

FIRE EMERGENCY – INTERNAL

INTERNAL FIRE

It is the policy of this facility to protect our residents, staff and others who may be in our facility from harm during emergency events. To accomplish this, we have developed procedures for specific hazards which build on the cross-cutting strategies in our continuity of operations plan. This facility has a designated procedure for fires that shall be followed if such an emergency arises. Staff receives training on fire procedures (R.A.C.E.) and the use of fire extinguishers (see evacuation Site Maps: posted in various locations on the wall for location of all fire suppression equipment, extinguishers, emergency exits, pull stations, and suggested direction of travel for evacuation). We are prepared to minimize risk of harm to residents, staff and visitors related to internal fires by implementing the following actions:

PROCEDURE

INITIAL RESPONSE:

- **Call 9-1-1 immediately to report a fire (personnel stationed in the Assisted Living unit/area is responsible for placing this telephone call). When verbal communication with 9-1-1 is made, include the following information:**
 - Your Name & Name of Facility.
 - Address of facility (12 Carlin Drive, Logan, Ohio 43138).
 - Location of fire (floor, room #, etc.)
 - What is burning (electrical, kitchen, trash, etc.)
- **Alert staff members by clear communication;** pull the fire alarm (*if the alarm has not been activated automatically*).
- **Notify the Administrator/Executive Director immediately to brief on the incident.** *If the Administrator is not present in the facility, contact via telephone. Upon arrival, the Administrator will assume command of the situation, report to this person for instructions (the Administrator will be known as the “incident commander”).*
- **Begin immediate evacuation (per the order of evacuation procedure):**
 - Begin with the apartment of fire origin (if safe), then proceed to evacuation of the apartments to the immediate right and left, and finally the two apartments directly across the hallway.
 - Contain the fire (if possible) without undue risk to personal safety. Close all resident apartment doors, shut off fans, ventilation systems, and air conditioning/heating systems. Use available fire extinguishers if the fire is small and this can be done safely (if larger than a small trash can, do not attempt).
 - If an apartment door is in the closed position, gently touch the door with the back of your hand to feel for heat. If heat is not indicated, open the door slowly using extreme caution (this will eliminate the possibility of oxygen in the event there is an undetected fire inside the apartment). If heat is indicated, do not open the door; simply resume evacuation procedures at the next apartment.

RESIDENT ORDER OF EVACUATION:

- **Ambulatory Residents:** *Residents who can self-ambulate without assistance.*
 - **Two (2) Person Assist Residents:** *Residents who require assistance.*
 - **Bed-Bound Residents:** *non-ambulatory Residents.*
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- If anyone is in immediate danger, rescue them while protecting your safety and that of your co-workers.
 - Oxygen supply lines (whether portable or central) may lead to combustion in the presence of sparks or fire. If possible, quickly re-locate oxygen-dependent residents away from fire danger.
 - Do not evacuate residents past the point of fire origin or spread of fire.
 - Ensure all staff members and residents are accounted for and safe.
 - Continuously remind all staff to remain calm and in control to not upset the residents.
 - The “All-Clear” will be communicated after the crisis is over and the Fire Department has deemed that re-entry is safe.