



## **Fire Emergency Plan - Emergency policies and procedures (EPP) (Emergency Response Plan)**

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#### **Emergency Response, Reporting and Review Policy**

**Course 4248 (200.5, 3316)  
Record 2175**

#### **Rationale**

In the event of a fire, it is important not to panic and know how to respond.

#### **Procedures for Responding to a Fire**

Follow **R.A.C.E.** Guidelines in the event of a fire or smoke:

- **RESCUE** any person in immediate danger (i.e., move them away from fire/smoke).
- **Activate** the house alarm by lifting up the protective clear plastic cover and pulling the red fire alarm box (if it hasn't already started sounding). Note: if your house doesn't have automated alarm monitoring system, then call 911.
- **CONFINE** the fire or smoke to the smallest possible area by closing bedroom and other doors (make sure the door is completely closed by pushing/pulling on the door handle until it latches). This should include moving the individuals into their bedrooms if indoors and closing the individual's bedroom doors and latching them. If the fire/smoke is in an individual's bedroom, move person out, close their bedroom door, latch it and assist the person into another individual's bedroom and close the door and latch it. Note: if bedroom door is not latching, put a note in the maintenance log and notify supervisor that day.
- **EVACUATE** the individuals from the fire and/or smoke area either to their bedrooms and close the bedroom doors (Defend in Place), or, outside through the front door of the house, down the ramp and away from the home to the designated meeting area in the front or back of the house if directed to do so by the in-charge person or arriving emergency personnel.

Your first priority should be to help everyone evacuate to the person's bedroom or outside to the designated safe meeting area for your house. Let the sprinkler system, closed doors and fire department suppress the fire and smoke. It is the highest priority to focus on evacuating people to safety. Do not re-enter a house to fight a fire with a fire extinguisher after everyone is in safe area because of the smoke inhalation and fire dangers. If outside, stay with individuals; if people are defending in place in their bedrooms, be near the front door of house with house phone with you and be prepared to help arriving emergency responders with information about number of people, location of people in/out of house and source of fire/smoke if known.

#### **General procedure for staff responding to a fire alarm**

When the fire alarm sounds, everyone should be moved to safe areas as indicated on maps posted near the exits (either their bedroom with door closed and latched or outside if that is the plan for that specific home.). If you do not detect smoke or fire, silence the alarm and grab house phone and be prepared to talk to alarm monitoring company or emergency personnel as to what is happening in the home and need to send fire trucks.

Emergency exits (i.e., all doors leading directly out of the house) must be kept clear of debris, wheelchairs, or other equipment so that the home can be evacuated quickly and safely as needed.

If individuals who need the use of a wheelchair are out of their wheelchair, assist them into their wheelchair. This is the preferred method of mobility for moving people from danger into a safe area. If there isn't time to get people into their wheelchair, you may have to wrap them up in a blanket or sheet and pull them to safety. Your evacuation method will depend upon the immediate circumstances at the time and the perceived level of danger (e.g., proximity of fire, presence of smoke) and the resources available to you (location of wheelchair, number of staff).

If the individuals are in their bed at the time the alarm sounds in one of the homes with a sprinkler system and alarm monitoring, close their doors (make sure the doors latch) and wait outside at the front door of the house for the fire department to arrive and provide them with whatever information you have regarding the fire event (where you think it is, how many people are in their bedrooms or in house, description of capabilities of individuals to evacuate and the need to get help from fire department to help with evacuation if that decision is made).

#### **Building Evacuation (if your house has no sprinkler system or house suffers fire/smoke damage and you cannot stay)**



1. If building evacuation is required:

a. The goal is to safely evacuate everyone away from the building to designated safe area (e.g., driveway, sidewalk leading from the house).

b. The preferred evacuation path is to move all individuals through:

- the primary building evacuation exits located on either side of the house, and;
- proceed along the path to your home's designated meeting area (e.g., end of driveway or in front of garage).

c. In some instances you may need to help several people evacuate! In such a situation, you will evacuate an individual a safe distance from the building and return to evacuate another individual. Remember to lock wheelchair brakes before returning to help another individual.

d. Arriving emergency personnel will help evacuate remaining individuals and help them to the meeting place in front of the garage or end of driveway. Wait for instructions from the Fire Department.

e. If there has been damage to the house and it is not possible to return to the house, call the Manager on Call for assistance in obtaining an additional van and staff. assist the individuals into the van and go to another AXIS home or to another temporary living arrangement (e.g., hotel, emergency shelter). The fire or police may also help with temporary city bus as a place for individuals and staff to stay until emergency shelter and transportation can be arranged. The individuals' day-timers and medication administration records can be taken off the computer at any AXIS computer from another house.

For more information about what to do if consumers and employees are not able to inhabit a home for more than 24 hours, read, "Unexpected Closure of a Facility for more than 24 hours - Evacuation, Alternative Living Arrangements and Notification of Emergency Contacts."