

<b>TITLE:</b>	<b>Code Red – Fire Plan</b>	<b>POLICY #:</b>	<b>XVIII-D-10.00</b>
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	June 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	January 2023		
CURRENT REVISION:	January 2024		

## **Code Red – Fire Plan Policy #: XVIII-D-10.00**

### **POLICY:**

An approved Fire Safety Plan will be developed and maintained current in accordance with local and provincial regulations and will be approved by the Fire Department.

### **PROCEDURE:**

The Administrator or designate will:

- 1) Ensure a Fire Plan is developed and approved by the local Fire Department.
- 2) Notify the Fire Department when changes are necessary to an approved Fire Safety Plan, including but not limited to:
  - a. Change in location name/ownership
  - b. New fire safety equipment
  - c. Renovations to building structure or fire safety equipment
  - d. Staffing level & personnel changes as related to minimum staffing levels listed in Fire Safety Plan
  - e. Any occurrence that compromises the integrity of the fire safety systems and thus the fire response procedures
- 3) Review the Fire Plan response instructions at least annually with managers, team members, and residents.
- 4) Routinely practice response instructions to ensure team members remain aware of their responsibilities during a fire alarm scenario.

The Fire Plan Safety Plan must include, but is not limited to:

- the Emergency Procedures to be used in case of fire, including:
  - Sounding the 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
  - The procedures for the use of elevators
  - Confining, controlling, and extinguishing the fire

- The appointment and organization of designated supervisory team members to carry out fire safety duties
- The training of supervisory team members and instruction of other occupants in their responsibilities for fire safety
- Documents, including diagrams, showing the type, location, and operation of the building's fire emergency systems
- The holding of fire drills
- The control of fire hazards in the building
- The maintenance of building facilities provided for the safety of occupants
- The provision of alternative members for the safety of occupants during any shutdown of fire protection equipment and systems or parts thereof.