

Fire Safety

1. All alarms should be treated as an actual fire. There will be an automatic audible alarm that indicates, fire, trouble, or a dangerous situation. It is imperative that each of us be prepared in advance to cope with such an emergency situation. The plan contained herein is designed to secure the life safety of all residents, visitors, and personnel should a fire occur. The effectiveness of this fire emergency plan is entirely dependent upon the manner in which each employee carries out his specific assignment. The basic elements of our fire control program are prevention, avoidance of panic, protection of residents if fire threatens, putting out the fire when possible, and confining the fire to the area in which it starts.

2. The key to fire prevention is to keep fire hazards continually in mind as you go about your work. Keep your work area free from debris. Keep storage spaces orderly and free of trash. Keep exits clear of equipment and debris. Exercise care in the use of electrical equipment. Never tamper with wires or fuses. Report unsafe conditions to your Supervisor. Extension cords are not permitted unless provided by the Maintenance Department.

3. In case of fire, remember to keep calm, think clearly, do not shout fire, reassure your residents and visitors, remember life saving first and fire fighting second.

4. If the fire is in your area, remember this four-point plan:

R=Rescue/Relocate residents, visitors, and staff past the smoke separation doors diagonally in the building to the farthest most point away from the fire. For example, Autumn Court should evacuate to Dogwood Avenue and vice versa. Birchwood Lane should evacuate to Cherry Boulevard and vice versa. Reassure residents they are being care for and remain calm.

A=Alarm. Sound the nearest alarm.

C=Confine. Close the fire doors to confine the fire.

E= Extinguish. Put out the fire if it is small.

5. Fire extinguishers must be properly used to be effective. All fire extinguishers in the building are rated for all types of fires. All staff should know the location of fire extinguishers in and near their respective departments. To operate a fire extinguisher, do the following: P – Pull the pin, A – Aim the nozzle at the fire, S-Squeeze the trigger, S- Sweep at the base of the fire.

6. Lights are to be left on. If evacuation becomes necessary, light will be needed for safety.

7. Elevators are dangerous during a fire and are not to be used unless so directed by the Fire Department.

8. Close all doors immediately. If smoke or toxic gases are present, stay low and crawl if necessary until you reach safety.

9. Every department, work center, or nursing unit will assign someone to answer the telephone and convey messages. Keep phone calls to a minimum. Do not call the switchboard except to convey emergency information.
10. Employees should not leave the building unless their specific duties associated with a fire response require them to do so. Do not leave your work area to go on breaks until everything is clear.
11. Instruct visitors to stay in resident rooms if already there. If evacuation becomes necessary, direct residents and visitors through the corridor fire doors to a safe area as determined by the Leadership Team member in charge.
12. There are three phases of evacuation that are followed. Phase 1 is the evacuation of the affected room, adjacent rooms and the room across the hall. Phase 2 is the evacuation of the entire smoke compartment. Phase 3 is the evacuation of the entire building. The extent of evacuation is determined by the Incident Commander.
13. If complete evacuation becomes necessary, residents and visitors able to walk should be lined up and escorted to the established safe area which is Zion Lutheran Church. Non-ambulatory residents should be wrapped or covered in blankets and moved to the safe area. Directions to Zion- Go out front entrance, turn right on Church Avenue and the church is at the end of the block. If you exit from a south doorway, go around the building to the front, turn right on Church Avenue and the church is at the end of the block.
14. If it becomes necessary to evacuate residents outside the building, a bracelet should be applied to the resident's wrist identifying the resident's name and code status.
15. As we communicate with residents and their families we must acknowledge people's fears, not create panic, acknowledge uncertainty, and don't over reassure.