

Manual:	Emergency Preparedness	Reference No.:	002260.00
Section:	Code Red – Fire Emergency		
Subject:	Fire Drills		

POLICY:

Fire drills are to be held on each shift monthly in order to afford all personnel an opportunity to participate and become familiar with fire and evacuation procedures.

PROCEDURE:

Drills are not to be announced. All drills will be done under the supervision of the Executive Director or her designate.

A flashlight with a red flashing bulb will be used to denote the area on fire. Staff is expected to take appropriate fire action whenever they find the red flashing light or pull station pulled. The following steps are to be taken:

- identify the fire area;
- Code Red Evacuation – includes the evacuation of the room in which the fire originated, and the rooms on either side and directly across from the fire location;
- activate the nearest fire pull station;
- follow through with the proper fire procedure in accordance with the long-term care home's Fire Safety Plan

The person running the drill will:

- Notify the Fire Alarm Monitoring/Fired Department/Security Company of the drill before the red flashing light is placed; indicate the home is to go off line and for what length of time. You will be asked for the Home's system number and pass code.
- observe staff's response and reactions during the drill;
- discuss and educate staff at the end of the drill where problems occurred, why and how to correct them;
- submit a written report to the Executive Director's office with all staff's signatures.

Resetting Fire Alarm System:

Reset pull station. Ensure all smoke is cleared or panel will not reset.

Reset the panel after a fire or fire drill as follows:

The fire panel is located in various area throughout our organization.

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Reset the fire panel by pushing the “RESET” button and holding it down for 5 seconds until “RESET” appears on the screen. Please refer to manufacturers guidelines for the specifics of your homes system.

Check that the ready light is on.

Reset Magnetic Locks

Notify alarm company if the trouble light is on.

Once everything is reset, notify alarm company that the alarm is reset and the fire drill is terminated.