



Policy:

The Lutheran Home will conduct monthly fire drills held at unspecified hours, day or night, at different locations throughout the facility in order to be compliant with specific State and Federal requirements.

Purpose:

To provide staff with fire drill training. To maintain proper reporting of fire drills.

Procedure:

1. Unannounced drills shall involve all in house personnel of the shifts on which the drill is held. They shall vary from one drill to another as to time they are conducted and location of simulated fires. A drill for each shift shall be held in EACH quarter, 90 minutes apart from the drill done in the last quarter (i.e., one day, one evening and one night in each quarter). Evacuation drills for each shift will be done once a year. On the night shift, a drill may be a silent alarm drill with approval of the Fire Marshall. Following a silent alarm drill, the alarm will be tested within 24 hours and documented. The alarm service company will be contacted to verify receipt of silent alarm and documented.
2. Residents shall be notified that fire drills are a regular facility practice and are conducted in order to provide protection for them in the event of an actual fire.
3. Call Rapid Response at 1-800-932-3822 and ask for Dispatch, give them the PASSCODE #2132, the CUSTOMER ACCOUNT #: B294957, and inform them that you will be doing a drill, and please take us off line.
4. All staff will follow the procedures for an actual fire found in the Emergency Procedures Manual in response to fire drills.
5. 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. Extinguishers are also located in the HUB and activity room.
6. The drill will continue until all residents and staff have completed all the requirements and the simulated Fire Department has taken over the scene.
7. Call the ALL CLEAR, inform the staff to return to the normal schedule, inform the nursing home that the drill is completed. 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 lock 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. Call Rapid Response at 1-800-932-3822 and ask for Dispatch, give them the PASSCODE #2132, the CUSTOMER ACCOUNT #: B294957, and ask them if they received an alarm and a restore from the facility, and then put us back on line.

Staff should fill out the evaluation of the drill. If there are any negative findings from the fire

9. drill, training will be provided on what should have been done differently.
10. Each time a fire drill is conducted; a “Fire Drill or Actual Fire Report” form should be completed in full and kept on file in the facility where it is available for inspection upon request. Be sure to include how all the residents responded to the fire drill. If there is an actual fire, a drill still needs to be conducted for the month.

The Lutheran Home: Hope Residence is required to do a fire drill on the 3rd shift every quarter. Three of these quarterly drills will be simulated and one will be a total evacuation. For the simulated drills, a fire scenario is followed and:

1. Fill in the fire drill report as if there really was a fire.
2. Use RACE as your guide:
 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:
 - i. Your name
 - ii. Name of facility: **The Lutheran Home**
 - iii. Location of building: **611 West Main Street, specify Hope Residence**
 - C**ontain - 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.
 - E**xtinguish – 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.
3. In case you need to use a fire extinguisher, remember (**P.A.S.S.**):
 - i. **P**ull the pin. It is there to prevent accidental discharge.
 - ii. **A**im low at the base of the fire. This is the where the fuel source is.
 - iii. **S**queeze the lever above the handle. Release to stop the flow. (Some extinguishers have a button instead of a lever)
 - iv. **S**weep from side to side. Move toward the fire, aiming low at its base. Sweep until all flames are extinguished. Watch for re-igniting. Repeat as necessary. Have site inspected by fire department.
4. On the Fire Drill Report Form make sure to fill out how all of the residents responded or if they were already behind two fire doors.