i. Fire Department Approval

KINGSTON GENERAL HOSPITAL

76 Stuart St.
Kingston, Ontario

CODE RED PLAN

(FIRE SAFETY PLAN)

REVIEWED AND APPROVED BY:

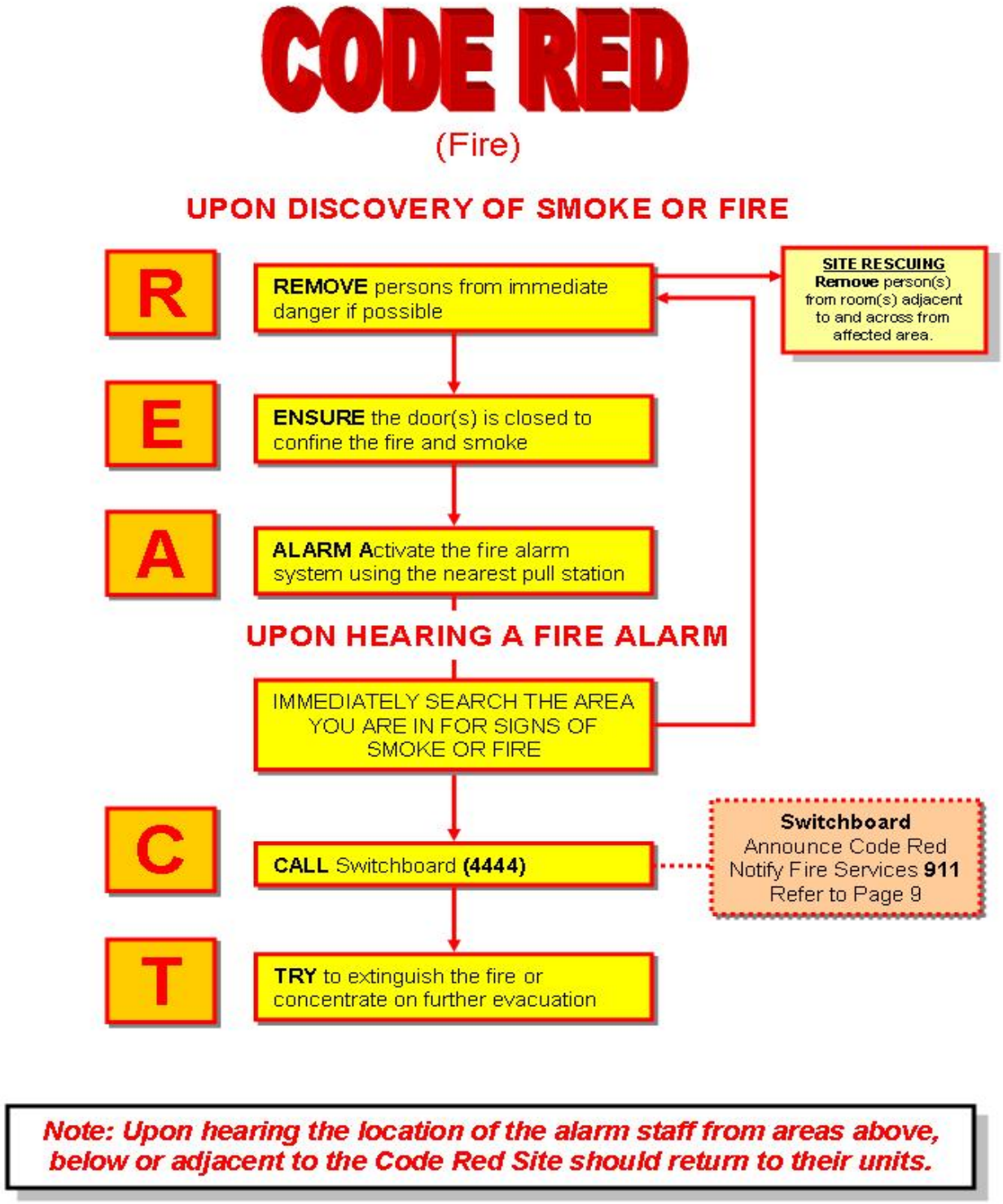
_____

KINGSTON FIRE SERVICES

Approval forwarded to Kingston General Hospital Fire Marshal:

_____

ii. Outline


CODE RED
(Fire)
UPON DISCOVERY OF SMOKE OR FIRE
R
REMOVE persons from immediate danger if possible
SITE RESCUING
Remove person(s) from room(s) adjacent to and across from affected area.
E
ENSURE the door(s) is closed to confine the fire and smoke
A
ALARM Activate the fire alarm system using the nearest pull station
UPON HEARING A FIRE ALARM
IMMEDIATELY SEARCH THE AREA YOU ARE IN FOR SIGNS OF SMOKE OR FIRE
C
CALL Switchboard (4444)
Switchboard
Announce Code Red
Notify Fire Services 911
Refer to Page 9
T
TRY to extinguish the fire or concentrate on further evacuation
Note: Upon hearing the location of the alarm staff from areas above, below or adjacent to the Code Red Site should return to their units.

iii. Forward

This Fire Safety Plan has been prepared for Kingston General Hospital, located at 76 Stuart Street, Kingston, Ontario, as is required by the 2015 Ontario Fire Code (OFC), section 2.8 (Ontario Regulation 213/07 as amended under the authority of the Ontario Fire Protection and Prevention Act 1997).

This Plan is designed to provide occupant safety in the event of a fire, to ensure effective use of the fire safety features of the building, and to minimize the possibility of fires. The Plan also provides an audit of the building resources and details the maintenance of said resources required by the OFC. The Plan will be available to firefighters in an emergency, and as such will assist them by providing floor plans and other building and tenant information.

This Plan must be approved by Kingston Fire & Rescue, but this does not in any way relieve the owner, lessee, or building management of their responsibilities, as set out in the OFC.

The Fire Protection and Prevention Act (FPPA) states any individual convicted of an offence for contravention of the fire code, is liable to a fine of not more than $50,000 or imprisonment for a term of not more than one year, or both; a corporation to a fine of not more than $100,000, a director or officer of a corporation is liable to a fine of not more than $50,000 or to imprisonment for a term of not more than one year, or to both.

The Fire Department may require this Plan, or any part thereof, once approved, to be resubmitted if any changes are made to the content, whether it be because of changes to occupancy or use, or standards, or because the Chief Fire Official judges the current Plan to be no longer acceptable.

As stated by the OFC, Division B, Sentence 2.8.21.(4) The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building. While it is reasonable to believe the Fire Department will assume command upon their arrival at a fire emergency, it is nevertheless the responsibility of the owner to ensure the safety of the occupants at all times.

As stated by the OFC, Division B, Sentence 2.8.1.2.(1) Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

Owner

As defined by the OFC an Owner means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property. Therefore, the Owner may be considered any one, or combination of, Kingston General Hospital administration, Protection Services director, Security & Life Safety manager, and building staff.

As stated by OFC, Division A, Sentence 1.2.1.1. Unless otherwise specified, the Owner is responsible for carrying out the provisions of this code. Owners must therefore take responsibility for ensuring compliance with the OFC. Responsibilities include, but are not

limited to, maintenance of the life safety and fire protection systems provided for occupant safety, conducting training and fire drills in accordance with the requirements of the OFC and controlling fire hazards in the building.

Building managers may be charged with the responsibility of running a building on a day-to-day basis, and may carry out some or all of the above requirements. Owners bear the responsibility to ensure that they do not contravene the OFC (e.g. allowing fire hazards to exist within their buildings).

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1.0 RESPONSE & RECOVERY – ALL STAFF

RESPONSE

The first person to discover a fire emergency will assume command of the area until relieved by someone in higher authority (e.g. management, security, fire dept., etc.). In the event of either discovering smoke or fire, or upon hearing a fire alarm, all employees, physicians and volunteers shall respond as follows:

1.1. Upon Discovery of Smoke or Fire

R.E.A.C.T. Formula

Remove
Rescue person in immediate danger. Remove people adjacent to and directly across from the hazard.

Ensure Containment
Close doors and windows in and near the affected area (if safe to do so) to minimize the spread of smoke and oxygen available to the fire

Alarm
Call out "CODE RED" and the location of the fire. Activate the nearest pull station.

Call **4444**
Notify Switchboard / Reception and give details (your name, fire location, size of fire, etc.).

Try to Extinguish / Evacuate
If within your capability, extinguish the fire. If not, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation door and wait for the Fire Department.

1.2. Upon Hearing the Fire Alarm or Code Red

☐ Search your immediate area for signs of smoke or fire:

If Found
Initiate the REACT formula as detailed in **1.1** above.

If Not Found
Remain in your area/office/department. Maintain preparedness and listen for overhead announcements

1.3. Fire Classification:

CLASS	PICTOGRAM	FUEL	EXTINGUISHER
A		Wood, Textiles, Rubbish, Linens, Paper, etc.	Pressurized water or dry chemical extinguishers are used for “Class A” fires
B		Grease, Ether, Alcohol, Oil, Paint, Acetone, etc.	CO2 or a dry chemical extinguishers can be used for “Class B” fires
C		Toaster, Microwave, Anything energized electrically.	CO2 or a dry chemical extinguisher can be used for “Class C” fires

1.4. Type of Extinguishers:

TYPE	VISUAL	FIRE CLASS
Pressurized Water		
Dry Chemical		
CO2		
Wet Chemical		

1.5. Using the "P.A.S.S." System:

ACTION	TECHNIQUE
	Pull the pin. This will allow you to discharge the extinguisher.
	Aim at the base of the fire. If you aim at the flames (frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.
	Squeeze the top handle or lever. This depresses a button that releases the pressurized extinguishing agent in the extinguisher.
	Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

When using an extinguisher, remember the following:

- Make sure you have an exit
- Make sure that there is someone else with you
- Never put your back to the fire
- Only use an extinguisher if you have been properly trained and the fire is small and manageable

RECOVERY

The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

1.6. Upon Notification of the Code Red – All Clear

☐ If you are the initiator of the Code be prepared to provide a statement to Protection Services

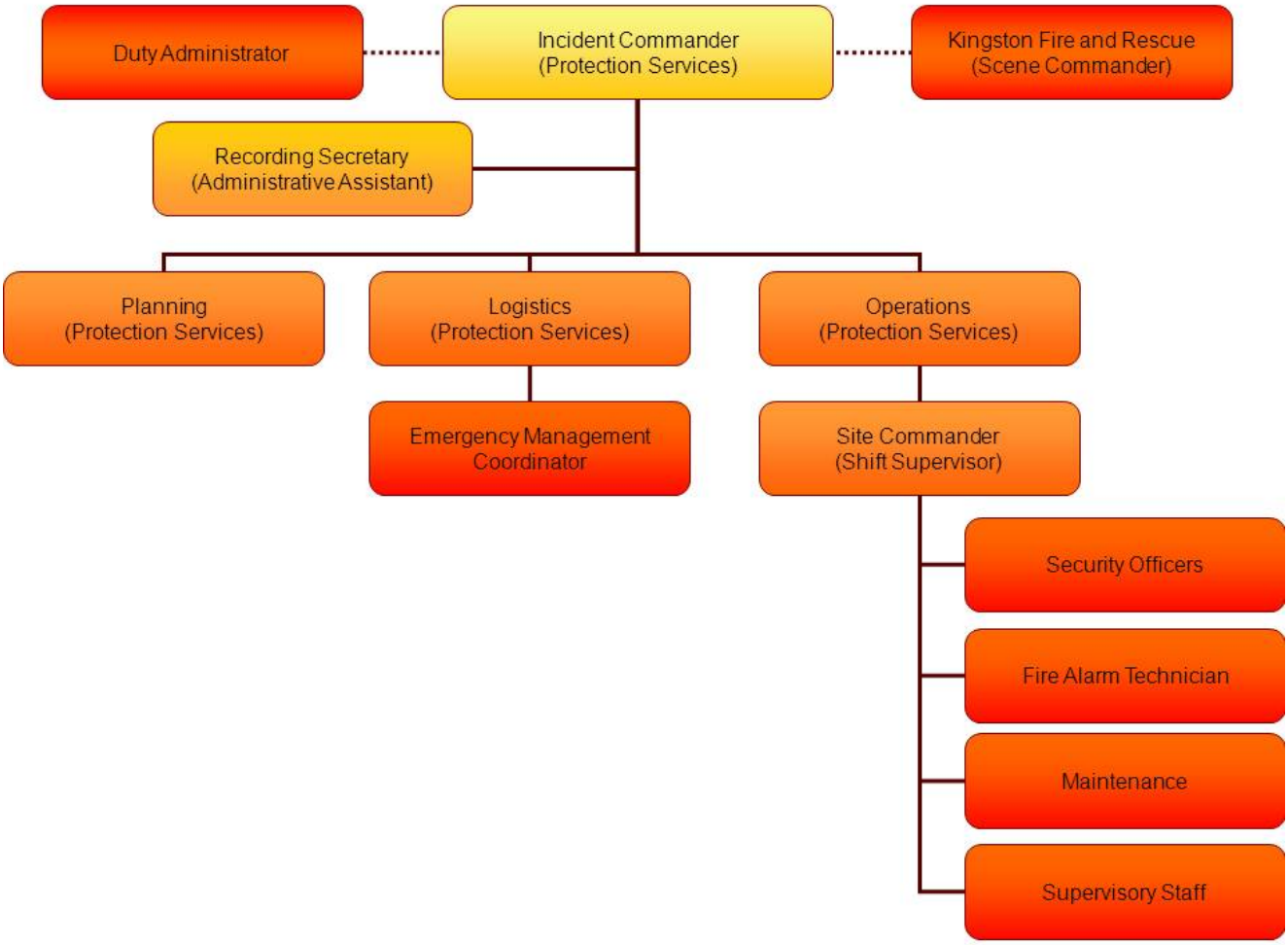
☐ Resume normal operations

2.0 RESPONSE & RECOVERY – PROTECTION SERVICES

RESPONSE

Protection Services will escort Kingston Fire Services to the location of the alarm. Protection Services will be subordinate to the Kingston Fire Services. The Incident Command Centre (ICC) will be established in the Security Office Boardroom on Dietary 1 (7-106C)[1].

2.1. Incident Management System



2.2. Upon Receiving the Code Red Notification

Security Operations Centre Operator

☐ Announce over the radio the location of the emergency

☐ Identify the designated Kingston Fire Services entrance (Appendix A) and notify the Rounds Officer

[1] The location of the ICC will be moved to Watkins 2 if the affected area is in the Dietary Wing.

Incident Commander[2]

☐ Establish the Incident Command Centre
☐ Be prepared to transfer command to a higher authority (e.g., Kingston Fire Services / CEO / EOC)
☐ Ensure that Switchboard personnel are aware of the location and contact number for Incident Command
☐ Appoint the following positions, only if the regular assigned persons are not available

- ☐ Planning _____
- ☐ Logistics _____
- ☐ Operations _____
- ☐ Recording Secretary _____

☐ Receive status report/discuss initial action plan with required positions
☐ Prepare to provide a situational report to the President & CEO / Delegate
☐ Prepare to receive further calls from Switchboard operators
☐ Consult with Kingston Fire on threat severity
☐ Announce status meetings/action meeting of required positions within desired time
☐ Determine evacuation needs and prepare to make recommendations
☐ If the threat is to a building attached to Kingston General Hospital, notify the Administrator on-call

Planning Officer

☐ Initiate the recall of off-duty Security personnel, as required
☐ Ensure the continuation of Security functions in the remainder of the facility
☐ Prepare for the termination of the emergency and any debriefing requirements

Logistics Officer

☐ Provide radio communication as necessary
☐ Be prepared to provide provisions for the Incident Command Centre in the event of an extended emergency (i.e. food, etc.)

Operations Officer

☐ Ensure an officer is meeting Kingston Fire Services at the designated entrance
☐ Ensure the CACF room (22-1-306) is unlocked for Kingston Fire Services
☐ Maintain continuous communication with the Site Commander
☐ Provide continuous updates to the Incident Commander

Emergency Management Coordinator

☐ Report to the affected area and assess the situation
☐ Report to the incident command centre (Dietary 1) and update Incident Commander
☐ Be prepared to relay information from the Incident Command to the incident site during times of communications failure

[2] The Incident Commander will be highest level of authority within the Emergency Management, Security & Life Safety Department, (I.E. Director, Emergency Management Security & Life Safety / Delegate)

Security Supervisor (Site Commander)

- ☐ Take decisive actions to minimize risk to patients, staff and visitors
- ☐ Assess the situation (if no fire emergency exists notify the security officer meeting Kingston Fire Services to give them an update)
- ☐ Activate the Alarm Stage (2nd stage alarm) if a fire emergency exists. Notify Security Operations Centre to contact Switchboard to announce Code Green & location of the emergency (i.e. Code Green Dietary 1)
- ☐ Attempt to extinguish or contain the affected area using the appropriate fire suppression equipment – if within your capability
- ☐ Be prepared to assist with evacuation as directed

Security Rounds Officer

- ☐ Meet the Kingston Fire Services at the designated entrance and escort to Code Red site
- ☐ Report to the floor above the affected area (if applicable) and monitor for signs of smoke or fire and report to Incident Command all concerns observed

Fire Alarm Technician

- ☐ Report to the alarm location
- ☐ Provide assistance as required in identifying the area in alarm

RECOVERY

Cancellation of a Code Red comes only after the alarm is identified as being false, or the fire is extinguished and area cleared for re-entry. Cancellation is to be initiated only by instruction from Kingston Fire Services. This message will be relayed to the Switchboard Operator, who will announce "All Clear". During times when the Fire Alarm Technician is not on-site it will be the responsibility of the Shift Supervisor to reset the fire alarm system.

2.3. Alarm Reset

Fire Alarm Technician

- ☐ Reset Main Control Panel (MCP)
- ☐ Buttons must be pressed (acknowledged) in a top to bottom sequence
- ☐ Press "Alarm" button, wait 2 seconds
- ☐ Press "Silence Audible" button, wait 2 seconds
- ☐ Press "Supervisory" button, wait 2 seconds
- ☐ Press "Trouble" button, wait 2 seconds
- ☐ Press "Reset" button
- ☐ Wait 30 seconds to ensure panel clears
- ☐ Acknowledge any "Trouble" lights by pressing the button next to the corresponding flashing light
- ☐ If the reset fails, attempt again after 30 seconds
- ☐ If reset fails again, take necessary actions to rectify any issues and notify Switchboard that the system is having technical difficulties
- ☐ After a successful reset, notify Security Operations Centre Operator to announce ***"Code Red – All Clear"***

Security Operations Centre Operator

- ☐ Contact Switchboard to announce **"Code Red – All Clear"**

Site Commander

☐ During times of the absence of a Fire Alarm Technician the Site Commander will be responsible for resetting the fire alarm system. Follow directions above for fire alarm reset.
☐ If the fire alarm fails to reset after a second attempt contact the Fire Alarm Technician and notify Switchboard that the system is have technical difficulties

Incident Commander
☐ Upon notification of the All Clear deactivate the Incident Command Centre
☐ Brief the Administrative Coordinator on the status of the alarm
☐ Request debriefing with Site Commander

Logistics Officer
☐ Make necessary arrangements for the incident debriefing

3.0 RESPONSE & RECOVERY – MAINTENANCE PERSONNEL

RESPONSE

3.1. Upon Receiving the Code Red Notification

☐ All qualified Electricians report immediately to the Code Red site and assist with the assessment of the situation
☐ Provide assistance with the isolation of the fire emergency and provide guidance on ventilation control
☐ All other maintenance personnel are required to report to the Maintenance Office and await further instructions until an all clear is announced

RECOVERY

3.2. Upon Notification of the Code Red – All Clear

☐ Monitor the hospital's ventilation control systems to ensure that all fans are running properly
☐ Resume normal duties

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4.0 RESPONSE & RECOVERY – SWITCHBOARD

RESPONSE

4.1. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call **911** providing the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, if within your capability, to extinguish the fire. If not, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators
- ☐ Proceed to the alternate Switchboard location on Douglas 0 **(8-020) (See Appendix E)**

4.2. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [3](30TPM)

- ☐ Cease unnecessary activity and inspect the fire alarm NCC to identify the location of the alarm
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
  - ☐ If you discover smoke or fire refer to **4.1 Upon discovery of smoke or fire** for response
  - ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness.
- ☐ Do not use elevators unless instructed by the Fire Department
- ☐ Announce overhead three times **"CODE RED (location)"**
- ☐ Call Kingston Fire Department **(911)** and advise them of the location of the alarm

Notify:

Monday to Friday (During normal business hours 0700 – 1700)

- ☐ Page Nurse Manager of affected area where applicable (See Code Blue listings for appropriate nurse)
- ☐ Call Maintenance ext. **4030** or **4000**.

Monday – Friday (After normal business hours)

- ☐ Maintenance on call pager (**108** until 9pm)
- ☐ 1900 – 0700 Administrative Coordinator **at 7021**

[3] TPM – Refers to Tones Per Minute

Weekends and Holidays
☐ Page Maintenance on call pager
☐ Administrative Coordinator **at 7021**

***NOTE: IF IN RICHARDSON LAB OR ETHERINGTON HALL DO NOT OVERHEAD PAGE**
Monday – Friday (During normal business hours 0700 – 1700)
Contact:
☐ Queen's Emergency Centre **(613-533-6111)** & confirm that Fire Dep't has been called
☐ Security **(4142)**

After Hours & Weekends
Contact:
☐ Queen's Emergency Centre **(613-533-6111)** & confirm that Fire Dep't has been called
☐ Security **(4142)**
☐ Administrative Coordinator **at 7021**

*Queen's security must reset the panel

***NOTE: IF IN BARRIE STREET CLINICS CLINICS WILL CALL 4444 TO ANNOUNCE FIRE AND LOCATION DO NOT OVERHEAD PAGE**
☐ Write down the extension; obtain exact location; name of clinic; address and caller's name.
Contact:
☐ Fire Department and advise them of the location of the emergency
☐ Security **(4142)**

4.3. Upon Receiving Alarm Notification When System Is In By-Pass

When notified by Security that an area is being shut down for construction Switchboard should not receive alarms for that area. If notified by Security that they are testing the fire alarm system, Switchboard should disregard all alarms in the area being tested.

☐ Identify the area in alarm
  ☐ If the alarm is in your area reference **4.2 Upon Hearing A Fire Alarm**
  ☐ If the alarm is in an area other than the area in by-pass announce overhead three times **"Code Red (Location)"**
☐ If the alarm is in the area that is in by-pass contact the following to investigate:
  ☐ Security **(4142)**
☐ Contact the Kingston Fire Department to see if they have been notified by FMC to respond
  ☐ If they have, notify Security that they are on-route
  ☐ If they have not, notify Security that they are not on-route (if Fire Department asks if they should respond, ask them to standby while Security investigates)

RECOVERY

The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

4.4. Upon notification that the crisis has concluded

☐ Announce over the public address system three times, ***"CODE RED, ALL CLEAR"***
☐ Resume normal operations

5.0 RESPONSE & RECOVERY – ARMSTRONG

RESPONSE

5.1. General Overview

Fire Alarm System

The fire alarm system installed in the Armstrong is an MXL addressable system. The system is designed to identify the exact location of the devise that has been activated during an alarm. There are three devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the devise activating the system. Third is the sprinkler system (located on level 0 only), this is activated when the ceiling temperature reaches a certain level and activates the sprinkler head to release water in the area.

Fire Suppression System

The building is not equipped with a full wet sprinkler system, the level 0 being the only floor that does have sprinklers. It is also equipped with a standpipe system, and fire hose cabinets were conspicuous at that level, level 1, and in the penthouse. Note that the incoming sprinkler water line also feeds the Kidd and Connell Wings. Portable handheld type ABC fire extinguishers are located throughout the rest of the building, some of which are in recessed cabinets. A Siamese sprinkler connection is located on the building exterior accessed from Lower University Avenue.

Occupancy

Group B2 & D Occupancy

Building Exterior

The exterior wall construction is typically poured concrete and pre-cast concrete panels. The roof system is an inverted roof membrane assembly (IRMA) with a built-up roof membrane, stone ballast and parapet walls. Drainage is achieved through internal roof drains to leaders. The window system is an anodized, extruded aluminum sash with 1/2 inch insulated glazing. The exterior doors include anodized, extruded aluminum vertically-hinged and automatic sliding entrance systems with ¼ inch safety glass, folding overhead doors and hollow metal doors and frames with knob type cylindrical hardware.

Building Interior

The ceilings are typically 2 x 4 acoustic ceiling tiles supported in a suspended metal grid system. The walls are typically gypsum wallboard and stud wall construction with painted finishes. The floors include sheet vinyl and carpeting finishes. The interior doors include flush hollow metal and flush solid core wood doors set in hollow metal frames with knob or lever type cylindrical hardware.

Building Structure

The building is a five story, reinforced concrete structure built in 1973. The main structural frame consists of reinforced, concrete slabs supported by reinforced cast-in-place concrete beams and columns. The basement floor is a reinforced, cast-in-place concrete slab. The entire building is supported on cast-in-place concrete footings and perimeter cast-in-place walls.

Level 0 is located below grade and is approximately 829 square meters (8,760 SF) and contains Offices.

Level 1 is located at grade and is approximately 829 square meters (8,760 SF) and contains the Pre-Admission Centre and Diagnostic Specimen Collection.

Level 2 is located at grade and is approximately 829 square meters (8,760 SF) and contains Intensive Care Unit.

Level 3 is approximately 829 square meters (8,760 SF) and contains Out Patient Clinics and E.C.G.

Level 4 is approximately 829 square meters (8,760 SF) and contains Out Patient Clinics.

Level 5 is approximately 829 square meters (8,760 SF) and contains Out Patient Clinics.

Vertical Transportation
The building has two passenger elevators which service levels 0 through 5. The building also contains two exit stair enclosures, numbered 8 and 9. Stair nos. 8 and 9 service levels 1 through 5 with stair no. 8 additionally servicing level 0 and stair no. 9 additionally servicing the roof level.

5.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

5.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [4](30TPM)

- ☐ Cease unnecessary activity and listen for the location of the emergency
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **5.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.
- ☐ Reassure patients and visitors that they remain calm and direct them to the nearest safe area

[4] TPM – Refers to Tones Per Minute

☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)
☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
☐ Prepare for the need to evacuate the area

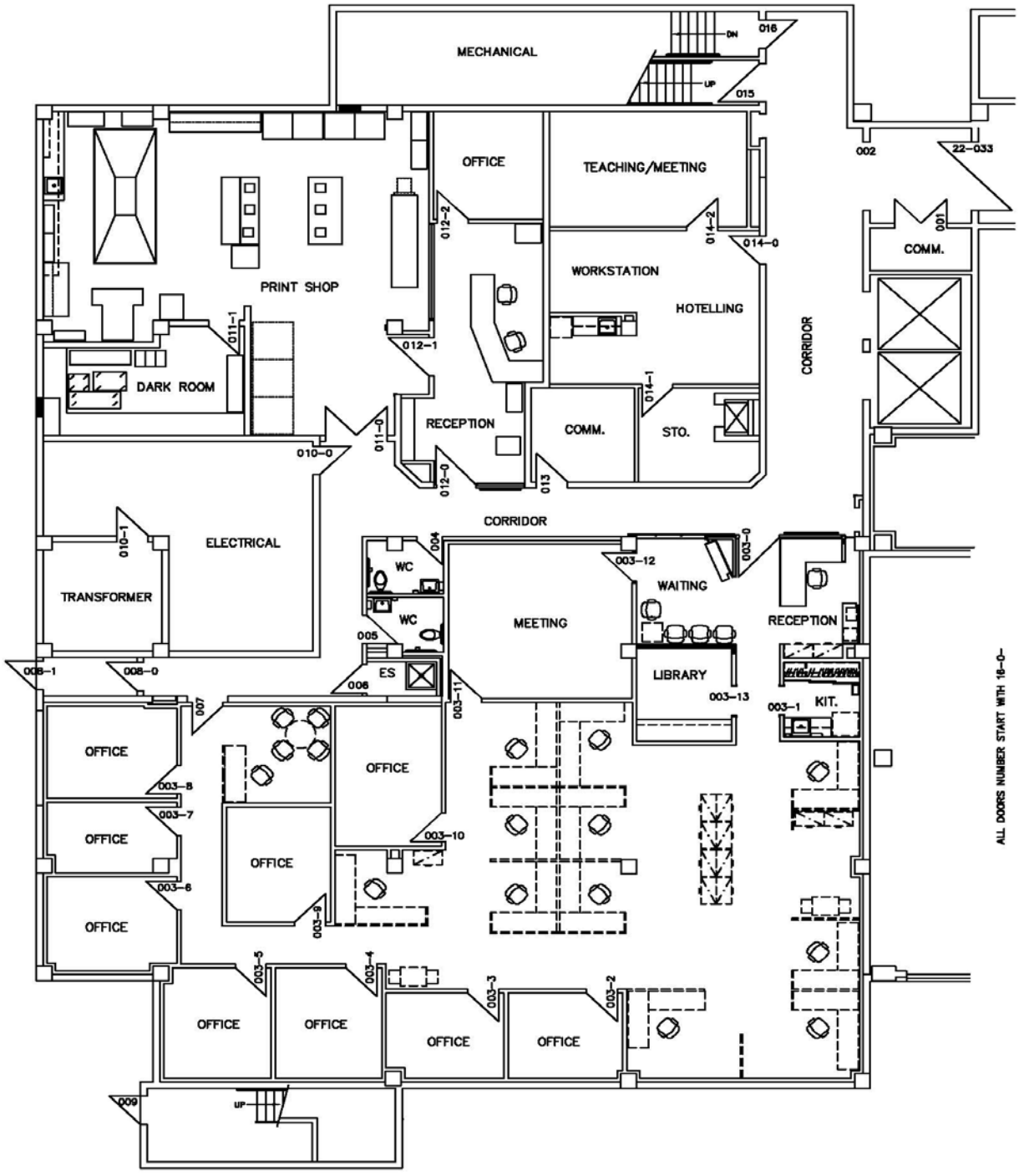
Kingston Fire Services Access
Kingston Fire Services will meet the Security Rounds officer at the Armstrong Main entrance off Lower University St. (For more details see **Appendix A – Response to KGH**)

Special Hazards
There are no special hazards in the Armstrong wing.

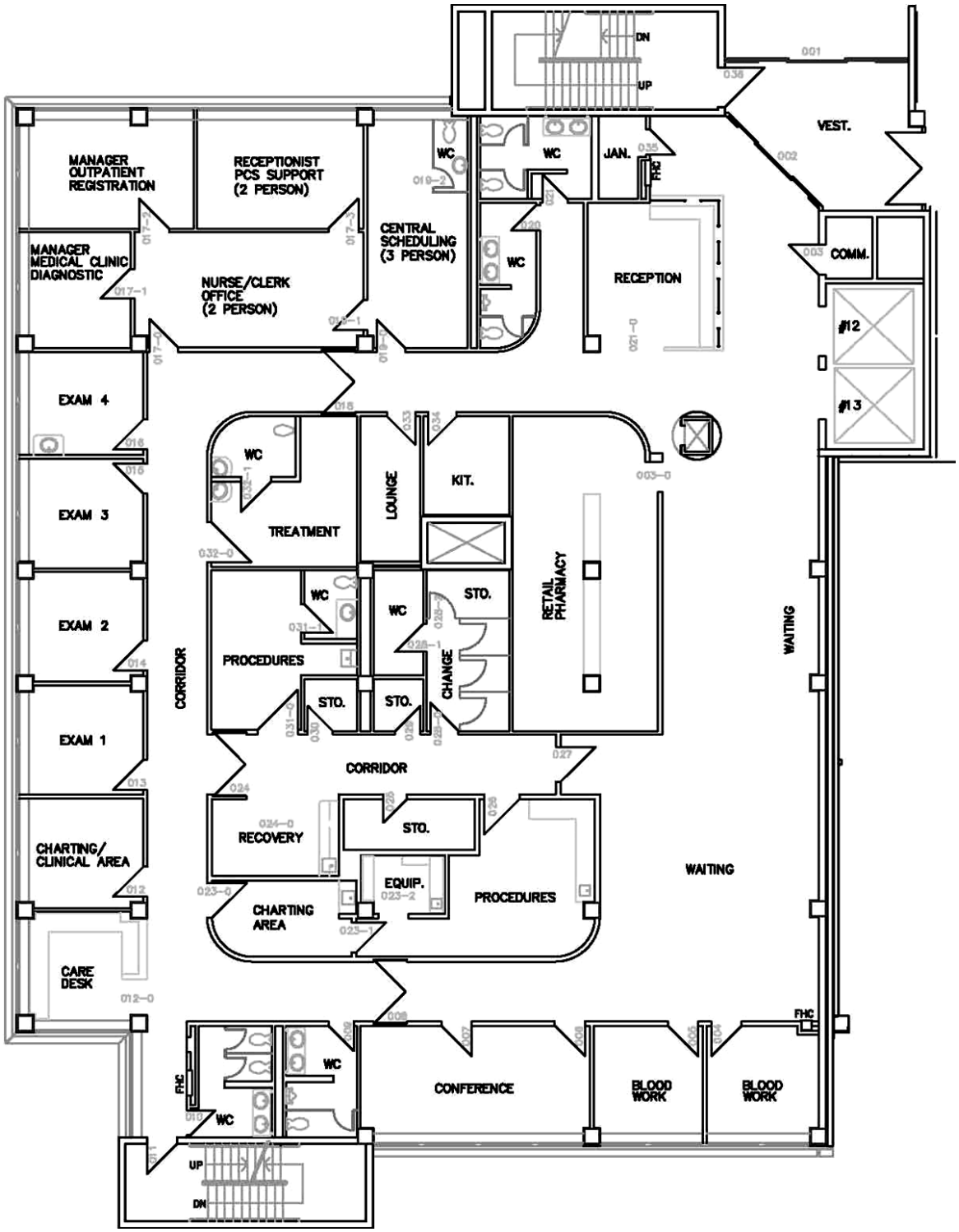
RECOVERY
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

5.4. Upon Notification That the Crisis Has Concluded
☐ Resume normal operations

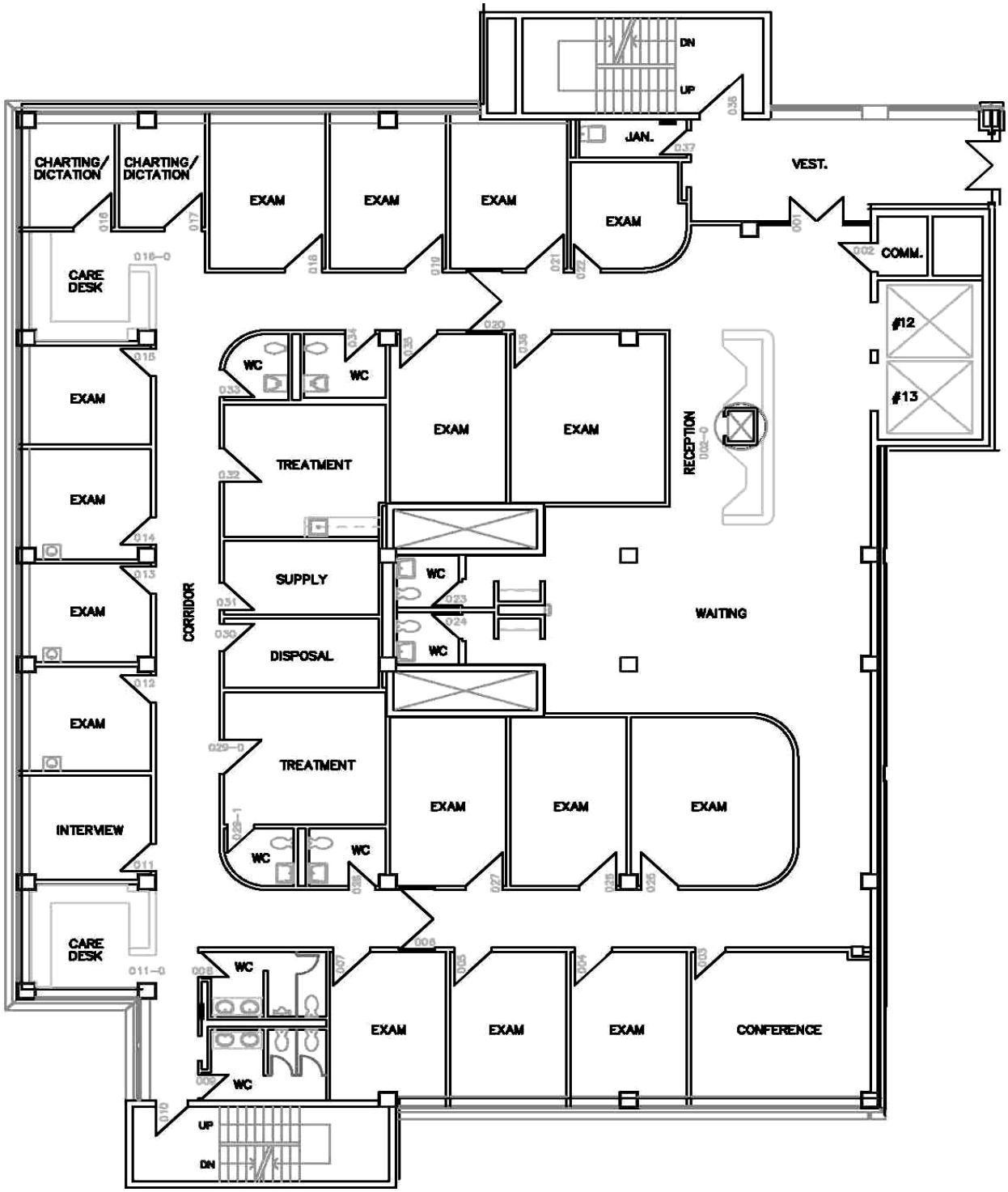
5.5. Floor Plans
Level 0



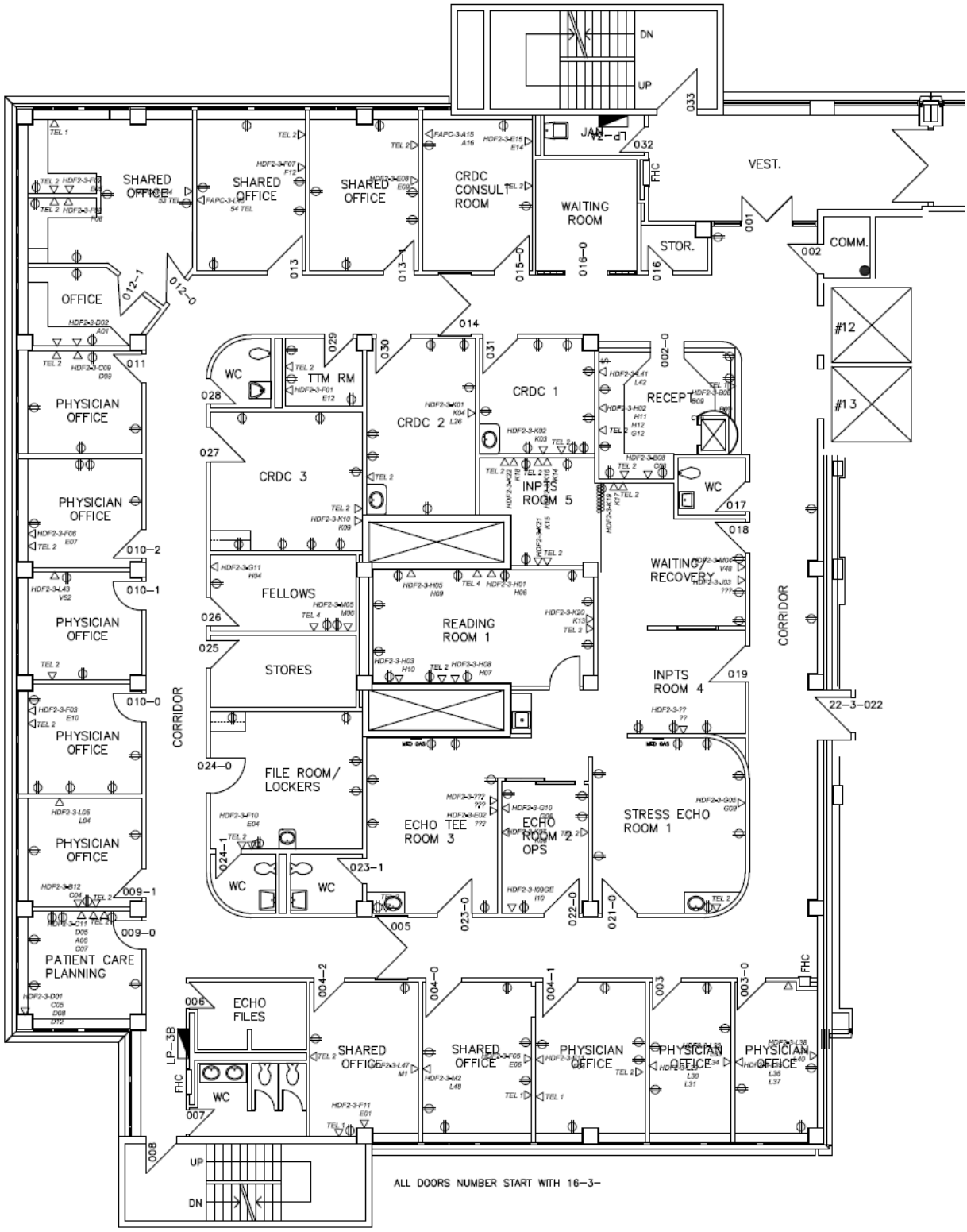
Level 1


MANAGER OUTPATIENT REGISTRATION
RECEPTIONIST PCS SUPPORT (2 PERSON)
CENTRAL SCHEDULING (3 PERSON)
MANAGER MEDICAL CLINIC DIAGNOSTIC
NURSE/CLERK OFFICE (2 PERSON)
WC
JAN.
VEST.
COMM.
RECEPTION
#12
#13
EXAM 4
EXAM 3
EXAM 2
EXAM 1
TREATMENT
LOUNGE
KIT.
RETAIL PHARMACY
WAITING
PROCEDURES
STO.
CHANGE
CORRIDOR
CHARTING/ CLINICAL AREA
CARE DESK
RECOVERY
EQUIP.
CHARTING AREA
CONFERENCE
BLOOD WORK
UP
DN
FHC

Level 2

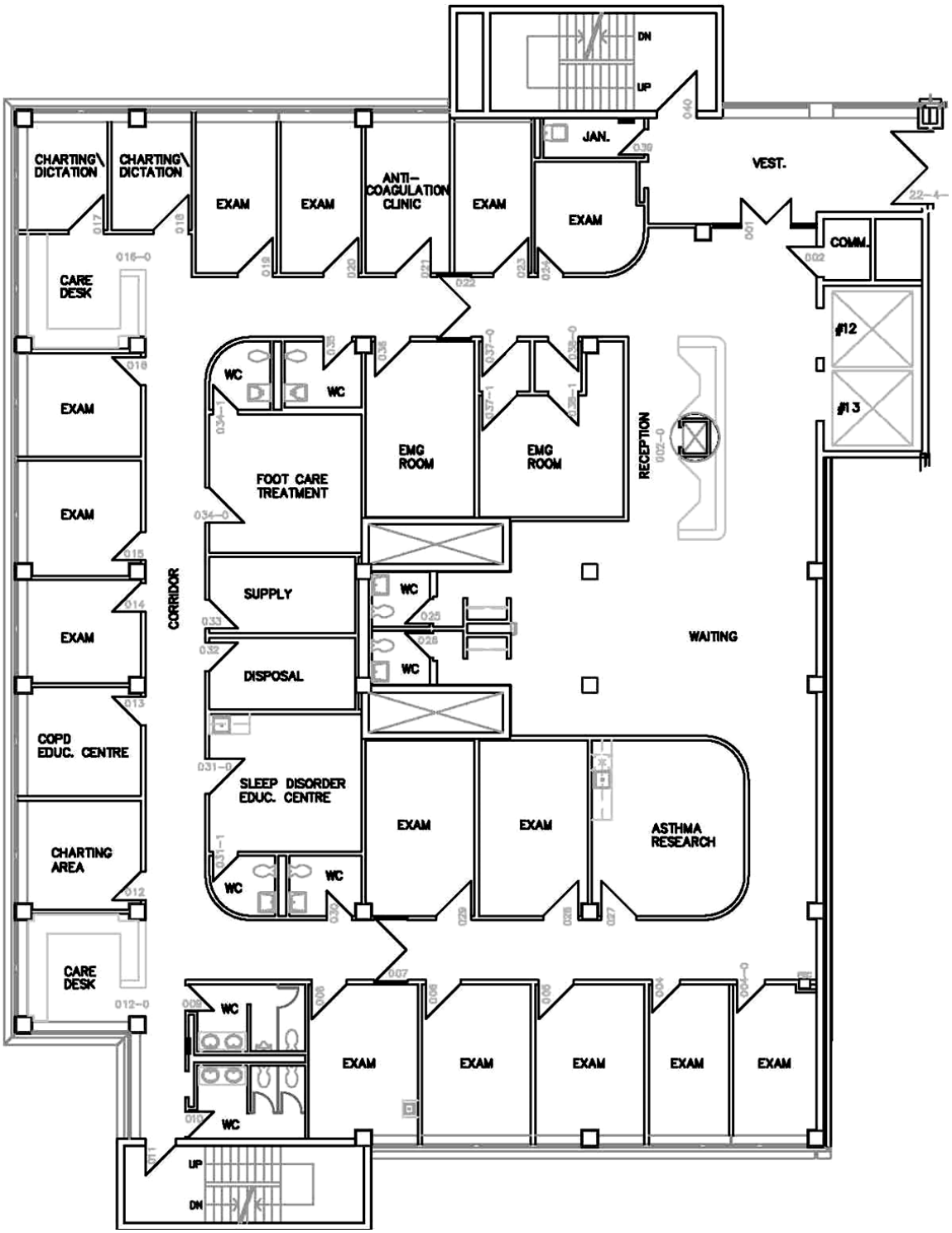

DN
UP
JAN.
VEST.
CHARTING/ DICTATION
CHARTING/ DICTATION
EXAM
EXAM
EXAM
EXAM
COMM.
CARE DESK
#12
#13
WC
WC
EXAM
EXAM
TREATMENT
RECEPTION
EXAM
EXAM
SUPPLY
WC
CORRIDOR
WAITING
DISPOSAL
WC
EXAM
TREATMENT
EXAM
EXAM
EXAM
INTERVIEW
WC
WC
CARE DESK
WC
EXAM
EXAM
EXAM
CONFERENCE
WC
UP
DN

Level 3

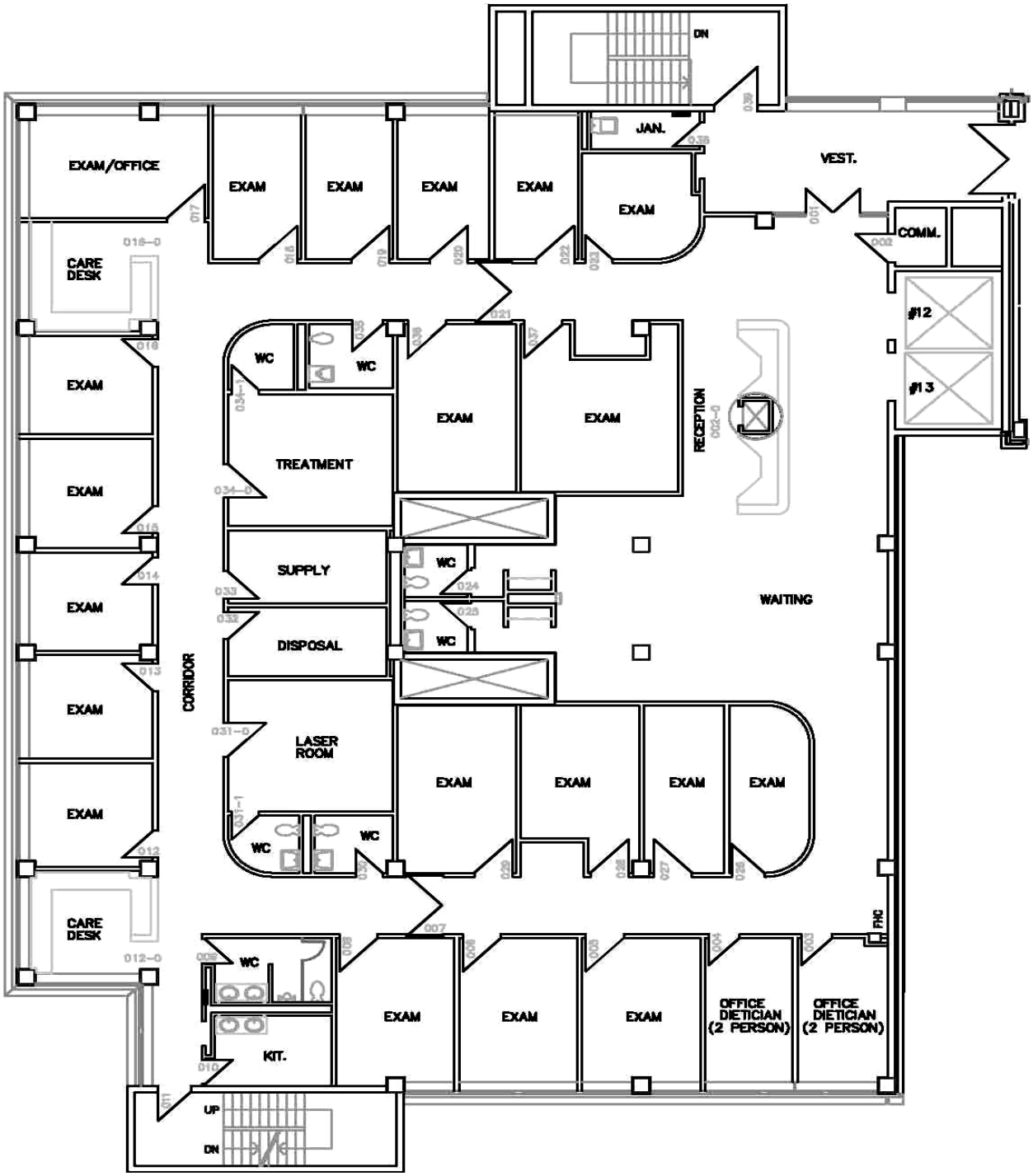


DN
UP
JAN
LP-2A
VEST.
SHARED OFFICE
SHARED OFFICE
SHARED OFFICE
CRDC CONSULT ROOM
WAITING ROOM
STOR.
COMM.
OFFICE
PHYSICIAN OFFICE
PHYSICIAN OFFICE
PHYSICIAN OFFICE
PHYSICIAN OFFICE
PHYSICIAN OFFICE
PATIENT CARE PLANNING
WC
TTM RM
CRDC 2
CRDC 1
RECEPT
CRDC 3
INPTS ROOM 5
WC
FELLOWS
READING ROOM 1
WAITING/ RECOVERY
STORES
INPTS ROOM 4
CORRIDOR
CORRIDOR
FILE ROOM/ LOCKERS
ECHO TEE ROOM 3
ECHO ROOM 2 OPS
STRESS ECHO ROOM 1
WC
WC
ECHO FILES
SHARED OFFICE
SHARED OFFICE
PHYSICIAN OFFICE
PHYSICIAN OFFICE
PHYSICIAN OFFICE
WC
#12
#13
22-3-022
LP-3B
FHC
UP
DN
ALL DOORS NUMBER START WITH 16-3-

Level 4


DN
UP
JAN.
VEST.
CHARTING\ DICTATION
CHARTING\ DICTATION
EXAM
EXAM
ANTI-COAGULATION CLINIC
EXAM
EXAM
COMM.
CARE DESK
#12
#13
WC
WC
EXAM
EMG ROOM
EMG ROOM
RECEPTION
FOOT CARE TREATMENT
EXAM
SUPPLY
WC
CORRIDOR
EXAM
WAITING
DISPOSAL
WC
COPD EDUC. CENTRE
SLEEP DISORDER EDUC. CENTRE
EXAM
EXAM
ASTHMA RESEARCH
CHARTING AREA
WC
WC
CARE DESK
WC
EXAM
EXAM
EXAM
EXAM
EXAM
WC
UP
DN

Level 5


EXAM/OFFICE
EXAM
EXAM
EXAM
EXAM
EXAM
DN
JAN.
VEST.
COMM.
CARE DESK
#12
#13
WC
WC
EXAM
EXAM
RECEPTION
TREATMENT
EXAM
EXAM
SUPPLY
WC
WAITING
DISPOSAL
WC
CORRIDOR
LASER ROOM
EXAM
EXAM
EXAM
EXAM
WC
WC
CARE DESK
WC
EXAM
EXAM
EXAM
OFFICE DIETICIAN (2 PERSON)
OFFICE DIETICIAN (2 PERSON)
KIT.
UP
DN

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6.0 RESPONSE & RECOVERY – BURR WING

RESPONSE

6.1. General Overview

Fire Alarm System

The fire alarm system installed in the Burr Wing is an MXL addressable system. The system is designed to identify the exact location of the devise that has been activated during an alarm. There are three devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the devise activating the system. Third is the sprinkler system, this is activated when the ceiling temperature reaches a certain level and activates the sprinkler head to release water in the area. When the fire alarm system is activated, the adjoining wing (Victory) will also activate.

There are select locations on **Burr 4** that require a **key** to activate the manual pull station. These locations are:

21-4-011-3
21-4-013-0
21-4-013-37
21-4-013-44-2
21-4-017-0
21-4-018-2
21-4-018-0
21-4-020-0
21-4-020-14-0
21-4-020-16-0
21-4-023

To activate the pull station:
Insert key into **top** keyhole and turn to the right (see below)
Allow the housing to flip down towards you (alarm will activate)
Remove key

(Keyed pull station)

Fire Suppression System

The building is equipped with a wet sprinkler system with a zone per each of the levels, and also is equipped with fire hose cabinets and portable handheld type ABC or A type fire extinguishers located throughout the building. There is also a Pre-action system that services level 0 as well. A Siamese sprinkler connection is located on the north/east side and the south/west side of the building.

Occupancy

Group A2, B1 & D Occupancy

Building Exterior

The exterior wall construction is typically poured concrete and pre-cast concrete panels with CMU. The roof system is an inverted roof membrane assembly (IRMA) with a built-up roof

membrane, stone ballast and parapet walls. Drainage is achieved through internal roof drains to leaders. The window system is an anodized, extruded aluminum sash with operable casement units and insulated glazing with integral blinds. The exterior doors include anodized, extruded aluminum vertically-hinged and automatic sliding entrance systems with ¼ inch safety glass and hollow metal doors and frames with knob type cylindrical hardware.

Building Interior
The ceilings are typically 2 x 4 acoustic ceiling tiles supported in a suspended metal grid system. The walls include CMU, gypsum wallboard and stud wall construction and full height demountable partitions, all with painted finishes. The floors include VCT, sheet vinyl, terrazzo and carpeting finishes. The interior doors include flush hollow metal and flush solid core wood doors set in hollow metal frames with knob or lever type cylindrical hardware.

Building Structure
The building is a one story, reinforced concrete structure built in 1975. The main structural frame consists of reinforced, concrete slabs supported by reinforced cast-in-place concrete beams and columns. The basement floor is a reinforced, cast-in-place concrete slab. The entire building is supported on cast-in-place concrete footings and perimeter cast-in-place walls.

Level 0 is located at grade and is approximately 5,205 square meters (54,980 SF) and contains the Cancer Centre of Southeastern Ontario.

Level 1 is located at grade and is approximately 3,470 square meters (36,641 SF) and contains the Cancer Centre of Southeastern Ontario.

Level 2 is approximately 3,471 square meters (37,359 SF) and contains the Cancer Centre of Southeastern Ontario, and main mechanical room servicing the Burr Wing.

Level 3 is approximately 3,718 square meters (40,028 SF) and contains the Renal Dialysis Unit.

Level 4 is approximately 3,741square meters (40,269 SF) and contains the Mental Health In-Patient Unit for Adults and Child/Adolescents, Out-Patient Psychiatry, and offices. This is a contained used space (B1 Occupancy) and is secure at all times except during fire alarm.

Vertical Transportation
The building has one (#3) passenger elevator which services levels 0 - 4; two (#'s 1 & 2) elevators that service levels 0 – 3; and one (#4) elevator that services levels 0, 1, 2 & 4. The building also contains three exit stair enclosures (#'s 27, 28 & 29) which service levels 0 – 4; one exit stair enclosure (#26) services levels 1 – 4. Stairwell #27 accesses the roof and #3 elevator penthouse.

6.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire

☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
☐ **C** – Call Switchboard **(4444)** provide the following information;
  ☐ Name & position
  ☐ Location
  ☐ Nature of the emergency
☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
☐ Do not use elevators

6.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [5](30TPM)
☐ Cease unnecessary activity and listen for the location of the emergency
☐ If the emergency is in your immediate area investigate for signs of smoke or fire
☐ If you discover smoke or fire refer to **6.2 Upon discovery of smoke or fire** for response
☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.
☐ Reassure patients and visitors that they remain calm and direct them to the nearest safe area
☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)
☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
☐ Prepare for the need to evacuate the area

Kingston Fire Services Access

Kingston Fire Services will meet the Security Rounds officer at the Burr main entrance off George St. (For more details see **<u>Appendix A</u> – Response to KGH**)

Special Hazards

The Burr wing is the location of the Cancer Centre for South Eastern Ontario. There are radioisotopes stored on Level 0. The centre provides radiation treatment to patients.

<u>RECOVERY</u>

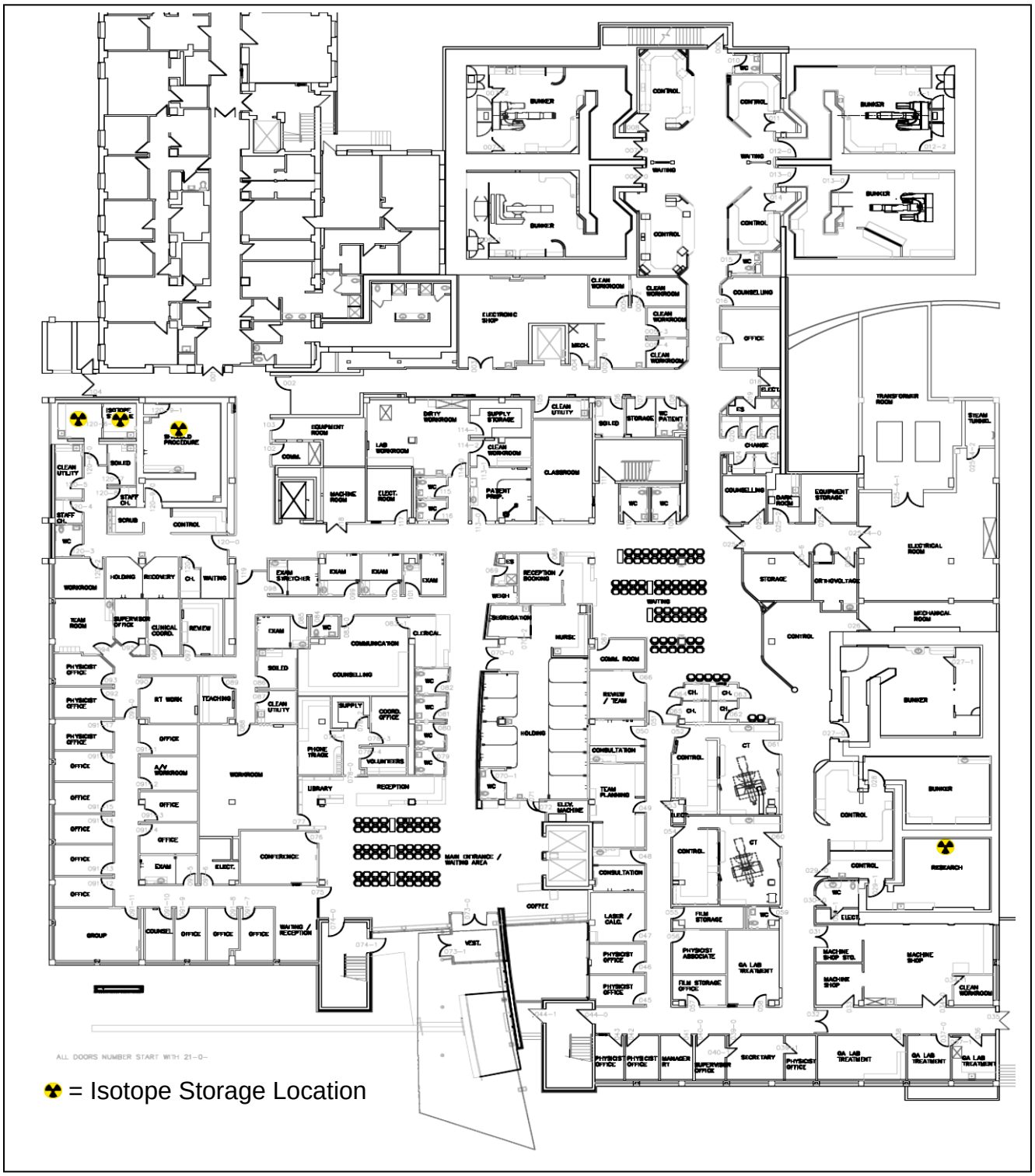
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

6.4. Upon Notification That the Crisis Has Concluded

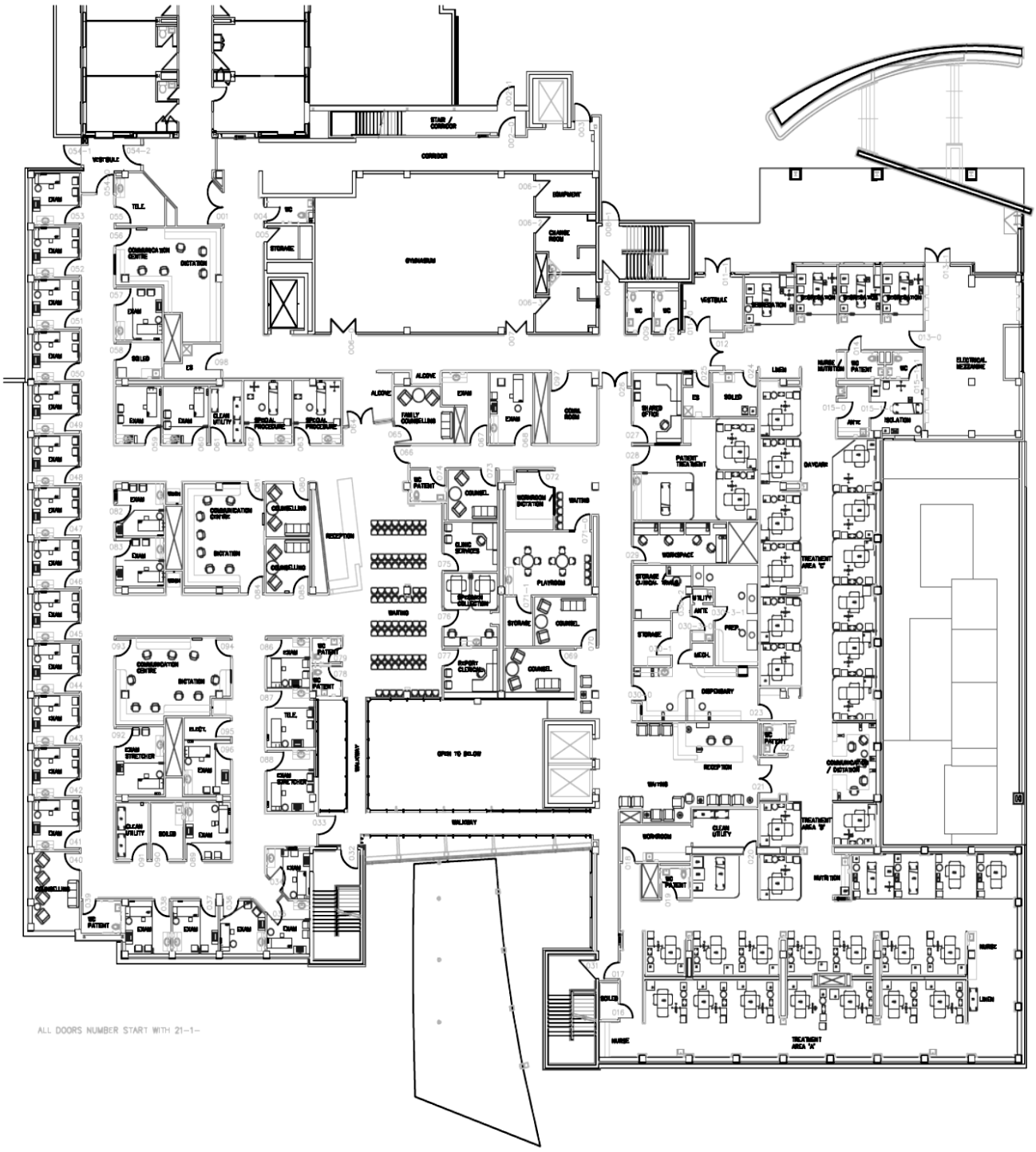
☐ Resume normal operations

[5] TPM – Refers to Tones Per Minute

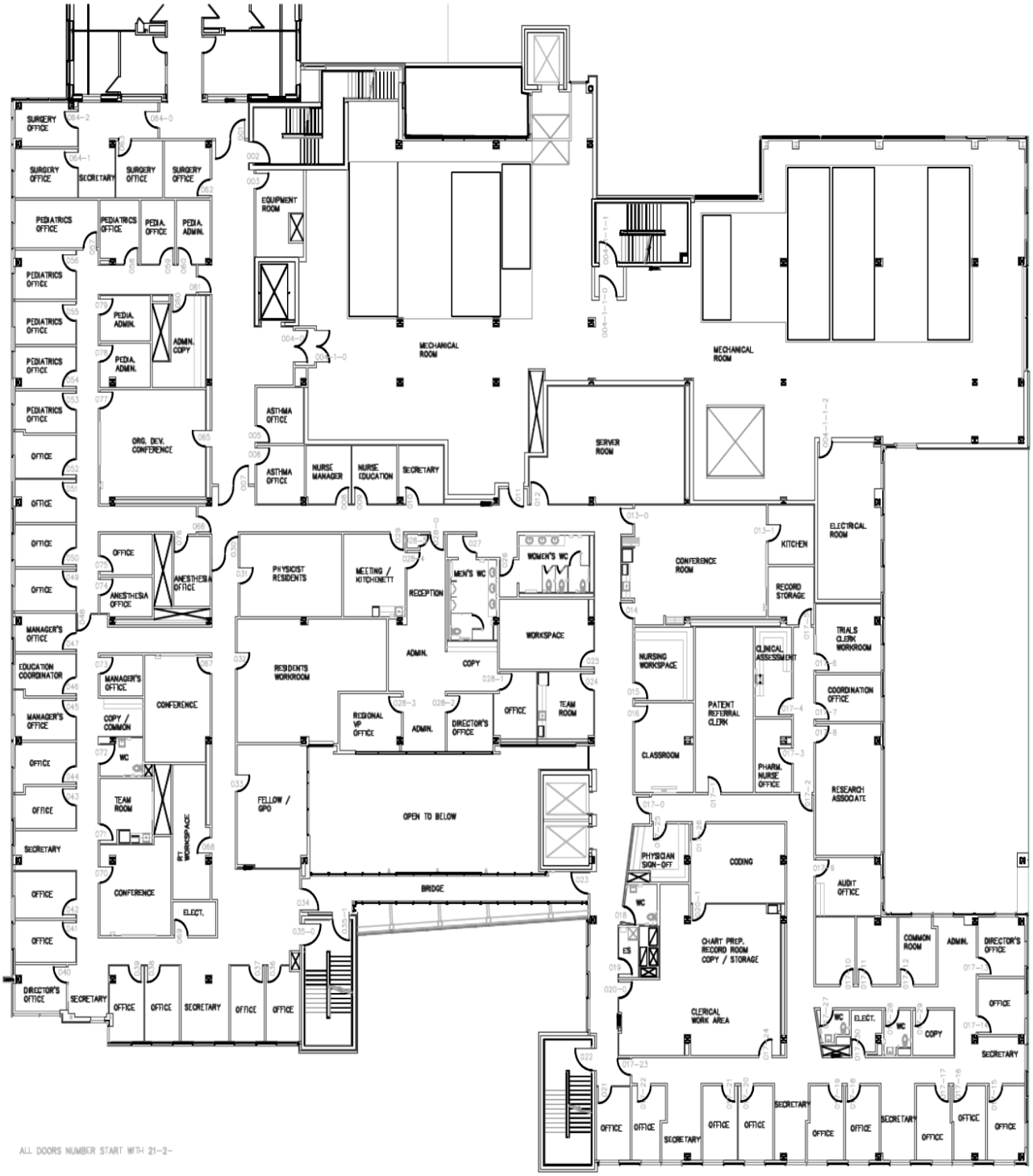
6.5. Floor Plans
Level 0



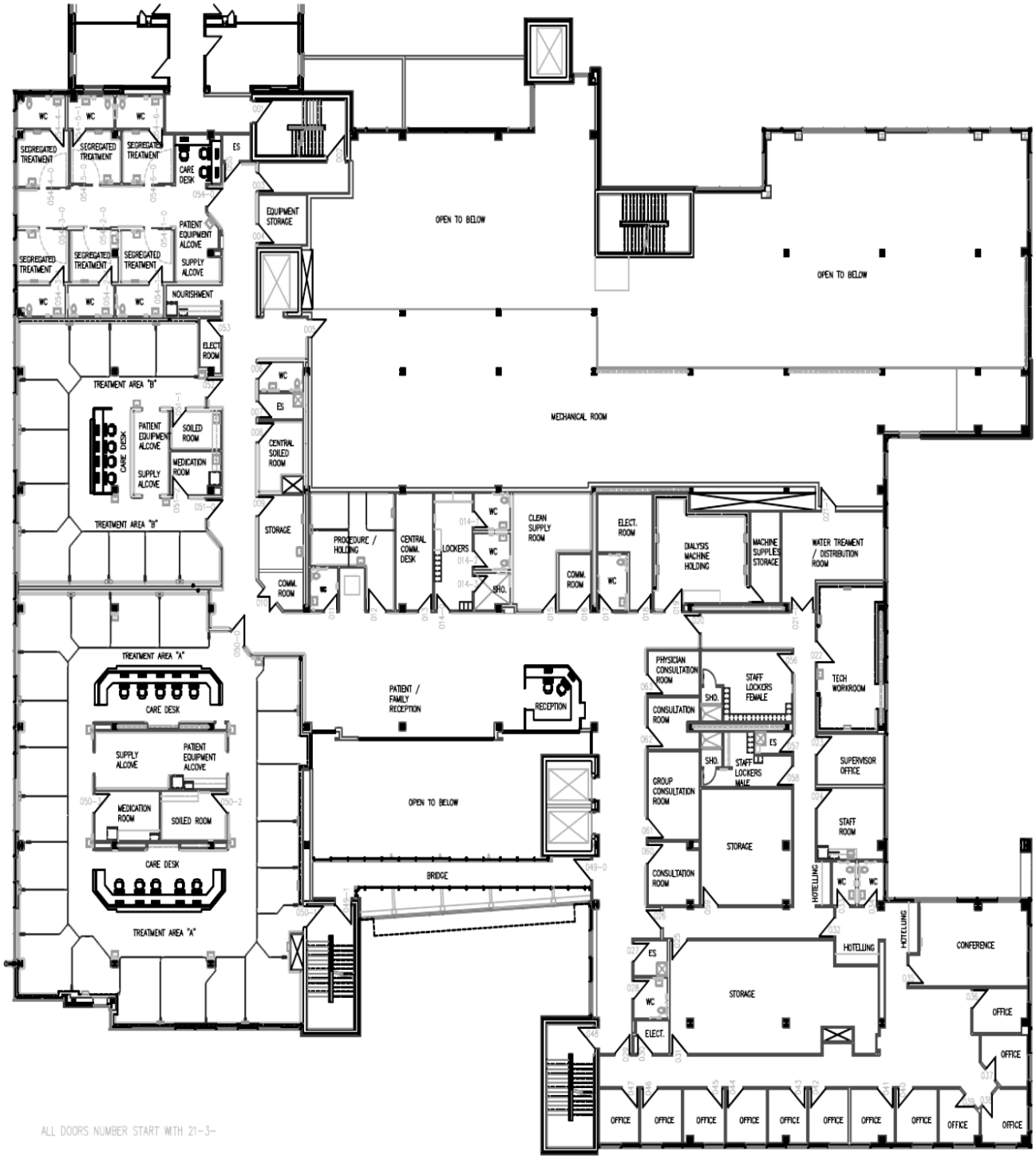
Level 1



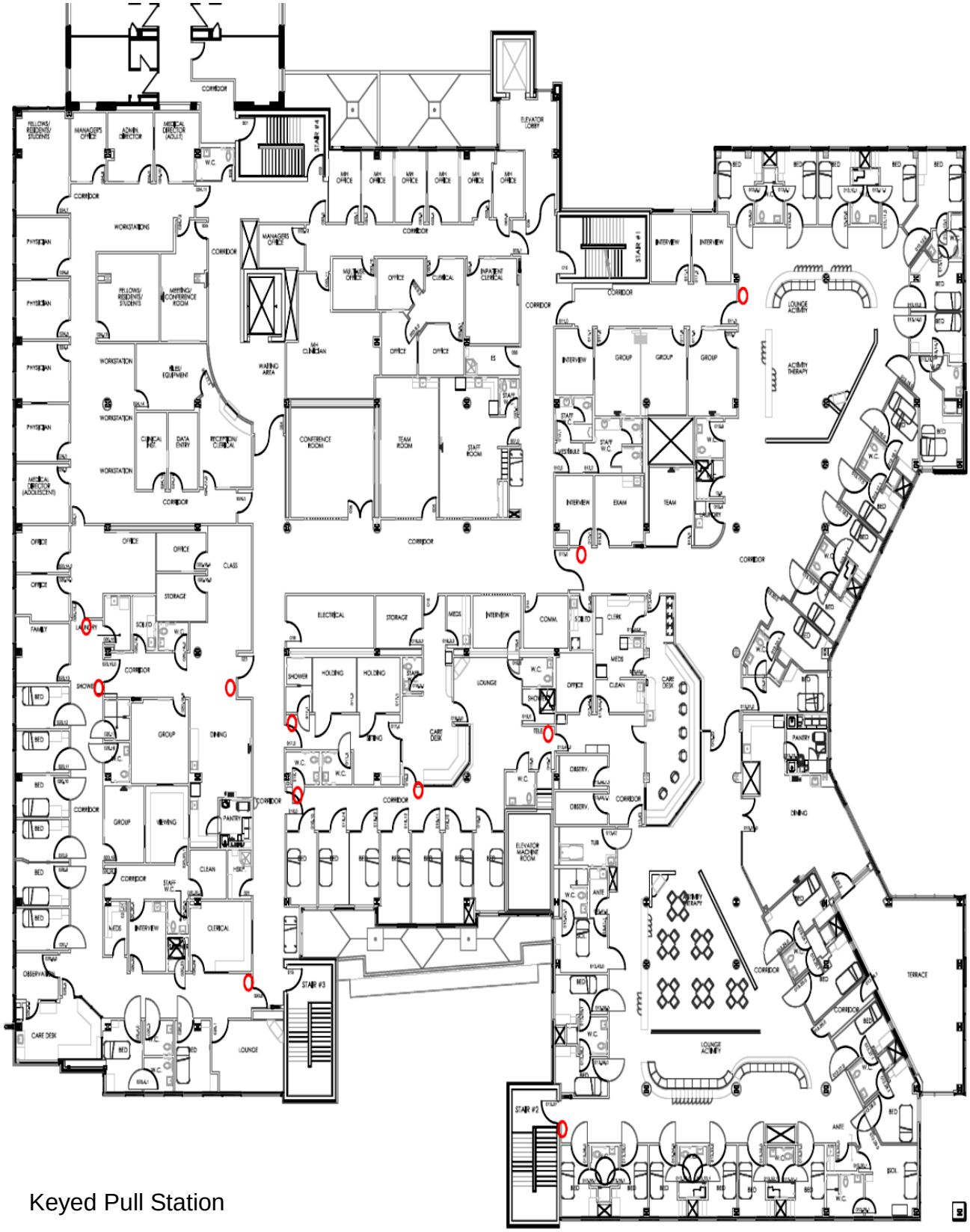
Level 2


SURGERY OFFICE
SECRETARY
PEDIATRICS OFFICE
PEDIA. ADMIN.
EQUIPMENT ROOM
MECHANICAL ROOM
ASTHMA OFFICE
NURSE MANAGER
NURSE EDUCATION
SECRETARY
SERVER ROOM
ORG. DEV. CONFERENCE
ADMIN. COPY
OFFICE
ANESTHESIA OFFICE
PHYSICIST RESIDENTS
MEETING / KITCHENETT
RECEPTION
MEN'S WC
WOMEN'S WC
CONFERENCE ROOM
KITCHEN
RECORD STORAGE
ELECTRICAL ROOM
MANAGER'S OFFICE
EDUCATION COORDINATOR
CONFERENCE
COPY / COMMON
WC
TEAM ROOM
RESIDENTS WORKROOM
ADMIN.
COPY
WORKSPACE
REGIONAL VP OFFICE
DIRECTOR'S OFFICE
TEAM ROOM
FELLOW / GPO
OPEN TO BELOW
BRIDGE
NURSING WORKSPACE
CLINICAL ASSESSMENT
PATIENT REFERRAL CLERK
CLASSROOM
PHARM. NURSE OFFICE
TRIALS CLERK WORKROOM
COORDINATION OFFICE
RESEARCH ASSOCIATE
AUDIT OFFICE
PHYSICIAN SIGN-OFF
CODING
CHART PREP, RECORD ROOM COPY / STORAGE
CLERICAL WORK AREA
COMMON ROOM
ADMIN.
DIRECTOR'S OFFICE
ELECT.
COPY
ALL DOORS NUMBER START WITH 21-2-

Level 3


WC
SEGREGATED TREATMENT
CARE DESK
ES
EQUIPMENT STORAGE
OPEN TO BELOW
PATIENT EQUIPMENT ALCOVE
SUPPLY ALCOVE
NOURISHMENT
ELECT. ROOM
TREATMENT AREA "B"
SOILED ROOM
MEDICATION ROOM
MECHANICAL ROOM
CENTRAL SOILED ROOM
STORAGE
PROCEDURE / HOLDING
CENTRAL COMM. DESK
LOCKERS
SHO.
CLEAN SUPPLY ROOM
COMM. ROOM
DIALYSIS MACHINE HOLDING
MACHINE SUPPLIES STORAGE
WATER TREAMENT / DISTRIBUTION ROOM
TREATMENT AREA "A"
PATIENT / FAMILY RECEPTION
RECEPTION
PHYSICIAN CONSULTATION ROOM
CONSULTATION ROOM
STAFF LOCKERS FEMALE
STAFF LOCKERS MALE
TECH WORKROOM
SUPERVISOR OFFICE
GROUP CONSULTATION ROOM
STAFF ROOM
BRIDGE
HOTELLING
CONFERENCE
OFFICE
ALL DOORS NUMBER START WITH 21-3-

Level 4



Keyed Pull Station

7.0 RESPONSE & RECOVERY – CONNELL WING

RESPONSE

7.1. General Overview

Fire Alarm System

The fire alarm system installed in the Connell Wing is an MXL addressable system. The system is designed to identify the exact location of the device that has been activated during an alarm. There are three devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the device activating the system. Third is the sprinkler system, this is activated when the ceiling temperature reaches a certain level and activates the sprinkler head to release water in the area. When the fire alarm system is activated, the adjoining wings (Dietary, Douglas, & Kidd/Davies) will also activate.

Fire Suppression System

The building is equipped with a wet standpipe and sprinkler fire suppression system, and is tied in to a 750 gallon fire pump in the basement. A Siamese connection is provided for Kingston Fire Services on the south wall of the building. Corridors are served by fire hose connections in selected corridors, and ABC and A type fire extinguishers are located in strategically located, mounted cabinets.

Occupancy

Group B2 Occupancy

Building Exterior

The exterior wall construction is typically smooth faces limestone masonry with CMU back-up. The roof system is a built-up roof membrane with gravel surface and parapet walls. Drainage is achieved through internal roof drains to leaders. The window system is a monumental, anodized, extruded aluminum sash with operable single-hung units and 1/2 inch insulated glazing. The exterior doors include anodized, extruded aluminum vertically-hinged and automatic sliding entrance systems with ¼ inch safety glass and hollow metal doors and frames with thumb latch and pull type hardware.

Building Interior

The ceilings include a metal slat suspension system, painted gypsum wallboard, 12 inch acoustical tiles and 2 x 4 acoustic ceiling tiles supported in a suspended metal grid system. The walls include CMU with a sculptural face or paint finish, structural glass block, CMT and gypsum wallboard and stud wall construction with painted and vinyl wall covering finishes. The floors include painted and epoxy concrete, quarry tile, VCT, sheet vinyl, terrazzo and carpeting finishes. The interior doors include flush hollow metal, flush plastic laminate and flush solid core wood doors set in hollow metal frames with knob or lever type cylindrical hardware.

Building Structure
The building is a 10 story, steel frame structure built in 1958. The main structural frame consists of reinforced, concrete slabs supported by structural steel beams and columns. The basement floor is a reinforced, cast-in-place concrete slab. The entire building is supported on cast-in-place concrete footings and perimeter cast-in-place walls.

Level 0 is located below grade and is approximately 1,878 square meters (19,840 SF) and contains Linen and service and storage.

Level 1 is located at grade and is approximately 2,168 square meters (22,900 SF) and contains Emergency, OPPU Recovery and Volunteer Offices.

Level 2 is approximately 1,960 square meters (20,700 SF) and contains Operating Rooms, O.R. Supply, and the Pulmonary Function Lab.

Level 3 is approximately 1,770 square meters (18,700 SF) and contains General Medicine, Surgery Offices and Research.

Level 4 is approximately 1,770 square meters (18,700 SF) and contains Offices, Sleep Rooms, Psychology and Psychiatry Departments.

Level 5 is approximately 1,566 square meters (16,550 SF) and contains Labour and Delivery areas.

Level 6 is approximately 1,566 square meters (16,550 SF) and contains sleep rooms, Peritoneal and Dialysis.

Level 7 is approximately 1,566 square meters (16,550 SF) and contains Neurology GFT Offices, EEG, family service area and Out Patient clinics.

Level 8 is approximately 1,566 square meters (16,550 SF) and contains mechanical areas.

Level 9 is approximately 1,566 square meters (16,550 SF) and contains General Surgery.

Level 10 is approximately 1,566 square meters (16,550 SF) and contains General Surgery.

Vertical Transportation
The building has five passenger elevators, numbered 7 through 11, elevator 7, 8 & 9 service levels 0 through 10, 10 and 11 service levels 1 – 10 (except level 8).

The building also contains two exit stair enclosures, numbered 6 and 7 which service levels 0 through 10, with stair no. 6 additionally servicing the roof level.

7.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire

☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
☐ **C** – Call Switchboard **(4444)** provide the following information;
  ☐ Name & position
  ☐ Location
  ☐ Nature of the emergency
☐ **T** – Try, if within your capability, to extinguish the fire. If not, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
☐ Do not use elevators

7.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [6](30TPM)
☐ Close all patient room doors
☐ Cease unnecessary activity and listen for the location of the emergency
☐ If the emergency is in your immediate area investigate for signs of smoke or fire
☐ If you discover smoke or fire refer to **7.2 Upon discovery of smoke or fire** for response
☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.
☐ Reassure patients and visitors that they remain calm and direct them to the nearest safe area
☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)
☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
☐ Prepare for the need to evacuate the area

Kingston Fire Services Access

Kingston Fire Services will meet the Security Rounds officer at the Connell King St. entrance (For more details see **Appendix A – Response to KGH**)

Special Hazards

The Emergency Back-up generators, diesel storage, and oxygen storage is located on Level 0.

RECOVERY

The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

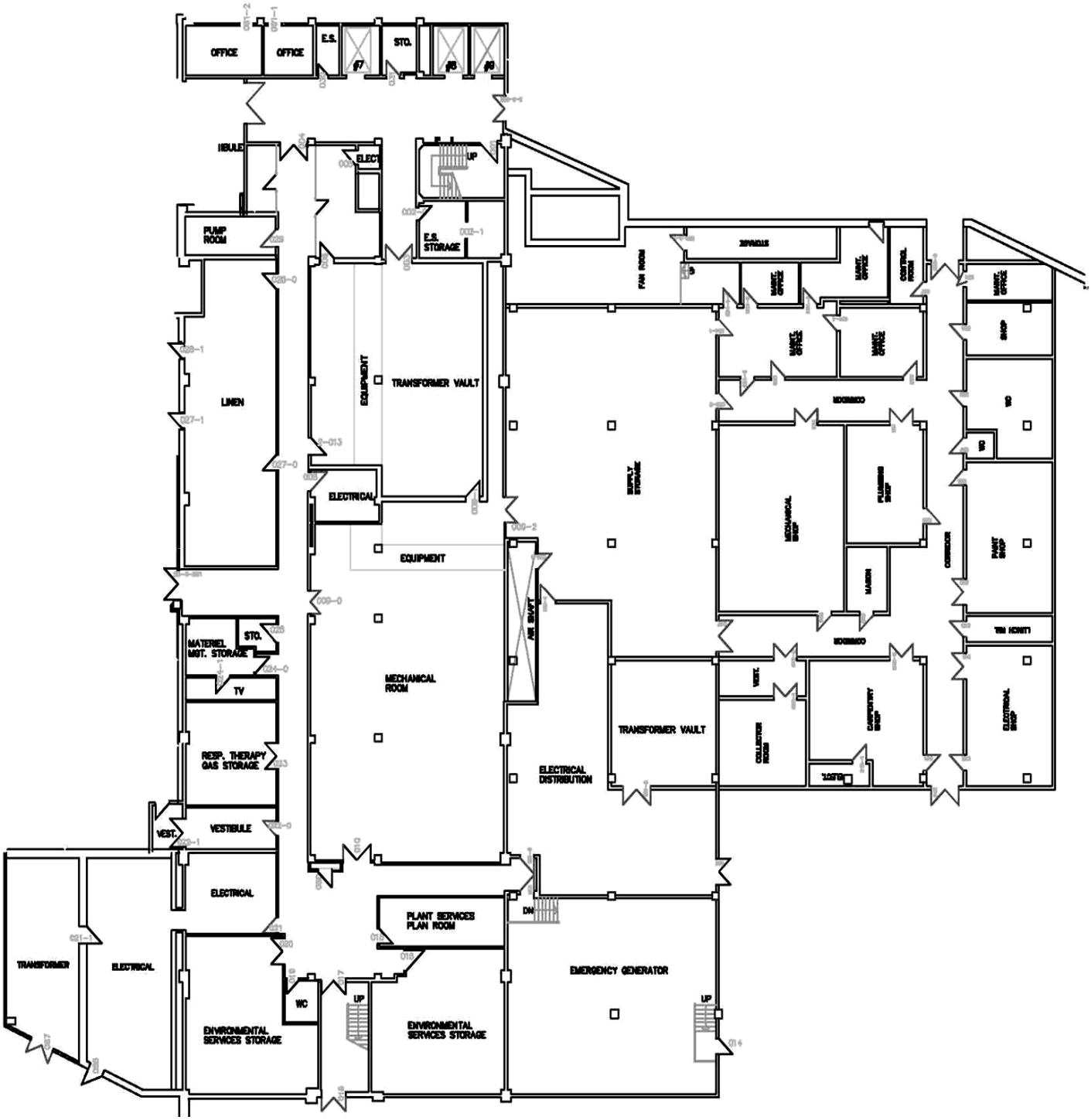
7.4. Upon Notification That the Crisis Has Concluded

☐ Resume normal operations

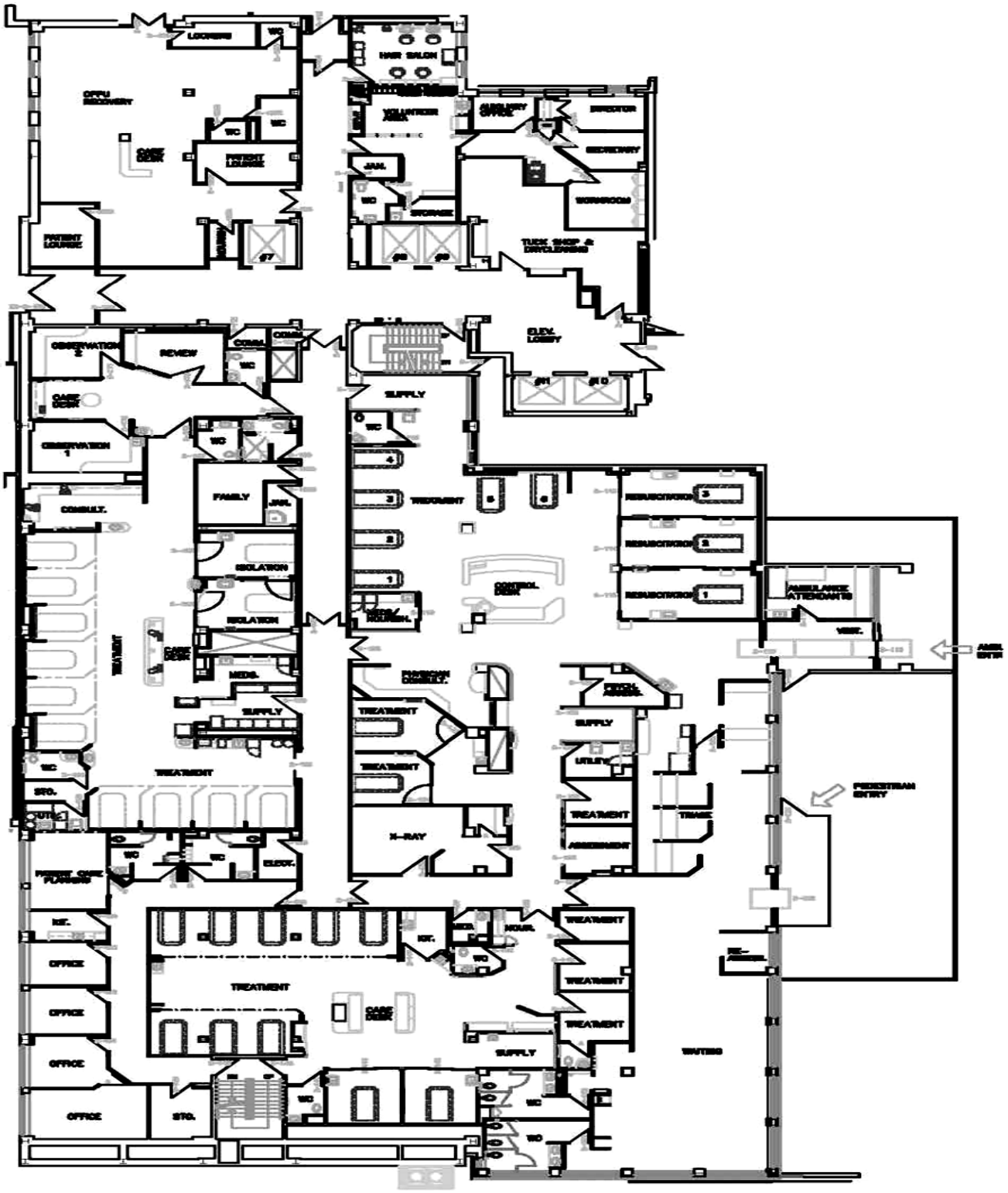
[6] TPM – Refers to Tones Per Minute

7.5. Floor Plans

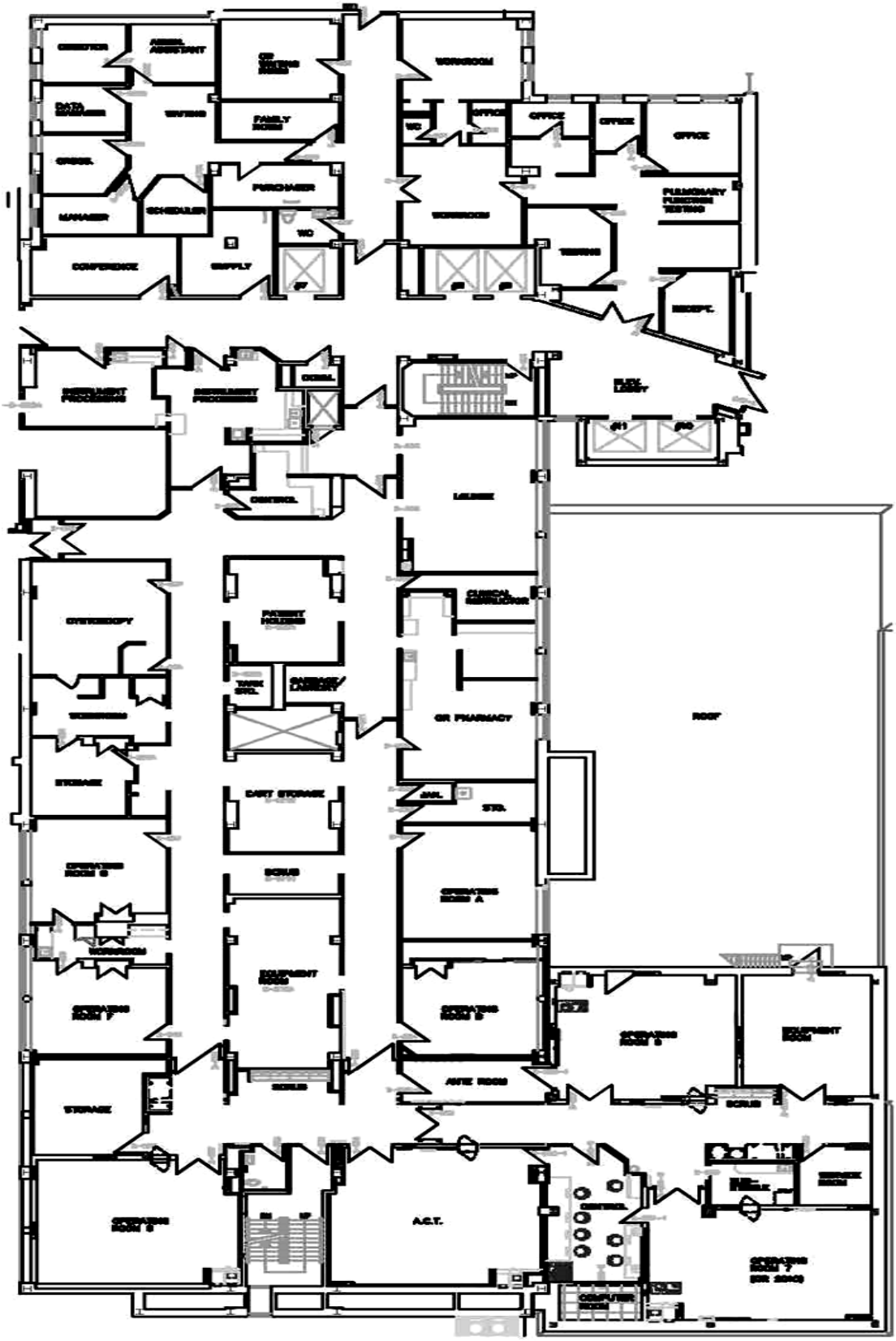
Level 0



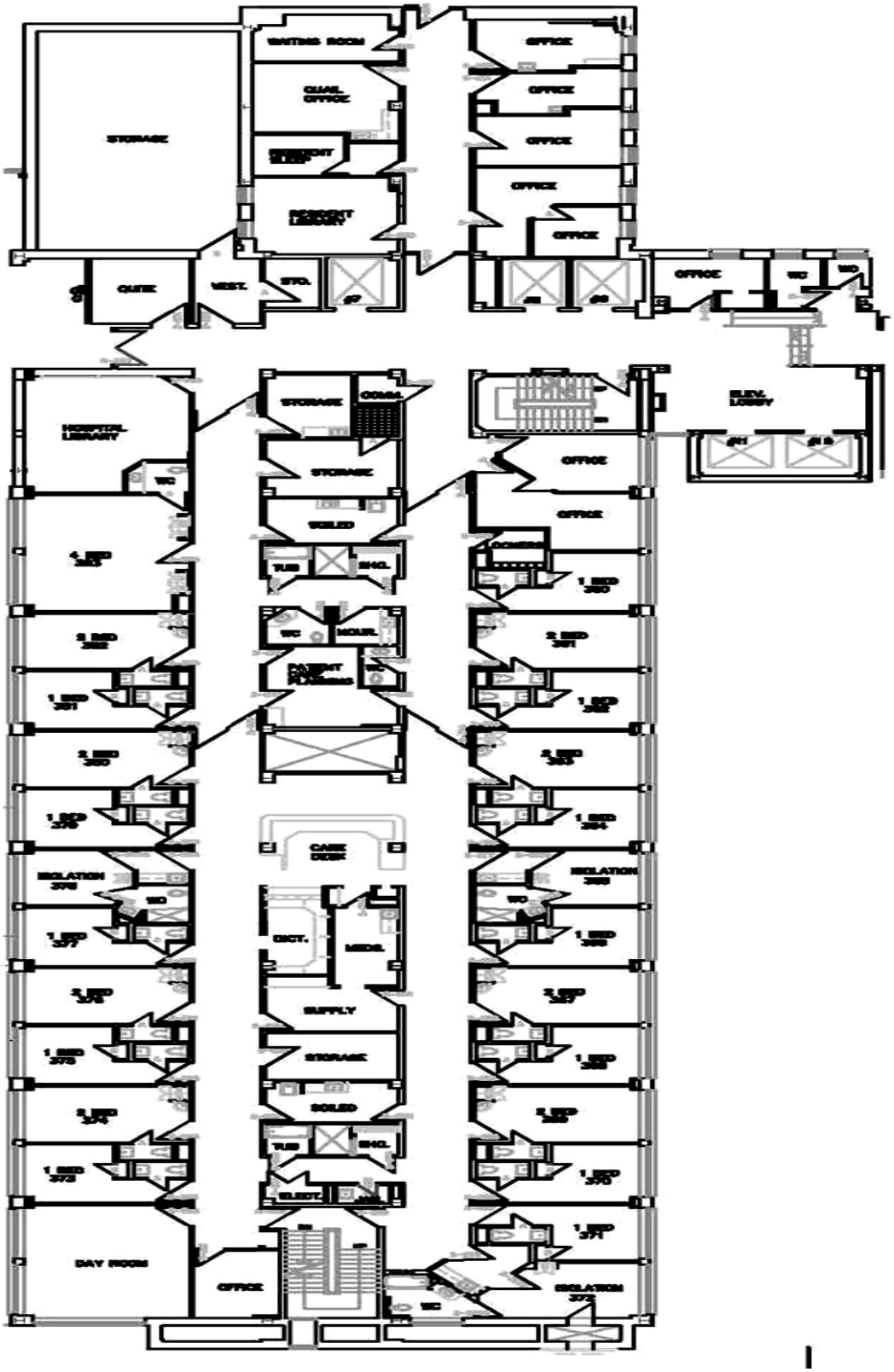
Level 1


LOCKERS
WC
HAIR SALON
OPPU RECOVERY
CASE DESK
PATIENT LOUNGE
VOLUNTEER AREA
AUXILIARY OFFICE
DIRECTOR
SECRETARY
JAN.
STORAGE
WORKROOM
TUCK SHOP & DRYCLEANING
ELEV. LOBBY
OBSERVATION 2
REVIEW
COMM.
SUPPLY
OBSERVATION 1
FAMILY
TREATMENT
CONSULT.
ISOLATION
CONTROL DESK
RESUSCITATION
AMBULANCE ATTENDANTS
VEST.
MEDS.
PHYSICIAN CONSULT.
PSYCH. ASSESS.
UTILITY
PEDESTRIAN ENTRY
X-RAY
TRIAGE
ASSESSMENT
ELECT.
PATIENT CARE PLANNING
KIT.
OFFICE
NOUR.
WAITING
STO.

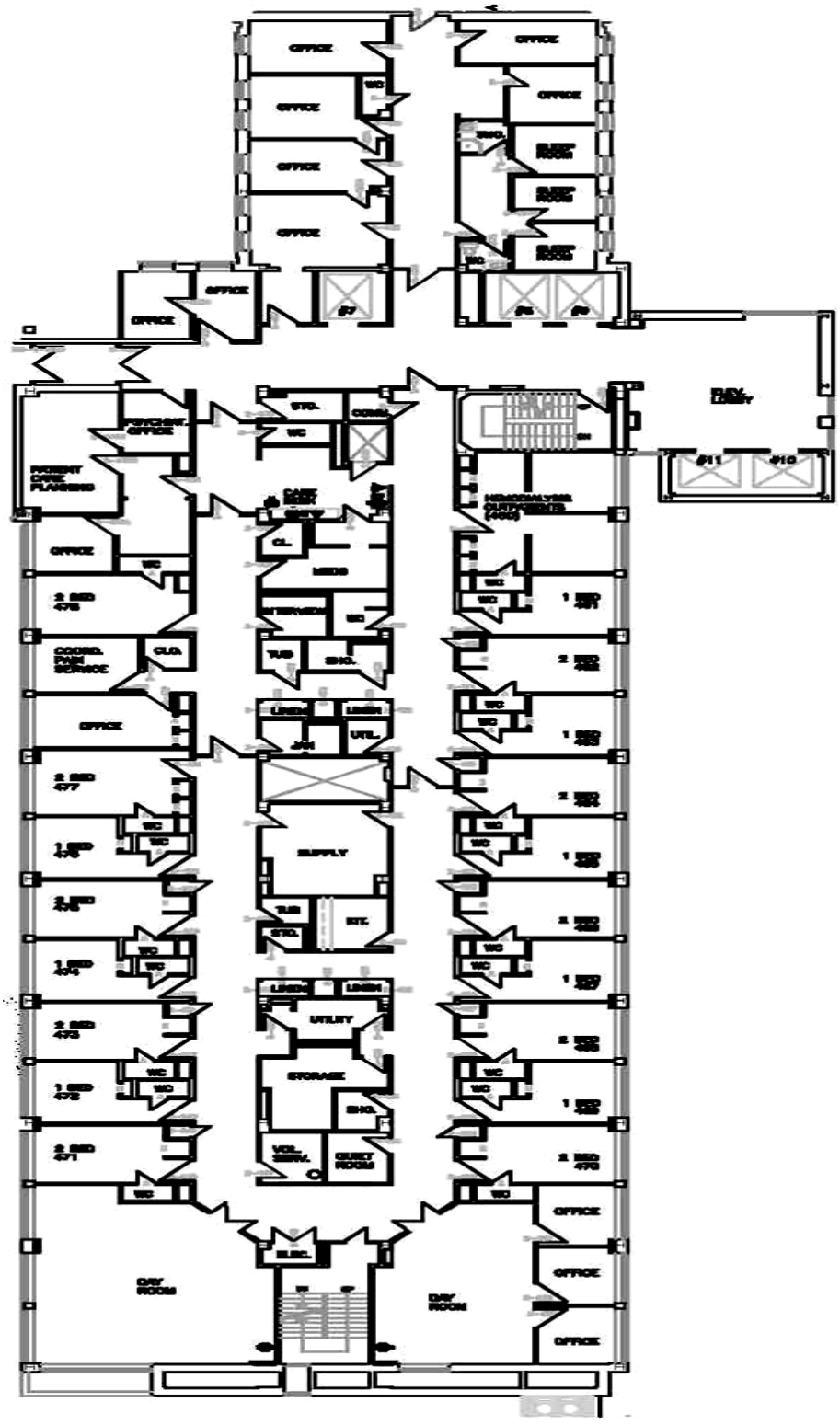
Level 2


WORKROOM
OFFICE
OFFICE
OFFICE
WC
FAMILY ROOM
PURCHASER
MANAGER
SCHEDULER
WC
WORKROOM
TESTING
CONFERENCE
SUPPLY
RECEPT.
CONTROL
LOUNGE
CLINICAL SUPERVISOR
OR PHARMACY
ROOF
CART STORAGE
STORAGE
SCRUB
OPERATING ROOM A
EQUIPMENT ROOM
OPERATING ROOM F
OPERATING ROOM D
OPERATING ROOM C
EQUIPMENT ROOM
ANTE ROOM
SCRUB
STORAGE
SCRUB
A.C.T.
CONTROL
COMPUTER ROOM

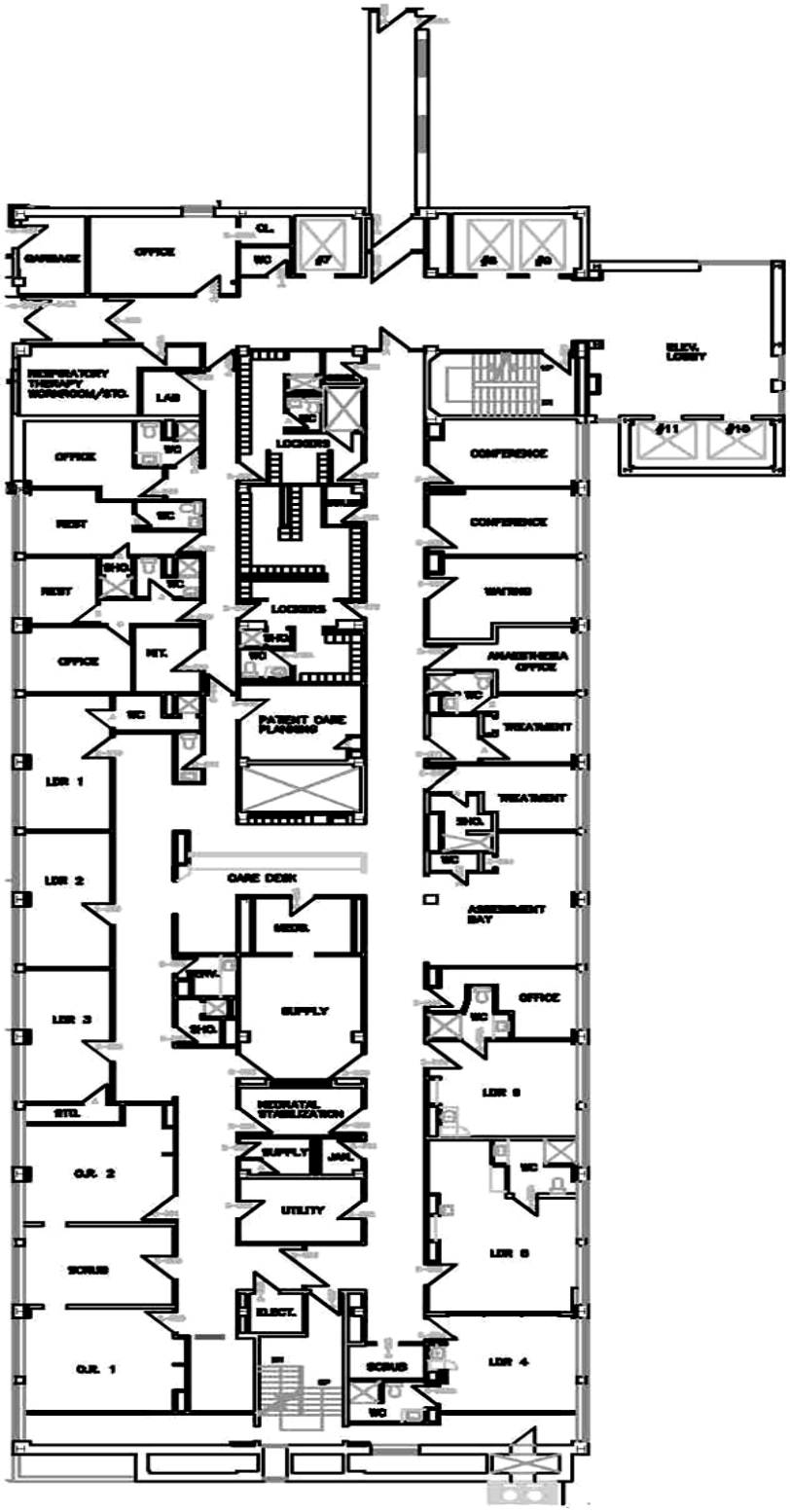
Level 3


WAITING ROOM
QUAIL OFFICE
STORAGE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
QUITE
VEST.
STO.
OFFICE
WC
WC
HOSPITAL LIBRARY
STORAGE
COMM.
ELEV. LOBBY
STORAGE
OFFICE
WC
SOILED
OFFICE
TUB
SHO.
WC
MOUR.
CARE DESK
ISOLATION
WC
WC
DICT.
MEDS.
SUPPLY
STORAGE
SOILED
TUB
SHO.
ELECT.
DAY ROOM
OFFICE
WC
ISOLATION

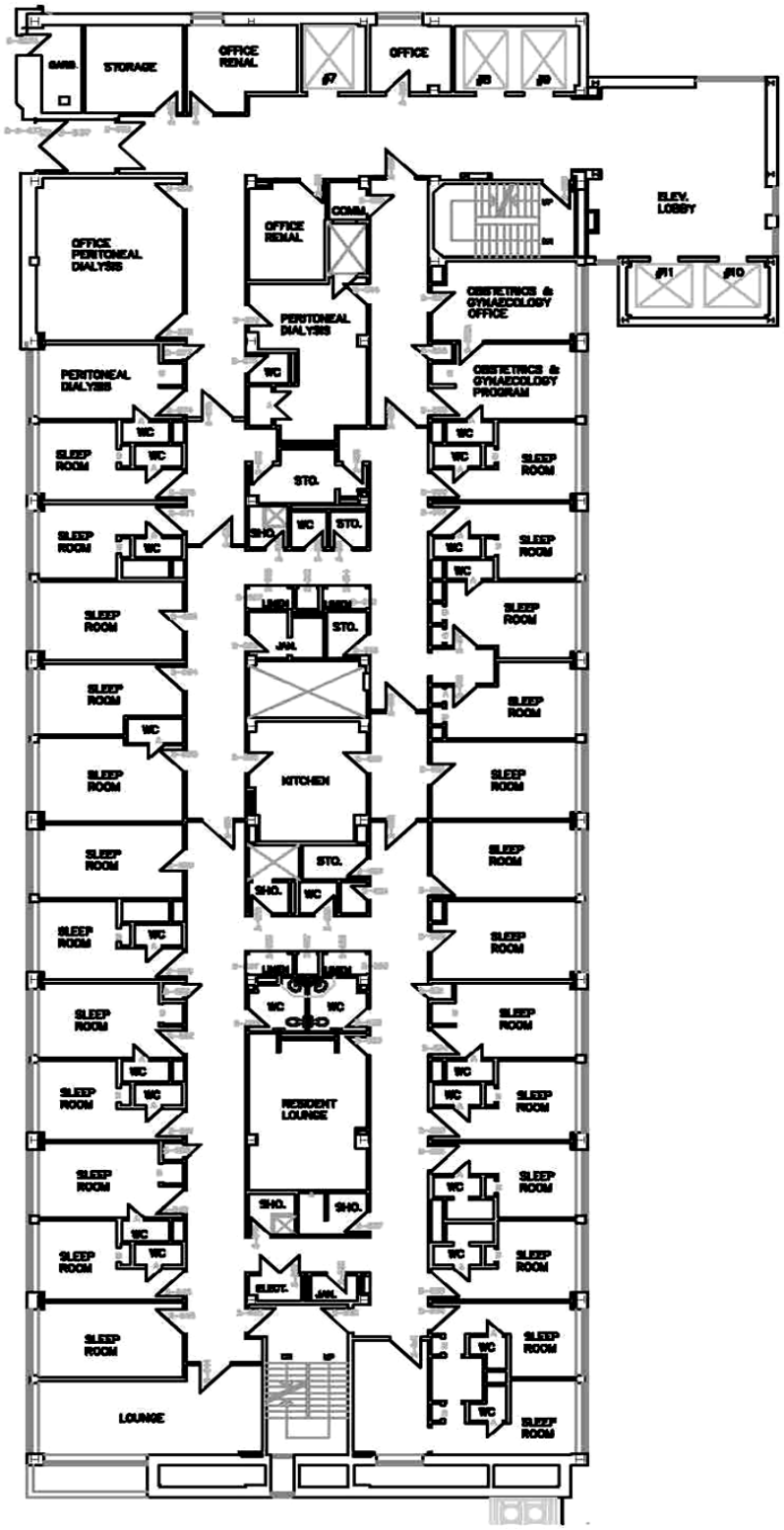
Level 4


OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
#7
#8
#9
#11
#10
SUPPLY
UTILITY
STORAGE
DAY ROOM
DAY ROOM
OFFICE
OFFICE
OFFICE

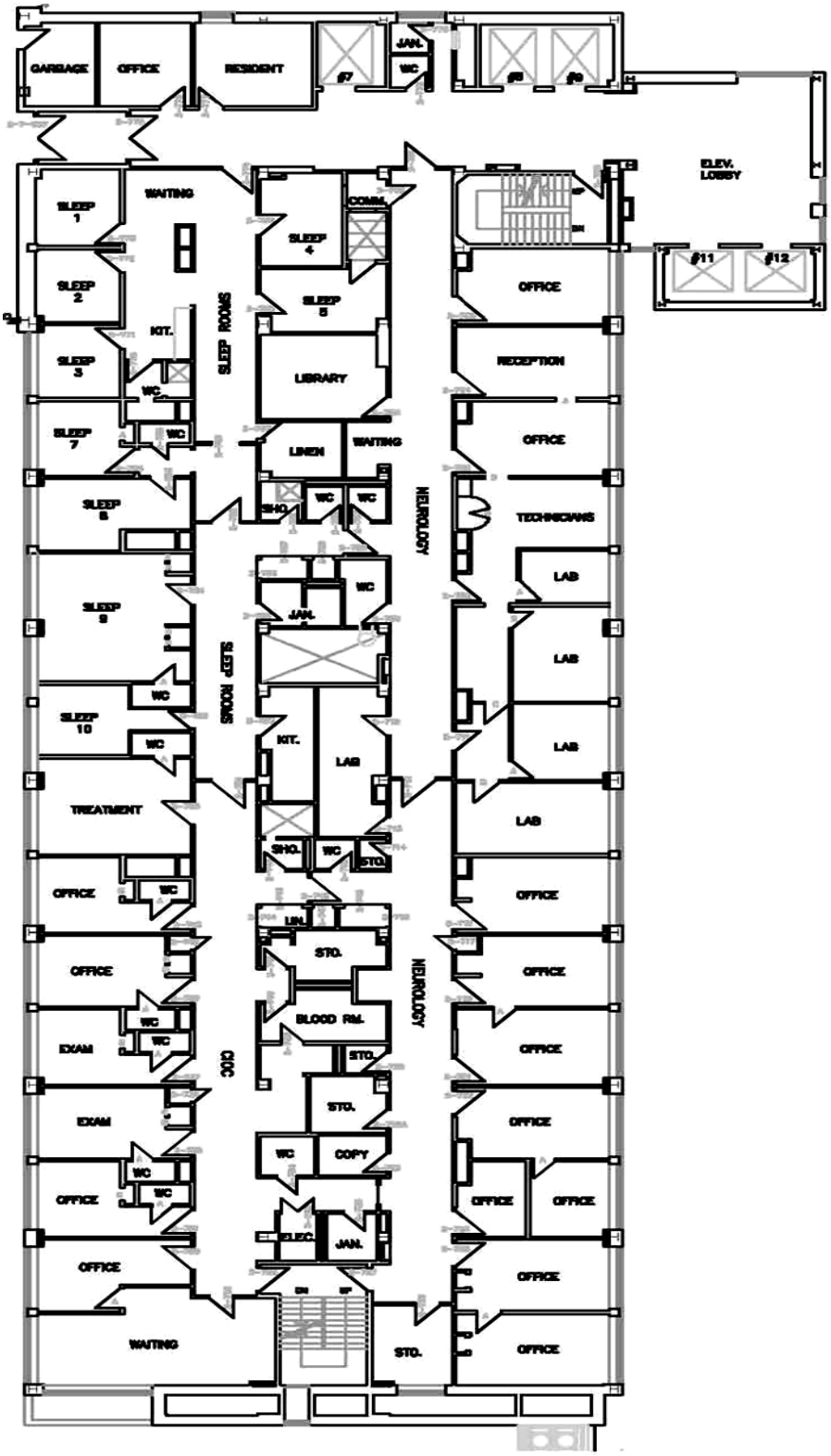
Level 5


GARBAGE
OFFICE
CL.
WC
#7
#8
#9
RESPIRATORY THERAPY WORKROOM/STO.
LAB
ELEVL. LOBBY
#11
#10
OFFICE
WC
LOCKERS
CONFERENCE
REST
SHO.
INT.
WAITING
ANAESTHESIA OFFICE
PATIENT CARE PLANNING
TREATMENT
LDR 1
LDR 2
LDR 3
CARE DESK
MEDS.
SUPPLY
ASSESSMENT BAY
OFFICE
LDR 6
STO.
O.R. 2
NEONATAL STABILIZATION
JAN.
UTILITY
SCRUB
LDR 5
ELECT.
O.R. 1
LDR 4

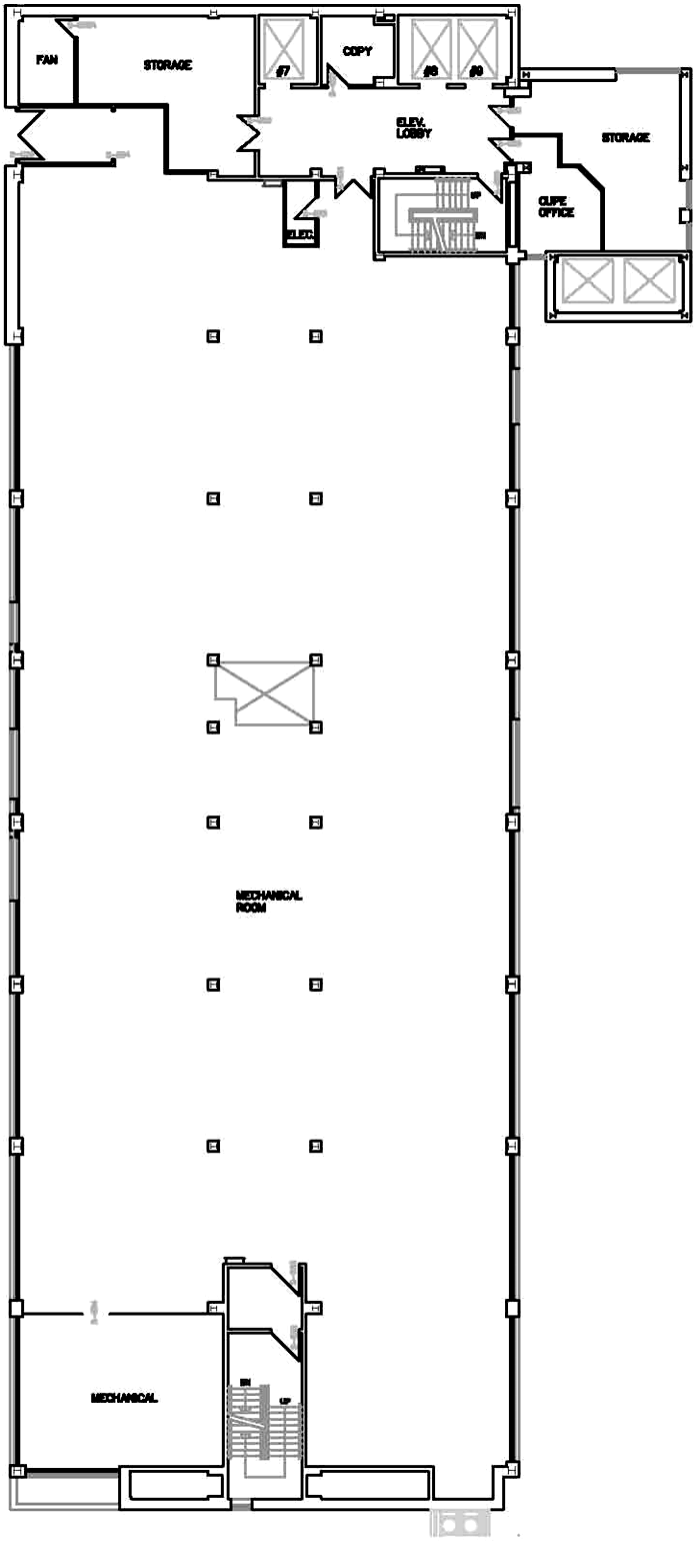
Level 6


STORAGE
OFFICE RENAL
OFFICE
#7
#8
#9
ELEV. LOBBY
#11
#10
OFFICE PERITONEAL DIALYSIS
OFFICE RENAL
COMM.
PERITONEAL DIALYSIS
OBSTETRICS & GYNAECOLOGY OFFICE
OBSTETRICS & GYNAECOLOGY PROGRAM
PERITONEAL DIALYSIS
SLEEP ROOM
WC
STO.
SHO.
LINEN
JAN.
KITCHEN
RESIDENT LOUNGE
ELECT.
LOUNGE

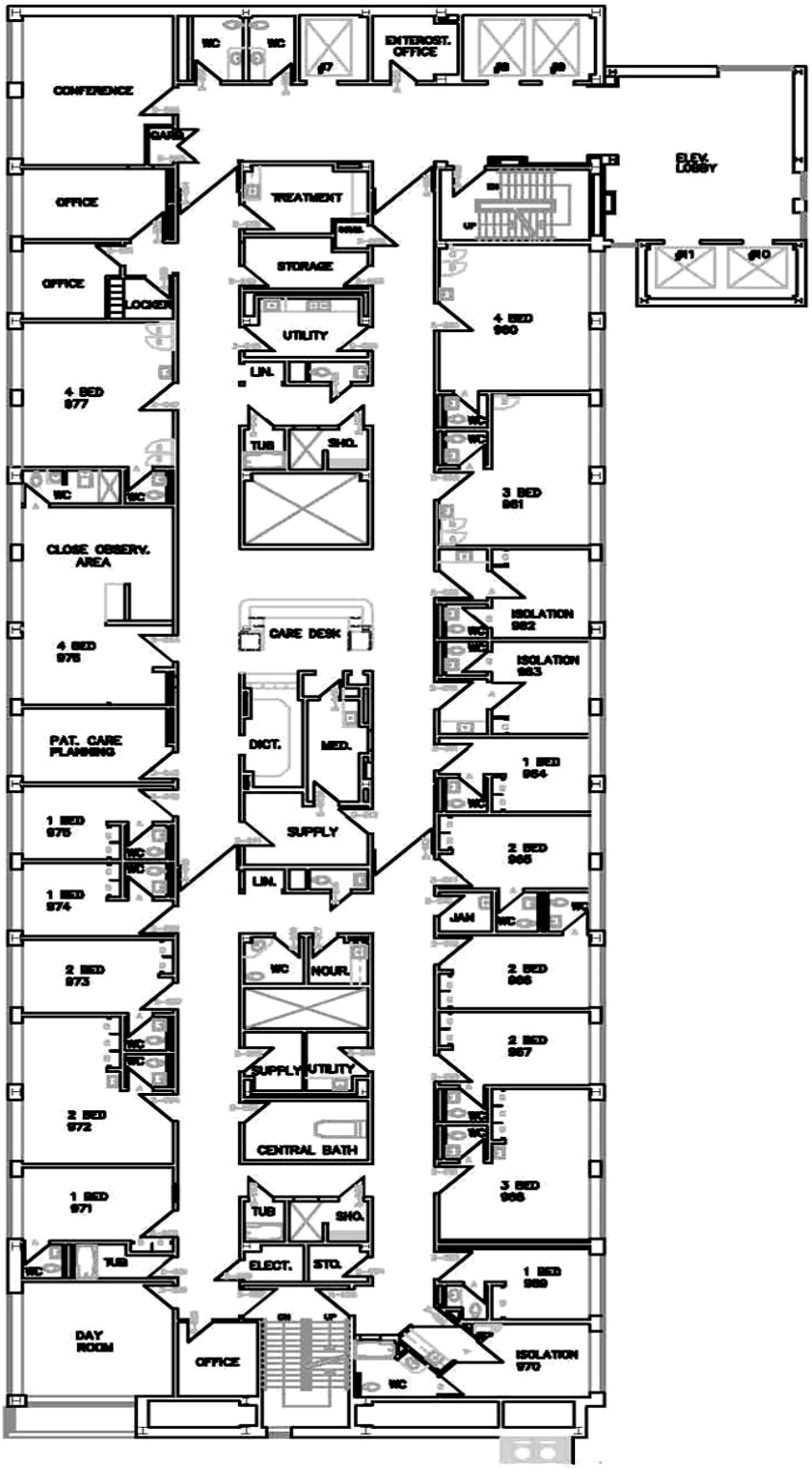
Level 7


GARBAGE
OFFICE
RESIDENT
#7
JAN.
WC
#8
#9
ELEV. LOBBY
#11
#12
SLEEP 1
SLEEP 2
SLEEP 3
SLEEP 7
SLEEP 6
SLEEP 9
SLEEP 10
WAITING
KIT.
WC
SLEEP ROOMS
SLEEP 4
SLEEP 5
COMM.
LIBRARY
LINEN
WAITING
SHO.
WC
JAN.
KIT.
LAB
TREATMENT
EXAM
EXAM
OFFICE
NEUROLOGY
BLOOD RM.
STO.
COPY
ELEC.
JAN.
OFFICE
RECEPTION
TECHNICIANS
LAB
LAB
LAB
LAB
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
STO.

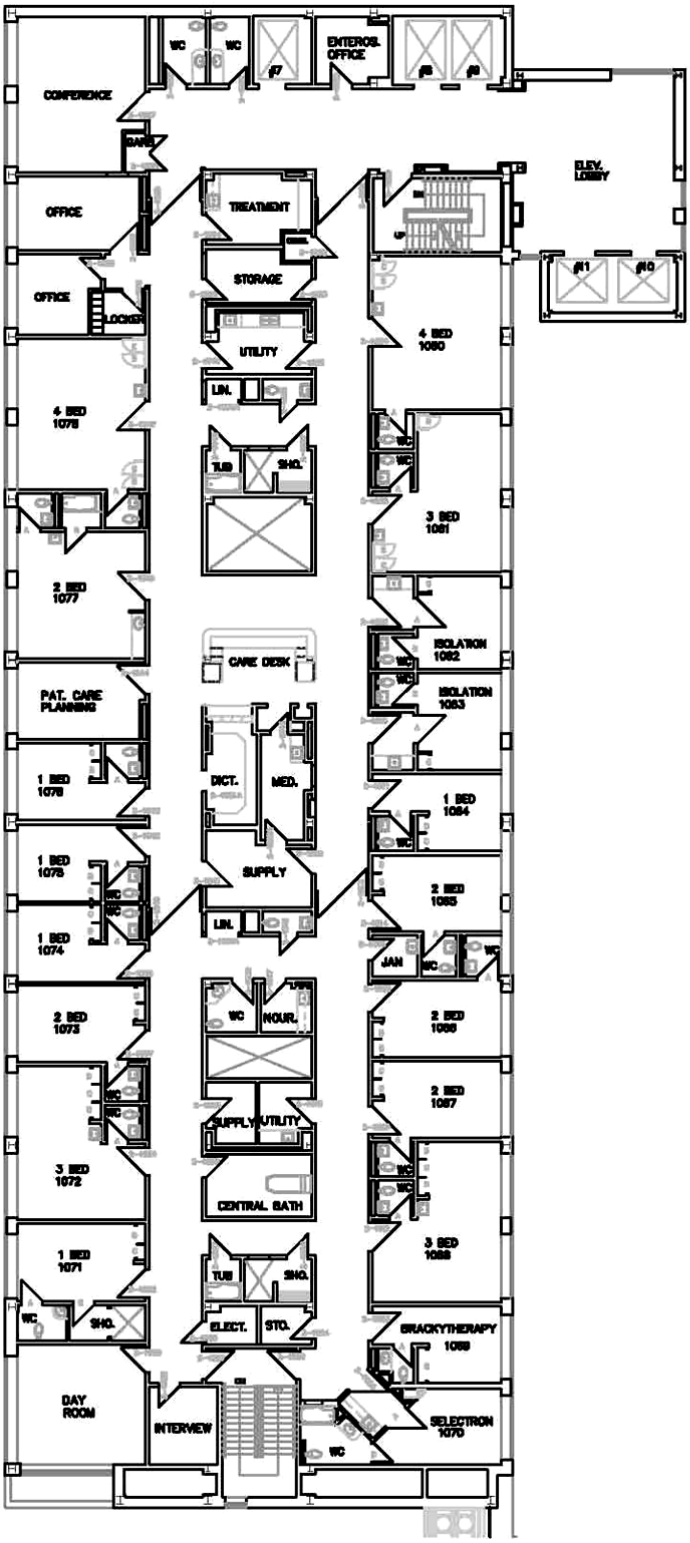
Level 8


FAN
STORAGE
#7
COPY
#8
#9
ELEV. LOBBY
STORAGE
ELEC.
CUPE OFFICE
MECHANICAL ROOM
MECHANICAL
DN
UP

Level 9


CONFERENCE
GUARD
OFFICE
OFFICE
LOCKER
4 BED 977
WC
WC
CLOSE OBSERV. AREA
4 BED 976
PAT. CARE PLANNING
1 BED 975
WC
WC
1 BED 974
2 BED 973
WC
WC
2 BED 972
1 BED 971
TUB
WC
DAY ROOM
OFFICE
WC
WC
ENTEROST. OFFICE
#7
#8
#9
TREATMENT
SHWR
STORAGE
UTILITY
LIN.
TUB
SHO.
CARE DESK
DICT.
MED.
SUPPLY
LIN.
WC
NOUR.
SUPPLY
UTILITY
CENTRAL BATH
TUB
SHO.
ELECT.
STO.
UP
DN
ELEV. LOBBY
#11
#10
4 BED 980
WC
WC
3 BED 981
ISOLATION 982
WC
WC
ISOLATION 983
1 BED 984
WC
2 BED 985
JAN
WC
WC
2 BED 986
2 BED 987
WC
WC
3 BED 988
1 BED 989
ISOLATION 970
WC

Level 10


CONFERENCE
BARS
OFFICE
OFFICE
LOCKER
4 BED 1078
2 BED 1077
PAT. CARE PLANNING
1 BED 1076
1 BED 1075
1 BED 1074
2 BED 1073
3 BED 1072
1 BED 1071
DAY ROOM
INTERVIEW
WC
WC
#7
ENTEROS. OFFICE
#8
#9
TREATMENT
STORAGE
UTILITY
LIN.
TUB
SHO.
CARE DESK
DICT.
MED.
SUPPLY
LIN.
WC
NOUR.
SUPPLY
UTILITY
CENTRAL BATH
TUB
SHO.
ELECT.
STO.
ELEV. LOBBY
#1
#10
4 BED 1080
3 BED 1081
ISOLATION 1082
ISOLATION 1083
1 BED 1084
2 BED 1085
JAN.
2 BED 1086
2 BED 1087
3 BED 1088
BRACKYTHERAPY 1089
SELECTRON 1070

8.0 RESPONSE & RECOVERY – DIETARY WING

RESPONSE

8.1. General Overview

Fire Alarm System

The fire alarm system installed in the Dietary Wing is an MXL addressable system. The system is designed to identify the exact location of the devise that has been activated during an alarm. There are three devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the devise activating the system. Third is the sprinkler system, this is activated when the ceiling temperature reaches a certain level and activates the sprinkler head to release water in the area. When the fire alarm system is activated, the adjoining wings (Connell, Douglas, Watkins & Victory) will also activate.

Fire Suppression System

The building is equipped with a full wet sprinkler system with standpipe, and includes a Fireflex pre-action control located on the third floor in the kitchen 328C, adjacent to the EEU room. Hose stations are located throughout the building, although not necessarily positioned at fire exits. Portable handheld type ABC fire extinguishers are located throughout the rest of the building as well, some of which are in recessed cabinets. A Siamese sprinkler connection is located on the building exterior adjacent to the Connell Siamese connection.

Occupancy

Group A2, B2 & D Occupancy

Building Exterior

The exterior wall construction includes smooth faced and rusticated limestone masonry with an applied stucco finish along the west elevation. The roof system is a built-up roof membrane with a gravel surface and parapet walls. Drainage is achieved through internal roof drains to leaders. The window system is a wood framed, double hung sash with single pane glazing. The exterior doors are painted hollow metal doors set in hollow metal frames with thumb latch and pull type hardware

Building Interior

The ceilings include plaster and lath construction with a painted finish and 2 x 2 acoustic ceiling tiles supported in a suspended metal grid system. The walls include full height moveable partitions, structural clay tile, painted brick and gypsum wallboard and stud wall construction with painted and vinyl wall covering finishes. The floors include VCT, terrazzo and carpeted finishes. The interior doors include flush hollow metal, flush solid core wood and wood paneled doors set in hollow metal frames with knob or lever type cylindrical hardware.

Building Structure

The building is a three story cast-in-place reinforced concrete structure built in 1959. The main structural frame consists of reinforced, concrete slabs supported by reinforced, cast-in-place concrete beams and columns. The basement floor is a reinforced, cast-in-place concrete slab.

The entire building is supported on cast-in-place concrete footings and perimeter cast-in-place walls.

Level 0 is located below grade and is approximately 1,840 square meters (19,440 SF) and contains the Plant Services areas.

Level 1 is located at grade and is approximately 1,363 square meters (14,400 SF) and contains Security, the Women's Clinic, employee lockers and M/M Storage.

Level 2 is approximately 1,363 square meters (14,400 SF) and contains the Same Day Admission Centre, Offices and PCS Training.

Level 3 is approximately 1,231 square meters (13,000 SF) and contains the Library, Board Room, Committee Room, the old Cafeteria and the Allergy Department.

Vertical Transportation
The building has one passenger elevator, which services levels 1 through 3. The building also contains three exit stair enclosures numbered 12, 22 and 23 which service levels 1 through 3, with stair no. 23 additionally servicing level 0. Stair nos. 12, 22 and 23 are cast concrete construction with terrazzo finish and metal handrails.

8.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

8.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [7](30TPM)

- ☐ Cease unnecessary activity and listen for the location of the emergency
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **8.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, report to your designated/alternate[8] safe area and wait for instructions

[7] TPM – Refers to Tones Per Minute

[8] Designated safe area is the predetermined area that all staff will report to in the event that there is an emergency on their unit. The alternate location is a secondary area to meet should the designated area be the affected area.

☐ Reassure patients and visitors that they remain calm and direct them to the nearest safe area
☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)

☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
☐ Prepare for the need to evacuate the area

Kingston Fire Services Access

Kingston Fire Services will meet the Security Rounds officer at the Dietary entrance on the Emergency Ramp off King St. (For more details see **Appendix A – Response to KGH**)

Special Hazards

There are no special hazards in the Dietary wing.

RECOVERY

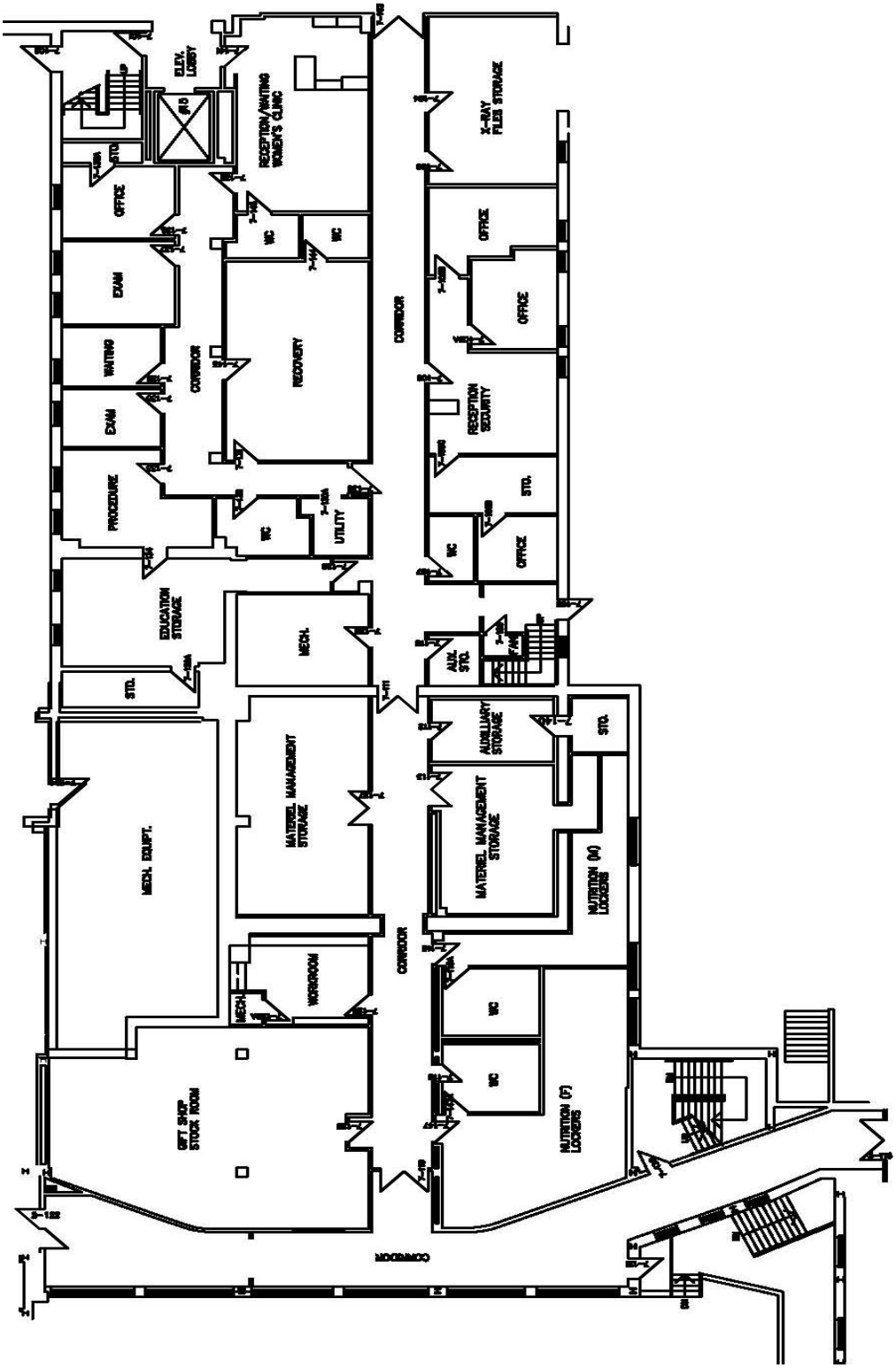
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

8.4. Upon Notification That the Crisis Has Concluded

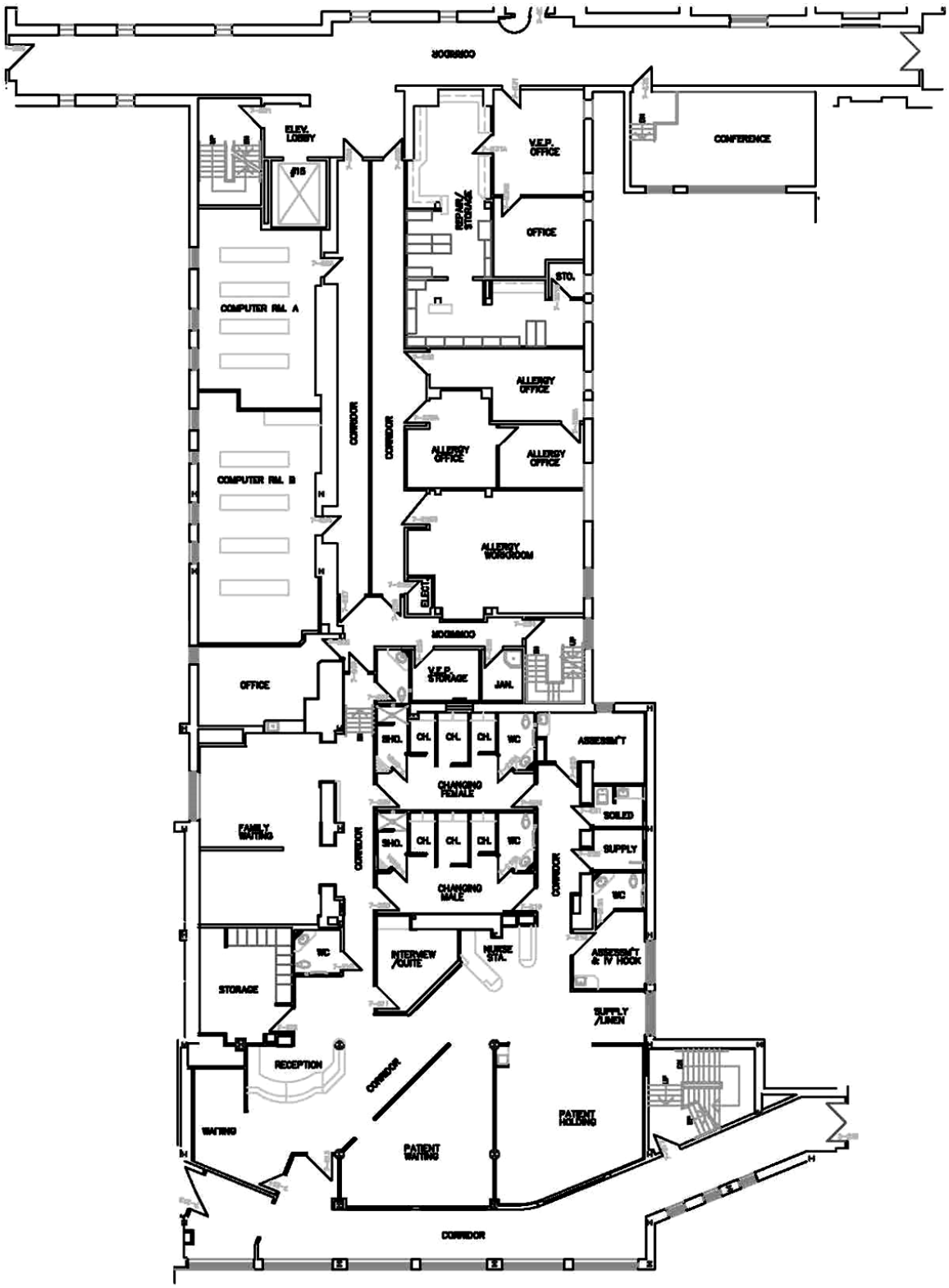
☐ Resume normal operations

8.5. Floor Plans

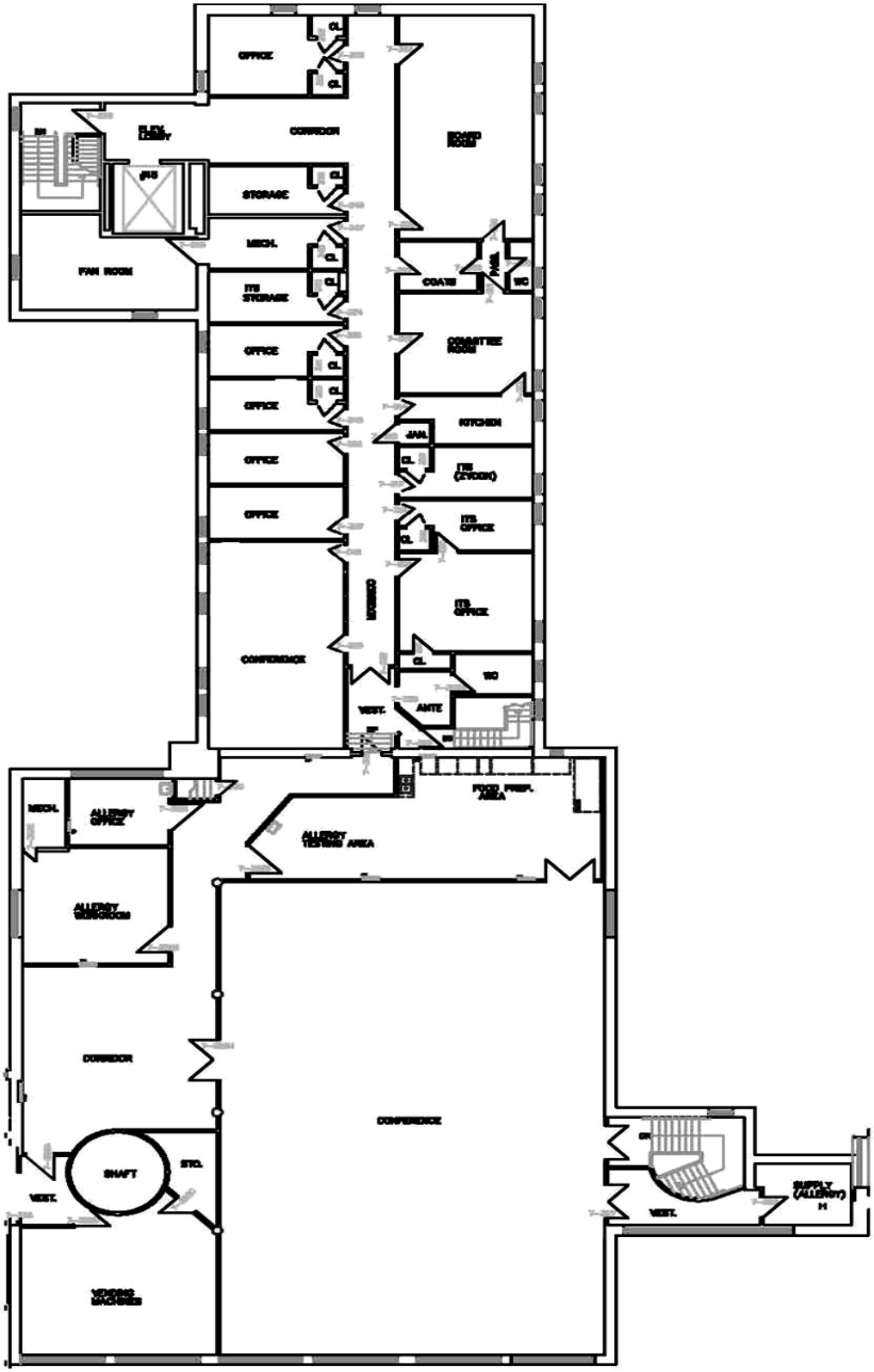
Level 1



Level 2


ELEV. LOBBY
V.I.P. OFFICE
CONFERENCE
REPAIR STORAGE
OFFICE
STO.
COMPUTER RM. A
CORRIDOR
ALLERGY OFFICE
ALLERGY OFFICE
ALLERGY OFFICE
COMPUTER RM. B
ALLERGY WORKROOM
ELEC.
V.I.P. STORAGE
JAN.
OFFICE
SHO.
CH.
CH.
CH.
WC
ASSESSM'T
CHANGING FEMALE
SOILED
FAMILY WAITING
SHO.
CH.
CH.
CH.
WC
SUPPLY
CHANGING MALE
WC
INTERVIEW /CLITE
NURSE STA.
ASSESSM'T & IV HOOK
STORAGE
WC
SUPPLY /LINEN
RECEPTION
CORRIDOR
PATIENT HOLDING
WAITING
PATIENT WAITING
CORRIDOR

Level 3


OFFICE
CORRIDOR
STORAGE
MECH.
FAN ROOM
ITS STORAGE
OFFICE
OFFICE
OFFICE
OFFICE
CONFERENCE
COATS
WC
KITCHEN
JAN.
ITS (ZYDOX)
ITS OFFICE
ITS OFFICE
WC
ANTE
VEST.
MECH.
ALLERGY OFFICE
ALLERGY TESTING AREA
ALLERGY DISPENSING
CORRIDOR
SHAFT
STO.
VEST.
VENDING MACHINES
CONFERENCE
VEST.
SUPPLY (ALLERGY)

9.0 RESPONSE & RECOVERY – DOUGLAS WING

RESPONSE

9.1. General Overview

Fire Alarm System

The fire alarm system installed in the Douglas Wing is an MXL addressable system. The system is designed to identify the exact location of the devise that has been activated during an alarm. There are three devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the devise activating the system. Third is the sprinkler system, this is activated when the ceiling temperature reaches a certain level and activates the sprinkler head to release water in the area. When the fire alarm system is activated, the adjoining wings (Connell, Dietary & Watkins) will also activate.

Fire Suppression System

The building has recently been retrofitted with a full wet sprinkler system. It is also equipped with fire hose cabinets up to the penthouse, and also has a Fireflex double locked pre-action system on the first floor outside room 8-189. Portable handheld type ABC fire extinguishers are located throughout the building, some of which are in recessed cabinets. A Siamese sprinkler connection is located on the north side of the building.

Occupancy

Group D & F2 Occupancy

Building Exterior

The exterior wall construction is typically rusticated limestone masonry. The roof system is a built-up roofing membrane with gravel ballast and parapet walls. Drainage is achieved through internal roof drains and leaders. The window systems include wood framed double-hung sash with single-pane glazing and anodized, extruded aluminium sash with operable hopper and sliding units, both have insulated glazing with integral blinds. The exterior doors are typically hollow metal doors and frames with knob-type cylindrical hardware.

Building Interior

The ceilings include gypsum wallboard with a painted finish, 12 inch acoustical tiles and 2 x 4 acoustic ceiling tiles supported in a suspended metal grid system. The walls are typically gypsum wallboard and stud and CMU wall construction with painted finishes. The floors include sheet vinyl, VAT, VCT and carpeting finishes. The interior doors include hollow metal and flush solid core wood doors set in hollow metal frames with knob type cylindrical hardware.

Building Structure

The building is a four story, reinforced cast-in-place concrete structure built in 1925 and a fifth story addition with a structural steel frame. The original structural frame consists of reinforced, concrete slabs supported by reinforced cast-in-place concrete beams and columns. The addition consists of reinforced, concrete slabs supported by structural steel beams and columns. The entire building is supported on cast-in-place concrete footings and perimeter cast-in-place concrete walls.

Level 0 is located below grade and is approximately 1,572 square meters (16,600 SF) and contains Service and M/M Storage.

Level 1 is located above grade and is approximately 1,518 square meters (16,030 SF) and contains OPPU, Dental Clinic, Core Lab and Autopsy/Morgue.

Level 2 is approximately 964 square meters (10,180 SF) and contains Laboratories.

Level 3 is approximately 827 square meters (8,740 SF) and contains Laboratories.

Level 4 is approximately 827 square meters (8,740 SF) and contains Laboratories.

Level 5 is approximately 827 square meters (8,740 SF) and contains OT/PT, Orthopaedic GFT Offices, Speech Pathology Offices and Research Offices.

Vertical Transportation
The building has a passenger elevator which services levels 0 through 5. The building also contains two exit stair enclosures which service levels 0 through 3 with the east stair additionally servicing levels 4 through 5.

9.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

9.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [9](30TPM)

- ☐ Cease unnecessary activity and listen for the location of the emergency
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **9.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.
- ☐ Reassure patients and visitors that they remain calm and direct them to the nearest safe area
- ☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)

[9] TPM – Refers to Tones Per Minute

☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
☐ Prepare for the need to evacuate the area

Kingston Fire Services Access
Kingston Fire Services will meet the Security Rounds officer at the Watkins West entrance off Stuart St. (For more details see **Appendix A – Response to KGH**)

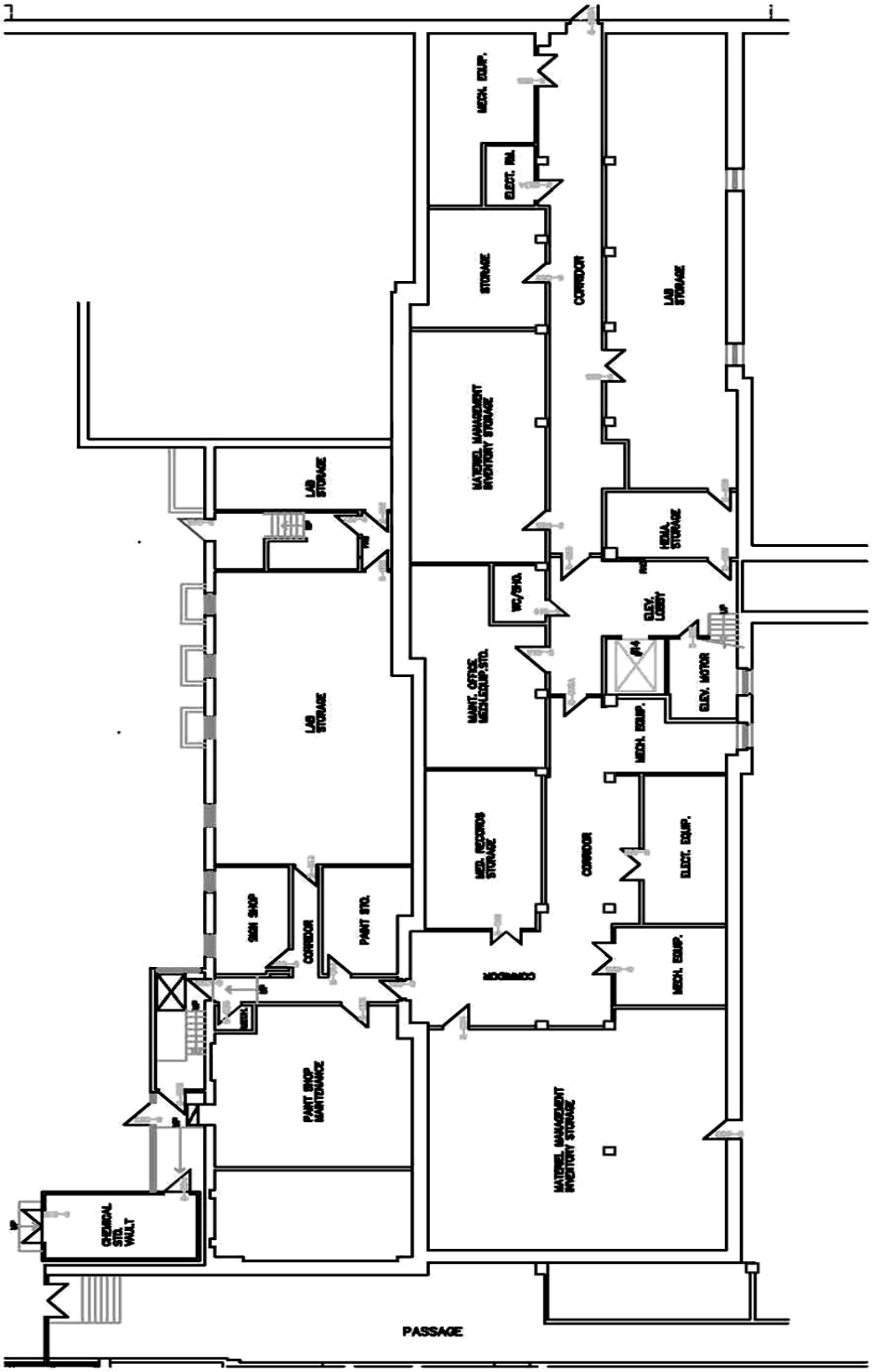
Special Hazards
The Core Lab and Autopsy Suite (Morgue) are located on Level 1. The Histopathology Lab is located on Level 2. The Microbiology Lab is located on Level 3. The Genetics & Cytology Labs are located on Level 4. Labs in the Douglas wing use flammable or combustible materials. Flammable materials are stored in flammable storage containers.

RECOVERY
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

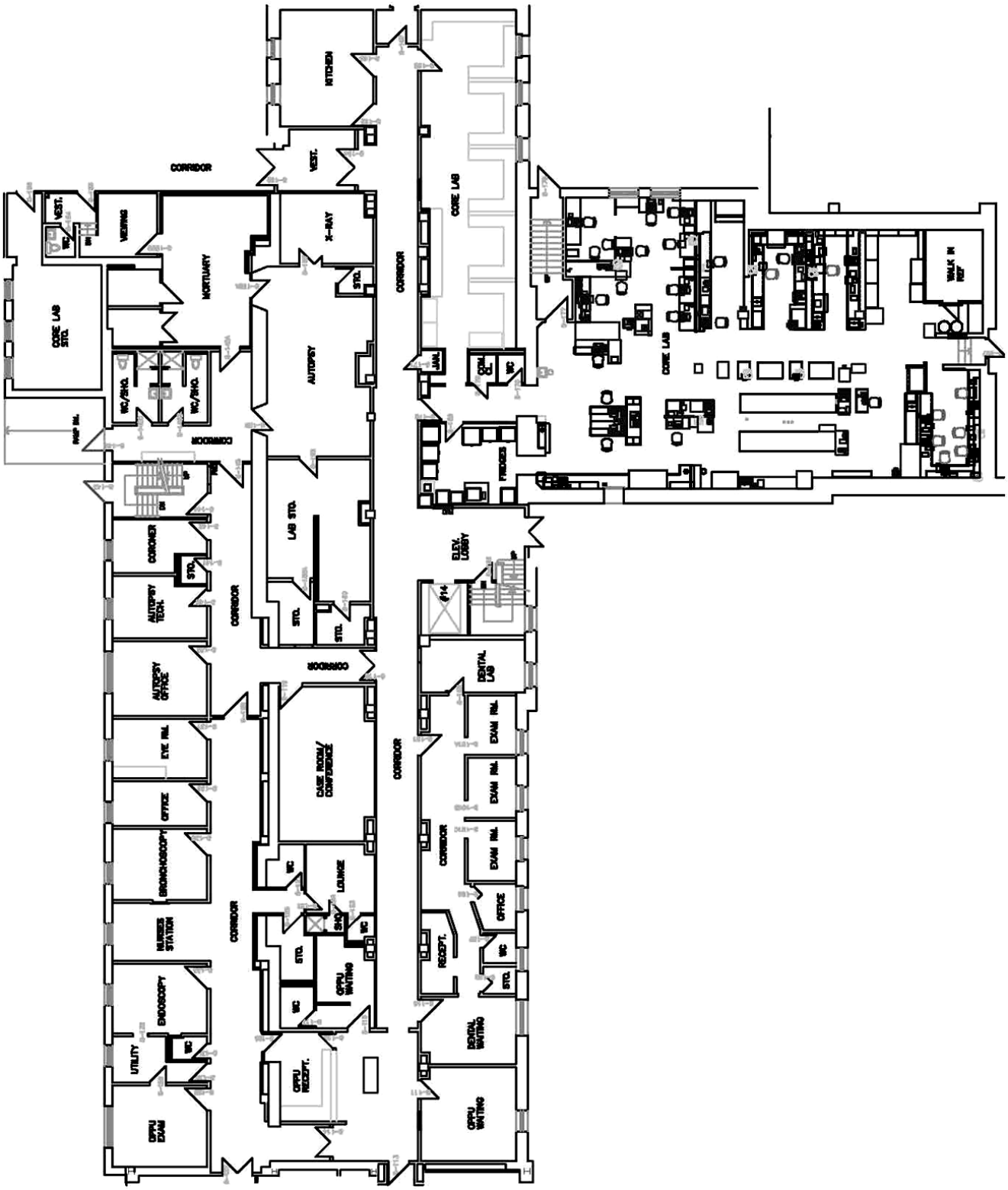
9.4. Upon Notification That the Crisis Has Concluded
☐ Resume normal operations

9.5. Floor Plans

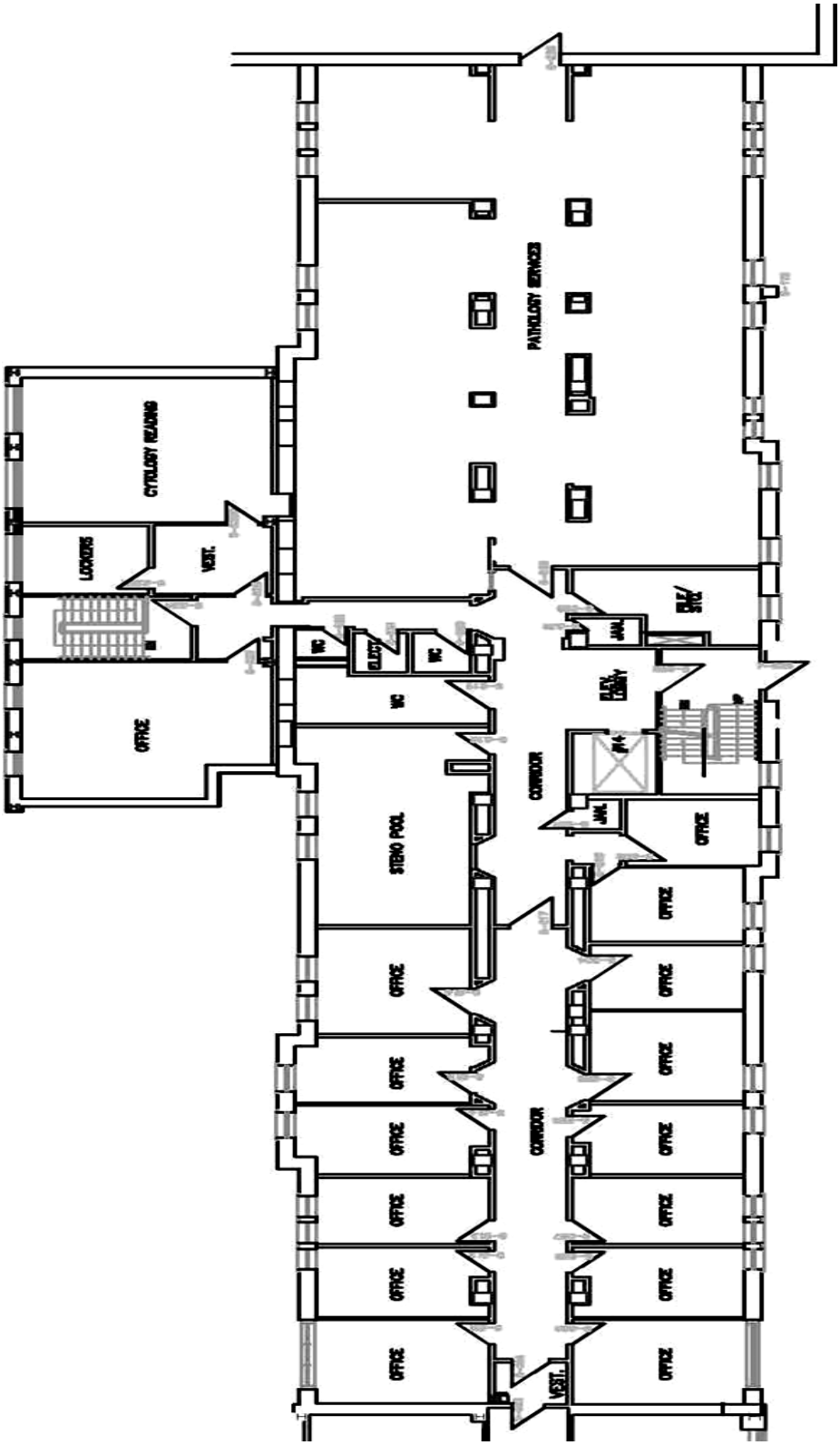
Level 0



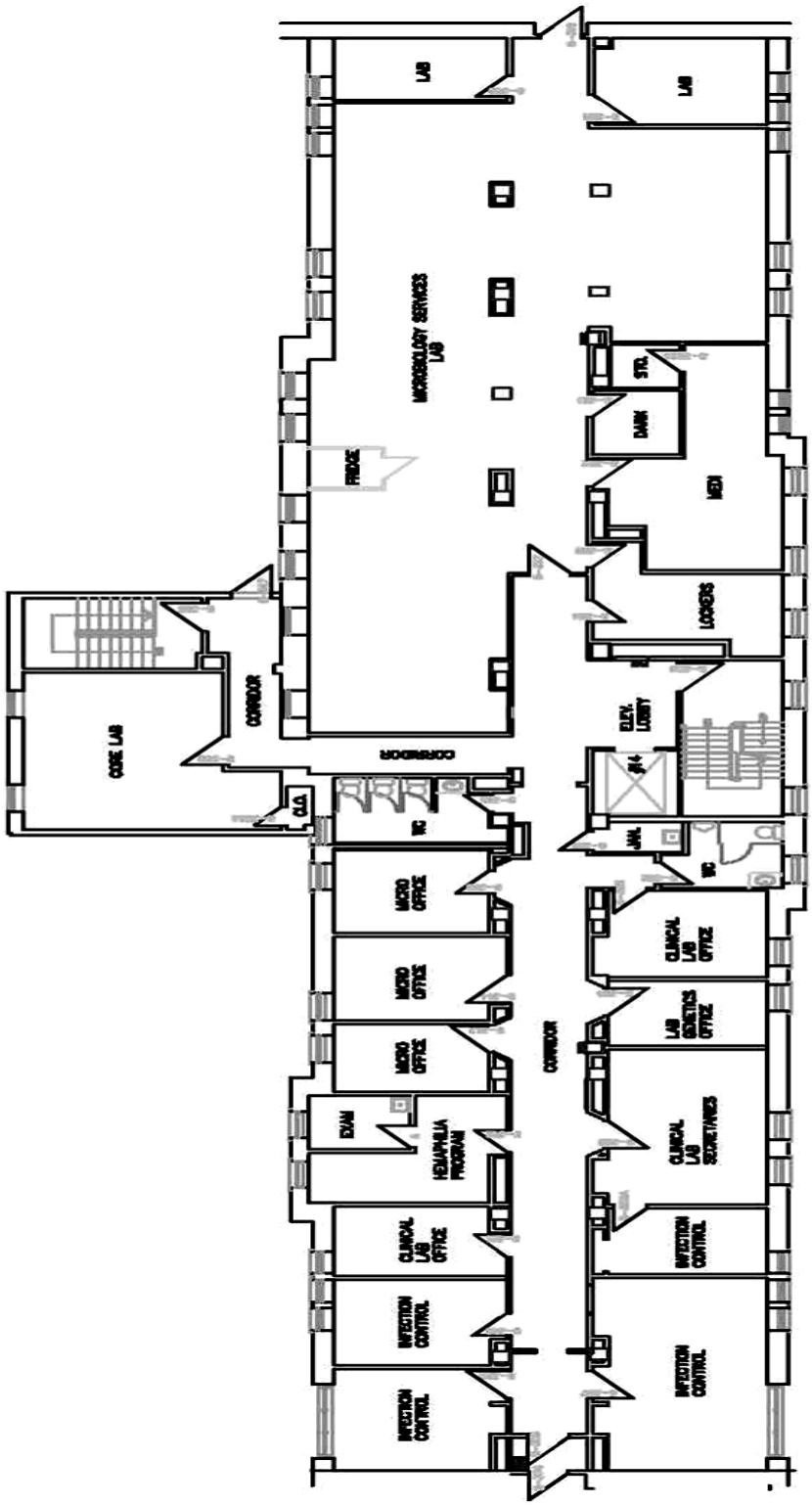
Level 1


KITCHEN
VEST.
CORRIDOR
VEST.
WC
DN
VIEWING
MORTUARY
X-RAY
STO.
CORE LAB
CORE LAB STO.
WC/SHO.
WC/SHO.
AUTOPSY
CORRIDOR
JAN.
COM. CL.
WC
CORE LAB
WALK IN REF
FRIDGES
LAB STO.
CORONER
STO.
AUTOPSY TECH.
CORRIDOR
STO.
STO.
ELEV. LOBBY
#14
CORRIDOR
DENTAL LAB
AUTOPSY OFFICE
EXAM RM.
EYE RM.
CASE ROOM/ CONFERENCE
CORRIDOR
EXAM RM.
OFFICE
BRONCHOSCOPY
EXAM RM.
CORRIDOR
WC
LOUNGE
OFFICE
NURSES STATION
SHO.
WC
CORRIDOR
STO.
RECEPT.
WC
OPPU WAITING
STO.
ENDOSCOPY
WC
DENTAL WAITING
UTILITY
WC
OPPU RECEPT.
OPPU EXAM
OPPU WAITING

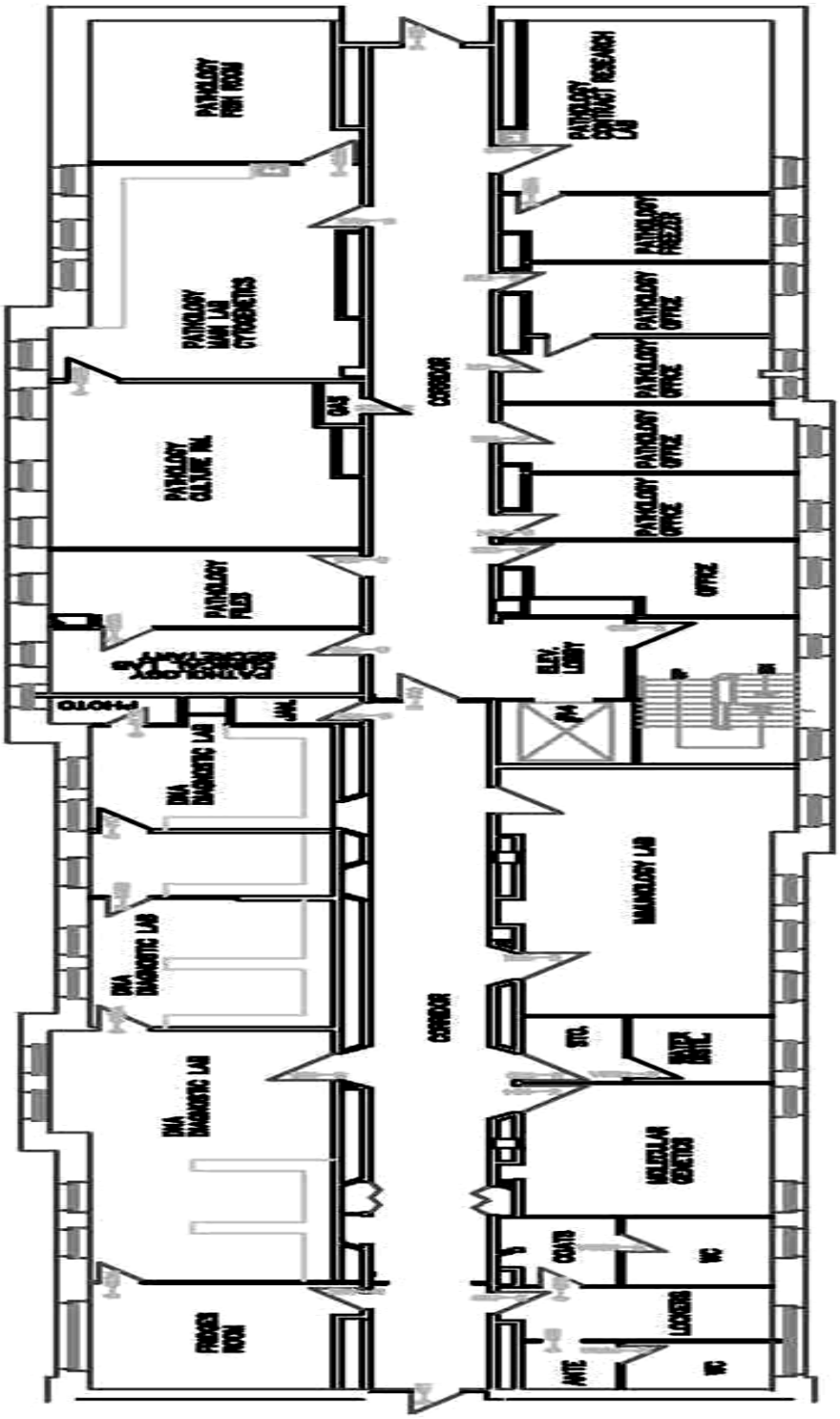
Level 2


PATHOLOGY SERVICES
CYTOLOGY READING
LOCKERS
VEST.
OFFICE
WC
ELECT.
WC
WC
STENO POOL
CORRIDOR
JAN.
FILE/ STOR
FLEX. LOBBY
JAN.
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
CORRIDOR
VEST.

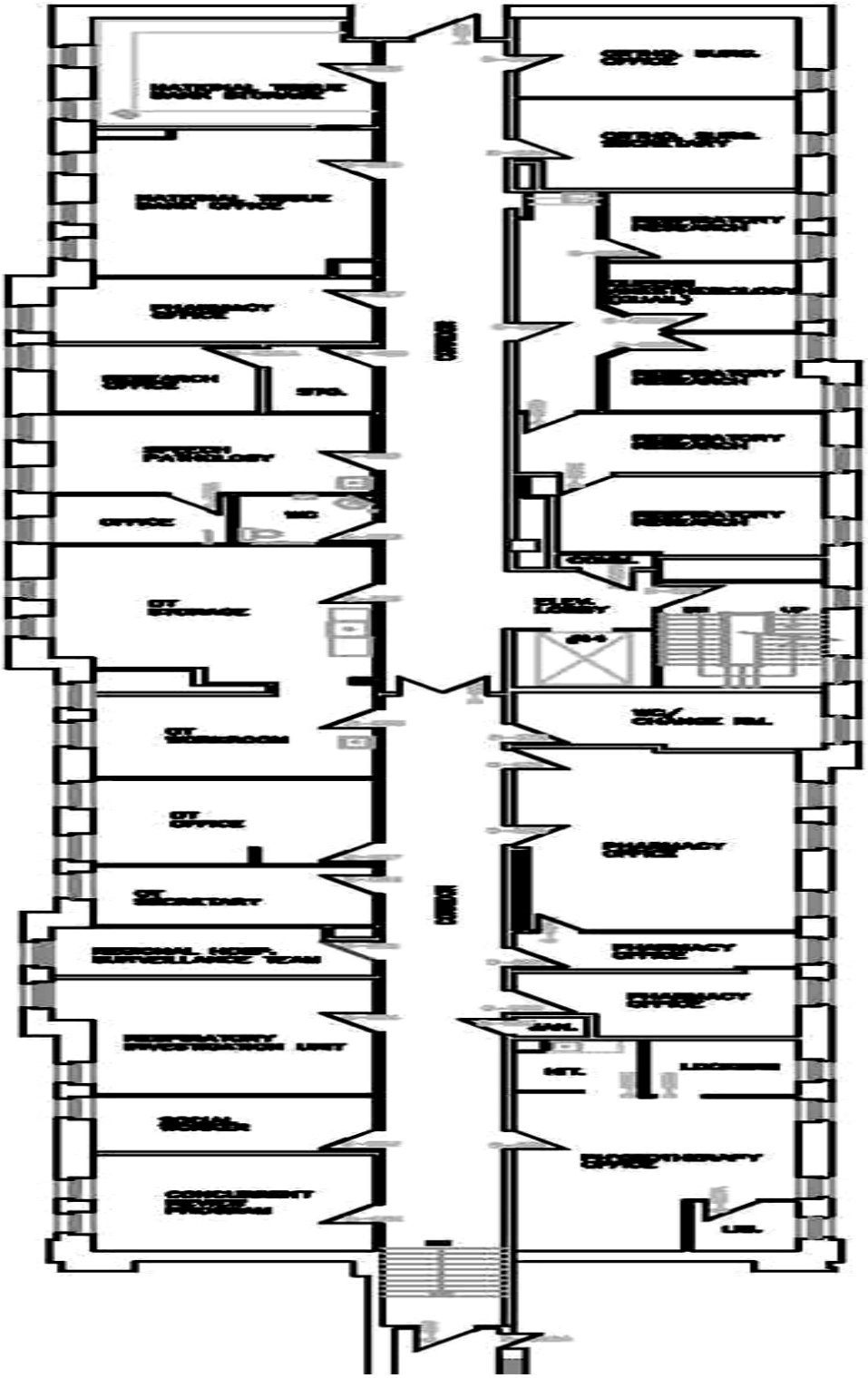
Level 3


LAB
LAB
MICROBIOLOGY SERVICES LAB
STR.
DARK
MEN
FRIDGE
LOCKERS
CORRIDOR
CODE LAB
CORRIDOR
ELEV. LOBBY
WC
JAN.
WC
MICRO OFFICE
MICRO OFFICE
MICRO OFFICE
CLINICAL LAB OFFICE
LAB GENETICS OFFICE
CORRIDOR
EXAM
HEPATITIS C PROGRAM
CLINICAL LAB SECRETARIES
CLINICAL LAB OFFICE
INFECTION CONTROL
INFECTION CONTROL
INFECTION CONTROL
INFECTION CONTROL

Level 4


PATHOLOGY FISH ROOM
PATHOLOGY CONTRACT RESEARCH LAB
PATHOLOGY FREEZER
PATHOLOGY OFFICE
PATHOLOGY OFFICE
PATHOLOGY OFFICE
PATHOLOGY OFFICE
PATHOLOGY MAIN LAB CYTOGENETICS
CORRIDOR
GAS
PATHOLOGY CULTURE RM.
PATHOLOGY FILES
OFFICE
ELEV. LOBBY
PHOTO
JAN.
DNA DIAGNOSTIC LAB
DNA DIAGNOSTIC LAB
DNA DIAGNOSTIC LAB
CORRIDOR
MIMUNOLOGY LAB
STG.
WATER DISTL.
MOLECULAR GENETICS
COATS
WC
LOCKERS
ANTE
WC
FROGES ROOM

Level 5



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10.0 RESPONSE & RECOVERY – KIDD / DAVIES WING

RESPONSE

10.1. General Overview

Fire Alarm System

The fire alarm system installed in the Kidd/Davies Wing is an MXL addressable system. The system is designed to identify the exact location of the device that has been activated during an alarm. There are three devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the device activating the system. Third is the sprinkler system, this is activated when the ceiling temperature reaches a certain level and activates the sprinkler head to release water in the area. When the fire alarm system is activated, the adjoining wings (Connell & Armstrong) will also activate.

Fire Suppression

The building is equipped with a wet standpipe and sprinkler fire suppression system, and is tied in the Kidd basement to Darling Duro 30 hp, 500 US gpm standpipe and sprinkler booster pumps that feed not only the lower levels (original construction) that includes the renal department window sprays, but also the upper Kidd building floors. A Siamese connection is provided for Kingston Fire Services on the south side to service Kidd Levels 0 – 3 and on the east side of the 44KV substation to service Kidd Levels 4 – 9 and Davies Levels 0 – 5. Corridors are typically served by fire hose connections in selected corridors, and 10-pound ABC and 20 pound 'A' type fire extinguishers were located in strategically located, mounted cabinets. Several of the fire extinguishers are hung on wall brackets as well.

Level 0 Kitchen includes a wet chemical kitchen hood system.

Occupancy

Group A2, B2 & D Occupancy

Building Exterior

The exterior wall construction is typically poured, cast-in-place reinforced concrete and pre-cast concrete panels. The roof system is an inverted roof membrane assembly (IRMA) with a built-up roof membrane, stone ballast and parapet walls. Drainage is achieved through internal roof drains to leaders. The window system is a monumental, anodized, extruded aluminum sash with tinted, 1 inch insulated glazing. The exterior doors include anodized, extruded aluminum entrance systems, (including automatic sliding doors and revolving doors), rolling overhead doors and hollow metal doors and frames with thumb latch and pull type hardware.

Building Interior

The ceilings include a metal slat suspension system, painted gypsum wallboard and 2 x 2 acoustic ceiling tiles supported in a suspended metal grid system. The walls include CMU with a sculptural face or paint finish, structural glass block, CMT and gypsum wallboard and stud wall construction with painted and vinyl wall covering finishes. The floors finishes include painted concrete, VCT, sheet vinyl, terrazzo and carpeting. The interior doors

include flush hollow metal, flush plastic laminate and flush solid core wood doors set in hollow metal frames with knob or lever type cylindrical hardware.

Building Structure
The building is composed of an eight story and a five story wing, cast-in-place reinforced concrete structure built in 1976, with an addition completed in 1989. The main structural frame consists of reinforced, concrete slabs supported by reinforced, cast-in-place concrete beams and columns. The basement floor is a reinforced, cast-in-place concrete slab. The entire building is supported on cast-in-place concrete footings and perimeter cast-in-place walls.

Kidd:
Level 0 is located below grade and is approximately 4,418 square meters (46,670 SF) and contains Materials Management, Pharmacy, Respiratory Therapy, Linen and garbage areas.

Level 1 is located at grade and is approximately 3,969 square meters (41,920 SF) and contains Medical Records and Imaging Services.

Level 2 is approximately 3,969 square meters (41,920 SF) and contains I.C.U., O.R., P.A.C.U., and C.V.R.I.

Level 3 is approximately 2,475 square meters (26,145 SF) and contains General Medicine and the C.V. Lab.

Level 4 is approximately 2,073 square meters (21,895 SF) and contains Cardiovascular Surgery, Thoracic Surgery, Plastics, Burns and Orthopaedics.

Level 5 is approximately 2,073 square meters (21,895 SF) and contains Obstetrics, Newborn Bassinets, Gynaecology and Paediatrics.

Level 6 is approximately 1,957 square meters (20,670 SF) and contains Rad. Onc., Hem. Onc., Gastroent. and the Sleep Lab.

Level 7 is approximately 1,957 square meters (20,670 SF) and contains Neurology, Neurosurgery, General Medicine, OT/PT and Angiodyn.

Level 8 is approximately 1,809 square meters (19,108 SF) and contains mechanical areas.

Level 9 is approximately 1,957 square meters (20,670 SF) and contains Medical Surgery.

Level 10 is approximately 1,957 square meters (20,670 SF) and contains Pediatrics.

Davies:
Level 0 is located below grade and is approximately 1,841 square meters (19,450 SF) and contains cafeteria and kitchen areas.

Level 1 is located at grade and is approximately 927 square meters (9,790 SF) and contains admitting, information, gift shop, cafe and medical records areas.

Level 2 is located at grade and is approximately 927 square meters (9,790 SF) and contains renal unit and chapel areas.

Level 3 is located at grade and is approximately 1,292 square meters (13,650 SF) and contains C.C.U., step-down, C.C.U., cardiology and general medicine areas.

Level 4 is located at grade and is approximately 982 square meters (10,370 SF) and contains orthopaedic areas.

Level 5 is located at grade and is approximately 982 square meters (10,370 SF) and contains obstetrics, newborn bassinets, and gynecology and pediatrics areas.

Vertical Transportation
The building has four passenger elevators, numbered 1 through 4 and two service elevators, numbered 5 and 6. Elevator nos. 1 through 5 service levels 0 through 10. Elevator 6 services levels 0 through 7. The building also contains five exit stair enclosures numbered 1 – 5.
1 – Kidd North (Near Patient Records) Services levels 1 - 10
2 – Kidd South/West Services levels 1 - 3
3 – Kidd South (Near M.R.I.) Services levels 1 - 3
4 – Kidd West (Near Elevators) Services levels 1 - 10
5 – Davies North (Exit to Main Entrance Bike Rack) Services levels 1 - 5

10.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

10.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [10](30TPM)

- ☐ Close all patient room doors
- ☐ Cease unnecessary activity and listen for the location of the emergency
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **10.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.

[10] TPM – Refers to Tones Per Minute

☐ Reassure patients and visitors that they remain calm and direct them to the nearest safe area
☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)

☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
☐ Prepare for the need to evacuate the area

Kingston Fire Services Access

Kingston Fire Services will meet the Security Rounds officer at the Main Entrance off Stuart St. (For more details see **Appendix A – Response to KGH**)

Special Hazards

The Garbage Room and Hydroclave are located on Level 0. The MRI Suite, CT Scanner, and X-Ray department are located on Level 1.

RECOVERY

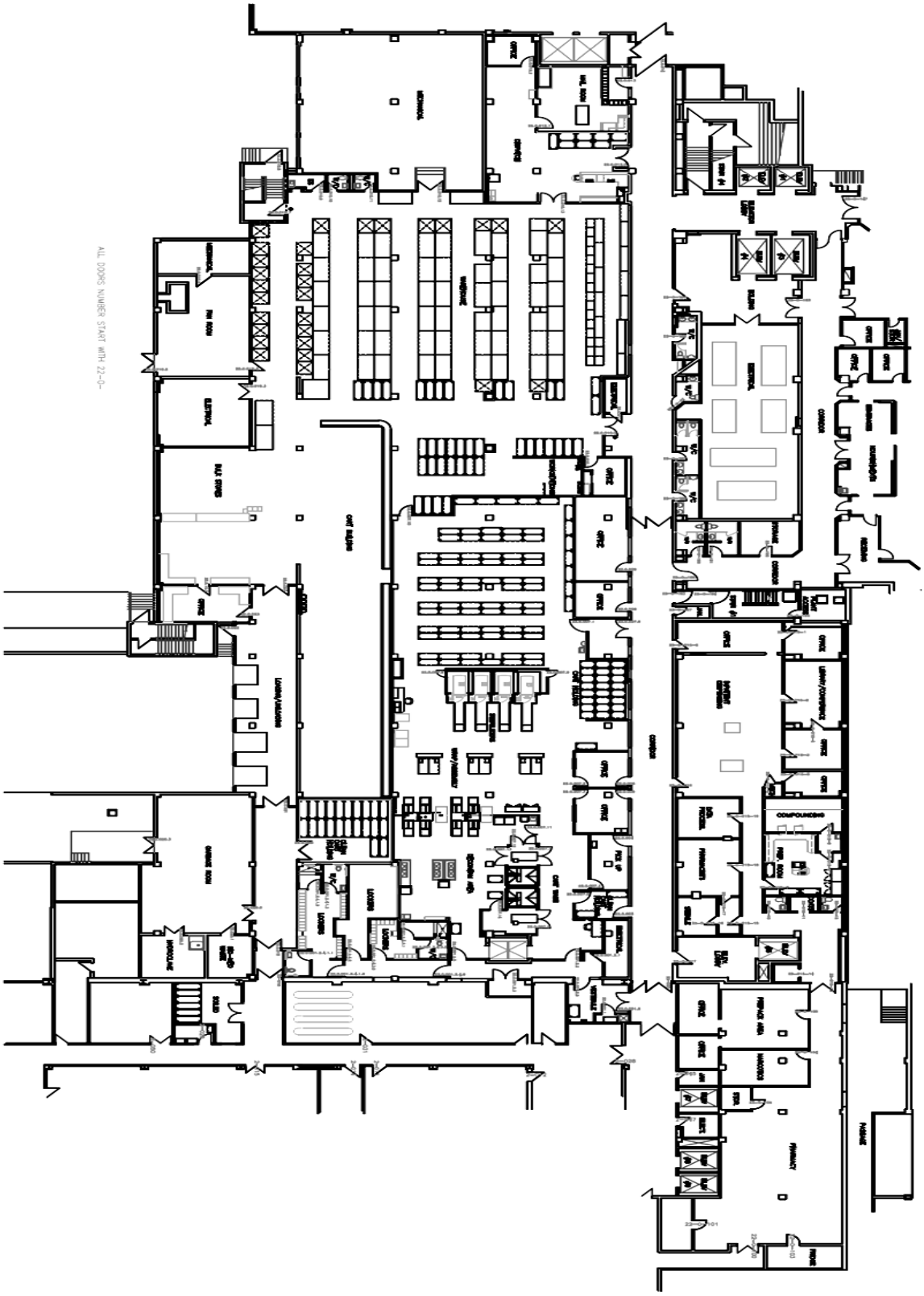
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

10.4. Upon Notification That the Crisis Has Concluded

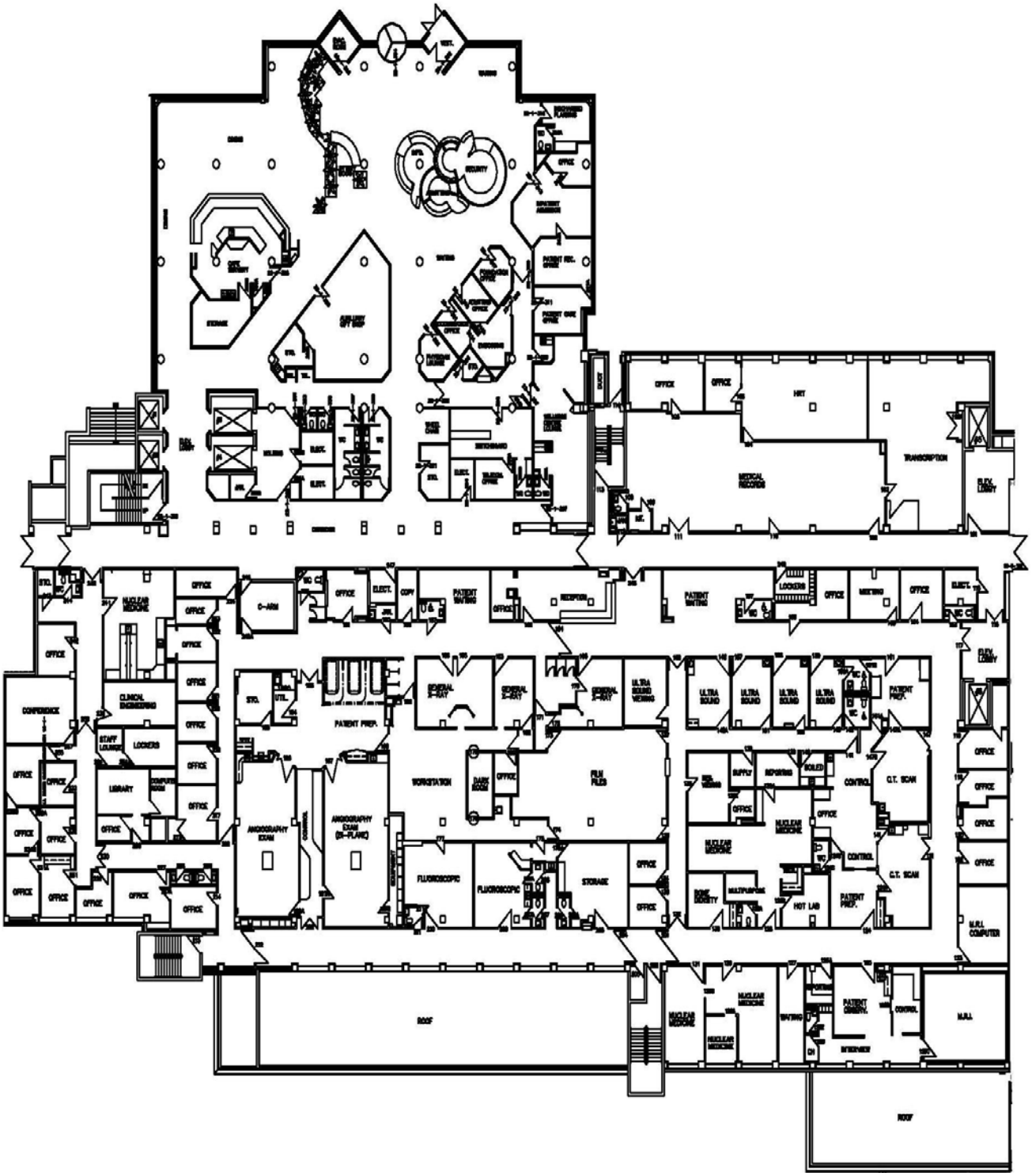
☐ Resume normal operations

10.5. Floor Plans

Level 0

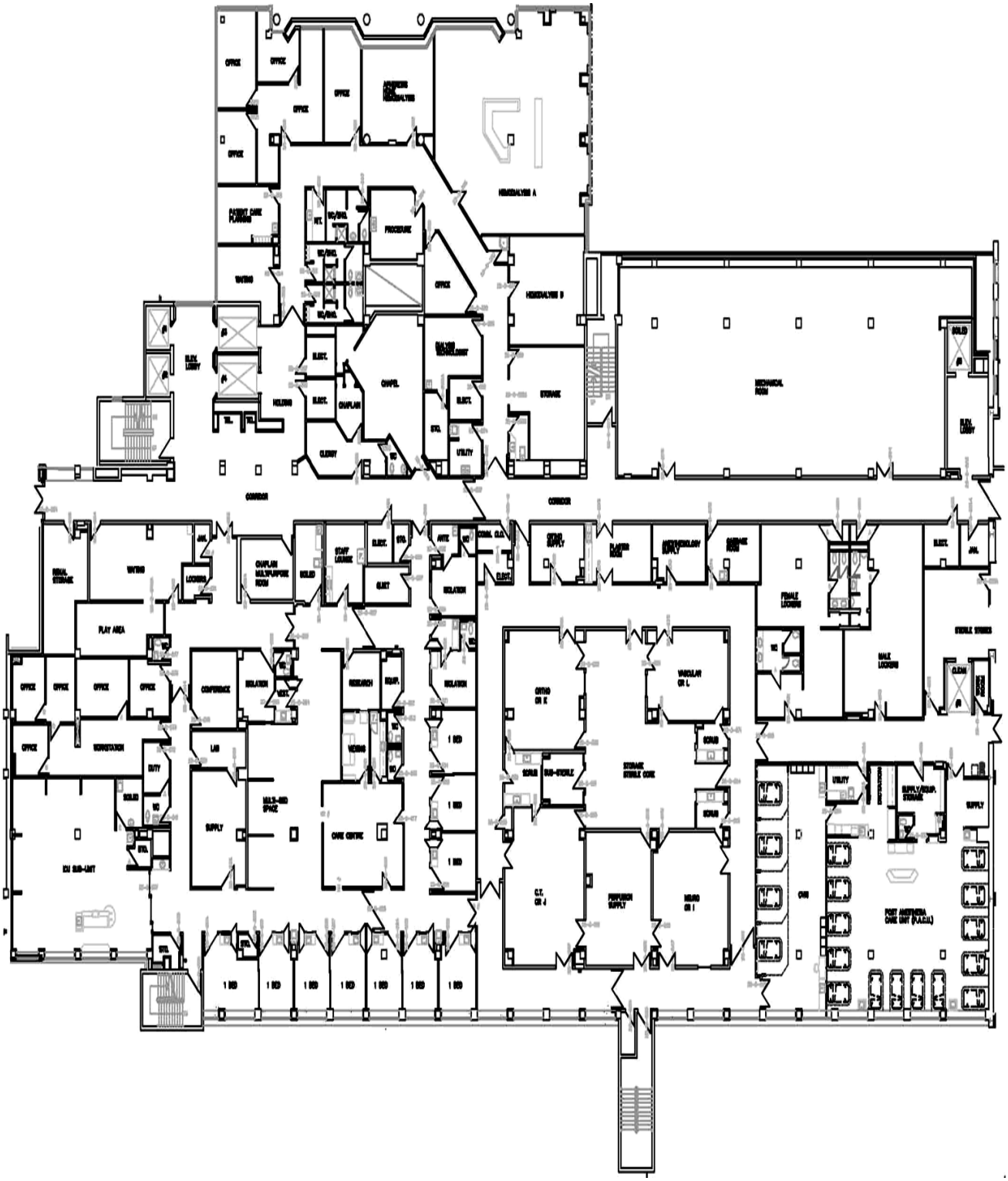


Level 1

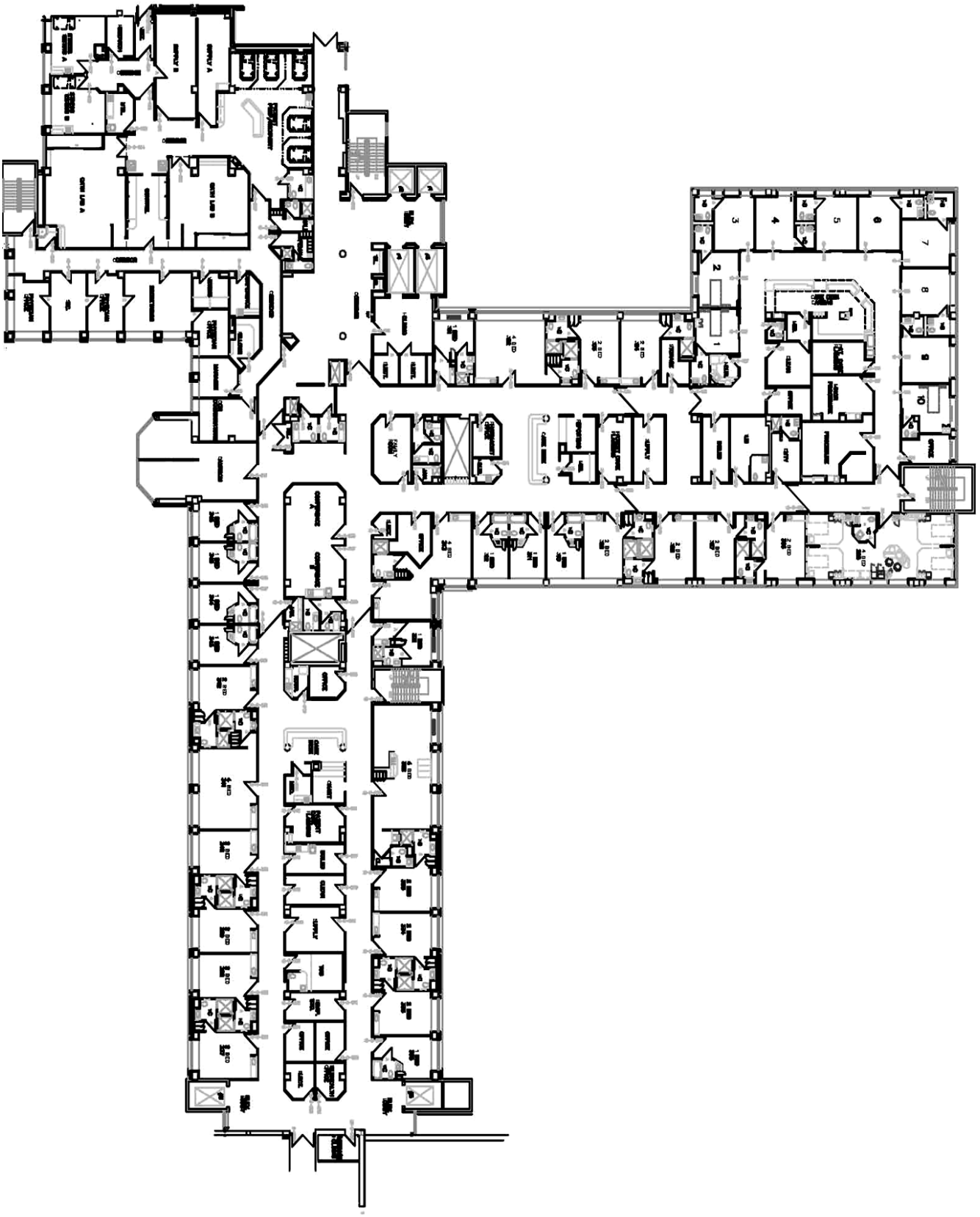


OFFICE
HIT
TRANSCRIPTION
MEDICAL RECORDS
ELEV. LOBBY
NUCLEAR MEDICINE
C-ARM
ELECT.
COPY
PATIENT WAITING
RECEPTION
LOCKERS
MEETING
CONFERENCE
CLINICAL ENGINEERING
STAFF LOUNGE
LOCKERS
LIBRARY
COMPUTER ROOM
STO.
UTIL.
PATIENT PREP.
GENERAL X-RAY
ULTRA SOUND WEIGHING
ULTRA SOUND
WORKSTATION
DARK ROOM
FILM FILES
SUPPLY
REPORTING
BOILED
CONTROL
C.T. SCAN
ANGIOGRAPHY EXAM
ANGIOGRAPHY EXAM (BI-PLANE)
FLUOROSCOPIC
STORAGE
BONE DENSITY
MULTIPURPOSE
HOT LAB
M.R.I. COMPUTER
ROOF
WAITING
PATIENT OBSERV.
INTERVIEW
M.R.I.

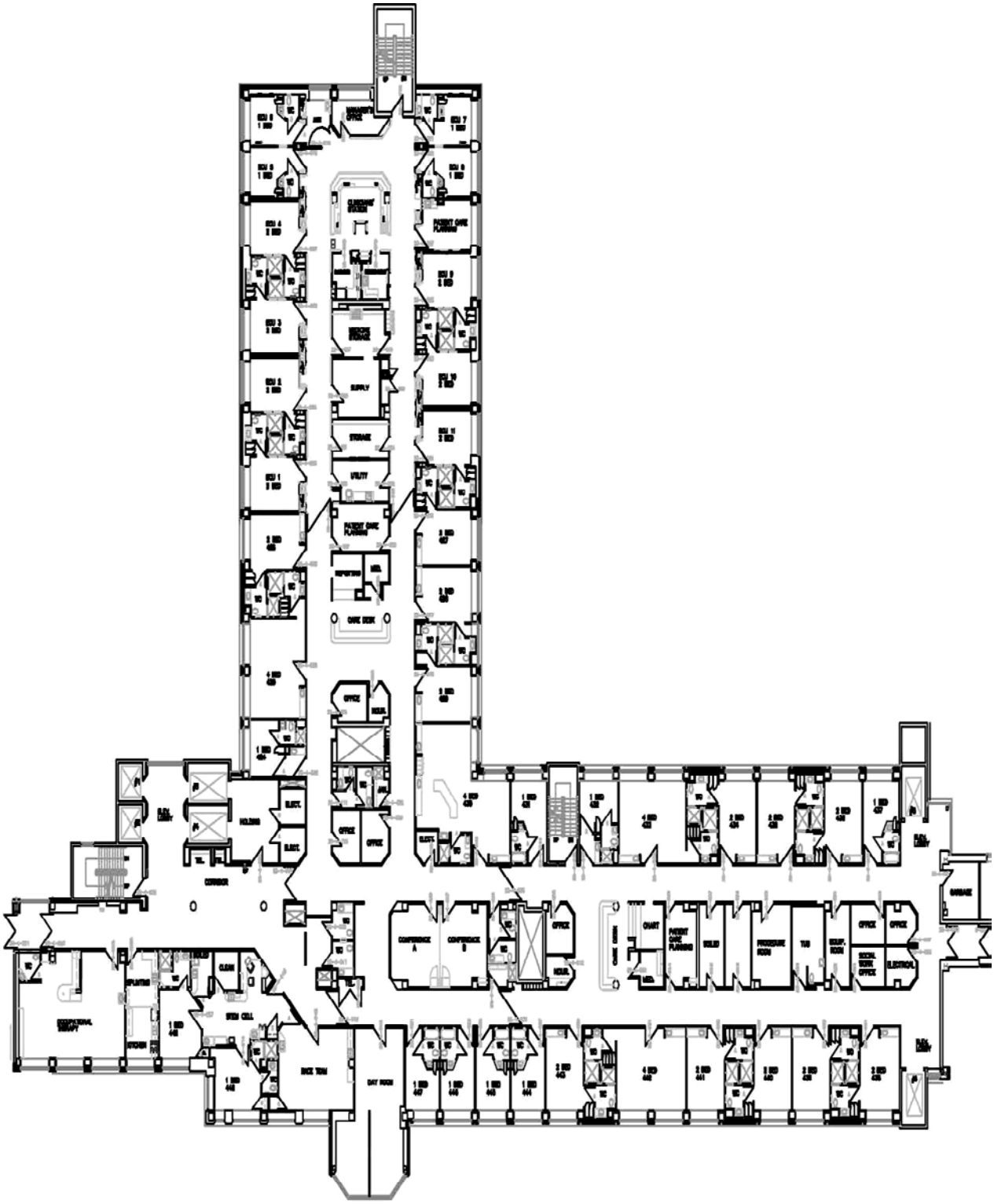
Level 2



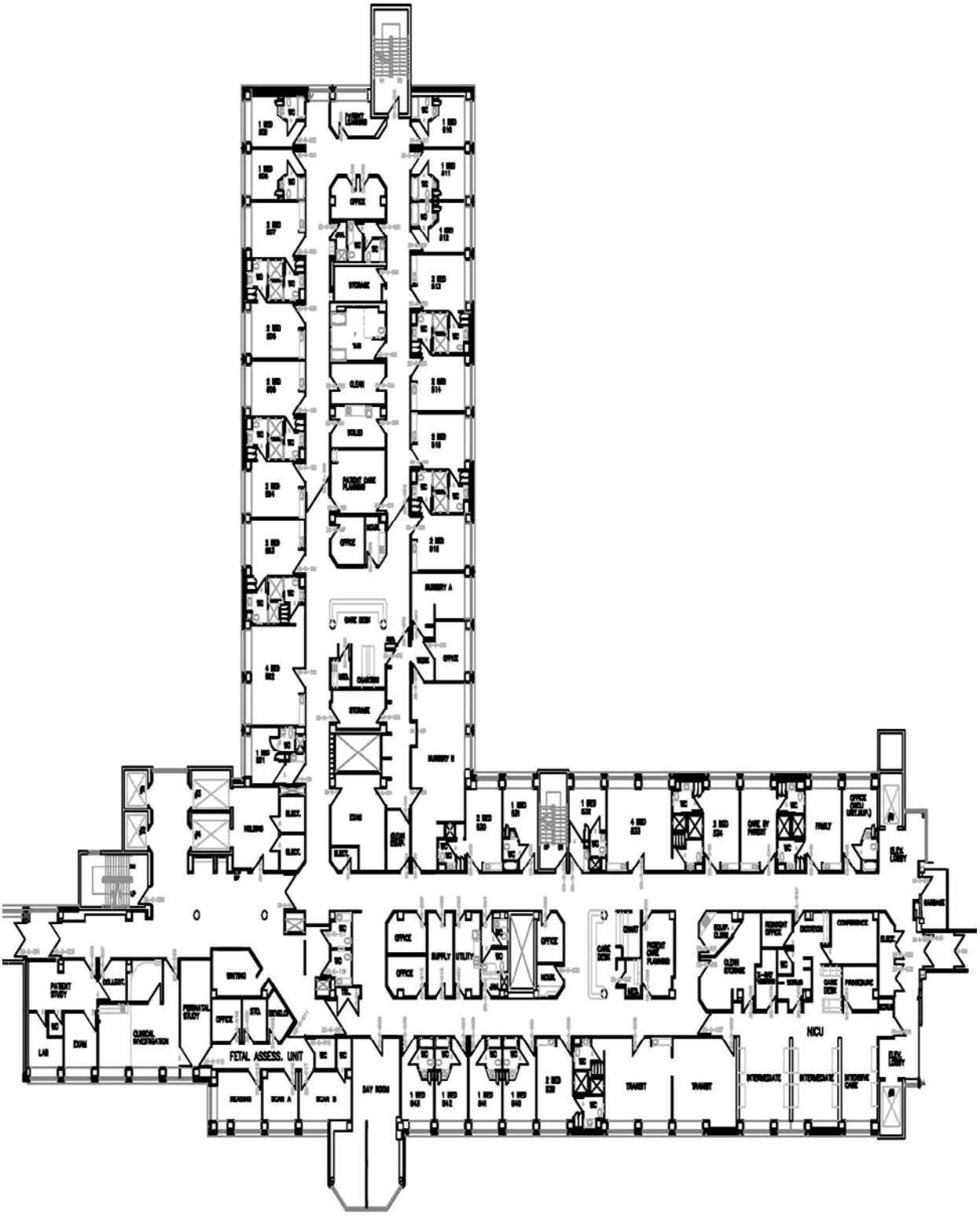
Level 3



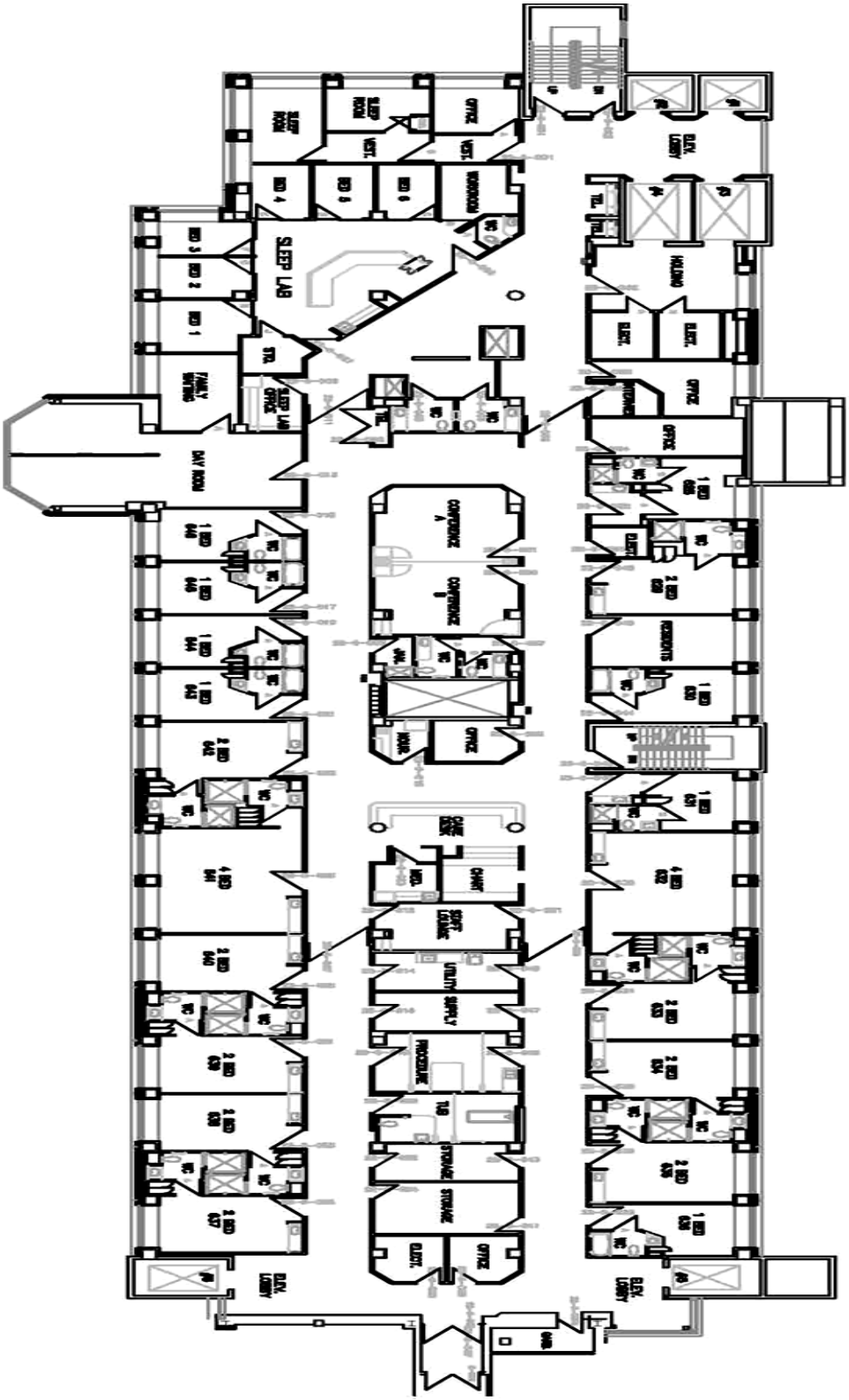
Level 4



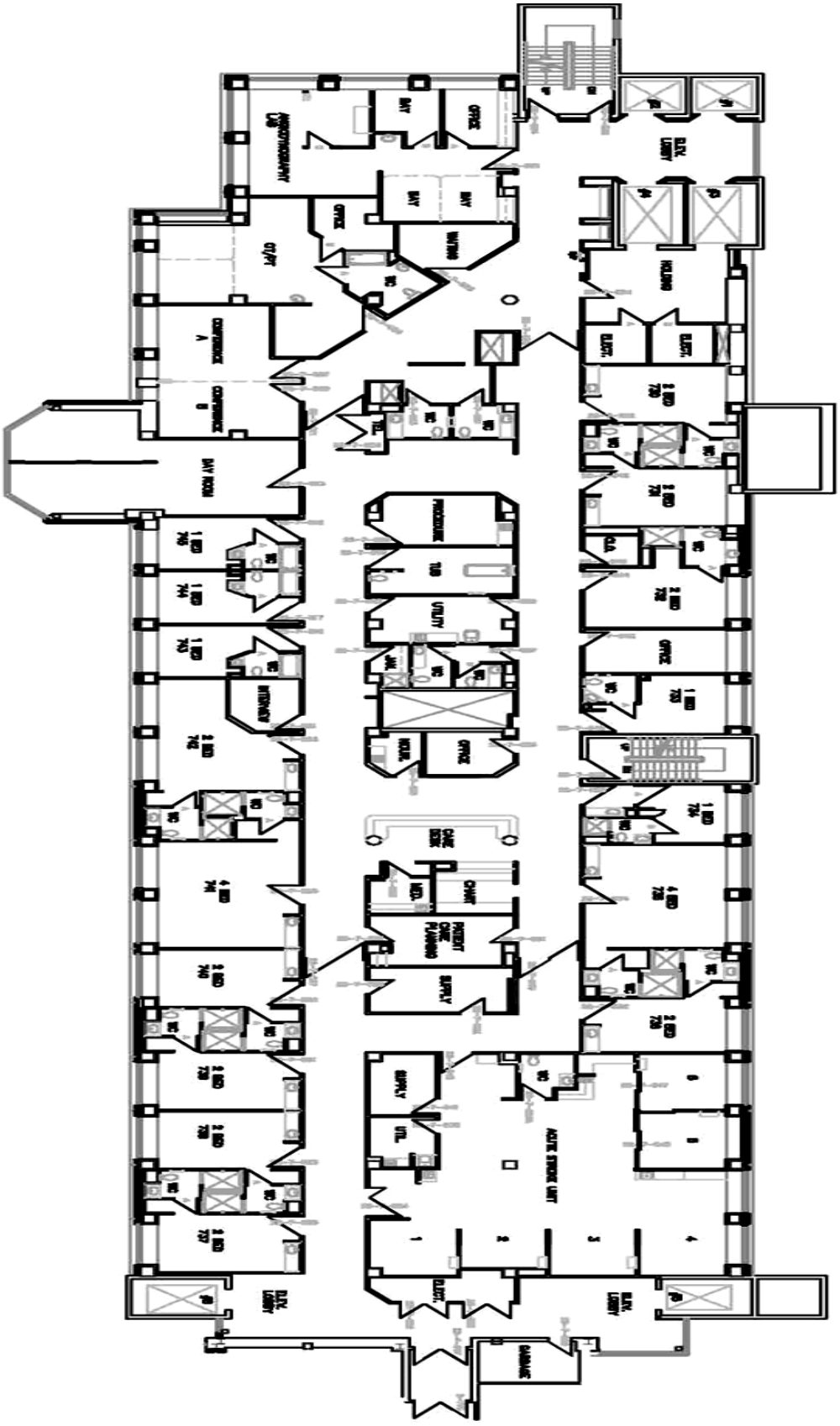
Level 5



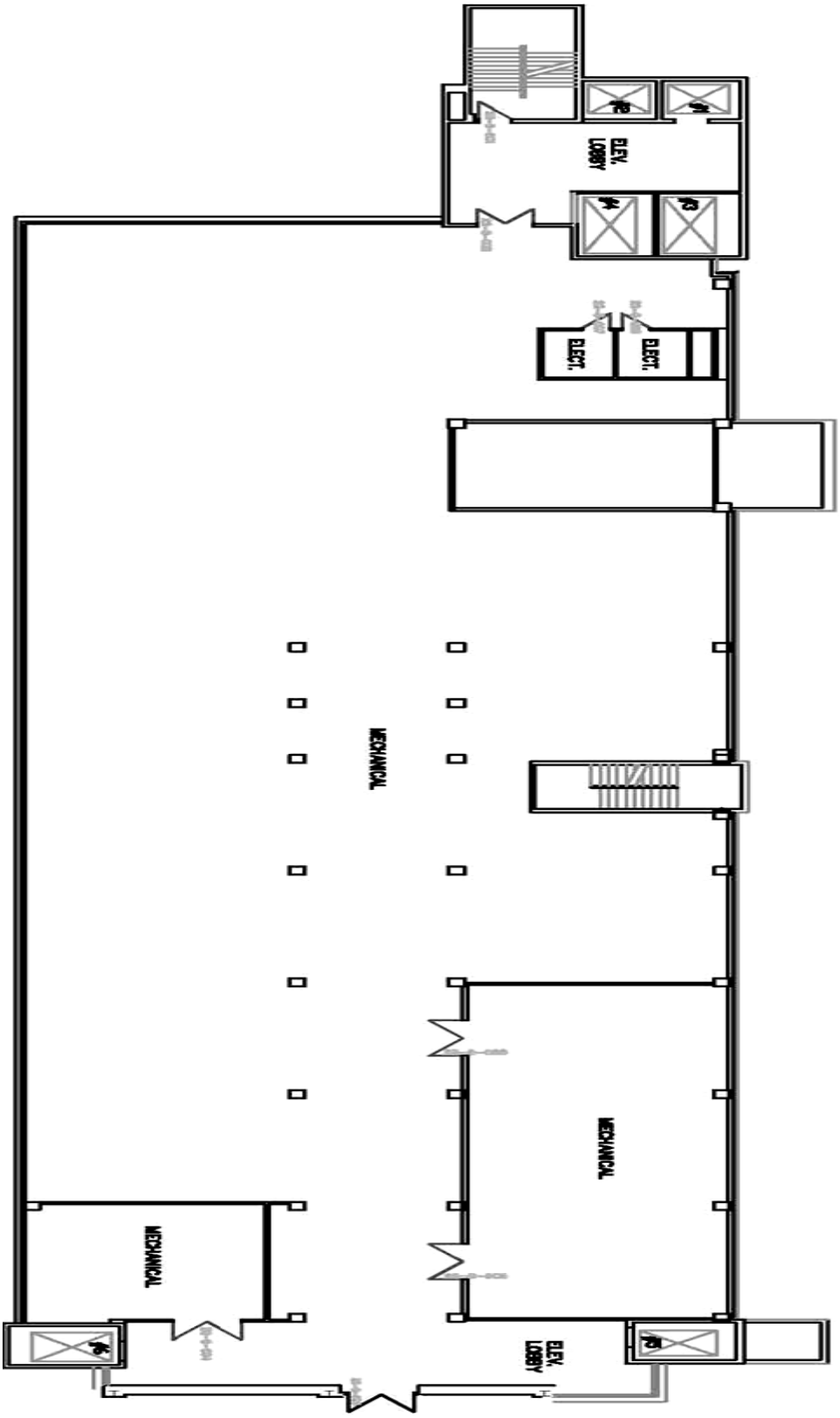
Level 6



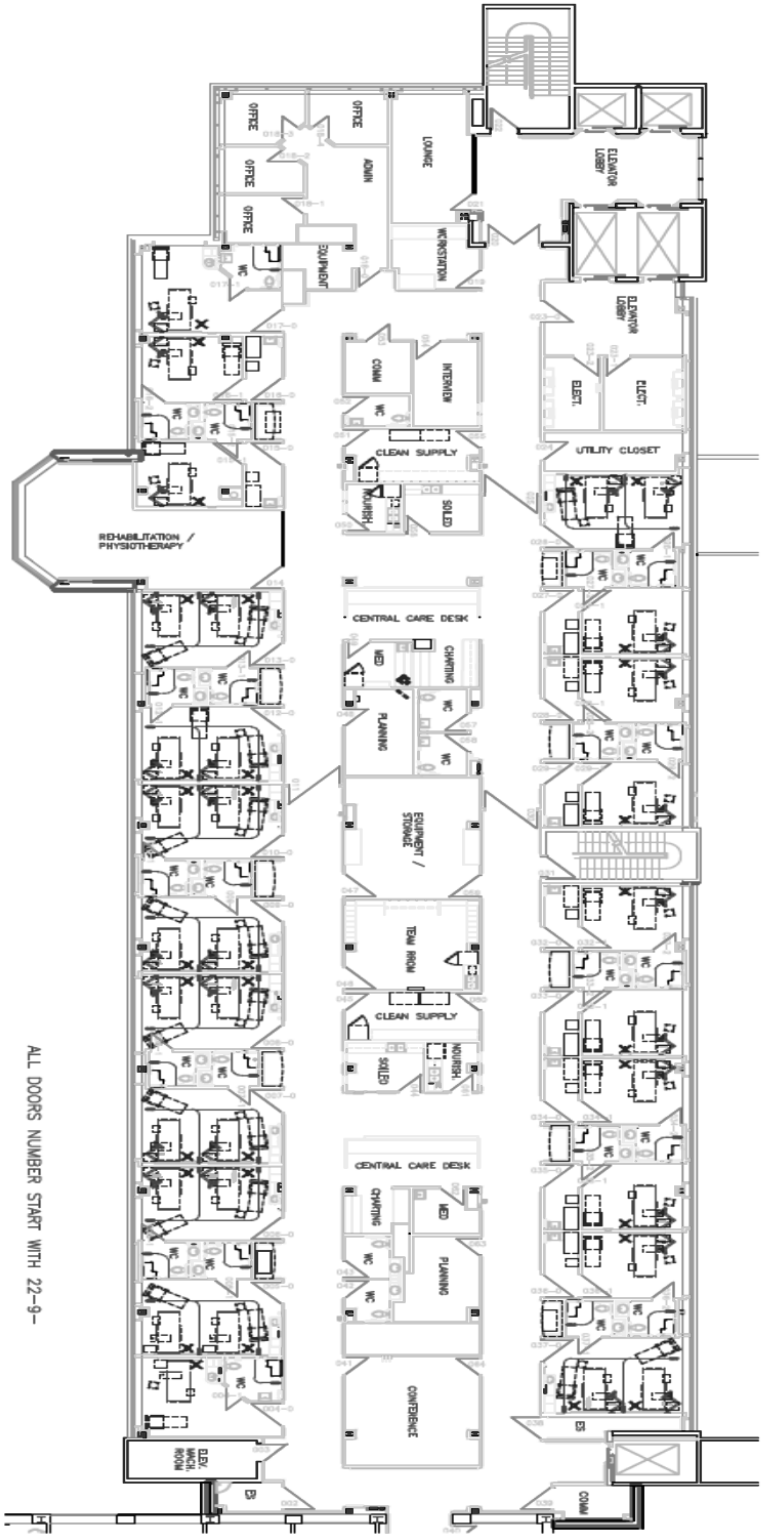
Level 7



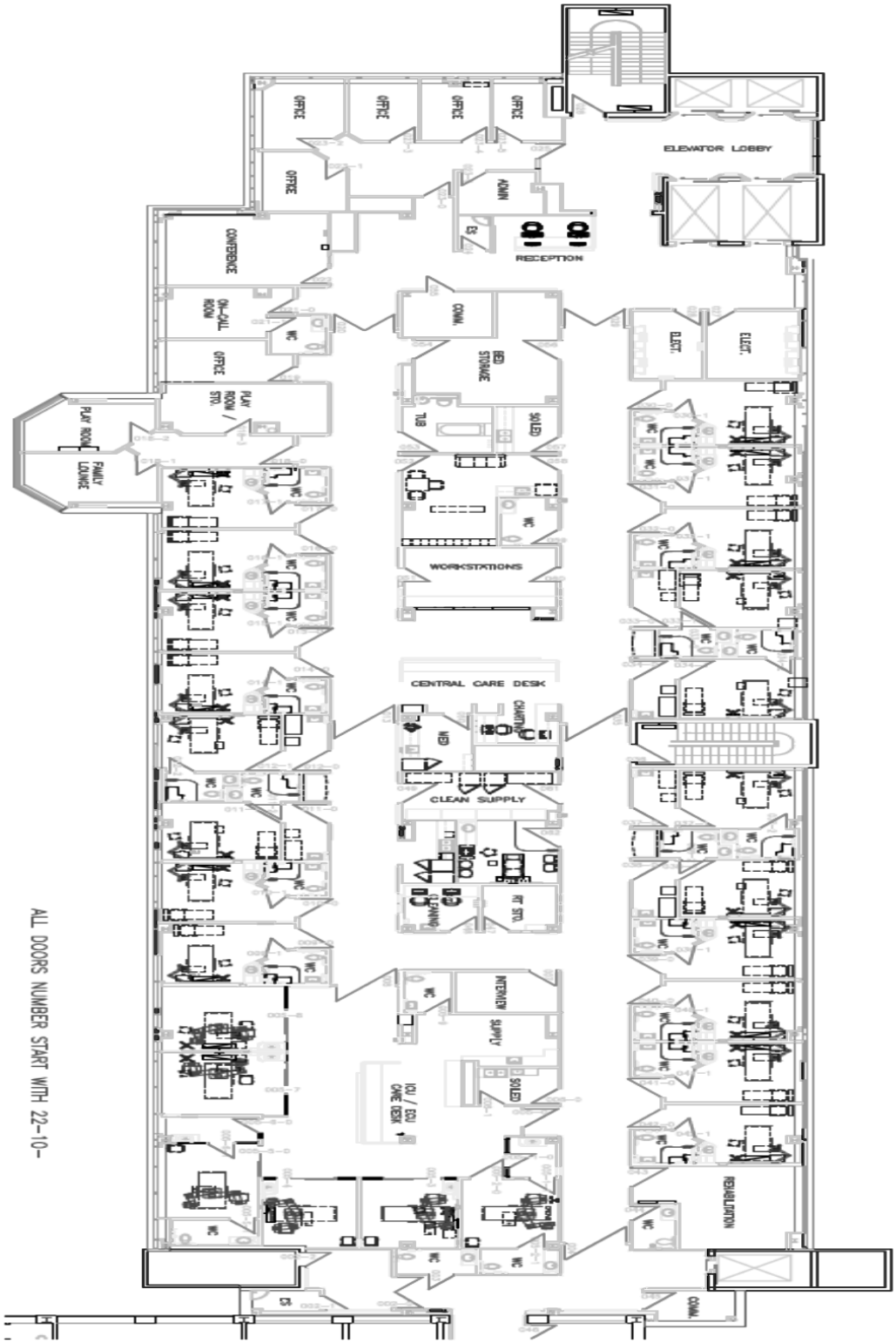
Level 8


ELEV. LOBBY
ELECT.
ELECT.
MECHANICAL
MECHANICAL
MECHANICAL
ELEV. LOBBY

Level 9


OFFICE
OFFICE
OFFICE
ADMIN
LOUNGE
EQUIPMENT
WORKSTATION
ELEVATOR LOBBY
ELEVATOR LOBBY
COMM
INTERVIEW
ELECT.
ELECT.
CLEAN SUPPLY
UTILITY CLOSET
SOILED
REHABILITATION / PHYSIOTHERAPY
CENTRAL CARE DESK
MED
CHARTING
PLANNING
EQUIPMENT / STORAGE
TEAM ROOM
CLEAN SUPPLY
SOILED
CENTRAL CARE DESK
CHARTING
MED
PLANNING
CONFERENCE
ELEV. MACH. ROOM
ALL DOORS NUMBER START WITH 22-9-

Level 10


ELEVATOR LOBBY
RECEPTION
CONFERENCE
ON-CALL ROOM
OFFICE
PLAY ROOM / STO.
PLAY ROOM
FAMILY LOUNGE
COMM.
BED STORAGE
TUB
SOILED
WORKSTATIONS
CENTRAL CARE DESK
CLEAN SUPPLY
RT STO.
INTERVIEW
SUPPLY
ICU / ECU CARE DESK
REHABILITATION
ALL DOORS NUMBER START WITH 22-10-

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11.0 RESPONSE & RECOVERY – VICTORY WING

RESPONSE

11.1. General Overview

Fire Alarm System

The fire alarm system installed in the Victory Wing is an MXL addressable system. The system is designed to identify the exact location of the device that has been activated during an alarm. There are three devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the device activating the system. Third is the sprinkler system, this is activated when the ceiling temperature reaches a certain level and activates the sprinkler head to release water in the area. When the fire alarm system is activated, the adjoining wings (Anne Baillie Museum, Burr, Dietary, Victory East & Watkins) will also activate.

Fire Suppression

The building has a fire suppression system that was installed in or around 1995, with the remaining spaces completed as recently as the year 2004. Much of the sprinkler piping is surface mounted, and of non combustible construction. Fire hose cabinets and portable handheld type ABC and type 'A' fire extinguishers are located throughout the building. A signed Siamese sprinkler connection is located on the east side of the building.

Occupancy

Group D Occupancy

Building Exterior

The exterior walls consist of smooth-faced limestone masonry construction. The roof system is a built-up roof membrane with gravel ballast and parapet walls. Drainage is achieved through internal roof drains to leaders. The window assembly is an anodized, extruded aluminum sash with operable casement units and insulated glazing with integral blinds. The exterior doors are painted hollow metal doors set in hollow metal frames with pull type hardware.

Building Interior

The ceilings are typically 2 x 2 acoustic ceiling tiles supported in a suspended metal grid system. The walls are typically plaster and lath construction with a painted finish. The floors include carpeting, VCT, VAT and terrazzo. The doors are typically flush solid core wood doors with knob or lever type cylindrical hardware.

Building Structure

The building is a four story cast-in-place reinforced concrete structure built in 1947. The main structural frame consists of reinforced, concrete slabs supported by reinforced, cast-in-place concrete beams and columns. The basement floor is a reinforced, cast-in-place concrete slab. The entire building is supported on cast-in-place concrete footings and perimeter cast-in-place walls.

Level 0 is located below grade and is approximately 928 square meters (8,910 SF) and contains Environmental Services and Clinical Engineering Offices, Mailroom and decanted areas.

Level 1 is located at grade and is approximately 781 square meters (8,250 SF) and contains employee lockers and Resource Pool/Staffing Office.

Level 2 is approximately 781 square meters (8,250 SF) and contains Anaesthesia GFT Offices

Level 3 is approximately 781 square meters (8,250 SF) and contains the Surgery GFT offices.

Level 4 is approximately 781 square meters (8,250 SF) and contains the Obstetrician and Gynaecology Offices.

Vertical Transportation
The building has one passenger elevator servicing all levels, 0 through 4. The building also contains two exit stair enclosures, numbered 25 and 26 which service levels 1 through 4, with stair no. 25 additionally servicing level 0.

11.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

11.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [11](30TPM)

- ☐ Cease unnecessary activity and listen for the location of the emergency
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **11.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.
- ☐ Reassure patients and visitors that they remain calm and direct them to the nearest safe area
- ☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)

- ☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
- ☐ Prepare for the need to evacuate the area

[11] TPM – Refers to Tones Per Minute

Kingston Fire Services Access
Kingston Fire Services will meet the Security Rounds officer at the Victory 0 entrance off George St. (For more details see **Appendix A – Response to KGH**)

Special Hazards
There are no special hazards in the Victory wing.

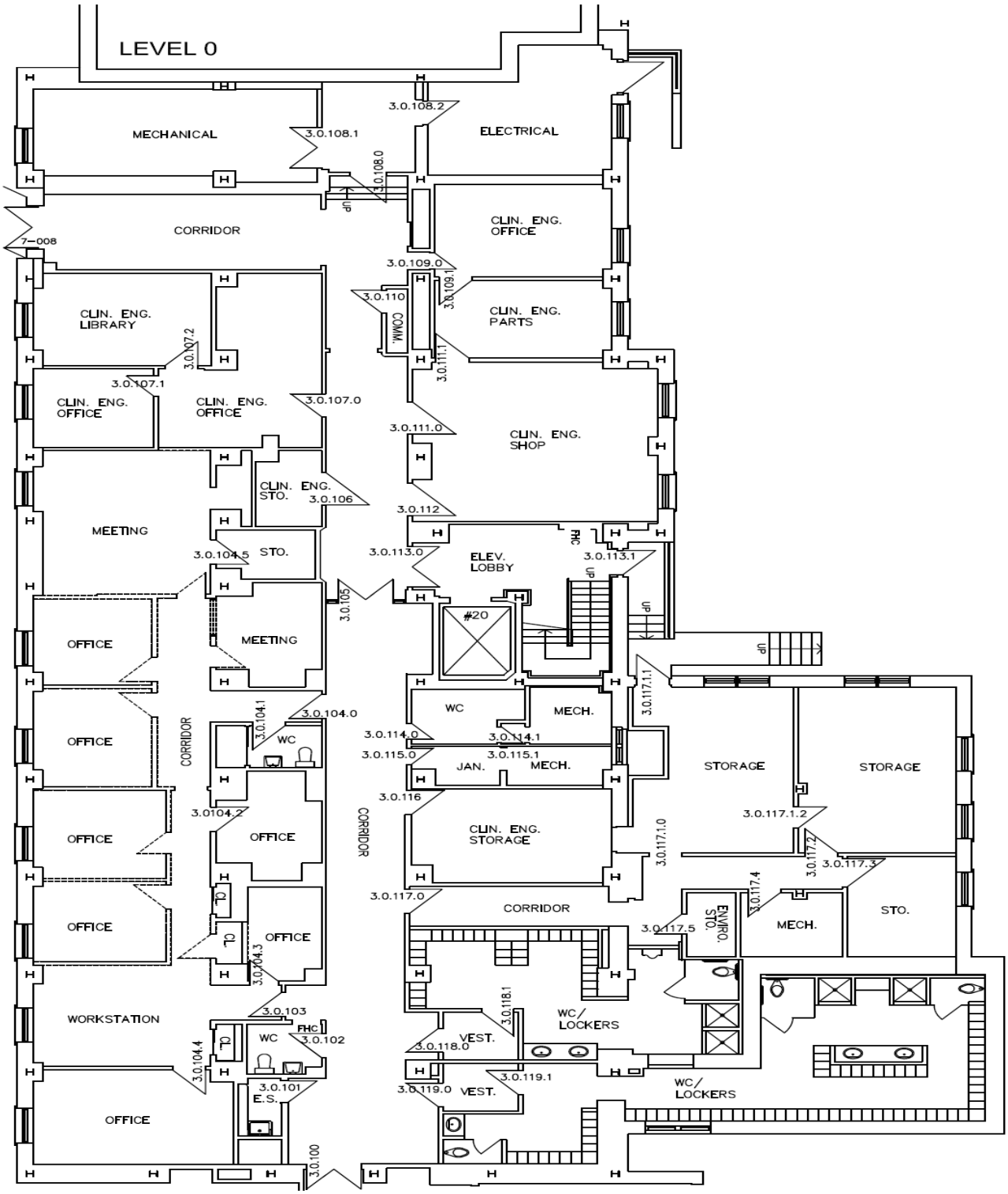
RECOVERY
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

11.4. Upon Notification That the Crisis Has Concluded

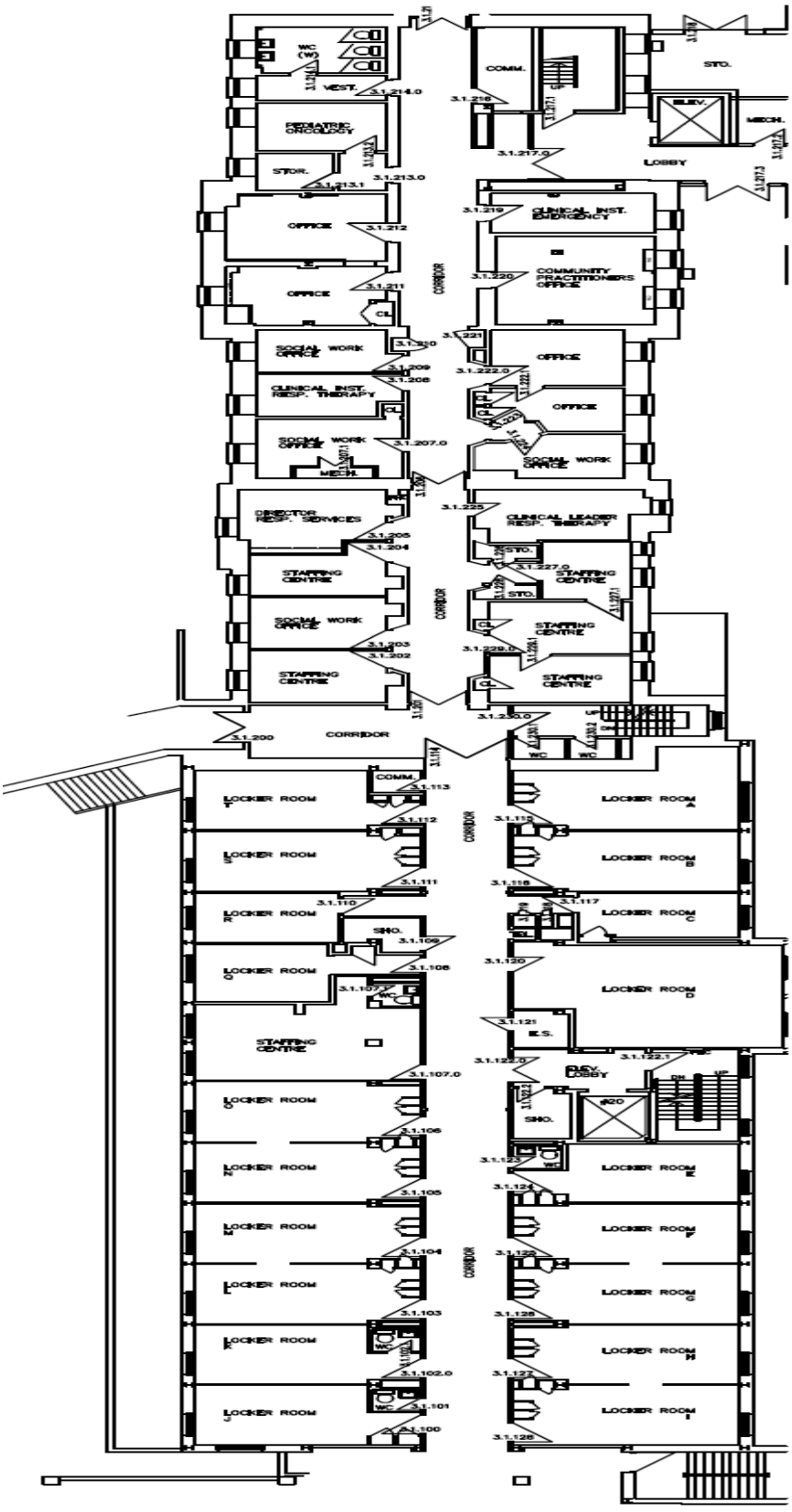
☐ Resume normal operations

11.5. Floor Plans

Level 0

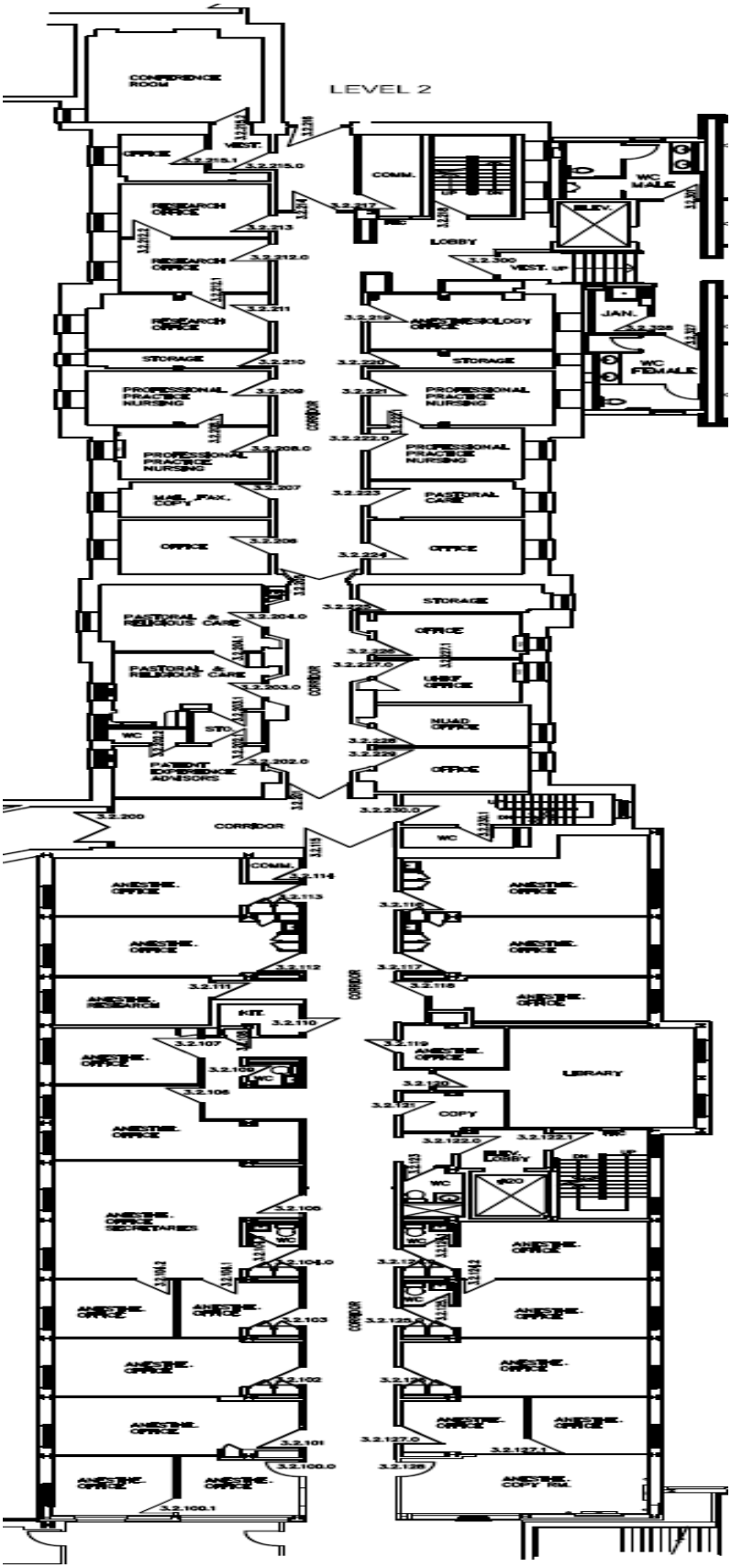


Level 1

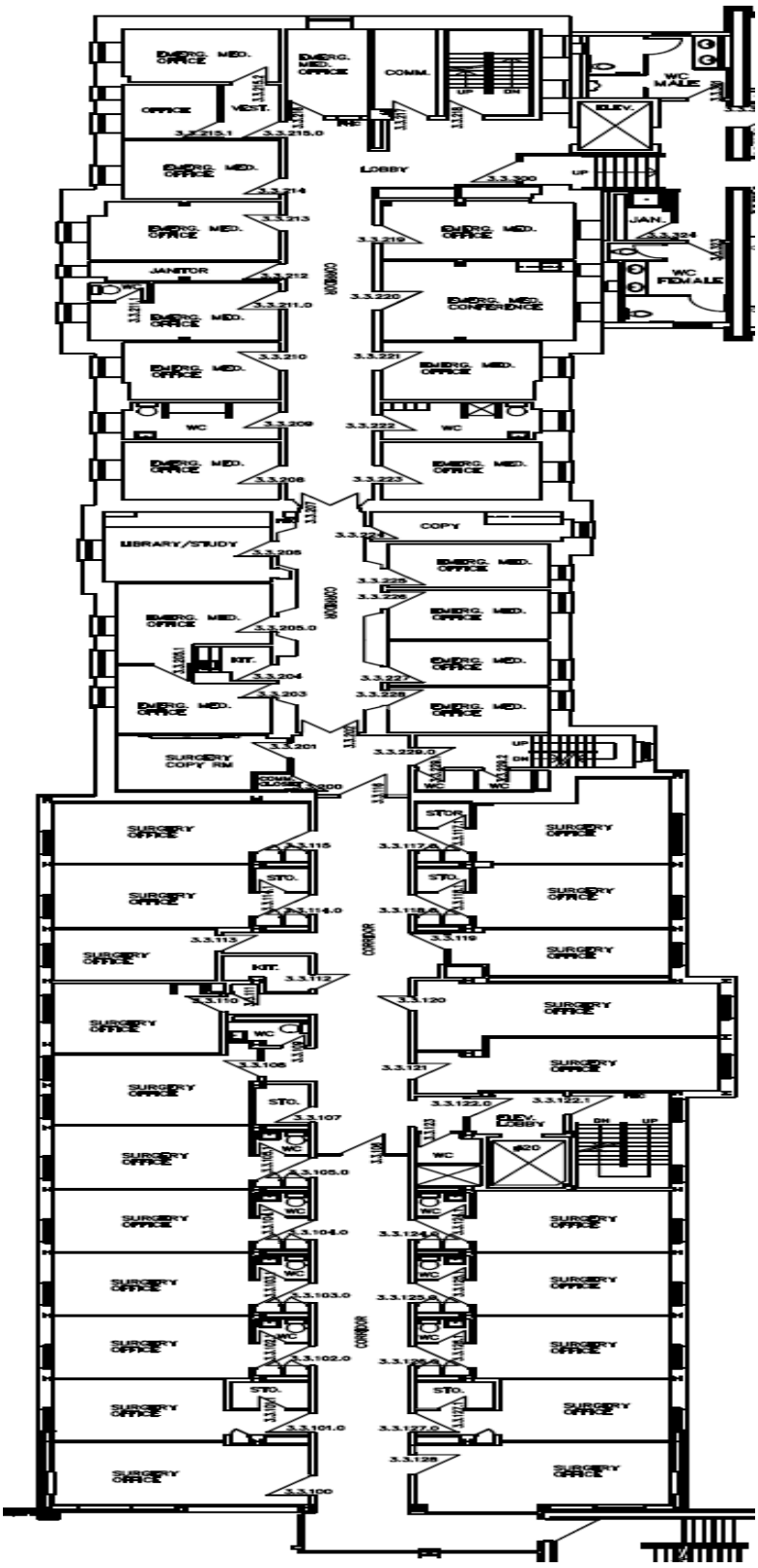


WC (W)
VEST.
PEDIATRIC ONCOLOGY
STOR.
OFFICE
OFFICE
SOCIAL WORK OFFICE
CLINICAL INST. RESP. THERAPY
SOCIAL WORK OFFICE
MECH.
DIRECTOR RESP. SERVICES
STAFFING CENTRE
SOCIAL WORK OFFICE
STAFFING CENTRE
CORRIDOR
COMM.
STO.
ELEV.
MECH.
LOBBY
CLINICAL INST. EMERGENCY
COMMUNITY PRACTITIONERS OFFICE
OFFICE
OFFICE
SOCIAL WORK OFFICE
CLINICAL LEADER RESP. THERAPY
STO.
STAFFING CENTRE
STO.
STAFFING CENTRE
STAFFING CENTRE
CORRIDOR
COMM.
LOCKER ROOM T
LOCKER ROOM S
LOCKER ROOM R
SHO.
LOCKER ROOM Q
STAFFING CENTRE
LOCKER ROOM O
LOCKER ROOM N
LOCKER ROOM M
LOCKER ROOM L
LOCKER ROOM K
LOCKER ROOM J
LOCKER ROOM A
LOCKER ROOM B
LOCKER ROOM C
LOCKER ROOM D
E.S.
ELEV. LOBBY
SHO.
LOCKER ROOM E
LOCKER ROOM F
LOCKER ROOM G
LOCKER ROOM H
LOCKER ROOM I

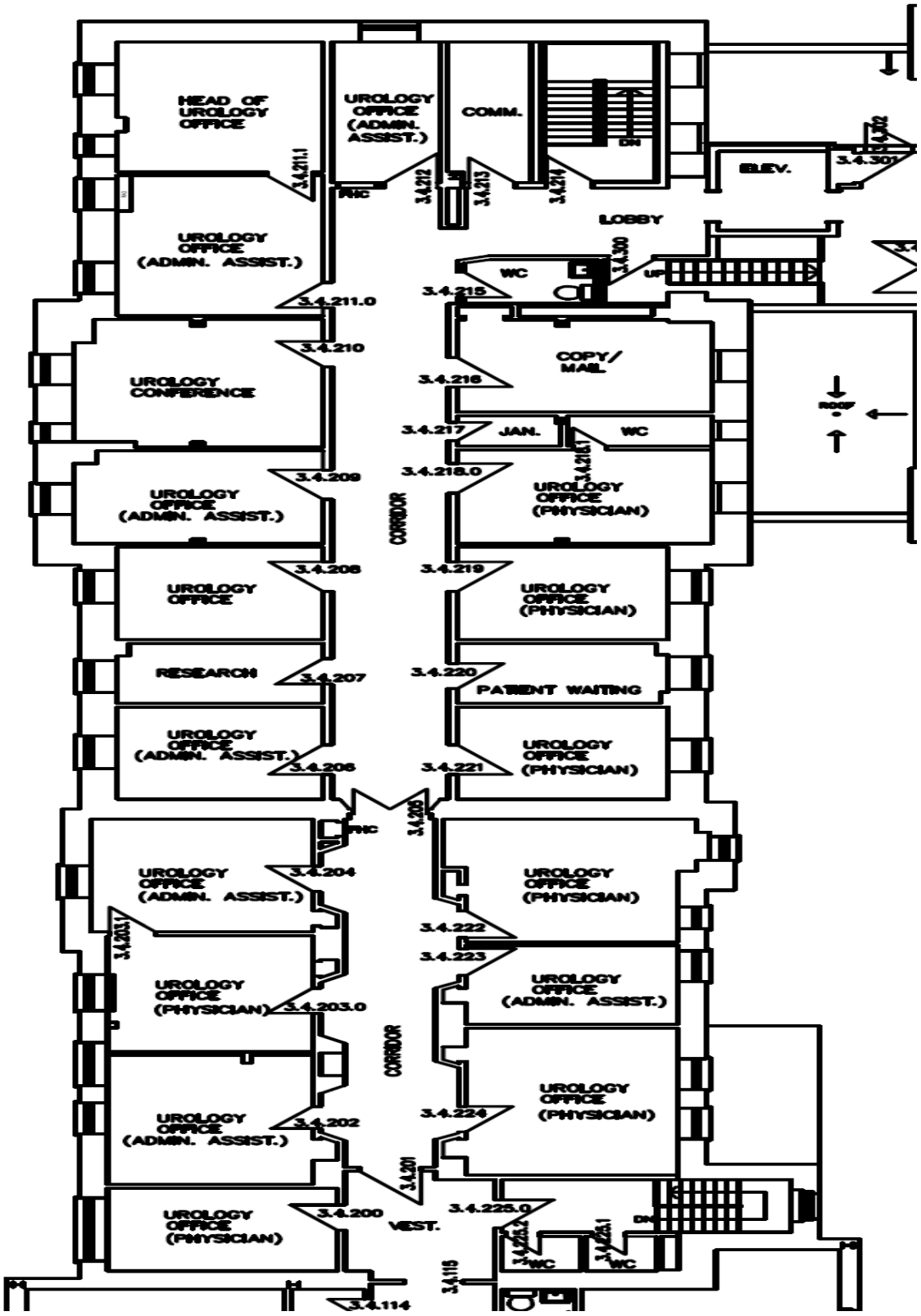
Level 2


LEVEL 2
CONFERENCE ROOM
OFFICE
VEST.
RESEARCH OFFICE
COMM.
LOBBY
WC MALE
ELEV.
VEST. UP
JAN.
WC FEMALE
ANESTHESIOLOGY OFFICE
STORAGE
PROFESSIONAL PRACTICE NURSING
CORRIDOR
MAIL, FAX, COPY
PASTORAL CARE
PASTORAL & RELIGIOUS CARE
UHRF OFFICE
NUAD OFFICE
PATIENT EXPERIENCE ADVISORS
WC
STO.
ANESTHE. OFFICE
ANESTHE. RESEARCH
KIT.
LIBRARY
COPY
ELEV. LOBBY
ANESTHE. OFFICE SECRETARIES
ANESTHE. COPY RM.

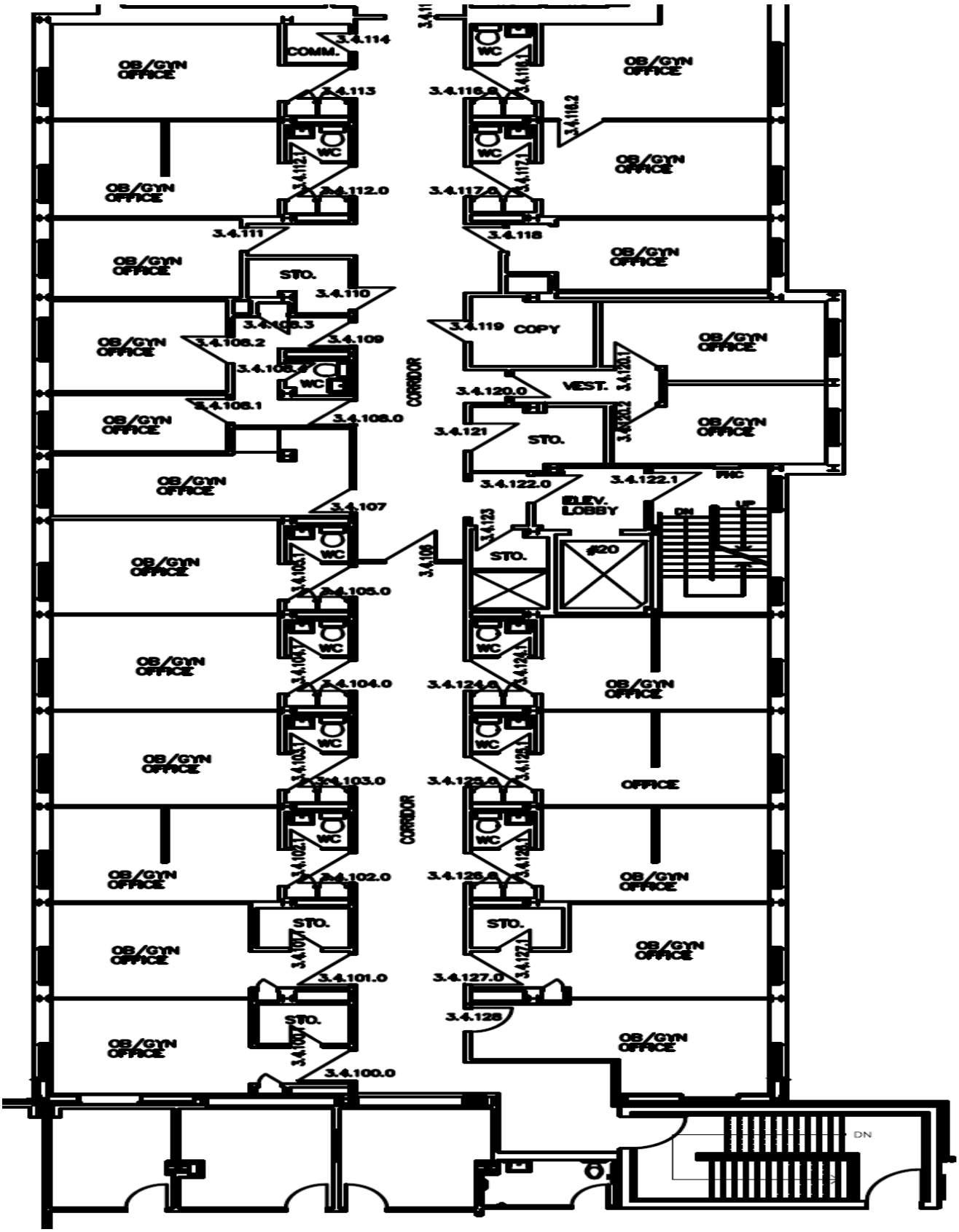
Level 3


EMERG. MED. OFFICE
COMM.
OFFICE
VEST.
ELEV.
WC MALE
LOBBY
JAN.
WC FEMALE
JANITOR
EMERG. MED. CONFERENCE
LIBRARY/STUDY
COPY
KIT.
SURGERY COPY RM
SURGERY OFFICE
STO.
CORRIDOR
PUBLIC LOBBY
WC

Level 4 – North



Level 4 – South



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12.0 RESPONSE & RECOVERY – VICTORY EAST WING

RESPONSE

12.1. General Overview

Fire Alarm System

The fire alarm system installed in the Victory East Wing is an MXL addressable system. The system is designed to identify the exact location of the devise that has been activated during an alarm. There are two devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the devise activating the system. When the fire alarm system is activated, the adjoining wings (Watkins East, Victory) will also activate.

Fire Suppression System

The building has a fire suppression system that includes a wet standpipe system in room 3.1.300 that supplies the Victory East Wing. NFPA Class II fire hose cabinets. Cabinets and portable handheld type ABC fire extinguishers are located throughout the building. A Siamese sprinkler connection is located on the east side of the Victory East wing.

Occupancy

Group F2 Occupancy

Building Exterior

The roof construction is two layers Modified Bitumen with tapered fireboard. Exterior wall includes areas containing curtain wall, limestone veneer, solid composite panel and prefinished metal siding. Windows and doors are an anodized extruded aluminum frame curtain wall application.

Building Interior

The ceilings are SAC and drywall with wood panel elements in selected areas. Partitions are gypsum board assemblies, exposed concrete, concrete block and limestone veneer. The floors are VCT, rubber treads, traffic bearing membrane and carpeting finishes. The interior doors are solid wood, extruded anodized aluminum and hollow frame.

Building Structure

The building is a four story, reinforced poured in place concrete and steel frame built in 2006.

Level 0 is located below grade and is approximately 110 square meters (1,184 SF) and contains mechanical rooms.

Level 1 is located at grade and is approximately 130 square meters (1,399 SF) and contains external access points

Level 2 is located at grade and is approximately 850 square meters (9,149 SF) and contains administrative offices and laboratories.

Level 3 is located at grade and is approximately 800 square meters (8,611 SF) and contains offices and laboratories.

Level 4 is located at grade and is approximately 260 square meters (2,798 SF) and contains mechanical rooms.

Vertical Transportation
The building has one passenger elevators which service levels 1 through 3. The building also contains two exit stair enclosures, numbered 20 and 21. Stair nos. 20 and 21 service levels 1 through 3 with stair no. 20 additionally servicing level 0 and stair no. 21 additionally servicing the roof level.

12.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

12.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [12](30TPM)

- ☐ Cease unnecessary activity and listen for the location of the emergency
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **12.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.
- ☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)

- ☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
- ☐ Prepare for the need to evacuate the area

Kingston Fire Services Access
Kingston Fire Services will meet the Security Rounds officer at the Victory East Main entrance off George St. (For more details see **<u>Appendix A</u> – Response to KGH**)

Special Hazards
Each fume hood within the labs are equipped with a flammable storage unit and are labelled flammable storage. Live animals are housed on the third floor in room 30-3-002-0.

[12] TPM – Refers to Tones Per Minute

RECOVERY

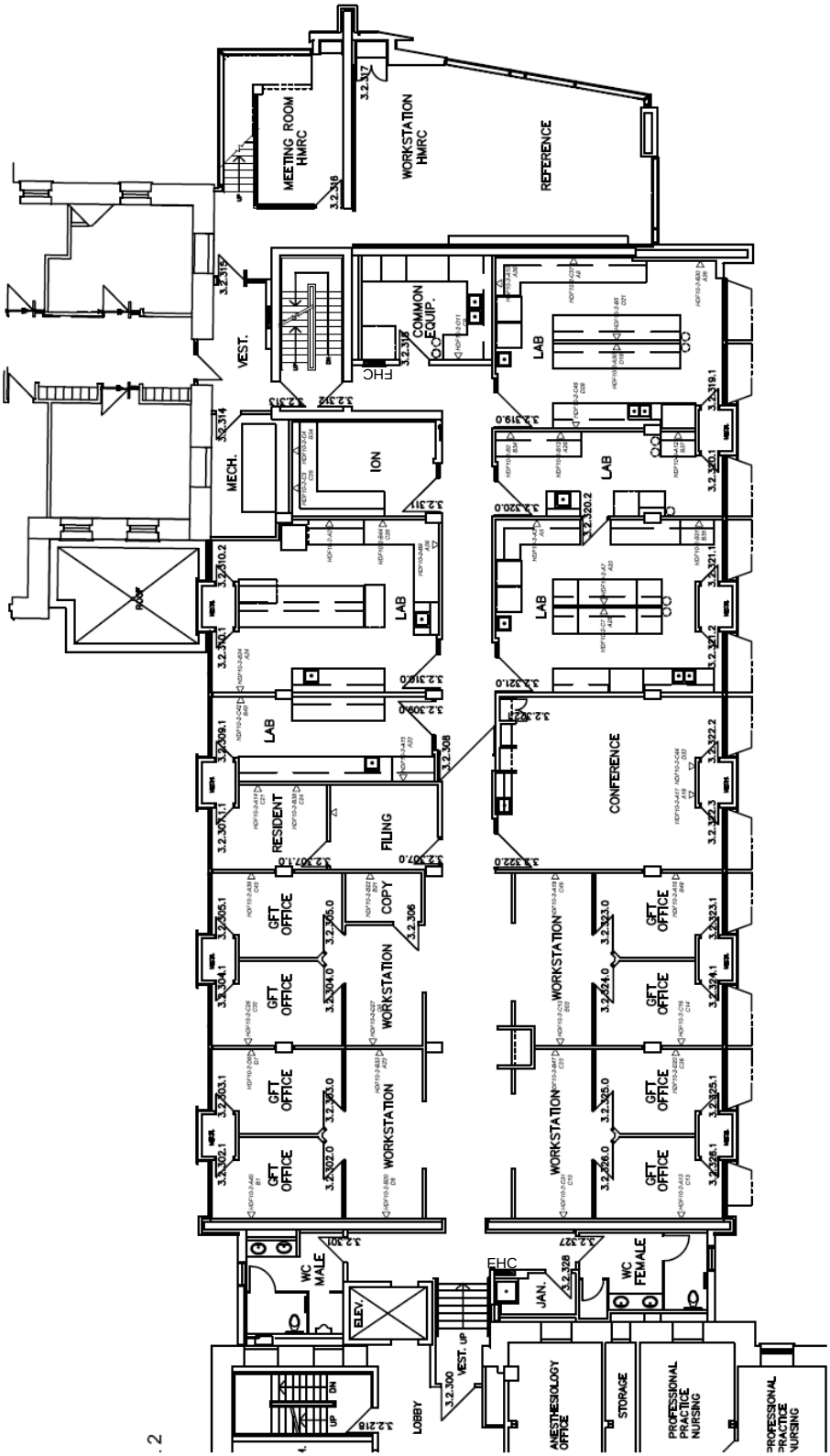
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

12.4. Upon Notification That the Crisis Has Concluded

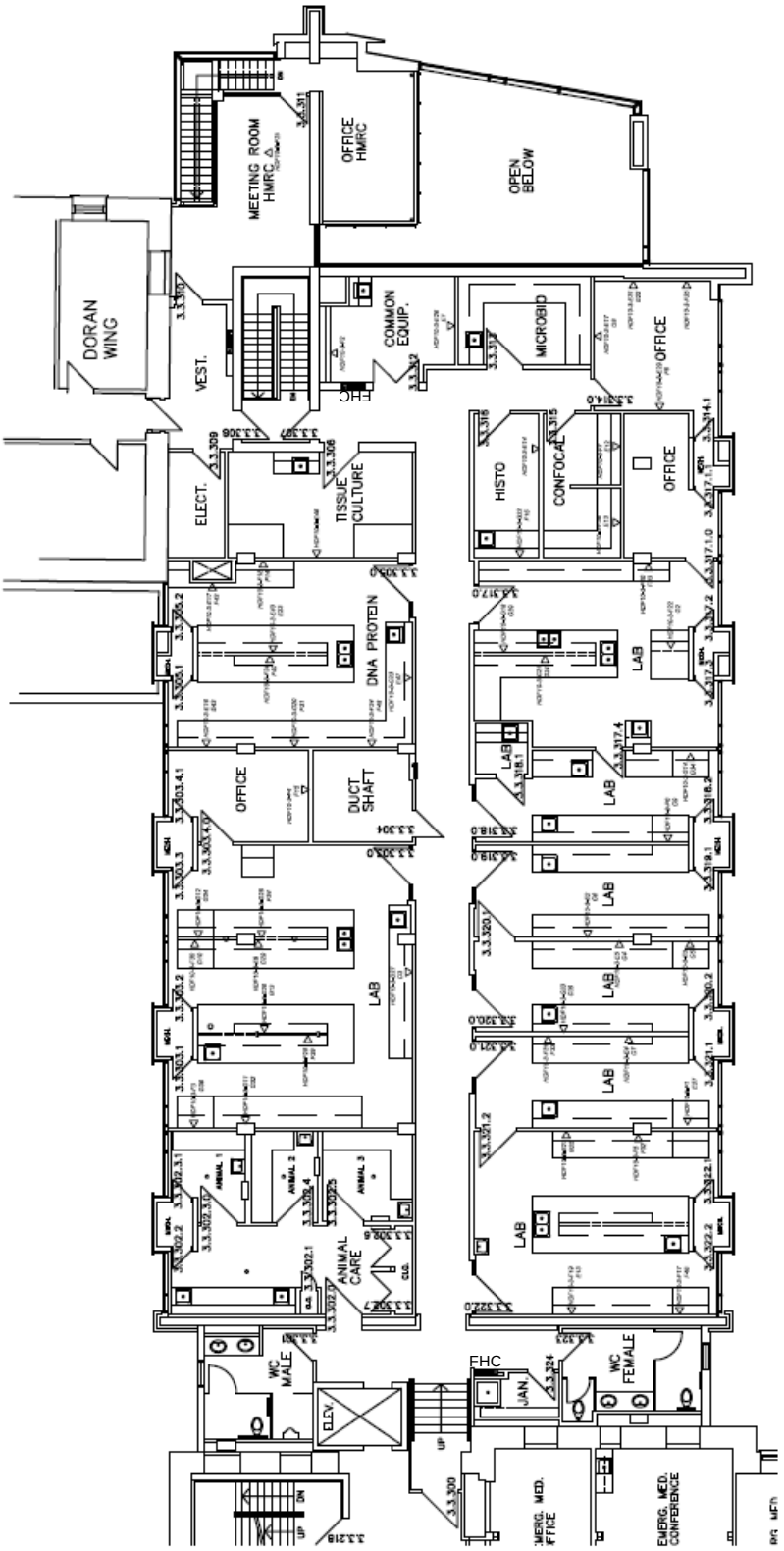
☐ Resume normal operations

12.5. Floor Plans

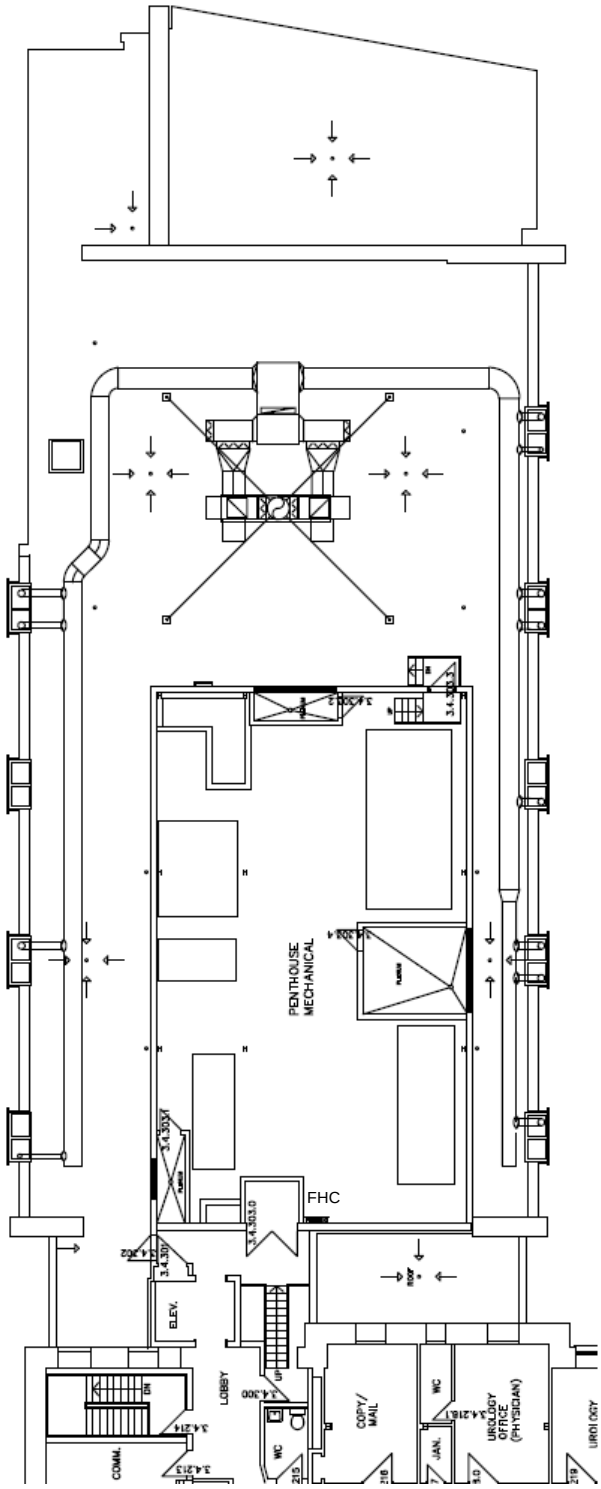
Level 2



Level 3


MEETING ROOM HMRC
OFFICE HMRC
OPEN BELOW
DORAN WING
VEST.
COMMON EQUIP.
MICROBIO
OFFICE
FHC
ELECT.
TISSUE CULTURE
HISTO
CONFOCAL
OFFICE
DNA PROTEIN
LAB
OFFICE
DUCT SHAFT
LAB
LAB
LAB
LAB
LAB
LAB
LAB
ANIMAL CARE
WC MALE
ELEV.
FHC
JAN.
WC FEMALE

Level 4


PENTHOUSE MECHANICAL
FHC
ELEV.
LOBBY
COPY / MAIL
UROLOGY OFFICE (PHYSICIAN)
WC
COMM.

13.0 RESPONSE & RECOVERY – WATKINS WING

RESPONSE

13.1. General Overview

Fire Alarm System

The fire alarm system installed in the Watkins Wing is an MXL addressable system. The system is designed to identify the exact location of the devise that has been activated during an alarm. There are two devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the devise activating the system. When the fire alarm system is activated, the adjoining wings (Dietary, Victory & Wakins East) will also activate.

Fire Suppression

The building has a backflow prevented fire suppression system that includes a wet standpipe system supplying NFPA Class II fire hose cabinets. Cabinets and portable handheld type ABC fire extinguishers are located throughout the building. The sixth floor has a newer FM 200 gas suppression system. A Siamese sprinkler connection is located on the north side of the building.

Occupancy

Group D Occupancy

Building Exterior

The exterior wall construction is typically rusticated limestone masonry with painted wood cornice and trim. The roof system is slate shingled mansard roof with a built up membrane at the top level portion. The window system is a wood framed double-hung sash with single-pane glazing. The exterior doors include wood paneled oak doors and frames and hollow metal doors and frames, both with knob type cylindrical hardware.

Building Interior

The ceilings include plaster and lath construction with a painted finish, 12 inch acoustical tiles and 2 x 4 acoustic ceiling tiles supported in a suspended metal grid system. The walls are typically gypsum wallboard and stud wall construction with painted finishes. The floors include raised-access flooring, VCT, terrazzo and carpeting finishes. The interior doors include flush plastic laminate and flush solid core wood doors set in hollow metal frames with knob or lever type cylindrical hardware.

Building Structure

The building is a six story, reinforced concrete structure built in 1835. The main structural frame consists of reinforced, concrete slabs supported by reinforced, cast-in-place concrete beams and columns. The basement floor is a reinforced, cast-in-place concrete slab. The entire building is supported on cast-in-place concrete footings and perimeter stone and cast-in-place concrete walls.

Level 1 is located partially below grade and is approximately 1,520 square meters (16,060) SF) and contains Offices, staff amenities, Information Services; building services and Core Lab Storage.

Level 2 is located above grade and is approximately 1,520 square meters (16,060 SF) and contains Administration, Development Offices and Nursing Offices.

Level 3 is approximately 1,011 square meters (10,680 SF) and contains GFT Offices, SEAMO/SIDS, Orthopaedic GFT Offices and Trauma.

Level 4 is approximately 1,011 square meters (10,680SF) and contains Human Resources and Medical Administration.

Level 5 is approximately 1,011 square meters (10,680SF) and contains Information Services and Offices.

Level 6 is approximately 363 square meters (3,907 SF) and contains Information Services.

Vertical Transportation
The building has two passenger elevators which services levels 1 through 6. The building also contains three exit stair enclosures which service levels 1 to 5. There is an additional communicating stair between levels 5 and 6 and a spiral stair to the roof from level 6.

13.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

13.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [13](30TPM)

- ☐ Cease unnecessary activity and listen for the location of the emergency
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **13.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.
- ☐ Reassure patients and visitors that they remain calm and direct them to the nearest safe area
- ☐ Do not use elevators unless instructed by Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM)

[13] TPM – Refers to Tones Per Minute

☐ Immediately report to your designated/alternate safe area and wait for instructions, a **Code Green** will be announced to identify the location to start evacuating
☐ Prepare for the need to evacuate the area

Kingston Fire Services Access
Kingston Fire Services will meet the Security Rounds officer at the Watkins Main entrance off Stuart St. (For more details see **Appendix A – Response to KGH**)

Special Hazards
There is a FM200 fire suppression system located on Level 6.

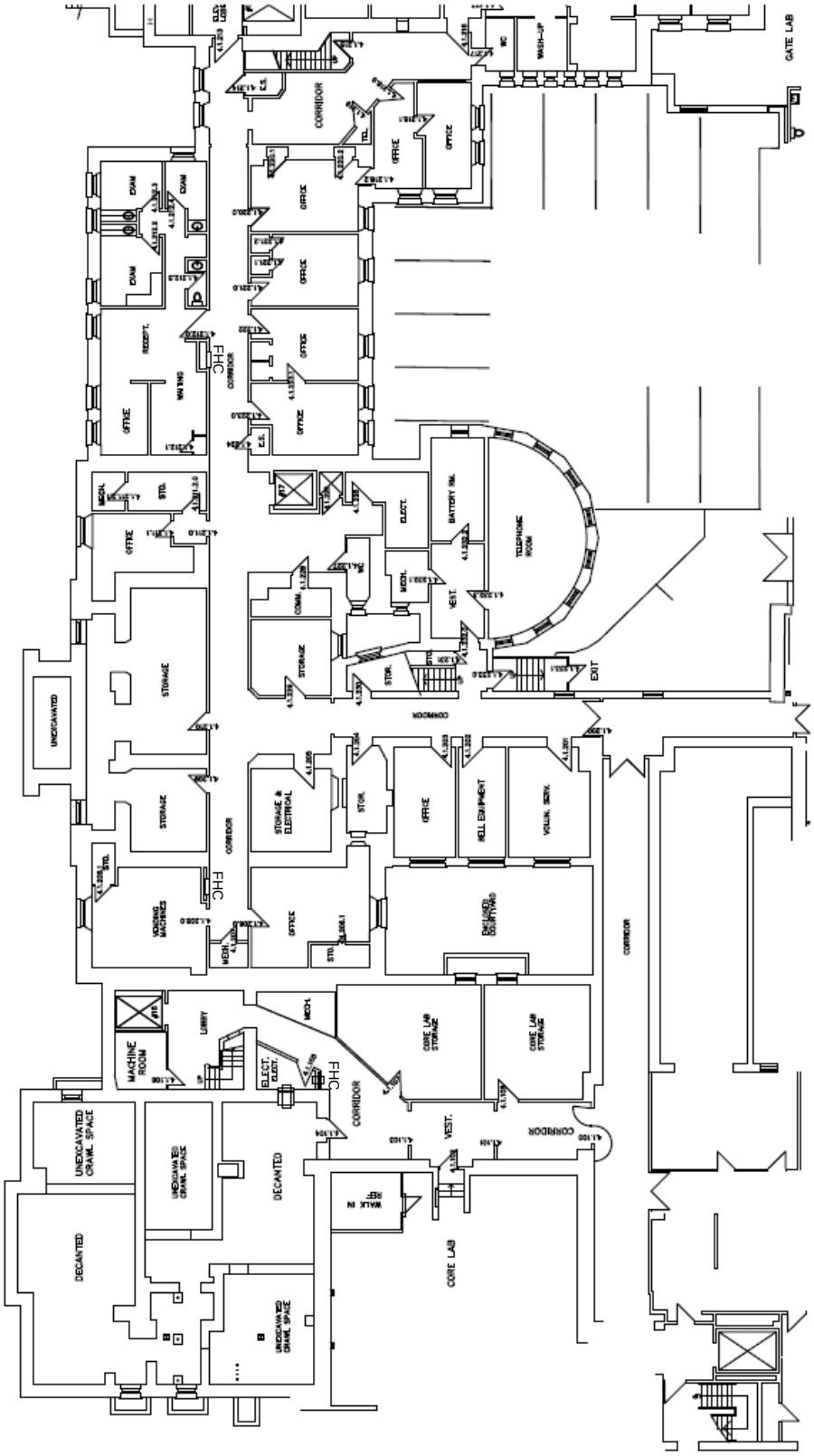
RECOVERY
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

13.4. Upon Notification That the Crisis Has Concluded

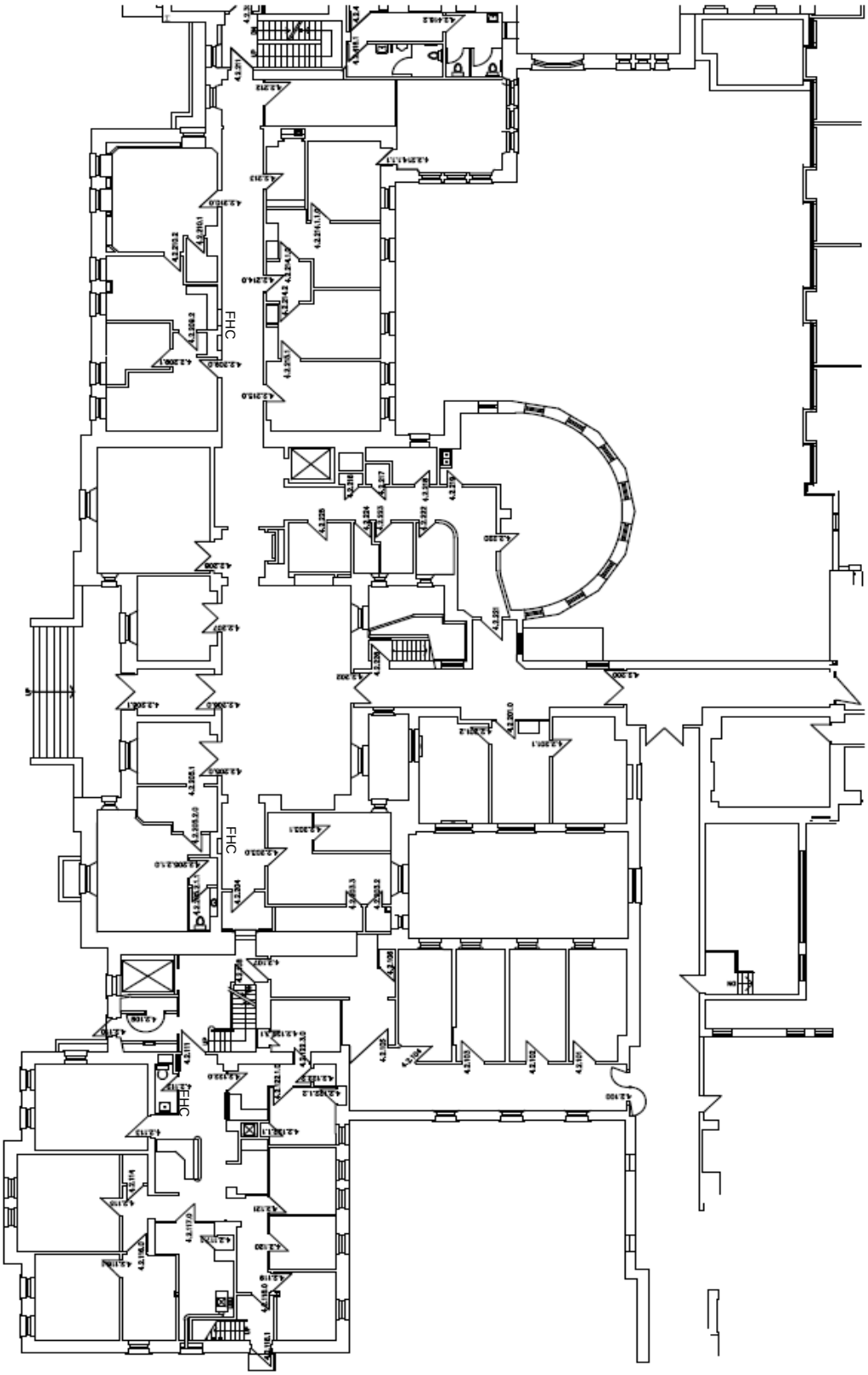
☐ Resume normal operations

13.5. Floor Plans

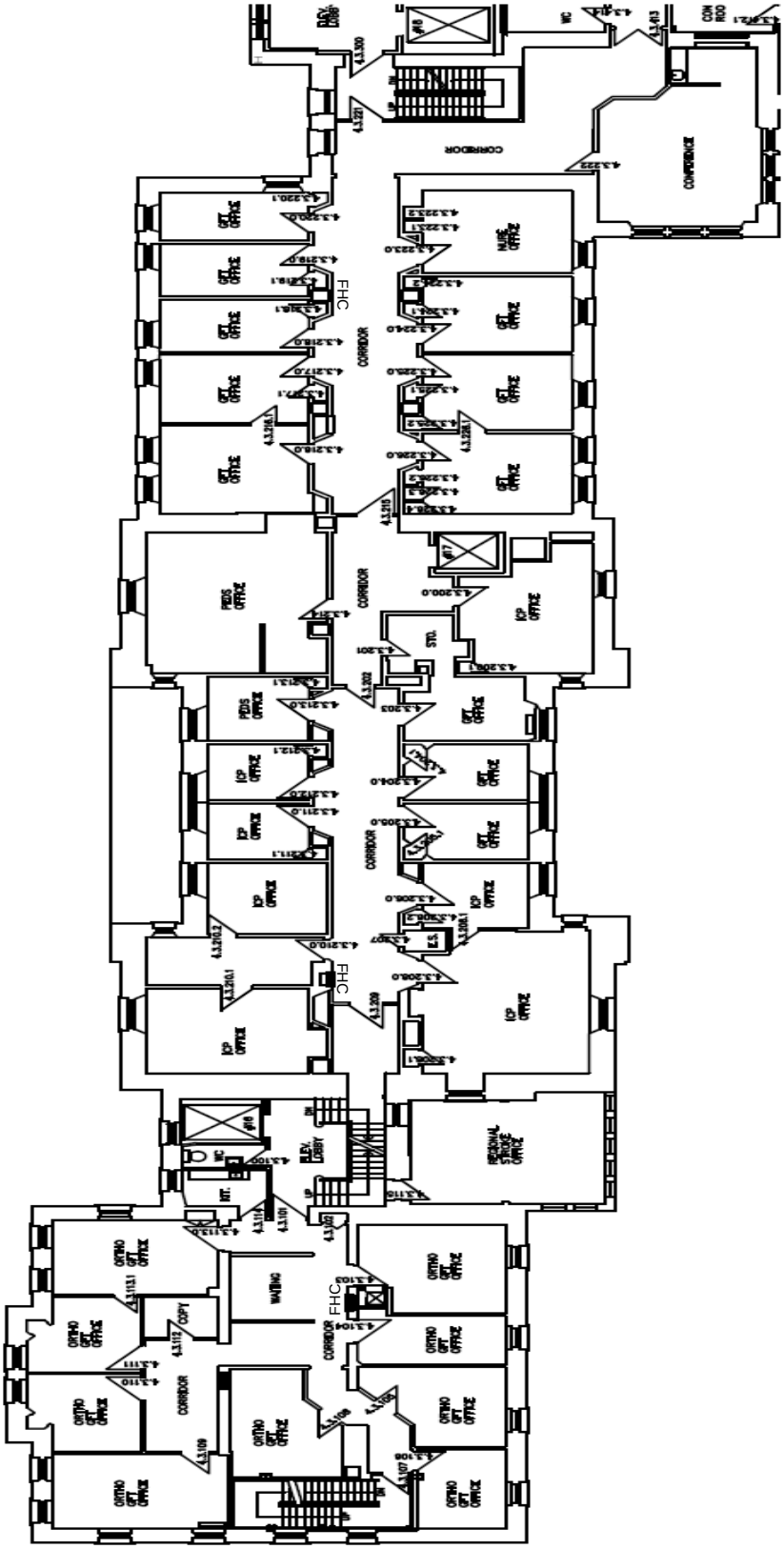
Level 1



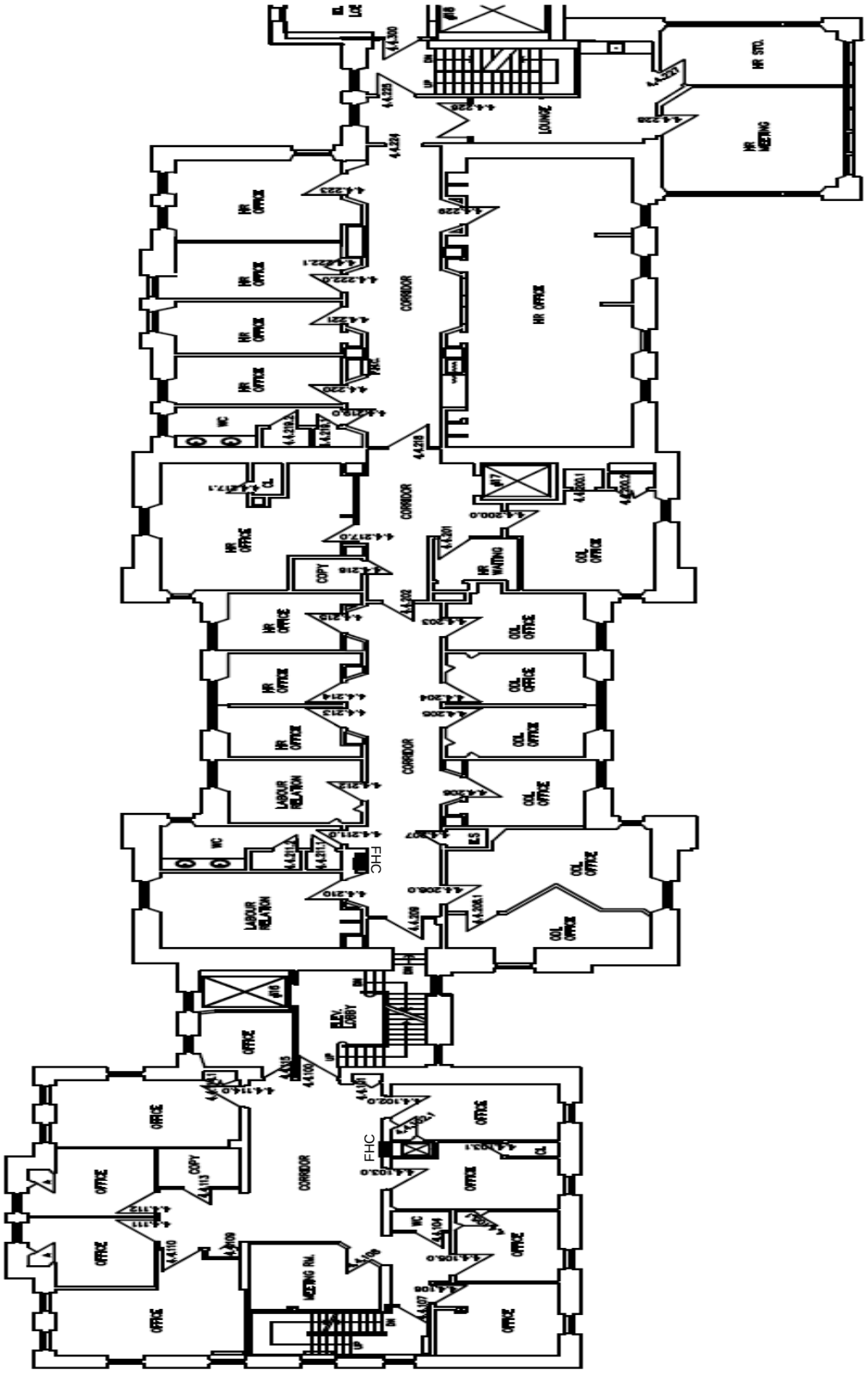
Level 2



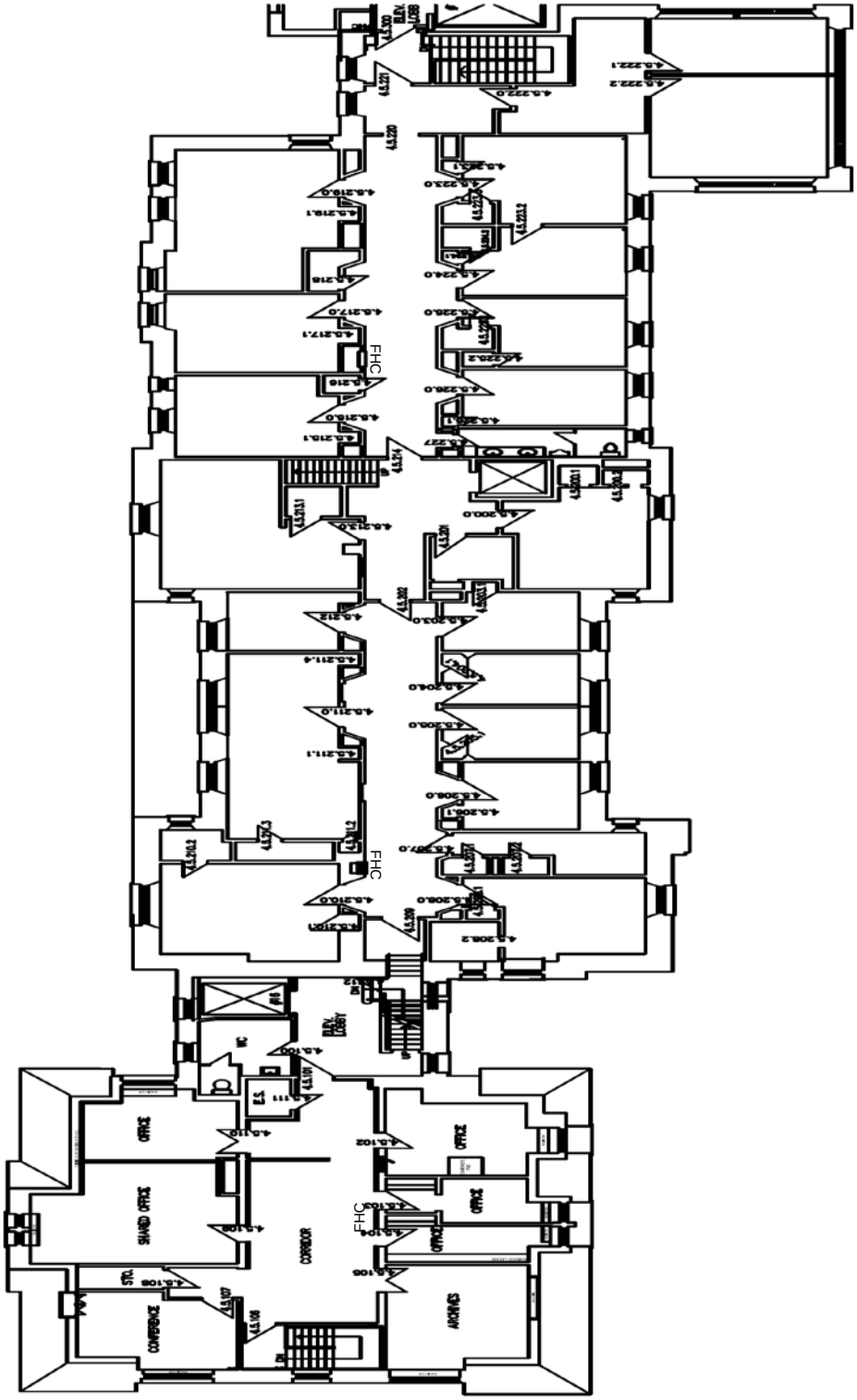
Level 3


CORRIDOR
CONFERENCE
FHC
CORRIDOR
CORRIDOR
FHC
FHC
WAITING
COPY
CORRIDOR
CORRIDOR

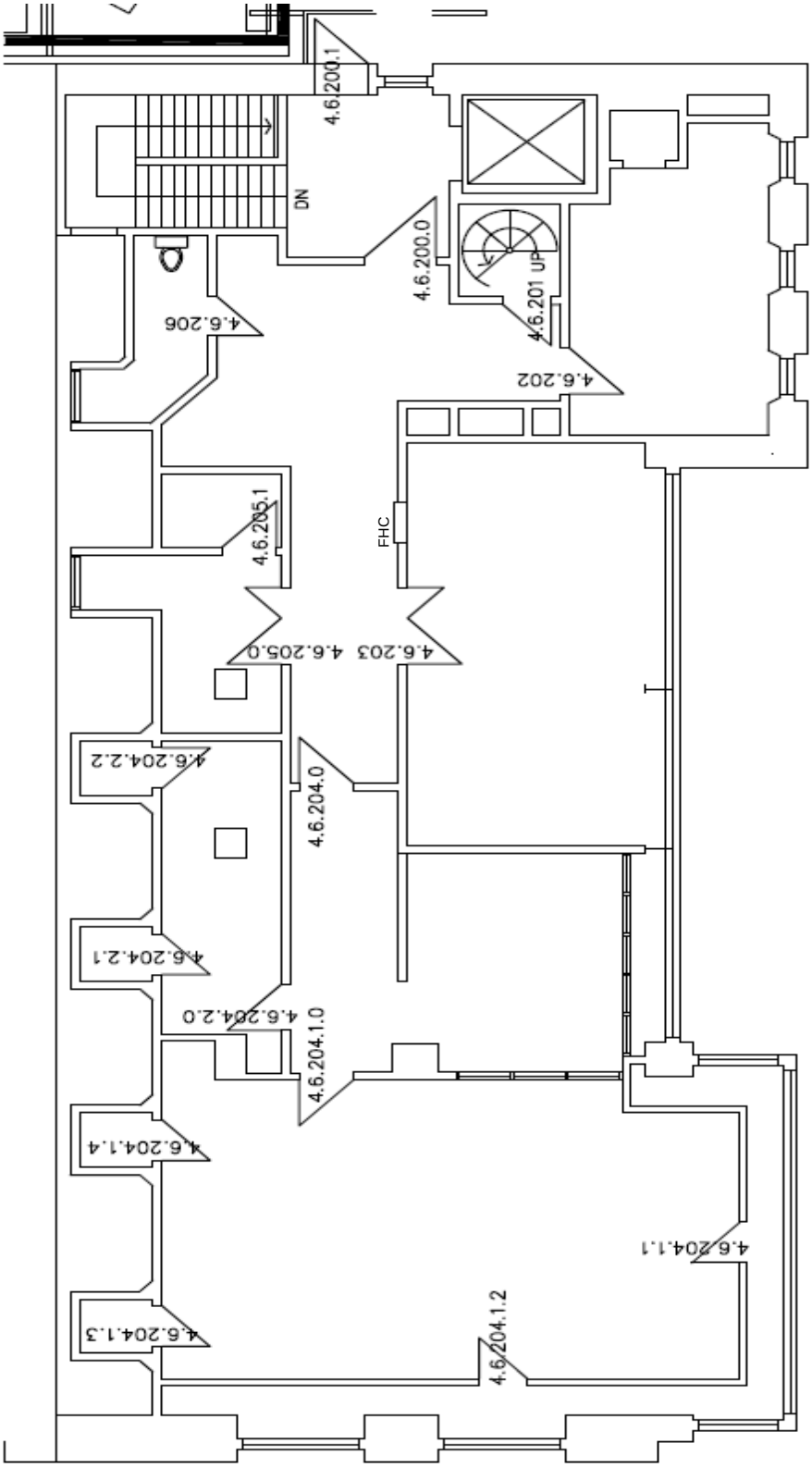
Level 4


LOUNGE
HR STO.
HR MEETING
HR OFFICE
CORRIDOR
WC
CL.
COPY
HR WAITING
COL OFFICE
LABOUR RELATION
CHF
FHC
OFFICE
MEETING RM.

Level 5


FHC
FHC
FHC
OFFICE
SHARED OFFICE
CORRIDOR
COMPUTER
ARCHIVES
OFFICE
OFFICE
OFFICE

Level 6


4.6.200.1
DN
4.6.200.0
4.6.201 UP
4.6.206
4.6.202
4.6.205.1
FHC
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4.6.205.0
4.6.204.2.2
4.6.204.0
4.6.204.2.1
4.6.204.2.0
4.6.204.1.0
4.6.204.1.4
4.6.204.1.1
4.6.204.1.3
4.6.204.1.2

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14.0 RESPONSE & RECOVERY – WATKINS EAST

RESPONSE

14.1. General Overview

Fire Alarm System

The fire alarm system installed in the Watkins East Wing (Syl & Molly Apps Research Centre) is an MXL addressable system. The system is designed to identify the exact location of the device that has been activated during an alarm. There are two devices that may activate the alarm system; first is a pull station, this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector, this device is activated when smoke or heat reaches sensors in the device activating the system. When the fire alarm system is activated, the adjoining wings (Watkins & Victory East) will also activate.

Fire Suppression System

The building has a fire suppression system that includes wet sprinklers on the first floor and a wet standpipe system supplying NFPA Class II fire hose cabinets. Cabinets and portable handheld type ABC fire extinguishers are located throughout the building, with a Siamese sprinkler connection on the south side of the building.

Occupancy

Group D & F2 Occupancy

Building Exterior

The exterior wall construction is typically rusticated limestone masonry. The roof system is a built-up roof membrane with gravel surface and parapet walls. Drainage is achieved through internal roof drains to leaders. The window system is a wood framed double-hung sash with single-pane glazing. The exterior doors include anodized, extruded aluminum entrance systems with 1/4 inch safety glass and painted wood paneled doors with hollow metal frames.

Building Interior

The ceilings include plaster and lath construction with a painted finish, 12 inch acoustical tiles and 2 x 4 acoustic ceiling tiles supported in a suspended metal grid system.

The walls are typically plaster and lath construction with painted finishes.

The floors include sheet vinyl, VCT, terrazzo and carpeting finishes.

The interior doors are typically flush solid core wood doors set in hollow metal frames with lever type cylindrical hardware.

Building Structure

The building is a five story, steel frame structure built in 1952. The main structural frame consists of reinforced, concrete slabs supported by structural steel beams and columns. The basement floor is a reinforced, cast-in-place concrete slab.

Level 0 is located partially below grade and is approximately 520 square meters (5,490 SF) and contains the Clinical Mechanical Research Centre and Human Resources.

Level 1 is located above grade and is approximately 520 square meters (5,490 SF) and contains Syl & Molly Apps Medical and HMRC Research.

Level 2 is approximately 520 square meters (5,490 SF) and contains Syl & Molly Apps Medical and HMRC Research.

Level 3 is approximately 520 square meters (5,490 SF) and contains Syl & Molly Apps Medical, Emergency and Nursing Research.

Level 4 is approximately 520 square meters (5,490 SF) and contains Syl & Molly Apps Medical Research.

The entire building is supported on cast-in-place concrete footings and perimeter cast-in-place concrete walls.

Vertical Transportation
The building has one passenger elevator which services levels 0 through 4.

The building also contains one exit stair enclosure which services levels 0 through 4.

14.2. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

14.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [14](30TPM)

- ☐ Investigate your immediate area for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **14.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.

If you hear the 2nd evacuation stage alarm (120TPM)

- ☐ Immediately report to your designated/alternate safe area and wait for instructions

Kingston Fire Services Access

[14] TPM – Refers to Tones Per Minute

Kingston Fire Services will meet the Security Rounds officer at the Watkins East main entrance off Stuart St. (For more details see **Appendix A – Response to KGH**)

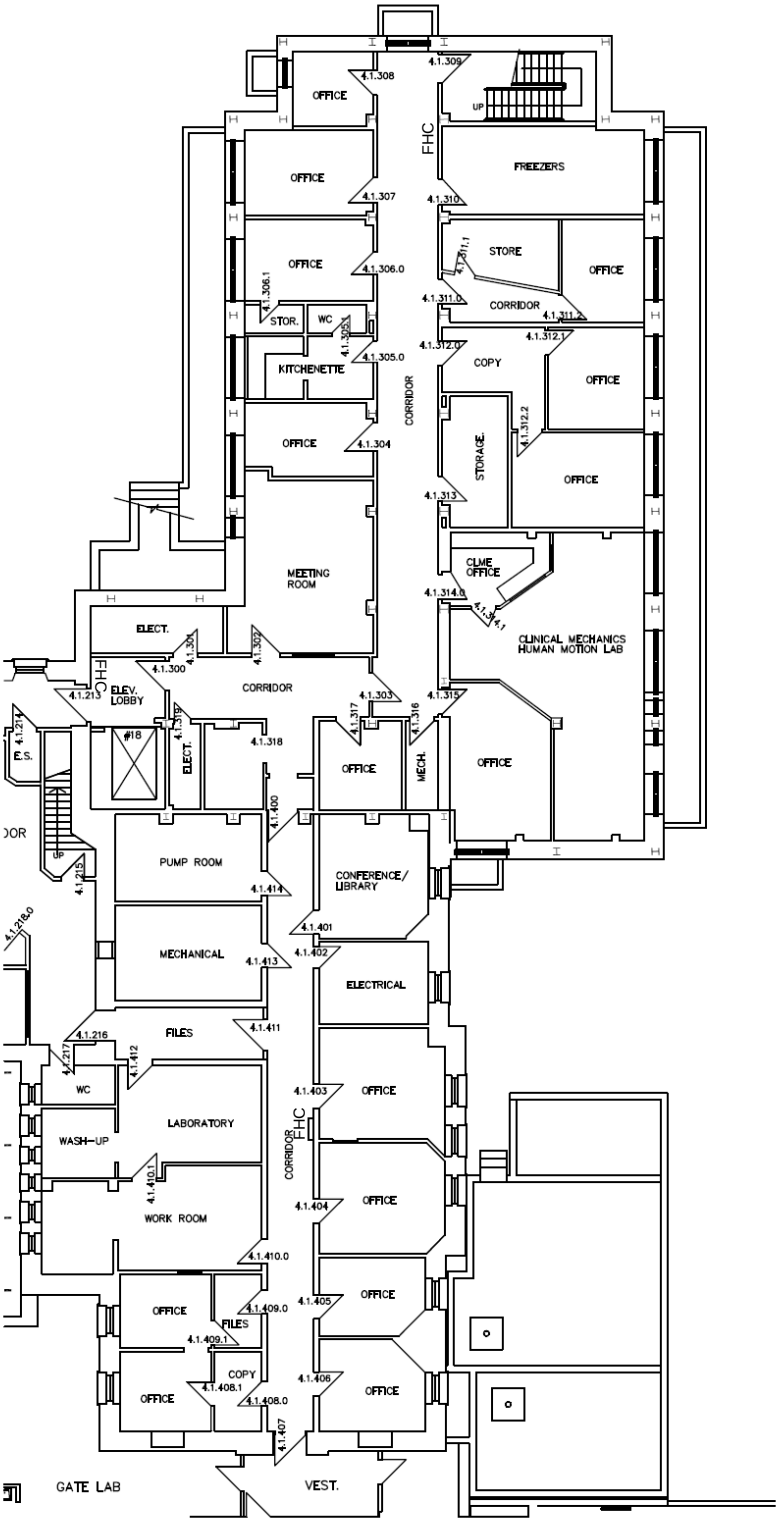
Special Hazards
There are radioisotopes stored on Level 2. Labs in the Watkins East wing use flammable or combustible materials. Flammable materials are stored in flammable storage containers.

RECOVERY
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

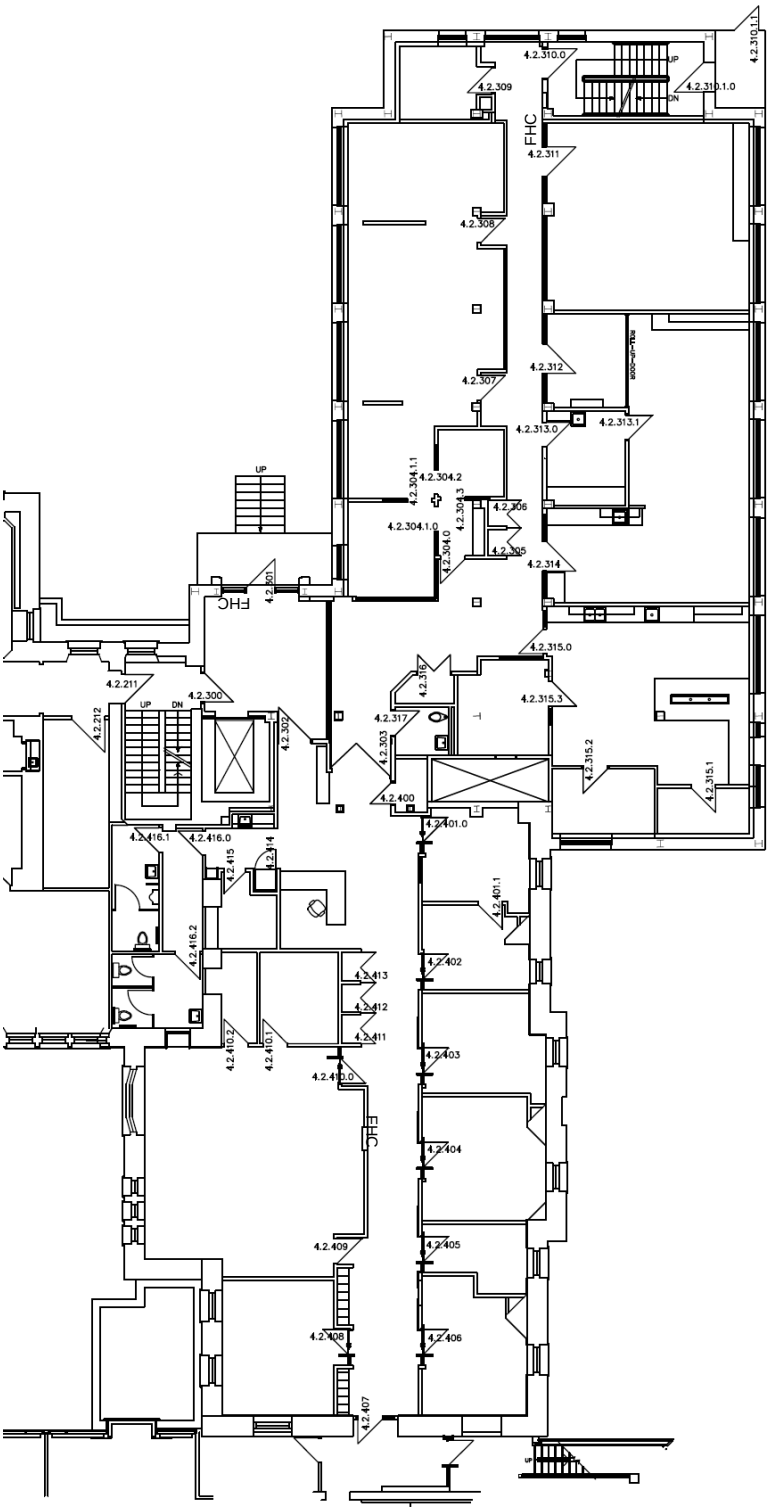
14.4. Upon Notification That the Crisis Has Concluded

☐ Resume normal operations

14.5. Floor Plans
Level 1



Level 2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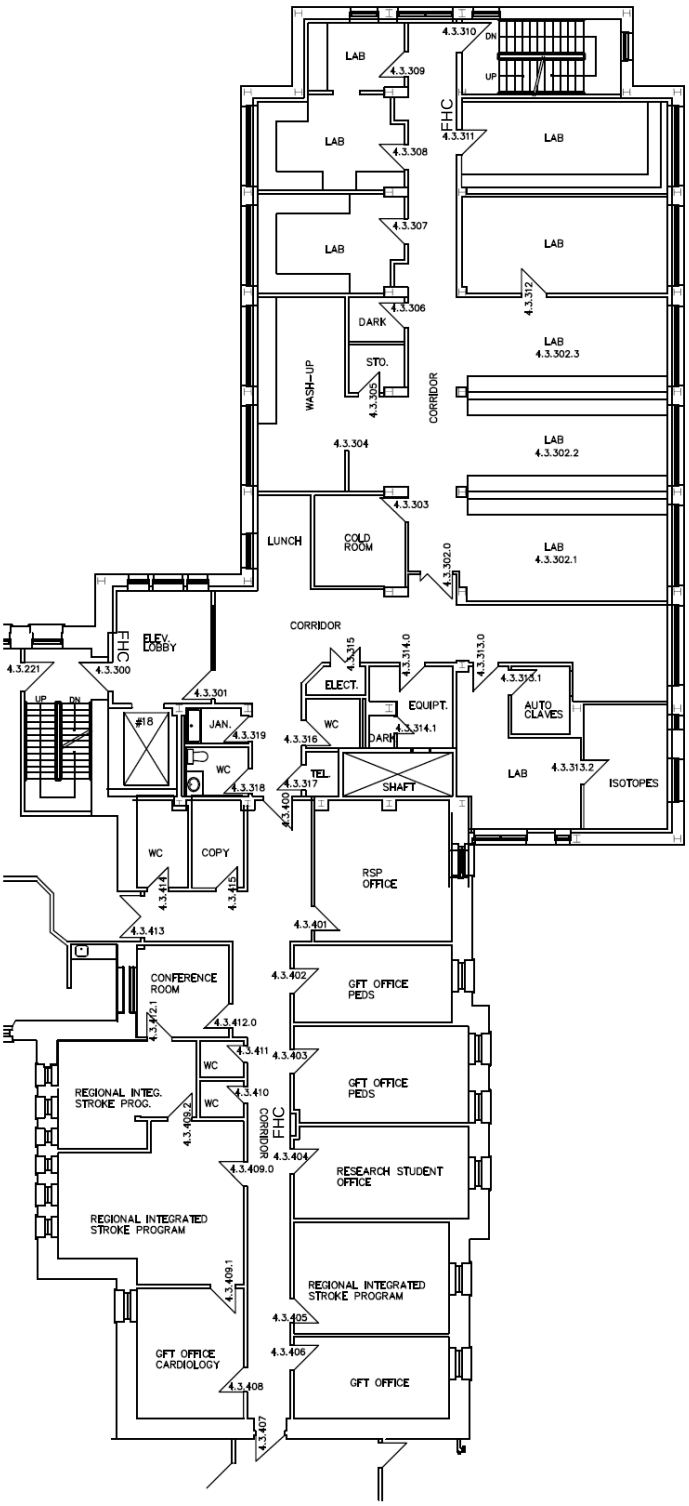
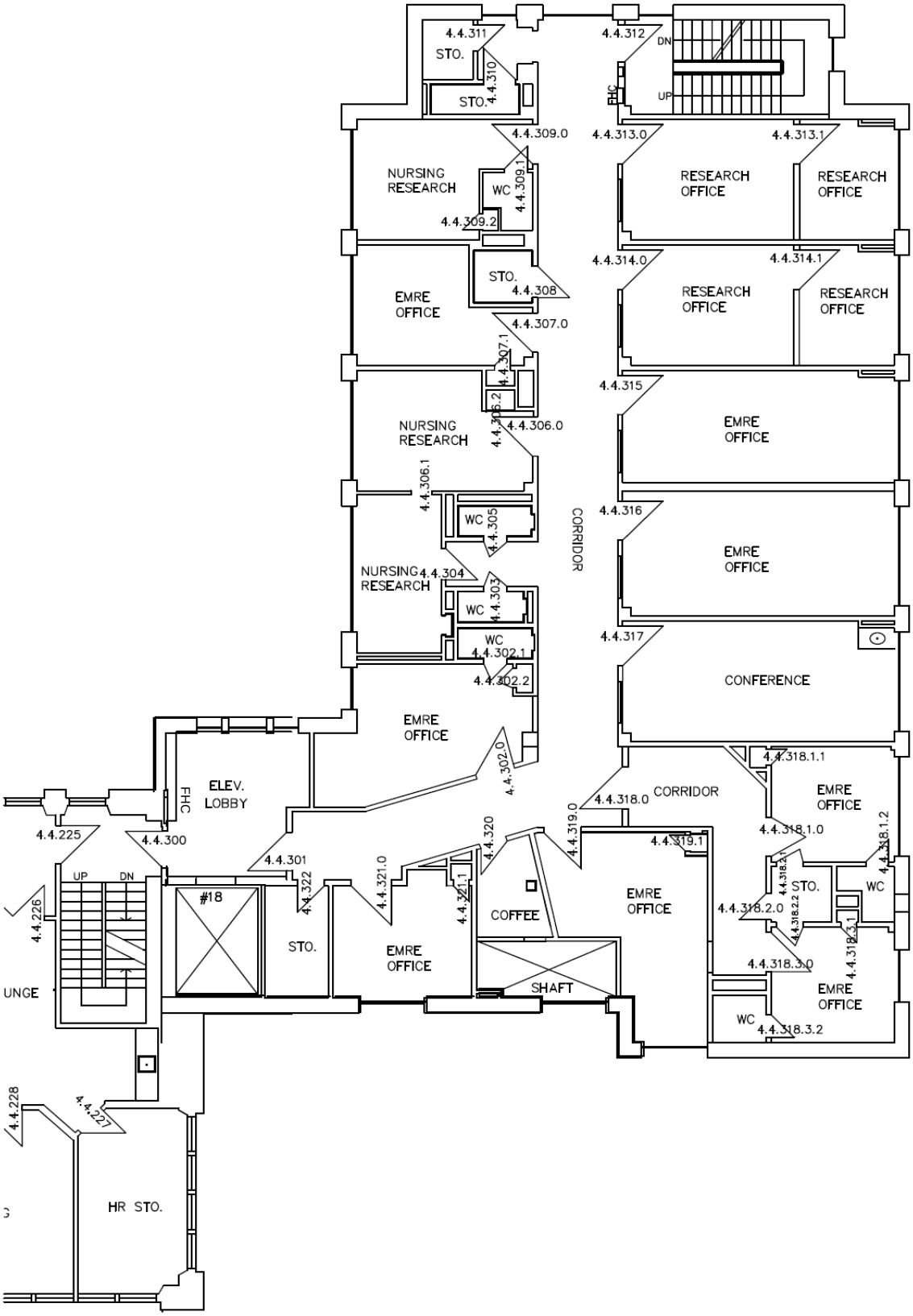
4.2.309
4.2.310.1.0
4.2.310.1.1
FHC
4.2.311
4.2.308
4.2.307
4.2.312
4.2.313.0
4.2.313.1
4.2.304.1.1
4.2.304.2
4.2.304.3
4.2.306
4.2.304.1.0
4.2.304.0
4.2.305
4.2.314
4.2.315.0
4.2.316
4.2.315.3
4.2.317
4.2.303
4.2.315.2
4.2.315.1
4.2.400
4.2.401.0
4.2.401.1
4.2.402
4.2.403
4.2.404
4.2.405
4.2.406
4.2.407
4.2.408
4.2.409
4.2.410.0
4.2.410.1
4.2.410.2
4.2.411
4.2.412
4.2.413
4.2.414
4.2.415
4.2.416.0
4.2.416.1
4.2.416.2
4.2.501
4.2.211
4.2.212
4.2.300
4.2.302
UP
DN

Level 3


LAB
4.3.309
4.3.310
DN
UP
FHC
4.3.311
LAB
LAB
4.3.308
LAB
4.3.307
LAB
4.3.312
4.3.306
DARK
LAB
4.3.302.3
STO.
WASH-UP
4.3.305
CORRIDOR
4.3.304
LAB
4.3.302.2
4.3.303
LUNCH
COLD ROOM
LAB
4.3.302.1
4.3.302.0
CORRIDOR
ELEV. LOBBY
FHC
4.3.221
4.3.300
4.3.315
4.3.314.0
4.3.313.0
4.3.315.1
ELECT.
EQUIPT.
AUTO CLAVES
UP
DN
4.3.301
#18
JAN.
4.3.319
WC
4.3.314.1
DARK
4.3.316
WC
LAB
4.3.313.2
ISOTOPES
TEL.
4.3.317
SHAFT
4.3.318
4.3.400
WC
COPY
RSP OFFICE
4.3.414
4.3.415
4.3.413
4.3.401
CONFERENCE ROOM
4.3.402
GFT OFFICE PEDS
4.3.412.1
4.3.412.0
4.3.411
4.3.403
WC
GFT OFFICE PEDS
REGIONAL INTEG. STROKE PROG.
WC
4.3.410
4.3.409.2
CORRIDOR
FHC
4.3.404
4.3.409.0
RESEARCH STUDENT OFFICE
REGIONAL INTEGRATED STROKE PROGRAM
REGIONAL INTEGRATED STROKE PROGRAM
4.3.409.1
4.3.405
GFT OFFICE CARDIOLOGY
4.3.406
GFT OFFICE
4.3.408
4.3.407

Level 4


4.4.311
STO.
4.4.310
STO.
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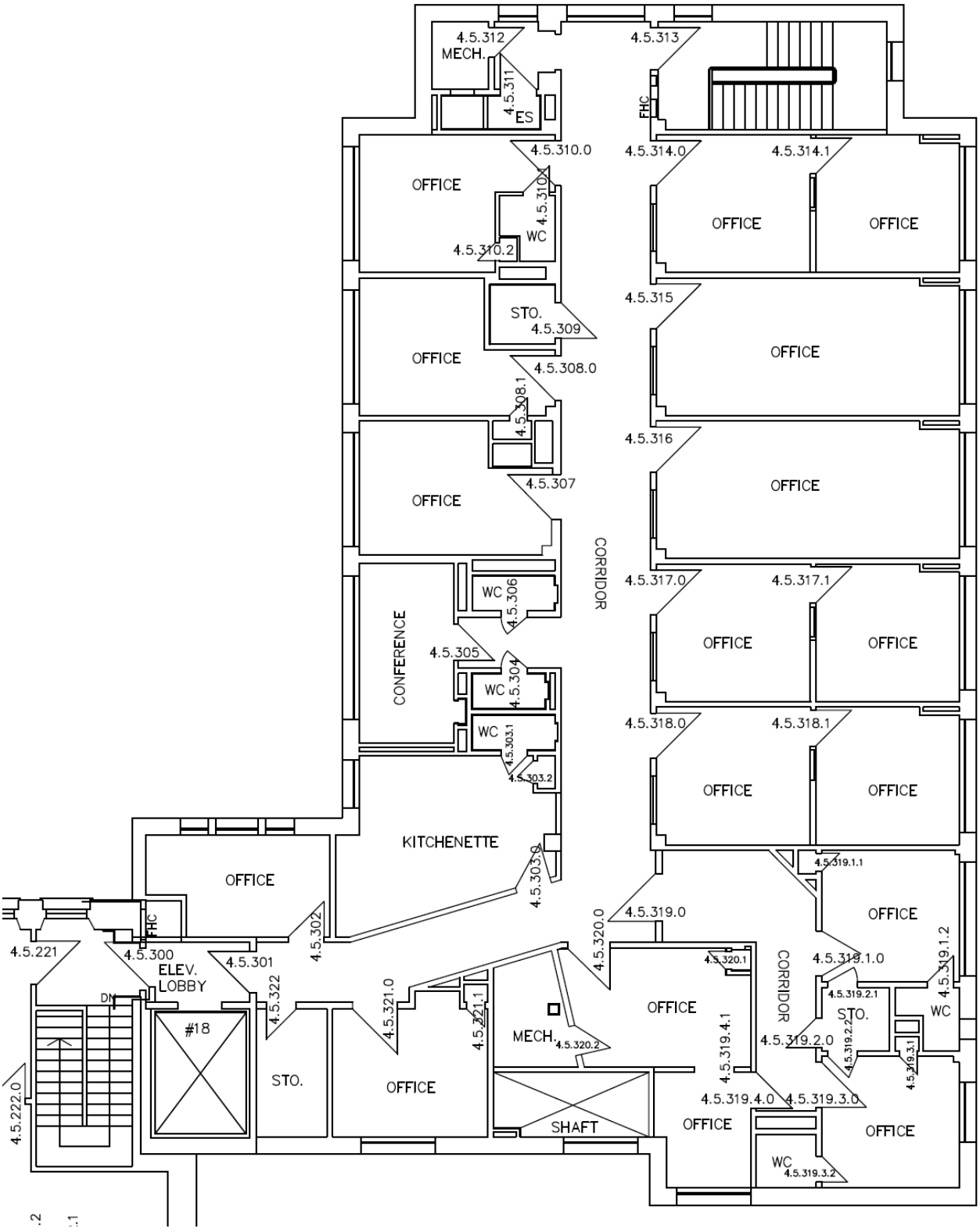
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15.0 RESPONSE & RECOVERY – WATKINS 6 COMPUTER ROOM

RESPONSE

General Overview

The Watkins 6 computer room has been equipped with the FM-200 fire suppression system. Three components must be present in order to produce flames, **oxygen**, **heat**, and **fuel**. In the case of the FM-200 agent, a combination of physical and chemical mechanisms combines at the surface of the fire to quickly and efficiently extinguish the flame.

The FM-200 fire suppressant is a clean agent that doesn't leave any oily residues, particulates, water, or corrosive material. This virtually eliminates collateral damage to high-tech equipment, artwork, and other delicate and sensitive objects. After it has been discharged, it can be removed by simple ventilation. Ventilation of the area after a fire will be completed by the cooperative efforts of Security, Maintenance and Kingston Fire Services.

The FM-200 fire suppressant can be activated in two ways:

- Two smoke detectors are activated,
- A manual pull station is activated.
- In the event that two smoke detectors are activated or a pull station is pulled there will be a 30-second delay prior to the discharge of the agent. In the event of accidentally activating the alarm sequence the 30-second delay can be interrupted to prevent discharge. There are pushbuttons located above the manual pull stations that will delay the discharge of the agent if it is pushed and held prior to discharge; however, once the button is released the countdown will continue and the agent will start discharging. Once the agent starts discharging there is no stopping it until the holding tank is empty. As long as the pushbutton is held the system can be reset stopping the countdown to discharge. Once the system is reset the pushbutton can be released.

15.1. Upon Discovery of Smoke or Fire

Remember the **R.E.A.C.T.** formula

☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard

☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire

☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station

☐ **C** – Call Switchboard **(4444)** provide the following information;

- ☐ Name & position
- ☐ Location
- ☐ Nature of the emergency

☐ **T** – Try, if within your capability, to extinguish the fire. If not, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department

☐ Do not use elevators

15.2. Upon Hearing A Fire Alarm

There are two types of alert horns located in the computer room. The first is the regular two-stage system that is used throughout the facility.

If you hear the 1st alert stage alarm [15](30TPM)

☐ Go to the fire alarm panel located beside door 4-605 and determine the location of the emergency

☐ In the event that the alarm is in the computer room, evacuate the area immediately to a safe area and wait for Security and Kingston Fire Services

If you hear the 2nd evacuation stage alarm (120TPM) evacuate the area immediately

The second alert horn is a combination strobe light and horn. The strobe/horn will sound continuously and is activated when the emergency is in the computer room.

☐ If you hear the strobe/horn alert, evacuate the area immediately

☐ Once the computer room has been evacuated do not enter the room until authorized by Kingston Fire Services or Security

RECOVERY

The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

15.3. Upon Notification That the Crisis Has Concluded

☐ Resume normal operations

[15] TPM – Refers to Tones Per Minute

16.0 RESPONSE & RECOVERY – OPERATING ROOM

RESPONSE

16.1. General Overview

Experts estimate there may be as many as 100 OR fires per year nationwide, with 10 to 20 fires resulting in serious injury and one to two deaths annually. Despite the fact that these events are rare, when they occur, they are devastating to victims and their family members. Clinicians strive to make the surgical environment safe, but fire can occur when an ignition source, adequate oxygen, and fuel (ie, something that will burn) are combined. These three elements, which constitute the fire triangle, are prevalent in OR settings and provide many opportunities for unexpected fires to occur.[16]

If the alarm is announced in your area (Connell 2 or Kidd 2) do not start any new procedures such as an elective surgery in the affected area.

If a procedure is already in progress look around your immediate area, if you discover smoke or fire take all necessary steps to remove the patient from the immediate area.

16.2. Upon Discovery of Smoke or Fire

All Staff

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, <u>if within your capability</u>, to extinguish the fire. <u>If not</u>, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

Fire in a Surgical Area

Procedural Flare UP

If there is a procedural flare up that is inherent to the operation and is manageable by quickly extinguishing without the need of a fire extinguisher the activation of the fire alarm is not necessary. However, this will be a judgment call of the staff person discovering the emergency and when in doubt of the extent of the flare up, staff will activate the fire alarm by pulling the nearest pull station.

[16] Source: AORN Journal October 2003

Anaesthesia
☐ Turn off oxygen sources
☐ Place patient on room air
☐ Be prepared to ask for gases to be shut off from hallway

Scrub Nurse
☐ Remove flare up source if possible
☐ Deliver bowl of water or saline to surgeon to douse flare up

Surgeon
☐ Smother flare up / pour water or saline on the flare up

Circulating Nurse[17]
☐ Remove personnel from flare up area / source
☐ Remove or deactivate source if possible
☐ Have extinguisher at hand
☐ Hit emergency bell in room (not fire alarm)
☐ Request assistance via VOCERA (days & evenings only)
☐ Shut off gases (if required)

Perioperative Assistant
☐ Help with lifting patient (if required)
☐ Assist with clean up (if required)

Triage / Charge Nurse
☐ Assess and document incident on Appendix B1 – Fire Safety Checklist

Fire
If there is need to discuss the movement of the patient and subsequent evacuation, this should be a team decision that when possible includes the emergency response team (Security & Fire Department).

Anaesthesia
☐ Turn off oxygen sources
☐ Place patient on room air
☐ Be prepared to ask for gases to be shut off from hallway
☐ Obtain emergency ‘ambu’ bag
☐ Organize lines for transfer

Scrub Nurse
☐ Remove back table
☐ Provide scissors if necessary to cut drapes, etc.

[17] The Circulating Nurse will assume the responsibilities of the Triage / Charge Nurse when the Triage / Charge Nurse is not available (i.e. nights)

Surgeon
☐ Remove all items in / on the patient

Circulating Nurse
☐ Remove personnel from fire area / source
☐ Have extinguisher at hand
☐ Hit emergency bell in room (not fire alarm)
☐ Request assistance via VOCERA (days & evenings only)
☐ Shut off gases

Perioperative Assistant
☐ Obtain stretcher for patient transfer
☐ Help with lifting patient
☐ Direct traffic, clear halls
☐ Assist with fire response team

Triage / Charge Nurse
☐ Pull fire alarm
☐ Call 4444 and advise of Code Red and Location
☐ Organize evacuation process as necessary
☐ Document emergency

Remaining Surgical Team
☐ Assist as directed

16.3. Upon Hearing A Fire Alarm

If you hear the 1st alert stage alarm [18](30TPM)
☐ Cease unnecessary activity and listen for the location of the emergency
☐ If the emergency is in your immediate area investigate for signs of smoke or fire
☐ If you discover smoke or fire refer to **16.2 Upon discovery of smoke or fire** for response
☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.

If you hear the 2nd evacuation stage alarm (120TPM)
☐ Prepare for the need to evacuate the area

RECOVERY

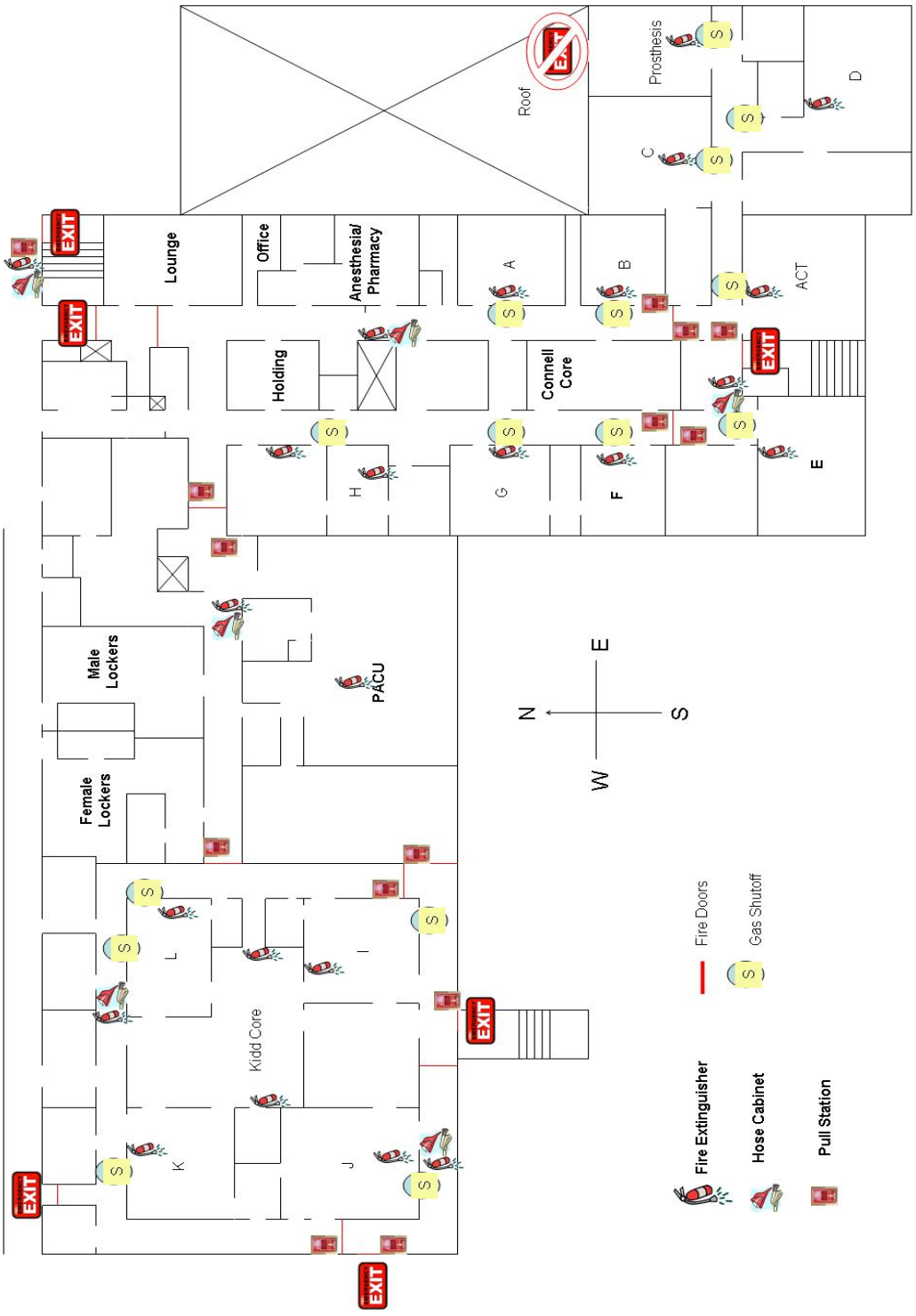
The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

16.4. Upon Notification That the Crisis Has Concluded

All Staff
☐ Resume normal operations
☐ If you are the initiator of the alarm, be prepared to provide a statement to Security

[18] TPM – Refers to Tones Per Minute

16.5. Floor Plan



17.0 RESPONSE & RECOVERY – KIDD 6 SLEEP LAB

RESPONSE

17.1. General Overview

Due to the uniqueness of this area the sleep lab does not have overhead tones to alert for a fire alarm. There is a strobe light in the area to notify staff of a fire emergency and when activated staff in the area will respond. When patients / lab participants are present in the sleep lab there will be at minimum one staff member present at all times.

17.2. Upon Discovery of Smoke or Fire

All Staff

Remember the **R.E.A.C.T.** formula

- ☐ **R** – Remove persons in immediate danger. Remove people adjacent to and directly across from the hazard
- ☐ **E** – Ensure doors and windows in and near the affected area are closed (if safe to do so) to minimize the spread of smoke and oxygen available to the fire
- ☐ **A** – Alarm, call out **"CODE RED"** and the location of the fire. Activate the nearest pull station
- ☐ **C** – Call Switchboard **(4444)** provide the following information;
  - ☐ Name & position
  - ☐ Location
  - ☐ Nature of the emergency
- ☐ **T** – Try, if within your capability, to extinguish the fire. If not, evacuate all persons in the affected area to a safe zone beyond the nearest fire separation and await Fire Department
- ☐ Do not use elevators

17.3. Upon Hearing A Fire Alarm

If you observe the strobe activate within the sleep lab

- ☐ Cease unnecessary activity and proceed to the corridor to listen for the location of the emergency
- ☐ If the emergency is in your immediate area investigate for signs of smoke or fire
- ☐ If you discover smoke or fire refer to **17.2 Upon discovery of smoke or fire** for response
- ☐ If you do not discover smoke or fire, remain in your area/office/department. Maintain preparedness and listen for overhead announcements.

If you hear the 2nd evacuation stage alarm (120TPM)

- ☐ Prepare for the need to evacuate the area

RECOVERY

The fire alarm system is programmed to silence after 1 minute; this is not the end of the fire emergency. There will be an announcement overhead giving the ALL CLEAR when the fire emergency is over.

17.4. Upon Notification That the Crisis Has Concluded

All Staff

- ☐ Resume normal operations
- ☐ If you are the initiator of the alarm, be prepared to provide a statement to Security

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18.0 FIRE PREVENTION POLICY

18.1. Hospital Fire Marshall

The Fire Marshall for Kingston General Hospital is the Director, Protection Services. Assistant Fire Marshall is the Manager, Emergency Planning & Life Safety.

Contact Information:

President & C.E.O. (Acting) Jim Flett	(613) 549-6666	Ext. 2341
Manager, Emergency Planning & Life Safety Tom Davis	(613) 549-6666	Ext. 3327

Full contact information is available in Appendix F

18.2. General

The fire alarm system installed in Kingston General Hospital (KGH) is an MXL addressable system. An MXL control panel has been installed in each wing that connects to the Central Alarm and Control Facility (CACF) located on Davies 1, which is monitored by the Network Command Centre (NCC) located in the Security Operations Centre (Davies 1), Switchboard (Davies 1) and Plant Maintenance (Connell 0). Each panel is equipped with Voice Communication and will work independently within their perspective wings if connections to the CACF are severed.

The system is designed to identify the exact location of the device that has been activated during an alarm. There are three devices that may activate the alarm system; first is a pull station **(Figure 1.),** this is activated manually by anyone that discovers smoke or fire. Second is a smoke/heat detector **(Figure 2.),** this device is activated when smoke or heat reaches sensors in the device activating the system. Third is the sprinkler system[19] **(Figure 3.),** this is activated when the ceiling temperature reaches a certain level and activates the sprinkler head to release water in the area.

The MXL system is a two-stage alarm system. The 1st stage alarm is an alert stage that will sound a tone at a rate of 30 tones per minute for no less than 1 minute. 30 seconds after the initiation of the alert tone, switchboard will announce the area affected. The alert stage is to advise occupants of the building of a fire emergency in their area. At this stage staff are expected to investigate their immediate surroundings and report any problems they encounter.

The 2nd stage alarm is the evacuation stage that will sound a temporal tone at a rate of 120 tones per minute continuously. At this stage staff are expected to prepare for evacuation of the building. Staff will be advised as to which area is to start evacuating.

Figure 1

Figure 2

Figure 3

[19] All wings designated as a patient care wing are equipped with a sprinkler system.

18.3. Supervisory Staff

Definition

Those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

At Kingston General Hospital all hospital staff, contractors and volunteers have a delegated responsibility under the Fire Safety Plan.

Preventative Measures:

- Ensure stairway doors are kept in the closed and latched position at all times.
- Ensure that self-closing devices attached to doors are not disengaged or rendered inoperable.
- Ensure that stairways, landings, hallways, passageways and exits are kept clear of any storage or other obstructions.
- Combustible waste and debris are not permitted to accumulate anywhere in the building.
- Ensure that access routes, fire routes, hydrants and stand pipe connections are accessible and clear of all obstructions (e.g., snow, parked vehicles and shrubs).
- Ensure that staff and contractors working in your area, are appropriately trained.

In an Alarm Condition:

- Assist as directed by Kingston Fire Services and Protection Services

18.4. Nutritional Services Manager

Preventative Measures:

- Ensure that commercial cooking equipment and appliances are maintained in good working order.
- Ensure that all grease filters in hoods and duct systems serving commercial cooking equipment are cleaned regularly.
- Ensure that the fixed extinguishing systems are maintained and tested in accordance with part 6 of the Ontario Fire Code.

18.5. Patient Care Manager or Delegate

Preventative Measures:

- Identify and establish a (sub) plan for patients who would require assistance to evacuate due to physical or mental disabilities.
- Ensure all hallways and stairwells are kept clear of storage and debris such as housekeeping carts, linen carts, medication carts, and maintenance supplies, etc.
- Ensure stairwell doors and doors in fire separations are kept closed. Never allow doors to patient rooms to be wedged open. Do not allow anyone to interfere with the self-closing mechanism of any door.

18.6. Transportation

In an Alarm Condition:

- Complete current delivery task
- Report to the Transportation office on Kidd 0 and wait for further instruction
- Assist as directed
- Resume normal duties once the “All Clear” is announced

18.7. Smoking

In accordance with the Tobacco Control Act and the Smoking in the Workplace Act, smoking is not permitted within any area of the hospital or on hospital property.

- Staff & Visitors must be off hospital property.
- Patients are to be at least 9 metres (30ft) from any entrance into the hospital.
- Patient Care staff must ensure that patients, who are not completely responsible, do not have in their possession lighters, matches or cigarettes – these items should be kept at the nursing station and used as needed.

18.8. Doors, Doorways, Corridors & Exits

Doors act as a barrier to prevent the spread of smoke and flames to other areas of the facility.

- Keep all fire and exit doors closed and unobstructed.
- Keep doorways and corridors unobstructed. Corridor doors are equipped with magnetic door hold open devices that release during times of fire alarm activation. These doors need to be free of obstruction at all times to work properly.
- Keep all doors closed in areas that are not occupied and are not equipped with door hold open devices.

18.9. Parking

Vehicles parked in fire access routes may be ticketed and/or towed to ensure accessibility for fire apparatus.

18.10. Fire Hazards

Immediately report all fire hazards that come to your attention to your Supervisor, department head, any member of Protection Services, or the Joint Occupational Health & Safety Committee.

- Observe all safety rules and signs and instruct patients and visitors to also observe these rules and signs.
- Turn off all electrical equipment and appliances when not in use.
- Use of extension cords as permanent wiring is prohibited.
- Items with large electrical draw (microwave, fridge, etc.) must be plugged directly into an outlet
- Approved power bars are permitted for use on office equipment
- Do not use unsafe electrical appliances, frayed extension cords
- Do not over-load outlets or use lamp wire for permanent wiring
- Report defective electrical wiring and appliances, immediately
- Maintain fire separations (ensure holes in drywall; closures; etc. are repaired immediately)

18.11. Keeping Your Work Area Safe

Keep your work area safe for you and patients. Never leave scrap paper, shavings, and oily rags or paint rags lying around in hazardous conditions.

18.12. Planning Ahead

Take 10 seconds at the beginning of your shift and think:

- Do I know the location of pull stations, extinguishers and fire exits in my area?
- Do I know what to do if a fire occurs?

18.13. Fire Alarm Sequence of Operation

1st Stage Alarm Condition:

- Activation of any alarm-causing device shall cause the following to occur within the building of alarm and any building adjacent to the building of alarm:
- Corresponding descriptor to display at the Fire Alarm Control Panel, and the panel buzzer to sound steady, and the common alarm lamp to flash. The alarm buzzer may be silenced by operating the alarm acknowledge button. The alarm LED shall remain lit until the alarm condition has been corrected and the panel reset. Subsequent alarm conditions shall re-initiate the sequence. Indicate the alarm location, text and graphic, at each NCC location.
- Transmit an alarm signal to the monitoring equipment if applicable.
- Activate the audible signalling devices. After 30 seconds and after the alarm has been acknowledged operating the audible silence button will silence the audible devices. The audible silence LED shall remain lit until the panel is reset.
- Signalling devices shall sound at 30 pulses per minute on all floors. Audible signalling will not sound in the stairwells. The signalling will automatically silence after 1 minute.
- Activate all necessary auxiliary functions.
- The corresponding input will remain latched in the alarm condition until the alarm-initiating device has returned to normal and the system has been manually reset. System reset shall only be possible after the alarm acknowledged button and the signal silence button have been manually pushed.

"1st Stage Alarm" criteria will in:

- Armstrong if there is any alarm in Armstrong or Kidd/Davies
- Kidd/Davies if there is any alarm in Kidd/Davies, Armstrong, or Connell
- Connell if there is any alarm in Connell, Kidd/Davies, Douglas, or Dietary
- Douglas if there is any alarm in Douglas, Connell, Dietary, or Watkins
- Watkins if there is any alarm in Watkins, Douglas, Watkins East, Victory, or Dietary
- Watkins East if there is any alarm in Watkins East, Watkins, or Victory East
- Dietary if there is any alarm in Dietary, Douglas, Connell, Victory, or Watkins
- Victory if there is any alarm in Victory, Dietary, Watkins, Victory East, or Burr
- Burr if there is any alarm in Burr, or Victory
- Ann Baillie if there is any alarm in Ann Baillie.
- Victory East if there is any alarm in Victory East, Watkins East, or Victory

- An alarm in any of the following buildings will cause fire doors to close in all of these buildings; Connell, Dietary, Victory, Watkins, Watkins East.

2nd Stage Alarm Condition:

- Activation of any manual station key switch within a building shall cause the following to occur in that building only:
- Audible signalling devices to sound at 120 pulses per minute on all floors within the building of alarm. The audible will not automatically silence.
- All alarm functions are to be maintained as outlined in "Alarm Condition".

Supervisory and Trouble Conditions:

- Activation of any supervisory device or detection of any system trouble condition shall cause the following to occur:

- Corresponding descriptor to display at the Fire Alarm Control Panel, the panel buzzer to sound on/off, and the yellow trouble light to flash.
- Indicate the supervisory alarm location, text and graphic, at each NCC location.
- Transmit a trouble signal to the monitoring equipment if applicable.

The trouble signal may be silenced by operating the trouble acknowledge button. The common trouble LED shall remain lit until the trouble condition has been corrected and the panel reset. Subsequent trouble conditions shall reactivate the sequence.
The supervisory signal may be silenced by operating the supervisory acknowledge button. The common supervisory LED shall remain lit until the supervisory condition has been corrected and the panel reset. Subsequent supervisory conditions shall reactivate the sequence.

Panel reset is not possible until the trouble and/or supervisory acknowledge button has been pushed.

18.14. Fire Alarm Monitoring

The fire alarm system at Kingston General Hospital is monitored by Falcon Security located at 260 Adam St., Belleville ON (613) 969-5100. Secondary monitoring occurs at 500 O'Conner Dr., Kingston, ON (613) 548-4001 ext. 0.

18.15. Nurse Call

The smoke detectors in the patient rooms are tied into the Nurse Call system monitored at the nurses stations. When the smoke detector is activated the signal will be transmitted to the nurse call panel as a "Code 6" and the overhead lights will flash red / yellow / green. **(Figure 4.)**

Figure 4.

(Hallway Light)

(Over Room Door)

18.16. Emergency Response Team

The Emergency Response Team is a group of individuals who are charged with responding to all fire alarms and immediately dealing with the crisis until Kingston Fire Services arrives.

The Emergency Response Team will consist of the following:
Monday - Friday (0800 - 1600)

- Security Supervisor (Site Commander)
- Emergency Management Coordinator, Codes & Procedures (Assess the emergency and report to the Incident Command Centre, Dietary 1)
- Fire Alarm Technician
- Maintenance Electrician
- Security Rounds Officer (Meet and escort Kingston Fire Services to and from the affected area)

Monday - Friday (1600 - 0800), Saturdays, Sundays, & Holidays

- Security Supervisor (Site Commander)
- Maintenance On-Call

- Security Rounds Officer (Meet and escort Kingston Fire Services to and from the affected area)

Kingston Fire Services must authorize the All Clear before the fire alarm can be reset. Once the response team has received the all clear:

Monday – Friday (0800 – 1600)
- Fire Alarm Technician will reset the system

Monday – Friday (1600 – 0800), Saturdays, Sundays, & Holidays
- Security Supervisor will reset the system. If there are difficulties with the reset the Security Supervisor will contact the Fire Alarm Technician to respond.
- If the Maintenance on-call is a certified fire alarm technician, they will reset the system after hours.

18.17. Incident Command

Upon receiving notice of a fire Protection Services will immediately establish an [20]Incident Command Centre within the Security Office on Dietary 1. The Director of Protection Services / delegate will assume command and coordinate the security response.

The person acting as the Incident Commander (e.g., Director, Protection Services / Delegate) must be prepared to transfer command to a higher authority (Police, Fire, CEO), or apply [21]unified command.

18.18. Training & Education

All hospital staff receives emergency response training during orientation. Orientation takes place on the first Monday of every month. Refresher training occurs prior to all annual fire drills.

Fire drills are an essential part of preparedness. Fire drills occur monthly; these will be conducted on a rotational basis so that each area participates directly in a drill annually. Silent drills will occur in the off shifts (evenings & nights). The exact procedure for a fire is carried out on all occasions when the fire alarm sounds. In accordance with Ontario Fire Code regulation 2.8.3.2(1)

Fire drills are conducted every six months in all laboratories that use flammable or combustible materials. These labs are located in the Douglas, Victory East and Watkins East Wings.

All fire drills will be assessed by an appointed representative from the Protection Services department and documented on the **"EMERGENCY PROCEDURES CHECKLIST", Appendix B**

[20] "Incident Command Centre" is a centrally located space available to coordinate and manage resources including the dispatch and coordination of search teams. "Incident Command" reports to the Hospital Emergency Operations Centre (if active).

[21] "Unified Command" is a team effort which allows all departments / agencies with responsibility for the incident, to jointly provide management direction to an incident through a common set of incident objectives and strategies established at the command level.

Fire drill records will be kept for at least 12-months. In accordance with Ontario Fire Code regulation 2.8.3.2.(2).

The Security Operations Centre Operator will notify Kingston Fire & Rescue and the Fire Alarm Monitoring Company prior to and after live fire drills.

A timed evacuation drill will occur annually representing the lowest staffing level complement moving patients to an adjacent fire separation. These drills will rotate to various locations and be approved / observed by the Local Authority Having Jurisdiction.

18.19. Holiday Decorations

All holiday decorations will be inspected and approved by Protection Services.

- Lights and decorations must be CSA approved. Extension cords and adapters are not to be used (Administrative Policy 2-110). No artificial snow is to be used on painted services.
- Trees must be artificial and CSA approved. No flammable material (i.e. dried branches, straw, hay, non-treated paper etc.) to be used as decoration (Administrative Policy 2-060)
- Decorations cannot be placed in areas that would impede the function of life safety devices, i.e. hangings from the sprinkler heads, blocking smoke detectors, etc.

18.20. Utility Shutdown / Hot Works Program

Purpose

This document establishes the procedures to be followed when a utility is required to be shutdown at Kingston General Hospital (KGH). A shutdown is defined as any situation in which all or part of a KGH utility system is disabled, or otherwise temporarily rendered inoperable. This shall include automatic fire sprinklers, standpipe systems, fire alarm and detection systems, under/above ground water supply mains, power, steam, network and telecommunications equipment, etc.

Distribution

This procedure shall be distributed to Plant Engineering & Maintenance, Protection Services, Information Services, Joint Planning Office, and all contractors who will perform work that may require the shutdown of utilities at KGH.

Notification / Coordination / Authorization

- The person or organization reporting or scheduling a utility shutdown, hereafter referred to as the “requester”, is responsible for initiating the shutdown. The requester will typically be the Construction Supervisor / Project Coordinator, or Maintenance personnel requiring the shutdown. A utility system shutdown shall be coordinated as follows:
- The requester must provide written notification by filling out a “Request for Utility Shutdown” form which shall be completed for all utility shutdown requests, as described above. Forms are available in the Joint Planning Office, located at 24 Barrie Street; Security Office, located on Dietary 1; and, Plant Engineering & Maintenance, located on Connell 0.
- All coordination and scheduling of impairments shall be completed a minimum of 72 hours prior to the impairment.
- Utility shutdowns may be accomplished with less than 72 hours notice, provided that all notification and coordination has been arranged between Protection Services, Information Services, and Maintenance, and the shutdown required is of an emergent nature.

- For request to have the fire alarm system shutdown, the completed “Request for Utility Shutdown” form will be placed in the “Shutdown Log Book” maintained at the Security Operations Centre (SOC) on Davies 1 at the time of the shutdown.
- The KGH authorities will sign off before execution of the request. The KGH authorities will also notify occupants whom reside in the areas of the shutdown. (Requests for shutdowns by Maintenance personnel do not require authorization from non-affected departments. I.e. Information Services not required for F/A shutdown.)
- Upon completion of the workday, the requester will notify the SOC **(4142)**, and request that the system be returned to normal operation. The bottom half of the “Request for Utility Shutdown” shall be completed and signed off.

Instructions for Fire Watch / Hot Work Permit

Personnel conducting “hot work” are responsible for their own fire watch. "Fire watch" means not leaving the area unoccupied while detection/means of alarm activation is unavailable. This means that the worker is responsible for all areas of the work site.

Hospital Security staff will patrol the work site routinely to ensure the workers know how to respond, extinguishers are present, and that no obvious hazards are left around.

Any contractor working at KGH must go through the fire safety training. If a case should arise where a contractor calls in a sub-contractor (who has not been appropriately trained) last minute, then a representative from the responsible lead contractor will need to have (on-site) a person who has been trained to respond to the discovery of smoke or fire.

Any impairment to the fire alarm system must be returned to normal before the worker leaves the work site. If the impairment has occurred after work hours, and the Fire Alarm Technician is unavailable to return the system to normal, arrangements will be made by Protection Services to ensure a constant and vigilant fire watch of the unprotected area, or alternatively, make arrangements with a fire alarm technician to return the system to normal.

Documentation of fire watch will be maintained on a spreadsheet (electronically) located within Protection Services (Dietary 1 – 7.106). Security will document time fire watch completed and initials of officer. When fire watch is required these will occur at minimum in ½ hour intervals.

Before carrying out any hot work (welding, torch cutting, etc.) on KGH property, the worker shall indicate the need on the “Request for Utility Shutdown” form.

Once approved the requester will attend the SOC (or call 4142) and request the hot work to be posted at the work site. Protection Services will inspect the area for any hazards and issue the hot work permit.

When the work is complete the contractor will attend the SOC (or call 4142) to advise that the work is complete. Security will inspect the area every ½ hour for 1½-hours for any hazards. Once the final inspection is complete, Security will restore the fire alarm system if impaired.

If the shutdown/hot work request is cancelled the contractor will advise the SOC of the cancellation.

Compliance and Responsibility

- Any person, and his/her organization, requiring a utility system installation, maintenance, testing, repair, or other operation which: requires a shutdown of a utility, shall be responsible for compliance with these procedures.
- If at any time a KGH authority (e.g., Security, Maintenance, JPO, Information Services) believes the area of work is unsafe, or that the work being carried out is not being done in accordance with this document, all work will stop until the area is made safe, or compliance to this document is achieved.
- If an emergency occurs on a work site that has failed to comply with these procedures the responsible contractor may be fined up to $2,500 for Kingston Fire Services and KGH emergency response team response. The responsible contractor for the area may also be removed from the preferred contractors list.
- False alarms and failure to take proactive & preventative measures, disrupts workflow, places hospital staff at risk, places firefighters at risk, and draws municipal fire resources away from true fires. As outlined above it is your responsibility to take all necessary precautions.

18.21. Alternate Fire Safety Measures

Kingston Fire Services and the hospital Fire Marshal must be advised of the temporary shutdown of any fire protection systems in the building. Alternative measures for fire safety, satisfactory to Kingston Fire Services shall be implemented during the shutdown.

If the fire protection systems will be affected for a period of 24 hours or less:

- Kingston Fire Services shall be notified advising the communications officer of the alternate measures for fire safety.
- Kingston Fire Services shall be notified when the fire protection systems are returned to normal.

If the fire protection systems will be affected for a period greater than 24 hours:
Written notification must be provided to the hospital's Fire Marshal, and Kingston Fire Services. The notification must include the location / type of the equipment, and the duration for which it will be out of operation as well as the alternate measures taken to ensure fire safety

The hospital Fire Marshal and Kingston Fire Services shall be notified when the fire protection systems are returned to normal.

18.22. Oxygen

Oxygen (O2) supports combustion and special care needs to be considered when oxygen is used and being stored. CSA Standard Z305.12-98 provides guidelines on the safe handling and storage of O2 cylinders.

During times of fire emergency portable O2 tanks, where feasible, will be either removed or turned off.

18.23. Plan Distribution

The Master copy of the fire safety plan will be located in the Dietary 1 Security office (7-106). The fire safety plan is available in all areas of the facility in the Emergency Procedures Manual. **(Figure 5) Fire response procedures are posted at all exit stairwells.**

Figure 5.

19.0 BUILDING MAINTENANCE AND INSPECTIONS

19.1. External Buildings

In addition to the wings located within the facility, Kingston General Hospital operates or leases out, the following external houses / buildings:

- 100 Stuart Street – 3 stories plus a basement (Group D Occupancy)
- 102 Stuart Street – 3 stories plus a basement (Group D Occupancy)
- 20 Barrie Street – 3 stories plus a basement (Group D Occupancy)
- 22/24 Barrie Street – 3 stories plus a basement (Group D Occupancy)
- 26 Barrie Street - 3 stories plus a basement (Group D Occupancy)
- 28 Barrie Street - 3 stories plus a basement (Group D Occupancy)
- 34 Barrie Street - 3 stories plus a basement (Group D Occupancy)
- 62 Barrie Street - 3 stories plus a basement (Group D Occupancy)
- 68 Barrie Street - 3 stories plus a basement (Group D Occupancy)
- 70 Barrie Street - 3 stories plus a basement (Group D Occupancy)
- 72 Barrie Street - 3 stories plus a basement (Group D Occupancy)
- Bancroft Satellite Dialysis Unit – (Within Professional Services Building, Bancroft General Hospital) (Group D Occupancy)
- Belleville Satellite Dialysis Unit – 1 storey (Group D Occupancy)
- Smith Falls Satellite Dialysis Unit – (Within Smith Falls General Hospital) (Group D Occupancy)
- Picton Satellite Dialysis Unit – (Within Picton General Hospital) (Group D Occupancy)

19.2. Bed Capacity

Kingston General Hospital has a bed capacity of 504. This number is broken down as follows:

- Burr 4 – 47
- Connell 3 – 35
- Connell 5 – Labour & Delivery (Could be as many as 20+ expected mothers on this unit)
- Connell 9 – 35
- Connell 10 – 35
- Davies 3 – 21
- Davies 3 Cardiac Sciences Unit – 14
- Davies 4 Intensive Care Unit – 25
- Davies 5 – 26
- Emergency – 38
- Kidd 2 Intensive Care Unit – 33
- Kidd 3 – 22
- Kidd 4 – 35
- Kidd 5 Maternal Child – 17
- Kidd 5 Neonatal Intensive Care Unit – (Babies are not registered as in-patients, however could be as many as 22+ babies on this unit)
- Kidd 6 – 34
- Kidd 7 – 36
- Kidd 9 – 32
- Kidd 10 – 25

19.3. Central Alarm and Control Facility (CACF)

The Central Alarm and Control Facility (CACF) is located at the Kidd/Davies Main Entrance in room 22-1-306 located east of the revolving doors and contains manuals for floor plans, sprinkler shut-off locations, gas shut-off locations and main electrical disconnects.

19.4. Magnetic Door Holders

The hospital utilizes magnetic door holders throughout the facility. Under normal conditions, the electromagnet is energized to hold open the door. In a fire alarm condition, the voltage to the door holder will automatically interrupt, releasing the door to prevent the spread of smoke. The door may be manually opened at any time.

External properties do not use magnetic door holders.

19.5. Electromagnetic Locking Devices

The following doors are controlled by electromagnetic locking devices:

Victory East
Level 2 corridor doors. (3.2.308)
Reset is labelled and located at the CACF (Davies 1).

Watkins
4.4.202
4.4.218
Reset is labelled and located at the CACF (Davies 1).

Burr

21.0.104
21.1.111
21.0.009
21.0.035
21.0.044.1

21.2.030
21.2.007
21.2.001

21.4.018.2
21.4.018.3.0
21.4.020.16.0
21.4.002
21.4.004
21.4.009
21.4.010
21.4.011.3
21.4.011.0
21.4.013.0
21.4.013.37
21.4.015
21.4.017.0

21.4.017.4
21.4.018.0
21.4.019
21.4.020.0
21.4.023
21.4.044.2
Reset is labelled and located at the CACF (Davies 1).

Kidd
22.10.029
22.10.004
22.10.036
22.10.026
22.7.038 **(locked with patient wander guard)**
Reset is labelled and located at the CACF (Davies 1).

Connell
2.1001
2.1055
2.1026
2.1027

2.901
2.954
2.926
2.927

2.727

2.329
2.330
Reset is labelled and located at the CACF (Davies 1).

19.6. Fire Phones

Fire phones are located at every exit, generally at stairwells. Fire phones communicate directly with the Fire Alarm System for the wing affected.

Instructions for use are posted at each Fire Alarm Voice Communication Panel.

19.7. Emergency Lighting

Emergency lighting is provided throughout the building in accordance with the Ontario Building Code. The system is backed by a diesel generator, which is maintained in good working order. The generator fuel supply tank holds a capacity to keep the generator running for a period of 4 days.

Exit signs are located at all exits and in exit corridors in the direction of exit travel.

19.8. Fire Fighter Elevators

Although all elevators within KGH can be used as fire fighter elevators, there are 2 designated fire-fighter elevators in the hospital, which are designed to provide transportation

from the street floor to each floor, served by the elevator system. These elevators are equipped with manual recall operation. A key operated switch for emergency recall is located in the elevator lobby on the 1st floor (recall level) and at the Main entrance of Davies 1. There is also an in-car emergency service switch in each of these elevators. (See **Appendix C – Elevator Functions**)

The fire fighter's elevators are identified with a yellow fire fighters hat symbol on the following elevators:

- Kidd/Davies #1
- Connell #7

19.9. Fire Hydrants

Fire hydrants surrounding the hospital, both on and off the property are located at:

- South/East corner of the Watkins lot on George St.
- Outside of the Burr entrance (21-1115) on George St.
- Corner of George St. and King St.
- Outside of the Connell entrance (2-019) on King St.
- Outside of the Armstrong main entrance (16-125) on Lower University Ave.
- Corner of Lower University Ave. and Stuart St.
- South East corner of 102 Stuart St.
- South side of Etherington Hall, outside of the Kidd delivery entrance (22-1-114) off of Stuart St.
- Outside of Etherington Hall main entrance on Stuart St.
- Outside of Watkins West entrance (4.2.110) on Stuart St.
- Corner of Stuart St. and George St., outside of Watkins East exit (4.2.310.1.1).

19.10. Exits

If an exit is unavailable for egress dues to construction or repairs, temporary exit signs shall be installed to clearly identify alternate exits.

After restoration of the normal egress path, ensure that the temporary exit signs are removed.

19.11. Inspection/Testing/Maintenance Schedule

Definitions

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

EMSLS: Protection Services

Inspect: Physical examination to determine that the device or system will perform in accordance with its intended function.

MRD: Most Responsible Department. It is the responsibility of the MRD to ensure that a qualified person is conducting the inspection/testing/maintenance of any fire system component.

OFC: Ontario Fire Code

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

Records of tests and corrective measures taken when necessary will be maintained for a minimum of two (2) years.

DESCRIPTION	OFC	MRD
Daily		
Exit lights should be **checked** to ensure that they have not been damaged and that they are illuminated		EMSLS
Torches, regulators and welding equipment must be **inspected** for defects	5.17.2.6	Maintenance
Fire alarm system, AC power lamp and trouble signal must be **checked**	6.3.2.3	EMSLS
Voice communication system, AC power lamp and signal must be **checked**	6.3.2.4	Communications
Temperature of fire pump rooms must be **checked**	6.6.3.2	EMSLS
Weekly		
Check hoods, filters and ducts in ventilation systems **SUBJECT** to the accumulation of combustible deposits	2.6.1.3	Maintenance
Check that dry pipe sprinkler system are pressure is being maintained	6.5.3.3	EMSLS
Inspect and operate all fire pumps	6.6.3.3 & 6.6.3.4	EMSLS
Check all components for emergency generator system and operate the generator set under at least 50% of the rated load for 30 minutes	6.7.1.1	Maintenance
Monthly		
Inspect all doors in fire separations	2.2.3.4	EMSLS
Emergency lighting systems, batteries, units and lamps to be **inspected** and **tested**	2.7.3.3	EMSLS
Conduct fire alarm drills in day care centres and health care facilities	2.8.3.2	EMSLS
Test all welding and cutting equipment	5.17.2.6	Maintenance
Inspect all portable fire extinguishers	6.2.7.2	EMSLS
Test the building fire alarm system and **check** all components including standby power batteries	6.3.2.2	EMSLS
Test the voice communications system	6.3.2.4	Communications
Test fire fighter phones on rotational basis to ensure communication	6.3.2.4	EMSLS
Inspect all fire hose cabinets	6.4.2.1	EMSLS
Test the sprinkler system alarm	6.5.5.2	EMSLS
Every 2 Months		
Test sprinkler system central station connections	6.5.5.7	EMSLS
Every 3 Months		
Inspect dry pipe valve water priming level	6.5.4.3	EMSLS
Test fire fighters' elevators for proper operation	7.2.2.1	EMSLS

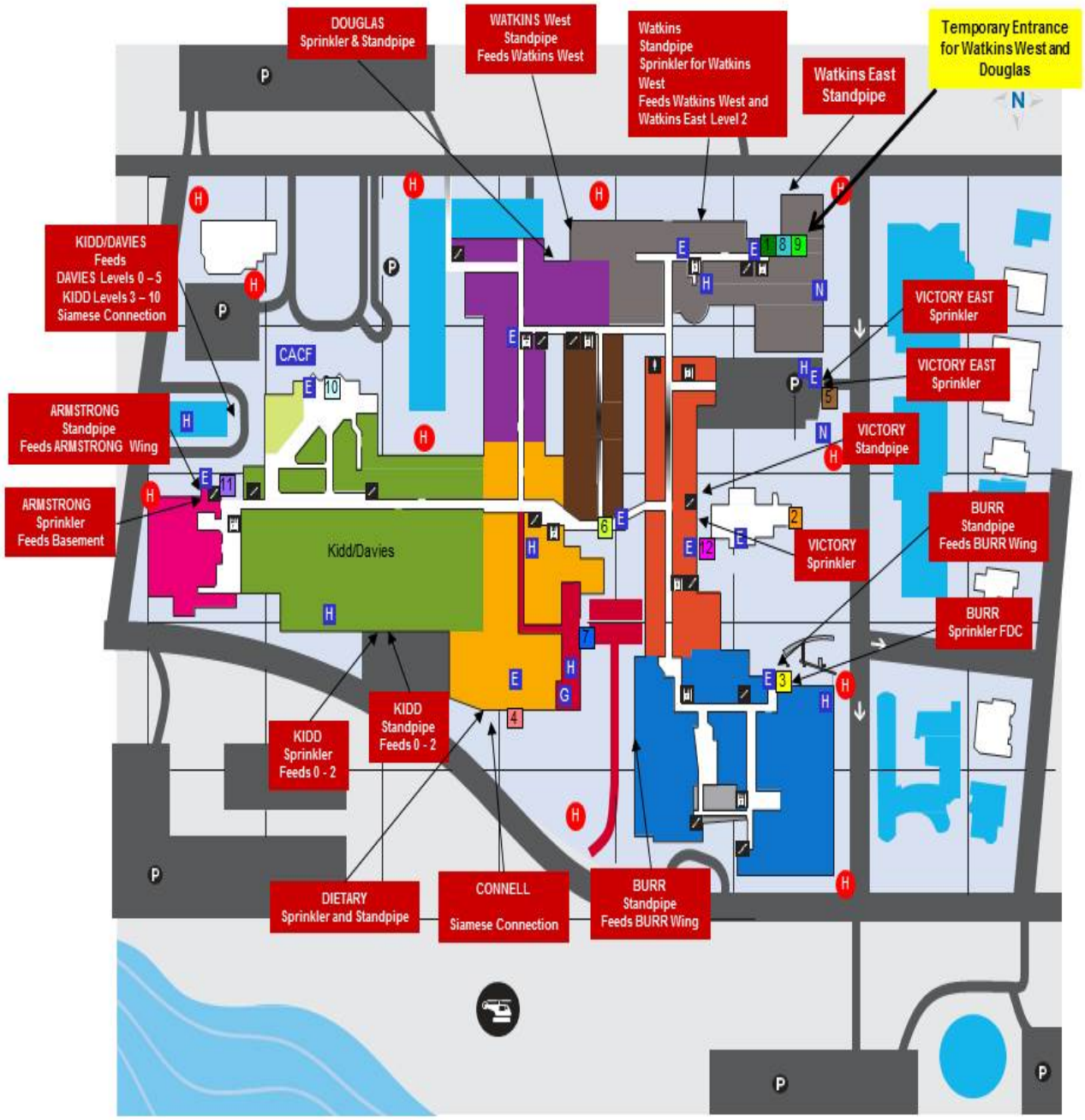
Every 6 Months		
Inspect fire protection systems for commercial cooking equipment	2.6.1.13 & 6.8.1.1	Maintenance
Check and clean crankcase, breathers, governors and linkages on emergency generator sets	6.7.1.1	Maintenance
Conduct **inspection** and maintenance of special extinguishing systems	6.8.1.1	EMSLS
Test gate valve supervisory switches and other sprinkler and fire protection system supervisor devices	6.5.5.7	EMSLS
Annually		
Inspect all fire dampers and fire stop flags	2.2.3.7	Maintenance
Inspect all chimneys, flues and flue pipes	2.6.1.4	Maintenance
Test disconnect switches for mechanical air conditioning and ventilation systems	2.6.1.8	Maintenance
Clean chimney spark arrestors	2.6.3.3	Maintenance
Carry out maintenance procedures for fire extinguishers	6.2.7.1	EMSLS
Conduct a complete **test** of the building fire alarm system by qualified personnel	6.3.2.1	EMSLS
Conduct a complete test of the building voice communication system by qualified personnel	6.3.2.4	EMSLS
Test all standpipe hose valves	6.4.2.4	EMSLS
Remove and re-rack all standpipe hoses	6.4.2.5	EMSLS
Inspect all exposed sprinkler system pipe hangers	6.5.3.2	EMSLS
Check all sprinkler heads	6.5.3.5	EMSLS
Inspect auxiliary drains (drum drips) and dry pipe sprinkler system (each Fall)	6.5.4.1	EMSLS
Inspect and lubricate Fire Department connections	6.5.4.4	EMSLS
Conduct sprinkler system alarm **test** using the hydraulically most remote **test** valve	6.5.5.3	EMSLS
Conduct a dry pipe system trip **test**	6.5.5.4	EMSLS
Conduct a main drain flow **test** of the sprinkler system water supply	6.5.5.5	EMSLS
Conduct a fire pump flow **test**	6.6.3.5	EMSLS
Inspect and flow **test** all fire hydrants	6.6.5.6	Maintenance
Conduct general engine and generator maintenance and engine tune-ups for emergency generator sets	6.7.1.1	Maintenance
Every 2 Years		
Check valve adjustments and torque heads for emergency generator engines	6.7.1.1	Maintenance
Every 3 Years		
Clean and service injector nozzles and **check** valve adjustments for emergency generator diesel engines	6.7.1.1	Maintenance
Every 5 Years		
Hydrostatic **test** of carbon dioxide and water type fire extinguishers	6.2.7.1	EMSLS
Hydrostatic **test** of dry standpipe system	6.4.3.6	EMSLS
Check insulation of generator windings	6.7.1.1	Maintenance

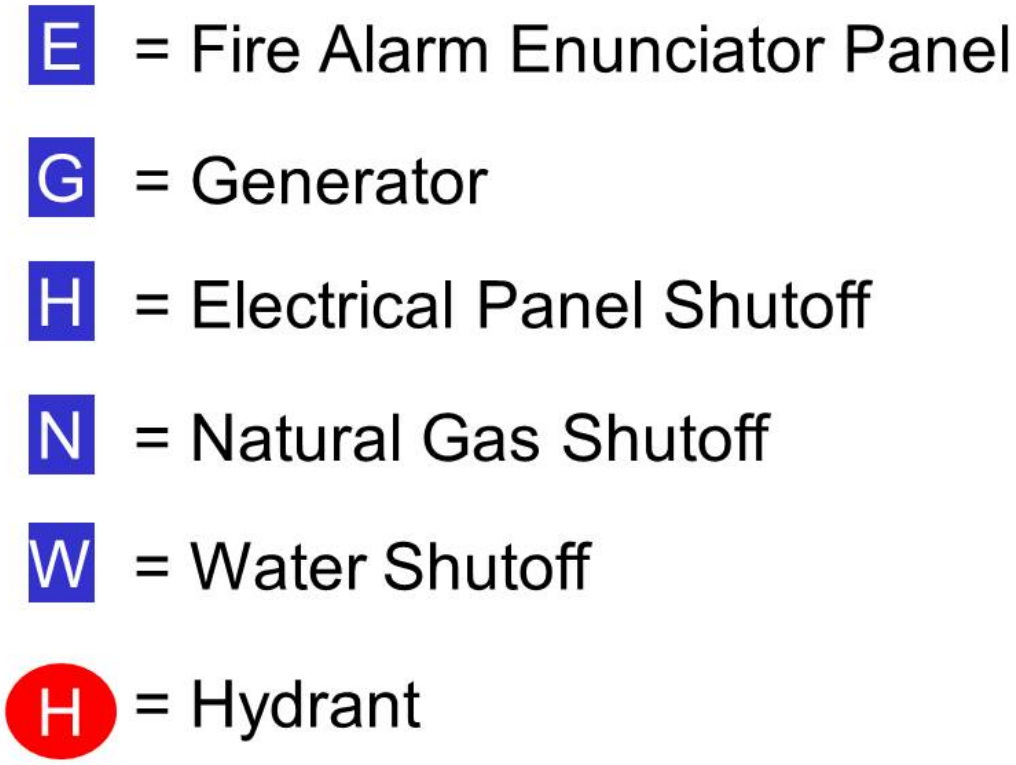
Inspect closures in vent openings into smoke shafts	7.2.3.1	Maintenance
Every 6 Years		
Replace the extinguishing agent in dry chemical type fire extinguishers	6.2.7.1	EMSLS
Every 12 Years		
Hydrostatic **test** of dry chemical and vaporizing liquid type fire extinguishers	6.2.7.1	EMSLS
Every 15 Years		
Inspect dry pipe sprinkler systems for pipe obstructions. Flush the system when necessary	6.5.4.2	EMSLS

APPENDIX A – RESPONSE TO KGH

NOTE Security will meet the Fire Department at the above noted door locations. See map on back for the door locations.

Rev. 2015 January


DOUGLAS
Sprinkler & Standpipe
WATKINS West
Standpipe
Feeds Watkins West
Watkins
Standpipe
Sprinkler for Watkins
West
Feeds Watkins West and
Watkins East Level 2
Watkins East
Standpipe
Temporary Entrance
for Watkins West and
Douglas
KIDD/DAVIES
Feeds
DAVIES Levels 0 – 5
KIDD Levels 3 – 10
Siamese Connection
CACF
ARMSTRONG
Standpipe
Feeds ARMSTRONG Wing
ARMSTRONG
Sprinkler
Feeds Basement
Kidd/Davies
VICTORY EAST
Sprinkler
VICTORY EAST
Sprinkler
VICTORY
Standpipe
VICTORY
Sprinkler
BURR
Standpipe
Feeds BURR Wing
BURR
Sprinkler FDC
KIDD
Sprinkler
Feeds 0 - 2
KIDD
Standpipe
Feeds 0 - 2
DIETARY
Sprinkler and Standpipe
CONNELL
Siamese Connection
BURR
Standpipe
Feeds BURR Wing


E = Fire Alarm Enunciator Panel
G = Generator
H = Electrical Panel Shutoff
N = Natural Gas Shutoff
W = Water Shutoff
H = Hydrant

APPENDIX B – EMERGENCY PROCEDURES DRILL CHECKLIST

The Emergency Procedures Checklist is to be completed following every procedures drill by the Security & Life Safety representative. Each procedure drill will involve a fire drill along with the review of another procedure.

Other Code Reviewed:

Green	Orange	Yellow	Amber
11	Brown	Black	Grey
Blue	Pink	99	White
Purple	Loss of Power	Loss of Water	Loss of Communications

Location: _____ Reported By: _____

Date: _____ Time: _____

Action	Y	N	SIM	N/A	Comments
Personnel removed from immediate danger?					
Fire alarm activated?					
Switchboard notified?					
Fire confined?					
Other rooms checked and closed?					
Personnel accounted for?					
Evacuation routes & assembly points known?					
Location & use of alarm, extinguishers, EPM, & other emergency equipment known?					
Teamwork used?					
Performance efficient & co-ordinated?					
Staff confident & readily familiar with fire & evacuation procedures?					
Announcements were heard overhead?					
Fire doors closed properly?					
Hallways/fire equipment/exits unobstructed?					
Staff communicated appropriately with patients/visitors?					

General Comments:

Original – Fire Marshal's OfficeCopy – Unit/Department Rev:10/05

APPENDIX B1 – FIRE SAFETY CHECKLIST

This checklist is available to assist staff to ensure steps have been taken in their area during a fire alarm. It is recommended that a person in charge of an area complete this form and forward to Incident Command.

Date: Time:

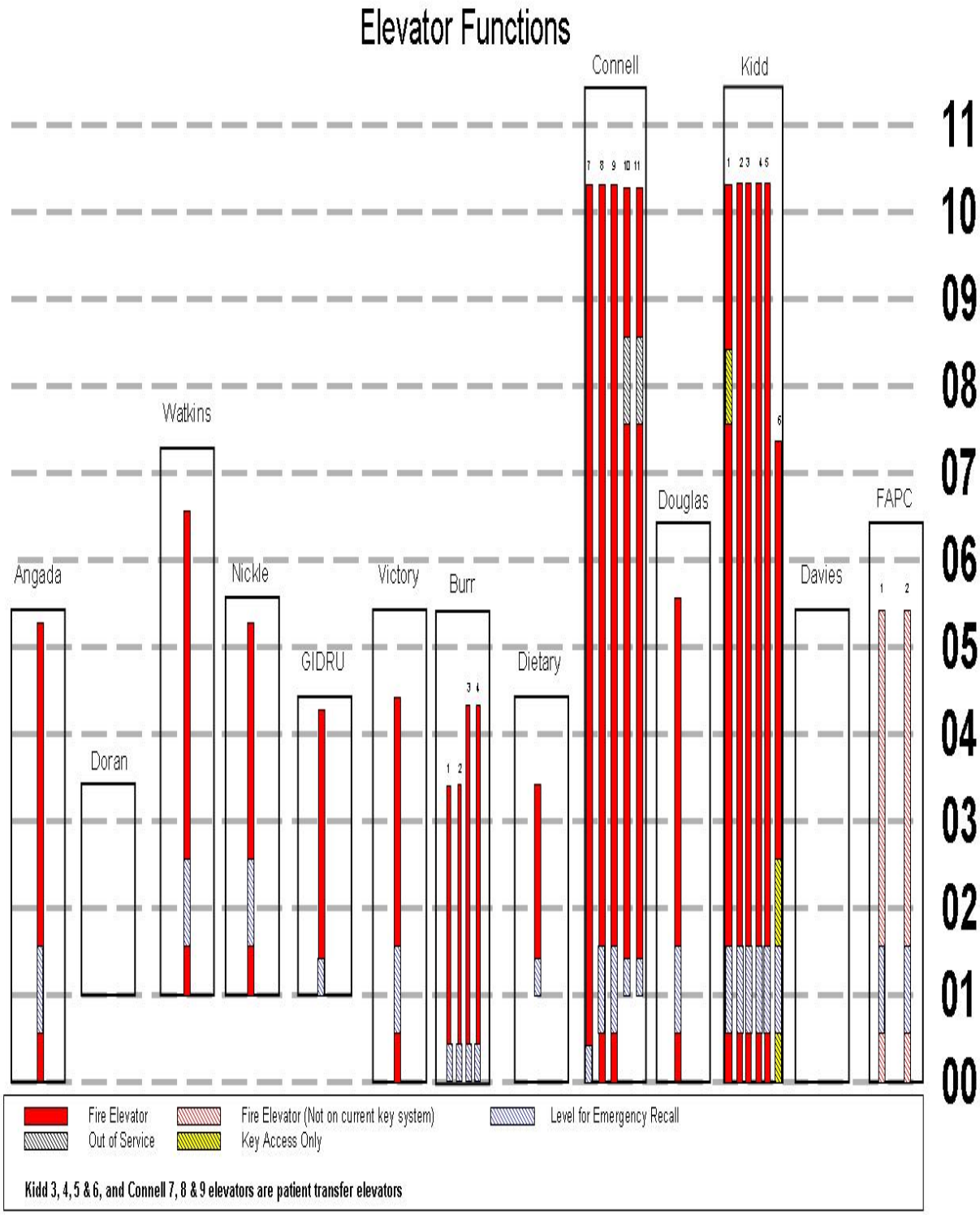
Location of Fire:

Name & Title:

	Yes	No	N/A	Comment
Fire Alarm Pulled:				
4444 Called:				
Type of Fire Known:				
Broadcast VOCERA:				
Identify Staff Whereabouts:				
Room Status:				
Gases Shut Off:				
Extinguisher Used:				
Equipment for Evacuation Being Obtained:				
Designated a Safe Area:				
Patient Injury (requires Safe Reporting):				
Staff Injury (requires Safe Reporting):				
Security on Scene:				
Firefighters on Scene:				
Report Given to Incident Command				
Environmental Services Notified:				
Maintenance Services Notified:				
All Phone off Forward (OR):				

Signature:

APPENDIX C – ELEVATOR FUNCTIONS



APPENDIX D – BIBLIOGRAPHY

Building Code Act, 1992, S.O. 1992, c. 23

ONTARIO REGULATION 388/97 AMENDED TO O. REG. 650/05 (FIRE CODE)

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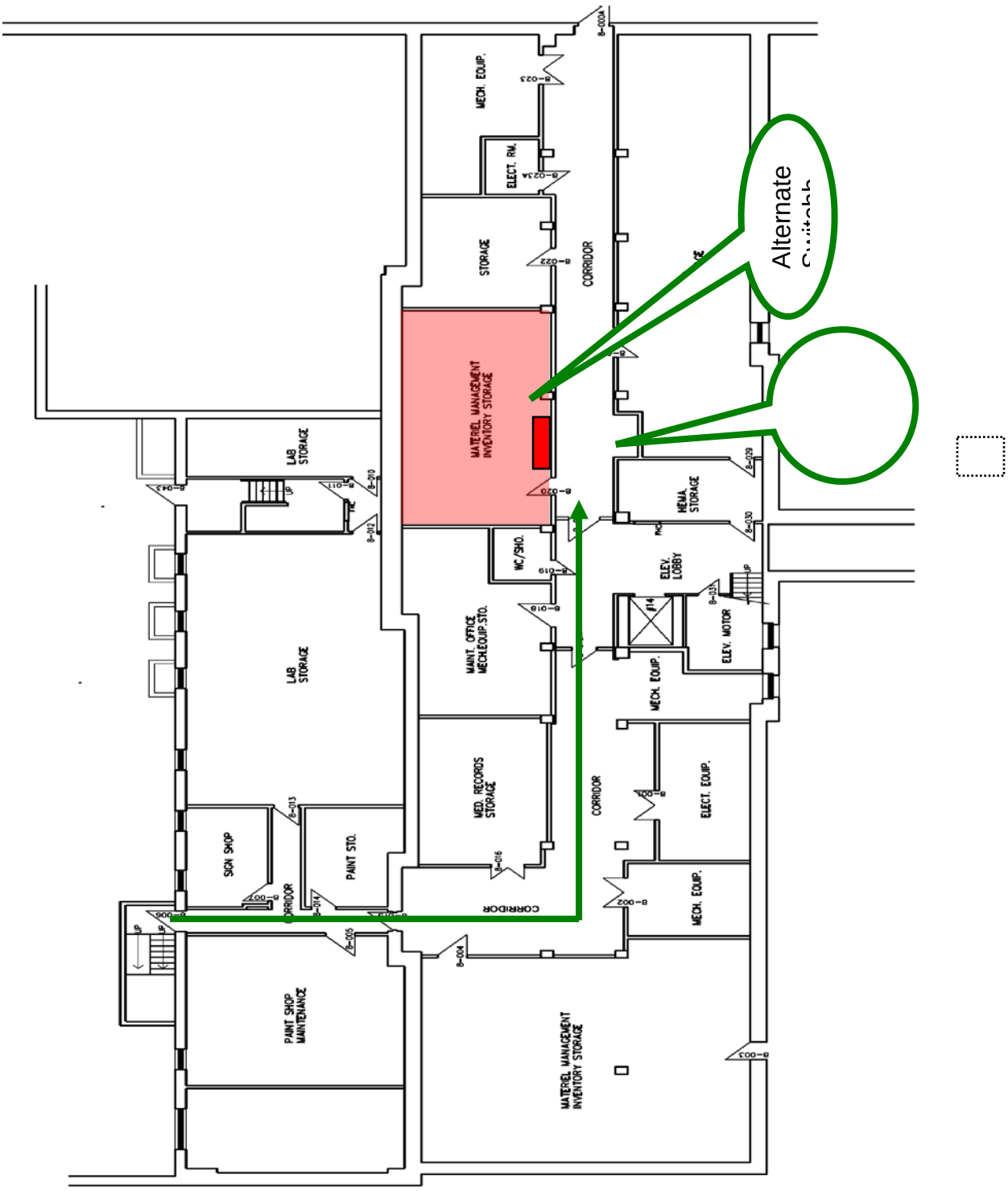
APPENDIX E – ALTERNATE SWITCHBOARD LOCATION



APPENDIX F – CONTACT INFORMATION

President & CEO (Acting) – Jim Flett

Work: Home:

Kingston General Hospital
76 Stuart St.,
Kingston, ON
K7L 2V7

Office – (613) 549-6666 ext. 2341
Fax – (613) 549-6707

Hospital Fire Marshal – Tom Davis, Manager Emergency Planning & Life Safety

Work: Home:

Kingston General Hospital
76 Stuart St.,
Kingston, ON
K7L 2V7

Office – (613) 549-6666 ext. 3327
Fax – (613) 548-2385

APPENDIX G – RADIOISOTOPE REFERENCE SHEET

Access to rooms at KGH and CCSEO that contain radioisotopes is controlled in the following manner:
Restricted / Controlled Access
Intermediate Access
Unrestricted Access

Table 1: Rooms with Restricted / Controlled Access

the following locked areas are restricted access to authorized employees at all times
emergency access is permissible for security and emergency response teams

Storage, Preparation & Treatment Rooms
these rooms typically always contain isotopes that are stored, being prepared or used for treatment

Area	Department	Floor	Room	Isotopes include:	Status
CCSEO	Medical Physics	Burr 0	21.0.120-0	Iridium-192	not yet in place, expected soon
			21.0.120-6-0	(waste storage and decay and Strontium-89 pre post treatment) Cesium-137, Strontium-90	not yet in place, expected within next two weeks or so, once suite is accessible
KGH	Nuclear Medicine	Kidd 1	22-1-118A	Cobalt – 57 Iodine – 131	permanent – storage
			22-1-243, 22-1-128B (hot lab)	Gallium – 67 Indium – 111 Iodine's – 123 & 131 Thallium – 201 Molybdenum – 99, or, Technetium – 99m	waste storage & decay (-3 months) permanent – storage, - prep. & treatment
	Oncology	Connell 10	Rm. 1069	Iodine – 131	temporary – patient treatment
	DNA Lab	Douglas 4	8-417A	Phosphorous – 32	permanent – storage
Treatment & Research Bunker this room stores sealed sources for treatment and research purposes					
CCSEO	Medical Physics	Burr 0	21-0106 / 21.0.029-0	Iridium – 192 Cobalt – 60	permanent - storage

Table 2: Rooms with Intermediate Access

the following (typically) locked areas require permission from area workers prior to access during working hours
emergency access is permissible for security and emergency response teams

Temporary Treatment or Testing Rooms

these rooms **may temporarily** contain radioactive materials for the intent of lab testing / treatment.					
Area	Department	Floor	Room	Isotopes include:	Status
CCSEO		Burr 0	21.0.098	Strontium – 89	temporary – patient treatment
KGH	DNA Lab	Douglas 4	8-415	Phosphorous – 32	temporary – lab testing