
<<FACILITY NAME>>

Fire & Evacuation Plan

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<<Facility Name>>
 Fire and Evacuation Plans
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<<FACILITY NAME>>
<<Facility Address>>
<<City, State, Zip>>

FIRE PLAN

INTRODUCTION:

1. **AVOID PANIC:** Never Shout Fire or any other danger signal. The greatest danger in most incidents is panic. Never alarm the residents by excited motions. They look to you for protection. Appear calm, cool and collected and move with assurance.
2. **PREVENT FIRES:** Good housekeeping is the best assurance against fire. Do all you can to maintain order and a high state of cleanliness in the interest of fire protection. Make it a habit to watch for fire hazards and report them to your supervisor or Executive Director.
3. **BE ALERT FOR SIGNS OF FIRE:** If you see and smell smoke, report it immediately for investigation. Early detection means prompt extinguishing of fires. Form habits of watchful care; above all be especially alert at night, for help is in smaller numbers on that shift.
4. **LOCATION OF EMERGENCY EQUIPMENT:** KNOW where all emergency equipment is located.
 - A. **FIRE EXTINGUISHERS**
 - B. **ALARM PULL STATIONS**
 - C. **FIRE BLANKET (Kitchen)**
 - D. **EMERGENCY SHUT-OFFS For:**
 1. **ELECTRICITY** – Electrical panels are located at the west end of hall 1. By Cozy Cove, Utility room hall 2. by the nurse station 2., in cabinet across from TV lounge, hall 4. Hall 4. By room 403, service hall across from Conference room. Main switch gear and distribution panels located in Boiler Room.
 2. **WATER** – Main water shut off valve located in Boiler Room, south wall, valve painted red.
 3. **WATER** – Sprinkler system shut off in Boiler Room above water meter. Keys for locks are located in fire alarm panel at front station.
 4. **NATURAL GAS** – Excel Energy main gas control shut off located outside and around corner of service hall door. Yellow-painted wrench to shut off is located in fire extinguisher cabinet by back door. Shut-off to rooftop units, Kitchen, boilers, generator and water heaters are located in the Boiler Room. All these areas are tagged.
 5. **SPRINKLER SYSTEM** – Shut-off is located in Rehab Mechanical Room #112. NEVER shut this valve off in the event of a fire, fire department will do so. Key to doors is located in fire alarm panel at the front nurses station.
5. **LEARN EMERGENCY PROCEDURES:** Know exactly what your duties are. Memorize the location of all emergency equipment. If you are not sure ask your supervisor. Fire drills will be conducted monthly. Each shift will have four drills annually.
6. **NEVER BLOCK FIRE EXITS:** Do not leave chairs, over-bed tables, wheelchairs, housekeeping or medication carts in front of fire exits. Be sure the EXIT signs are in plain view and are in working order.
7. **FIRE DOORS MUST NEVER BE PROPPED OPEN.** They must be closed at all time or held open by an electromagnetic door holder which will release the door automatically when the alarm is activated.

INSERT MAP OF FACILITY
CAMPUS SHOWING EMERGENCY
EVACUATION ROUTES OUT OF
FACILITY AND ASSEMBLY POINTS

INSERT FACILITY FLOOR PLAN DRAWING
SHOWING EVACUATION ROUTES, FIRE
EXTINGUISHER LOCATIONS, FIRE ALARM PULL
STATIONS AND SMOKE COMPARTMENTS

INSERT FACILITY FLOOR PLAN
DRAWING SHOWING FIRE
ZONES, ALARMS AND SHUT-OFFS

INSERT FLOOR PLAN DRAWING OF
BOILER ROOM SHOWING LOCATION
OF ALL SHUT-OFFS

<<FACILITY NAME>>
**FIRE POLICY & PROCEDURE
DRILLS**

POLICY: Fire drills will be completed on a monthly basis to acquaint and familiarize all associates on all shifts of the facility's fire procedure.

PROCEDURE:

1. The Physical Plant Director along with a supervisor from the nursing department are assigned to observe and record the monthly fire drill. One-half hour prior to the drill a call shall be made to the monitoring center informing them that we will be performing a fire alarm drill. The telephone number is _____. Tell the answering party that this is <<Facility Name>> and we are planning a fire alarm drill. They will then ask for the account number which is _____, Pin # _____. Call them back when the drill is complete.
2. Physical Plant Director, Assistant or nursing supervisor shall place the flashing orange light (that signifies fire) where the simulated fire is to be. This area should correlate with the pull station being tested that month.
3. Areas to be observed and recorded are:
 - A. Time of start and stop, discovery
 - B. Associate reaction to crisis – include emotional state
 - C. Problems areas
 - D. Organization – Knowledge of assigned duties
 - E. Time of “all clear” sounded
 - F. Verify drill was received by monitoring company
4. After the drill:
 - A. Inform residents that everything is ok, we have just had a fire drill.
 - B. All the associates involved shall sign the fire report, which will be located at the front station for one hour after the drill.
 - C. Notify the monitoring center that the drill is complete and they can put us back on line:
Phone # _____ Account # _____ Pin # _____
 - D. Complete the FIRE DRILL REPORT form and have it available for inspection by QR and the local and State Fire Marshal.
 - E. Discuss with the associates that were involved how you feel they reacted and have them repeat any steps they are not comfortable with.

FIRE PROCEDURES.....When the alarm goes off, what do I do?

1. Nurse Station One: DURING DRILLS ONLY silence the alarm as quickly as possible.
2. Announce over the intercom and over head paging systems DR.RED, DR. RED, LOCATION _____, ZONE _____, HALL _____. Remember to do this slowly and clearly. Repeat this twice over each paging area so that everyone can hear. This is the responsibility of the Nurse in Charge, but all associates should be able to carry out this procedure.
3. Dial 911 (real situation) Tell them the fire alarm is going off at <<Facility Name and Address>>.
4. Assign someone to meet the fire department at the door. Always assign the front door and the door closest to where the fire is located. Both should investigate the situation and determine if evacuation is necessary of adjacent room to the fire.

Fire Procedures – continued

5. If you are the one who finds the fire, announce the specific location over the intercom and telephone paging systems, slowly and clearly.
6. Key to door to shut off sprinkler water supply in Rehab boiler room located in fire alarm panel at front station.

FIRE PROCEDURE: WHEN THE FIRE IS FOUND

WHOEVER FINDS THE FIRE: USE COMMON SENSE

USE THE R A C E PLAN: RESCUE, ALERT, CONFINE, EXTINGUISH

1. Rescue the Residents in immediate danger.
2. Pull the fire alarm pull station, alert the charge nurse as to location; be specific, room , hall.
3. Close the doors and window if available – this includes the bathroom door. Shut off the air conditioner, fans, oxygen (if in the room).
4. If you are able to, smother or extinguish the fire.

NURSES RESPONSIBILITIES:

1. Station one nurse always: Silence the alarm as quickly as possible, (drills only). If office associates are gone, assign someone to meet the fire department at the designated exit.
2. Station One, Two and Three Nurses: When the fire is reported in your area.....
 - A. Announce over the intercom and paging systems slowly and clearly DR. RED, DR. RED, ROOM_____, HALL_____, ZONE_____. Remember to do it twice, slowly and clearly.
 - B. Dial 911: Tell the dispatch operator there is a fire at <<Facility Name and Address>>. Tell the operator what type of fire and any additional information.
 - C. If indication is a false alarm, call the monitoring center at _____ tell them this is <<Facility Name and Address>>, account number _____, Pin # _____ and we have a false alarm. They will call the fire department back and get them slowed down. They will always come to the facility to investigate and reset the fire alarm system.
3. GO TO THE SCENE OF THE FIRE WITH A FIRE EXTINGUISHER. (day shift treatment nurse is responsible for this).
4. MAKE SURE IF OXYGEN IS IN USE IN THE FIRE AREA THAT IT IS SHUT OFF IF CONCENTRATED AND ALL PORTABLE TANKS ARE REMOVED.
5. MAKE SURE ALL RESIDENTS ARE MOVED OUT OF THE SMOKE COMPARTMENT WHERE THE FIRE IS LOCATED.
6. When the drill or fire event is completed, announce over the intercom and paging system, slowly and clearly, DR. RED ALL CLEAR, DR. RED ALL CLEAR. Do it twice slowly and clearly.

Valuables, cash and Resident trust are locked in the safe at 4:30 p.m. weekdays and weekends. The safe is fire proof so there is no need to remove during a fire.
Evacuate charts, Med carts, Med books if needed and time permits.

Fire Procedures.....continued

NURSING ASSISTANTS' DUTIES:

1. When the fire alarm sounds, wait for the announcement of where the fire is located, Zone, Hall, Room. All NA's to report to the fire area except NA's from the front station.
2. Nursing Assistants from the front station will not report to the area of the fire, (full staff).
3. **AIDES IN THE FIRE ZONE:**

R A C E

- A. Rescue Residents from fire scene. Move All Residents from the smoke compartment. (Fire Door to Fire Door evacuate everyone to a non-fire compartment).
- B. Alert the facility by activating the alarm system, alert the charge nurse as to location.
- C. Confine the fire if you can, shut all doors and windows
- D. Extinguish the fire if you can.
- E. Pay close attention to those residents who are blind and deaf or bedridden. Stay in your area along the edge of the hall and monitor. Keep the Residents calm and make sure doors remain shut.
- F. Become mentally prepared to evacuate Residents if in immediate danger.
- G. If evacuation is necessary, follow evacuation procedures.
- H. Resident Accountability: It is the responsibility of the NA's to account for their Residents during a drill or actual situation. Resident room lists are available at each nurse station.

OTHER DEPARTMENT RESPONSIBILITIES

OFFICE ASSOCIATES:

1. If fire is threatening the office area, immediately get all cash and Resident trust together and place in a fire proof safe. Prepare to evacuate all associate and Resident files.
2. If the fire is not threatening the office portion of the facility:
 - A. Assist in clearing hallways in the non-fire area.
 - B. Meet and direct the fire department at the front door or door designated.

LAUNDRY - FIRE IS NOT IN YOUR AREA:

1. Shut off all electrical equipment.
2. Assist clearing hallways in the non-fire area.
3. When hallways cleared – then go to the assistance of the blind, deaf and bed ridden Residents.
4. Reassure them that they are safe and you are there to help them.
5. Be prepared to assist with other residents if evacuation is necessary.
6. Remain with the resident until the all clear has been given.

HOUSEKEEPING - FIRE NOT IN YOUR AREA:

1. **CLEAR HALLWAYS:** Remove carts and assist residents to rooms in the non-fire zone area.
2. Assist the blind, deaf and bed ridden Residents
3. Reassure them they are safe and you are there to help them.
4. Be prepared to assist with other Residents if evacuation becomes necessary.
5. Remain with the Residents until the "all clear" has been given.

Fire Procedures.....continued

MAINTENANCE - IF FIRE NOT IN MAINTENANCE AREA

1. Throw main electrical switch 1 in boiler room only if fire is widespread and out of control.
2. Throw main electrical switch 2 in boiler room if fire is located in any HVAC rooftop units, Laundry area, storage shed or smokers shed.
3. Manual shutoffs for rooftops next to fire alarm panel at front station, (two red buttons). Manual shutoffs for rooftops in service hall next to boiler room door, (three red buttons). To shut off, PUSH IN.
4. Shut main gas valve if natural gas fire. (service hall exit door around corner. Yellow wrench is located in fire extinguisher cabinet by back door).
5. Gas shut off to Rooftop HVAC units, Dietary are located in boiler room.
6. Go to the scene of the fire with a fire extinguisher.
7. Assist in the evacuation of the facility if necessary.

DIETARY - IF FIRE NOT IN DIETARY AREA:

1. Help clear dining room if necessary.
2. Assist clearing hallways in non – fire zones 2 & 4.
3. One person stay in dining room to reassure residents that are left in that area.
4. Assist Residents in their rooms, zones 2 & 4.
5. Monitor non-fire area.
6. Be prepared to assist those Residents being evacuated from the fire area.

SOCIAL SERVICES:

Assist in getting residents into rooms so hallways can be cleared, unless evacuation is called for.

1. Monitor non-fire zone area.
2. Be prepared to assist those Residents being evacuated from the fire area.

ACTIVITIES:

1. If an activity is being held in the activity room – stay and calm the Residents.
2. Shut all doors and windows – if fire is in the activity room.
3. If no activity, assist in getting the residents into rooms and clear the hallways in the non-fire zone area.
4. Monitor the non-fire zone area.
5. Be prepared to assist those Residents being evacuated from the fire area.

FIRE ZONE AREA GOALS

1. TO CONTAIN THE FIRE AND SMOKE TO THE SMALLEST AREA POSSIBLE
 - A. CLOSE ALL DOORS IN THE RESIDENT ROOM.
 - B. EVACUATE ALL RESIDENTS INTO NON-FIRE / SMOKE ZONES / COMPARTMENTS EVACUATE FACILITY IF NECESSARY (Refer to Evac Plan on page 13)
 - C. MAINTAIN HALLWAY SEPARATION DOORS IN CLOSED POSITION.

**REMEMBER ADDITIONAL PERSONAL
CLEAR HALLWAYS - MONITOR ALL NON-FIRE AREAS**

Fire Procedures..... continued

FIRE PROCEDURES FOR DIETARY DEPARTMENT

1. If you discover a fire in the kitchen. Remember RACE & PASS
 - A. Rescue anyone in immediate danger.
 - B. Alert the facility by pulling the fire alarm located by the service hall exit door. Inform the charge nurse where the fire is located.
 - C. Confine the fire, close all windows and doors, roll damp blankets up and put at the base of the doors to keep smoke from rolling under them.
 - D. Extinguish the fire if you can.

2. Heat detectors in the ceiling will automatically set off the alarm system if the kitchen is ablaze.
 - A. If a fire breaks out on the stove or grill.....
 1. Throw baking soda or salt on the fire.
 2. Use a fire extinguisher – aim at the base of the fire, remember PASS.
 3. If a large blaze on the stove or grill, pull the Ansul system located beside the storage room door. This will extinguish the fire on the stove or grill area only.
 - B. If fire is in the steam table.....
 1. Turn off the gas behind the stove, red handle, use wrench to assist in turning valve off.
 2. Throw baking soda or salt on the fire.
 - C. If a fire is in the oven.....
 1. Close the door to smother the fire.
 2. Turn off gas behind the oven, red handle, use wrench to assist in turning valve off.
 3. Place cover over fire to smother it.

3. If an electrical fire starts in any equipment.....
 - A. Toasters, blenders, dishwasher, any equipment plugged in.
 1. Shut off circuit breaker, (located above salad sink).
 2. Get fire extinguisher, remember PASS, Pull, Aim, Squeeze, Sweep the base of the fire.
 - B. If freezer, refrigerator or walk in.....
 1. Shut off breakers located in panel “D” above salad sink, North wall.
Or breaker panel “E” located on the North wall in the boiler room. Use AA key to get into the boiler room.
 2. Use fire extinguisher, remember PASS, Pull, Aim, Squeeze, Sweep the base of the fire.

4. ALL ASSOCIATES MUST LEARN - VERY IMPORTANT
 - A. Fire Extinguisher Locations:
 1. Kitchen wall by storeroom door under Ansul system.
 2. Kitchen wall by dishroom window next to fire blanket.
 3. Dining room between kitchen doors and dishroom.
 4. Service hall across from time clock.
 - B. Fire alarm pull stations that Dietary would use are located:
 1. Service hall by back door for zone 1. Fire
 2. By front entry door for zone 4. Fire
 3. Front nurse station also for zone 4. Fire.

Fire Procedures.....continued

C. Location Of Circuit Breakers

1. Kitchen above salad sink (North wall).
2. Boiler room, North wall, "AA" key will get you into the boiler room.

D. ALL ASSOCIATYES MUST LEARN: ZONES, HALLWAYS, AND ROOM NUMBERS
(i.e. fire in room 409, is on hall 4, zone 4, fire in room 214 is on hall 2, zone 3. The fire doors in the hallways designate the fire zones).

5. IF A FIRE SHOULD OCCUR IN THE KITCHEN

- A. If supervisor is not in facility, call after situation is stable.
 - B. Follow procedure for general clean-up.
 - C. Provide menu substitutions if needed.
6. If a fire is in another part of the facility when the alarm goes off, close the doors, clear utility carts from traffic areas and doorways, and listen for information over the paging system.
- A. Dietary is responsible for zones 2 and 4.
 - B. If the fire is in zone 4, help take residents into the service hall located behind the fire doors in zone one. Remain with the residents until the "all clear" has been given.
 1. After the alarm sounds, close the doors.
 2. Listen for the announcement of the fire zone, hall, room.
 3. Dietary personal go to zone 2 and 4 and assist residents and clear hallways.
 - C. If the fire is in zone 2, report to the non-fire zone and help with residents and clear hallways.

FIRE PROCEDURES FOR LAUNDRY DEPARTMENT

1. If you discover a fire in the laundry, what would you do? **REMEMBER RACE**
 - A. Rescue anyone within the fire compartment.
 - B. **ALERT THE FACILITY, PULL THE ALARM** at the end of the service hall by the exit door. Alert the charge nurse or go to the nearest telephone and page the location of the fire.
 - C. Confine the fire to the laundry, close windows and doors.
 - D. Extinguish the fire if not too large and you are confident in doing so.
 - E. Shut off circuit breakers and gas valves.
 1. **FIRE EXTINGUISHER LOCATIONS:**
 - A. Extinguisher on the wall by soiled linen room.
 - B. In the service hall east of laundry door.
 - C. Spare extinguishers in boiler room.
2. If fire in other parts of the facility, Laundry is responsible for halls 2. & 3.
 - A. Stop all washers and dryers.
 - B. Report to front station for assignments.

Fire Procedures.....continued

LAUNDRY PROCEDURES.....continued

3. ALL LAUNDRY ASSOCIATES MUST LEARN AND KNOW:

- A. RACE & PASS**
- B. Location of circuit breakers and which ones to shut off**
- C. Location of fire alarm pull boxes**
- D. Location of fire extinguisher, Location and use of telephone for paging**

<<FACILITY NAME>> - EVACUATION INSTRUCTIONS

THE REASON FOR EVACUATION IS PROTECTION FOR EVERYONE, RESIDENTS, ASSOCIATES, VISITORS, SALESMEN, SERVICEMEN, ETC. IF A NEED HAS BEEN DETERMINED THAT SOMEONE'S LIFE IS IN JEOPARDY, EVACUATE FROM THE AREA AND IF NECESSARY, FROM THE FACILITY. EVACUATE FROM ALL EXITS TO THE PARKING LOTS AREAS. FROM THE PARKING LOT AREAS, PROCEED TO THE ASSISTED LIVING FACILITY TO EXIT THE ELEMENTS.

- A. PARTIAL OR GENERAL EVACUATIONS - Residents should be evacuated according to their physical condition. Evacuation is always getting safely behind the nearest fire door and should be in this order:
 - 1. Ambulatory Residents First.
 - 2. Wheelchair Residents Second.
 - 3. Bedridden Residents Third.**
- B. TOTAL EVACUATION – If the need should arise for total evacuation of everyone from our facility, after exit from the building to the parking lot, proceed to the Community building. A determination will be made by emergency personnel and facility management to evacuate from this point to our assigned sites. Residents will be transported to our evacuation site which is _____ in _____. _____ to be notified in advance so as to make preparations, telephone _____.**
- C. Partial evacuation or temporary will be to the Community Center, 709 1st Avenue NW, telephone # _____. City offices to be notified in advance so as to make arrangements, telephone # ____ - _____.**
- D. HEARING OR VISUALLY IMPAIRED RESIDENTS - All nursing assistants are to be aware of these Residents and do their best to evacuate them. The aides assigned to those people are primarily responsible for their safe evacuation and they will provide the escort service for these Residents.**

ALL TRAFFIC WILL MOVE ON THE RIGHT HAND SIDE OF THE CORRIDORS IN A SINGLE FILE LINE. REMEMBER, WALK DON'T RUN.

The following methods shall be used in the evacuating of Residents from the facility:

- 1. HIP CARRY – One person carrying one Resident (only when necessary).
- 2. SADDLE CARRY – Two persons locking hands and wrists to form a chair.
- 3. BLANKET CARRY – One person dragging one Resident placed on a blanket.

GENERAL EVACUATION OF THE ENTIRE BUILDING WILL BE DONE ONLY ON THE ADVICE OF THE FIRE, POLICE AND DISASTER EMERGENCY AGENCIES.

Constant training, drills and study should prepare all Associates in remembering all the important points in case of an evacuation. Some of these points are:

- 1. Get Residents away from immediate danger.
- 2. Move all exposed Residents horizontally away to a safer area.
- 3. Unless told to move Residents outside the facility, remove to dining room or behind safest or nearest fire door. From here they can be evacuated outside the facility if necessary.
- 4. An Associate will be appointed to remain with each group of Residents to keep down panic and to provide guidance.

EVACUATION - LAST RESORT

The Most Common Reason for General Evacuation are:

1. Widespread Fire.
2. Large Amounts of Smoke.
3. Hazardous materials explosion - this would result from a truck or train accident, vehicle rollover or accident, train derailment or explosion.
4. Biohazard Terrorist Threat – this would be caused from a release of a hazardous bacteria, anthrax, small pox, etc. If inside the facility, immediate evacuation would be necessary; if bacteria outside the facility, close down all air intakes and notify Disaster Emergency Services, 911 or ___-_____.

Emergency Water Supply: Water, both potable and non-potable will be brought to the facility by our dietary food vendor. Bottled water will be stored in the MDS office in the service hall. Water will be distributed to areas within the facility by maintenance personal and to the Residents by Nursing and Dietary associates. Estimate the volume of water at 93-145 gallons per day per Resident and 10-16 gallons per day per Associate.

In the event of loss of water, _____ Fire & Rescue has in the past and will in the future supply the facility with hydrant water through chlorinated lines to the facility.

EVACUATION TECHNIQUES – BOTTOM LINE: GET VICTIMS TO SAFETY ANY WAY YOU CAN. PROTECT YOURSELF AND THE VICTIM – MOVE QUICKLY AND CALMLY TO SAFETY.

CARRIES

1. **SIDE-BY-SIDE COME-A-LONG:** This is used for a victim who is able to walk but just needs manual assist. Put victims weaker side next to your body; put the victim's arms over your shoulder, hold his / her wrist, wrap your other arm around his / her waist and walk.
2. **BLANKET DRAG:** This is used for the resident who cannot walk. One person can perform this. Look at the victim's size, your size and strength.
 - A. Push the bed up against the wall or lock the brake.
 - B. Have the bed in the lowest position possible.
 - C. Lay the blanket on the floor.
 - D. Kneel on one knee using your other knee as a midpoint between the floor and the bed.
 - E. Gently lower the victim onto your raised knee and ease him / her into the lying position lifting him / her lower body slide off your knee first - protecting his / her neck and head.
 - F. Grasp blanket up around head / shoulder area and drag him / her to safety head first.
3. **HIP CARRY:** Works well for smaller victims or someone who has had abdominal surgery.
 - A. Lock the bed or push against the wall in the highest position.
 - B. Back up towards the bed and grasp the Resident wrist with your hand that is the closest to the head and bring it around to your shoulder.
 - C. Put your other hand and arm around the Resident's back and hold on tight in the auxiliary region.
 - D. Wrap other arm around the victim's knees and lift the Resident.
 - E. Go sideways through the doors.
 - F. To ease this person down, back their buttocks against a wall and slide down the wall.

TWO MAN CARRIES

1. **Swing Carry: Assist Resident to a sitting position on the edge of a locked bed, (waist high).**
 - A. Have a rescuer get on each side of the victim and put the victim's arms around his / her own shoulders.
 - B. One of the rescuer's nearest the victim then goes around the victim's back (either grabs the other rescuer's wrist or grab onto the victim at the waist).
 - C. With your other hand, each rescuer reaches under the victim's knees and clasps the other rescuer's wrist.
 - D. Lift together and carry the Resident to safety.
 - E. Lower to the floor by kneeling with the leg closest to the victim and lowering Resident's feet first.

2. **EXTREMITY CARRY: One rescuer at the top of the victim; the other is between legs at knee level.**
 - A. Lock the bed up against the wall. Bed at waist height.
 - B. Bring victim to the sitting position.
 - C. Top rescuer gets into position first – putting their arms under the victim's arms and clasping their own hands.
 - D. The bottom rescuer then backs between the victim's legs so he can grasp the victim's legs behind the knees.
 - E. Together – they now can walk.
 - F. This works well for long distance carries.
 - G. To lower – foot end first – rescuer between legs lowers down to the knees and places the victim's feet and legs down.

REMEMBER NOTHING IS ENGRAVED IN STONE WHEN IT INVOLVES GETTING A RESIDENT TO SAFETY. EVERY SITUATION IS DIFFERENT AND MUST BE HANDLED THAT WAY. - SITUATION TO SITUATION.

T H I N K : USE COMMON SENSE !

AFTER FIRE AREA IS EVACUATED

Nurse is to assign two aides to recheck evacuated area and closets, bathrooms and under beds. (This would be completed if there was smoke). Elderly people have a tendency to hide in a frightening situation. Aides to use Resident Accountability procedure to verify that all Residents are accounted for.

Also this is a double system to be sure all windows and doors are shut.

When all Residents and Associates have been accounted for, secure the area. Wait for instructions from the emergency services people.

Remember our goal: **R.A.C.E.**

1. **Rescue Residents and anyone in immediate danger.**
2. **Alert the facility by pulling the alarm, alert the charge nurse as to location.**
3. **Confine the fire to the smallest area possible**
4. **Extinguish the fire – Remember P.A.S.S.**
 - A. **Pull the pin on the fire extinguisher**
 - B. **Aim the nozzle at the base of the fire**
 - C. **Squeeze the two handles together**
 - D. **Sweep the base of the fire for proper extinguishing**

<<FACILITY NAME>>

RESIDENT ACCOUNTABILITY

Policy: The Residents at <<Facility Name>> shall be accounted for in the event of a fire, disaster and their drills.

Procedure: At the beginning of each shift an updated copy of the resident room list will be given to one Certified Nursing Assistant (CNA) per hall. Each list shall include the following information:

1. The hall number
2. Resident rooms in numerical order
3. The Resident's name
4. Which bed the Resident is in, 1 or 2

It is the responsibility of the CNAs to carry out the duties of accounting for each Resident in their assigned group in the event of a fire, disaster or their drills. The night shift duties shall be assigned.

In the accounting of our Residents, if they are in their rooms, put a "check" next to their name. If they are in Activities, write ACT next to their name; in therapy, write PT or OT next to their name. Use abbreviations where possible to save time. After accounting for your residents, sign the accountability list and give it to your station nurse.

Accountability lists will be turned over to the Physical Plant Director or designee and will be filed with the fire and disaster drill paperwork. All CNAs will sign off on the Fire Drill Report that their Residents have been accounted for.

Resident lists shall be updated in the event of room changes or new admissions. It is the responsibility of the Ward Clerk to make sure that the lists are available at the stations.

PASS METHOD OF USING A FIRE EXTINGUISHER

<<Facility Name>> uses two different types of fire extinguishers. The first and most common type is the ABC. This type of extinguisher is used throughout the facility on most fire situations. The kitchen uses a BC type extinguisher made especially for flammable liquids and energized electrical equipment.

The PASS method of using a fire extinguisher is:

- P.....Pull the pin out which unlocks the handle.**
- A.....Aim the nozzle at the base of the fire.**
- S.....Squeeze the handles together.**
- S.....Sweep the base of the fire with the chemical.**

Range and duration: 8 to 12 feet & 10 to 25 seconds

Extinguisher ratings:

- Class A (wood, paper, trash, and rubbish)**
- Class B (flammable Liquids)**
- Class C (energized electrical equipment)**

Maintenance: All fire equipment is checked on a daily, weekly and monthly basis. Extinguishers are checked monthly to make sure they are operational. The pin is checked to be sure it is locked in place, the gauge is observed to make sure the extinguisher is not leaking. And third, the extinguisher is given the shake test, tip up and down to make sure the powder inside is moving freely and does not cake up on the bottom.

If you notice any problem with the fire extinguishers or any fire equipment, please alert the maintenance department at once, thank you.

**<<FACILITY NAME>>
FIRE EXTINGUISHER LOCATIONS
TYPES OF FIRE EXTINGUISHERS**

Location

Type

<<Provide list of fire extinguisher locations and type of extinguisher (e.g. ABC, BC, etc.) at each location>>

Remember, when using a fire extinguisher to use the PASS method.

PULL	THE PIN ON THE HANDLE OF THE EXTINGUISHER
AIM	THE NOZZLE AT THE BASE OF THE FIRE
SQUEEZE	THE HANDLES TOGETHER
SWEEP	THE BASE OF THE FIRE FROM SIDE TO SIDE

If you have any questions regarding the use or need information on fire extinguishers, contact your supervisor or Physical Plant Director.

If you observe a fire extinguisher not in proper working order, contact the Maintenance Department at once.

Fire extinguishers are inspected monthly and serviced annually.

FIRE ALARM CONTROL FOR <<FACILITY NAME>>

When the fire alarm goes off, what do I do?

1. The front station nurse must get to the fire alarm control panel immediately. This is the “brains of the fire alarm system and is located at the front station on the wall to the right of the med room door, white cabinet.
2. Turn the key on the right hand side to open the door to get to the controls.
3. Observe the display screen, top left, one or more flashing red lights indicating the zone reporting the alarm, smoke detector or pull station at <<Facility Name>>. Sprinkler system will also come up if activated.
4. Push the button marked SIGNAL SILENCE on the right hand position on the control panel. When this button is pressed, the alarm will silence and the flashing red lights will go on steady illumination.

NOTE: If another alarm is reported from a different zone, the alarm signal will go off again. Use the same procedure to silence this alarm also.

5. After completing silencing of the alarm, move to the telephone. Station 1 and 2 Nurses – when drill or actual fire is in your area:
 - A. ANNOUNCE OVER THE TELEPHONE OVERHEAD PAGING SYSTEM AND TELEPHONE INTERCOM SYSTEM SLOWLY AND CLEARLY, “*DR. RED, DR. RED, Room ____, Hall _____, Zone ____*”. Repeat Twice.
 - B. Dial _____, this is the dispatch center that monitors our system. Tell the answering party that this is <<Facility Name>>, account # _____, Pin # _____. Let them know if this is a real fire situation or just a false alarm. They will notify the _____ Fire Department.
 - C. Dial 911 – Inform the dispatcher there is a fire alarm at <<Facility Name and address>>. Tell them what type of fire and any additional information you may have.
6. Go to the scene of the fire with a fire extinguisher, remember RACE – Rescue, Alert, Confine, Extinguish – and PASS – Pull, Aim, Squeeze, Sweep.
7. Make sure that if oxygen is being used in the fire area that it is shut off. Remove all O₂ concentrators and tanks.
8. When the situation is under control, announce over the telephone paging and intercom systems, “*Dr. Red All Clear*”, repeat it twice.
9. Because the fire alarm has gone in to dispatch, the fire department will be on the scene shortly. DO NOT RESET THE FIRE ALARM PANEL, the fire department will do this.

10. TROUBLE CONDITIONS

The following are indicators of a trouble condition:

- A. Trouble tone alarm sounding
- B. One or more amber lights on
- C. Green power light off

To silence tone alarm, push the silence button.

11. IF A SPRINKLER ALARM COMES IN

- A. Send personnel throughout the facility to find the sprinkler activation (look for a lot of water running).
- B. Determine if the sprinkler system has been activated by a fire or a damaged head.
- C. If no fire is found, shut the water off to the sprinkler system in the boiler room. Keys in fire panel at front station and nurses ring. Use the key stamped AC to open the door to the boiler room.
- D. Look for a big red tag marked SPRINKLER SHUT OFF, shut the valve off.

Fire Alarm Control – Continued

12. IF ALARM COMES IN FROM THE KITCHEN

**This zone indicates the Ansul Hood Suppression system has gone off in the kitchen.
The system will completely empty and quit.
Silence the alarm system as you would for any other zone.**

13. Fire zones are:

<<List all fire zones>>

14. Anytime the system goes off, call the Physical Plant Director as soon as possible: Home _____, Cell _____. Also call Maintenance Director: Home _____, Cell _____.

If actual fire, notify Administrator and Director of Nursing Services as soon as possible.

Fire Procedures Revised

**Feb 88 Jan98 Sept05
Jan89 Feb99 Oct06
Sept91 Oct02 Oct07
Oct93 Oct04 Dec08
May96 Mar05**