SHEPHERD LODGE

FIRE SAFETY PLANS

BUILDING ADDRESS:
3760 SHEPPARD AVENUE EAST
SCARBOROUGH, ONTARIO
MIT 3K9

Revised Jan 2026

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External Emergency Phone Numbers		
Service	**Company**	**Phone Numbers**
Telephone communications	Bell Canada	611
Fire/Police/Ambulance/emergency transportation/toxic spills/natural gas emergencies	City of Toronto	911
Toronto Fire Services non-emergency	City of Toronto	416-338-9000
Ambulance Services	City of Toronto	416-489-2111
Police non-emergency/parking	City of Toronto	416-808-2222
Garbage/recycling/organic	City Of Toronto	311
Natural gas non-emergency	Enbridge	1-866-763-5427
Provincial operations	Ministry of Health-after hrs	1-888-999-6973
Multi-service	Red Cross Toronto Office	Main 416-480-2500 Dispatch 416-676-8559
Ministry of Long-Term Care	Ministry of Long-Term Care	1-888-999-6973.
RHRA	Retirement Homes Regulatory Authority	416-440-3570
Hospital	North York General Main	416-756-6000
Hospital	North York General Emerg	416-756-6001
Hospital	Scarb. Health Network Main	416-495-2400
Hospital	Scarb. Health Network Emerg	416-431-8181
Hospital	Scarb. Health Network Emerg	416-495-2550
(Poison Control Centre)	Toronto	416-813-5900
Loss of water/power/hydro	Toronto Hydro	416-542-8000
Vault access	Toronto Hydro	416-542-8000
Transportation	TTC-customer service	416-393-4000 M-F 416-393-3030 WKD option 6

A DESCRIPTION OF BUILDING

Address:	3760 Sheppard Avenue East, Toronto
Building Name:	Shepherd Lodge
Property Type:	Long Term Care Facility
Number of Storeys:	7
Number of Nursing Rooms:	204
Number of Occupants Nursing:	252

Shepherd Lodge facilitates those who require direct assistance to a "safe" location or to evacuate the building in the event an emergency situation requires this action.

The building has two wings, South and North RHA. The South wing runs south to north and the North wing is L-shaped and it runs south to north then west. The building has a community ground floor and a functional basement level. There are three stairwells, one in the middle and one at each end of each wing. All the stairwells allow easy access to the exterior of the building.

The building is constructed of materials generally considered as non-combustible. The main structure is a poured concrete frame. It has been designed to meet the current building code and to meet special requirements associated with nursing homes built in 2003. The fire alarm system is two-staged with a direct link to the Toronto Fire Services via our monitoring company. The procedures contained in this manual are established to make the first priority of Shepherd Lodge the safety and comfort of all residents. The staff understand and practice safety procedures and participate in regular training sessions and fire/evacuation drills. Their knowledge will include:

-fire alert procedures
-evacuation procedures
-fire code
-location of annunciator panel’s
-emergency codes
-site layouts
-types of alarms
-location of fire extinguishers and how to use them
-location of pull stations and how to activate them
-location of stairwells
-location of safe areas
-location of exits
-location of fire doors
-fire routes
-REACT
-fire prevention

BUILDING RESOURCES
(Fire Safety Feature)

Fire Department Access
Trucks may enter the property via Sheppard Avenue. The front entrance is staffed 24 hours a day. The front driveway is posted as a fire route.

Fire Alarm System
Simplex, 4100U addressable. The alarm is activated by a wet sprinkler system, pull stations, heat and smoke detectors.

The system is a two-stage sounding device, with the second stage activated manually with a special key or a programmed button on the main panel The entire building is hooked up with 8" speakers and strobe lights.

The main control panel is found on the ground floor, inside the annunciator panel room by the covered parking entrance. A second panel is located on the fourth (4th) floor south RHA nursing area.

There are 86 alarm zones, which are backed up by the generator Kohler (400 KW) unit. The fire panel is monitored on a 24/7 basis.

Voice Communication
Voice communication 4100 Series Fire and Voice Command Centre Dual Channel Audio. The voice communicator can be found in the annunciator panel on the ground and 4th floor. The speakers for the voice communication can be found throughout the entire building.

Exits
Shepherd Lodge has two wings, south and north RHA. Each wing of the building has one stairwell. A third stairwell is found directly across from the elevators for use by both wings. All 3 stairwells allow safe egress to the exterior of the building. All emergency exits have proper emergency lighting.

Emergency Lighting
Emergency lighting ensures that exits, corridors, and principal routes provide egress to exits, which are illuminated in the event of loss of power.

Elevator
There are 3 elevators with 2 serving both wings and 1 service elevator used strictly for staff. The elevator service keys can be obtained at the front entrance, fourth floor nursing station and on the 24-hour handyman position. During an alarm all elevators will recall to the first floor at which point the fire fighters can use them.

Thyssen Krupp can be contacted to alleviate any elevator problems 416-291-2000.

Extinguishers
Extinguishers can be found in all fire cabinets on all floors. All extinguishers are of the ABC type. In the basement level, ABC extinguishers can be found in the main electrical

room, staff lounge, dishwashing room, workshop, laundry, and staff training room. The ground floor wellness center, beauty salon and community hall servery have ABC type extinguishers.
The ground floor cafe hood has a built in wet chemical fire extinguisher-Range Guard. It is designed to protect all surface items. Mechanical devices have been installed to shut down all pertinent equipment in the event of a fire. Spray nozzles and a manual pull station are standard items on the system. The system will be serviced every 6 months as directed by the fire code.

Emergency Power
The emergency power is generated by a 400 KW Kohler unit, which is found on the ground floor close to the covered parking entrance. It provides many hours of back up power to the entire building. The diesel storage tank is 500 galloons. The unit is presently running at 30% capacity. The heating/refrigeration system is backed up on the generator.

Diesel engine at	at 100%	400 (amp)/12 hours=33 gallons/hr
	therefore	500 gallons diesel/33= 15.2 hours
	at 30%	400 (amp)/40 hrs=10 gallons/hr
	therefore	500 gallons/10=50 hours

Gas Shut off
The main gas valves (2) are located outside in the covered parking area, east side by walkway

Electrical shut off
The main electrical room is in the south end of the basement. The main electrical power shut off is in the room.

Standpipe
Standpipes are located on each floor. The main control valve and pumps are situated in the basement, mechanical room. The standpipe fire connection is located on the southeast side of the building.

Fire Separations
Shepherd Lodge has been designed and constructed so that each room is separated from other areas with walls and doors which are built of materials that will contain fire for at least one hour. In addition, each level is divided in fire zones, which are separated from each other by firewalls. The doors are constructed of materials, which have a one-hour fire rating.

Shepherd Lodge is also designed so that a two-hour fire separation exists between each level. In addition, the stairwells, elevators, and all vertical openings and shafts are enclosed in fire restrictive enclosures to maintain a two-hour separation.

Considering these built-in features and providing staff act promptly to doors, horizontal and vertical movement of residents from a fire affected zone to fire safe zone may be achieved effectively and safely.

As well, the wings contain fire doors that close automatically when the alarm sounds. The fire doors allow the staff/residents to remain safe until other support services arrive.

Smoke Venting
All rooftop units automatically shut off when the alarm sounds. They include fresh air make up units and all exhaust fans.

SHEPHERD LODGE FIRE ALARM PROCEDURES

Fire Bells Sound!

Wait to hear code red announcement!

If the code red is in your working area, then start moving the residents who may be in immediate danger. Look for signs of smoke/fire or a flashing dome light near the affected room(s). Horizontally move the residents beyond the fire rated doors. If the alarm is not in your working area, then report to 4 south nursing study. The charge nurse on the 4th floor will assign duties to all available staff. All remaining charge nurses will remain on their floors and keep resident's calm.

Do not let anybody use the elevators or leave a floor.

One staff member will be appointed to report back to the command center and provide. a detailed report on the troubled area. **All other staff will remain with the residents until the bells stop and the all clear is given**. After the all-clear message all staff will report back to the command center for a debriefing.

Supervisory/staff Fire Safety training

Supervisory/staff Fire Safety Training

1-on hearing the fire bells, the supervisory staff will proceed to the fire panel on the 4th floor.

1-open the fire panel with the Simplex key and press the red fire acknowledge key, it will be the one flashing
2-press the all-page button, note- the first 30 seconds locks you out
3-the panel will stop beeping. Pull out the handheld microphone and hold the side button down. After two bongs wait 3 seconds and make the code red announcement. Repeat the announcement 2 times.
4-put the handheld microphone back and press the all-page button again. The fire bells should re-start. Continue with fire procedures below.

-after the alarm an all clear announcement must be made, repeat above procedures.

2-find the fire safety clip board in the back room and put on the bright vest.
3-appoint 1 competent staff to go to the troubled area and give them the other bright vest. Tell them to report back with a summary.
4-dispatch all other staff to all areas of the buildings, refer to fire form
5-have staff call 911
6-appoint 1 staff to meet the Toronto Fire Services at the main entrance
7-once the competent staff returns with a report either stop the drill or escalate it and dispatch more staff. If need be make another voice announcement and inform everyone or with the help of emergency services evacuate the area.
8-use all staff, no one should be at the command center
9-utilize facility staff to correct the equipment, silence or reset the panel, again not until the fire department are on site and give permission unless we were able to stop the fire trucks

Staff Duties

1-On hearing the bells staff should start their search in their area immediately. Once the code red announcement is made and it is not in your area, then proceed to the command center. Normally one staff remains on each floor, CN. If staff are passing the troubled area then they should stop in to help, otherwise continue to the command center for duties.
2-once you are dispatched to the troubled area help the team evacuate residents safely. Start at the trouble room which was announced on the PA system. Check for any troubles and then proceed to evacuate the resident from the room.
3-Flip the resident door fire tag into place after the room is empty.
4-Move the remaining residents into a safe zone behind fire doors. Staff should stay with

residents, so they do not wander and create another problem.
5-continue to evacuate residents from adjacent rooms and from across the hall
6-If the trouble increases then a code green will be announced, and the entire floor will be evacuated. Follow code green procedures.

General
-if the command center appoints you to report back then thoroughly check the entire area and report back
-if you are dispatched to an area stay there until the all clear message is given.
-once the all clear announcement is given report to the command center for a debriefing.

Other Charge Nurses

- on hearing the fire alarm, wait for the code red announcement. All charge nurses are to remain on their floor regardless of where the troubled is. The charge nurse shall keep residents calm and make sure nobody leaves the floor. If the troubled area is in your area, then other staff will report to you. Make sure that staff are following proper fire procedures (look under staff duties for proper procedures).
-evacuate horizontally first but if a vertical evacuation is needed then all the residents will be moved down the stairwells to the exterior of the building. In this case the charge nurse is responsible for bringing the appropriate medications/paperwork with them.

Emergency Codes

CODE RED - FIRE ALARM
CODE GREEN - EVACUATION
CODE BLACK - BOMB THREAT
CODE YELLOW - MISSING RESIDENT
CODE BLUE - RESIDENT/STAFF/VISITOR HEALTH EMERGECNY
CODE 5 - FIRE ALARM IS DISCONNECTED
CODE WHITE - VIOLENT PERSON/STRANGER IN BUIDING

EMERGENCY LIFTS AND CARRIES

Preliminary planning and rehearsal of the most effective responses to a fire of another situation are essential. There is scant time to act in an actual emergency situation, let alone to plan a course of action.

Many methods might be used to move residents or patients or to give them assistance, support and added speed. Experience and practice will increase anyone's ability to move heavier and disabled people under adverse conditions.

Suitable additional methods may also be used depending on the situation and available appliances and equipment like chairs and wheelchairs.

The following lifts and carry techniques are suggested for relocation or evacuation of residents and others in an emergency. You will have to decide which is the most appropriate for the situation at the time of emergency.

A. Removing resident from the floor.

1. Spread a blanket or sheet beside the resident. Cross the resident's ankles and roll them towards you onto the blanket or sheet, grasping them by the shoulders and hips.

2. Grasp the blanket or sheet on either side of the resident's head and drag backwards to an area of safety. Ensure that the resident is laying face up.

B. Removing residents from beds

1. CRADLE OR KNEE DROP

For use when:
-resident is very heavy; or
-only one staff is available: or
-resident's bed is involved in the fire and the least amount of contact is permitted.

Procedure (See diagram following)

a. Place a blanket or sheet lengthwise on the floor parallel and next to the bed. Loosen or remove the top bed clothes.

b. Stand beside the resident, slip one arm under the neck, and grasp the shoulder.

c. Slip your other arm under the resident's knees and grasp them with your hand.

d. Place one knee against the bed with both feet on the floor, about

6"-8" apart.

e. Bring the resident tot the edge of the bed by moving first their hips then their shoulders, keeping your back straight and bending your knees.

f. Rock back onto the heels bringing the resident with you keeping resident close to your body.

g. When the resident starts to leave the bed, drop to your knees and allow the resident to slide down your body then to the floor always protecting the resident's head.

h. Grasp the blanket or sheet on either side of the resident's head, and drag them head first to an area of safety. The blanket or sheet can be wrapped over the resident.

2. DOUBLE CRADLE OR KNEE DROP

a. Two rescuers approach the bed. Place a blanket or sheet lengthwise on the floor parallel and next to the bed. Loosen or remove the top bed clothes.

b. One rescuer slips one arm under the resident's neck and grasps shoulder and one arm under their waist.

c. The other rescuer slips one arm under the resident's hips and other arm under his knees.

d. Together both rescuers bring the resident to the edge of the bed. However, this may be accomplished by both rescuers grabbing the bottom sheet and pulling the resident to the edge of the bed.

e. Together the rescuers rock back on their heels keeping the resident close to their bodies.

f. When the resident starts to leave the bed, both rescuers drop to their knees and allow the resident to slide down their bodies, then to the floor always protecting the resident's head.

g. Grasp the blanket or sheet on either side to the resident's head and drag him headfirst to an area of safety. The blanket of sheet may be wrapped over the resident.

3. SWING CARRY

For use when:
-two staff available for transporting resident
-resident is very heavy
-vertical evacuation (to another level) is required. This method is suitable for almost any resident.

Procedure (See diagram following)

a. Both rescuers approach the resident, one at the head and one at the feet on the same side of the bed.

b. Rescuer at the head assists resident to a sitting position supporting shoulders.

c. When resident is sitting up, the rescuer at the resident's feet grasps the ankles and swings the feet off the bed, both bring the resident to a sitting position on the edge of the bed.

d. Both rescuers stand, one on each side of the resident and places one arm of the resident around their neck and down across their chest.

e. Both rescuers reach under the resident's knees and grasp each others wrists.

f. Both rescuers lift the resident off the bed together, using correct lifting techniques and carry the resident to a safe area.

TO UNLOAD:

Both rescuers drop on their knee closest to the resident while leaning against the resident to provide supportive pressure. Place the resident on the floor, buttocks first and then the back.

4. EXTREMITY CARRY

For use when:
-a fast method is required
-two staff available for transporting resident
-there is a narrow ex

Procedure (See diagram following)

a. Both rescuers approach the resident, one at the head and one at

the feet on the same side of the bed.

b. Rescuer at the head assists the resident to a sitting position supporting the shoulders.

c. When resident is sitting up, the rescuer at the feet grasps the resident's ankle nearest the edge of the bed and clears it off the bed. With back to the resident, slide between the resident's legs as far as their knees, grasping under both knees.

d. Rescuer at the head places their arms though the resident's armpits and grasps own wrists high above the resident's chest.

e. Both rescuers lift the resident off the bed together using correct lifting techniques and carry the resident to a safe area.

TO UNLOAD

a. The rescuer at the feet lowers the resident's legs to the floor, by dropping to one knee and keeping straight.

b. The rescuer at the head, allows the resident to slide to the floor, buttocks first and then their back. Rescuer drops to one knee keeping back straight.

REMOVING AMBULATORY RESIDENTS

1. HUMAN CRUTCH WALKING ASSIST

For use when:
-resident has an injured or unstable side

Procedure (See diagram following)

a. Place resident's arm, closest to you, behind your back to clutch your waist.

b. Grasp resident's wrist with your hand.

c. Place your other hand around the resident's waist gripping clothing on their waist.

d. Keeping resident close to your body, walk to a safe area.

Note: If two rescuers are available, one can walk on each side of the resident.

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FIRE AND NOTIFYING FIRE DEPARTMENT

A fire establishes itself within the first few minutes. To save your life, you must know what

to do.

It is extremely important to recognize the early visible signs of a fire and to have rehearsed the evacuation of your building. Early detection could give you the extra time, which could save your life.

Remember, your initial reaction and the time involved may determine your safety.

At the first sign of smoke, obnoxious fumes or strange odours, activate the fire alarm, by using a pull station.

Fast reporting of a fire can make the difference in the number of people who are rescued.

It is crucial for you to be familiar with your surroundings. Know the location of all emergency equipment and exits. Plan an evacuation route in advance.

Walk through your building evacuation procedures with your neighbours. Be sure you know the location of fire and safety equipment and how to operate the equipment. Check out all alternate escape routes. It is critical to know the direction in which to exit and the quickest avenue to safety. While walking through your escape route, stay along side the wall on the side on which the exit is located. Count the number of doorways between your unit and the exits. It is easy to get disoriented in a smoky atmosphere. If you are on the wrong side of the hallway, you may crawl past the exit.

Before beginning your safety drill, try to invent different situations and chart out the safest procedures to follow. Knowing where to go and the location of all safety equipment will help you remain calm in the event of a fire.

Panic is your imagination running wild. It is contagious and spreads quickly. Panic is almost irreversible one it sets in and could make you do something which will harm you. Rarely are people in a state of panic able to save themselves.

Smoke is the first sign of a fire.

Do not become alarmed at the first sign of smoke. Since smoke is warmer than air, it will rise, accumulate at the ceiling, and then make its way down toward the floor. As the smoke rises, breathable air will be nearer the floor. Get on your hands and knees and stay there as you exit. Smoke also irritates the eyes, so avoid standing as much as possible. Stay close to the floor.
Know the location of fire exits and stairwells. DO NOT TAKE THE ELEVATOR. Most people know only one way out of a building, the way they came in. Most elevators are programmed by heat sensors and using an elevator to escape could take you directly toward the fire area. Elevators are not considered an Exit. Remember keep your head low and take the stairs. The majority of fire related deaths are cause by smoke inhalation, rather than by the fire itself.

People seeking to escape from a fire by means of an elevator may have to wait at the elevator door for some time, during which they may be exposed to fire or smoke or be overtaken by panic.

A further consideration is that an elevator shaft will act as a built-in Chimney in a building. It will carry heat and smoke from a fire and expose passengers to toxic levels of both, even though the elevator does not stop at the floor of the fire and continues to function.

Modern elevators cannot start until the doors are fully closed. In an emergency, a large number of people may try to crowd into an elevator and make it impossible for the elevator to start.

Any power failure during a fire, may render the elevators inoperative or may cause people to become trapped in elevators stopped between floors. Under fire conditions there might not be time to permit rescue of the trapped occupants through emergency escape hatches or doors.

REMEMBER IN THE EVENT OF A FIRE;
STAY LOW. . . . . STAY CALM. . . . . AND STAY ALIVE.

Activate the fire alarm, use a pull station.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

In the event of a fire, judgement may be necessary in deciding which action is appropriate in a given situation. The selection made should always be one, which achieves the greatest protection for the occupants. All Fire emergency situations must be assessed individually.

INSTRUCTIONS FOR USE OF FIRE EXTINGUISHER

1. Remove extinguisher form rack.
2. Aim extinguisher nozzle at the base of the fire.
3. Pull pin straight out or twist to release the pin.
4. Squeeze handle to activate contents.
5. Start 10 - 15 feet away from fire.
6. Point hose at the base of the flame, move in a sweeping motion.

Water type, Class A, extinguishers may be sprayed like a hose, i.e. fingers at tip. This will make a spray, which will help to protect self when approaching the fire and provide a screen form the smoke.

WHEN A FIRE CANNOT BE EXTINGUISHED

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or the smoke presents a hazard to the operation:

CLOSE THE DOOR TO CONFINE THE FIRE
LEAVE THE FIRE AREA
ENSURE FIRE DEPARTMENT HAS BEEN NOTIFIED
WAIT FOR FIRE DEPARTMENT IN A SAFE AREA

PORTABLE EXTINGUISHERS

Portable extinguishers are intended as a first aid measure to cope with fires of limited size. The basic measure to cope with fires of limited size. The basic types of fires classes are A, B and C. Portable extinguishers rated for corresponding classes of fires.

Every fire has three essential elements: air, fuel, and heat. An elimination of any on of these will put out the fire. Fires are classified according to their origin.

Class A
- originates in wood, paper, rubbish, mattresses and similar materials.
- Class A extinguishers should be used. These are water hoses pressurized water extinguishers.
- smothering agents such as blankets and pillows are also effective.

Class B
- originates in oil, grease of any flammable liquid, Class B extinguishers should be used. These are carbon dioxide or dry chemical extinguishers.
- remember water is useless against this type of fire as it spreads the flaming liquid and increases the area of combustion.

Class C
- electrical fire-Class C extinguishers should be used. These are carbon deoxidizer dry chemical extinguishers;
- again, remember water is hazardous on this type of fire as the water stream may conduct a current and electrocute the person holding the extinguisher.

Note: Class B and Class C extinguishers can be used on either Class B or Class C fires. Class ABC extinguishers can be used on all three classes listed above.

FIRE EXTINGUISHER

TO OPERATE "STORED PRESSURE" EXTINGUISHERS:

Pull out sealed "locking pin"

Then just squeeze the "operating lever"

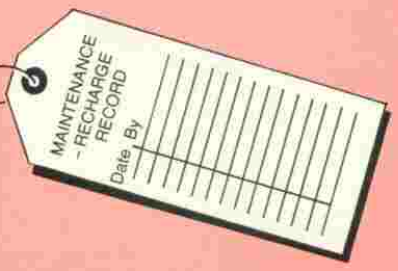
INSTRUCTIONS

Read them now — don't wait until in a fire emergency.

Certain extinguisher types have special instructions i.e. chemical foam, pump, loaded stream, cartridge.

Also shows fire "Classes."

Monthly INSPECTIONS and annual MAINTENANCE help keep extinguishers ready to GO . . .



. . . but your everyday help is needed to keep extinguishers:

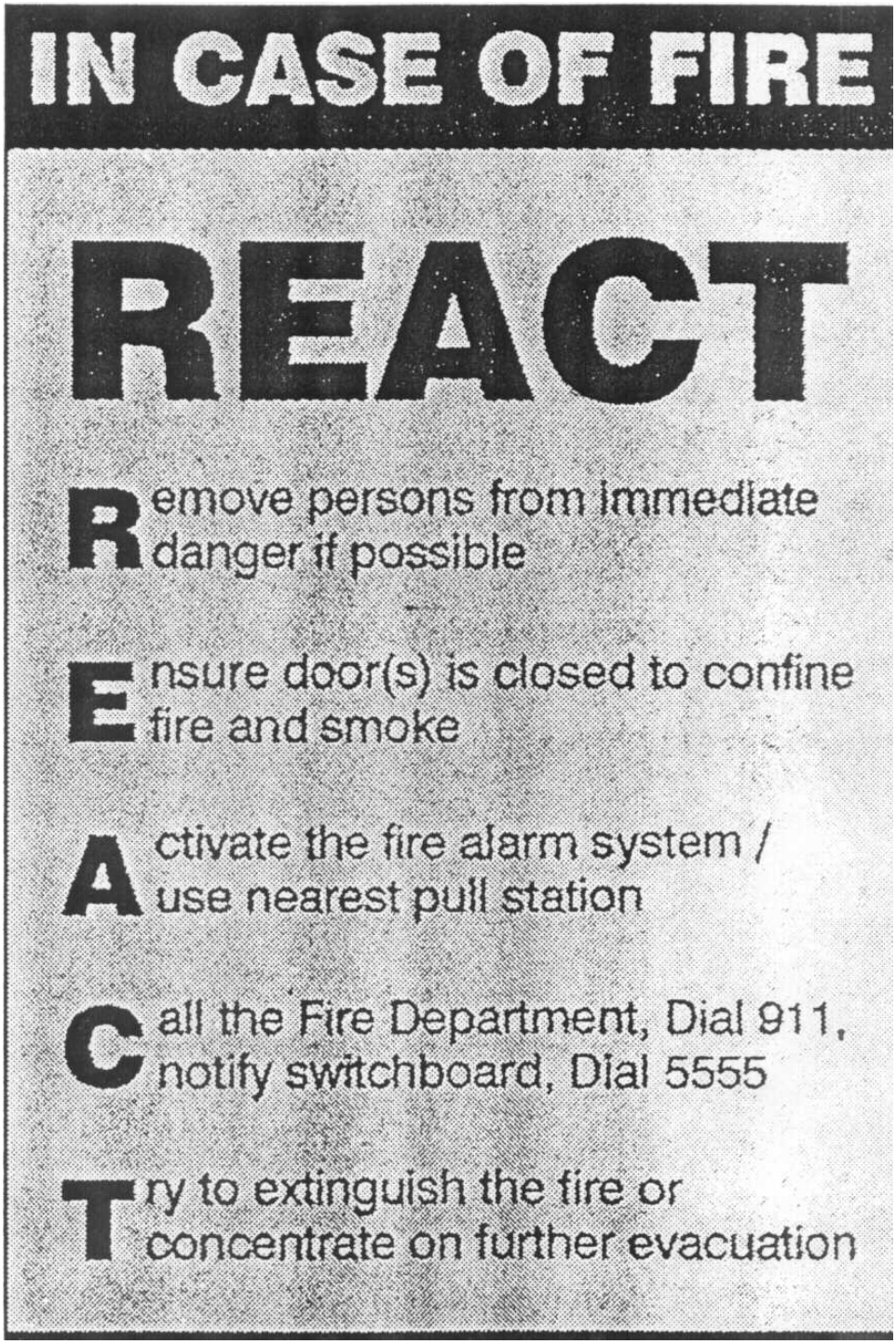
- where they belong,
- fully charged,
- never blocked.

And KNOW NOW how to use them — quickly, correctly!

IN CASE OF FIRE — No delay . . . give the alarm and get everyone out. Then while fire is still small — FIGHT IT! Keep low and near an escape. BUT if fire gets larger — get out and close doors. LIFE SAFETY FIRST – always!

REACT SIGN

All instructions for emergency situations are posted at all exit doors on each wing and floor. A sample sign is as seen below:



APPOINTMENT AND ORGANIZATION OF SUPERVISORY STAFF

The following explains the people who have been given any duties regarding Fire Safety at Shepherd Lodge.

BUILDING OWNER

Shepherd Village Inc is responsible for always ensuring the fire safety for the residents and staff. They will have a current Fire Safety Plan and ensure the building facilities comply with the provisions of the Fire Code.

MANAGEMENT

-Ensure the building, residents and staff have received and are familiar with the Fire Emergency Procedure.
-Appoint, organize and instruct supervisory staff in Fire Safety.
-Ensure that fire drills are conducted.
-Control fire hazards in the building. Regular inspection of corridors, stairways, exit areas and storage areas shall be made to ensure removal of trash and hazardous materials.
-Maintain building facilities for the safety of residents. These facilities shall be checked, tested or inspected as required by the fire code.
-All tests and inspections shall be recorded and maintained by the supervisory staff.
-Provide alternative measures for safety of residents during shutdown of fire protection equipment.
-Be in charge of implementing the accepted Fire Safety Plan and notify the Chief Fire Official of changes in the Plan.

FACILITY STAFF

-Have and comply with the Ontario Fire Code.
-Keep doors to stairways always closed.
-Keep stairways, landings, hallways, passageways and exits (inside and outside) clear of any obstruction always.
-Do not permit combustible materials to accumulate in any part of a stairway, or other means of egress, elevator or ventilation shaft.
-Promptly remove all combustible waste from disposal areas.
-Maintain the fire alarm system and other fire protection equipment in good operating condition always.
-Keep access roadways, fire routes and fire pumper connections clear and accessible for Fire Department use. The Police will be called at 416-808-2222 to enforcing the By-Law concerning the fire route parking.
- Identify each stairway by letter or colour and each floor by number to save confusion during an emergency.
-Train building staff in the use of existing fire safety equipment and in the actions to be taken under this accepted Fire Safety Plan.
-Conduct fire drills.
-Notify management of any changes that will affect the Plan.
-Provide a grand master key to Fire Fighters to gain access to certain rooms

VOICE COMMUNICATION TO ALERT RESIDENTS

I. CODE RED, GREEN, BLACK, YELLOW, BLUE, WHITE, 5 (WHATEVER ZONE)

All staff, please follow safety procedures.
All visitors, please follow staff directions.

II. FALSE ALARM: (SAY MESSAGE 2 TIMES)

Attention, please. Attention please.
The Alarm has been determined as a false alarm.
There is no emergency.
The alarm is being returned to normal operating condition.
Thank you.

III. SYSTEM RETURNED TO NORMAL: (Say message 2 times)

Attention, please. Attention, please.
The Alarm system is now restored to normal operating condition.
Thank you.

IV. SYSTEM TEST: (Say message 2 times)

Attention, please. Attention, please.
The Alarm system is presently being tested.
You will be advised when the tests have been completed
Thank you

V. FIRE DRILL: (Say message 2 times)

Previous: Attention, please. This is to remind you of the Fire Drill today at (Time and Day).
Thank you.

Conclusion: Attention, please. The fire drill is now completed.
Please return to your normal duties.
Thank you

VI. ALERT: (say message 2 times)

Attention, please. Attention, please.
The Fire Alarm system has been activated.
The cause is being investigated at this moment.
The fire department is on the way.
Please stand by for further instructions
Thank you

VII. EVACUATION:(Repeat 3 times, wait Repeat 3 times)

Attention, please. Attention, please.
The Fire Alarm on the (# Floor) has been confirmed as an emergency.
All residents on the (# Floor) proceed with evacuation now.

Please walk to your nearest exit. *Do not use the elevators.*
Please listen for further instructions. Thank you

HOLDING FIRE DRILLS

Fire drills are held every month for residents/staff of Shepherd Lodge.

Residents/Staff are notified of the time and date, and they are advised not to phone the Fire Department during the fire drill.

The supervisory staff before every drill will notify the fire department so that they are not accidental dispatched during the drill.

The supervisory staff will meet before the drill, to discuss which area will become the troubled area. Also, a "Fire Drill Report will be issued. (next page)

All staff will participate in the fire drill, as well as inform the supervisory staff of any difficulties in the drill.

SHEPHERD LODGE

DATE:_____ AREA INDICATED ON ANNUNCIATOR PANEL:_____ __
TIME STARTED: _____ PERSON IN CHARGE; _____

1-The nurse manager or designate will check the annunciator panel and announce the CODE RED area. Staff in the code red area will start looking for the problem. All other staff will go to the 4th floor command centre.
2-The charge nurse will dispatch all staff to different areas of the building. Staff must remain there until the conclusion of the alarm. Remember REACT. **DO NOT USE THE ELEVATORS.**
3-The charge nurse will appoint 1 competent staff to go to the troubled area and report back with a thorough report (What room? How bad? Etc)
4- The nurse manager or designate will appoint someone to call the main reception and 911.
5- Residents in the affected area must be moved horizontally beyond the fire doors into a safe zone. All windows and doors must be closed, and the empty room indicator must be used.
6-The nurse manager or designate will record any resident who has been left in their room. **NO RESIDENT SHALL BE LEFT IN THE TROUBLED AREA**
7- Residents on other floors are safe in their rooms/lounges and do not need to be evacuates as long as a fire door separates them from the affected area. Be prepared to vertically evacuate them if the fire spreads.
8- In the event of an alarm in Shepherd Terrace, the Lodge staff may need to assist
9) IF THE PANEL SHOWS AN AREA OTHER THAN SHEPHERD LODGE PLEASE CALL THE FACILITY STAFF AND OR THE MAIN RECEPTION

Area to Inspect	Number of staff assigned	Comments
7th floor		
6th floor		
5th floor		
4th floor		
3rd floor		
2nd floor		
Ground floor		
Main Entrance		
Basement		

Facility Dept. Checks (√)

-link fire alert signs (SM/ST/SL) _____
-pressurization fans (SM/SL link) _____
-elevator re-call _____
-supply fan shut down _____
-fire alarm bell signals _____
-voice communication _____
-laundry room/café interconnects _____
-fire fighters emergency operation ph1____ ph2____

1-obtain proper UTF key, 2-recall elevator to gr fl. (ph 1), 3-use same key for ph 2 test, 4-run elevator 1 floor up, 5-operate the drs, 6-check operation of on-hold-off switch, 7-return to gr fl and key off. **Add comments to the other side**

PROCEDURES FOR RE-SETTING FIRE PANEL AFTER FIRE DRILL

If a pull station has been pulled, obtain a pull station key located on the facility staff key ring (gold key with Simplex written on it). Insert the key and open the pull station. As soon as you open the box the pull alarm will automatically snap back into position. Simply close the station and relock it.

If the bells are sounding press the acknowledge button on the annunciator panel.

With the supervision of a trained facility staff and with proper authorization from the Toronto Fire services push the silence and reset button. If a problem still exists, the panel will go back into alarm so be sure the original problem is corrected.

If the original problem is more than a pull station or a sensitive smoke detector, two or three other possibilities can exists. Maintenance should be called in to assess the faulty problem. Please refer to page 3 for emergency phone numbers. A faulty heat detector, sprinkler flow valve or a discharged sprinkler head will need a trained staff/technician on site to correct the problem. All of the above situations will not allow the panel to reset. You may silence the bells, so it does not disturb the residents. Make a voice announcement alerting everyone about the code 5 situation.

If a smoke detector goes off make sure the area is cleared of smoke before resetting the panel.

CONTROL OF FIRE HAZARDS IN THE BUILDING

COMBUSTIBLE MATERIALS

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire.

Combustible waste materials in buildings shall not be permitted to accumulate in quantities of locations, which constitute a fire hazard.

Combustible materials shall not be permitted to accumulate in any part of an elevator. shaft, ventilation shaft, stairway, fire escape or other means of egress.

Combustible materials shall not be used to absorb flammable or combustible liquid spills within buildings.

Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.

Lint traps in laundry equipment shall be cleaned to prevent the excessive accumulation. of lint.
All ashes shall be stored in proper safety containers and combustible materials shall not be stored with ashes in the same container.

Flammable liquids shall not be used for cleaning purposes.

Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants.

To avoid fire hazards in the building, tenants are advised to:

- not put burning materials such as cigarettes and ashes into garbage containers.
- not to dispose of flammable liquids or aerosol cans in garbage containers.
- avoid unsafe cooking practices, (deep fat frying - too much heat - unattended stoves - loosely hanging sleeves).
- avoid unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

Defective electric wiring and appliances rank as one of the major causes of fire each year.

OBVIOUS ELECTRICAL PROBLEMS:

1. Main Electrical Distribution Panel
    a) lacks protective cover
    b) appears to be over fused
    c) evidence of fuses by metal jumpers (use of pennies, aluminium foil, wires, etc.)
2. Extension Cords

a) spliced
b) under rugs
c) fastened to wall
d) damaged or deteriorated
e) being used as permanent wiring
f) octopus wiring

3. Permanent Wiring
   a) junction boxes lack protective cover plates
   b) improper splices and joints

4. Appliances and Electrical Equipment
   a) heaters or lamps too close to combustibles
   b) unapproved appliances lack either C.S.A. or Ontario Hydro Special Inspection label
   c) appliance cord spliced

MAINTENANCE OF BUILDING FACILITIES

Shows the specific maintenance performed in the building on all Fire Safety Equipment identified in the building audit.

The Ontario Fire Code: is a provincial regulation.

The "Fire Code" list certain items that require checks, inspections, and/or test to ensure safety to life and freedom from fire hazards in buildings in Ontario. This code obliges the owner to be responsible for carrying out the provisions of this Code, and defines "owner's "any person, firm or corporation controlling the property under consideration".

A written record (available to the Fire Department on request) must be kept of all tests and corrective measures.

Fire Department Fire Prevention Officers will, when conducting routine inspections, be requiring documentation that the required checks, inspections and/or tests have been done.

The Fire Code also requires, in various sections, that the owner maintain premises free from Life Safety hazards and fire hazards including (but not limited to):

1. Unobstructed exit passageways and doorways

2. Exit doors readily opened from inside without the use of keys (with panic type hardware where required)

3. No chains or similar types of locks on exit doors

4. Doors in fire separations closed except when persons are actually passing through or

held open with approved devices that are activated automatically by fire alarm
5. Maintenance of fire protection equipment such as fire extinguishers, automatic extinguishing systems, sprinklers, etc.

6. Maintenance of Life Safety Systems such as Fire Alarms, Emergency Lighting, etc.

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

Check - visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Inspect - physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Test - operation of device or system to ensure that it will perform in accordance with its intended function.

PERIODIC TESTING OF FIRE ALARMS

GENERAL-in-house staff

Daily checks and monthly tests shall be conducted by the person responsible for ensuring the proper operation of the fire alarm systems.

Yearly tests shall be conducted by a person acceptable to the authority having jurisdiction for servicing fire alarm systems.

> *Note:* When stand-by electrical power is provided by generators, it is anticipated that the equipment will be in accordance with local laws

DAILY-in-house staff

The following daily checks shall be conducted and if a fault is established appropriate corrective action shall be taken. Daily checks will be conducted by in-house staff.

The Central Alarm and Control Facility shall be checked daily to ensure that no trouble is indicated in the system.

MONTHLY-in-house staff

Every month the following test shall be conducted and if a fault is established appropriate corrective action shall be taken: Monthly checks will be conducted by in-house staff.
1. One manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
2. Intended function of all alarm signal appliances shall be ensured.
3. The annunciator panel shall be checked to ensure that the tested devices annunciate

correctly.
4. Intended function of the audible and visual trouble signals shall be ensured.
5. Fire Alarm batteries shall be checked to ensure that:
    a) Terminals are clean and lubricated where necessary
    b) Terminal clamps are clean and tight where necessary
    c) Electrolyte level and specific gravity where applicable, are as specified by the manufacturer
6. Test voice communication to and from floor areas to the Central Alarm and Control Facility.

REQUIREMENTS FOR ANNUAL INSPECTION/TEST

Every reasonable effort shall be made to test all components required in this subsection. In the event that some components cannot reasonable be made accessible, a list of such components and their location shall be included in the report. However, all components shall be tested at least once every three years.

The fire alarm system shall be operated under general alarm conditions.

A minimum of six manual alarm initiating devices most remote from the standby power supply shall be actuated individually with the main power supply disconnected.

Each manual alarm initiating device on each floor, including sub-grade areas, shall be activated on the main power supply.

Operation of every audible and visual signal appliance shall be ensured during the testing of alarm initiating devices.

Each automatic alarm initiating device shall be tested for its intended function.

Each alarm signalling and alarm initiating circuit and annunciator shall be checked for electrical supervision and trouble indication.

Correct annunciation shall be ensured for each initiating device tested.

The fire alarm system control unit shall be visually checked to ensure that the control unit has not been altered other than as specified.

Test voice communication to and from floor areas to the Central Alarm and Control Facility.

Test loudspeaker operated from the Central Alarm and Control Facility.

‘MONTHLY’ INSPECTION AND MAINTENANCE "GUIDELINES"
FIRE SEPARATIONS

MONTHLY INSPECTION- in house staff

Inspect doors in fire separations to ensure that they are operable at all times as follows:

- the closures are not blocked or wedged open
- the doors are checked as frequently as is necessary to ensure that they remain closed unless equipment is installed to close the door automatically
- the door openings and the surrounding areas are to be kept clear of anything that would be likely to obstruct or interfere with the operation of the door
- keeping fusible links and heat or smoke activated devices undamaged and free of paint and dirt
- keeping guides, bearings and stay rolls clean and lubricated
- inspecting door hardware and other ancillary components regularly and making necessary adjustments of repairs to ensure proper closing and latching
- repairing or replacing inoperative parts of hold-open devices whenever necessary

"ANNUAL" INSPECTION AND MAINTENANCE "GUIDELINES"
FIRE SEPARATION

ANNUAL INSPECTION- contractor

Inspect fire dampers and fire-stop flaps annually or on an approved schedule as follows:

Maintain closures, to ensure that they are always operable by:
- keeping fusible links and heat or smoke activated devices undamaged and free of paint and dirt
- keeping guides, bearings and rolls clean and lubricated
- repairing or replacing inoperative parts of hold-open devices and automatic releasing devices whenever necessary

Closures in fire separation are not to be blocked or wedged open.

Correct defects that interfere with the operation of closures in fire separations.

Written record of all test and corrective measures shall be kept for a period of two years after they are made.

MONTHLY INSPECTION CONDUCTED BY MAINTENANCE
ANNUAL INSPECTION CONDUCTED BY MAINTENANCE

MONTHLY INSPECTION

Inspect hose cabinets to ensure it is in proper position and ready for use.
Defective hoses to be replaced or repaired.

Ensure all equipment in hose cabinet is in operating condition.

Annual Inspection and Maintenance

Ensure hose cabinet water valves can be operated by hand and that there is no water leakage into the hose.

Remove hose and re-pack in each hose cabinet. (Fold in the hose should be changed.)

Replace any worn gaskets at the water valve and nozzle. Check nozzle for operation.

Inspect fire department connection for obstructions, damaged threads, and rust. Replace plugs or caps, wrench tight.

Ensure fire department connection is properly identified.

ANNUAL TEST

Conduct a flow and pressure test from the highest and most remote hose valve or connection.

Ensure test results indicate water supply is available as per original design of system.

It is recommended each riser be flushed to remove residue, rust, scale, etc., which block the nozzle when in use.

INSPECTION, TEST AND MAINTENANCE "GUIDELINES" AUTOMATIC WET SPRINKLER SYSTEMS

WEEKLY INSPECTION

Inspect all valves controlling water supplies to sprinkler systems to ensure they are in "open" position (Electrically supervised valves need not be checked weekly but valve must be in "open" position.).

MONTHLY TEST

Test the alarms on all sprinkler systems using "alarm test connection".

EVERY TWO MONTHS TEST

Where an electrical supervisory signal service is provided for a sprinkler system, test shall be performed as follows.
Test all transmitters and water flow activated devices on all sprinkler systems.

SEMI ANNUAL TEST

Test gate valve supervisory switches.

Test water tank temperature supervisory devices.

Test other sprinkler system supervisory devices.

ANNUAL INSPECTION

Check all sprinkler heads for damage, corrosion, grease, dust, and paint, and replace the sprinkler heads where necessary.

Ensure exposed sprinkler hangers in good condition.

Plugs and caps on Fire Department connections are removed, the threads inspected, and the plugs or caps restored, wrench tight.

Ensure Fire Department connections are properly marked.

ANNUAL TEST

Test "wet" sprinkler systems, using "inspectors test" (most hydraulically remote) connection.

Test sprinkler water pressure by fully opening main drain valve. This test conducted after the above.

Notes: In the event of fire, ensure that the sprinkler control valves are not closed until the fire is extinguished or is under control by other means, as determined by the Fire Department.

Ensure all sprinkler heads are clear of obstructions.

Ensure sprinkler pipe is not used to support anything.

Ensure auxiliary drains are inspected during cold weather to prevent freezing.

Ensure "antifreeze" systems (where installed) are inspected and antifreeze tested to ensure freezing will not occur.

Ensure spare sprinkler heads and sprinkler wrench are available. Minimum stock of spare sprinkler heads to be provided on the basis of system size as follows:

-not more than 300 sprinkler heads - 6 spare heads
-from 301 to 1 000 sprinkler heads - 12 spare heads
-more than 1 000 sprinkler heads - 24 spare heads

Any repair and replacement alterations of the sprinkler systems-components shall be in accordance with the current law.

A permanent record of inspections, tests and maintenance must be kept for a period of at least 2 years.

For complete details, refer to "Sprinkler Systems".

When a sprinkler system is monitored by an outside alarm agency, they must be notified prior to conducting tests.

INSPECTION, TEST AND MAINTENANCE "GUIDELINES" WATER SUPPLIES FOR FIRE PROTECTION

WEEKLY INSPECTION

Inspect valves controlling water supplies exclusively for fire protection to ensure that they are wide open and that they are sealed or locked in that position.

MONTHLY TEST

Fire pumps are tested monthly at rated speed and the fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions are inspected.

ANNUAL TEST

Fire pumps are tested annually at full rated capacity to ensure that they can deliver the rated flow.

Hydrant water flow shall be inspected annually.

Notes: Records are kept of all fire pump tests, including flow testes, and made available to the inspector upon request.

Hydrants shall be inspected annually and after each use.

Hydrants shall be colour-coded in accordance with current law, "uniform marking of fire hydrants'. Hydrants shall be maintained in operating condition.

Hydrants shall be maintained free of snow and ice and shall be always readily available and unobstructed for use.

Written records of all tests and corrective measures shall be kept for a period of two years after they are made.

INSPECTION, TEST AND MAINTENANCE "GUIDELINES" PORTABLE FIRE EXTINGUISHERS

MONTHLY INSPECTIONS- in-house staff

Check nozzle for operation and any obstructions.

Seal or tamper indicators are in place.

Pressure gauge reading satisfactory (if applicable).
No apparent physical or mechanical damage

Instructions for use on nameplate legible and face outwards.

Notes: Ensure extinguisher is conspicuously located.

Ensure extinguisher is readily accessible in case of fire.

Ensure extinguisher is set on hanger, shelf or bracket.

Extinguisher must have an inspection tag attached, showing maintenance or recharge dates, the servicing agency and signature of person who performed service.
Extinguisher shells, cartridges, or cylinders that rupture or show leakage or permanent distortion in excess of specified limits are removed from service.

A permanent record of the inspection and maintenance record of all portable fire extinguishers must be maintained for at least two years.

Defective fire extinguishers are repaired, replaced, or recharged as necessary.

Portable fire extinguishers are maintained in accordance with the recommendations of the manufacturers.

After use, portable fire extinguishers are replaced and recharged according to the instructions given on the extinguisher's nameplate.

All portable fire extinguishers are subjected to hydrostatic testing at the intervals and test pressure indicated on the extinguisher nameplate.

A label must be fixed to the extinguisher indicating month and year of hydrostatic test, including test procedure and signature of the person or agency performing the test.
For complete details, refer to code book, "Portable Extinguishers.

EMERGENCY ELECTRICAL POWER MAINTENANCE SCHEDULE

The liquid fuel storage tanks for emergency power supplies are drained and refilled with a fresh supply of fuel at least once a year, unless otherwise approved

The fuel storage tank need not be drained and refilled if the weekly SYSTEM OPERATIONS TEST is completed.

Notes: The emergency power supply system is to be inspected, tested and maintained in accordance with current code "Emergency Electrical Power Supply Building".

Where an emergency power system or any part of it is shut down, alternate safety measures are to be undertaken.

Where an emergency power supply is installed, instructions are to be provided for switching on essential loads and for starting a generator where this is not done automatically.

A written record of inspections, performance, test periods and repairs is kept as required by code

The amount of fuel stored and connected to the emergency power system is sufficient to operate the engine for eight hours.

A written record of all tests and corrective measures shall be kept for a period of two years after they are made and shall make the record available upon request.

WEEKLY SYSTEMS OPERATION TEST

The emergency electrical power shall be completely tested at least weekly as described below.

A periodic test of the system operation shall:

Simulate a failure of the normal supply.

Be arranged so that:

1) An engine generator set operated under at least 50% of the rated load for 30 minutes.
2) All automatic transfer switches are operated under load.

Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.

Include recording the readings of all instruments associated with the prime mover and generator and verification they are normal.

Be carried out, logged, and reported as further prescribed in the manual of instruction for operation and maintenance.

Note: The method for the simulation of a failure or normal power should be specified in the manual of instruction and should be selected with expert advice on the comparative risks of using a test switch associated with a transfer switch voltage sensor and manually tripping a circuit breaker in the building distribution system.

INSPECTION AND MAINTENANCE "GUIDELINES"

COOKING EXHAUST AND DUCT SYSTEMS AUTOMATIC FIXED EXTINGUISHING SYSTEMS

AUTOMATIC FIXED EXTINGUISHING SYSTEMS-contractor

All service, maintenance and "detailed" inspection of fixed extinguishing systems shall be completed by an authorized service person at least every 6 months.

MONTHLY INSPECTION (VISUAL INSPECTION)-in-house staff

1. Inspect system for obvious or mechanical damage.

2. Visually check the seals and lock pins are in place and the system is ready to operate.

3. Visually check all pressure gauges to ensure system is operational, where applicable.

4. Visually inspect fusible links, detector assembly for any accumulation of grease or deposits. Have "authorized service contractor" replace fusible links as required, but at least annually. Other detection devices must be serviced (by authorized contractor) or replaced in accordance with manufacturer's instructions.

Notes:

a) Inspection and maintenance of special extinguishing systems carried out in accordance with the manufacturer's recommendations.

b) Where a special extinguishing system or any part of it is shut down, alternate safety measures are to be established.

c) Written records shall be kept of all periodic inspection, maintenance and testing.

d) Operating and maintenance instructions shall be posted near the equipment and near manual controls, if any.

e) Valves and controls shall be clearly marked to indicate their function and shall be accessible always.

f) Extinguishing agent containers provided for special extinguishing systems shall be fully charged with the proper quantity of extinguishing agent and the necessary operating pressure shall be maintained.

g) Discharge outlets for special extinguishing systems shall be kept free of dirt and residue.

h) Piping and equipment shall be mechanically secure and accessible for cleaning and maintenance.

I) No replacement equipment and devices provided for special extinguishing systems may

be used unless they are suitable for the installation in which they are placed.

COOKING EXHAUST SYSTEMS

REGULAR INSPECTION-in-house staff

(Frequency of inspection will vary depending on use i.e. daily, weekly, as experience indicates.)

1. Inspect cooking exhaust systems regularly and clean as necessary.

2. Inspect fusible-linked fire dampers serving the exhaust system regularly and clean and replace as required.

3. Inspect filters to ensure they are cleaned or replaced as required.

Notes:

a) Hoods, grease-removal devices, fans, ducts, and other appurtenances must be cleaned at frequent intervals prior to the surfaces becoming contaminated with grease.
or oily sludge.

b) Flammable solvents or other flammable cleaning aids shall not be used.

c) At the start of the cleaning process, electrical switches, detection devices, and system components that may be accidentally activated shall be locked, pinned, protectively. covered and/or sealed.

d) Care shall be taken not to apply cleaning chemicals on fusible links or other detection devices of the automatic extinguishing systems.

e) When cleaning procedures are completed, all electrical switches, detection devices, and qualified personnel shall return system components to an operable state. Cover plates shall be replaced, and dampers and diffusers shall be positioned for proper airflow.

f) A permanent record must be kept of all inspections, tests, and maintenance for at least two years.

EMERGENCY ELECTRICAL POWER SUPPLY MAINTENANCE SCHEDULE

WEEKLY INSPECTION- in-house staff

Inspect fuel tank level, lubricating oil level, engine coolant, heaters, lubricant and/or

coolant.

Examine engine, generator, fuel tanks, and cooling systems for evidence of leakage. Check operation of fuel transfer pump if available.

Electric Motor System
Examine starting system-batteries, etc. for leakage, cleanliness, and terminal security.

Air Motor System
Check air tanks for pressure. Check valves for leakage. Check operation of auxiliary engine and compressor. Bleed off any condensation.
Check louver settings-control panel settings (ensure the unit is ready for start-up). Check the engine room ventilation system for proper operation.

Batteries
Check electrolyte level; specific gravity; electrical connections for tightness, for leaks and sulfation; cleanliness and dryness between terminal posts.

Engine
Check governor control linkages and oil level (if applicable), fuel pump, oil sump (if applicable), fan belts and protective devices.

Generator
Check brush operation for sparking fir bearing seal leakage.

Panel
Check panel covers are secure, annunciator lamps are operational.

SEMI-ANNUAL INSPECTION

Engine
Check/clean crankcase breathers, lubricate governor leakages.

ANNUAL MAINTENANCE

1. Panel

Check electrical connections at main circuit breaker switch and breaker operation and clean insulators and bushings, voltage regulator operation.
2. Panel

Isolate the panel. Open all inspection covers. Tighten all electrical connections. Inspect breaker and disconnect contracts. Clean and dress as necessary. Operate all moving parts to ensure they move freely. Remove all dust. Check gauge calibration. Clean and lubricate linkages.

3. Transfer Switch

Carry out same procedures as described above in number 2 (panel).

4. Engine

Change lube oil and filters. Check strength of antifreeze (if applicable). Change fuel oil filters. Change governor oil (if applicable). Inspect and clean exhaust system. Change gasoline in fuel tank if such fuel is used.

5. Generator

Test surge suppressor and rotating rectifier on brushless machines. Grease bearings (replace old grease with new). Reseat brushes. Clean communicator and slip rings. Clean rotor and stator windings (compressed air). Check coupling bolts and alignment. Check conduit tightness. Inspect windings at rotor and stator slots. Tighten all electrical connections.

TWO - YEAR MAINTENANCE- contractor

6. Generator/Engine

Check torque head bolts and re-check valve settings. Open access covers and check all bolts, nuts, split pins for security.

THREE - YEAR MAINTENANCE-contractor

7. Engine

Check valve settings (3 years or 500 hours, whichever is first). Clean and service injector nozzles (3 years or 500 hours, whichever is first).

FIVE - YEAR MAINTENANCE-contractor

8. Generator

Check insulation of generator windings. Use insulation tester (megger). Value should be not less than resistance in megohms = rated volts + 1000. If less, dry out by auxiliary heat process.

Note: Items 2 through 8 require special skill. It is usually more economical to have this work carried out by reliable contractor or the manufacturer, than to employ full-time staff for this type of work.
Safety: It is important if any maintenance procedures involve a risk of injury because of moving parts or energized electrical parts, steps shall be taken before the work has begun to deactivate all automatic and manual control devices for the parts with which contract would be made.
Signs shall be installed on the equipment at the entrance to the enclosure stating that the

equipment is automatically controlled and may start at any time.

INSPECTION AND MAINTENANCE
SERVICE EQUIPMENT "GUIDELINES"
HEATING, VENTILATION AND AIR CONDITIONING

WEEKLY CHECK-in-house staff

Check filters and ducts subject to the accumulation of combustible deposits and ensure they are cleaned when deposits create an undue fire hazard.

ANNUAL INSPECTION-contractor

Inspect every chimney, flue and flue pipe and clean as often as necessary to keep them free of accumulation of combustible deposits.

Inspect (except within bedrooms and suites) disconnect switches for mechanical air conditioning and ventilation systems to ensure the system can be shut down.

Notes: Every defective heating appliance in a building shall be removed, repaired, or replaced when it creates a hazardous condition.
- Chimneys and chimney liners that constitutes fire hazard shall be repaired or replaced.
- Where flue pipes are removed, every flue-pipe hole shall be closed with a tight-fitting non-combustible cover, compatible to the chimney flue construction.
- Chimney, flue-pipes and breaching shall be maintained in a safe operating condition.
- Ventilation shafts shall be used only for ventilation purposes.
- Any work on ducts involving the use of heat-producing devices for cutting, welding, or soldering, shall not be undertaken before the system has been shut down, the duct cleaned of any combustible lining and covering material that could be ignited by such work, has been removed.
- Solid fuel-burning appliances and equipment are installed and maintained in accordance with the manufacturer's recommendations.
- A permanent record shall be kept of all inspections, tests and maintenance for at least 2 years.

INSPECTION, TEST AND MAINTENANCE
"GUIDELINES" FOR SPECIAL
HIGH RISE FIRE PROTECTION SYSTEMS (ELEVATORS)

MAINTENANCE OF SYSTEMS (ON GOING)-in-house staff

Ensure that the keys required to recall elevators, and to permit independent operation of each elevator are kept outside the elevator’s shafts at the central control facility.

Ensure that "fire-fighters" elevator is maintained in operable condition and identified on

the floor where the central control facility is located and at any interchange level.

QUARTERLY TESTS

Test elevators' door-opening devices operated by means of photo-electric cells to ensure the device become inoperative after the door has been held open for a period of time.

Testing key-operated switches "outside" of elevators to ensure actuation of the switch will render the emergency stop switch in each car inoperative, and bring all cars to the street floor, or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.

Testing key-operated switches "in" each elevator's car to ensure actuation of the switch will:

- enable the elevator to operate independently of other elevators

- allow operation of the elevator without interference from floor call buttons

- render door-protective devices inoperative

- control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches to ensure if the "open" button or switch is released while the door is opening - the doors will automatically close.

INSPECTION, TEST AND MAINTENANCE "GUIDELINES" FOR SPECIAL HIGH-RISE FIRE PROTECTION SYSTEMS - SMOKE VENTING

MAINTENANCE OF SYSTEMS (ON GOING)-in-house staff

Ensure access to windows, panels and vents to vestibules required to vent smoke from floor areas are maintained free of obstructions.

Ensure that windows and panels for venting smoke from floor areas are openable without the use of keys.

Ensure vents to vestibules permitted to be manually openable are in operable condition.

SEMI-ANNUAL INSPECTION-contractor

Inspect all elevators in an elevator shaft "that is intended to be used as a smoke shaft" to ensure if the fire alarm system operates the elevators will return to the street floor and

remain inoperative. Note: This is not a common situation.

ANNUAL INSPECTIONS-contractor

Inspect all controls for air handling systems used for venting of smoke in case of fire, to ensure air is exhausted from each floor to the outside.

Inspect closures at the top of all smoke shafts to ensure they will open:

- manually from the outside of the building

- on a signal from a smoke or heat-actuated device in the shaft

- when a closure in an opening between a floor area and a smoke shaft opens

(NOT TO EXCEED 5 YEARS) INSPECTION

Inspect all closures in vent openings into smoke shafts from each floor area "sequently".

INSPECTION, TEST AND MAINTENANCE
"GUIDELINES" FOR SPECIAL
HIGH-RISE FIRE PROTECTION SYSTEMS - SMOKE CONTROL EQUIPMENT

Smoke control equipment to be maintained to ensure satisfactory operation.

The foregoing information may or may not fit into every high-rise. For example, it would depend on when the building was constructed and to what degree smoke control measures were or were not applied. In many cases you will not find any smoke control measures because of the date of construction. Smoke control equipment could include motorized fire dampers, pressurization fans to pressure vertical shafts, etc. A permanent record must be kept of all inspections, tests and maintenance for at least 2 years.

ALTERNATIVE MEASURES FOR SAFETY OF TENANTS AND STAFF

Shepherd Lodge is a concrete frame construction with wet sprinklers, heat and smoke detectors throughout. The stairwells allow for quick exit from any part of the building. Automatic fire door closures and automatic systems are activated when the alarm is sounded.

FIRE DRILLS

To ensure that the residents and staff are totally familiar with emergency procedures pertaining to fire safety and evacuation. The goal of practicing fire drills will be to achieve an orderly evacuation with efficient use of exit facilities.

FIRE PREVENTION

Safety committees and the facility staff perform regular inspections thereby reporting any unsafe work areas or equipment.

TRAINING

Emergency procedures form a part of the in-service program. Training will include certain

basic concepts such as:

- prompt reporting of the fire
- operation of the fire alarm system
- location and operation of hand fire extinguishers
- limiting fire/smoke spread by closing doors and windows
- taking measures, as necessary, to safeguard residents, staff and volunteers
- familiarity with methods of evacuation
- concealment from residents of any apprehension that may be felt by the staff

Staff will be expected to review the fire manual regularly in order to familiarize themselves with the procedures.

CODE 5 In case of system being shutdown or dismantled:

1. A voice announcement will be made over the fire panel informing everyone that CODE 5 exists.
2. The receptionist or facility dept. staff will notify the monitoring company of the disruption.
3. The facility staff will conduct a fire walk and patrol the building every 60 minutes. The walks will be documented in the fire walk book.
4. Once the system is restored to normal conditions an all- Clear announcement will be made over the fire system. The monitoring company will be notified as well.

FIRE PROTECTION MEASURES;

FIRE ALARM SYSTEMS:

The purpose of a fire alarm is to alert all the occupants of the building that an emergency of fire exists, so that such occupants may put into practice the measures required to safeguard life and physical property.

The fire alarm system is a two- stage alarm system.

Stage 1: General Fire Alarm

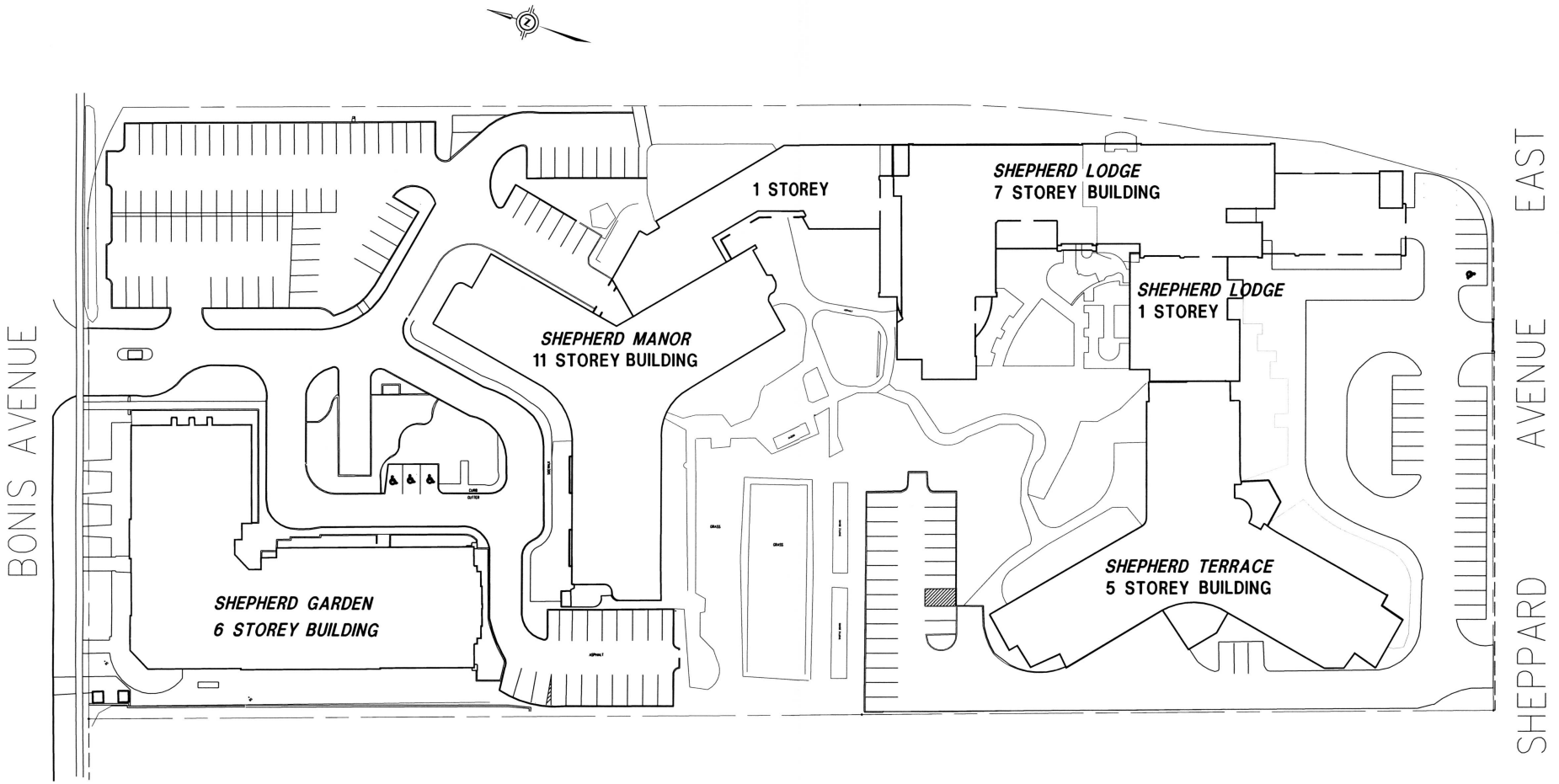
A general alarm is 20 strokes per minute at 3 second intervals.
It is a steady even ring.

Stage 1: Evacuation alarm

This is a continuous ringing of the alarm at 120 strokes per minute. It is achieved by inserting and turning the long key in the slot at the back of the pull station (when opened). Another way to initiate the second stage is to

manually press the button at the main annunciator panel. A special button has been programmed for it. The key is located at the 4th floor nursing station or on the handyman key ring.

SHEPHERD VILLAGE SITE PLAN

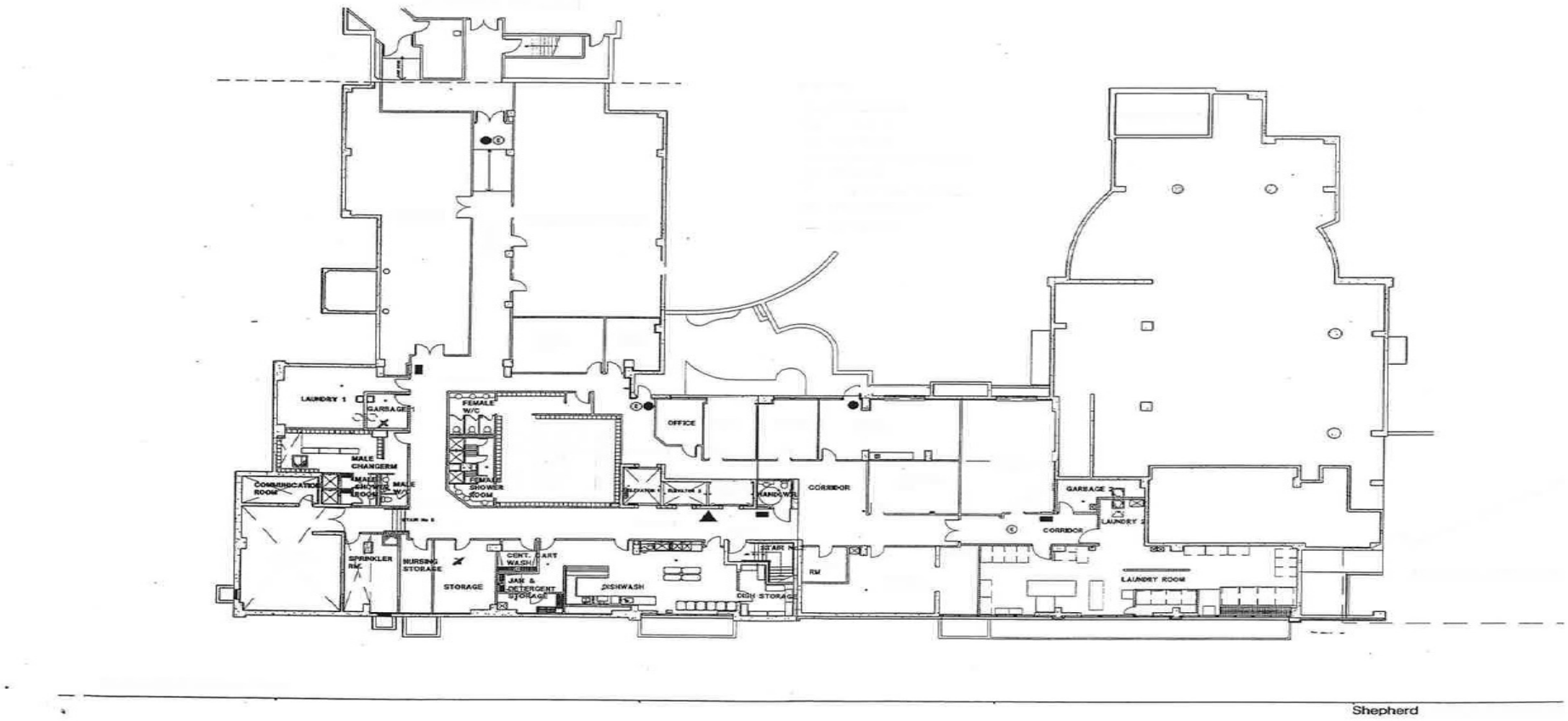


Site Plan

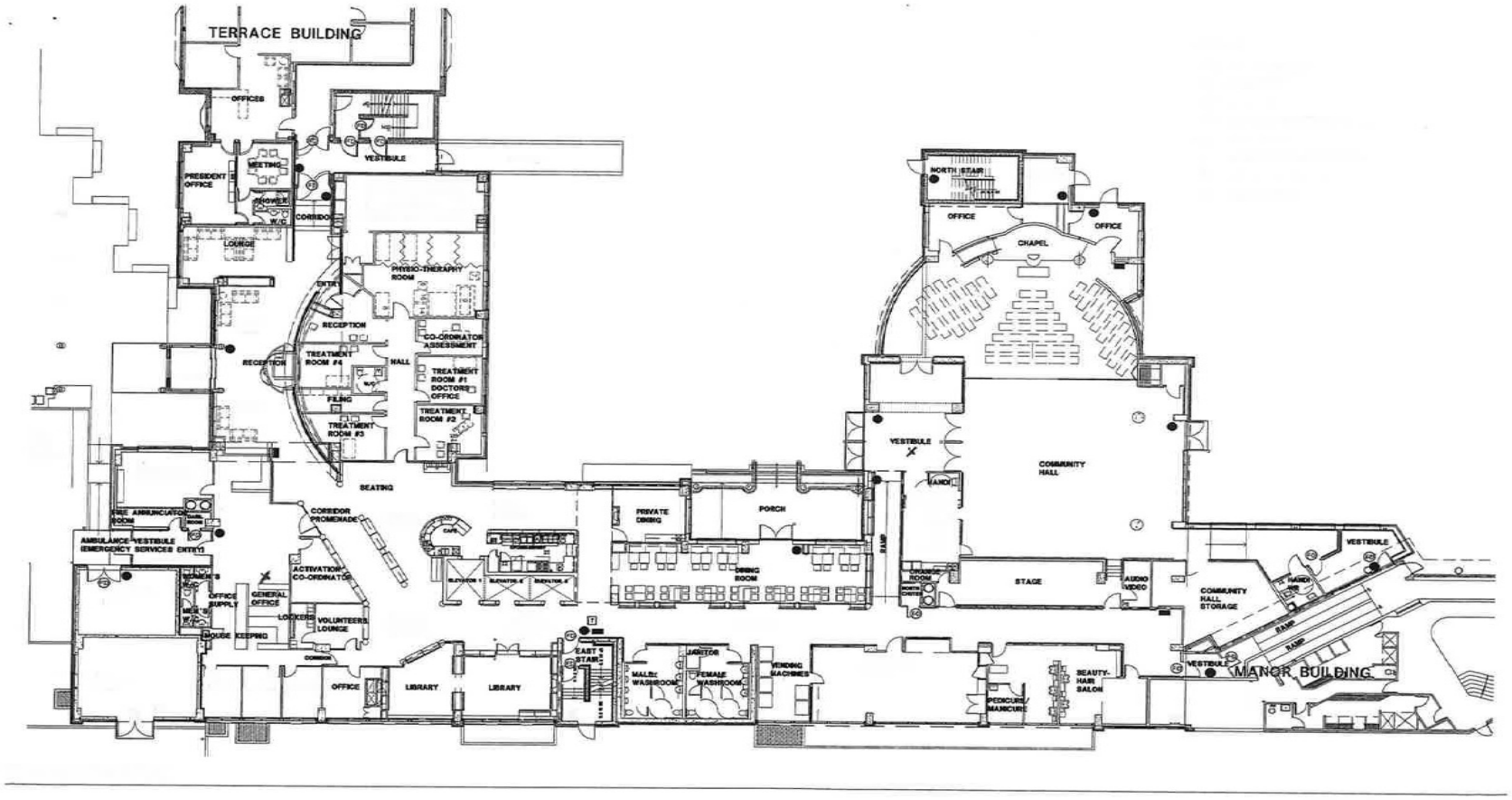
Shepherd Lodge LTC, Sheppard Ave. East, Toronto

Mekinda Snyder Partnership
ARCHITECTS • PLANNERS
Incorporated

SHEPHERD LODGE BASEMENT



SHEPHERD LODGE GROUND FLOOR



SHEPHERD LODGE TYPICAL FLOORS (2-7)