

ALASKA PIONEER HOME		P&P No: 06.03
Title: Fire		Approval: D. COTE
Key Words: Plan, Training, Fire Drills, Evacuation, RACE, PASS		
Team: All Employees	Effective Date: 8/1/12	Page: 1 of 7

PURPOSE

To describe the fire safety and evacuation plan that each Alaska Pioneer Home (AKPH) designs to suit the layout of the facility, resident occupancy, staffing pattern, and location of the Home.

POLICY

The Pioneer Home has a fire safety and evacuation plan, staff training, and periodic fire drills to minimize danger to life from fire, smoke, fumes, or panic before the Home is vacated.

The Pioneer Home residents and staff only evacuate the Home after they receive instruction from a designated Home staff or from fire personnel.

The Pioneer Home has an evacuation plan that considers resident occupancy and need for assistance, location of exit corridors and stairs, evacuation routes, and safe refuges.

DEFINITIONS

PROCEDURE

I. Alaska Fire Code Requirements

- A. Fire safety and evacuation plan
 - 1. The Home is required to prepare and maintain an approved fire safety and evacuation plan.
 - 2. The plan is reviewed annually and revised as needed by changes in staffing pattern, occupancy, or the physical arrangement of the Home.
 - 3. A copy of the plan is readily available at all times within the Home, and is available upon request by State licensing or the fire marshal.

- B. Home staff training
 - 1. Staff receives training about the fire safety and evacuation plan and their duties and responsibilities in the plan.
 - 2. Staff are trained during new employee orientation and annually thereafter.
 - 3. Documentation of the staff training is available upon request by State licensing or the fire marshal.

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C. Resident training

1. Residents in the Home are instructed in the proper actions to take in the event of a fire.
2. Residents are instructed to assist each other in case of fire to the extent their physical and mental abilities allow them to do so without personal risk.
3. It is recommended that the residents receive instruction at the time of admission and at least annually thereafter.
4. Documentation of the resident training is available upon request by State licensing or the fire marshal.

D. Periodic fire drill exercises

1. Be prepared and treat every fire alert as a fire emergency in the Home and act appropriately.
2. Fire drill exercises are scheduled each quarter (3 months).
3. A report is written after each drill to record the date, time, area of the Home where the drill occurred, response of the staff, and effectiveness of the drill.
4. Documentation of the fire drill is available upon request by State licensing or the fire marshal.

II. Fire Safety and Evacuation Plan Requirements

A. Cover page contains:

1. Name, address, and telephone number of the Home.
2. Name, address, and telephone number of the Home administrator.
3. Description of the licensed assisted living conducted in the Home.
4. Square footage of occupancy and number of occupied floors above and below ground level (grade).
5. Approximate census of residents and staff (per shift).
6. Identification of personnel who can be contacted for further information.
7. Emergency contact information for key maintenance personnel.

B. Written plan contains:

1. Fire emergency reports
 - a. A description of the fire and other emergency reports to the fire department or emergency response team.
2. Evacuation procedure and escape routes.
 - a. Emergency egress or escape routes are chosen.
 - b. Procedure is explained for notifying, relocating, or evacuating residents, including residents who need assistance.
3. Resident accountability.

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- a. Procedure is explained for accounting for residents and staff after evacuation has been completed.
 4. Emergency response duties.
 - a. Procedure is explained for the assisted rescue of residents unable to use the general means of egress unassisted.
 5. Occupancy hazards.
 - a. All major fire hazards associated with the normal use and occupancy of the Home, including maintenance and housekeeping procedures, are listed.
- C. Floor plan contains:
 1. Location of occupancy inside the Home, to include floors and sections.
 2. Location of all exit corridors, exit stairs, and exits serving the residents and staff.
 3. Primary evacuation routes leading to the chosen assembly point (solid line).
 4. Secondary evacuation routes leading to the chosen assembly point (dashed line).
 5. Accessible egress routes, areas of refuge, and exterior areas for assisted rescue.
 6. Location of all fire alarm and fire suppression manual activation stations.
 7. Location of all portable fire extinguishers.
 8. Location of fire alarm display and/or control panels.
- D. Site plan contains:
 1. Building footprint showing location of all exits serving the occupancy and leading to the public way.
 2. Location of chosen evacuation assembly areas identified in the written plan.
 3. Routes of access by fire department and emergency vehicles on all sides of the Home.
- E. Availability and distribution of the plan.
 1. Fire safety and evacuation plan is available in the workplace for reference and review by the Home staff, residents, State Licensing, and the Fire Marshal.
- F. Maintenance and update of the plan.
 1. Fire safety and evacuation plan is updated as needed by changes in staffing, occupancy, or the physical arrangement of the Home.

III. Risks of Fires in Assisted Living Homes

- A. Fires in assisted living homes pose a greater risk for several reasons:

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1. The fastest growing subgroup among the elderly is the group 85 years of age and older.
 - a. As people reach 65 years of age, the risk of fire-related death surpasses the national average.
2. Residents' disabilities are a major contributor to the increasing risk of fire-related death.
 - a. Ability to recognize or respond quickly to an emergency is limited.
 - b. Slow response to instructions.
 - c. Mobility is impaired.
 - d. Need for extra help.
3. High resident to staff ratio.
 - a. Fluctuations in staffing leave a high resident to staff ratio during the night shift.
 - b. In an emergency, severely disabled residents may be dependent on the staff, leaving those with milder disabilities unattended.
4. Fire hazards such as smoking materials and portable heaters within resident rooms.
5. Lack of participation in fire drills and unfamiliarity with the Home fire plan increase the resident's chances of death or injury in an actual fire event.
6. Resistance of the resident to leave the Home in an emergency.
7. Indifference by the resident to fire safety preparedness.
8. Belief of the resident that there is not a fire risk in the Home.
 - a. Awareness that the Home is equipped with smoke detectors, fire alarm system, and sprinkler system.
 - b. Perceived safety net provides a false sense of security and deters the resident from recognizing the risk from fire.
9. Ignoring a fire alarm or a call by the resident to inquire about the circumstances of the alarm, rather than following instruction to exit the Home.
10. Hearing loss of the resident limits the waking response to an alarm.
11. Loss of resident consciousness may occur during an emergency.
12. Resident in bed or recliner for most of the day and night.
13. Older construction of the Homes.
14. Fire safety education programs for the resident are lacking.
 - a. How is education delivered to this population?
 - b. How frequently must it be delivered due to forgetfulness?
 - c. What challenges need to be addressed?

IV. Fire Safety for AKPH Staff

- A. Responsibilities in a fire emergency
 1. Act fast if a fire starts.

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2. Everyone has a role and responsibility in a fire emergency.
3. Assist with moving the residents and others to safety.
4. Sound the alarm.
5. Stay out of the way of firefighters and emergency response personnel.
6. Be familiar with the Home's fire emergency plan and where it is located.
7. Know the location of fire pull/call boxes.
8. Understand how to use a fire extinguisher.
9. Identify evacuation route and procedure, and places of safe refuge.

B. R·A·C·E protocol

1. **R** = Rescue / Remove
 - a. Rescue people who are not capable of escaping the immediate area of the fire.
 - b. Rescue must be done within the first few seconds of the start of a fire.
 - c. Each AKPH employee has the authority and responsibility to take whatever steps are necessary to rescue any person in immediate danger.
 - d. Rescuing residents is a primary concern and is usually performed while the alarm is activated.
 - e. Rescue semi-ambulatory residents first, then non-ambulatory residents.
 - f. Ambulatory residents walk to safety on their own.
2. **A** = Alarm
 - a. If smoke or flames are seen that cannot be put out easily with a fire extinguisher, activate the alarm.
 - b. If smoke or flames are discovered in an occupied resident room, call out to a co-worker to activate the alarm, while the resident is rescued.
 - c. Listen for further announcements.
 - d. Do not use the elevators, only use the stairs.
3. **C** = Confine / Contain
 - a. Fire, smoke, and toxic combustion products must be confined to the area where the fire started as much as possible.
 - b. Closing doors and windows can prevent the smoke from spreading, cut off the flow of oxygen to the fire, and save lives.
 - c. Never open a door if it is hot to the touch.
 - d. Place a pillow on the floor outside the door to signify the room is empty.
 - e. Place a towel on the door handle to a room where a non-ambulatory resident remains.
 - f. Place a wet towel along the bottom of the closed door to prevent smoke from escaping, if the fire started in the room.
 - g. Keep fire doors closed and automatically closing fire doors, corridors, and stairwells free of obstructions.

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4. **E = Extinguish**
 - a. Handheld fire extinguishers are located throughout the Home.
 - b. The ABC fire extinguisher is the most common and can be used for most types of fires.
 - c. Never use water on grease or electric fires.
 - d. Attempt to extinguish only small, contained fires that are no larger than a waste basket.
 - e. Assure that the situation is safe, there is an escape route behind the person extinguishing the fire, and a staff member is available to assist.
 - f. Even if the fire is extinguished by a staff member, the fire should be reported.

- C. **P•A•S•S** for using the fire extinguisher
 1. All fire extinguishers are labeled with the name or type of extinguisher, the type of fire it will extinguish, and includes operating instructions.
 2. All fire extinguishers operate in the same way.
 3. **P = Pull**
 - a. Pull the pin from the fire extinguisher handle at the top of the extinguisher.
 4. **A = Aim**
 - a. Take three steps back and then aim the horn or hose at the base of the fire, not at the smoke or flames.
 - b. Stand about 8 to 10 feet away from the fire.
 5. **S = Squeeze**
 - a. Squeeze the top handle to the bottom handle to discharge the extinguishing agent.
 6. **S = Sweep**
 - a. Sweep the nozzle from side to side across the base of the fire.

- D. Smoke-filled room
 1. Get low and go.
 2. Smoke fills a room from the ceiling down, so the safest air is near the floor.
 3. Instruct residents to stay low and crawl to the door.
 4. Touch the exit door with the back of the hand to check whether or not it is hot.
 - a. If the door is hot, don't open it, and go to another exit. Block the bottom of the door with a wet towel or blanket.
 - b. If the door is cool, open it slowly and go to the meeting place outside the Home.
 5. Cover the nose and mouth with a wet cloth and yell for help; signal from a window if possible.
 6. If a phone is available in the room, call 911 and tell the fire department where the hot door and smoke-filled room are located.

- E. Person's clothes are on fire, then Stop, Drop, and Roll.
 - 1. If a person's clothes catch fire, the person should *stop, not run*.
 - 2. The person lies down on the floor and covers their face with their hands.
 - 3. The person rolls over and over to smother the flames.
 - 4. Cover the person with a blanket or other item to put out the flames.

- F. Evacuation
 - 1. AKPH residents will only be evacuated with specific instructions from designated Home staff and/or fire personnel.
 - 2. Horizontal evacuation is used first and moves residents down the hallway, through the fire doors to a safe area.
 - 3. Vertical evacuation moves residents down the stairs to a lower level of safety and ultimately out of the Home.
 - 4. All Home staff must know primary and secondary safe areas and route of evacuation, found in the fire plan.

HISTORY OF REVISIONS

New: 1/1/12

Revised: 2/17/12; 7/20/12

Reviewed: 2/17/12

ATTACHMENTS

REFERENCES

7 AAC 10.1010