

Belmont HOUSE

SUBJECT:	Introduction-Code Red	
VOLUME:	Vol. 6 Disaster Planning and Emergency Response – Code Red	ORIGINAL DATE: November 1992
REVIEWED BY:	Director of Support Services	REVISED DATE: June 2022
APPROVED BY:	CEO	PAGE : Page 1 of 2
SIGNATURE:		

POLICY:

It is the responsibility of the management, staff, Contractors, visitors and residents and tenants to adhere to the approved Fire Safety Plan.

Management has the responsibility to provide the leadership and training for the staff and residents to carry out the approved Fire Safety Plan as applied to Belmont House.

Staff has the responsibility to read and understand the Fire Safety Plan as assigned to them by the Management of Belmont House.

Contractors have the responsibility to respond to all alarms, directions given by staff and to initiate an alarm in the event of a fire emergency.

Residents and Tenants have the responsibility to respond to all alarms, directions given by staff and how to raise an alarm.

PROCEDURE:

1. In order to achieve a high excellence of efficiency, management and staff are required to:
 - a. Communicate fire safety plan to staff, Contractors, Residents and Tenants.
 - b. Read and understand the fire safety manual.
 - c. Participate in monthly fire drills.
 - d. Maintain records of participants.
 - e. Maintain results of fire drills.
 - f. Practice using fire fighting equipment annually.
2. Management shall provide annual fire safety inservices to staff, residents, tenants and volunteers.

All staff will complete training for fire prevention, response & procedures at least annually through SURGE Learning and annual fire safety exercise.

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Belmont House will provide Contractors with fire safety information including location of smoke detectors, emergency exits, pull stations, and fire extinguishing equipment.

3. Staff will read and understand the Fire Safety Plan as applied to their specific position at Belmont House.
4. Fire drills will be held monthly for day, evening and night staff. Fire drills may include horizontal evacuations.
5. Records will be maintained by department managers or designates of staff who have participated in the fire drills.
6. All fire drills and alarm results will be recorded on Fire Alarm Report sheets (V6-155) and forwarded to the Maintenance Supervisor for record keeping.

Fixing Long Term Care Act 2021
RHA 2010 OREg. 166/11,s 24,25, (1), (2), (3), (4), (5)

CROSS-REFERENCE:

Policy Title	Volume
Fire Alarm Reports	Vol. 6 Disaster Planning and Emergency Response – Code Red