

FIRE

In the event of Fire, this is the course of action for all staff to follow.

PROCEDURE:

R - Rescue anyone in immediate danger.

A - Alert the fire department by calling **911** and activating the fire alarm if one is in the vicinity.

C - Contain the fire. Close all doors and windows adjacent to the fire. Close all fire doors. Shut off all fans, ventilators and air conditioners, as these will feed the fire and spread smoke throughout the building.

E – Extinguish/Evacuate If the fire is small and a fire extinguisher is available, it should be aimed low at the base of the fire, and moved slowly upward with a sweeping motion.

If you cannot extinguish the fire, **Evacuate** the building/home immediately, using stairs rather than elevators and staying low to the floor to avoid smoke inhalation as you exit the building.

1. **Call 911.** Provide specific location of the fire and its extent.
Contact the Facilities Manager or, after hours, notify the Administrator on Call.
2. Assist with residents or patients, if evacuation is necessary.
3. If fire is in the office:
 - Assign a staff member to meet the fire department and direct them to the exact location of the fire.
 - Employees should evacuate and proceed to the designated meeting place for their office or department.
 - Assign a staff member to keep a roster of employees, to ensure all staff have evacuated the building safely.