

## Ingersoll Support Services Inc.

### Policy: Safety on the Premises: Fire

**Policy # QAM 24c**

Section: Quality Assurance

Approved by the Board of Directors: *May 24 2011*

Procedure Revision: March 29 2017

Review Date: March 29 2017

Ministry requirement –

**QAM II.11**

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*Fire safety at routine support premises will be determined by a Fire Safety Plan in consultation with and approved by the local Fire Department according to applicable legislation. Ingersoll Support Services will provide the necessary support and assistance to ensure that each person is educated in fire safety procedures.*

### Procedure:

1. A Fire Safety Plan in conjunction with Policy QAM 24a, Emergency Preparedness Plan, is developed for each location where ISSI provides support, indicating a map of the location, exits, fire extinguishers, and is accompanied by narrative directions.
2. The Fire Safety plan is an Approved Fire Safety Plan, signed by the Fire Chief, where required to comply under Ontario Regulation 213/07 (Fire Code) made under the Fire Protection and Prevention Act, 1997. Changes made to the Approved Fire Safety Plan require re-approval by the Fire Chief.
3. The Health and Safety Committee will review the fire escape and rescue plans for each person.
4. Fire procedures will be reviewed at Team Meetings to ensure that staff and people accessing supports are familiar with the fire escape and rescue plan.
5. Fire procedures will be recorded and evaluated for improvement by the Manager.
6. Ingersoll Support Services will provide the necessary support and assistance to ensure that each person is educated in fire safety procedures. Where people may require assistance to evacuate their home a fire escape and rescue plan will be developed.
7. Fire extinguishers, smoke detectors, and any other related equipment must be inspected annually to ensure they are in working order.
8. All records will remain on file at the administrative office for at least two years.