

## **FIRE EMERGENCY POLICY AND PROCEDURE**

**Policy:** In the event of a fire emergency affecting The Alton, staff will be alert to the appropriate procedures to protect the residents and themselves during a fire emergency. This policy is in effect for all staff of The Alton, Shepard Park Home Care and A'viand's. Annual in-service on emergency policy and procedures will be mandatory for all staff.

**Procedure:**

1. When a fire alarm sounds in the building, one staff member will stay in each neighborhood area and the rest of the staff will report immediately to the front desk. **Do not use the elevators.** Staff should use common sense to determine if the residents can be left alone at that time. **Our alarm company will contact the fire department but the concierge should also call 911 and alert them as a back up measure.** If the alarms go off when staff in the building is minimal, note on the fire alarm panel where the alarm is sounding. One person, either the concierge or 1 North HHA will await the fire departments arrival and let them in the building. Other staff should proceed with the following steps as they are able.
2. The coordinator for the fire emergency during business hours will include the Manager, RN Case Manager, Social Worker or Receptionist. During the evening and weekend hours the coordinator will be the LPN when in the building. If the above is not in the building, front desk staff will act as coordinator. When the alarm is sounding the coordinator or front desk staff will immediately determine where the alarm is sounding on the **fire panel that is located on the wall to the to the right of the concierge desk.** There is no reason to open the panel, just read where the alarm is coming from.
3. The Coordinator will assign staff to the affected area and to the floor above or below the affected area as appropriate based on the number of staff in the building. All staff should have a master key when going to the floors. All suite doors should be closed as well as office areas. The fire doors in the hallways and other areas that are magnetized will automatically shut when an alarm sounds.
4. The Coordinator will assign a staff member to get the key for the enclosed courtyard and unlock the fence. After the all clear has been sounded, the Coordinator will assign a staff member to make sure that the enclosed courtyard is locked.
5. The coordinator should determine if the fire alarm was sounded by something in the hallway areas. **On the affected floor, staff will check each suite by first knocking on the door, putting their hand on the door to feel if there is heat and looking under the door to see if smoke is coming from the suite. If it is noted that none of the above exists, it is ok for the staff to enter the suite and check on the resident. If you feel heat or see smoke from the suite, do not open the door; this can cause further fire in the hallway area. ATTEMPT TO EXTINGUISH FIRE ONLY IF IT IS SAFE TO DO SO.**

5. Residents should stay in their suites and if residents are in common areas, they should be moved behind the safest and nearest fire door in the hallway. Staff will remain calm and reassuring to the residents.
6. The fire department does not allow us to silence or reset the alarm. When they arrive they will assess the situation and give instructions at that point.  
**Evacuation is only done at the fire departments direction.** When the fire department arrives, staff at the front desk should be holding the door open and other staff and residents in the lobby should move aside to allow them entrance. The fire department will then become the coordinator of the situation. If an evacuation is required per the fire department, front desk staff will call all staff members not in the building to come immediately to give aid as needed based on the situation. They will also make sure to take a master list of residents and the notebook with resident information and emergency contacts.
7. When the fire alarm goes off, the elevators immediately drop to the first floor and a fire curtain will automatically drop on first floor. Stairwells are the only way to get to the affected floor.
8. When the all-clear is noted, staff will make every effort to reassure residents that everything is secure and safe.
9. **If alarm sounds at anytime, staff will alert the Housing Manager and on-call maintenance to let them know of the situation. Phone numbers are at the front desk. The alarm company will also contact the main number to our building.**

**Reminder: Resident safety is very important in this situation but staff safety is also important, do not put yourself in harms way if you note that the situation is out of control when you check on it. The fire department will be there soon and are the experts in this situation.**

**Reminder: REMAIN CALM**

Reviewed 6/2016