**1.0 POLICY:**

A Fire Procedure has been developed for the information and guidance of all employees and individuals who utilize space in Ongwanada buildings.

**2.0 GENERAL:**

2.1An approved fire safety plan, where required under Ontario Regulation 388/97 (Fire Code) made under the *Fire Protection and Prevention Act, 1997*, has been developed and is **available** **online in the Policy Drive or in hard copy at each of the premises that Ongwanada owns or operates.**

2.2 Fire Safety Plans have been prepared as working guides to assist staff in case of fire co-operation, enthusiasm, interest, constant practice and training of all employees is required.

2.3 Staff will observe fire regulations and promptly reporting any conditions which present a potential fire hazard or prevent the full use of the firefighting equipment.

2.4 Department Heads and Supervisors will ensure that all staff are familiar with the Fire Safety Plan for their work site and will document staff training for the same. (Policy # 1-1-11 Annual Policy & Procedure Reviews)

2.5 All staff must participate in fire drills and other fire training sessions. Annual fire training is mandatory for all employees and building occupants.

2.6 All staff must be familiar with the location and operation of all fire alarm pull stations, fire exits, fire extinguishers, and smoke barrier doors in their work area.

2.7 During fire drills or during an actual fire emergency, the most senior person/delegate in the work site is to assume the responsibility of COMMAND. **Please refer to the site specific Fire Safety Plan for complete outline of "COMMAND" duties.**

2.8 All Residential and Clinical Home Supervisors are required to review the site-specific Fire Safety Plan for their respective homes monthly.

2.9 All community residences and the Southeastern Regional Transitional Treatment Home will have site-specific fire evacuation procedures posted.

2.10 Homes are fitted with Carbon Monoxide Detectors. If a Carbon Monoxide Detector sounds staff are to call the Fire Department and conduct a full evacuation as below.

**3.0 PROCEDURE:**

When fire or smoke is discovered and/or an alarm sounds carry out the following procedures:

**RESCUE**

Remove the person or persons from the area and close the door(s) to the affected area.

**ALARM**

Pull the nearest fire alarm or call the Fire Department

**CONFINE**

Close all doors in the fire area.

**EVACUATE**

As outlined in the site specific Fire Safety Plan.

**NOTE:** Remember, these basic procedures are guidelines. You must be flexible and adapt them to the circumstances at the time of the emergency.

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| **THIS FIRE PROCEDURE IS TO BE USED IN CONJUNCTION WITH THE SITE-SPECIFIC FIRE SAFETY PLAN.**  **REFER TO THE FIRE SAFETY PLAN FOR MORE SPECIFIC INFORMATION** |

**NOTE:**

**ANY FIRE ON ONGWANADA'S PREMISES MAY BE CONSIDERED A SERIOUS/ENHANCED SERIOUS OCCURRENCE AND THEREFORE, SUBJECT TO MINISTRY SERIOUS OCCURRENCE REPORTING.**

**IF A FIRE OCCURS, PLEASE REFER TO POLICY 1-14-08 SERIOUS/ ENHANCED SERIOUS OCCURRENCE REPORTING TO MINISTRY OF COMMUNITY AND SOCIAL SERVICES FOR DETAILED PROCEDURES ON HOW TO REPORT THE SERIOUS OCCURRENCE.**

**4.0 LEAD PERSON**

Chief Human Resources & Information Officer

Delegated Staff Person: Manager Human Resources

**5.0 RELATED POLICIES**

1-5-03 Ongwanada Emergency Plan

1-6-43 Mandatory Education Programs/Tracking of Mandatory Education Programs

1-1-11 Annual Policy & Procedure Reviews

1-14-08 Enhanced Serious Occurrence Reporting.

Location-specific fire safety plans

Legislation: *Services & Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*

*Fire Protection and Prevention Act, 1997*