

COMMUNITY LIVING DURHAM NORTH

FIRE SAFETY

Policy No: B-14 (Service Delivery)

Effective Date: July 31, 2007

Rationale:

To ensure safe environments for people who receive support, for staff and for volunteers. Also, to promote general awareness of fire safety.

Policy Statement:

The Association complies with all relevant legislation and ensures that preventative fire safety is practised in all of its programs and locations. Staff are trained in how to deal with fire related emergencies and are provided with comprehensive fire safety plans written with a view to ensuring the safety of both supported persons and staff.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
for the Board of Directors

## COMMUNITY LIVING DURHAM NORTH

### FIRE SAFETY

Procedure No: B-14-1  
**Fire Drills**

Effective Date: July 31, 2007  
Last Revision/Review: Dec. 20/15

- The Program Manager will ensure that a monthly fire drill is conducted to practice safe evacuation procedures in the event of a real fire.
- A designated staff will be placed in charge of the drill and will yell “Fire, Everyone Out” to sound an alarm to start the drill.
- A spot by the roadside will be designated as the gathering point and staff will provide appropriate levels of assistance to supported people, helping them to evacuate the home via the closest exit. It is extremely important that each activation of the fire alarm be treated as a real event and only in exceptional circumstances (e.g. serious illness) should anyone be permitted to pretend to exit - e.g. by proceeding to the exit rather than outside of it.
- At least annually, typically in August, Fire Drills will be conducted at times designed to capture the involvement of Overnight staff.
- The designated staff will retrieve the floor plan packages while exiting.
- At the gathering point, a head count will be taken to simulate reality and to ensure that everyone has exited.
- The designated staff will complete a *Fire Drill Report* (form D-4) to be submitted to the Program Manager.
- Should a person refuse to cooperate with evacuation procedures, staff must indicate this on the fire drill report. A tendency to be non-responsive or non-compliant should be noted in the person’s Personal Support Plan and, where this poses a potential risk in the event of actual fire, strategies must be developed to ensure the person’s safe evacuation.
- Fire Drill Reports must be reviewed by managers, and by staff teams at their meetings, with a view to identifying other problems of this nature and pro-actively resolving them. Corrective actions taken are to be noted on the report.
- Monthly Fire Drills are a requirement of the Ontario Fire Code and the Ministry of Community and Social Services. The Fire Drill Report is our record that drills have occurred. Each report is to be kept for a period of two years after it is made, and filed sequentially at the program site so as to be available to the Fire Marshall or the MCSS

compliance officer, if requested. At the expiration of two years, these reports are centrally archived and will ultimately be disposed of in accordance with archival protocols.

- The Administrative Assistant scans monthly fire drills onto the Server (*Agency Wide\People who Live at\Location Name\Program\Compliance File*) and enters the next due date into the AIMS database (Documentation Due tab).

Procedure No: B-14-2  
**Fire Safety Plans**

Effective Date: July 31, 2007  
Last Revision/Review: Dec. 20/15

- Every group home, and every other residential location that operates like a group home, will have a fire safety plan that includes all of the elements stipulated in Subsection 2.8.2 of the Ontario Fire Code, as reproduced below:
  - a. The emergency procedures to be used in case of fire including sounding the fire alarm, notifying the fire department, provisions for access for fire fighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered occupants and confining, controlling and extinguishing the fire;
  - b. The appointment and organization of designated managerial staff to carry out fire safety duties;
  - c. The instruction of managerial staff and other occupants so that they are aware of their responsibilities for fire safety;
  - d. The holding of fire drills including the emergency procedures appropriate to the building;
  - e. The control of fire hazards in the building;
  - f. The maintenance of building facilities provided for the safety of occupants;
  - g. The provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof, and
  - h. Instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems.
- The Fire Safety Plan is to be approved by, and copied to, the local Fire Marshall and kept in the home's Program Information Binder.
- A Program Director will review all Fire Safety Plans on an annual basis. Revision dates are documented on the plan. Revisions are also made during the year, on an as needed basis (i.e. as people move in or out or when structural changes to the site occur).
- Each occupant receives a copy of the "*Occupant Handbook*," which is a component of the Fire Safety Plan, and he or she signs off on having received and reviewed the document.

Procedure No: B-14-3  
**Carbon Monoxide Detectors**

Effective Date: July 31, 2007  
Last Revision/Review: Dec. 20/15

- Every program location operated by the Association will have a Carbon Monoxide Detector on each floor.
- Detectors can be of the plug-in variety with battery back-up or they can be hard-wired into the ceiling.
- One detector should be located close to the most likely source of CO - i.e. just outside the furnace room. A second should be located in an unlikely spot, e.g. outside an upstairs bedroom.
- Exposure to CO can cause flu-like symptoms such as headaches, nausea and dizziness, as well as confusion, drowsiness, loss of consciousness and death.
- If your CO alarm sounds, and you or other occupants suffer from symptoms of CO poisoning, get everyone out of the home immediately. Then, from outside the building, call 9-1-1 or your local emergency services number.
- If your CO alarm sounds, and no one is suffering from symptoms of CO poisoning, check to see if the battery needs replacing, or if the alarm has reached its "end-of-life" before calling 9-1-1. If the alarm does prove to have been false, replace the detector that raised the alarm.
- Refer to *Emergency Response and Reporting Systems* (policy B-15) and notify managerial personnel.

Procedure No: B-14-4  
**Fire Extinguishers**

Effective Date: July 31, 2007

- Multiple fire extinguishers are located in every program operated by the Association. The quantity, type and location are determined by the local Fire Marshall and/or by the certified maintenance personnel to whom we contract out the maintenance of our fire safety equipment.
- Everyone (staff and supported people) are made aware of the location of extinguishers.
- If an extinguisher is used, it must be promptly replaced, and then professionally re-charged.

Procedure No: B-14-5  
**Regular Testing of Fire Safety Equipment  
and Required Premises Inspections**

Effective Date: July 31, 2007  
Last Revision/Review: Dec. 20/15

- The Monthly Program Task Checklist (form D-3) is an environmental scan of the location to eliminate any possible sources of fire (burners left on, dryer lint trap emptied, etc.). Where they exist, it is completed by O/N staff – at Cochrane, Low, Victoria, etc. it is completed by other staff.
- The functioning of Fire Extinguishers, Smoke Detectors and CO Detectors are checked monthly and findings are reported via the *Fire Equipment Maintenance Checklist* (form D-11). Homes with sprinkler systems have third party monitoring in place and the monitoring company needs to be notified of any testing. These homes will have monthly Fire Equipment Maintenance checks performed by a contracted maintenance person.
- All fire equipment, including sprinkler systems, in every program location, shall be checked annually by certified external maintenance personnel, while stove suppression systems must be checked every six months, also by a certified third party.
- The local Fire Marshall (different offices in Uxbridge, Brock, Scugog and Kawartha Lakes) must inspect each group home annually. Care Occupancy homes (Simcoe, Union, Maple and Lorne) are homes that have more than two people who need full assistance to evacuate. These homes require staff to conduct a fire drill scenario approved and witnessed by the local Fire Marshall on an annual basis.
- Each group home must have an annual furnace inspection and duct and dryer vent cleaning performed by the company that it has under contract to perform this work.
- One administrative staff member shall be designated to schedule the above mentioned annual visits (by the Fire Safety company, the Fire Department, and the Heating and Duct Cleaning contractors) at approximately the same time each year.
- Each of these inspections will lead to a written report that may detail deficiencies. All deficiencies must be reported immediately to the Program Manager and prompt remedial action will then be taken.
- A copy of these location-specific reports must be kept on file, at the location, and the original forwarded to Central Files (the main office). The copy and the original will be maintained on file for two years.

- These filing and retention requirements apply also to the internally generated *Monthly Interior and Grounds Maintenance Checklist* (form D-1) and the *Fire Equipment Maintenance Checklist* (D-11).

Procedure No: B-14-6

Effective Date: October 1, 2009

**General Precautions**

- Oil based paint and other flammable liquids are not to be kept inside the house, although they may be stored in an attached garage that is not used as living space. Storage in a secured out-building (shed) is preferable. Such flammables must be properly labelled and (WHMIS) MSDS Data Sheets must be in place.
- Apart from the supply of furnace filters, nothing at all should be stored in furnace rooms.
- Extension cords, if used, must be CSA approved and of an appropriate length (i.e. not coiled). Extension cords must be regularly checked as part of each location's scheduled safety inspections.
- All exits are to be kept clear and free of obstacles at all times.
- Evacuation procedures and floor plans are posted at every exit in all premises operated by the Association (note that most SIL locations are not "operated by the Association").
- Sprinkler heads and fire detector heads are not to be painted.

Procedure No: B-14-7

Effective Date: July 31, 2007

**Evacuation Procedures**

Last Revision/Review: Dec. 20/15

- Detailed evacuation procedures are a part of each location's Fire Safety Plan. This procedure sets out only those essentials that are to be posted at each exit along with floor plan schematics. This procedure also constitutes the Evacuation Plan for the administrative building which is not regulated as are group homes and therefore does not require a full Fire Safety Plan.
- If the fire alarm system has not been activated, quickly alert everyone within the location that there is a fire.
- Everyone is to evacuate via the nearest exit; staff will provide each resident with the direct assistance and/or supervision that he/she requires in order to safely exit.
- Staff will close doors and windows as they exit.

- Only in the case of a very small and contained fire (e.g. in a waste basket, or on the stove) will staff make use of a fire extinguisher. However, if the fire is not quickly extinguished, staff should cease fighting the fire in order to assist with evacuation procedures and see to his or her own safety.
- Call the fire department (911).
- Everyone gathers at the spot that has been designated during fire drills as the gathering point.
- A head count is taken to ensure everyone is safe.
- Notify managerial personnel. Request that vehicles be dispatched so that supported people may be taken to another location.
- Staff are to remain at the scene and await fire department at the gathering point - which is a safe distance from the building.
- Upon arrival of fire fighters, inform the fire officer of the conditions in the building and provide any necessary information as to access, location of people, master keys, service rooms, etc.
- When evacuation is complete, do not return into the building until advised to do so by a Fire Department official.
- Staff will then prepare a written report and make it immediately available to the Program Manager or Director.
- The CEO will notify the chairperson of the Board of Directors and the Ministry of Community and Social Services. A Ministry of Community and Social Services *Serious Occurrence Report* will be filed within 24 hours.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
CEO