



**Subject: Policy on Fire Drills**  
**Section:**

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**Policy:**

High Island Creek Residence will conduct quarterly 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.
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. To activate the alarm, use a pin tip to activate the sensor (on the ceiling to sound the alarm) and the alarm will sound in all areas.
4. All staff will follow the Fire Response Policy 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, garage, and furnace room to extinguish simulated fire. These are located in the hallway and kitchen areas of each area.
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. Silence the alarm in the fire panel in the furnace room and press the reset button. The lights on the panel will indicate that it has been reset and back to normal.
8. Staff should fill out the evaluation of the drill. If there are any negative findings from the fire drill, training will be provided on what should have been done differently.
9. 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.

High Island Creek Residence is required to do a fire drill on the 3<sup>rd</sup> shift every quarter. The evacuation spot is at the end of the hallway on the main floor or the ramp off of the kitchen if the hallway is not accessible due to the potential fire.

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.
  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: **High Island Creek Residence**
    - iii. Location of building: **708 Chestnut St. Arlington, MN**

**C**ontain - close windows and doors to isolate the fire area and prevent the spread of smoke and fire.

**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, garage, and furnace room to extinguish simulated fire.

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.
3. On the Fire Drill Report Form make sure to fill out how all of the residents responded.