



Brandon Fire and Emergency Services

Licensed Residential Care Facilities Policy – “P10”

The following Policy is in accordance with the City of Brandon’s Fire Prevention By-Law #7200

All residential units that require a license to operate as a Residential Care Facility shall be inspected by the Brandon Fire Department. An inspection will be required annually to ensure that all safety measures are maintained.

For any Licensed Residential Care Facility shall comply with the following life safety requirements.

Zoning Department:

- Zoning Department to be contacted to confirm Zoning Compliance.

Planning, Property and Buildings Department:

- Building Department to be contacted to confirm Property Standards compliance.

Floor Plan:

- A floor plan shall be developed for all levels of the property. This floor plan shall include diagrams showing the location of each room, the location of windows within each room, as well as labeling for the intended use of each room.
- A copy shall be posted in the facility and a 2nd copy of this plan shall be kept with the staff upon evacuation.

Home Escape Procedure:

- A Home Escape Procedure must be developed and shall include:
 - A written plan detailing staff responsibilities for an emergency evacuation.
 - Identifies a safe meeting place outside of the home as well as arrangements made for a location of a secondary evacuation site.
 - A floor plan of the facility that includes the location of 2 exits from each room.
- A copy shall be posted in the facility and a 2nd copy of this procedure shall be kept with the staff upon evacuation.

Smoke Alarms:

- A smoke alarm must be installed in each client’s sleeping room and on each floor level at the egress locations.
- All smoke alarms must be installed by permanent connections to an electrical circuit and must not have a disconnect switches between the over current device and the smoke alarm.
- All smoke alarms must be interconnected so that the actuation of one smoke alarm will cause all smoke alarms within the dwelling to sound.
- Smoke alarms must be inspected and tested monthly and a written record of tests shall be retained for examination by the Brandon Fire Department for a period of 3 year

Fire Extinguishers:

- ❑ A minimum 5lb. ABC fire extinguisher shall be installed on each floor area. These extinguishers shall be mounted to the wall in proximity to an egress door.
- ❑ Fire extinguisher(s) must be inspected annually by a qualified service company.

Fire Alarm System:

- ❑ If the sleeping accommodation is provided for more than 10 people, a fire alarm system must be provided throughout the building.
- ❑ Provided the fire alarm system includes the installation of smoke detectors in each client's bedroom, interconnected smoke alarms will not be required.

Carbon Monoxide Detectors:

- ❑ A carbon monoxide detector is required in each home with fuel fired appliances and in each home with an attached garage. Refer to manufacturer instructions for installation.

Means of Egress (Exits):

- ❑ Two remotely placed means of egress shall be provided from every floor level including the basement, as per the building and fire code

Door Locks:

- ❑ Locking, latching and other fastening devices on the principal entrance door as well as every exit door/window shall permit the door/window to be readily opened from the inside without requiring keys, special devices or specialized knowledge of the door opening mechanism.

Emergency Lighting:

- ❑ Rechargeable battery back-up emergency lights shall be provided in the *means of egress* on every floor level.

Clothes Dryers:

- ❑ Rigid metal 100 mm (4 in.) in diameter ductwork is required for exhausting to the outdoors.
- ❑ Lint traps must be cleaned regularly.

Heating Systems:

- ❑ Fuel fires appliances (gas, oil, and wood), chimneys, and flue pipes shall be in good repair.
- ❑ All service equipment shall be enclosed in a room with a door.

Fire Drills:

- ❑ Fire drills must be conducted on a monthly basis and recorded as per Licensing / Standards.

Additional Safety Measures:

- ❑ **The licensing authority reserves the right to implement additional safety measures such as sprinklers, life safety equipment specific to a disability, a fire alarm system, additional hand/guard rails, and/or any other equipment necessary for life safety or self preservation.**