



**AVENUE II COMMUNITY PROGRAM SERVICES**  
(THUNDER BAY) INCORPORATED

**MANUAL OF ADMINISTRATION**

<b>TOPIC:</b>  Support Services	<b>SUBJECT:</b>  Fire Drills in 24 Hour Homes/ Testing Procedures	<b>Code:</b> SS175
		<b>Date of Issue:</b> April 2001
		<b>Revised:</b> January 2025
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**PURPOSE:**

This policy outlines Avenue II's responsibility in ensuring fire safety is practiced and maintained. Individuals receiving support in residential locations will be supported to participate in monthly fire drill instruction. The Fire Department recommends that fire drill practices be performed on a regular basis and Avenue II supports this recommendation.

**RESPONSIBILITIES:**

1. Support Workers working in 24-hour Residential support situations or other locations requiring fire drills are responsible to ensure a fire drill is conducted each month.
  - 1.1. The Support Worker completing the fire drill will fill out the Monthly Fire Drill & Equipment Test Log.
  - 1.2. If the individual receiving support chooses not to participate in the fire drill, this should be noted on the Log.
  - 1.3. Supports providing orientations in residential locations must show new staff a fire drill during one of the orientation shifts, excluding the individual receiving support and document on the Residential Orientation Checklist.
  
2. Fire drills will be held during daytime hours on the 15<sup>th</sup> of each month as listed on the Monthly Fire Drill & Safety Equipment Test Log. If the 15<sup>th</sup> falls on a weekend, the fire drill is to be completed on the following business day.
  - 2.1. It is the responsibility of the support worker working this shift to complete the drill.
  - 2.2. If the drill is not completed during this shift, the support worker must notify their Manager, as well they must let the next scheduled daytime worker know that the drill was not completed and ask him or her to complete it.
  
3. Before starting the monthly fire drill, the support worker, together with the individual receiving support, are to review the fire plan to ensure it is current.



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4. Smoke Detectors, Carbon Monoxide Detectors and Emergency Response Pendants are monitored by TBayTel and are tested on the 15<sup>th</sup> of each month following the directions provided. If the 15<sup>th</sup> falls on a weekend, the fire drill is to be completed on the following business day.
  - 4.1. In the event of a Smoke Detector, Carbon Monoxide Detector or Emergency Pendant signal not registering by TBayTel Security during the testing process, the Support Worker will:
    - 4.1.1. Complete an Incident Report.
    - 4.1.2. *In the case of a Smoke Detector issue:*
      - Ê Contact Manager/ On-Call Supervisor
      - Ê An hourly fire watch of the home will be implemented until the issue is resolved and/or the fire watch is cancelled.
      - Ê Complete Hourly Fire Watch and document on form (**located in the yellow General Information Binders**) until discontinued by Management/ On-Call Supervisor (after TBayTel notifies the smoke detector is registering).
      - Ê If a landlord owned detector is still mounted and operational this can be used as a notification method. (Hourly fire watch not required).
    - 4.1.3. *In the case of a Carbon Monoxide Detector or Emergency Pendant issue:*
      - Ê The Manager/Oncall will direct staff on procedure until the issue is resolved.
      - Ê There may be a spare Carbon Monoxide Detector in the home, or a functioning landlord owned unit to rely on until the issue is resolved.

FIRE WATCH LOG REPORT

When Smoke Detector is not operational a Fire Watch Log will be completed HOURLY until operational.  
Support Worker will walk through all areas of the home to check for signs of fire or smoke. Once completed, the Support Worker will complete the form.

FIRE WATCH LOCATION: \_\_\_\_\_  
(STREET NAME AND POSITION)

FIRE WATCH STARTED DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ROUNDS	START	SIGNATURE	COMMENTS
1			
2			
3			



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5. In order to prepare the individual receiving support should a fire emergency ever occur, practice proceeding to a safe, predetermined location outside of the dwelling, i.e., to a neighbours, with the individual.
6. Fire drills will include using the exits in the dwelling in a safe and orderly fashion according to the fire plan that is posted.
7. Support workers will include instruction during the fire drill that teaches and supports the individual to call 911 in case of an actual fire emergency, where appropriate.
8. Completed Logs are to be handed in to the Manager for review and signature at the end of each year. Once the Manager reviews the logs, they will be submitted for filing.
9. **Smoke Detector battery change:**
  - 9.1. The batteries will be changed twice yearly when the daylight-saving time change occurs and noted on the Fire Drill log following the process below.
  - 9.2. If the units begin to beep prior to the time change the batteries can be changed with the date and location changed noted on the bottom of the Fire Drill Log.
10. **Battery Change Process:**
  - 10.1. Call TbayTel Security (807-345-2739) to put a hold on the system prior to changing any batteries. This will prevent a false emergency alarm being triggered.
  - 10.2. Once batteries are changed call TbayTel to take the hold off the system and note the date and locations changed on the Fire Drill Log.
  - 10.3. If you have used all batteries at the location, please notify the Manager to replace them.