

	<p>POLICY</p> <p>Number: 7311-95-001 Title: Fire Drill Policy</p>
<p>Authorization</p> <p><input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President, Finance and Corporate Services</p>	<p>Source: Director, Enterprise Risk Management Cross Index: Date Approved: June 7, 2012 Date Revised: November 22, 2016 Date Effective: December 1, 2016 Date Reaffirmed: Scope: SHR and Affiliates</p>

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OVERVIEW

Saskatoon Health Region (SHR) Fire Drills are conducted to practice emergency procedures to be used in case of a fire, including evacuation, and to test the building's fire safety processes and systems. The emergency fire system is activated, the immediate area of danger is evacuated, and other areas respond as though a real fire had occurred. The time it takes to evacuate is measured to ensure that it occurs within a reasonable length of time.

DEFINITIONS

Code Announcement means an announcement (e.g. page or strobe light, verbal notification) to commence a Fire Drill without an audible alarm.

Fire Drill means a planned exercise to practice and apply fire safety procedures followed, and train people in duties in the event of a fire. This can be an activated alarm or a Code Announcement; includes activation of the fire system panel.

Fire Marshall means the person responsible for scheduling, conducting, and documenting a facility's Fire Drills; investigating and documenting fire alarms and fire prevention at the facility.

Fire Warden means the person responsible for ensuring department fire procedures are followed.

Staff means SHR employees, affiliate employees, professional staff, practitioner staff, students and volunteers

1. PURPOSE

The purpose of this policy is to establish SHR's requirements for performing Fire Drills.

2. PRINCIPLES

- 2.1** SHR and Affiliates are required to comply with the National Fire Code of Canada (2010) by conducting Fire Drills at all SHR owned and operated facilities, SHR managed facilities and Affiliate homes.
- 2.2** SHR services that are operated out of leased spaces that are managed by another corporation will comply with the regulations of the building owner.

3. POLICY

- 3.1** All SHR owned and operated facilities, SHR managed facilities and Affiliate homes shall perform Fire Drills.
- 3.2** Fire Drills shall be performed according to the following frequency:
- 3.2.1 Facilities with overnight stays (e.g. hospitals, long term care homes) are required to do a monthly Fire Drill. These drills are to be scheduled and rotated between days, evenings and nights.
- 3.2.2 Offices, health centres and facilities without overnight stays are required to do an annual Fire Drill.
- Fire Drills shall be conducted during the normal working hours in non-shiftwork facilities.
 - Fire Drills shall be rotated between shifts of facilities that have more than one shift.
 - Annual Fire Drills are reported and monitored on the fiscal year (April 1 – March 31st).
- 3.3** Code Announcements may fulfill the requirement of a night shift Fire Drill, generally held between 2100 and 0600, to prevent disruption to the patients'/residents' sleep hours.
- 3.4** If there is an unplanned fire alarm, it can be deemed the equivalent to a Fire Drill if proper observation, documentation and reports are consistent with Fire Drill requirements. Not more than 25% of the 12 annual required Fire Drills in 24-hour care facilities can be unplanned fire alarms.
- 3.5** All SHR owned and operated facilities, and Affiliate homes must have a designated Fire Marshall as determined by the building/site administrator/manager/leader.
- 3.6** All SHR and Affiliates' departments are required to have a Fire Warden as determined by the department manager.
- 3.7** All SHR Fire Drills (monthly and annual) must be documented and reported electronically (see procedure 2.2.9).

4. ROLES AND RESPONSIBILITIES

- 4.1 All Staff**
- 4.1.1 Follow the procedures in their department's Code Red plan when responding to a Fire Drill or alarm and Code Green plan if evacuation is required.

4.2 Fire Marshalls

4.2.1 Coordinate and execute all tasks associated with Fire Drills for the SHR or Affiliate facility under the direction of the building/site administrator/ manager/leader.

4.3 Fire Wardens

4.3.1 Ensure the departments' fire procedures are followed and report to the facility's Fire Marshall.

4.4 Building/Site Administrator/Manager/Leader

4.4.1 Ensures Fire Drills are conducted in compliance with the National Fire Code of Canada (2010) according to the frequency outlined above in 3.2.

5. POLICY MANAGEMENT

The management of this policy including policy education, monitoring, implementation and amendment is the responsibility of Director, Enterprise Risk Management.

6. NON-COMPLIANCE/BREACH

Non-compliance with this policy may result in disciplinary action up to and including termination of employment and/or privileges.

6.1 In accordance with the Saskatchewan Fire Prevention Act, a corporation can be fined up to \$25,000 and, in the case of a continuing offence, to a further fine of \$10,000 for each day during which the offence continues.¹

6.2 Non-compliance of Fire Marshalls will be reported to the Building/Site Administrator/ Manager/Leader.

6.3 Non-compliance of Building/Site Administrator/Manager/Leader will be reported to the Director and/or Vice President.

7. REFERENCES

City of Saskatoon, Property Maintenance and Nuisance Abatement Bylaw (8175)

National Fire Code of Canada, 2010 Appendix A, 3 Clause 2.8.3.2 (1)(a)

Occupational Health and Safety Regulations (1996), Saskatchewan Section 360

SHR Regional, Site and Department Code Red plans

The Fire Safety Act, Saskatchewan

¹ The Fire Safety Act, Saskatchewan, s. 42 (3)(b)

PROCEDURE	
Number: 7311-95-001 Title: Fire Drills	
Authorization <input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President, Finance and Corporate Services	Source: Director, Enterprise Risk Management Cross Index: Date Approved: June 7, 2012 Date Revised: November 22, 2016 Date Effective: December 1, 2016 Date Reaffirmed: Scope: SHR and Affiliates

1. PURPOSE

The purpose of this procedure is to establish the process for Fire Drills within SHR and Affiliates.

2. PROCEDURE

2.1 All Staff follow RACE during a Fire Drill or alarm:

RESCUE Remove patients/residents/clients and others from immediate danger

ALARM Pull nearest alarm at manual pull stations and dial the emergency number for your facility to report location of the fire

CONTAIN Close all doors and windows on your unit/area

Clear hallways of obstructions

Inform patients/residents/clients, visitors and others of what is happening and their responsibilities/roles

EXTINGUISH Extinguish the fire only if it is safe to do so

Evacuate following Code Green procedures

2.2 Fire Marshall

- 2.2.1 Ensures Fire Drills are performed, rotated between days, evenings and nights in facilities/homes where shift work occurs, and during the normal working hours in non-shift work facilities/homes. Locations of Fire Drills are rotated between departments and building wings/areas. A schedule for Fire Drills is to be prepared identifying a date, time, location, shift and type of drill conducted.
- 2.2.2 Notifies the Fire Department in advance of the Fire Drill, if the Fire Department is automatically notified when the facility's fire alarms are activated.
- 2.2.3 Consults with the Manager of the area if the area designated for the Fire Drill is clinical or diagnostic to avoid disruption of intense patient procedures.
- 2.2.4 Initiates the Fire Drill following the facility's fire response protocols (Code Red).
- 2.2.5 Ensures that Staff responses and actions are observed.
- 2.2.6 Notifies the Fire Department that the Fire Drill is over and confirms accuracy of information given to the Fire Department at time of the call, if the Fire

Department is automatically notified when the facility's fire alarms are activated.

- 2.2.7 Following a Fire Drill, ensures the Fire Drill procedure is reviewed with the Staff members in the "fire area", identifying strengths and areas for improvement in the performance of and the content of the facility fire plan.
- 2.2.8 Conducts a debriefing with the Staff having specific duties in the Fire Drill.
- 2.2.9 Documents the Fire Drill electronically on the SHR InfoNet Facilities Management webpage Fire Drill Report Form at <http://fesweb.sktshr.ca/firedrill/>. A copy of this report can be printed off for filing and/or distribution/posting purposes.
 - A sample Fire Marshall Report form (Appendix A) may also be used by the Fire Marshall as a checklist and to document building system results.
- 2.2.10 Posts the Fire Drill report in a visible area for the Staff and forwards a copy to the facility's Emergency Preparedness Committee. Additional copies shall be circulated throughout the facility as required.
- 2.2.11 Reports regularly at the facility's Emergency Preparedness Committee meeting.

2.3 Fire Warden

- 2.3.1 Dons the orange vest indicating they are the Fire Warden.
- 2.3.2 Ensures the department fire procedures are followed.
- 2.3.3 If required, identifies themselves and responds to directions of the Fire Department.
- 2.3.4 Assists in controlling traffic flow.
- 2.3.5 Advises persons waiting for elevators to use stairs away from fire scene.
- 2.3.6 Completes the Fire Warden Report (Appendix B) which includes both the department response and the Staff review and sends a copy of the report to the facility Fire Marshall.

3. PROCEDURE MANAGEMENT

The management of this procedure including procedures education, monitoring, implementation and amendment is the responsibility of the Director, Enterprise Risk Management.

4. NON-COMPLIANCE/BREACH

Non-compliance with this procedure may result in disciplinary action up to and including termination of employment and/or privileges.

- 4.1 In accordance with the Saskatchewan Fire Prevention Act, a corporation can be fined up to \$25,000 and, in the case of a continuing offence, to a further fine of \$10,000 for each day during which the offence continues.²
- 4.2 Non-compliance of Fire Marshalls will be reported to the Building/Site Administrator/Manager/Leader.
- 4.3 Non-compliance of Building/Site Administrator/Manager/Leader will be reported to the Director and/or Vice President.

² The Fire Safety Act, Saskatchewan s. 42 (3)(b)

SAMPLE FIRE MARSHALL REPORT

DATE OF DRILL: _____ **TIME OF DRILL:** _____

FACILITY NAME: _____ **AREA TESTED:** _____

DRILL PERFORMED BY: _____
1ST NAME LAST NAME DEPARTMENT

Contact Fire Department prior to drill to inform this is only a drill, if the Fire Department is automatically notified when the facility's fire alarms are activated.

DRILL TIMES:

1. Notification of Fire: _____

2. Alarm Activation (pull station): _____

3. Overhead Page: _____

4. Radio Page: _____

5. Pocket Page: _____

6. Emergency Response Team Response: _____

Number of Responders & Equipment: _____

Response Crew Locate Sprinkler Zone Valve: _____

7. Time Fire Department Received Call: _____

8. Time All Clear Announced: _____

Contact Fire Department to confirm accuracy of information relayed at time of alarm, if the Fire Department is automatically notified when the facility's fire alarms are activated.

MISCELLANEOUS OBSERVATIONS & QUESTIONS:

FIRE INSPECTOR'S COMMENTS / SUGGESTIONS:

NEEDS IDENTIFIED BY WARD / DEPARTMENT:

OBSERVERS COMMENTS:

SAMPLE FIRE WARDEN REPORT

BOTH PAGES TO BE COMPLETED AFTER EVERY FIRE ALARM

SEND COMPLETED REPORT TO FACILITY FIRE MARSHALL

DEPARTMENT: _____

DATE: _____ TIME: _____

Report completed by: (please print) _____

Position: _____

FIRE / CODE RED	N/A	Yes	No
Was the announcement heard and understood?			
Did staff require direction re Code Red protocol?			
Were all patients/residents/clients accounted for?			
Were doors closed?			
Were hallways cleared?			
Were all staff accounted for?			
Were visitors directed to appropriate area?			

EVACUATION / CODE GREEN	N/A	YES	NO
Did staff require direction re Code Green protocol?			
Were patients/residents/clients evacuated?			
Were door markers turned to indicate room was evacuated?			

Are there any fire/evacuation issues in your area that need to be addressed?

Appendix B

STAFF REVIEW – FIRE SAFETY / CODE RED	
QUESTION	ANSWER
<p>What do you need to remember upon discovery of a fire?</p>	<p>R A C E:</p> <p>Rescue patients/residents/clients and others from immediate danger.</p> <p>Alarm: pull nearest alarm at manual pull station and dial the emergency number for your facility to report location of the fire.</p> <p>Contain: close all doors and windows on your unit/area. Clear hallways of obstructions. Inform patients/residents/clients, visitors and others of what is happening and their responsibilities/ roles.</p> <p>Extinguish the fire <u>only if it is safe to do so</u>. Evacuate following Code Green procedures.</p>
<p>What is the most effective means of getting help and alerting others to the fire:</p>	<p>Pull the nearest "fire alarm".</p> <p>Verbally notify staff in the area by calling out "Code Red".</p>
<p>Where would you likely find the pull station?</p>	<p>Pull alarms are generally located along a normal route of escape such as near each exit from an area.</p>
<p>What is the most effective way to contain a fire?</p>	<p>Close the door to the room of the fire. If possible, oxygen supplies should be turned off when removing patients. Unit Warden will determine when it is safe to shut oxygen zone valves without jeopardizing other users in the same fire zone.</p>
<p>What could happen if the door is opened into the room of the fire?</p>	<p>Potential exposure to smoke, toxic gases, carbon monoxide. Potential for "flashover" – an explosion of superheated gases due to the influx of air.</p> <p>Only trained firefighters should enter the room once it has been closed off due to fire.</p>
<p>What is your department's procedure for accounting for all staff and patients/ residents/ clients and others?</p> <p>Where do staff report during an alarm?</p> <p>Where do staff go if required to evacuate?</p>	<p>Check specific departmental Code Red and Code Green plans.</p>

Fire Warden:	
All questions above were reviewed with staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>