

Supervisory staff who are trained for an evacuation should direct their first response to the origin of the fire alarm. During the early stages of a fire emergency, the staff must conduct essential activities including notifying and providing access for the fire department and co-ordinating the evacuation of endangered occupants.

Co-coordinated efforts are necessary to evacuate residents from the immediate fire area to smoke-free floor zones. Further protection may be as simple as closing doors to the section of fire origin. Staff must ensure that the doors providing the floor zone fire separation remain closed until the fire department arrives. Further evacuation of residents to lower floors or to the outside should be co-coordinated with the fire department and other emergency response groups. Every institutional facility must have a nucleus of supervisory staff members who have been thoroughly trained to ensure patient and resident safety during a fire emergency.

The need to relocate residents to other facilities, if required, will be dictated by the extent of the emergency, the health status of the residents, the weather conditions and other factors. Arrangements for relocation of residents must address the length of time that the alternate accommodation is required. This may vary from as little as a few hours to as long as several months. Since residents generally have special

needs, supervisory staff must be trained in "lift and carry" techniques that can be used during an evacuation. In addition, supervisory staff must be familiar with the use of portable fire extinguishers and other equipment provided for emergencies.

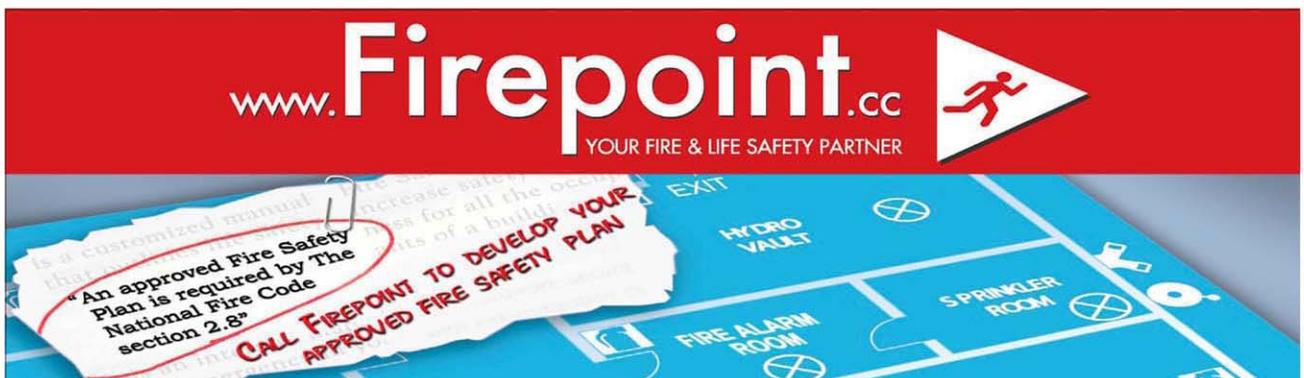
Implementation of the Fire Safety Plan

The following steps are required to complete the implementation of an FSP:

- Establish and post the fire emergency procedures on each floor.
- Appoint, organize and train supervisory staff to carry out fire safety duties and emergency procedures.
- Schedule and co-coordinate regular fire drills.
- Ensure that fire hazards throughout the building are identified and eliminated or controlled.
- Provide alternate measures for fire safety in the event of the temporary shutdown of fire protection equipment or systems.
- Complete the necessary checks, tests, inspections and maintenance of fire protection equipment as required by the Fire Code.
- Keep records of all tests, inspections and corrective measures for a period of two years after they are made. When the test frequency is longer than two years, records must be kept for the period of the test interval plus one year. The records shall be made available upon request by the Chief Fire Official.

- Keep adequate records of all training and fire safety education delivered to residents and supervisory staff on each shift by position.
- Conduct an audit of all fire and life safety systems, equipment and resources in the facility including smoke control measures, automatic extinguishing systems, water supplies such as private and public hydrants, firefighters' elevators and the location of corridor smoke barrier doors.
- Identify gas shut-off valves, main power disconnect, building size by area, number of stories, and provide a description of building construction.
- Identify number and location of patient and resident rooms, bed capacity of critical care units, surgery rooms and other areas where evacuation may be difficult to initiate without delay.
- List names and telephone numbers (including off-duty phone numbers) of the building owner, manager, alternate contact personnel and fire protection equipment service companies.

Fred P. Baumgartner and Ray Goulet are with Firepoint Technologies. For more information, see our website at www.firepoint.cc or email info@firepoint.cc. © Queen's Printer for Ontario, 1999. Reproduced with the permission of the Queen's Printer for Ontario and the Office of the Fire Marshal.



The advertisement features a red header with the Firepoint logo, which includes a white triangle with a red running figure. Below the logo is the text "www.Firepoint.cc" and "YOUR FIRE & LIFE SAFETY PARTNER". The background of the advertisement is a blue fire safety plan diagram with various rooms labeled: "HYDRO VAULT", "FIRE ALARM ROOM", "SPRINKLER ROOM", and "EXIT". A white paper with a red border is pinned to the diagram, containing the text: "An approved Fire Safety Plan is required by The National Fire Code section 2.8." and "CALL FIREPOINT TO DEVELOP YOUR APPROVED FIRE SAFETY PLAN".

Approved Fire Safety Plan Development
Monthly Fire Equipment Inspection Training
Floor Warden and Supervisory Staff Training
Emergency Fire Evacuation Training

Fire Extinguisher Demonstrations
Annual Fire Equipment Test Audits
Fire Safety Compliance Surveys
Occupant Fire Drill Assessments

Tel: 905-874-9400 Fax: 905-874-9479
info@firepoint.cc www.firepoint.cc
Subscribe to our Monthly Fire & Life Safety Bulletin at: www.firepoint.cc/free/subscription.html