

Massawippi Christian Retirement Homes  
(Grace Christian Home & Connaught Home)

**FIRE SAFETY PLAN**  
(Revised August 14, 2009)

Employee Orientation Material package

PRINT NAME : \_\_\_\_\_

DATE : \_\_\_\_\_

I have received an orientation to the Fire Safety Plan for Grace Christian Home and/or Connaught Home and I understand my role in a fire evacuation emergency.

\_\_\_\_\_  
Employee Signature

(Return this signed page to the administrator at either home.)

## FIRE SAFETY PLAN

### ENGLISH SUMMARY OF FIRE EMERGENCY EVACUATION PROCEDURE

Procedure to follow in the event of a fire:

1. If you discover a fire, pull the nearest fire alarm pull station to set off the alarm.
2. Evacuate the immediate area and send someone to call 911 and to get assistance.
3. When fire alarm sounds, Nurse-in-charge or the most senior staff member on site takes charge and checks the fire panel to confirm origin of alarm.
4. All staff report to the Nursing station for instruction. Nurse-in-charge gives instructions to all staff and volunteers.
5. Confirm that 911 has been called or call again if unsure.
6. If possible, use fire extinguisher to fight fire, only if you reasonably believe it can be brought under control.
7. As required, Nurse-in-charge assigns staff to evacuate residents to the nearest fire exit door or fire door or refuge area. As necessary, unlock all security doors on infirmary wing using toggle switch on the call-bell panel by the nursing station, and at night, unlock front and rear entrances. Where fire or smoke is present in the area, proceed with the evacuation and exit via the nearest fire exit door.
8. Use fire doors and refuge areas (at the end of hallways and top of stairwell) to your advantage as may be required.
9. If smoke is present, form a chain to lead residents to the nearest exit.
10. If time permits, staff evacuating rooms should ensure that Residents take a blanket with them.
11. Staff evacuating rooms check all rooms, closets and bathrooms in the sector to which they are assigned.
12. If time permits, staff assigned close all doors and windows. Take a pillow or sheet and place it outside the closed door to indicate an empty room that has been checked.
13. Staff report to Nurse-in-charge **at the Assembly Area as quickly as possible** when their assigned area has been evacuated. Use telephone to extension 24 if required.  
**Nurse will be at Assembly Area outside.**
14. Nurse-in-charge will obtain Kardex, bracelets, **portable telephone** and Emergency Procedures Manual and proceed to Assembly Area.
15. All staff and residents will gather at the Assembly Area for a count by the Nurse-in-charge, who will report to the Fire Chief.
  - a. GRACE CHRISTIAN : front of the building near the ambulance entrance
  - b. CONNAUGHT : School Street at ambulance entrance
16. Following evacuation, residents are to be taken to Huntingville Community Church. A key for the church is available on the Firefighters key ring above the fire panel. If appropriate, assign someone to initiate the telephone chain to request volunteer assistance.
17. Nurse-in-charge is to complete a written incident report on the fire evacuation procedure and submit it to the Executive Director in due course.

(New material is in **bold**)

## FIRE SAFETY PLAN

(Last updated July 24, 2009)

### NOTES FOR NURSE-IN-CHARGE TO ASSIST IN PLANNING FOR AN EMERGENCY FIRE EVACUATION

1. You must memorize the fire evacuation procedure in advance, including the following information.
2. When you hear the fire alarm bell, take the following items with you to the fire panel and when you leave the building:
  - a. Kardex
  - b. ID Bracelets
  - c. Copy of Emergency Procedures binder
  - d. Portable phone
3. Clearly TAKE CHARGE. Speak slowly, clearly, and loudly in an emergency. Clearly tell others what to do, do not ask them if they would like to do something. Say things like, "Jessica and Sue, go and evacuate all the residents from the Tea Room wing and report back to me at the Assembly Area when it is complete" or "Sarah, go to the nursing office and phone 911 and tell them we have a fire in the laundry room." These are orders, not requests.
4. Use other people to assist you in your task – i.e. someone can carry the Kardex outside to the assembly area for you, or phone 911 for you, or check off those who are out for you. Your task is to LEAD the process, not necessarily do everything yourself.
5. Identify the location of the alarm signal by reading the display on the fire panel.
6. Send one or two responsible people to that location to check on the situation and ask them to report back to you. If necessary, tell them to call you on intercom extension 24.
7. Begin evacuation from the highest risk area first (at the fire location and above it).
8. Once you have assigned all employees their areas to evacuate, you should proceed to the Assembly Area to begin checking off on the Kardex all who have been evacuated.
9. If there is no evidence of fire (i.e. no odor or smoke or flames), and especially in freezing weather, have staff move residents to refuge areas to wait for the announcement to evacuate. If at anytime during the process smoke or fire is identified, begin evacuation immediately.
10. When possible, send employees in pairs to evacuate an area, and tell them to report back to you when the area is clear. If necessary, tell them to call you on intercom extension 24. Let them know that you will eventually move to the assembly area.
11. If the situation is a false alarm and does not require evacuation, press "silence" on the fire panel and announce over the intercom that evacuation is not necessary.
12. Evacuation should be done in stages – from one fire door to the next or to outside when possible.
13. Generally, you should stay near the fire panel until you move to the outside assembly area. At night when there are fewer employees, if you must leave the fire panel area, make sure you can communicate with your fellow employees. Use the portable phones, walkie-talkie or the intercom or stay in sight of each other. You should assist with the evacuation of the Infirmary wing if possible.
14. You must always be available to meet the first Fire Truck which arrives, and to give them information about who is not yet accounted for.

### **FIRE SAFETY PLAN**

15. Once evacuation is underway and you are not necessary at the fire panel area, go to the Assembly Area and begin checking off on the Kardex who is out of the building. Use the china marker to tick off their names on the Kardex plastic covers. Once a resident's name has been checked off, they may stay in the area or be sent over to Huntingville Community Church (send someone with a key with the first group to go over).
16. Check off those who are absent (away from the building at the time of the alarm, such as those away for an extended period of time), using the list in the Emergency Procedures Binder.
17. Use staff that is outside the building already as runners to check around the building to see who is out already.
18. Continue to direct the evacuation from the Assembly Area until the arrival of firefighters.
19. Report to the lead firefighter about which residents are not yet out, and provide the firefighters with the list of red-yellow-green assistance requirements.
20. Once the fire department is on-site, they are in charge. Ask the lead firefighter what he would like you to do next.
21. Your focus should now turn to managing the care of the evacuated residents and directing the work of the rest of the staff.

## **FIRE SAFETY PLAN**

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### 5. STRUCTURE OF COMMUNICATIONS IN CASE OF FIRE

#### General information

Fire Safety Plan coordinator:

Nurse on duty (Charge Nurse)

Phone number (Grace): 819 – 569 – 0546 – extension 24

Phone number (Connaught): 819-842-2164 extension 24

Information for the fire fighters:

- a copy of the Fire Safety Plan and the key ring for the fire fighters is in box above the fire alarm panel;
- a copy of the residents' classification is there also
- the chart of the residents' absence is also in the box

## **FIRE SAFETY PLAN**

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### Information for the employees :

All the staff must go to the nursing station.

All the staff must be on alert and wait for orders.

The nurse on duty must be assured that a 911 call has been made.

### Procedure for calling 911 during the day, the evening, the night and the week-end:

The following information is transmitted when the call is made:

- a) the address of Grace Christian Home:  
1501 Campbell Avenue, Sherbrooke

Or the address of Connaught Home  
77 Main Street, North Hatley

- b) The cross street:  
GRACE: intersection of Winder and Campbell  
CONNAUGHT: intersection of Main and Sherbrooke

- c) Which floor is implicated, if possible:

And then, inform the Fire Safety Plan coordinator:

## **FIRE SAFETY PLAN**

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### 9. INTERVENTION

#### 9.2 Roles and Responsibilities of the Coordinator or appointed substitute, of the Fire Safety Plan

##### RESPONSIBILITY:

Daytime :           Head Nurse/Senior Staff Member or the Fire Safety Plan  
Coordinator

Evening :           Head Nurse/Senior Staff Member

Weekends :         Head Nurse/Senior Staff Member

Holidays :         Head Nurse/Senior Staff Member

- Takes control in the event of a fire alarm
- Welcomes Firefighters

##### DUTIES:

Upon sounding the fire alarm, the Coordinator of the Fire Safety Plan must:

- Proceed to fire panel, near her office and take charge of operations
- Specify the fire's origins to personnel
- Ensure that persons in danger are moved away from source of fire
- Verify that 911 has been called

## **FIRE SAFETY PLAN**

Page 24

### 9 – Intervention

#### 9.3 Roles and responsibilities of staff:

##### The first level of intervention :

Go to the nursing station and put into place our protection measures to ease the consequences of the fire on the residents and on the operation of our services.

Prepare the residents for a possible evacuation.

Pay attention to the orders given over the intercom by the Fire Safety Plan coordinator.

##### List of equipment and resources in the nurse's office

- medications
- health insurance cards
- file containing the residents' medication data
- summaries of the residents' files
- list of the telephone numbers of the residents and their families
- residents' classification chart
- residents' absence list

## **FIRE SAFETY PLAN**

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### 9 – Intervention

9.4 – roles and responsibilities of the employee –  
(caregivers, kitchen staff)

Evenings, nights, week-ends, days off and holidays:

An employee substitutes for the coordinator of the Fire Safety Plan

- When the coordinator is present, she must be attentive to the orders and instructions given by the local coordinator of fire safety
- **When either the coordinator of the Fire Safety Plan or the Charge Nurse is absent**, the most senior employee must take control of the situation.

### PROCEDURES FOR THE STAFF IN CASE OF FIRE

General information

Be attentive to the orders given by the coordinator of the Fire Safety Plan (in her absence, by the senior employee)

## FIRE SAFETY PLAN

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- A. What to know :
1. Where the stairs and the exits are;
  2. Where the closest manual fire alarm pull-station is;
  3. How to call 911 (24/7)
  4. Where the closest portable fire extinguisher is.
- B. What to do, when you see smoke or flames :
1. Move people away from the source of the fire; (note 1)
  2. Pull the manual fire alarm;
  3. Call 911
  4. Inform the fire Safety Plan Coordinator (or her replacement); **extension 24**
  5. Make the residents feel secure
  6. Close the doors behind you as you leave
  7. Wait for instructions from the Fire Safety Plan coordinator.
- C. What to do, when you hear the alarm signal from the Home's central network fire alarm :
1. Move people away from the source of the fire;
  2. Call 911
  3. Evacuate your floor, following the orders of the coordinator;
  4. Close the doors behind you as you leave;
  5. Do not use the elevator

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1 This procedure is in accordance with the *Manuel de planification des mesures d'urgences à l'intention des établissements du réseau de la santé et des services sociaux*

## **FIRE SAFETY PLAN**

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### 14. Intervention

#### 14.1 Roles and Responsibilities of the Coordinator of the Fire Safety Plan

Use the Intercom System

Assure that all rooms have been verified by person responsible, including washrooms, conference rooms and offices.

Inform residents not to waste time collecting personal possessions

Leave the area once the building has been evacuated

Open the Coordination Centre

## **FIRE SAFETY PLAN**

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### 14 – Intervention

#### 14.2 – roles and responsibilities of the “Runner” (note 2)

Reports to the Fire Safety Plan coordinator (or her replacement) for instructions and orders;

The “Runner” is the person designated to look for and help anyone who has not heard the alarm

Responsibilities of the “Runner”:

- Go to the elevator door on her floor;
- Receive instructions and orders from the Fire Safety Plan coordinator;
- Check all the rooms used by the residents;
- Count the number of residents that have been moved to the safety area;
- Make her report, to the Fire Safety Plan coordinator.

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2 This responsibility may be carried out by a resident that has been trained. He or she checks the rooms on his or her floor (or wing).

## FIRE SAFETY PLAN

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14 – Intervention

14.3 – Note for the residents

### DURING AN EVACUATION :

- NEVER USE THE ELEVATOR WHEN THERE IS A FIRE

#### **GRACE CHRISTIAN HOME** RESIDENTS ON THE 2<sup>ND</sup> FLOOR :

- USE THE STAIRS (AT EACH END OF THE FLOOR):  
DOOR #21                      DOOR #9                      DOORS 22 & 23

#### RESIDENTS ON THE 1<sup>ST</sup> FLOOR :

- USE THE EXIT NEAREST YOU AND GO OUTSIDE

#### **CONNAUGHT HOME** RESIDENTS ON THE 3<sup>RD</sup> FLOOR

- USE THE STAIRS (AT EACH END OF THE FLOOR) OR THE CENTRAL STAIRWELL:

#### RESIDENTS ON THE 2<sup>ND</sup> FLOOR

- USE THE EXIT TO SCHOOL STREET OR THE STAIRS AT THE END OF THE FLOOR OR THE CENTRAL STAIRWELL:

#### RESIDENTS ON THE 1<sup>ST</sup> FLOOR

- USE THE EXIT NEAREST YOU AND GO OUTSIDE

## FIRE SAFETY PLAN

ZONE Connaught                      ÉTAGE 1                      CHAMBRE \_\_\_\_\_  
 FLOOR    ROOM

## PLAN D'ÉVACUATION EN CAS D'URGENCE

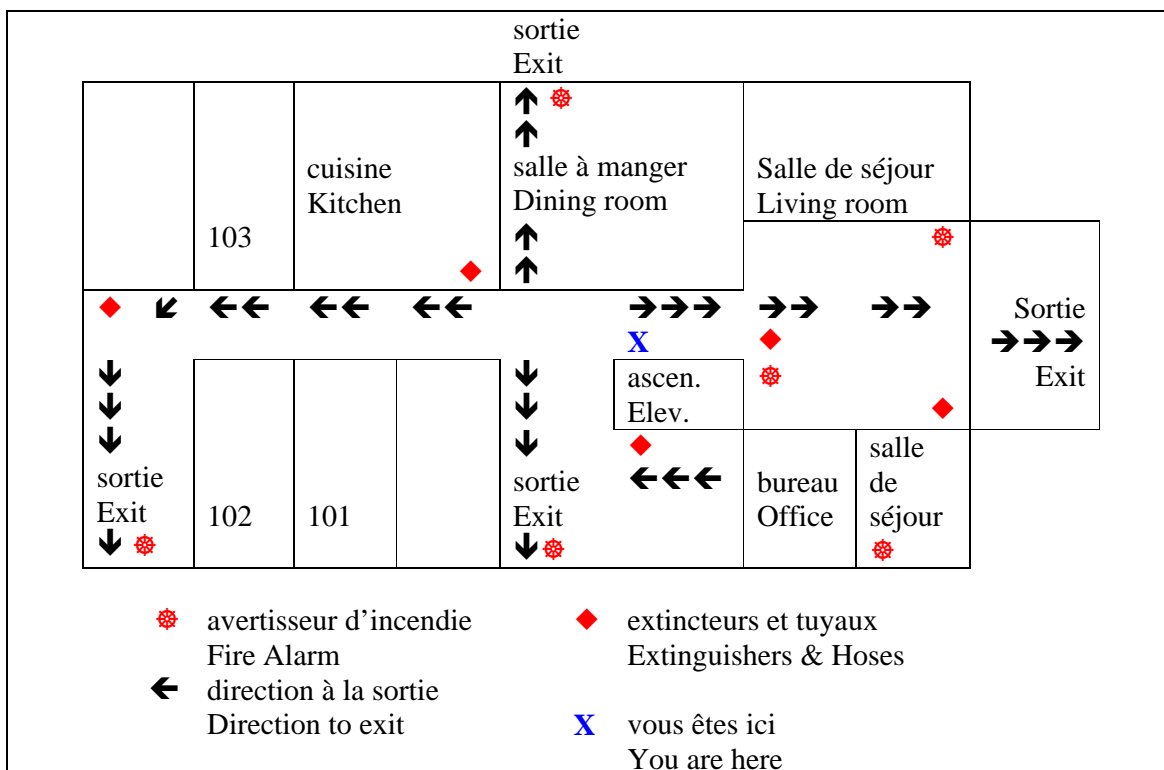
### En cas d'urgence:

1. Sonnez l'alarme ou avisez un membre du personnel;
2. éloignez toute personne d'un danger imminent;
3. fermez les portes et les fenêtres des pièces affectées;
4. lutez contre le feu avec les moyens disponibles (extincteurs, etc.) en attendant de l'aide.

## EMERGENCY EVACUATION PLAN

### In case of emergency:

1. Give the alarm or alert a staff member;
2. Remove persons in immediate danger;
3. Close all doors and windows in the affected area;
4. Fight fire with available means (extinguishers, etc.) while awaiting help.



## FIRE SAFETY PLAN

ZONE Connaught ÉTAGE 2 CHAMBRE \_\_\_\_\_  
 FLOOR FLOOR ROOM

## PLAN D'ÉVACUATION EN CAS D'URGENCE

### En cas d'urgence:

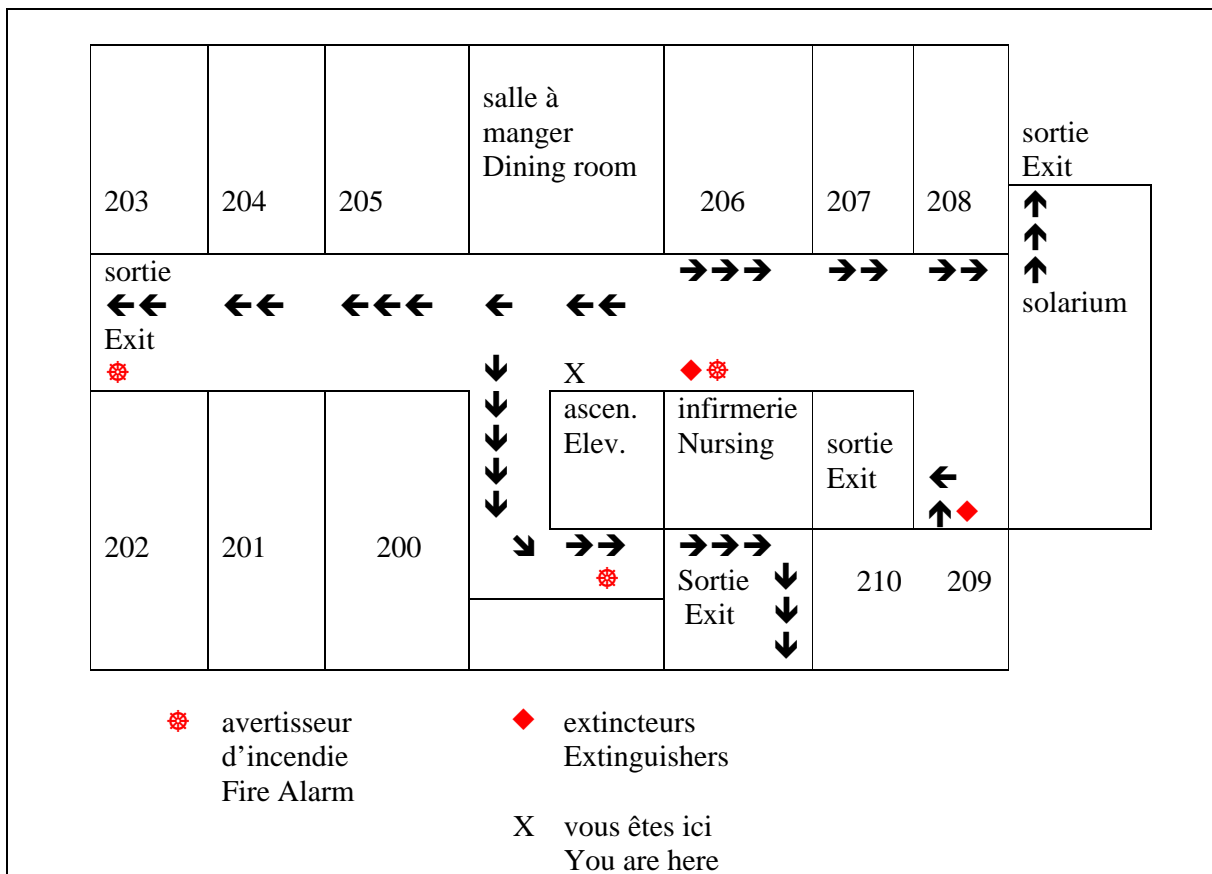
5. Sonnez l'alarme ou avisez un membre du personnel;
6. éloignez toute personne d'un danger imminent;
7. fermez les portes et les fenêtres des pièces affectées;
8. lutez contre le feu avec les moyens disponibles (extincteurs, etc.) en attendant de l'aide.

## EMERGENCY EVACUATION PLAN

### In case of emergency:

Give the alarm or alert a staff member;

5. Remove persons in immediate danger;
6. Close all doors and windows in the affected area;
7. Fight fire with available means (extinguishers, etc.) while awaiting help.



### FIRE SAFETY PLAN

ZONE Connaught ÉTAGE 3 CHAMBRE \_\_\_\_\_  
 FLOOR \_\_\_\_\_ ROOM \_\_\_\_\_

## PLAN D'ÉVACUATION EN CAS D'URGENCE

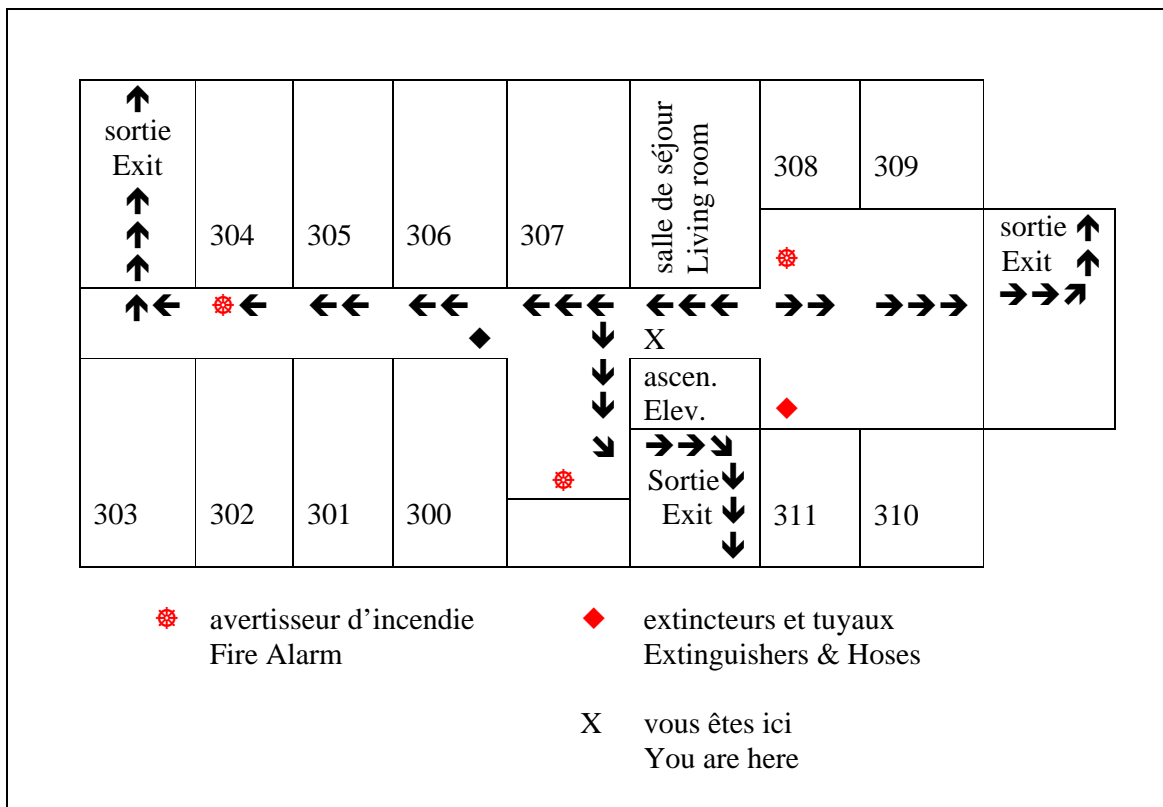
### En cas d'urgence:

9. Sonnez l'alarme ou avisez un membre du personnel;
10. éloignez toute personne d'un danger imminent;
11. fermez les portes et les fenêtres des pièces affectées;
12. luttiez contre le feu avec les moyens disponibles (extincteurs, etc.) en attendant de l'aide.

## EMERGENCY EVACUATION PLAN

### In case of emergency:

8. Give the alarm or alert a staff member;
9. Remove persons in immediate danger;
10. Close all doors and windows in the affected area;
11. Fight fire with available means (extinguishers, etc.) while awaiting help.



## FIRE SAFETY PLAN

ZONE South West Wing ÉTAGE 1 CHAMBRE \_\_\_\_\_  
FLOOR FLOOR ROOM

## PLAN D'ÉVACUATION EN CAS D'URGENCE

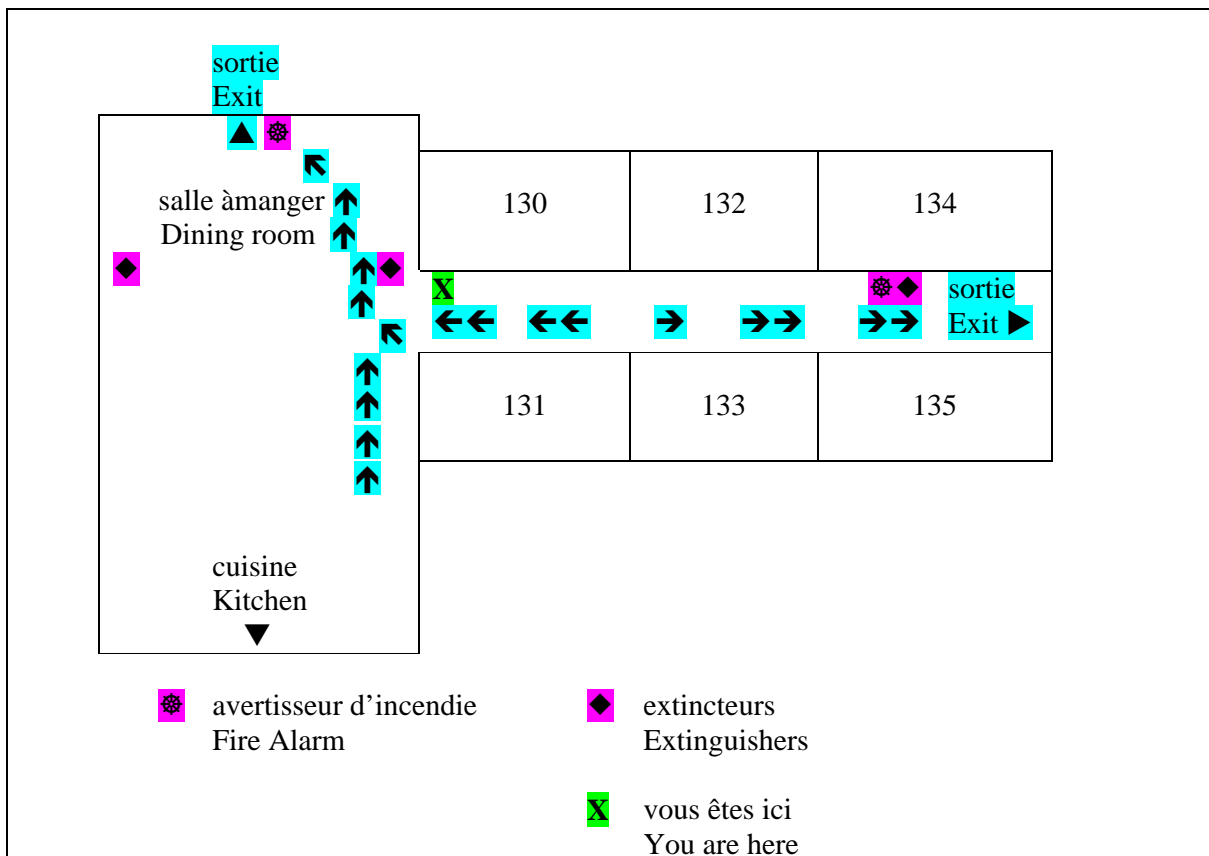
### En cas d'urgence:

13. Sonnez l'alarme ou avisez un membre du personnel;
14. éloignez toute personne d'un danger imminent;
15. fermez les portes et les fenêtres des pièces affectées;
16. lutez contre le feu avec les moyens disponibles (extincteurs, etc.) en attendant de l'aide.

## EMERGENCY EVACUATION PLAN

### In case of emergency:

12. Give the alarm or alert a staff member;
13. Remove persons in immediate danger;
14. Close all doors and windows in the affected area;
15. Fight fire with available means (extinguishers, etc.) while awaiting help.



## FIRE SAFETY PLAN

ZONE South East Wing ÉTAGE 1 CHAMBRE \_\_\_\_\_  
FLOOR ROOM

## PLAN D'ÉVACUATION EN CAS D'URGENCE

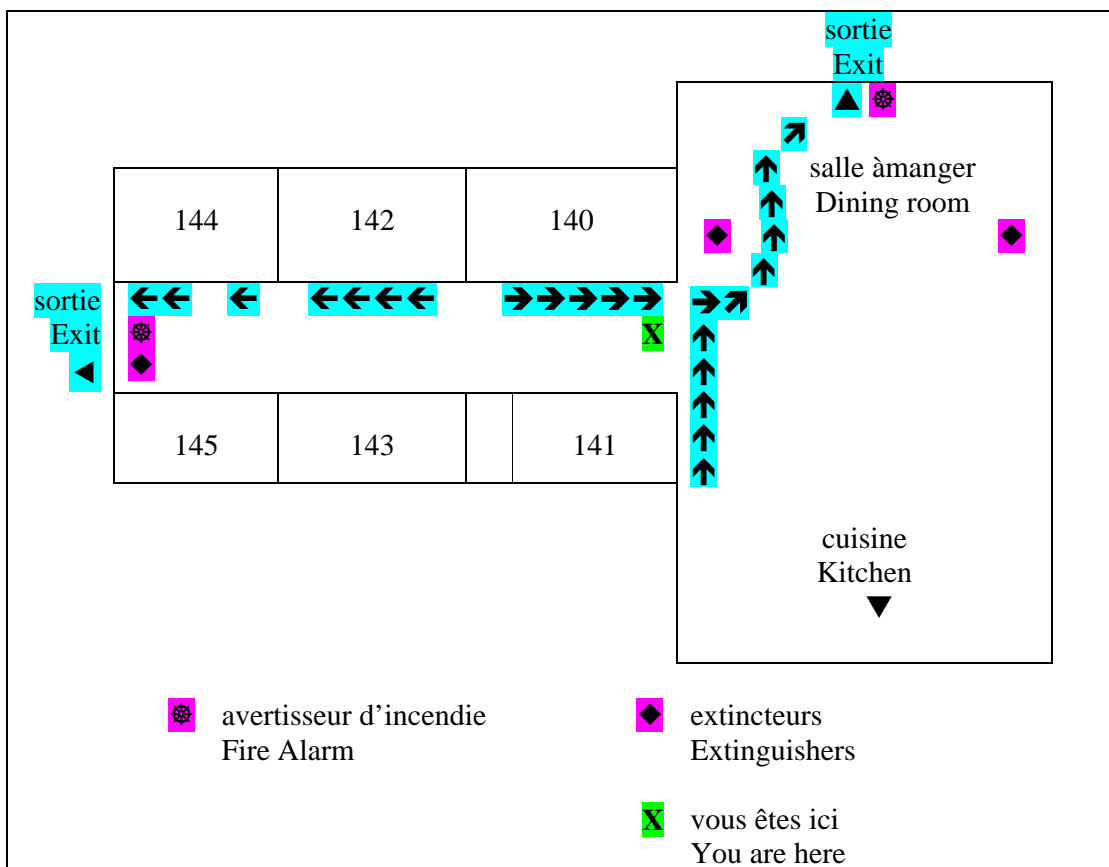
### En cas d'urgence:

1. Sonnez l'alarme ou avisez un membre du personnel;
2. éloignez toute personne d'un danger imminent;
3. fermez les portes et les fenêtres des pièces affectées;
4. lutez contre le feu avec les moyens disponibles (extincteurs, etc.) en attendant de l'aide.

## EMERGENCY EVACUATION PLAN

### In case of emergency:

1. Give the alarm or alert a staff member;
2. Remove persons in immediate danger;
3. Close all doors and windows in the affected area;
4. Fight fire with available means (extinguishers, etc.) while awaiting help.



## FIRE SAFETY PLAN

ZONE North West Wing ÉTAGE 1 CHAMBRE \_\_\_\_\_  
(Infirmery) FLOOR ROOM

## PLAN D'ÉVACUATION EN CAS D'URGENCE

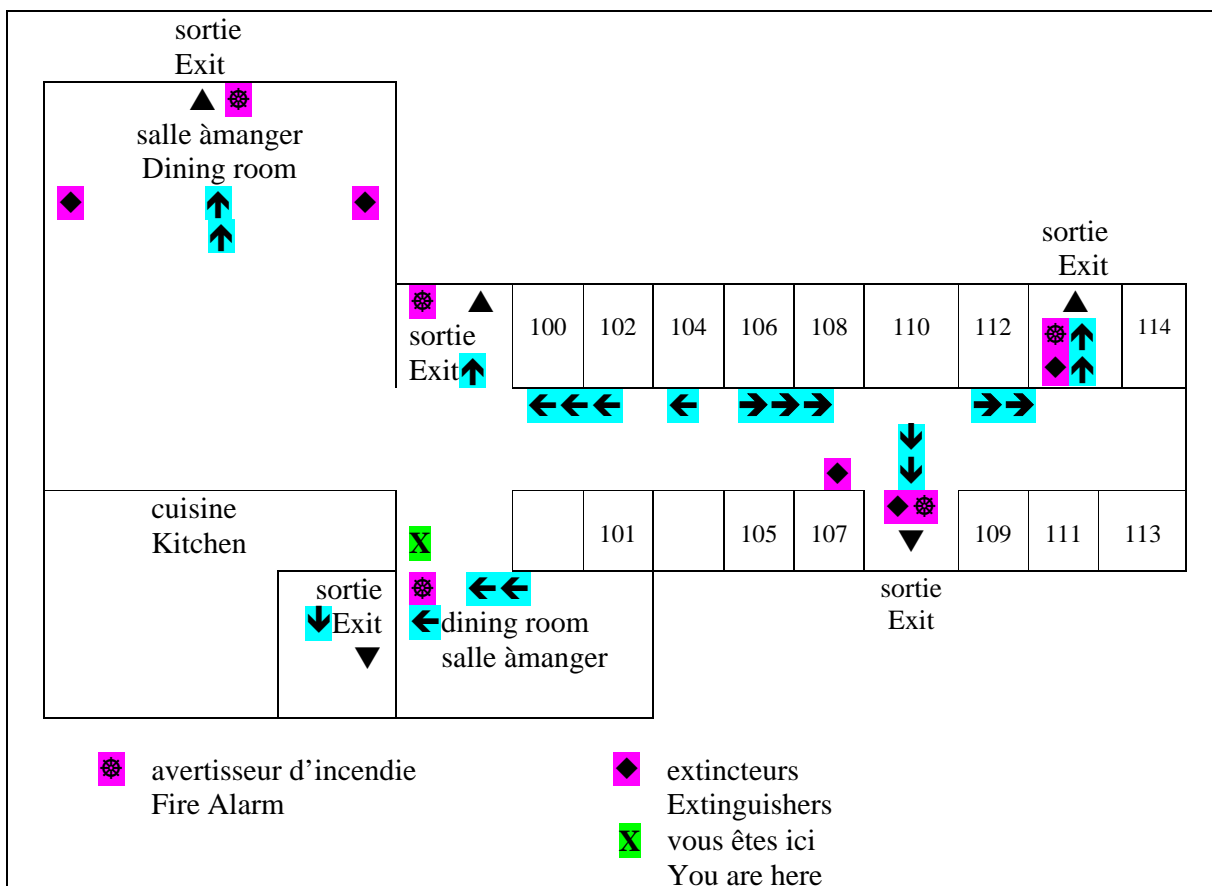
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4. lutez contre le feu avec les moyens disponibles (extincteurs, etc.) en attendant de l'aide.

## EMERGENCY EVACUATION PLAN

### In case of emergency:

1. Give the alarm or alert a staff member;
2. Remove persons in immediate danger;
3. Close all doors and windows in the affected area;
4. Fight fire with available means (extinguishers, etc.) while awaiting help.



## FIRE SAFETY PLAN

ZONE North East Wing ÉTAGE 1 CHAMBRE \_\_\_\_\_  
(Tea Room) FLOOR ROOM

## PLAN D'ÉVACUATION EN CAS D'URGENCE

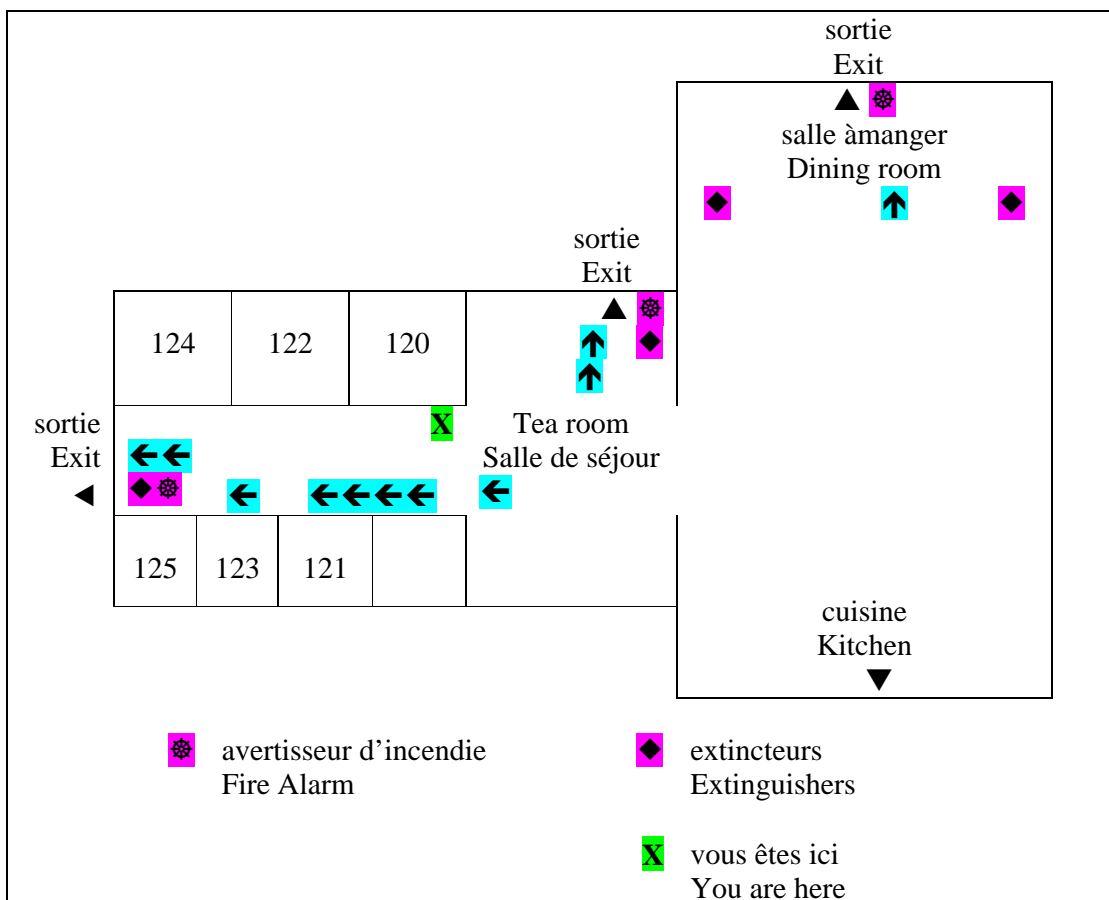
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2. éloignez toute personne d'un danger imminent;
3. fermez les portes et les fenêtres des pièces affectées;
4. lutez contre le feu avec les moyens disponibles (extincteurs, etc.) en attendant de l'aide.

## EMERGENCY EVACUATION PLAN

### In case of emergency:

1. Give the alarm or alert a staff member;
2. Remove persons in immediate danger;
3. Close all doors and windows in the affected area;
4. Fight fire with available means (extinguishers, etc.) while awaiting help.



## FIRE SAFETY PLAN

ZONE Centre & North West Wing ÉTAGE 2 CHAMBRE \_\_\_\_\_  
FLOOR ROOM

## PLAN D'ÉVACUATION EN CAS D'URGENCE

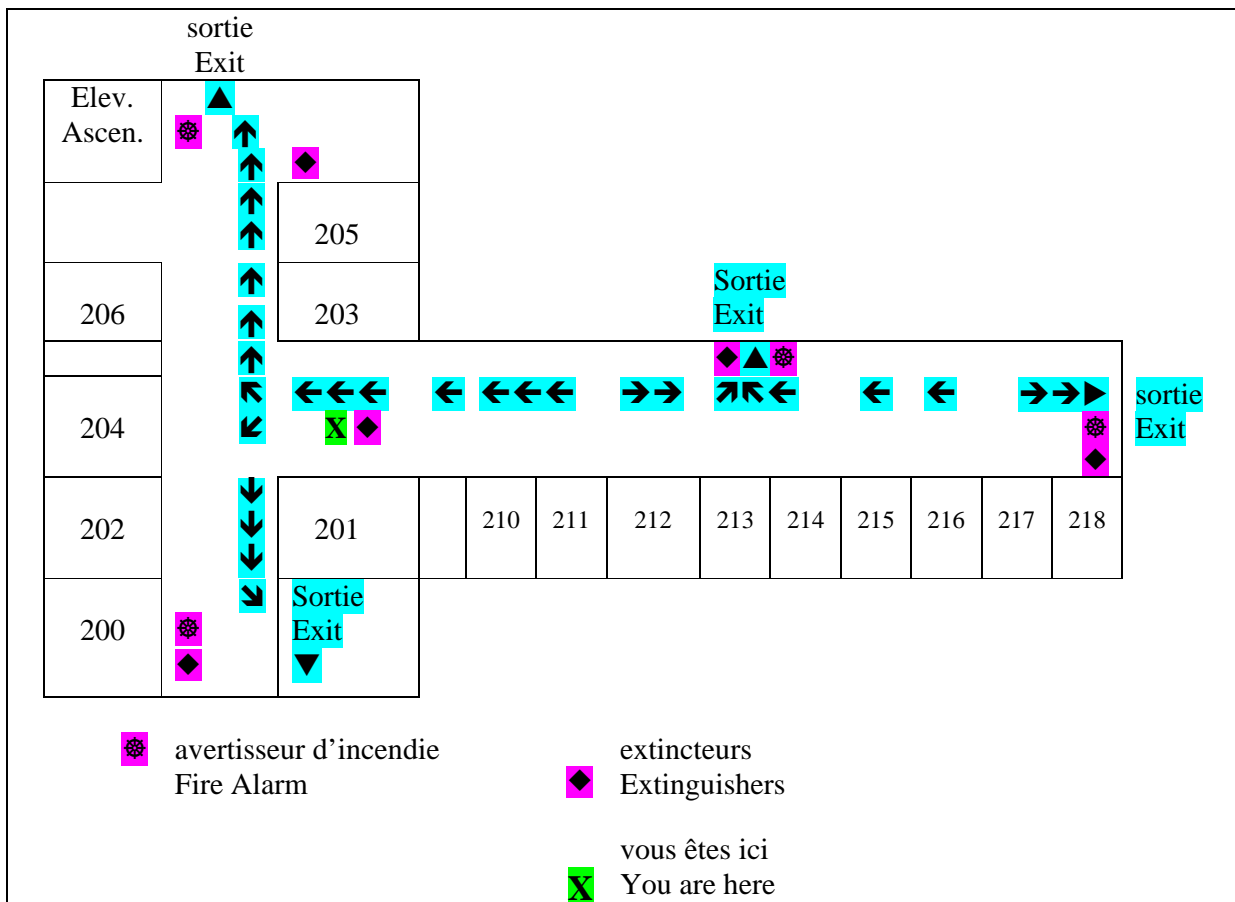
### En cas d'urgence:

17. Sonnez l'alarme ou avisez un membre du personnel;
18. éloignez toute personne d'un danger imminent;
19. fermez les portes et les fenêtres des pièces affectées;
20. lutez contre le feu avec les moyens disponibles (extincteurs, etc.) en attendant de l'aide.

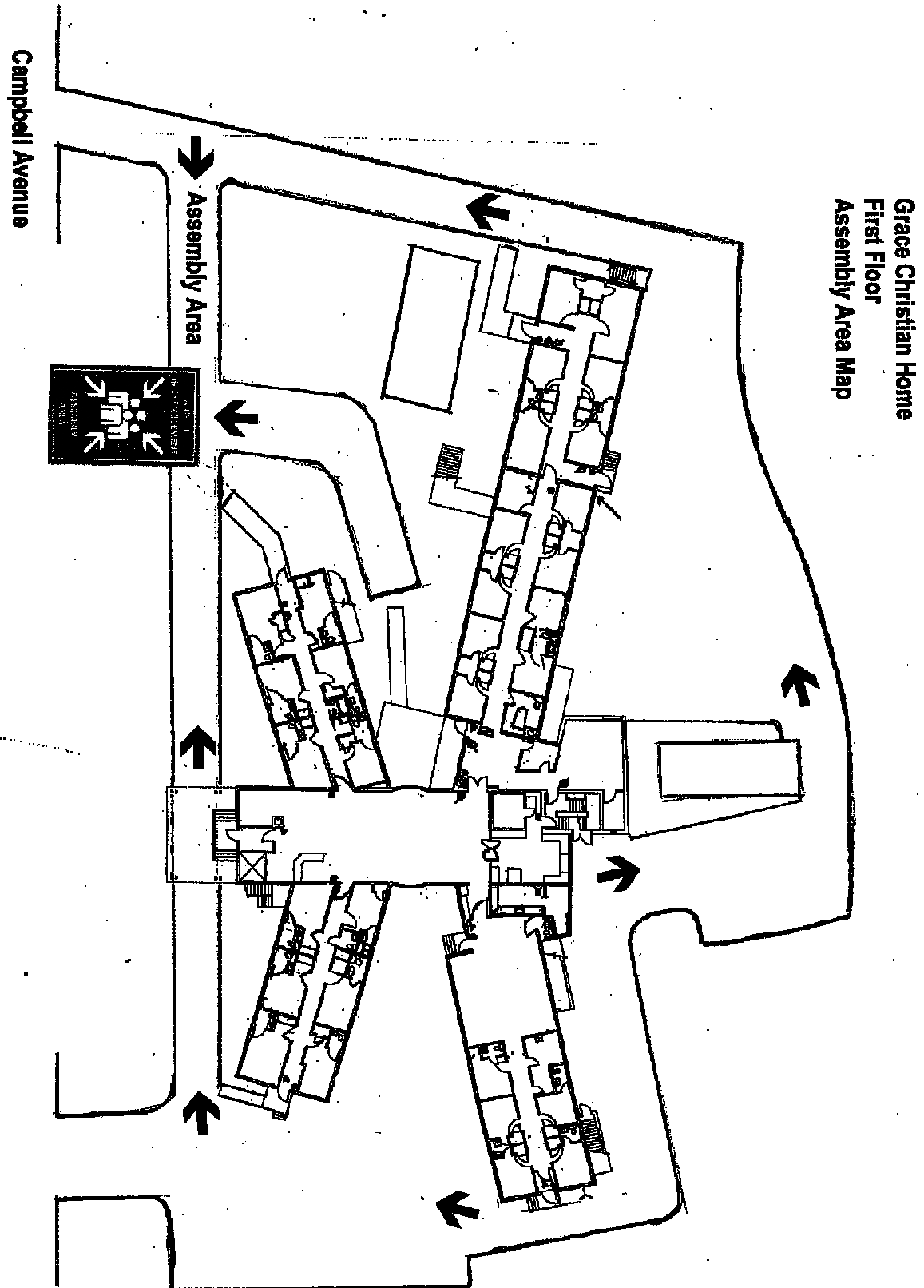
## EMERGENCY EVACUATION PLAN

### In case of emergency:

16. Give the alarm or alert a staff member;
17. Remove persons in immediate danger;
18. Close all doors and windows in the affected area;
19. Fight fire with available means (extinguishers, etc.) while awaiting help.



### FIRE SAFETY PLAN

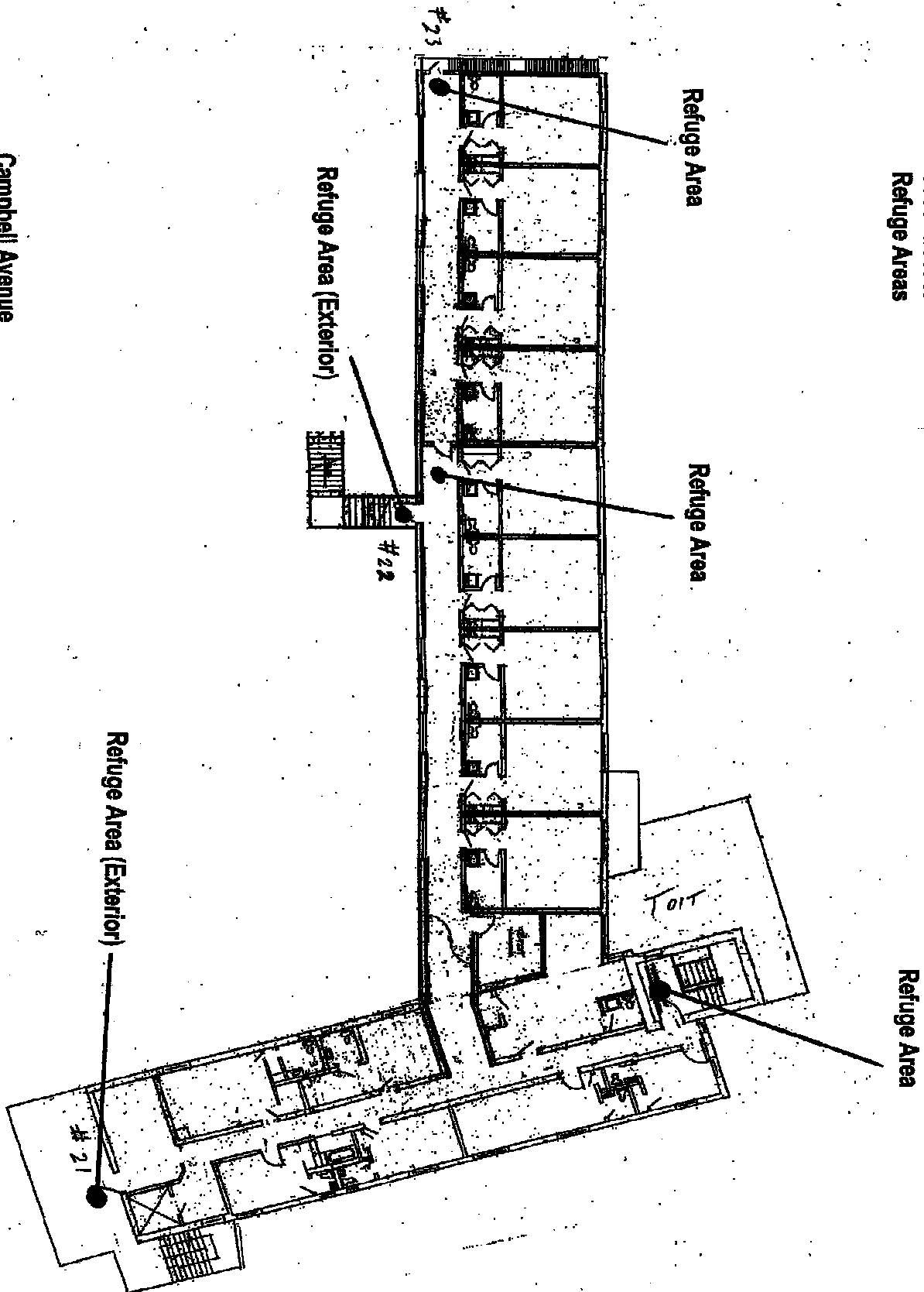


Grace Christian Home  
First Floor  
Assembly Area Map

### FIRE SAFETY PLAN

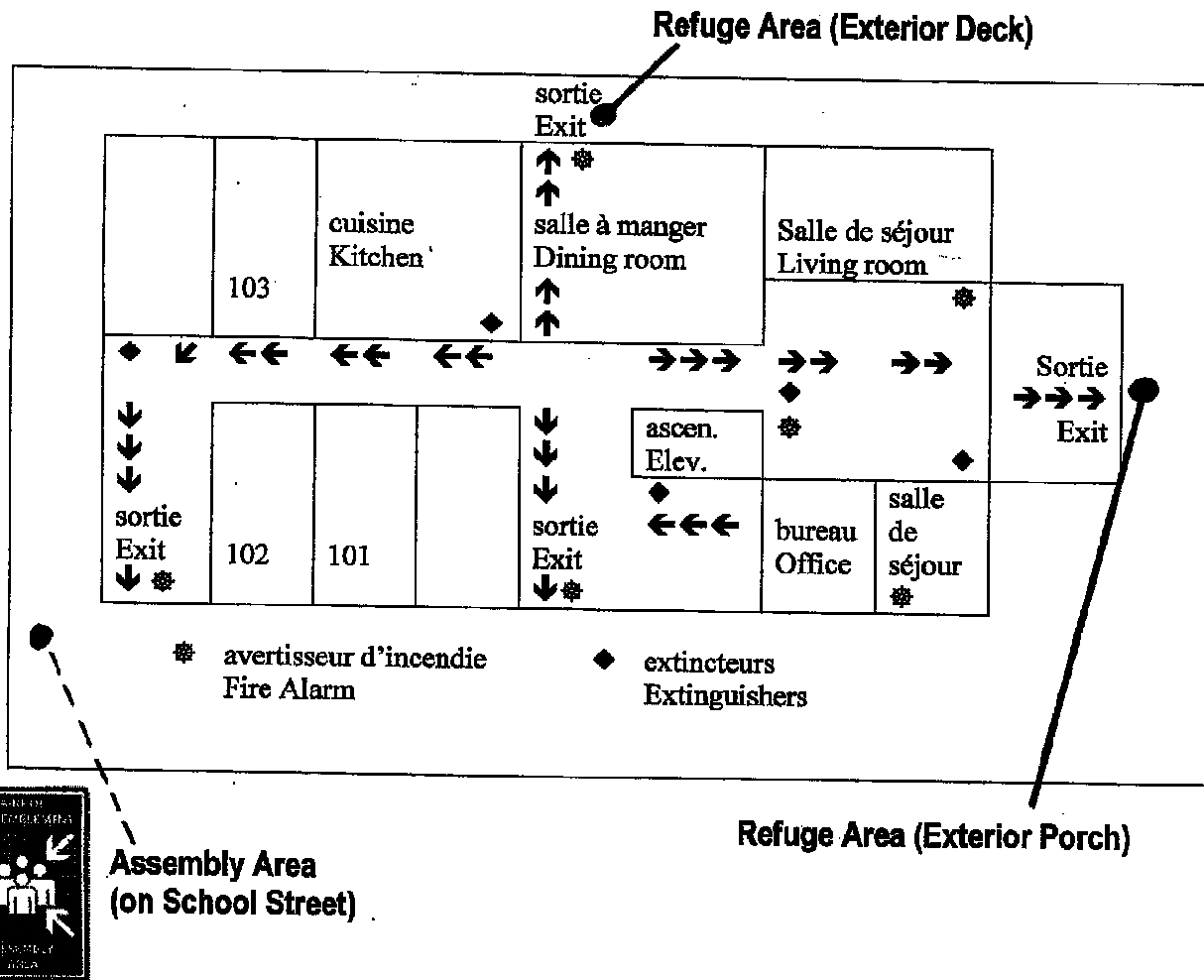
Grace Christian Home  
Second Floor  
Refuge Areas

Campbell Avenue



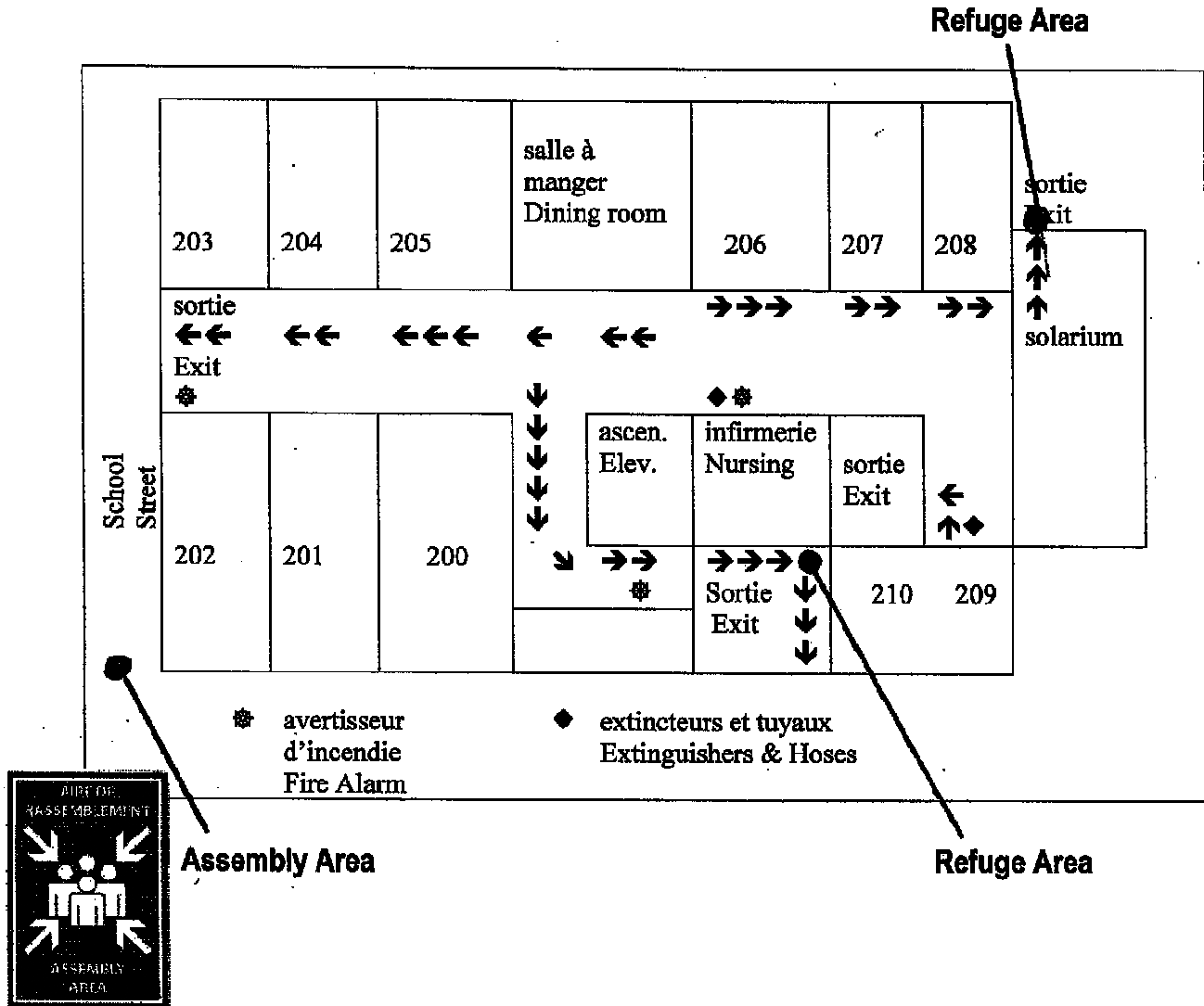
### FIRE SAFETY PLAN

Connaught Home  
First Floor  
Refuge Areas



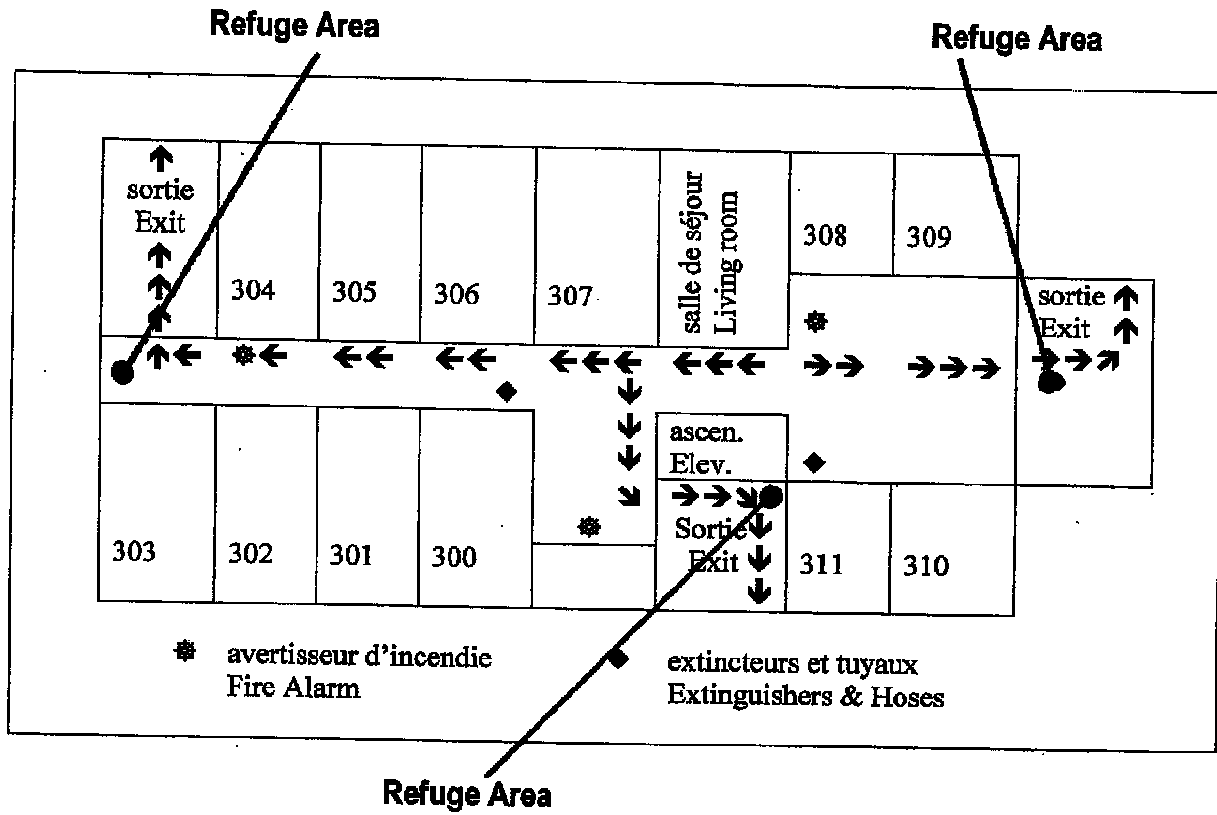
### FIRE SAFETY PLAN

Connaught Home  
Second Floor  
Refuge Areas



## FIRE SAFETY PLAN

Connaught Home  
Third Floor Diagram  
Refuge Areas



Massawippi Christian Retirement Homes  
(Grace Christian Home & Connaught Home)

## **FIRE SAFETY PLAN**

Massawippi Christian Retirement Homes  
(Grace Christian Home & Connaught Home)

## **FIRE SAFETY PLAN**