



## HOMES AND SENIOR SERVICES

**POLICY & PROCEDURE NUMBER: H&S 3. 18**

**DEPARTMENT:** *Administration*

**SUBJECT:** *Fire Safety Plan*

**APPROVAL DATE:** November 2019

**REVIEW DATE:** Dec. 2020; March 2022

**REVISION DATE:** July 2022

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### **Policy Statement:**

The O. Reg. 213/07 -Ontario Fire Code under the Fire Protection and Prevention Act, 1997, S. O. 1997, c.4 requires care and treatment occupancy facilities to have a Fire Safety Plan.

### **PURPOSE:**

The purpose of the Fire Safety Plan is to:

- provide for the emergency procedures to be followed in case of fire, including
  - sounding the fire alarm,
  - notifying the fire department,
  - instructing occupants on procedures to be followed when the fire alarm sounds,
  - evacuating occupants, including special provisions for persons requiring assistance,
  - procedures for use of elevators, and
  - confining, controlling and extinguishing the fire,
- provide for the appointment and organization of supervisory staff to carry out fire safety duties,
- provide for the training of supervisory staff and the instruction of other occupants in their responsibilities for fire safety,
- include documents and diagrams showing the type, location and operation of the building fire emergency systems,
- provide for the holding of fire drills and set out fire drill procedures,
- provide for the control of fire hazards in the building,
- provide for the maintenance of building facilities provided for the safety of occupants, and
- provide for alternative measures to be provided for the safety of occupants during a shutdown of any or all fire protection equipment or systems.

### **PROCEDURE:**

The safety of all residents, employees, and the public are essential components of the Fire Safety plan. This Plan shall ensure timely and appropriate responses to emergencies and compliance with applicable legislation.



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1. The fire safety plan shall be prepared, approved and implemented in the County of Elgin Homes.
2. The fire safety plan shall be kept in the Home or premises in an approved location (location to be determined in consultation with the local fire chief).
3. The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the Home or premises. Fire safety plan review will assist in the annual mock evacuation, and, simplify staff roles and establish consistent responses to an emergency/fire situation which are feasible at any given time regardless of time of day or day of the week.
4. Before demolition or construction, including hot surface applications, commences in or on the building or premises, the fire safety plan shall be revised to incorporate:
  - a. Temporary alternative measures for the fire safety of the occupants during the demolition or construction, and
  - b. Temporary procedures to control fire hazards associated with the demolition or construction, including procedures to mitigate risks to adjacent buildings
5. The revised fire safety plan under (3) and (4) shall be implemented.
6. Roles for staff response to emergency/fire situations will be clearly defined within the plan and will be practiced routinely.
7. Staff will receive training in their respective fire plan role(s) during orientation and thereafter, annually as part of mandatory education.
8. Any training of supervisory staff carried out under a fire safety plan shall be recorded and retained for a period of at least two years after being prepared and shall be made available to the Chief Fire Official for examination on request.



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9. Residents and visitors shall be provided with educational materials on the subject of emergency/fire situations and will be invited to attend in-service opportunities when provided.
  10. The Fire Safety Plan is designed to have personnel ready to respond to and implement assigned duties to protect lives and minimize damage.
  11. Staff will abide by the measures listed in the fire safety plan to control hazards.

### Reference

Ontario Fire Code, O. Reg. 213/07

Fire Protection and Prevention Act, 1997, S. O. 1997, c.4

Fixing Long-Term Care Act, 2021

ON Reg. 246/22

Administration policy 3.15.06 Code Green – Evacuation

Administration policy 3.19 Code Red