

Annex G: Fire Guidance

This document can be customized to your own facility/agency needs

Purpose: The primary purpose of the Fire Policy and Procedure is to provide a course of action for all personnel to follow in the event of a fire.

Procedure:

- **R - Rescue anyone in immediate danger.**
- **A - Alert** other staff members of the fire and location over the intercom system.
 - Pull the nearest fire **alarm**. The Person in Charge shall contact the fire department by calling 911.
- **C - Contain** the fire.
 - Close all doors and windows adjacent to the fire.
 - Close all fire doors.
 - Shut off all fans, ventilators, and air conditioners, as these will feed the fire and spread smoke throughout the building.
- **E - Extinguish** if the fire is small.
 - The extinguisher should be aimed low at the base of the fire and move slowly upward with a sweeping motion.
 - Never aim high at the middle or top of the flames as this will cause the fire to spread.
 - If you cannot extinguish the fire, **evacuate** the building immediately.

Remember to always define acronyms within your plans

Special Note: The most common cause of death in a fire is smoke, and not the flames. Keep low to the floor and avoid inhaling too much smoke.

Duties of personnel:

Person in Charge:

1. Call the fire department at 9-1-1. Give exact location of the fire and its extent.
2. Call the Administrator/Director.
3. Assist with residents if evacuation is necessary.
4. Assign a staff member to meet the fire department to direct them to the fire.
5. Assign a staff member to keep a roster of residents if evacuation is necessary.
6. Assign a staff member to answer the telephone and relay messages and instructions.

Nursing, Dietary, and Housekeeping/Laundry Personnel:

1. Remove residents from immediate danger.
2. Close all doors and windows.
3. Turn off fans, ventilators, air conditioners, and other equipment.
4. Stay close to residents to provide reassurance and provide comfort measures.
5. Make sure fire exits are clear.

Maintenance Personnel:

1. Go directly to scene of fire, taking extra fire extinguishers.
2. Check to be sure that all ventilating or blower equipment is shut off.
3. Once fire is over, care for all fire extinguishers.

Administrator/Director:

1. Call the fire department if not already done.
2. Coordinate staff movement for highest efficiency.
3. Assist with resident movement in coordination with charge nurse.
4. Delegate responsibility for the movement of records as deemed necessary.
5. Check with department heads in the event of evacuation to determine that all staff and residents are out of the building.

Elevator policy and procedure

Purpose: To provide facility/agency staff a course of action to follow in the event the elevator should become stuck between floors.

Procedure:

1. Obtain the key to open the elevator maintenance room
2. Locate and shut off power to the elevator. This will return the elevator to the ground floor
3. Take elevator key, likely located by the power shut off
4. Put key in hole at the top of elevator door and turn. This opens the first door.
5. Push the latch on the second door and push open at the same time, the person on the elevator can also help push from the inside, if safe for them to do so.
6. Turn on power to elevator
7. If the power is not restored, push the reset button
8. If this does not work, contact the maintenance supervisor, if not available call the elevator company. In an emergency call 9-1-1 and the fire department can come and open the elevator.

External fire

	Initial Actions
<input type="checkbox"/>	Monitor local alert system and local news for evacuation reports and instructions.
<input type="checkbox"/>	Monitor residents and staff for complications related to smoke exposure.
<input type="checkbox"/>	Activate facility's External Fire P&P and appoint a Facility Incident Commander (IC) if warranted.
<input type="checkbox"/>	Preemptive methods to mitigate smoke and fire risk: <ul style="list-style-type: none"> • Close all windows, doors, and vents • If using HVAC, set to re-circulate indoor air • If possible, use a high efficiency particulate air (HEPA) filter • Prepare evacuation bags, records, and ID tags • Contact transportation companies to alert them you may need to evacuate
<input type="checkbox"/>	In case of immediate threat : <ul style="list-style-type: none"> • Move residents to a pre-designated staging area for rapid evacuation • If you smell gas, and it is safe to do so, shut off the gas. Do not do so unless need is certain as only the gas company can turn it back on. • Contact the transport companies and facilities you have agreements with • Notify resident families. • Leave a message on the facility phone with a contact number and information regarding facility status.
<input type="checkbox"/>	Notify the local response authorities and State Survey agency to report activation of facility's EOP.
<input type="checkbox"/>	<i><Add other response actions here consistent with your resident profile, risk assessment and coordination with local community plan></i>