



Policy:

The Lutheran Home will have a policy and procedure in place in the event of a fire and relocation may occur in order to handle the event, residents and patients calmly and efficiently.

Purpose:

To protect residents and staff in the event of a fire. To provide safety from the fire for all residents and staff

Procedure (upon discovering a fire):

1. In case of a fire, remember (**R.A.C.E.**):

1. **R**escue - Remove residents or other persons from immediate danger. Determine location of fire. If unknown, go to the fire panel to identify location via fireboard.
2. **A**larm – If alarm is not already sounding, go to the nearest pull station and sound the alarm. Pull stations located adjacent to exit doors. Call 911 on hearing alarm to give:
 - a. Your name
 - b. Name of facility: **The Lutheran Home**
 - c. Location of building: **611 West Main Street, specify Hope Residence**

Contain - close windows and doors to isolate the fire area and prevent the spread of smoke and fire. Shut off fans and the fuse in the fuse box of each living area to shut off exhaust fans.

Extinguish – If fire is small, find the nearest fire extinguisher and put the fire out. Fire extinguishers will be provided in each living area to extinguish simulated fire. These are located in the hallway and kitchen areas of each area.

2. In case you need to use a fire extinguisher, remember (**P.A.S.S.**):

Pass- Pull the Pin.

Aim- Aim at the base of the fire.

Squeeze- Squeeze the trigger.

Sweep- Sweep side to side

4. Evacuate residents and other persons to area of refuge beyond two fire doors of immediate smoke compartment to adjacent smoke compartment. Individuals closest to danger should be removed first. Keep a clear path for the fire department.
5. Residents not in the affected smoke compartment should stay in their rooms and behind two fire doors and await further instruction. Make a head count, know where all residents are.
6. Prepare residents and visitors for evacuation from the building. Further evacuation from the building/unit will be done at the order of the fire department, or administration designee/house charge. If evacuation becomes necessary, take residents and other persons to the chapel or nearest safe location. Follow “Evacuation/Relocation Plan”.
7. Once the fire department has issued the ALL Clear, inform the staff to return to the normal schedule. Reset any alarms, and pull stations if they were used.

- a. The panel needs to be reset by pressing Acknowledge, then Alarm Silence (this tells everyone that everything is OK), then press RESET (before re-setting the alarm, any pull station used needs to be reset, so the system's look is complete again).
 - b. To reset a pull station – the same key that is used to lock the fire panel can be used to reset the pull station.
8. Complete a "Fire Drill or Actual Fire Report" form for all residents involved and include staff members present. File the report in the facility where it is available for inspection upon request. Be sure to include how all the residents responded to the fire.

Procedure When Notified of Fire Elsewhere on the Campus

1. Remain calm, prepare for possible intake of residents in the event that evacuation of other areas is necessary.
2. Prepare for staff to be called to assist in evacuating residents and other persons.
3. Continue with regular duties and await further instructions from appropriate staff members or fire department.