

To: All Staff, Professional Staff, Learners & Volunteers

From: Peter Myllymaa – VP Operations, Clinical & Support Services and CFO
Allan Korol – Acting Director Capital & Facilities Services

Date: Jan.11,2023

RE: Planned Fire System and Overhead Paging System Outage

Please be advised the Thunder Bay Regional Health Sciences Centre (at the 980 Oliver Road location only) will execute a planned impairment of its entire Fire System and Overhead Paging System on **Thur. Jan.12, 2023 for approximately four hours - starting at 11:00 PM** to facilitate deactivation of the fire system related to the Research MRI new installation project.

Our Facilities and Security teams will be enacting and overseeing our Fire System Impairment and Fire Watch procedures, as included in our Fire Plan for our site.

During this impairment, no Hot Work will be authorized. Further, any high risk work that could result in an elevated risk of fire, heat, or smoke should not be planned - please review this within your department and plan to discontinue high-risk activities (i.e. construction, repairs, hot showers, etc). Should you observe activities that may be of concern during the impairment, contact your Supervisor to discuss.

While the Hospital's Overhead Paging System is out of service, alternate measures will be applied to notify the organization of Emergency Codes and Alerts. Staff will continue to activate all Codes using extension 55. Please see the attached policy for guidance. In preparation for the downtime, clinical leads are encouraged to collaborate with their teams to consider alternatives to paging patients back to units, such as collecting Patients' mobile phone numbers.

Further, in event of fire during this impairment, please execute all steps as outlined in Code Red Policy (EMER-30) and your area sub plan. Should you discover a fire - "REACT":

- R – Remove persons in immediate danger
- E – Ensure doors are closed to confine fire or smoke
- A - Activate the fire alarm by pulling the nearest pull station
- C- Call Switchboard at Ext 55 to report the location of the fire
- T- Try to extinguish the fire if trained to do so or continue to evacuate

The contractor for the fire system work is Troy Life & Fire Safety. The Building System Operator is onsite and reachable at cell number 629-7005. Further support will be provided by me (Allan Korol) as required (cell number 621-0508).

If you have any questions or concerns regarding the above, please contact me. For questions or feedback specific to the Overhead Paging procedure, contact Switchboard or Nicole Moffett.