



Subject: Fire Response

Section:

Policy:

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

Contain - close windows and doors to isolate the fire area and prevent the spread of smoke and fire.

Extinguish – 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.

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 in the backyard. 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 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 back or side yard. Follow “Evacuation/Relocation Plan”.
7. Once the fire department has issued the ALL Clear, inform the staff to return to the normal schedule. 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. 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.