

## **RESIDENTIAL CARE USER GUIDE**

### **UPDATES TO MANITOBA BUILDING/FIRE CODE:**

Manitoba Regulation 221/2015 and Manitoba Regulation 222/2015



**DATE: MARCH 17, 2016**

## 1. INTRODUCTION

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On April 1, 2016, new building and fire safety requirements for residential care facilities will take effect. These requirements, which are contained in the Manitoba Building Code and Manitoba Fire Code regulations, will affect both new and existing facilities.

The purpose of this user guide is to summarize and explain the new requirements in plain language to help facility owners and operators, building designers and authorities comply with and enforce the changes<sup>1</sup>.

The guide is divided into two sections:

- the first section covers the new requirements in the Manitoba Fire Code, which require upgrading of all existing residential care facilities
- the second section covers the new requirements in the Manitoba Building Code, which apply to newly established facilities and existing facilities undergoing renovation

To assist in reading the guide, some questions and answers and preliminary concepts are given below.

### 1.1 WHICH FACILITIES DO THE NEW REQUIREMENTS APPLY TO?

The new requirements apply to the following facilities:

- Residential care facilities operating under a licence or letter of approval<sup>2</sup> issued under *The Residential Care Facilities Licensing Regulation*, Manitoba Regulation 484/88 R amended
- Child care facilities operating under a licence issued under *The Child Care Facilities (Other than Foster Homes) Licensing Regulation*, Manitoba Regulation 17/99.

### 1.2 WHAT IS THE DIFFERENCE BETWEEN THE MANITOBA BUILDING CODE AND THE MANITOBA FIRE CODE?

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<sup>1</sup> This guide is only meant to provide an overview of requirements in the Manitoba Building Code and Manitoba Fire Code applying to residential care. To ensure full compliance with legal requirements, users should consult the codes as well as the authority having jurisdiction.

<sup>2</sup> Note that the new requirements do not apply to facilities operating under a letter of approval if the holder of the letter of approval lives in the facility and provides residential care to not more than four residents (who are not relatives of letter of approval holder – refer to definition of host family in the regulation).

The Manitoba Building Code sets out construction requirements that buildings in Manitoba must meet. These requirements mostly apply at the time the building is being built, but also apply when a building is being renovated or when its occupancy class (what the building is used for) is being changed. When the Building Code is updated, existing buildings do not have to be upgraded to meet the new requirements unless they are being renovated or their occupancy class is changed. The reason for this is that code requirements are updated often, and forcing buildings to continually meet new requirements as they come into effect would be very costly and would require constant renovations.

The Manitoba Fire Code, on the other hand, sets out fire and life safety requirements that must be met on an ongoing basis by all buildings, not just those being newly built or those undergoing a renovation or occupancy change. Because the Fire Code must be met on an ongoing basis, it focuses less on structural type requirements and more on features directly related to fire safety, such as exit signage, fire extinguishers, sprinkler systems and fire safety planning.

### **1.3 BACKGROUND ON OCCUPANCY CLASSIFICATIONS**

In both the Manitoba Building Code and Manitoba Fire Code, buildings are classified by their major occupancy type, and building requirements vary based on these types. Major occupancy categories are distinguished from one another based on the principle use or intended use of the building. Currently, both codes list 14 occupancy types, which are divided into six groups, as follows:

- A1 – Assembly occupancies intended for the production and viewing of performing arts
- A2 – Assembly occupancies not elsewhere classified in Group A
- A3 – Assembly occupancies of the arena type
- A4 – Assembly occupancies in which the occupants are gathered in the open air
- B1 – Detention occupancies in which persons are under restraint or are incapable of self-preservation because of security measures not under their control
- B2 – Treatment occupancies
- B3 – Care occupancies
- C – Residential occupancies
- D – Business and personal services occupancies
- E – Mercantile occupancies
- F1 – High-hazard industrial occupancies

- F2 – Medium-hazard industrial occupancies
- F3 – Low-hazard industrial occupancies

As can be seen above, categories for Care Occupancies and Residential Occupancies are already listed. The C - Residential Occupancy category refers to buildings such as houses and apartment buildings, while the B3 - Care Occupancy category includes buildings such as personal care homes.

As part of the amendments to the Manitoba Building Code and Manitoba Fire Code, a new B4 - Residential Care Occupancy is being established. This is being done in recognition of the fact that residential care facilities share aspects of both Residential Occupancies and Care Occupancies.

In most situations, the new requirements will allow B4 - Residential Care Occupancies to be treated like C - Residential Occupancies, provided that a certain set of additional safety features are put in place. In other circumstances, such as where the Residential Care Occupancy has more than 10 residents, the requirements for a B3 - Care Occupancy will apply.

Since most B4 – Residential Care Occupancies will be allowed to be treated as C - Residential Occupancies if they meet some additional requirements, a main goal of this user guide is to explain what additional features a Residential Care Occupancy will need in comparison to a typical house or apartment building.

#### **1.4 LICENSING AUTHORITY AND AUTHORITIES HAVING JURISDICTION**

This user guide will sometimes refer to the Licensing Authority and to Authorities Having Jurisdiction.

The Licensing Authority for a Residential Care Occupancy is either the Adult Disability Services Branch (for adult residential care facilities), which can be contacted at (204)945-3137 or [csd@gov.mb.ca](mailto:csd@gov.mb.ca), or the Child Protection Branch (for child care facilities), which can be contacted at (204) 945-6964 or [cfsd@gov.mb.ca](mailto:cfsd@gov.mb.ca). These branches are both part of Manitoba Family Services.

The Authority Having Jurisdiction, on the other hand, is usually the municipality in which the Residential Care Occupancy is located. Municipalities are responsible for enforcing the Manitoba Building and Fire Codes within their boundaries.

Operators of Residential Care Occupancies are strongly encouraged to contact both the Licensing Authority and the Authority Having Jurisdiction early on if they are considering establishing or renovating a Residential Care Occupancy.

## 2. MANITOBA FIRE CODE – RETROFIT REQUIREMENTS FOR EXISTING FACILITIES

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As was stated in the Introduction, the Manitoba Fire Code applies to all buildings, including both existing and new buildings. This section of the guide, therefore, covers requirements that all Residential Care Occupancies must meet, regardless of how long they have been operating for.

The amendments to the Manitoba Fire Code state the following:

*Except as otherwise provided in this Code, Group B, Division 4, residential care occupancies shall be treated as if they were classified as, and shall comply with the requirements of Group C – residential occupancies.*

This section of the user guide explains what the “except as otherwise provided in the Code” requirements are. In other words, it explains what requirements Residential Care Occupancies are required to meet over and above what would be required for Residential Occupancy such as a regular house or apartment. These include requirements in the following areas:

- fire safety planning
- means of egress
- exit signage
- flame spread rating of walls and ceilings
- fire extinguishers
- emergency lighting
- smoke alarms
- sprinklers
- fire alarms

Each of the requirements is explained in the table on the following page. Some of the requirements take effect April 1, 2016, while others do not have to be met until a later date. In addition, the applicability of some requirements will depend on the number of residents in the building. Details regarding compliance dates and applicability are included in the table.

Users should also be aware that some of these requirements (ex: flame spread rating) have already been in place for some time. As such, for most existing facilities, these requirements are already in place and will not require additional work.

**MANITOBA FIRE CODE  
ADDITIONAL REQUIREMENTS FOR RESIDENTIAL CARE OCCUPANCIES**

<b>TOPIC</b>	<b>DESCRIPTION OF REQUIREMENT</b>	<b>COMPLIANCE DATE</b>
Fire safety planning	Fire emergency procedures conforming to section 2.8 of the Manitoba Fire Code will be required to be in place in all Residential Care Occupancies. Section 2.8 includes requirements to develop a fire safety plan in co-operation with the local fire department, carry out fire drills, train supervisory staff on emergency procedures and more.	April 1, 2016
Means of egress	Two separate means of egress are required from each floor area (i.e. each storey) in the building. However, some exceptions are being made to this requirement for floor areas other than the first floor, such as where the particular floor area is not used for sleeping or where specific window types are available to allow an alternate route of escape. For details on these exceptions and additional information on means of egress, please refer to Appendix A.	April 1, 2016
Exit signage	Exit signs shall be installed above or adjacent to all building exit doors (applies only to Residential Care Occupancies with more than four residents).	April 1, 2016
Flame spread rating	Flame spread rating on walls and ceilings in a means of egress must not exceed 150 unless the building is equipped with an automatic sprinkler system.	April 1, 2016
Fire extinguishers	Fire extinguishers must be installed in each floor area (i.e. on each storey).	April 1, 2016
Smoke alarms	Smoke alarms are required in each sleeping room and on each floor level, at the egress locations.  Until January 1, 2021, the smoke alarms will be permitted to be powered by a 10-year lithium battery. After January 1, 2021, the smoke alarms will be required to be hardwired and interconnected.	April 1, 2016  January 1, 2021

Emergency lighting	Emergency lighting shall be installed in accordance with the Manitoba Building Code. Generally, this requires emergency lighting at exits and in principal escape routes.	January 1, 2021
Fire sprinkler system	<p>In Residential Care Occupancies with more than four residents, an automatic sprinkler system must be installed.</p> <p>In Residential Care Occupancies with four residents or less, an automatic sprinkler system must be installed if deemed necessary by the Licensing Authority after having conducted a risk assessment (for additional details, see Appendix C).</p> <p>In addition, where a sprinkler system is required to be installed but there is no fire alarm system in the building, a monitored water flow alarm is required.</p> <p>For information on the type of sprinkler system that is required, please see Appendix B.</p>	January 1, 2026

### **3. MANITOBA BUILDING CODE – REQUIREMENTS FOR NEW FACILITIES**

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For the most part, this section of the user guide only applies to Residential Care Occupancies that are being newly established<sup>3</sup>, whether in a brand new building, or in an existing building that is being converted to a Residential Care Occupancy. All Residential Care Occupancies established on or after April 1, 2016, will have to comply with the requirements discussed in this section.

#### **3.1 BACKGROUND ON THE MANITOBA BUILDING CODE - PART 3 VS PART 9 BUILDINGS**

To assist users with reading this section, some discussion of how the Manitoba Building Code is organized is useful.

The Manitoba Building Code is divided into two main sets of requirements for buildings.

- Parts 3, 4, 5 and 6 set out the requirements for buildings that are large in size, or that are used for hazardous purposes or to house vulnerable occupants (these buildings are usually referred to simply as Part 3 buildings).
- Part 9 sets out requirements for smaller buildings that are not used for hazardous purposes or to house vulnerable persons (these buildings are usually referred to as Part 9 buildings).

Part 3 buildings, due to their large size or the nature of their use, generally have stricter requirements with respect to structural and fire safety components, in comparison to Part 9 buildings.

Under the new requirements taking effect on April 1, 2016, Residential Care Occupancies will be classified as either Part 3 or Part 9 buildings, with the classification depending on the size of the building and the number of residents.

Residential Care Occupancies will fall under Part 9 of the Building Code if all of the following conditions are met:

- The building does not exceed 600 m<sup>2</sup> in building area.
- The building does not exceed three storeys in building height.
- The building has no more than 10 Residential Care Occupancy residents.

If any of these conditions are not met, the Residential Care Occupancy will be considered a Part 3 building.

Typically, Part 9 Residential Care Occupancies are those located in houses and small apartment buildings, while Part 3 Residential Care Occupancies are those located in larger apartment buildings.

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<sup>3</sup> The requirements discussed in this section may also apply to existing facilities if they are undergoing extensive renovations or if additions are being made.



The remainder of this section is divided into two sub-sections, one discussing the requirements that apply to Part 3 Residential Care Occupancies, and the other discussing requirements for Part 9 Residential Care Occupancies.

### **3.1 REQUIREMENTS FOR PART 3 RESIDENTIAL CARE OCCUPANCIES**

Part 3 Residential Care Occupancies are treated as either B3 – Care Occupancies or C – Residential Occupancies. This depends on two factors:

- 1) the number of Residential Care Occupancy residents in the building; and
- 2) whether an automatic sprinkler system is installed in the building.

If there are more than 10 Residential Care Occupancy residents in the building, the B3 – Care Occupancy requirements will apply.

If there are 10 or fewer Residential Care Occupancy residents in the building, the C - Residential Occupancy requirements will apply, although the Licensing Authority, based on a risk assessment (see Appendix C) may require that the building be sprinklered.

In simple terms, Residential Care Occupancies can be located in a regular residential apartment building if there are 10 or fewer Residential Care Occupancy residents in the building and the building is sprinklered. They may also be located in an unsprinklered apartment building, but only after the completion of a risk assessment, and subsequent approval of the Licensing Authority. Timely evacuation of the residents is the primary factor considered within the risk assessment process.

As it is not the goal of this guide to explain the full set of requirements for B3 Care Occupancies or C – Residential Occupancies, additional information on the requirements for Part 3 Residential Care Occupancies will not be provided here. Users are encouraged to contact the Authority Having Jurisdiction for more information on Part 3 Residential Care Occupancy requirements.

### **3.2 REQUIREMENTS FOR PART 9 RESIDENTIAL CARE OCCUPANCIES**

As mentioned earlier, Residential Care Occupancies will only be classified as Part 9 buildings if they are less than 600 m<sup>2</sup> in building area, less than three storeys in building height, and have 10 or fewer residents.

The requirements of this subsection, therefore, mostly apply to Residential Care Occupancies in single-family house type buildings, as well as in duplexes or smaller apartment blocks.

Residential Care Occupancies within Part 9 will mostly be treated the same as C - Residential Occupancies, but will be required to have some additional fire and life safety features in place. As was the approach followed in previous sections, only those requirements that are over and above those applying to regular Residential Occupancies are mentioned.

The table below lists these additional requirements, which take effect April 1, 2016.

<b>MANITOBA BUILDING CODE REQUIREMENTS FOR PART 9 RESIDENTIAL CARE OCCUPANCIES</b>	
<b>TOPIC</b>	<b>DESCRIPTION OF REQUIREMENT</b>
Means of egress	Two separate means of egress are required from each floor area (ie. each storey) in the building. However, some exceptions are being made to this requirement for floor areas other than the first floor, such as where the particular floor area is not used for sleeping or where specific window types are available to allow an alternate route of escape. For details on these exceptions and additional information on means of egress, please refer to Appendix A.
Exit signage	Exit signs shall be installed above or adjacent to all building exit doors (applies only to Residential Care Occupancies with more than four residents).
Service room separations	If the building is being newly constructed, service rooms (i.e. rooms containing equipment such as furnaces and boilers) must be separated from the remainder of the building by a fire separation having a fire-resistance rating of not less than one hour.
Fire extinguishers	Fire extinguishers must be installed in each floor area (i.e. on each storey) in accordance with the Manitoba Fire Code.
Emergency lighting	Emergency lighting shall be installed. Generally, emergency lighting is required at exits and in principal escape routes.
Fire sprinkler system	<p>In Residential Care Occupancies with more than four residents, an automatic sprinkler system must be installed.</p> <p>In Residential Care Occupancies with four residents or less, an automatic sprinkler system must be installed if:</p> <ul style="list-style-type: none"> <li>• a sprinkler system is deemed necessary by the Licensing Authority after having conducted a risk assessment</li> <li>• the building is being newly constructed</li> </ul> <p>In addition, where a sprinkler system is required to be installed, but there is no fire alarm system in the building, a monitored water flow alarm is required.</p> <p>For information on the type of sprinkler system that is required, please see Appendix B.</p>
Fire alarm system	There may be factors that require a fire alarm system to be installed. The authority having jurisdiction should be consulted to determine if a fire alarm system is required.

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## **APPENDIX A – MEANS OF EGRESS REQUIREMENTS**

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The means of egress in a building refers to the path of travel a person takes to escape from the building. Means of egress includes doors, stairways, hallways, and other routes that eventually lead to an exit. Windows, however, are not deemed to be part of a means of egress.

Both existing and newly established Residential Care Occupancies will be required to provide two separate means of egress from each floor area (i.e. each storey) in the building. However, some exceptions are being made to this requirement for floor areas other than the first floor, such as where the particular floor area is not used for sleeping or where specific window types are available to allow an alternate route of escape.

The exceptions to the requirement for two means of egress differ slightly for existing and newly established Residential Care Occupancies.

The tables on the following two pages outline what these exceptions are.

**MEANS OF EGRESS REQUIREMENTS FOR NEWLY ESTABLISHED RESIDENTIAL CARE OCCUPANCIES  
(MANITOBA BUILDING CODE)**

Floor area	Building Description	Condition To Be Met In Floor Area For Second Means Of Egress To Not Be Required
Any floor area above first storey or any basement floor area	Any	The floor area is used only for building services, laundry or storage.
Floor area above the first storey	Building newly constructed and is sprinklered	Each bedroom in the floor area (a) is served by a balcony that is accessible by a full-length door, or (b) has at least one window that (i) is permanently identified as an emergency exit (ii) is openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware (iii) provides an unobstructed opening of not less than 0.53 m <sup>2</sup> in area with no dimension less than 508 mm (iv) maintains the required opening during an emergency without the need for additional support (v) if the sill height is greater than 900 mm above the floor, is served by an interior stair and landing, the top of which is less than 900 mm below the window sill
	Building is not being newly constructed and (a) is sprinklered, or (b) has not more than four residential care clients residing in it	Each bedroom in the floor area (a) is served by a balcony that is accessible by a full-length door; or (b) has at least one window that (i) is permanently identified as an emergency exit (ii) is openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware (iii) provides an unobstructed opening of not less than 0.35 m <sup>2</sup> in area with no dimension less than 380 mm (iv) maintains the required opening during an emergency without the need for additional support (v) if the sill height is greater than 900 mm above the floor, is served by an interior stair and landing, the top of which is less than 900 mm below the window sill
Basement floor area	Building is not being newly constructed	Both of the following conditions are met: (a) the basement is served by a window that meets the following requirements: (i) the window is readily accessible and clearly visible (ii) no portion of the window is below grade level, except that the sill may be up to 150 mm below grade if there is a window well that provides a clearance of not less than 550 mm in front of the window and the operation of the sash does not reduce this clearance in a manner that would restrict escape in an emergency (iii) the window (A) can be opened (B) is hinged to swing on its vertical axis (C) provides an unobstructed opening of not less than 0.385 m <sup>2</sup> , with no dimension of less than 500 mm (iv) if the sill height is greater than 900 mm above the floor, the window is served by an interior stair and landing, the top of which is less than 900 mm below the window sill (b) the occupants of the building are capable of safely exiting it without assistance in the event of a fire or other life-threatening situation

**MEANS OF EGRESS REQUIREMENTS FOR EXISTING RESIDENTIAL CARE OCCUPANCIES  
(MANITOBA FIRE CODE)**

Floor area	Building Description	Condition To Be Met In Floor Area For Second Means Of Egress To Not Be Required
Any floor area above first storey or any basement floor area	Any	The floor area is used only for building services, laundry or storage.
Any floor area above first storey	Any	Floor area is served by a fire escape accessible by <ul style="list-style-type: none"> <li>a) a full-length door, or</li> <li>b) where it is not practical to properly install a full-length door, a casement window that               <ul style="list-style-type: none"> <li>(i) has an unobstructed opening of not less than 1100 mm high by 550 mm wide</li> <li>(ii) if the sill height is greater than 900 mm above the floor, is served by an interior stair and landing, the top of which is less than 900 mm below the window sill</li> </ul> </li> </ul>
Second storey floor area	Any	Each bedroom in the floor area is served by a balcony that is accessible by a full-length door.
Floor area above the first storey	Building is sprinklered or has not more than four residential care clients residing in it	Each bedroom in the floor area <ul style="list-style-type: none"> <li>(a) is served by a balcony that is accessible by a full-length door; or</li> <li>(b) have at least one window that               <ul style="list-style-type: none"> <li>(i) is permanently identified as an emergency exit,</li> <li>(ii) is openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware,</li> <li>(iii) provides an unobstructed opening of not less than 0.35 m<sup>2</sup> in area with no dimension less than 380 mm,</li> <li>(iv) maintains the required opening during an emergency without the need for additional support, and</li> <li>(v) if the sill height is greater than 900 mm above the floor, is served by an interior stair and landing, the top of which is less than 900 mm below the window sill.</li> </ul> </li> </ul>
Basement floor area	Any	Both of the following conditions are met: <ul style="list-style-type: none"> <li>(a) the basement is served by a window that meets the following requirements:               <ul style="list-style-type: none"> <li>(i) the window is readily accessible and clearly visible</li> <li>(ii) no portion of the window is below grade level, except that the sill may be up to 150 mm below grade if there is a window well that provides a clearance of not less than 550 mm in front of the window and the operation of the sash does not reduce this clearance in a manner that would restrict escape in an emergency</li> <li>(iii) the window                   <ul style="list-style-type: none"> <li>(A) can be opened</li> <li>(B) is hinged to swing on its vertical axis</li> <li>(C) provides an unobstructed opening of not less than 0.385 m<sup>2</sup>, with no dimension of less than 500 mm</li> <li>(D) if the sill height is greater than 900 mm above the floor, is served by an interior stair and landing, the top of which is less than 900 mm below the window sill</li> </ul> </li> </ul> </li> <li>(b) the occupants of the building are capable of safely exiting it without assistance in the event of a fire or other life-threatening situation</li> </ul>

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## APPENDIX B – SPRINKLER SYSTEM REQUIREMENTS

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Where the Manitoba Building Code specifies that an automatic sprinkler system must be installed, the sprinkler system will have to be constructed to one of the following three standards:

- NFPA 13, Installation of Sprinkler Systems.
- NFPA 13R, Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height.
- NFPA 13D, Installation of Sprinkler Systems in One and Two-Family Dwellings and Manufactured Homes.

Generally speaking, NFPA 13 systems are the most complex and are suitable for a wide range of buildings, including large apartment buildings, industrial buildings, hospitals and so on. NFPA 13D and NFPA 13R systems are less complex and are designed to be used in small to mid-size residential buildings, respectively.

The purpose of this Appendix is to identify which type of sprinkler system is needed in a building of Residential Care Occupancy. This will depend on three factors:

- 1) the size of the building
- 2) the number of Residential Care Occupancy residents
- 3) the water supply provided for the sprinkler system

The default requirement is for an NFPA 13 system, while NFPA 13R and NFPA 13D systems are acceptable in the following circumstances:

### NFPA 13 R

- The building is four storeys or less in building height and has not more than 10 Residential Care Occupancy residents.
- The building is not being newly constructed, is three storeys or less in building height, and has between 11 and 25 Residential Care Occupancy residents.

### NFPA 13D

- The building contains no more than two dwelling units or suites, has no more than four Residential Care Occupancy residents and a 30-minute water supply can be met.

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## APPENDIX C – RISK ASSESSMENTS BY THE LICENSING AUTHORITY

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In Residential Care Occupancies with four residents or less, an automatic sprinkler system must be installed if deemed necessary by the Licensing Authority after having conducted a risk assessment.

The risk assessment identifies information about the facility and assesses the ability of the facility residents to evacuate the building. Assessments must be updated to reflect the current circumstance of the facility residents and the Licensing Authority must ensure that conclusions are appropriate.

Results of the risk assessment must be provided to the Authority Having Jurisdiction upon request.

The risk assessment compiles the following information about the facility:

- location of facility
- facility operator contact information
- information about the facility and building, including:
  - type of building
  - licensing information
  - number of escape routes
  - early warning system information (ex: smoke alarm, alarm system, emergency lighting, travel distance to exits, areas of refuge)
  - number of residents and the ability to evacuate
  - staffing levels
  - fire drill and evacuation plan information
  - fire department response time

## Residential Care Occupancy Risk Assessment (One to Four Bed Facility)

### General Information:

Name:	Date:
Address:	Phone No:
	Cell No:
Email:	

### Licensing Information about the Facility/Building:

Type of housing (check one):	
	Licensed as a Child Residential Care Facility (number of residents):
	Licensed as an Adult Residential Care Facility (number of residents):
	Apartment unit / location of unit:
Number of escape routes on each floor:	
Number of licensed Care Facilities in building:	
Total number of Residential Care residents in building:	

### Facility/Building Information:

Type of housing (check one):	
	Bungalow
	Two-storey
	Side-by-side
	Row housing unit
	Apartment unit
Number of escape routes on each floor:	
	Main floor
	Second floor
	Basement
Basement occupancy: recreation or sleeping (circle one):	
	Yes   No
Early warning system (check all that apply):	
	Interconnected smoke alarms
	10-year lithium-ion battery operated smoke alarm (Tamper proof)
	Monitored alarm system
Emergency lighting (circle one):	
	Yes   No
Travel distance to exits (measured):	
	Primary exit
	Secondary exit
	Other exits (describe)
Does the facility have a place of refuge/rated stairway (circle one):	
	Yes   No
	If yes, where?



**Residents:**

Total number of residents in facility:		
Staff ratio:		
		Day
		Overnight
		Number awake
		Number asleep
Number of residents who are independent with evacuation:		
Number of residents who require assistance with evacuation:		
Number of residents who require staff assistance to transfer:		
Are residents requiring assistance located on the main level or in closest proximity to the final exit?		

**Fire Drills & Evacuation Plans:**

(Check one)		Yes	No
Is the monthly fire safety checklist complete?			
Is the fire drill log completed?			
Does the operator have an updated evacuation plan?			
Is the evacuation plan posted?			
Are all the staff familiar with the evacuation plan and their responsibility in an emergency evacuation?			
What is the average evacuation time (check one)?			
		Under three minutes	
		Under five minutes	
		Over five minutes (specify time)	
Fire department capability (check one):			
		Full time staffed	
		Volunteer	
Fire department response time to facility (minutes):			

**RISK ASSESSMENT RESULTS AND LICENSING AUTHORITY RESPONSE OPTIONS**

<b>Residential Care Facility residents evacuate building in three minutes or less</b>	Licensing Authority may exempt the facility from the automatic sprinkler system requirements.
<b>Residential Care Facility residents evacuate building in over three minutes but under five minutes</b>	<p>Licensing Authority shall require the Residential Care Facility to implement a 24 hour fire watch every 45 minutes and submit logs to the Licensing Authority.</p> <p>Licensing Authority may require the Residential Care Facility to undertake the following:</p> <ol style="list-style-type: none"> <li>1. Relocate resident(s) to another room closer to an exit.</li> <li>2. Practice weekly fire drill evacuations until total evacuation time is reduced to three minutes or less over a 90 day period. Evacuation times must be demonstrated three consecutive times within the 90 day period and the results recorded in a fire drill evacuation log. Logs are to be submitted to the Licensing Authority.</li> <li>3. Increase staff levels.</li> <li>4. Relocate resident(s) to another Residential Care Facility with an automatic sprinkler</li> </ol>

	system. 5. Require the installation of an automatic sprinkler system in the Residential Care Facility.
<b>Residential Care Facility residents evacuate building in over five minutes.</b>	1. Licensing Authority shall relocate resident(s) to another Residential Care Facility with an automatic sprinkler system; and 2. Require the installation of an automatic sprinkler system in the Residential Care Facility.

### ACTIONS TAKEN LOG

Date / Time:	Recommendations Based on the Results of the Risk Assessment:	Concerns/Issues Arising: