1st Floor. The Maglock reset key is located in the fire control room, or on the wall at the fire panel in each nursing station. **Reset instructions are located in the fire control room.**




ALBRIGHT MANOR		DOCUMENT: F - 3.5	APPROVED BY: <i>Ju</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2013
TOPIC: Resident Wander System			


The resident wander system will function normally during the fire alarm, and all doors with maglocks will remain locked during an alert alarm stage. The maglock at any given door will release if the pull station next to that door is activated, and all maglocks throughout the building will release on total building evacuation stage of the alarm. This means that a resident with a wander bracelet will not be detected if they exit through one of the stairwell doors. *This requires that staff on the floor must ensure that residents do not wander into the stairway if the pull station next to that particular door has been activated.*

These maglock doors must be reset manually, once the fire alarm system has been reset. The keyswitch is located on the wall to the right of the fire control room, next to the main elevators on the 1st floor. The Maglock reset key is located in the fire control room and at each nursing station on the wall next to the fire panel. **Reset instructions are located in the fire control room.**



ALBRIGHT MANOR		DOCUMENT: F - 3.6	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	
TOPIC: Means of Egress			

All means of egress including exits, access to exits, stairwells and corridors must be kept clear of obstructions at all times.

ALBRIGHT MANOR		DOCUMENT: F - 3.7	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Safety		REVISED:	
TOPIC: Fire Zones			

Fire zones are indicated by floor number and direction wing. For example, 3 North is a total separate fire zone from the remainder of the building, including the floors directly above and below.

If it is announced on the P.A. system, that the second stage of the zone alarm has been activated, it is the only zone that needs to be evacuated. For example if 3 North is the fire zone and the residents were evacuated to 3 Centre, they are now in a totally separate zone, and would be considered safe until further evacuation was deemed necessary. The residents on 2 North, 4 North and 5 North would be considered safe until a total building evacuation was deemed necessary, however all windows in the entire building must be closed during a fire alarm, to prevent the spread of smoke or flame.

Stairwells are considered a separate fire zone.



ALBRIGHT MANOR	DOCUMENT: F – 3.8	APPROVED BY: <i>JM</i>
	IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Staff Responsibility During a Fire	REVISIED: January 2013 January 2016	
TOPIC: Fire Department		

Albright Manor is serviced by the Lincoln Fire Department, out of Station #1 in Beamsville, and Station # 2 out of Campden and Station # 3, out of Vineland. In the unlikely event of a serious fire at Albright Manor, or if Station #1, Station #2 and Station #3 have already been dispatched to other emergencies, Station #4 out of Jordan, will be dispatched. Additionally, the Grimsby Fire Department will automatically be dispatched to assist with all fires in the building. The Lincoln Fire Department is comprised of volunteer fire fighters. The Fire Chief, Deputy Fire Chief and the Fire Prevention Officer are the only full time employees. The response time for the fire trucks to arrive at Albright Manor is usually 5 to 8 minutes.

St. Catharines Fire Department 905-684-4311
(Dispatches to Lincoln Fire Department)

The Fire Department will arrive at the main entrance to the building, where the fire panel is located, to determine the location of the fire. The Fire Department has access to a locked key box located in the Main Entrance vestibule. The key box contains master keys to all rooms within the building as well as a key for control of the large passenger elevator, for use as the Fire Fighters elevator.


From 8:00 p.m. to 7:00 a.m. the exterior entrances to the building are locked. The Fire Fighters cannot unlock the main entrance doors, therefore the automatic entrance doors will need to be released by a staff member from the 2nd floor nursing station, by watching for the fire fighters on the CCTV system, or a staff member must go to the main entrance and wait for the Fire Fighters to arrive to let them in the building.

ALBRIGHT MANOR		DOCUMENT: F – 3.9	APPROVED BY: <i>Ju</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Safety		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
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		January 2016	
		December 2017	
		REVISED:	
TOPIC: Smoking Policy			

Smoking is not permitted anywhere in the building, or on the balconies of the building.


Staff, visitors and residents may smoke outside of the building, in designated areas beyond nine metres (30 ft.) of any given entrance to the building.



ALBRIGHT MANOR		DOCUMENT: F - 4.1	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Staff Responsibility During a Fire		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: General		REVISED:	

1. Follow procedures for actions to be taken upon discovery of fire. *(See F-1.1)*
2. Follow procedures for actions to be taken upon hearing the fire alarm. *(See F-1.2)*
3. Follow applicable departmental responsibilities as indicated in your area.
(See Sections F- 4.2 through F-4.8)




ALBRIGHT MANOR		DOCUMENT: F – 4.2	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN	IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017 REVISED: January 2013 January 2016 December 2017		
SECTION: Staff Responsibility During a Fire			
TOPIC: Nursing Duties During a Fire Alarm			

4.2.1 ALERT STAGE OF ALARM (alarm rings slow through entire building)

No evacuation is required during the alert stage of the fire alarm other than the immediate room of detection.

1. Listen for location of alert alarm.
2. All Registered Staff report to fire zone. Inspect room or area of alarm, and determine if zone must be evacuated. If there is no fire or smoke in the area indicated by the fire alarm system, call the **St. Catharines Fire Department at 905-684-4311**, and indicate that there is no fire. Wait for the Fire Department to arrive and reset fire alarm (if Maintenance staff are not in the building), once the Senior Fire Officer on scene from the Lincoln Fire Department has inspected the area and indicated to reset the alarm.
3. If zone is to be evacuated, remove occupants from room where fire or smoke exists and the registered staff member in charge must activate the second stage zone evacuation of the alarm by placing the second stage key into the pull station within the zone and turn the key to the right until the fire tone is rapid. *See duties under section 4.2.2.*
4. If office staff are **not** in the building, the 2nd floor nursing staff will be required to monitor the front entrance, after 4:30 PM on Monday to Friday, weekends and Statutory Holidays, in order to activate door when Fire Fighters arrive. Standby for further instructions or announcements.
5. All HCA's and PSW's on floor of fire zone assist with inspection of fire zone. All other HCA's and PSW's standby for further instructions or announcements.
6. If a pull station is activated, the maglock on the stair door in that wing will release and must be monitored to ensure no residents enter the stairway.



ALBRIGHT MANOR		DOCUMENT: F – 4.2	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Staff Responsibility During a Fire		REVISED: January 2013 January 2016 December 2017	
TOPIC: Nursing Duties During a Fire Alarm			


7. Registered staff member in charge must announce “all clear” after reset of fire alarm, if office staff are not in the building. This would be from 4:30PM Monday to Friday, weekends and Statutory Holidays.
8. In the event that a pull station was activated, the maglock system will have to be reset at the key switch located to the right of the fire control room, next to the main elevators on the 1st floor. Maglock keys are located in each nursing station on the wall next to the fire panel. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *(Reset Instructions are posted in the fire control room)*. It is the responsibility of the Registered staff member in charge to reset the maglock system, if the office staff are not in the building. This would be from 4:30PM Monday to Friday, weekends and Statutory Holidays.
9. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

During nonbusiness hours the Director of Properties must be contacted in the event of a false alarm. In the event of an actual fire the Director of Properties, Chief Nursing Officer, Chief Executive Officer, and Medical Director must be contacted. See F-7.1 re: Supervisory Numbers.

Note: During evening, night and weekend shifts, it is the responsibility of the registered staff member in charge to make all additional announcements regarding the fire alarm, including calling 911 to ensure that the Fire Department has received alarm.

4.2.2 SECOND STAGE OF ALARM (alarm rings fast in fire zone, slow in remainder of building)

When the second stage alarm is activated, the fire alarm system will automatically announce the specific zone of second stage evacuation, through a pre recorded message. Occupants in the identified zone must be evacuated horizontally to another zone.

ALBRIGHT MANOR		DOCUMENT: F – 4.2	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Staff Responsibility During a Fire		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: Nursing Duties During a Fire Alarm		REVISED: January 2013 January 2016 December 2017	

1. All registered staff should already be at the fire zone, and the registered nursing staff member in charge or the Director of Properties will have activated the second stage of the alarm. *Note: The registered nursing staff member in charge is responsible for fire zone evacuation, and responsible for communication with Fire Department in the absence of the Director of Properties, Chief Nursing Officer, or Chief Executive Officer.*
2. All HCA's and PSW's to report to the fire zone.
3. Registered staff member in charge must ensure that all Supervisory Personnel have been contacted. *See F- 7.1 Supervisory Staff and Contact Numbers.*
4. One designated nursing staff to remain at each nurses station to receive and relay pertinent information. 2nd floor staff to monitor front entrance to activate door when Fire Fighters arrive.
5. Evacuate all residents from the fire zone. Close windows and doors to resident rooms and place grey tags in horizontal position to indicate that the room has been evacuated. **Try to extinguish fire if trained to do so.**
6. Registered nursing staff member in charge informs arriving Firefighters at the fire zone area, of any residents remaining in the fire zone, and informs the Firefighters if their assistance is needed with evacuation.
7. Once all residents from the fire zone are evacuated, remain with the residents to help keep them calm.
8. Registered nursing staff member on floor of fire zone to contact front office indicating that fire zone has been evacuated and indicate status of fire condition. During evening, night and weekend shifts, report this information to the 2nd floor nursing station.

ALBRIGHT MANOR		DOCUMENT: F – 4.2	APPROVED BY: <i>Jm</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Staff Responsibility During a Fire		REVISED: January 2013 January 2016	
TOPIC: Nursing Duties During a Fire Alarm			


9. Follow further instructions from the registered nursing staff member in charge.
10. Be prepared for total evacuation of the building should the total evacuation stage of the fire alarm be activated. *See duties under section 4.2.3*
11. Return residents to their rooms only after the fire alarm panel has been reset and an all clear has been announced. *(Instructions to reset the fire alarm system is posted in the fire control room located next to the main elevators, on the 1st floor).* All clear to be announced by registered staff member in charge when office staff are not in the building.
12. The maglock system will have to be reset at the key switch located on the right of the in the fire control room, next to the main elevators, on the 1st floor. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *(Reset Instructions are posted in the fire control room).* It is the responsibility of the Registered staff member in charge to reset the maglock system, if the office staff are not in the building. This would be from 4:30PM Monday to Friday, weekends and Statutory Holidays.
13. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

4.2.3 TOTAL EVACUATION STAGE OF ALARM (alarm rings fast in entire building. All building occupants must be evacuated)


The total building evacuation alarm will only be activated by the Chief Executive Officer, or designate, or the Fire Department. When the total building evacuation stage alarm is activated, the fire alarm system will automatically announce this through a pre recorded message indicating that the total building evacuation alarm has been activated. All occupants in the building must be evacuated vertically by use of stairs. Do not evacuate to another horizontal zone as this is no longer considered safe. Occupants of the Centre Wing are required to be evacuated horizontally first and then vertically as there are no stairs in the Centre Wing.

ALBRIGHT MANOR		DOCUMENT: F – 4.2	APPROVED BY: <i>JM</i>
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TOPIC: Nursing Duties During a Fire Alarm			

1. All Registered Nurses, RPN's, PSW's, and HCA's, report to floor that you are normally assigned to assist with total evacuation of floor. Registered Nurse or RPN for each floor responsible for the total evacuation of the floor. Once your floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation. All occupants to be gathered in the parking lot at the front of the building.
2. Registered nursing staff member in charge responsible for beginning the fan out call procedure as identified in section F-7.2. Registered staff member in charge must ensure that all Supervisory Personnel have been contacted. *See F-7.1 Supervisory Staff and Contact Numbers.*
3. In the absence of the Director of Properties, the Chief Nursing Officer, or the Chief Executive Officer, the registered nursing staff member in charge must contact the **Relocation Facilities as identified in section F-7.3, and contact Emergency Transportation as identified in section F-7.4.**
4. The registered nursing staff member in charge is responsible for ensuring total building evacuation through contact with the Registered Nurse or RPN from the other floors, and is responsible for ensuring that the 1st floor has also been evacuated.
5. In the absence of the Director of Properties, the Chief Nursing Officer, or the Chief Executive Officer, the registered nursing staff member in charge is responsible for contact with the Fire Department.
6. Once building is evacuated, remain with residents outside of the building, for emergency transportation and relocation, if necessary, or for care and security purposes. Go with residents to relocation facility, and help to make them comfortable. Report to your supervisor at the command post that you are out of the building and accounted for. Command post will be located in the parking lot at front of the building.

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MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
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TOPIC: Nursing Duties During a Fire Alarm		REVISED: January 2013 January 2016	

7. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset. **(Instructions to reset the fire alarm system is posted in the fire control room located next to the main elevators, on the 1st floor).**
8. All occupants can be returned to their rooms if it is safe to do so. All clear to be announced by registered staff member in charge if office staff not in the building, and reset magnetic door locks. If there are some areas where occupants cannot safely be returned to their rooms because of fire or smoke damage, alternate arrangements for lodging is required by contacting families, or other facilities.
9. The maglock system will have to be reset at the key switch is located on the right of the fire control room, next to the main elevators, on the 1st floor. A maglock key is located in each nursing station on the wall next to the fire panel. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *(Instructions are posted in the fire control room).*
10. **It is the responsibility of the Registered staff member in charge to reset the maglock system, if the office staff are not in the building. This would be from 4:30PM Monday to Friday, weekends and Statutory Holidays.**
11. **When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.**

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MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
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TOPIC: Dietary Duties During a Fire Alarm		REVISED: January 2013 January 2016	

4.3.1 ALERT STAGE OF ALARM (alarm rings slow through entire building)

No evacuation is required during the alert stage of the fire alarm other than the immediate room of detection.


1ST FLOOR STAFF

1. Turn off stoves, equipment etc. in your area. Close all windows and doors in kitchen. (Cook 1, Cook 2,)
2. Go to service entrance. Do not allow visitors or deliveries to enter building. (Café Aide)
3. Assist residents coming off of the elevators on first floor. (Porter)
4. Remain with residents and help keep them calm.
5. Listen for location of fire zone. Stand by and listen for additional instructions.
6. If fire zone is in your area, assist with the inspection of the area for fire or smoke.
7. Ensure corridors are not obstructed with carts etc.
8. If second stage zone evacuation is activated, *see additional duties under section 4.3.2*
9. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

2ND FLOOR, 3RD FLOOR, 4TH FLOOR , and 5TH FLOOR STAFF

1. Turn off all appliances in your area. Close windows in Dining Rooms.



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2. Listen for location of fire zone. Stand by and listen for further instructions.
3. If fire zone is in your area, assist with the inspection of area for fire or smoke.
4. Ensure corridors are not obstructed with carts etc.
5. Report to nursing station on your floor and standby for additional instructions.
6. If second stage zone evacuation is activated, *see additional duties under section 4.3.2*
7. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

4.3.2 SECOND STAGE OF ALARM (alarm rings fast in fire zone, slow in remainder of building)

When the second stage alarm is activated, the fire alarm system will automatically announce the specific zone of second stage evacuation, through a pre recorded message. Occupants in the identified zone must be evacuated horizontally to another zone.

1ST FLOOR STAFF

1. If second stage alarm is located in another area of the building standby and listen for additional instructions.
2. If second stage alarm is in your area of work, assist with the zone evacuation of occupants, try to extinguish fire if trained to do so and standby for additional instructions.
3. Be prepared to assist with total building evacuation. *See duties under section 4.3.3.*



ALBRIGHT MANOR		DOCUMENT: F – 4.3	APPROVED BY: <i>Ju</i>
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4. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

2ND FLOOR, 3RD FLOOR, 4TH FLOOR, and 5TH FLOOR STAFF

1. If second stage alarm is located in another area of the building standby and listen for additional instructions.
2. If second stage alarm is in your area of work, assist with the zone evacuation of occupants, try to extinguish fire if trained to do so and standby for additional instructions.
3. Be prepared to assist with total building evacuation. *See duties under section 4.3.3.*
4. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

4.3.3 TOTAL EVACUATION STAGE OF ALARM

(alarm rings fast in entire building. All building occupants must be evacuated)

The total building evacuation alarm will only be activated by the Chief Executive Officer, or designate, or the Fire Department. When the total building evacuation stage alarm is activated, the fire alarm system will automatically announce this through a pre recorded message indicating that the total building evacuation alarm has been activated. All occupants in the building must be evacuated vertically by use of stairs. Do not evacuate to another horizontal zone as this is no longer considered safe. Occupants of the Centre Wing are required to be evacuated horizontally first and then vertically as there are no stairs in the Centre Wing.


ALBRIGHT MANOR		DOCUMENT: F – 4.3	APPROVED BY: <i>JM</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
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1ST FLOOR STAFF

1. Assist with the evacuation of all occupants from your floor. Once your floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation. **All occupants to be gathered in the parking lot at the front of the building.**
2. Report to your supervisor at the command post, that you are out of the building and accounted for. Command post will be located in the parking lot at front of the building.
3. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset, and all occupants can be returned to their rooms if it is safe to do so. Assist with returning residents to their respective areas. **When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.**

2ND FLOOR, 3RD FLOOR, 4TH FLOOR, and 5TH FLOOR STAFF

1. Assist with the evacuation of all occupants from your floor. Once your floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation.
2. Report to your supervisor that you are out of the building and accounted for.
3. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset, and all occupants can be returned to their rooms if it is safe to do so. Assist with returning residents to their respective areas.
4. **When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.**

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MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
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TOPIC: Program and Support Staff Duties During a Fire Alarm		REVISED: January 2013 January 2016	

4.4.1 ALERT STAGE OF ALARM (alarm rings slow through entire building)


No evacuation is required during the alert stage of the fire alarm other than the immediate room of detection.

1. Turn off any appliances that you might be using.
2. Ensure windows and doors are closed in your area. Ensure corridors are not obstructed with walkers, carts etc.
3. Listen for location of fire zone. Standby for additional instructions.
4. If working with residents, remain with them to help keep them calm.
5. If not working with residents, report to nursing station on your floor, or reception area on first floor, and standby for further instructions.
6. If second stage alarm is activated, *see duties under section 4.4.2*
7. Advise volunteers to remain where they are and receive direction from the staff member that they are assigned to, while keeping residents calm.
8. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

4.4.2 SECOND STAGE OF ALARM (alarm rings fast in fire zone, slow in remainder of building)

When the second stage alarm is activated, the fire alarm system will automatically announce the specific zone of second stage evacuation, through a pre recorded message. Occupants in the identified zone must be evacuated horizontally to another zone.



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1. If second stage alarm is located in another area of the building standby and listen for additional instructions.
2. If second stage alarm is in your area of work, assist with the zone evacuation of occupants, try to extinguish fire if trained to do so and standby for additional instructions.
3. Be prepared to assist with total building evacuation. *See duties under section 4.4.3.*
4. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.


4.4.3 TOTAL EVACUATION STAGE OF ALARM
(alarm rings fast in entire building. All building occupants must be evacuated)

The total building evacuation alarm will only be activated by the Chief Executive Officer, or alternate, or the Fire Department. When the total building evacuation stage alarm is activated, the fire alarm system will automatically announce this through a pre recorded message indicating that the total building evacuation alarm has been activated. All occupants in the building must be evacuated vertically by use of stairs. Do not evacuate to another horizontal zone as this is no longer considered safe. Occupants of the Centre Wing are required to be evacuated horizontally first and then vertically as there are no stairs in the Centre Wing.

1. Assist with the evacuation of all occupants from your floor. Once your floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation. All occupants to be gathered in the parking lot at the front of the building.
2. Report to your supervisor at the command post, that you are out of the building and accounted for. Command post will be located in the parking lot at front of the building.

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MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
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3. Remain with residents outside of the building, for care and security purposes.
4. If necessary go with residents to relocation facility, and help to make them comfortable.
5. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset, and all occupants can be returned to their rooms if it is safe to do so. Assist with returning residents to their respective areas.
6. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

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TOPIC: Housekeeping and Laundry Staff Duties During a Fire Alarm			


4.5.1 ALERT STAGE OF ALARM (alarm rings slow through entire building)

No evacuation is required during the alert stage of the fire alarm other than the immediate room of detection.

1. Turn off all appliances that you may be using.
2. Ensure that all windows and doors in your area are closed.
3. Ensure corridors are not obstructed with carts, walkers, etc.
4. Listen for location of fire zone.
5. 1st floor staff report to Reception area.
6. 2nd floor, 3rd floor, 4th floor, and 5th floor staff report to nursing station on your floor.
7. Standby and listen for further instructions.
8. If fire zone is in your area, assist with the inspection of the zone for fire or smoke.
9. If second stage alarm is activated, *see additional duties under section 4.5.2.*
10. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

4.5.2 SECOND STAGE OF ALARM (alarm rings fast in fire zone, slow in remainder of building)

When the second stage alarm is activated, the fire alarm system will automatically announce the specific zone of second stage evacuation, through a pre recorded message. Occupants in the identified zone must be evacuated horizontally to another zone.


ALBRIGHT MANOR		DOCUMENT: F – 4.5	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
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1. If second stage alarm is located in another area of the building, remain where you are stationed and standby and listen for additional instructions.
2. If second stage alarm is in your area of work, assist with the zone evacuation of occupants, and standby for additional instructions.
3. Be prepared to assist with total building evacuation. *See duties under section 4.5.3.*
4. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.


4.5.3 TOTAL EVACUATION STAGE OF ALARM
(alarm rings fast in entire building. All building occupants must be evacuated)

The total building evacuation alarm will only be activated by the Chief Executive Officer, or designate, or the Fire Department. When the total building evacuation stage alarm is activated, the fire alarm system will automatically announce this through a pre recorded message indicating that the total building evacuation alarm has been activated. All occupants in the building must be evacuated vertically by use of stairs. Do not evacuate to another horizontal zone as this is no longer considered safe. Occupants of the Centre Wing are required to be evacuated horizontally first and then vertically as there are no stairs in the Centre Wing.

1. Assist with the evacuation of all occupants from your floor. Once your floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation. **All occupants to be gathered in the parking lot at the front of the building.**
2. Report to your supervisor at the command post, that you are out of the building and accounted for. Command post will be located in the parking lot at front of the building.

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TOPIC: Housekeeping and Laundry Staff Duties During a Fire Alarm			


3. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset, and all occupants can be returned to their rooms if it is safe to do so. Assist with returning residents to their respective areas.
4. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

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4.6.1. ALERT STAGE OF ALARM (alarm rings slow through entire building)

No evacuation is required during the alert stage of the fire alarm other than the immediate room of detection.

1. Immediately turn off any equipment or power tools being used.
2. Listen for location of fire zone.
3. One staff member reports immediately to the fire zone area. The other staff member reports to the Mechanical Room to ensure that the sprinkler system is operational if required.
4. Assist with inspection of zone for fire or smoke.
5. If there is no fire, try to determine what caused the alarm.
6. Assist Fire Department with location of rooms and services etc.
7. Listen for further instructions.
8. If the second stage alarm is activated, *see duties under section 4.6.2.*
9. In the absence of the Director of Properties, reset the fire alarm, only after Senior Fire Officer on scene from the Lincoln Fire Department has indicated that it is okay to do so. *Instructions to reset the fire alarm system are posted in the fire control room, located next to the main elevators, on the 1st floor.*
10. In the event that a pull station was activated, the maglock system will have to be reset at the key switch located to the right of the fire control room, next to the main elevators on the 1st floor. Additional maglock keys are located in each nursing station on the wall next to the fire panel if required. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *Instructions are posted in the fire control room.*

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
11. Report any equipment problems or malfunctions immediately to the Director of Properties, or in his absence the Chief Nursing Officer, or Chief Executive Officer.

12. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

4.6.2 SECOND STAGE OF ALARM (alarm rings fast in fire zone, slow in remainder of building)

When the second stage alarm is activated, the fire alarm system will automatically announce the specific zone of second stage evacuation, through a pre recorded message. Occupants in the identified zone must be evacuated horizontally to another zone.

1. If safe to do so, attempt to extinguish the fire by use of a portable fire extinguisher, or fire hose.
2. Assist with the zone evacuation of occupants, and standby for additional instructions.
3. Assist Fire Department with location of rooms and services etc.
4. Be prepared to assist with total building evacuation. *See duties under section 4.6.3.*
5. In the absence of the Director of Properties, reset the fire alarm, only after Fire Captain from the Lincoln Fire Department has indicated that it is okay to do so. *Instructions to reset the fire alarm system are posted in the fire control room.*
6. The maglock system will have to be reset at the key switch located to the right of the fire control room, next to the main elevators on the 1st floor. Additional keys are available in each nursing station on the wall next to the fire panel if required. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *Instructions are posted in the fire control room.*

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
7. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

4.6.3 TOTAL EVACUATION STAGE OF ALARM

(alarm rings fast in entire building. All building occupants must be evacuated)


The total building evacuation alarm will only be activated by the Chief Executive Officer, or designate, or the Fire Department. When the total building evacuation stage alarm is activated, the fire alarm system will automatically announce this through a pre recorded message indicating that the total building evacuation alarm has been activated. All occupants in the building must be evacuated vertically by use of stairs. Do not evacuate to another horizontal zone as this is no longer considered safe. Occupants of the Centre Wing are required to be evacuated horizontally first and then vertically as there are no stairs in the Centre Wing.

1. Assist with the evacuation of all occupants all floors. Once a floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation. All occupants to be gathered at the parking lot at the front of the building.
2. Report to your supervisor at the Command post, that you are out of the building and accounted for. Command post will be located in the parking lot at front of building.
3. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset, and all occupants can be returned to their rooms if it is safe to do so. Assist with returning residents to their respective areas.
4. In the absence of the Director of Properties, reset the fire alarm, only after Fire Captain from the Lincoln Fire Department has indicated that it is okay to do so. *Instructions to reset the fire alarm system are posted in the fire control room.*

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		January 2016	
TOPIC: Maintenance Staff Duties During a Fire Alarm			

5. The maglock system will have to be reset at the key switch, located to the right of the fire control room, next to the main elevators on the 1st floor. Additional keys are available in each nursing station, on the wall next to the fire panel if required. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *Instructions are posted in the fire control room.*


6. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

ALBRIGHT MANOR		DOCUMENT: F – 4.7	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Staff Responsibility During a Fire		REVISED: January 2013 January 2016 December 2017	
TOPIC: Office Staff Duties During a Fire Alarm			

4.7.1 ALERT STAGE OF ALARM (alarm rings slow through entire building)

No evacuation is required during the alert stage of the fire alarm other than the immediate room of detection.

1. Call St. Catharines Fire Department to ensure that they have received the alarm.
905-684-4311.
2. Close all windows and doors in office area.
3. Do not allow visitors to enter the building.
4. Listen for location of fire zone and standby for additional instructions.
5. The fire location, alarm level, and alarm reset and all clear are announced automatically by the fire alarm system, however you should be prepared to make any additional required announcements.
6. Remain in the area to receive internal and external communication. Take messages only for any incoming calls or ask person to call back later.
7. If fire zone is in your area try to determine if fire or smoke exists.
8. If second stage alarm is activated, *see duties under section 4.7.2.*
9. **When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.**

ALBRIGHT MANOR		DOCUMENT: F – 4.7	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Staff Responsibility During a Fire		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: Office Staff Duties During a Fire Alarm		REVISED: January 2013 January 2016 December 2017	

4.7.2 SECOND STAGE OF ALARM (alarm rings fast in fire zone, slow in remainder of building)

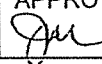
When the second stage alarm is activated, the fire alarm system will automatically announce the specific zone of second stage evacuation, through a pre recorded message. Occupants in the identified zone must be evacuated horizontally to another zone.

1. If second stage alarm is located in another area of the building, remain in the reception area to receive internal or external communication.
2. If second stage alarm is located in your area, assist with the evacuation of occupants from the zone and remove yourself to south zone or outside of the building.
3. Avoid accepting incoming calls to keep lines open.
4. Be prepared to assist with total building evacuation. *See duties under section 4.7.3.*
5. When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.

4.7.3 TOTAL EVACUATION STAGE OF ALARM
(alarm rings fast in entire building. All building occupants must be evacuated)


The total building evacuation alarm will only be activated by the Chief Executive Officer, or designate, or the Fire Department. When the total building evacuation stage alarm is activated, the fire alarm system will automatically announce this through a pre recorded message indicating that the total building evacuation alarm has been activated. All occupants in the building must be evacuated vertically by use of stairs. Do not evacuate to another horizontal zone as this is no longer considered safe. Occupants of the Centre Wing are required to be evacuated horizontally first and then vertically as there are no stairs in the Centre Wing.



ALBRIGHT MANOR		DOCUMENT: F – 4.7	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016	
SECTION: Staff Responsibility During a Fire		REVISIED: January 2013 January 2016 December 2017	
TOPIC: Office Staff Duties During a Fire Alarm			

1. Assist with the evacuation of all occupants from your floor. Once your floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation. **All occupants to be gathered at the parking lot at the front of the building.**
2. Report to your supervisor at the command post, that you are out of the building and accounted for. Command post will be located in the parking lot at front of building.
3. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset, and all occupants can be returned to their rooms if it is safe to do so. Assist with returning residents to their respective areas.
4. Avoid accepting incoming calls to keep lines open.
5. **When the fire alarm is reset, Sign the Fire Alarm Log Book in your area, and return to normal duties.**



ALBRIGHT MANOR		DOCUMENT: F – 4.8	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN	IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017 REVISED: January 2013 January 2016 December 2017		
SECTION: Staff Responsibility During a Fire			
TOPIC: Administration/Management Duties During a Fire Alarm			

4.8.1 ALERT STAGE OF ALARM (alarm rings slow through entire building)


No evacuation is required during the alert stage of the fire alarm other than the immediate room of detection.

**DIRECTOR OF DIETARY SERVICES AND/OR FOOD SERVICES MANAGER
 DIRECTOR OF PROGRAM AND SUPPORT SERVICES
 DIRECTOR OF HOUSEKEEPING AND LAUNDRY
 DIRECTOR OF FINANCIAL AND ADMINISTRATIVE SERVICES
 DIRECTOR OF NURSING AND PERSONAL CARE
 CHIEF NURSING OFFICER
 EXECUTIVE ASSISTANT
 CHIEF EXECUTIVE OFFICER**

1. Listen for location of fire zone.
2. Report to fire zone to assist with inspection of area.
3. Ensure that departmental staff responsibilities are being followed.
4. Be prepared to assist with zone evacuation should the second stage alarm be activated. *See Section 4.8.2.*
5. Sign Fire Alarm Log Book in your area.
6. Ensure that staff have signed Log Book.

DIRECTOR OF PROPERTIES - Alert Stage

1. Listen for location of fire zone.
2. Report to fire zone and assess situation. Determine if second stage alarm should be activated.

ALBRIGHT MANOR		DOCUMENT: F – 4.8	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
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TOPIC: Administration/Management Duties During a Fire Alarm		REVISED: January 2013 January 2016 December 2017	


3. Meet Fire Department at the main entrance, to provide them with all necessary information, keys etc. In the event that the Director of Properties is not available it is the responsibility of the CEO or Chief Nursing Officer to meet the Fire Department, as they have master keys.
4. Be prepared to assist with zone evacuation should the second stage alarm be activated. *See duties under section 4.8.2.*
5. Reset fire panel only when fire zone has been thoroughly inspected and it has been determined that it is safe to do so. *Instructions to reset the fire alarm system are posted in the fire control room, located next to the main elevators, on the 1st floor*
6. In the event that a pull station was activated, the maglock system will have to be reset at the key switch, located to the right of the fire control room, next to the main elevators on the 1st floor. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *Reset Instructions are posted in the fire control room.*
7. Complete Fire Alarm Log Form in main office. Collect other forms.
8. Arrange for any necessary repairs to building or fire alarm system.

4.8.2 SECOND STAGE OF ALARM (alarm rings fast in fire zone, slow in remainder of building)

When the second stage alarm is activated, the fire alarm system will automatically announce the specific zone of second stage evacuation, through a pre recorded message. Occupants in the identified zone must be evacuated horizontally to another zone.

DIRECTOR OF DIETARY SERVICES AND/OR FOOD SERVICES MANAGER
DIRECTOR OF PROGRAM AND SUPPORT SERVICES
DIRECTOR OF HOUSEKEEPING AND LAUNDRY
DIRECTOR OF FINANCIAL AND ADMINISTRATIVE SERVICES



ALBRIGHT MANOR		DOCUMENT: F – 4.8	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Staff Responsibility During a Fire		REVISED: January 2013 January 2016 December 2017	
TOPIC: Administration/Management Duties During a Fire Alarm			

**DIRECTOR OF NURSING AND PERSONAL CARE
CHIEF NURSING OFFICER
EXECUTIVE ASSISTANT
CHIEF EXECUTIVE OFFICER**

1. Assist with the evacuation of occupants from the fire zone.
2. Try to extinguish fire if safe to do so.
3. Ensure that departmental staff responsibilities are being followed.
4. Be prepared to assist with total building evacuation, should the total evacuation stage alarm be activated. *See Section 4.8.3.*
5. Chief Nursing Officer ensures that Medical Director has been contacted.
6. **Sign Fire Alarm Log Book in your area.**
7. **Ensure that staff have signed Log Book.**

DIRECTOR OF PROPERTIES - Second Stage

1. Activate second stage alarm by inserting activation key into pull station within the fire zone and turn to the right until tone is rapid.
2. Try to extinguish fire if safe to do so.
3. Meet Fire Department at the main entrance, to provide them with all necessary information, keys etc. In the event that the Director of Properties is not available it is the responsibility of the CEO or Chief Nursing Officer to meet the Fire Department, as they have master keys.


ALBRIGHT MANOR		DOCUMENT: F – 4.8	APPROVED BY: <i>JM</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Staff Responsibility During a Fire		REVISED: January 2013 January 2016 December 2017	
TOPIC: Administration/Management Duties During a Fire Alarm			

4. Be prepared to assist with total building evacuation should the total evacuation stage alarm be activated. *See duties under section 4.8.3.*
5. Reset fire panel only when fire zone has been thoroughly inspected and it has been determined that it is safe to do so. *Instructions to reset the fire alarm system are posted in the fire control room, located next to the main elevators, on the 1st floor.*
6. The maglock system will have to be reset at the key switch located to the right of the fire control room, next to the main elevators on the 1st floor. Additional keys are available in each nursing station, on the wall next to the fire panel if required. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *Instructions are posted in the fire control room.*
7. Complete Fire Alarm Log Form in main office. Collect other forms.
8. Arrange for any necessary repairs to building or fire alarm system.

4.8.3 TOTAL EVACUATION STAGE OF ALARM
(alarm rings fast in entire building. All building occupants must be evacuated)

The total building evacuation alarm will only be activated by the Chief Executive Officer, or designate, or the Fire Department. When the total building evacuation stage alarm is activated, the fire alarm system will automatically announce this through a pre recorded message indicating that the total building evacuation alarm has been activated. All occupants in the building must be evacuated vertically by use of stairs. Do not evacuate to another horizontal zone as this is no longer considered safe. Occupants of the Centre Wing are required to be evacuated horizontally first and then vertically as there are no stairs in the Centre Wing.

DIRECTOR OF DIETARY SERVICES AND/OR FOOD SERVICES MANAGER
DIRECTOR OF PROGRAM AND SUPPORT SERVICES
DIRECTOR OF HOUSEKEEPING AND LAUNDRY


ALBRIGHT MANOR		DOCUMENT: F – 4.8	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Staff Responsibility During a Fire		REVISED: January 2013 January 2016 December 2017	
TOPIC: Administration/Management Duties During a Fire Alarm			

**DIRECTOR OF FINANCIAL AND ADMINISTRATIVE SERVICES
DIRECTOR OF NURSING AND PERSONAL CARE
CHIEF NURSING OFFICER
EXECUTIVE ASSISTANT
CHIEF EXECUTIVE OFFICER**

1. Assist with the evacuation of all occupants from the building. Once a floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation. **All occupants to be gathered in the parking lot at the front of the building.**
2. Set up a command post in the parking lot at the front of the building at a safe distance from the building, using supervisors vehicles as the command post. Using cellular telephones contact emergency transportation and relocation facilities.
3. Assist with the relocation of residents to other facilities, and contact of family members.
4. Chief Nursing Officer ensures that Medical Director has been contacted.
5. Ensure that all departmental staff are safe and accounted for.
6. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset, and all occupants can be returned to their rooms if it is safe to do so. Assist with returning residents to their respective areas.
7. **When the fire alarm is reset, Sign the Fire Alarm Log Book in your area.**


DIRECTOR OF PROPERTIES - Total Evacuation Stage

1. Activate total building evacuation stage of alarm at main fire panel in the Fire Control Room, with consultation of the Senior Fire Officer on scene from the Lincoln Fire Department.

ALBRIGHT MANOR		DOCUMENT: F – 4.8	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017
SECTION: Staff Responsibility During a Fire		REVISIED: January 2013 January 2016 December 2017	
TOPIC: Administration/Management Duties During a Fire Alarm			

2. Assist with the evacuation of all occupants from the building. Once a floor is evacuated assist with evacuation of other floors. Never go back into the original zone of evacuation. **All occupants to be gathered in the parking lot at the front of the building.**
3. Assist with the relocation of residents to other facilities, and contact of family members.
4. Set up command post with other supervisory staff in parking lot at a safe distance from the building, using supervisor's vehicles as command posts.
5. Ensure that all departmental staff are safe and accounted for.
6. If it is determined by the Fire Department that there is no longer any danger in the building, the fire alarm system can be reset, and all occupants can be returned to their rooms if it is safe to do so. Assist with returning residents to their respective areas.
7. **Reset fire panel only when building has been thoroughly inspected and it has been determined that it is safe to do so. *Instructions to reset the fire alarm system are posted in the fire control room, located next to the main elevators, on the 1st floor.***
8. The maglock system will have to be reset at the key switch, located to the right of the fire control room, next to the main elevators on the 1st floor. Additional keys are available in each nursing station, on the wall next to the fire panel if required. The key is placed in the key switch and turned clockwise a half turn and then turned back to top and the key is removed. *Instructions are posted in the fire control room.*
9. **Complete Fire Alarm Log Form in main office. Collect other forms.**
10. **Arrange for any necessary repairs to building or fire alarm system.**



ALBRIGHT MANOR		DOCUMENT: F – 5.1	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Staff Responsibility During a Fire		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: Fire Drills		REVISIED: January 2013 January 2016	


1. The Ontario Fire Code legislates that fire drills be conducted on a monthly basis. The Ministry of Health and Long Term Care legislates that fire drills be conducted on each shift every month (therefore three fire drills per month). The day shift and afternoon shift fire drills are audible (fire alarm system is activated). This fire drill can be combined into one drill at 2:15 to 2:45 to reduce the number of annoyances to residents. The night shift fire drill is silent. These are held to educate and prepare staff and residents on the importance of immediate action during a fire alarm condition. A planned fire drill may be conducted between 2:15 and 2:45. This is considered an acceptable time in order to cover both the day and afternoon shift.
2. It is the responsibility of the Director of Properties to conduct and record the monthly fire drills, and have this information available at the request of the Chief Fire Official.
3. The fire drill is not announced in advance. The Director of Properties will notify the alarm monitoring agencies in advance and activate the fire alarm system. At the completion of the fire drill the Director of Properties will reset the fire panel and notify the monitoring agencies that the fire drill is completed. In the absence of the Director of Properties, this will be completed by the maintenance staff in conjunction with the Chief Nursing Officer.
4. The office staff or registered staff member in charge will be notified in advance of the fire drill. All other staff will be unaware of the drill in advance.
5. The Director of Properties or designate conducts the audible drill, by contacting the Fire Department and Fire Monitoring company in advance of activating the fire alarm system. The fire alarm system is activated by a pull station or using an approved simulated smoke spray to activate a smoke detector. The fire system remains in the activated stage until the Director of Properties or designate is satisfied that the area has been investigated properly. The Fire system is then reset and the fire department and monitoring company are contacted to inform them that the drill has been completed. Immediate concerns or questions from staff are addressed at that time.




ALBRIGHT MANOR		DOCUMENT: F – 5.1	APPROVED BY: <i>JM</i>
MANUAL: FIRE SAFETY PLAN	IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017 REVISED: January 2013 January 2016		
SECTION: Staff Responsibility During a Fire			
TOPIC: Fire Drills			

6. The Director of Properties is responsible for arranging through the Chief Nursing Officer to have the night shift RN conduct a silent drill once per month. *See procedure for instructions F-5*
7. Although rare, if a false alarm occurs, it will count as the fire drill for that particular shift for the month, so as not to unnecessarily disrupt residents.
8. Once during each 12-month period, as scheduled with the Fire Department, an approved scenario evacuation drill will be conducted using the lowest staffing level complement as follows:
 - a) To respond to the room of fire origin, remove occupant(s) from the room and close the room door within the time approved.
 - b) To evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety, within the time approved.
 - c) To carry out other duties in the approved fire safety plan that may be necessary within the context of the fire drill.



ALBRIGHT MANOR		DOCUMENT: F - 5.2	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Staff Training		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2013
TOPIC: Monthly Fire Drill/Fire Alarm Forms			

1. The Monthly Fire Drill/Fire Alarm Forms are located in binders at the following locations:
 - 1st Floor - Administration (completed by Director of Properties, Chief Nursing Officer., or CEO)
 - 1st Floor - Health and Safety Board
 - 1st Floor - Volunteer Office
 - 2nd Floor - Nursing Station (completed by Registered Nursing Staff Member in charge)
 - 3rd Floor - Nursing Station
 - 4th Floor - Nursing Station
 - 5th Floor - Nursing Station
2. The forms are identical with the exception of the 2nd floor copy and Administration copy. The 2nd floor copy requires additional information to be filled out by the Registered Nursing Staff Member in charge, in the absence of the Director of Properties, Chief Nursing Officer or Chief Executive Officer. The Administration copy is more detailed than the 2nd floor copy, and more information is completed by the Director of Properties, or in his absence, the Chief Nursing Officer or Chief Executive Officer.
3. All staff in the building during the alarm must sign the Fire Drill/Fire Alarm form in their area indicating that they participated in the alarm. There is also an area on the form for staff to record any problems or concerns experienced during the alarm.
4. The forms are collected and kept on file in the office of the Director of Properties for two years.
5. Samples of each form on subsequent pages.


ALBRIGHT MANOR		DOCUMENT: F - 5.3	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Staff Training		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2013
TOPIC: Night Shift – Monthly Silent Fire Drill			

Effective September 2004, we are required to conduct audible fire drills once per shift per month. Day shift/afternoon shift will be audible drills, with the night shift conducting a silent drill. The Registered Staff in charge on the night shift will be responsible for conducting and supervising the silent drill.

1. Predetermine a floor to have the silent drill.
2. Inform all staff on all floors that you will be conducting a silent fire drill on a given floor at a given time (don't indicate wing). All staff that can should be at the nursing station on the given floor at the given time.
3. Prior to staff arriving place a lit flashlight on the floor outside of a resident room. Since we are not ringing the alarm, the flashlight will substitute for the amber light outside of the room that indicates fire location.
4. Go back to the nursing station to meet the staff at the prearranged time and inform them of the wing location that the fire is in.
5. All staff should go through the wing and determine the room number where the fire was located, and do a quick walk through of the wing.
6. They should then report back to the nurses station and sign the fire drill record form.

Note: If the fire alarm was actually ringing, we would inspect the room and determine if there was a fire or not. If no fire, we just do a quick inspection of the wing and reset the alarm upon instruction of the Chief Fire Official from the Lincoln Fire Department. If there was a fire we need to activate the second stage of the alarm and evacuate the wing.



ALBRIGHT MANOR		DOCUMENT: F - 5.4	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Staff Training		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2013
TOPIC: Fire Safety Staff Training			

In addition to the monthly fire drills, other fire safety staff training will take place several times throughout the year. This could be in the form of fire safety videos, instructions on the use of fire suppression systems, or in-services conducted by the Lincoln Fire Department. Normally this training is provided in conjunction with Fire Safety and Prevention Week during the month of October. The Director of Properties is responsible for organizing the annual fire safety training sessions.


New Employees

All new staff must review the Fire Safety Plan as part of their orientation. An Acknowledgment Form of General Orientation is completed and signed by the new staff member, to indicate that they have reviewed and understood the Fire Safety Plan as well as their duties during a fire alarm.

Annual Training

Annual Fire Safety Training is included in the Annual Mandatory Staff Training Modules. Each employee is to complete the Fire Safety Training and Evacuation Procedures Module. Once completed the employee will sign and date a Mandatory Training Acknowledgment Form indicating that they have taken part in the fire safety training. These Mandatory Training Acknowledgment forms are retained in the office of the Manager of Program and Support Service. Record of the employee's training is also maintained in the Mandatory Training Tracking Table.

It is the responsibility of the Department Head to ensure that all staff participates in a minimum of one training session per year.

ALBRIGHT MANOR		DOCUMENT: F - 5.5	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Staff Training		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: Responsibility for Fire Safety Plan		REVISED: January 2013	

The Director of Properties is responsible for developing, implementing and updating the Fire Safety Plan, and informing all staff of any changes to the Fire Safety Plan.

Changes to the Fire Safety Plan will be reviewed with and approved by the Chief Fire Official for the Town of Lincoln, prior to being implemented.


The Director of Properties will review the Fire Safety Plan on an annual basis, in the month of January.

ALBRIGHT MANOR		DOCUMENT: F - 6.1	APPROVED BY: <i>[Signature]</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: System Maintenance		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
REVISIED: January 2016			
TOPIC: Fire Alarm System			

The fire alarm system is tested monthly by in house maintenance staff.

Annual testing and inspection of the fire alarm system is performed by a qualified Contractor.

The above information is recorded and kept on file in the office of the Director of Properties for a minimum of two years.


ALBRIGHT MANOR		DOCUMENT: F - 6.2	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN	IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017 REVISED: January 2016		
SECTION: System Maintenance			
TOPIC: Portable Fire Extinguishers			

The portable fire extinguishers are checked monthly by in house maintenance staff to ensure that the pressure is correct, that the seal is not broken, and that they are not damaged or missing.

The portable fire extinguishers are inspected annually by a qualified contractor.

The above information is recorded and kept on file in the office of the Director of Properties for a minimum of two years.




ALBRIGHT MANOR		DOCUMENT: F – 6.3	APPROVED BY: 	
MANUAL: FIRE SAFETY PLAN	SECTION: System Maintenance	IMPLEMENTED: December 2001	REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
		REVIEWED: January 2016		
	REVISIED: January 2016			
TOPIC: Standpipe Hose Cabinets				

The standpipe hose cabinets are checked monthly by in house maintenance staff, to ensure that the hose and extinguisher are in working condition and are not damaged or missing.

The fire hose is re-racked annually by a qualified contractor.


The above information is recorded and kept on file in the office of the Director of Properties, for a minimum of two years.

ALBRIGHT MANOR		DOCUMENT: F - 6.4	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: System Maintenance		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2013
			January 2016
TOPIC: Sprinkler Systems			

The sprinkler systems are checked weekly by in house maintenance staff to ensure that there are no obstructions, no leaks, and that the valves are in the open position.

The sprinkler systems are flow tested monthly by Albright maintenance staff and annually by a qualified contractor.

The above information is recorded and kept on file in the office of the Director of Properties, for a minimum of two years.


ALBRIGHT MANOR		DOCUMENT: F - 6.5	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: System Maintenance		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2016
TOPIC: Exit and Emergency Lighting			

All exit lights are checked monthly by in house maintenance staff to ensure that they are illuminated and are not damaged or obstructed.

Emergency lights are tested monthly by in house maintenance staff to ensure that the battery is charged, that the lamps are operational, and that they will operate under power failure conditions.

All emergency lights are tested annually for their rated duration.


The above information is recorded and kept on file in the office of the Director of Properties, for a minimum of two years.

ALBRIGHT MANOR		DOCUMENT: F - 6.6	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: System Maintenance		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		December 2017	
		REVISED:	January 2016
TOPIC: Kitchen Hood Extinguishing System			

The kitchen exhaust hood extinguishing system is inspected semi-annually by a qualified contractor.

The above information is recorded and kept on file in the office of the Director of Properties, for a minimum of two years.


The Kitchen Hood Exhaust system is cleaned twice per year.

ALBRIGHT MANOR		DOCUMENT: F - 6.7	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN	IMPLEMENTED: December 2001		
SECTION: System Maintenance	REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017		
TOPIC: Emergency Stand-By Power			
REVISIED: January 2013 January 2016			

The emergency stand-by generator is tested and inspected monthly by in house maintenance staff to ensure that it will operate during a power failure.

The emergency stand-by generator is thoroughly tested and inspected annually by a qualified contractor.

The above information is recorded and kept on file in the office of the Director of Properties, for a minimum of two years.

ALBRIGHT MANOR		DOCUMENT: F - 6.8	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: System Maintenance		REVIEWED: January 2002	
		January 2003	
		January 2004	
		January 2005	
		September 2005	
		January 2013	
		January 2016	
		REVISED:	January 2013
TOPIC: List of Contractors and Phone Numbers			

FIRE ALARM SYSTEM

Chubb Edwards 905-643-6201

PORTABLE FIRE EXTINGUISHERS

Birmingham Fire Ext. 905-227-1991

STANDPIPE HOSE CABINETS

Birmingham Fire Ext. 905-227-1991

SPRINKLER SYSTEMS

Chubb Edwards 905-643-6201

EXIT AND EMERGENCY LIGHTING


Ken Davidson 905-541-8305

KITCHEN HOOD EXTINGUISHING SYSTEM

Chubb Edwards 905-641-6201

EMERGENCY GENERATORS

Wajax 905-561-9721

ALBRIGHT MANOR		DOCUMENT: F – 7.1	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Emergency Contacts		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: Supervisory Staff and Phone Numbers		REVISED: January 2013 January 2016 December 2017	

Mr. W. ter Harmsel
C.E.O. 905-357-8475 Cell

Mr. J. McArthur
Director of Properties 905-708-7159 Cell

Ms. M. Kessler
Chief Nursing Officer 905-869-2457 Cell


Mrs. L. Kilian
Director of Nursing 905-935-9260

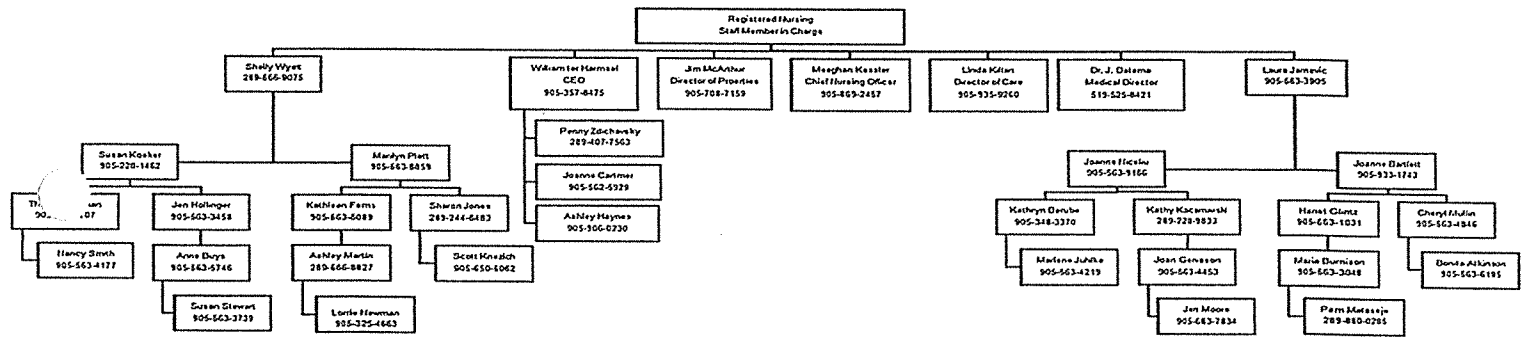
Ms. P. Zdichavasky
Director of Dietary Services 289-407-7563 cell

Ms. J. Cartmer
Director of Programs and Support Services 905-562-5929

Mr. A. Haynes
Director of Financial and Administrative Services 905-906-0230 Cell

Mrs. M. Muffels
Director of Housekeeping and Laundry Services 905-945-1454, 289-244-1941 Cell


<h1>ALBRIGHT MANOR</h1>		DOCUMENT: F - 7.2	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 January 2016 December 2017	
SECTION: Emergency Contacts		REVISED: January 2013 January 2016 January 2017	
TOPIC: Emergency Callout List			



EMERGENCY CALL OUT LIST

When total building evacuation is required for fire or any other reason, the **Emergency Call Out List** will be implemented by the Registered Nursing Staff Member in charge.

1. The Registered Nursing Staff Member in charge must contact the two staff members below her/him on the list and then the four Supervisory Staff Members indicated on the list. The two staff members on the list will contact the next staff members directly below them on the list and then go directly to Albright to assist with the evacuation.
2. Each staff member on the list is responsible for contacting the person(s) directly below them on the list, and then going directly to Albright. If there is no answer at any given number then you are responsible for contacting the next person down on the list, so that the chain of call out is not broken.
3. The call out procedure will be reviewed annually, along with the Fire Safety Plan, to ensure that all information is current. Keep this list near your phone and inform the Director of Properties immediately of any changes to your phone number.

ALBRIGHT MANOR		DOCUMENT: F - 7.3	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001	
SECTION: Emergency Contacts		REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
TOPIC: Relocation Facilities		REVISED: January 2013	

In the event that total building evacuation is deemed necessary, the following facilities are to be contacted to arrange immediate temporary housing for residents;

Beamsville District Secondary School
4317 Central Ave.
Beamsville
Weekday call 905-563 8267

Jacob Beam Public School
4300 William St.
Beamsville
Weekday call 905-563 8209

St. Mark Catholic School
4114 Mountain St.
Beamsville
Weekdays call 905-563-9191

For both Jacob Beam School and Beamsville Secondary School locations, the after hours contact person is:

Bert Poorte
Health, Safety and Energy Manager
District School Board of Niagara
Cell 905 685 2423

If unable to contact Bert Poorte, contact:

Dumont Security 905-641-2150
They will dispatch the on-call person for the District School Board of Niagara

ALBRIGHT MANOR		DOCUMENT: F - 7.4	APPROVED BY: <i>[Signature]</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017 REVISED: January 2013 January 2016	
SECTION: Emergency Contacts			
TOPIC: Emergency Transportation			

In the event that total building evacuation is deemed necessary, and the relocation of residents has been deemed necessary, the following means of transportation will be utilized.

First Student Bus Lines

Indicate number of residents requiring transportation and location of designated facility.

Monday to Friday 6:00 a.m. to 5:00 p.m.	After hours	905-688-9600(office) 905-688-9600
All other times		

Ambulance

Contact Person: Emergency Services Division 905-984-5050


ALBRIGHT MANOR		DOCUMENT: F - 8.0	APPROVED BY: <i>JM</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017 REVISED:	
SECTION: Floor Plans			
TOPIC: Floor Plans			

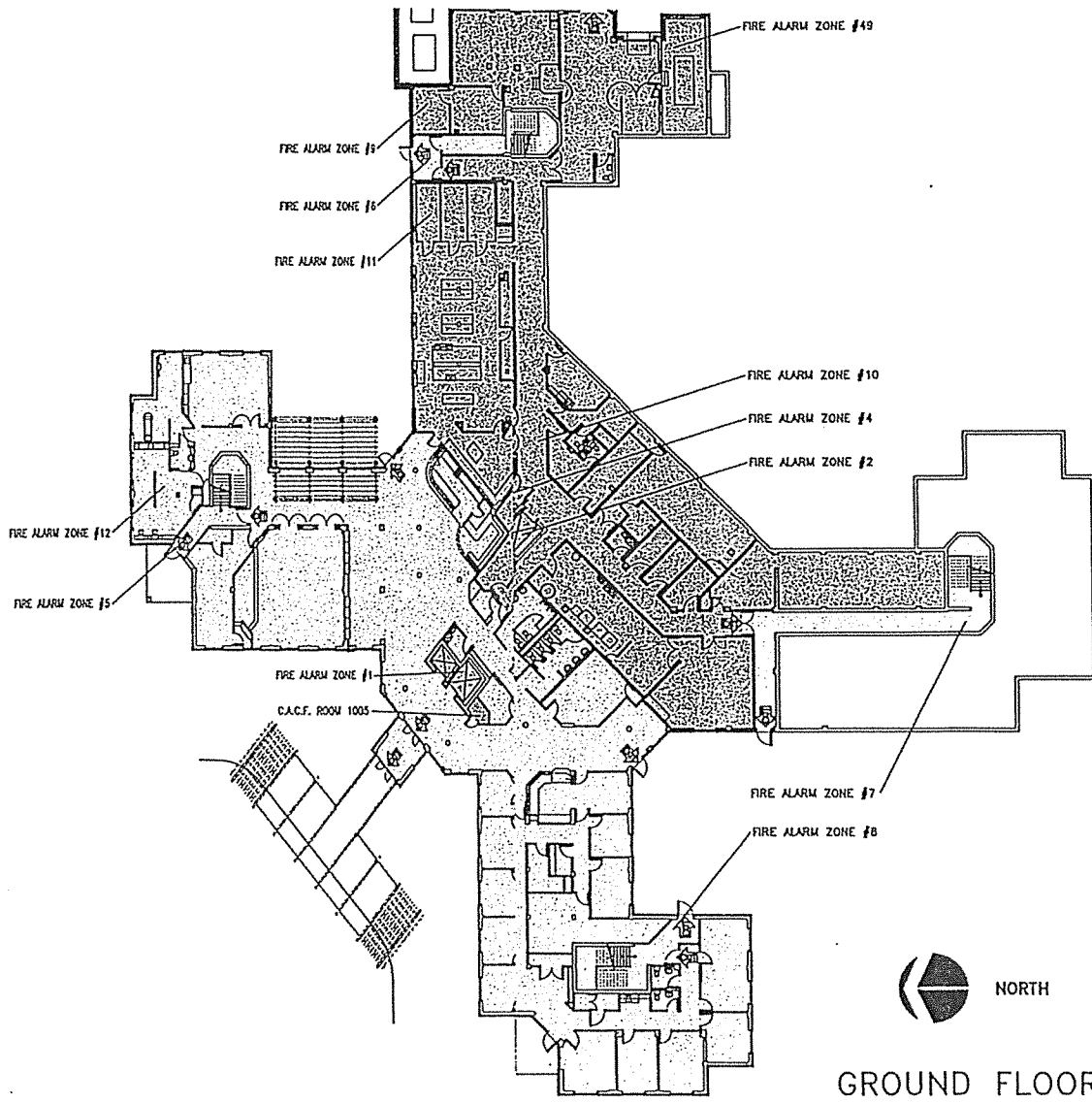
Floor Plans


Included in this section are floor plans for:

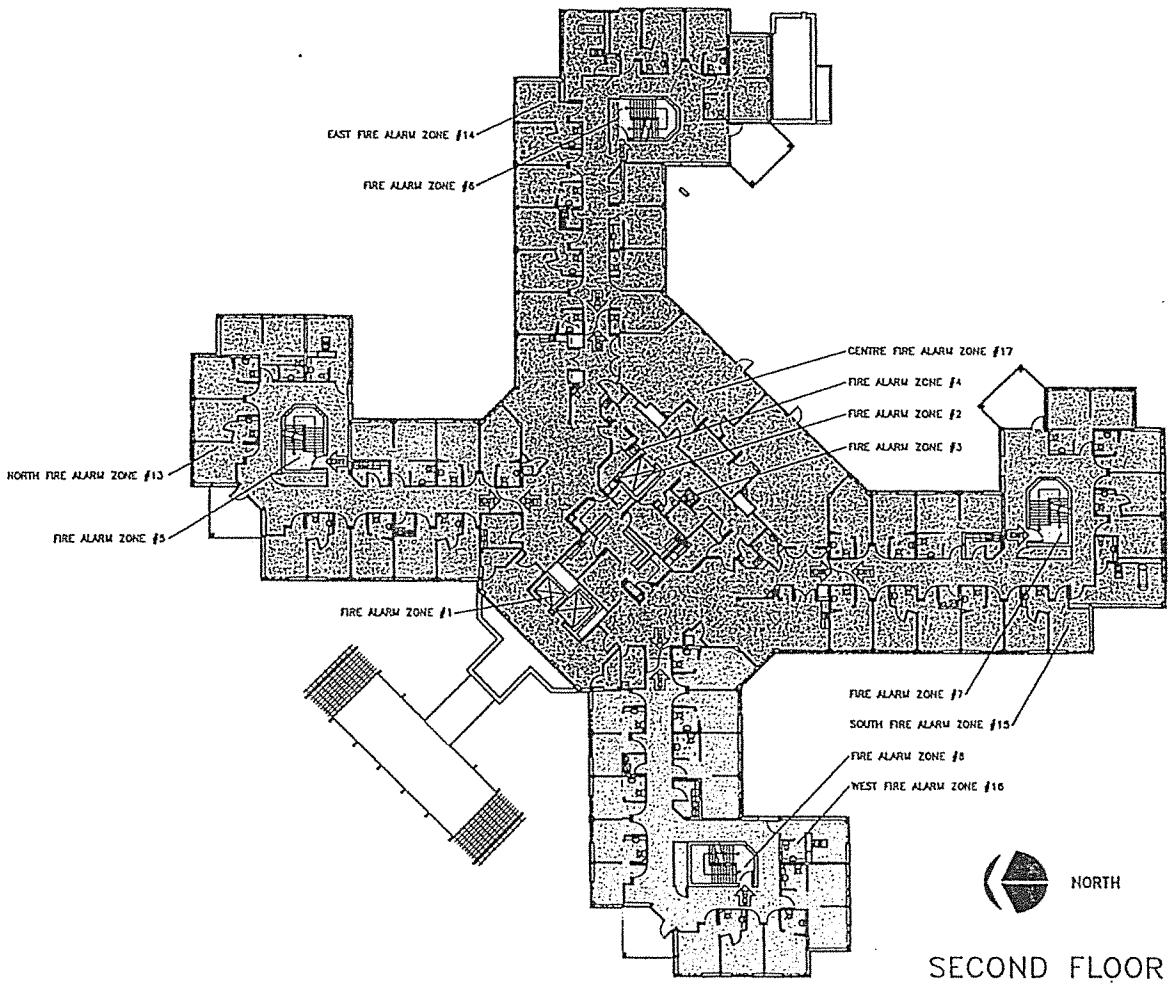
- 1st Floor
- 2nd Floor
- 3rd Floor
- 4th Floor
- 5th Floor

1. Fire alarm zones are identified by number on each floor plan.
2. Fire alarm evacuation zones are identified by colour. The only floor where this may be confusing is on the Ground Floor. The two large coloured areas have more than one fire zone separation within the area, however the entire coloured area would be evacuated on a second stage fire alarm signal.
3. Means of egress and fire exits, are identified on each floor plan with a directional arrow with the word EXIT inside the arrow.


<h1>ALBRIGHT MANOR</h1>		DOCUMENT: F - 8.1	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Floor Plans		REVISED:	
TOPIC: Ground Floor Plan – 1st Floor			

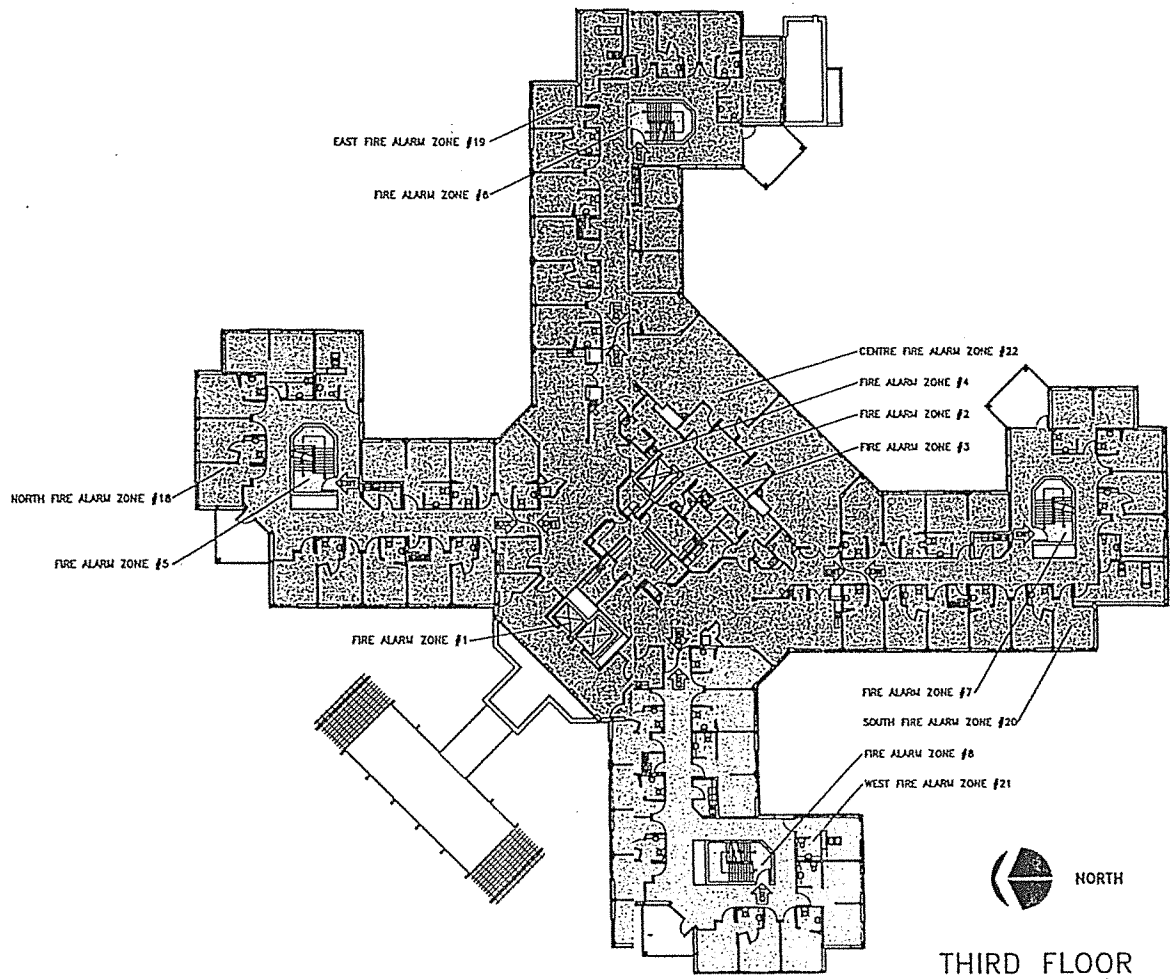



ALBRIGHT MANOR	DOCUMENT: F - 8.2	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN	IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Floor Plans	REVISED:	
TOPIC: Second Floor		

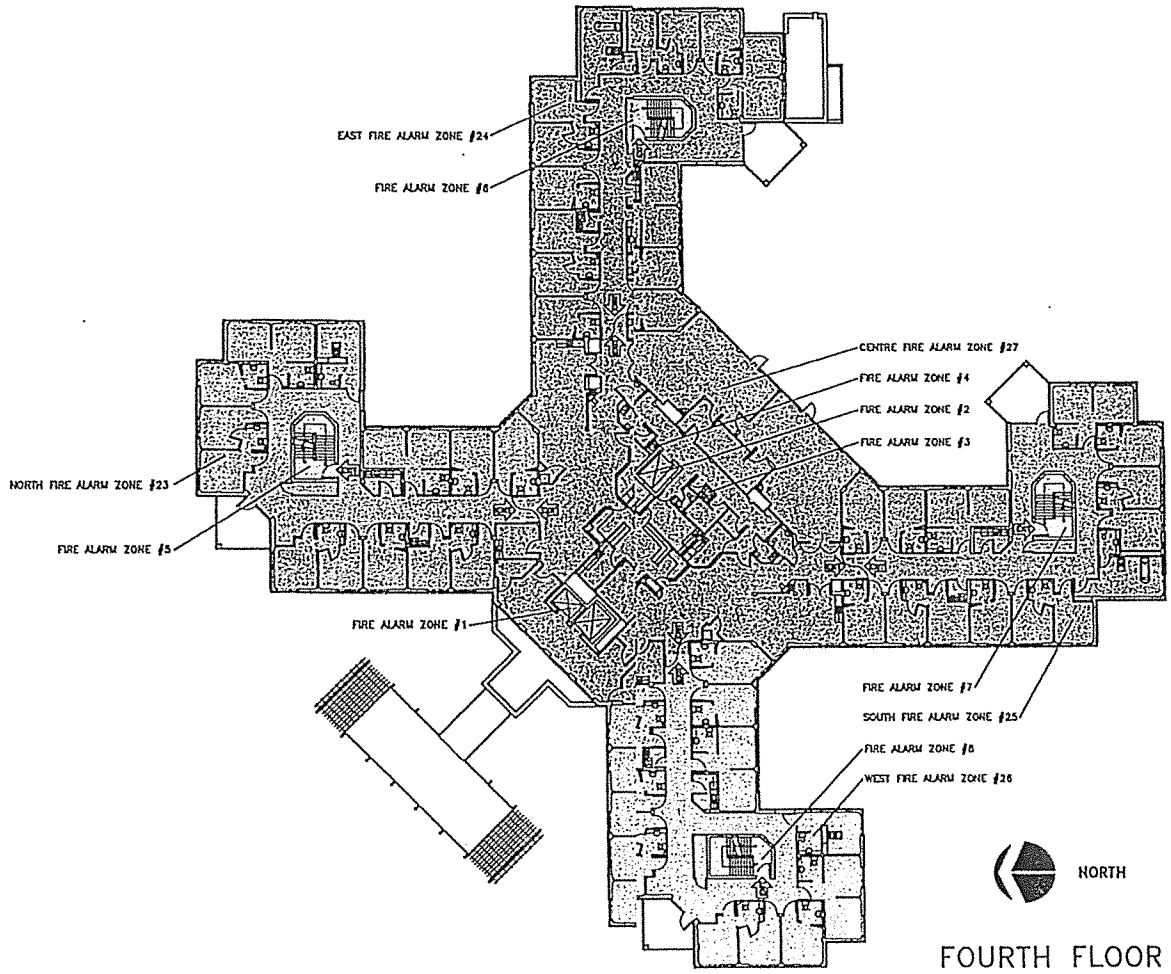



SECOND FLOOR

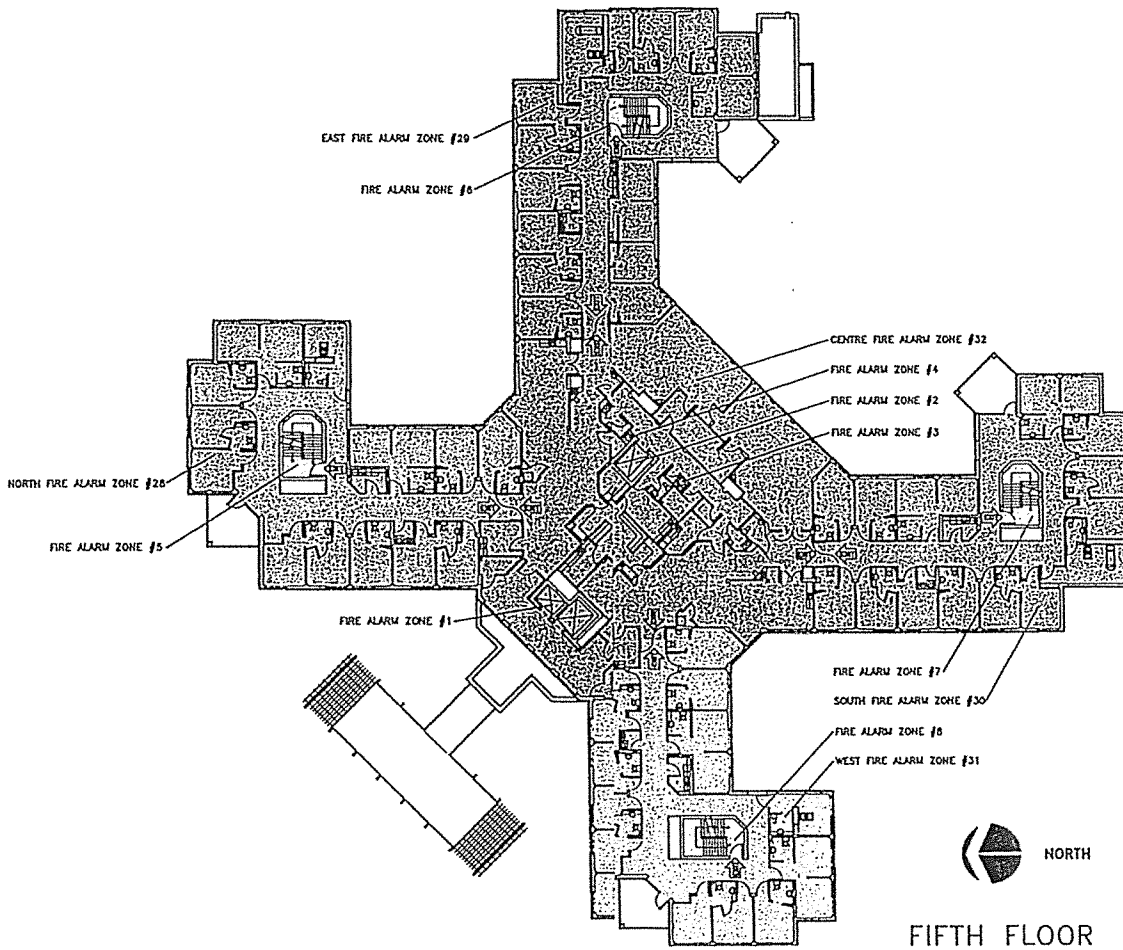
<h1>ALBRIGHT MANOR</h1>	DOCUMENT: F - 8.3	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN	IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Floor Plans	REVISED:	
TOPIC: Third Floor		



ALBRIGHT MANOR	DOCUMENT: F - 8.4	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN	IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Floor Plans	REVISED:	
TOPIC: Fourth Floor		



<h1>ALBRIGHT MANOR</h1>		DOCUMENT: F - 8.5	APPROVED BY: 
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2001 REVIEWED: January 2002 January 2003 January 2004 January 2005 September 2005 January 2013 January 2016 December 2017	
SECTION: Floor Plans		REVISED:	
TOPIC: Fifth Floor			



<h1>ALBRIGHT MANOR</h1>		DOCUMENT: F - 8.6	APPROVED BY: <i>JM</i>
MANUAL: FIRE SAFETY PLAN		IMPLEMENTED: December 2017 REVIEWED: REVISID:	
SECTION: Floor Plans			
TOPIC: Site Location for Albright Manor			

Albright Manor, 5050 Hillside Drive, Beamville, ON L0R 1B2

