



Fire Safety Training and Education

LAST REVIEWED: July 2022

FIRE SAFETY EDUCATION

1. Fire safety education includes at a minimum instruction in:
 - a. Basic steps taken in response to a fire emergency;
 - b. Evacuation procedures (involve the fire and police departments in these sessions when possible);
 - c. Emergency carries of residents;
 - d. Location and use of the fire alarm system, annunciator panel, fire extinguishers, fire blankets;
 - e. Use of communication systems such as telephones, 2-way radios, and intercom systems during an emergency, as applicable; and
 - f. Explanation of layout of the home and location of all exits and related stairways.
2. Staff procedures are outlined in the home's Fire Safety Plan.
3. Staff are required to complete electronic learning modules (Surge) on fire safety that include:
 - a. Fire Safety Module 1: Fire Prevention
 - b. Fire Safety Module 2: Types of Fires and Extinguishers
 - c. Fire Safety Module 3: Fire Detection and Protection Systems
 - d. Fire Safety Module 4: Fire Emergency Situation
 - e. Fire Safety Module 5: Fire Safety Plan
 - f. Extendicare Emergency Codes: Code Red

RECORDS

Copies are kept of individual staff attendance at fire safety training and annual Emergency Preparedness Plan reviews are recorded.

VOLUNTEERS/FAMILIES/RESIDENTS

Invite volunteers, families and residents to attend all fire safety in-service training.

MONTHLY FIRE AND ANNUAL EVACUATION DRILLS

1. Regular in-service sessions are provided as part of staff meetings or debriefing sessions following regular fire drills. The in-service session must:
 - a. Provide a review to improve employees' knowledge and skill in fire safety procedures;
 - b. Provide an opportunity for all staff to complete the orientation, including casual staff on all shifts.
 - c. Identify areas of improvement in the existing program; and
 - d. Ensure timely and appropriate responses to an emergency.
2. The responsibilities of the Incident Manager/designate with staff who may be deemed as "designate" are reviewed on an annual basis. (This can be incorporated into regular meeting agendas.)
3. Monthly fire drills are conducted and documented on each shift.
4. Annual evacuation drills are conducted with all staff.