

FIRE 911
POLICE 911
AMBULANCE 911

Alarm Monitoring Company

Emergency Management
Broward County Area 7 (954) 831-3100

Hurricane Hotline (954) 831-4000

UTILITIES

Florida Power & Light
Water & Sewage
Bell South Telephone

SOCIAL SERVICES

American Red Cross

5. What to do in the event of a fire

R A C E

RESCUE

Remove residents from the immediate area.

Calmly and quickly remove persons from the area and locate them behind a fire protection barrier. If residents are in close proximity to their rooms and the fire is in another compartment, they should be assisted to go to their rooms and close the door. If in the Main Street Area, residents should go to the Activity Room and close the doors. If in the dining room, residents should remain there behind closed doors. Residents in all common areas will be assisted to a fire safe compartment.

ALARM

Activate the alarm.

Activate the nearest pull station or call "CODE RED" to another staff member, instructing them to pull the fire alarm. The receptionist or designee will call 911, determine the exact location of the fire from the fire panel, and then announce the location of the fire to the fire department dispatcher and over the loudspeaker.

CONFINE

Contain the fire.

Close all doors in the fire area, especially resident room doors. At the sound of the alarm, staff will respond by assisting residents into a fire safe area.

EXTINGUISH

Fight the fire with an extinguisher. One staff member from each department will arrive at the scene with a fire extinguisher to assist with containment of the fire. If the ranking fire official orders a full evacuation of the building, staff will notify residents via the loudspeaker to proceed to the nearest fire exit. After the general announcement, staff will assist “slow” residents out of the building and complete a thorough room and bathroom search. All residents will be escorted out of the building to the central meeting place. The primary central meeting place the corner of the parking lot at 70th Avenue and McNab Road. If this is not appropriate due to smoke or other circumstances, residents will be assisted across the street to the parking lot of Woodlands Montessori School. The charge nurse or person in charge of the building will take the census to ensure that all residents are present at the central site.

6. Plans

- Fire & Emergency Plan
- Bomb Threat Plan
- Hurricane Plan
- Evacuation Response Plan
- Chemical & Nuclear Response Plan
- Missing Patient/Resident Search Plan
- Loss of Power Plan

7. Procedures to familiarize all staff with the fire plan

The plan will be part of the initial orientation and ongoing in service training for each staff member. Each staff member will have access to a copy of the plan and will be provided with fire specific policies and procedures. All staff members present at the time a drill is conducted will participate in the drill. The Administrator, safety officer and safety team will conduct fire drills monthly and evaluated. Observations will be recorded, evaluated, and shared with staff at the following staff meeting. The drill evaluation will be posted on the staff bulletin board.

8. Lines of Authority

- A. Initiation, development and maintenance of this plan are the responsibility of the Safety Committee. In the event of a fire, the highest-ranking fire officer has the authority to direct all operations including ordering the evacuation of the facility. This plan has been formulated with input of the local fire department authorities.

- B. The person who sees the fire is responsible for ensuring safety of residents in immediate proximity and pulling the fire alarm or ensuring that the alarm is activated by another person.
- C. The person at the desk or the person in charge of the building (depending on the shift) will call 911, access the fire panel, report to fire officials and announce overhead where the fire is located. A staff member from each department will arrive at the site with a fire extinguisher. Residents will be ushered to a location with a fire barrier between them and the fire. A staff member will stay with them to ensure their continued safety. The charge person will ensure that a staff member remains at the front door to direct firefighters upon their arrival to the scene.

D. Implementation

In order of immediate availability, the authority to implement, coordinate, and direct this plan is as follows:

- He or she will activate the emergency call list as soon as possible.
- E. The person in charge of the building will direct initial fire fighting efforts and activate the emergency call list. Communication with those at the scene and those in a fire-protected area will be maintained via radio or telephone.
 - F. The Safety Officer is the ????. He/She is responsible for ensuring that appropriate fire drills are conducted, involving staff and residents. He/She will ensure that all life safety equipment is properly maintained and that electrical fixtures and cords are in good working order. He/She will conduct monthly meetings of the Safety Committee.

9. Procedure for immediate notification of the fire department:

- A. 1. Pull nearest pull station located at the end of each corridor.
2. Go to the nearest phone and dial 911.
3. Page on the intercom clearly and calmly, three (3) times “CODE RED” and the section of the building affected.

B. Fire alarm pull stations will be located throughout the building. All new staff will be oriented to their location and use. Monthly fire drills involving staff and residents will reinforce the use of pull stations and the importance of calling 911 immediately.

9. Extinguishers

ABC extinguishers are installed throughout the building at the confluence of each corridor, at points of egress, in the laundry and common areas. Additionally, the kitchen is equipped with a “K” type extinguisher. As part of initial orientation, all staff members will be trained to pull the pin, aim toward the base of the fire and squeeze the trigger of the extinguisher. The fire department will provide training on proper use of fire extinguishers and demonstrations will be conducted at least annually as a component of our in service program.

10. Procedure for conducting fire drills

The safety officer will notify the monitoring station and/or local fire department that a drill will be conducted at a specific time. The Safety Officer will then select a pull station to activate and sound the alarm. The Safety Officer, Executive Director, and maintenance staff will be trained by the fire alarm company on how to reset the fire alarm. Staff and residents will respond according to the fire plan. The results will be monitored and recorded by the safety officer. A written report will be shared with all participants following the drill and posted on the staff bulletin board. Results shall be made available upon request by the Authority Having Jurisdiction.

11. Staff training

Orientation to the fire plan, location and use of pull stations, fire extinguishers, and fire exits is a part of the initial orientation and scheduled on our in service calendar. Fire drills will be conducted monthly on alternating shifts. Results of each drill will be reviewed with staff. Any problems, which were identified, will be immediately corrected. A copy of the plan shall be readily available at all times in the telephone operator’s location or at the security center. Training logs shall be kept and all staff shall be periodically instructed and kept informed with respect to their duties under the plan.

12. Location of Equipment

Fire extinguishers:

?????

Pull Stations:

??????

Ansel System:

????????

Sprinkler System:
?????

12. Recognizing the Alarm

The alarm will sound during monthly fire drills, which will familiarize staff and residents to its sound.

13. The fire panel will locate the specific area of trouble.

The staff person who telephones 911 will be trained to provide the appropriate information and location of fire to the fire department. That person will be posted at the entry to direct fire fighters as they arrive. He or she will also announce the location of the fire over the loudspeaker so that staff may arrive on the scene with extinguishers.

14. This plan was prepared by:

SECTION 2

1. Description of the Facility

2. FIRE PREVENTION

A. General Housekeeping

Good housekeeping in fire prevention includes daily procedures to reduce the risk of fires.

1. Empty all trashcans daily, including housekeeping cart bins.
2. All extension cords must have three prongs and be free from any nicks or cuts in the cord.
3. Never block any hallways or doors.
4. No use of cooking equipment in rooms.
5. Space heaters are forbidden.
6. All chemicals must be stored in properly rated and marked containers, never store chemicals on the floor, always on shelves at preset heights.

7. No one is allowed to smoke inside the building. Employees are allowed to smoke outside the service entrance door and dispose of cigarette butts in provided canister.
8. All employees are responsible for keeping doors closed, but free from obstruction, never block door with anything.

B. Maintenance of Life Safety Equipment

1. Service maintenance of life safety equipment:
2. Safety Officer or designee will check extinguishers, emergency lights, and fire door operation once a month.
3. Maintenance on all equipment will be monitored and/or performed by:

3. FIRE ALARM SYSTEM

- A. Any malfunction of the alarm system will be reported immediately to the local fire department and to ? fire alarm company for immediate repair.
- B. The system will only be reset by the local fire department.
- C. The system will be used only in the event of an emergency or authorized drill. Pull stations are located throughout the building. Fire doors will automatically close when the alarm is activated. The fire department will be automatically notified that the facility has experienced an alarm, and staff will back up the notification by placing a call to 911. The fire panel is located in the reception area and will indicate the specific trouble location.

4. Internal safe evacuation zones:

- A. Internal Relocation Site?
- B. External Evacuation Site?

External Points of Safety

- C. The central meeting place is?
 - If this meeting place is not available and off-site evacuation is needed, where do you go and provide the necessary written agreements.

- Provide off-site transportation agreement (shall indicate you have sufficient transportation for all residents and employees) & list all vehicles to be used for transportation.
- Provide Emergency Medication Plan and Supply agreement.
- Provide “Department Responsibilities” that indicate each employees roles and responsibilities. (Example: who will be in charge of gathering medications, who will ensure all residents are accounted for, etc.)

5. Reentry to the facility

- A. Upon receiving authorization from the fire department official in charge, the Executive Director or designee will authorize and activate the reentry process. All residents should re-enter the facility through the main entrance, Team Captains will ensure that residents in their charge are accounted for, attended, and assisted at all times.
 - B. The Executive Director or designee will record each name on the re-entry log as residents return to the building.
 - C. The Executive Director or designee will also record names of each staff member as they return to the facility.
 - D. The Executive director or designee will act as the liaison to the fire department.
 - E. If there are any stragglers, the Executive director or designee will report missing persons to the officials in charge, provide information and a photograph, and organize an internal search team.
6. The plan will be fully reviewed on an annual basis by the Executive Director and the Safety Officer, prior to its submission to the local fire department for their review.
7. Accountability:
 The person at the reception desk will keep a current list of residents and room numbers. Staff accompanying residents will notify the concierge via radio with a list of residents in their care. The concierge will check against the master list to identify any stragglers. Fire fighters, the Executive Director, and Safety Officer will conduct a search for any missing persons. All personnel will be easily identified by their uniform and/or nametag. The liaison to the fire department will be the person at the communications center located in the reception area.
8. All fire drill evaluations will be posted on the staff bulletin board.
9. Training in fire control:

- A. Confining and Securing Areas
When the fire alarm system is activated, all fire doors will automatically close, creating fire resistant compartments.
- B. Use of fire extinguishers will be demonstrated upon hire and at an annual in service.

Name of Business Here

Roster of Emergency Contacts

EXECUTIVE DIRECTOR

EVACUATION SITE

Contact info (at least two levels of managerial staff), address, staff phone numbers (at least three)

(Copy of agreement required)

Transportation plan details

DIRECTOR OF RESIDENT CARE

Fire/Police Emergency 911
Fire Marshal: 954-597-3800
Police non-emergency
954-720-2225
FPL 954-797-5000

BELL SOUTH 954-780-2355
WATER/SEWAGE

DIRECTOR OF MEMORY CARE