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|  DISASTER – FIRE PROCEDURE | NO. |
| Upon discovery or fire or smoke, remember **R.A.C.E.****R**emove**A**ctivate**C**ontain**E**vacuate**Remove** person(s) in immediate danger of fire and/or smoke.The objective of the first person discovering the fire is to remove persons in immediate danger. Instruct someone else to activate the fire alarm while you are removing the person(s) from the immediate danger. If there is no one else, remove persons first and then activate the alarm.**Activate** fire alarmPull down lever on fire alarm pull station. Fire alarm pull stations are located at each exit and the beginning of each hallway.1. When the fire alarm is activated it will automatically call **FIRE DEPARTMENT/ DISPATCH CENTER.** The charge nurse will also call **“911”** to ensure that the signal went through and to provide detailed information to the Fire Department, so they are informed before arrival.
2. Use the overhead paging system to page **“Code Red”**, giving the location or zone in which the alleged fire is located. If the location or zone is not initially known, the zone can be determined by the fire alarm panel located at the main entrance or at the A-wing nurse’s station.

**Contain** the FireAfter the area has been cleared of persons, close the door where the fire is located. Make sure doors remain closed.**Evacuate** and ExtinguishWhen evacuating, remove person(s) out of smoke containment area (past smoke doors). Close doors and windows, clearing hallways working away from the fire area.Respond to orders of charge nurse or supervisor following facility chain of command. **Once the Fire Department arrives, they are in charge of the situation and will direct staff.** |
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|  DISASTER – FIRE PROCEDURE | NO. |
| **Communication Procedures:**Pull down lever on Fire Alarm pull stations located at exits and at the beginning of each hallway. When the alarm is sounded, implement the following procedures:* Announce **“Code Red”** three times over the PA system giving the location of the zone in which there is an alleged fire.
* Contact the Fire Department by dialing **911**
* Provide the Fire Department with the following information:
1. Type of fire,
2. Exact location of the fire,
3. Extent of the fire,
4. If evacuation in process, and
5. Other information as necessary/requested.
* Keep communication lines open. Do not make any unnecessary calls. Do not answer questions from calls, simply state that an emergency exists and that communication lines must be kept cleared for emergency use.
* Relay instructions as issued by the person in charge.
* Remain calm and do not panic. Follow instructions as issued.

**Employee Response Procedures:*** Those in the affected zone should respond quickly (no running) to the involved area with fire extinguishers.
* Move residents from involved area to beyond smoke containment area (past fire doors), search thoroughly, including closets and bathrooms.
* Other staff should remain in their own areas and follow the assigned duties for their department unless instructed otherwise.
* A supervisor in the affected area will notify personnel in other zones if additional staff or fire extinguishers are needed. **RESPOND TO ORDERS OF CHARGE NURSE OR SUPERVISOR.**

**FIRE ALARM SOUNDS – UNKNOWN FIRE SITUATIONS****Director of Maintenance or Charge Nurse/supervisor shall:**1. Whenever the alarm rings, the fire department is to be notified prior to the supervisor giving instructions or assignments to staff.
2. Assign someone to call the Fire Department (**911**)
3. Announce **“Code Red”** three times – search areas.
4. Check the fire panel to determine which zone the alleged fire is located and announce over the PA system.
5. Remain in command – direct search

**Staff Shall:**1. Search and close doors in your area indicating the room is clear.
2. Clear hallways by removing portable items such as laundry barrels, carts, wheel chairs, etc.
3. Report findings to supervisor
4. When problem is located, take necessary steps to maximize safety.
5. Remain calm and reassuring.
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| **CONTAIN THE FIRE****Fire Extinguisher Use**1. Use extinguishers located throughout the facility.
2. Remember safety comes first, do not endanger lives.
3. When using portable fire extinguishers, follow these instructions:
* Hold the extinguisher upright. Remember **P.A.S.S**.
* **P**ull the ring pin to snap the safety seal.
* **A**im at the base of the fire. Do not start at the top of the fire.
* **S**queeze the lever.
* **S**weep the hose from side to side.
* Do not attempt to put out an overhead fire. Firemen shall proceed with this because of the extreme danger involved.
* Fight the fire until the Fire Department arrives or the fire is no longer controllable.
* Do not endanger personal safety.

**Arrival of the Fire Department**1. When the fire alarm system is activated, it will automatically sound a fire alarm at the fire department and also the Fire Alarm International Dispatch Center.
2. Fire Department personnel shall assume firefighting responsibilities upon their arrival.
3. Provide information by fire department officials.
4. Once the fire department has arrived, assume assigned duties.

**Remember, do not panic. Remain calm. Safety comes first. Follow instructions issued. Evacuate those nearest the danger area first. Keep exit ways clear.****Fire Resulting in Sprinkler System Operating:*** Proceed with the above operations.
* Take action to contain water flow to minimize water damage to the facility.
* Do not shut down the sprinkler system.

**EVACUATION****Preparing for evacuation:****Inspection of Exits:**1. Do not evacuate until the order has been given unless emergency conditions warrant other actions to be taken. It may not be necessary to evacuate and could be more dangerous to evacuate than to remain in the area. Follow instructions issued.
2. Turn lights on.
3. When the fire alarm is sounded, exits must be inspected to assure they are safe and passable.
4. First, check the primary exit route. If it is clear and safe, use this exit if evacuation is ordered.
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| 1. Should the inspection reveal that the primary exit is blocked, use the secondary exit as the means of escape.
2. Should both exits be blocked, make every effort possible to clear at least one of the exits. Should additional assistance be needed, the person in charge shall immediately deploy such personnel to the area.

**Order to Evacuate:**1. When the order has been given to evacuate, use those exits that have been declared safe.
2. Close doors as they are passed through to slow down the advancing fire and to indicate areas that are cleared of residents and staff.
3. Evacuate persons nearest the danger area first and then rooms on each side and across the hall clover leaf pattern.
4. Work away from the danger area, if possible, and evacuate persons to the assembly area designated for that Exit, unless otherwise instructed.
5. One person must remain at the assembly area (front or rear parking lot) to assure that everyone remains in the area. Do not let anyone return to the building or danger area.
6. Should evacuation become necessary before an exit has been cleared, that is, both the primary and secondary exits are blocked, go to the furthest room from the danger area. Close the door to the room. Take an object and break the window. Remove the glass from the window. Place a blanket, coat, etc, over the window sill to prevent cuts. Use the window as an escape route.
7. Residents should be wrapped in blankets, etc, to protect them from exposure to any elements.
8. Provide first aid, as needed, for anyone injured. Seek medical transportation for those needing hospitalization from the ambulance service.
9. The charge nurse on each hallway will assure that resident Kardexes and Medical charts and the current census sheets are removed from the facility.
10. An employee roster will be maintained at the A wing nurse’s station. The charge nurse is responsible for taking the employee roster and the assignment sheets and conducting a head count for employees. Once residents are safely out of the facility, a name and headcount will be conducted with the use of the daily census, Kardex and pictures.
11. Report missing residents/persons, by name, to the person in charge.
12. As residents are transferred to either our relocation point or other facilities, each shall be accompanied by their chart and material necessary for personal identification.
13. The relocation point and routes of evacuation will be provided to ESDA personnel on the scene and will be determined by the extent and nature of the evacuation.
14. The facility vehicles and emergency personnel vehicles will be used to transport residents off the facility property if necessary. The relocation point is the Lyndon Progress Center.
15. If there is only a partial evacuation of the facility, the affected zone will remain evacuated until the fire department has deemed that the zone is clear and safe.
16. When the facility receives clearance from the fire department to utilize the affected unit, the residents and staff will be allowed to return to the zone.
17. The fire department will be responsible for re-setting the fire monitoring and alarm system.
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| **Safety Precautions During Evacuation:**1. When traveling through smoke, keep low. Smoke and heat rises. Crawl along the floor if necessary, but remain low.
2. Do not run or allow anyone to run in smoke filled areas.
3. When going through smoke, cover the face from nose down.
4. Do not touch anything. Watch for falling debris, wires, etc.
5. Do not open a door into an area where a suspected fire might be, even if the door is not warm. Should a fire be on the other side of the door, do the following before opening the door (this test will aid you in closing the door instead of letting the fire blast through):
	1. Brace your shoulder against the door.
	2. Brace your foot against the base of the door.
	3. Place one hand on the door knob.
	4. Place one hand along the door opening at head level.
	5. Open the door slowly.
	6. Be sure your face is turned away from the door opening.
	7. If smoke seeps through, close the door immediately.
	8. Place a blanket, coat, etc., under the door to prevent smoke from entering the room.
6. If safe, proceed to evacuate. Be sure that doors are tested in this manner.
7. Choose the safest way out.
8. Be sure doors and windows are closed as they are passed through.
9. Once out, do not let anyone return.
10. Remain calm. Do not panic. Follow all instructions issued.

**FIRE WATCH** In the event the required fire alarm system or sprinkler system is out of service for 4 hours or more in a 24 hour period the following Fire Watch procedure will be implemented:1. A person will be designated that will have no other assigned duties to conduct the fire watch.
2. The entire facility will be monitored by the designated person at least every 15 minutes and documentation of the fire watch rounds will be completed.
3. Fire Alarm International Dispatch Center the facility’s monitoring entity and the local fire department will be notified by a supervisor of the malfunction.
4. The Illinois Department of Public Health will also be notified by a supervisor or the charge nurse of the malfunction.
5. The fire watch will continue until the fire alarm system is back online and has been verified that the alarm system is functioning properly by Fire Alarm International Dispatch Center and the local fire department.
6. Once the fire alarm system has been verified functional the Illinois Department of Public Health will be notified by a supervisor or charge nurse.
7. Fire Watch in-service training shall be conducted with staff at least annually.
8. Visitors shall be notified of the fire watch and provided with exiting conditions.

**FIRE WATCH (FIRE NOTED DURING A FIRE WATCH)**In the event of discovering a fire and the fire alarm system is not functioning, the person discovering the fire shall implement the fire procedures as previously outlined. They will follow the **R.A.C.E.** outline previously noted.  |
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| **REMEMBER*** To activate the fire alarm pull lever down on pull stations located at every exit and the beginning of each hallway.
* The fire alarm will activate by smoke detectors, heat detectors and when the sprinkler system has water flow.
* When the fire alarm is activated it will notify Fire Alarm International Dispatch Center our monitoring company and they will notify the Fire Department. Call 911 when the fire alarm has been activated.
* Respond to the alarm quickly and calmly, do not panic. When alarm is sounded and you do not know why, look at the Fire Zone Panel located in the front lobby and the A Wing nurses station, then announce “Code Red” 3 times telling where the situation is located.
* Isolation of fire, you can do this simply by closing the door and letting the sprinkler system contain or extinguish the fire.
* When you evacuate the immediate area, evacuate those in immediate danger first, then rooms on both sides and across the hall, this is what is called a clover leaf pattern.
* To evacuate smoke compartments you will proceed through the fire doors. The smoke compartment is that area in between the fire doors. When passing through fire doors do not keep the door open too long, go through quickly and calmly.
* When preparing to evacuate the building make sure exits are clear and safe. If closest exit is blocked by fire or debris proceed to the next closest exit and proceed quickly and calmly. Do not let people back in the building once evacuated.
* To extinguish a fire this can be done by a fire extinguisher using P.A.S.S. Pull pin, Aim at base of fire, Squeeze trigger and Sweep nozzle with back and forth motion. If you do not put the fire out with the first attempt, do not use another fire extinguisher. You can also put out fires by smothering them with a blanket, pillow etc.

**FIRE SAFETY PLAN: A written fire safety plan shall provide for the following:**1. Use of alarms
2. Transmission of the alarm to the fire department
3. Response to the alarms
4. Isolation of fire
5. Evacuation of the immediate area
6. Evacuation of smoke compartment
7. Preparation of floors and building for evacuation
8. Extinguishment of fire
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