

# **Fire and Life Safety Evacuation & Emergency Planning Guide**

## **Senior Living Facilities** (Assisted Living & Nursing Homes)



**Marietta Fire Department**  
**[www.mariettaga.gov/fire](http://www.mariettaga.gov/fire)**  
**(770) 794-5450**

**OUR MISSION:**

**Marietta Fire Department**

To effectively prepare, provide, and promote services that reduce the risk of loss of life or property as a result of fires, medical emergencies, or other disasters.

**112 Haynes St NE**

**Marietta, GA 30060**

**770-794-5450**

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## **Introduction and Purpose**

A fire or other emergency within your facility can pose unique problems for management, staff, residents, and the emergency crews that are responding to your facility. Experience dictates that a safe and successful response to an emergency situation is dependent upon thorough knowledge of emergency procedures. Staff and residents must rely upon their own knowledge, response practices and procedures to ensure their personal safety.

Unless directed by the Fire or Police Officials, it is critical to follow the procedures outlined in your fire and life safety evacuation and emergency plan. This ensures that a safe and proper response is provided in the event of a fire or other emergency. In order, to establish a safe and orderly plan of action, each employee and resident must become familiar with the building's emergency equipment and evacuation and emergency plan.

This manual has been created by the Marietta Fire Department as a tool for your facility to utilize in building a comprehensive plan. Information outlined in this guide is based upon the International Fire Code (2012), and Life Safety Code (2012) which are the adopted codes and requirement for all facilities within the city limits.

The Marietta Fire Department is available to assist in developing your evacuation and emergency plan. If you have questions or need additional assistance; such as a facility walkthrough, emergency plan review/acceptance, or observation of your evacuation drill, please contact the Marietta Fire Department's Education Specialist. The services listed above are available to you at no cost.

# **Evacuation Policy and Procedures Based Upon Facility Type**

## **Assisted Living Facilities**

In assisted living facilities, the evacuation procedure is two-fold. If a resident is ambulatory and can hear the fire alarm sounding, then they shall vacate the building and respond to the designated safe meeting place at least 50 feet away from the building. Non-ambulatory residents should be prepared for a staged evacuation process through facility administration and engineering controls and/or facility staff. A detailed list of non-ambulatory residents and their location should be provided to fire department personnel upon their arrival.

## **Nursing Home/Health Care Facilities**

All nursing home facilities are considered shelter-in-place for evacuation purposes. All residents are considered non-ambulatory and should follow procedures as outlined in the facility's evacuation and emergency plan. The plan should include an implementation strategy that details how residents will be protected during a fire through the use of appropriate administrative and engineering controls.

## **Combination Assisted Living and Nursing Home Facilities**

Facilities that have both assisted living and nursing home residents within the same structure shall adhere to the nursing home standards and procedures if building construction meets the required code.

## Getting Started

The unique features of your building(s) and occupants should be taken into consideration when designing your evacuation and emergency plan.

- ❖ Survey the building- Know what types of fire and life safety systems you have and define the building layout.
- ❖ Define how occupants will become familiar with the building.
- ❖ Maintain an updated list of all your residents and their room numbers.
- ❖ Include any special medical or physical conditions of each resident. Keep a copy with your evacuation and emergency plan.
- ❖ Create a basic floor plan detailing:
  - Fire exits
  - Locations of fire extinguishers and fire alarm pull stations.

## Create a Fire and Life Safety Team

- ❖ **Fire and Safety Warden (and Alternates)** - This person will implement and maintain your evacuation and emergency plan. The Fire and Safety Warden is responsible for operation of the building's fire protection equipment as well as meeting the fire department upon arrival, recruiting emergency response team members, providing training for the response team, and providing response team members with vests and flashlights. Pick a person who has the knowledge and authority to implement the procedures outlined in the plan.
  - The Fire and Safety Warden should keep a list of all members on the response team and update it regularly.
  - **Remember:** The Fire and Safety Warden or their alternate may delegate his/her responsibilities to other team members during an emergency situation.
- ❖ **Emergency Response Team**- Their primary role is to investigate the source of the alarm or emergency, and communicate their findings to the control center for emergencies. It is desirable that all team members be CPR certified.
- ❖ **Floor Managers**- Their role is to assist in the evacuation of occupants from the building in the event of a fire alarm or any other type of emergency.
- ❖ **Assistant Floor Managers**- Responsible for providing assistance to those individuals on a floor that require help in evacuating.

***Don't forget alternates in case someone is absent***

## Working with your Staff

- ❖ All employees should know and understand each response team role.
- ❖ Keep response team information where it is highly visible to all employees.
- ❖ Create signed staff agreements outlining individual roles and responsibilities during an emergency.
- ❖ Maintain current contact numbers for staff. You never know when you will need additional staff during an emergency.
- ❖ Be sure staff has current contact information for supervisors and response team members to notify them during an emergency.
- ❖ Develop procedures for immediately contacting non-working staff during an emergency.
- ❖ Design a “call-tree” to alleviate the need to make multiple phone calls by one person.

PRACTICE using your phone tree at least twice a year.

## Develop a Plan!

- ❖ **Develop a floor plan** - Each floor of the building should have a floor plan. Indicate the location of all fire exits (**DO NOT** use elevators), stairs, fire escapes, possible escape routes, circuit breaker boxes, mechanical shut-offs, first aid supplies, fire extinguishers, fire alarm pull stations, and emergency equipment. Post the floor plan throughout the building, and distribute to all employees. Mark, “YOU ARE HERE” according to the location of the posted plan. Then mark the two closest fire exits. Keep exit signs illuminated at all times.
- ❖ **Develop written procedures** - These should include how to pull the fire alarm pull stations, evacuation of the building, notifying 9-1-1 and securing the area if deemed necessary. This should be reviewed, updated, and distributed to all employees. New employees should receive written procedures during their orientation.
- ❖ **Assign a meeting place** - This outside location should be a distance of at least 50 feet away from the building, far enough away to keep individuals out of the way of firefighting activities and away from smoke, fire, falling glass, and debris.
  - Have a back-up meeting place in case your first choice is unavailable or unsafe. Work with neighboring businesses, churches, or schools in case indoor shelter is needed.
- ❖ **Implementing the plan** - Effective ways of introducing employees to a new evacuation and emergency plan is through staff meetings, new employee orientations, drills, and newsletters. Occupants must rely upon their own knowledge and disciplined response practices and procedures, in an emergency situation, to ensure their personal safety. In turn, visitors to the building will rely upon the guidance provided by employees.

***Never forget to PRACTICE, PRACTICE, PRACTICE!***

## Know Your Facility!

Define and describe all primary components of the building's safety systems. Take the list found below, and describe in your evacuation and emergency plan the key components of the building's safety features. See page 30 for definitions of the following terms.

- ❖ General Description of the building
  - Address
  - Cross Streets
  - Safety Features
  - Parking
  - Construction
  - Number of Stories
  - Number of Apartments/Resident Rooms
  
- ❖ Fire Alarm Systems
  - Activation/Initiation
  - Smoke Alarms
  - Sprinklers/Suppression
  - Heat Detectors
  - Fire Alarm Pull Stations
  
- ❖ Alarm Notification
  - Local Only (only sounds inside the building)
  
- ❖ General or Zoned
  - Remote
  
- ❖ Central or Proprietary
  
- ❖ Communications
  - Voice Paging System
  - Telephone
  - Television
  - Radios
  - Intercom
  
- ❖ Exit Pathways
  - Automatic Door Locks
  - Automatic Closing Fire Doors
  - Exit Stairwells
  
- ❖ Elevators
  - Normal Mode
  - Emergency Mode

## Know Your Facility Continued....

### ❖ Utilities and Shut-Off (Identify Locations)

- Natural Gas
- Electrical
- Water
- Fire Sprinkler System
- Med Gas Systems

### ❖ Emergency Power

- Lights
- Generators
- Other Life Safety Systems

### ❖ Oxygen

### ❖ Medical

### ❖ Fire Protection Equipment

- Sprinkler Systems
- Standpipes
- Fire Pump
- Fire Department Connections
- Fire Extinguishers
- Special Hazard Systems:
  - Cooking
  - Computer Rooms
  - Electrical Equipment

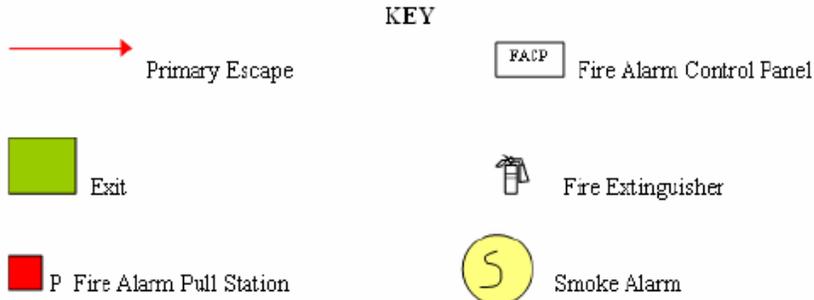
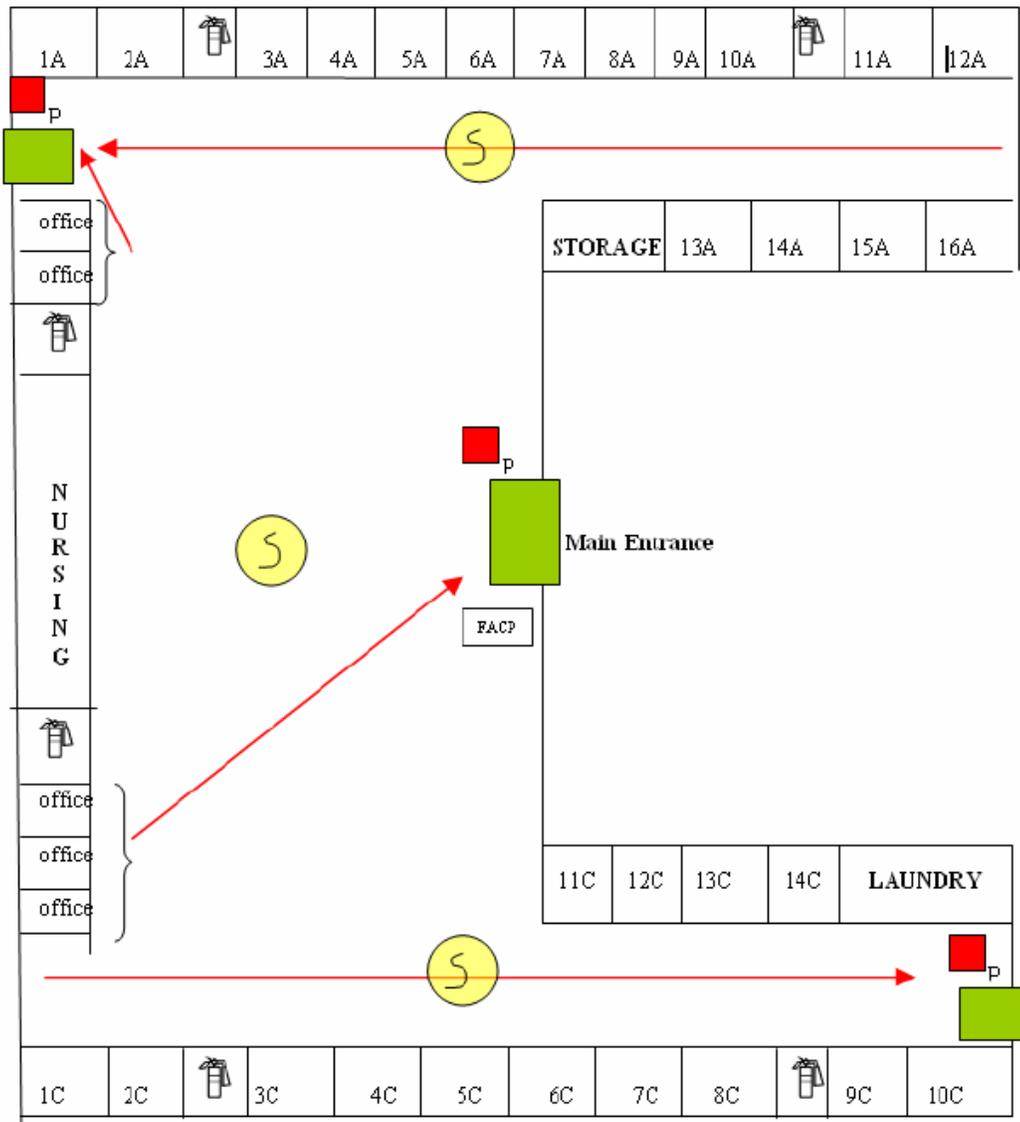
### ❖ Smoke Control

- Tempered Glass Windows
- HVAC System
- Pressurization
- Fire Doors

***Ensure that multiple employees are familiar with the facility and each of the systems. Nothing would be worse than having an emergency situation and your maintenance employee is on vacation!***

# Know your Floor Plan!

- ❖ Draw a floor plan of your facility. Include labels for important areas such as storage, nurse's station, utilities room, etc.
- ❖ Mark the fire alarm panel, smoke alarms, pull stations, sprinkler room controls, and fire extinguishers.
- ❖ Know two ways out of every room.



# Facility Self-Inspection Checklist

## **Building Exterior:**

- Address is contrasting with the exterior background, at least five inches tall, and visible from the road.
- Fire lane signs are posted in driveways and access roads that are less than 34 feet wide.
- Gas meters and attached piping are protected from vehicle damage by concrete/steel posts.
- If equipped with a fire sprinkler or standpipe system, the fire dept. connection (FDC) must have a clear space of at least 3 feet around connections and caps must be in place.
- Dumpster or trash containers are at least 5 feet from exterior openings/doors or roof overhangs.

## **Building Interior:**

- All exit doors are free of obstructions and unlocked during business hours.
- Aisles and exit paths are at least 36 inches wide when storage and/or equipment are on one side, 44 inches wide where storage and/or equipment are on both sides. Aisles and exits must remain free of storage or obstructions.
- Exit signs and emergency lights are operational with both a primary and emergency power supply.
- Fire extinguishers are present and have been inspected by a licensed contractor within the last twelve months. Extinguishers must have a minimum rating of 2A: 10BC, this rating can be found on the label. Rule of thumb is one extinguisher for every 3,000 square feet, and at least one per floor.
- Combustible materials are not stored in exit paths, under stairs, under floors (i.e. balconies), above ceilings, or in mechanical rooms. Storage must have at least a two feet clearance from the ceiling.
- A clear space of 30 inches must be maintained in front of all electrical panels.
- Extension cords shall not be used in place of permanent wiring.
- Multi-plug adapters are not allowed. Power taps or strip outlets with over current protection that bear the label of an independent testing lab may be used.
- Electrical rooms, mechanical room, and roof access shall be identified with signs. If applicable, fire alarm control panels and fire sprinkler valve locations shall also be visibly identified.
- Fire resistive construction, such as drywall must be maintained and in good condition with no holes.
- Fire doors shall not be propped or blocked open, and shall be self-closing and self-latching.
- Lint traps and the area behind clothes dryers must remain free of lint buildup and other combustible debris.

## **Special Systems:**

- Your building shall be equipped with a fire alarm system and/or fire sprinkler system; they must be inspected annually by a locally licensed contractor (per the International Fire Code, 2012).
- A state licensed contractor must inspect kitchens that have a fire suppression system every six months.
- Sprinkler valves must have an unobstructed clear space of at least three feet.
- Your Knox Box is current with updated keys for the facility.

## Know Your Residents!

❖ **RECORDS: *Memory sticks, laptops, CDs, and zip drives are inexpensive and easily updated!***

- Do you have the following items? Is there more than one copy or access to the information in case of an emergency?
  - Centrally stored medication binders
  - Resident Personal Identification Information
  - Daily Progress Notes/Medical Charts
  - Important Phone Numbers
  - Critical Inventory, i.e. prescriptions and medical supplies

❖ **RESIDENT PERSONAL INFORMATION BINDER: *Include personal I.D. sheet for each resident that contains:***

- Picture of each resident
- Current list and dosage of medication/daily progress notes
- Copies of doctor/resident medication orders
- Resident I.D. Badge (if applicable)
  - Badge should indicate special needs, if they exist.

❖ **MEDICATION: *If you can do so without endangering yourself or patients, plan to take all medication with you.***

- Contact your pharmacies to learn their back-up plan to fill prescriptions in a crisis.
- Maintain current copies of prescriptions.
- Have a back-up plan on how to access “non-emergency” items – blood pressure kits, skin creams, thermometers, incontinent sprays, disposable gloves, etc.

❖ **OXYGEN:**

- When relocating to a different facility in a full-scale evacuation, include with the client twice the number of oxygen tanks normally used by a resident.
  - Plan for separate transportation of tanks if possible.
- Order refills when the supply is half empty; do not wait until the last tank.

❖ **FOOD AND WATER: *If a major disaster strikes, you might not have access to food or water for days, or even weeks, making it important to have the following items on hand at all times:***

- **FOOD:** Have enough food on hand to prepare three nutritionally balanced meals for three days.
- **WATER:** Store one gallon per person, per day - enough for 3 days.

# Roles and Responsibilities

## STAFF

- ❖ Each employee should be trained in the identification and proper correction of fire hazards common to your facility type.
- ❖ Every employee should be familiar with the building's evacuation and emergency plan.
- ❖ All employees should have a working knowledge of the building's safety systems and equipment. This should include an annual class on how and when to use portable fire extinguishers.
- ❖ Each employee should know two ways out of their work area, be able to recognize the sound of the fire alarm, location of the nearest fire extinguisher, the fire alarm pull station, and proper response in case of fire.
- ❖ Test and review med gas shut-off procedures if applicable.

## MANAGEMENT

- ❖ Ensure all fire and safety systems and equipment are in good working order through scheduled testing and maintenance.
- ❖ Maintain a list of residents with disabilities and their location.
- ❖ Conduct pre-scheduled and pre-announced evacuation drills as required for your facility.
- ❖ Consider maintaining a log of emergencies and incidents to help track trends and provide proactive response to areas needing improvement. It is recommended that the records be kept for one year and should include the following information:
  - Date and time of incident
  - Location
  - Name of injured or sick, age, and gender
  - Type of incident: fire, medical, hazardous materials, etc.
  - Situation found
  - List of individuals who responded from the Emergency Response Team
  - Was 9-1-1 activated?
  - If the situation was a medical emergency, was the patient transported?
  - Who completed the report(s)?
  - Time cleared from incident

## \* Assisted Living \* Evacuation Drills

As written by the Life Safety Code (2012), all residential board and care facilities must perform fire drills six (6) times per year, and at least two (2) drills must be during the night when residents are sleeping. These fire drills are to include full evacuation drills. Residents that are incapable of actively participating in a drill because of a health condition rendering them unable to evacuate themselves are not required to participate.

- ❖ Keep a logbook indicating the date, times and section of the building in which the drill was conducted and completed. Assisted living facilities are required to have one drill per year monitored by the Fire Department’s Community Risk Reduction Section. The facility’s Evacuation Drill Log book will be reviewed during that visit.
- ❖ Evacuation drills should be treated as if a real emergency exists.
- ❖ If your building fire alarm is monitored, notify the monitoring company immediately prior to the drill so that they do not notify/activate the fire department.
- ❖ An Evacuation Drill **should be pre-announced** to all employees and residents.
- ❖ The time and location of each evacuation drill should be altered to ensure employees on different working schedules get the opportunity to experience a drill.
- ❖ Create scenarios during evacuation drills where the fire is located in different areas of the building to allow staff and residents to find alternate exit routes.
- ❖ Ensure that evacuation drills cover the most frequent types of emergencies at your facility.
- ❖ Elevators are **NEVER** to be used during evacuation, unless directed to do so by the fire department.
- ❖ Critique your evacuation drill to see if your building’s Emergency Response Team responded appropriately to the fire.

### EXAMPLE of Evacuation Drill Log Book

DATE	TIME	BLDG. SECTION	Manager Initials	Evacuation Time & Comments
6/23/06	3:15pm	SE Wing	BP	Total Evacuation Time: 8 min.
12/15/06	4:11am	Kitchen	TG	Longer Evacuation Time with less staff available: 12

## \* Nursing Homes \* Evacuation Drills

**Nursing Home facilities must have a plan for a staged evacuation. Evacuate patient rooms in which the area of immediate risk is evaluated first, then the remainder in a systematic approach. All doors will be closed upon leaving. Evacuation drills must be exercised a minimum of once per quarter on each shift.**

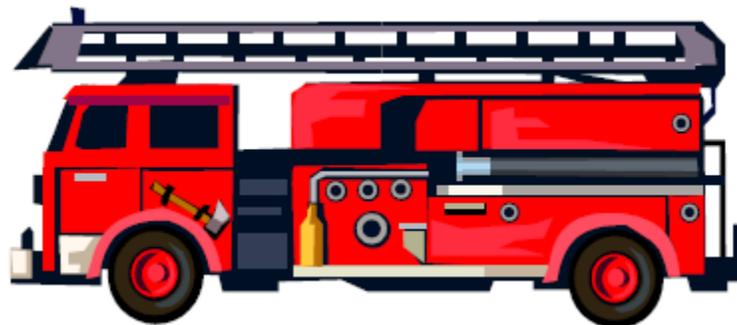
- ❖ Keep a logbook indicating the date, times and section of the building in which the drill was conducted and completed. Assisted living facilities are required to have one drill per year monitored by the Fire Department's Community Education Section. The facility's Evacuation Drill Log book will be reviewed during that visit.
- ❖ Evacuation drills should be treated as if a real emergency exists.
- ❖ If your building fire alarm is monitored, notify the monitoring company immediately prior to the drill so that they do not notify/activate the fire department.
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**EXAMPLE of Evacuation Drill Log Book**

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6/23/06	3:15pm	SE Wing	BP	Total Evacuation Time: 8 min.
12/15/06	4:11am	Kitchen	TG	Longer Evacuation Time with less staff available: 12 min.

## Response Procedures During a Fire

- ❖ Always treat every alarm as an emergency.
- ❖ Your Fire and Safety Warden should respond to the fire alarm panel (if applicable).
- ❖ Immediately upon the alarm sounding, initial evacuation begins.
- ❖ Notify the Fire Department by calling 9-1-1 even if the alarm system is monitored.
- ❖ If available, and the situation permits, your building Emergency Response Team may investigate to determine the location of the fire, and if possible take steps to extinguish it safely.
- ❖ When the fire department arrives, the fire officer on-scene takes command and is in charge of the property.
- ❖ Prior to the arrival of the fire department, if it is determined to be a false alarm, call 9-1-1 and relay that information.
  
- ❖ **Reassembly and Accountability for Assisted Living Facilities:** A predetermined point(s) outside the building should be your designated meeting place for all occupants. The designated meeting place(s) should be at least 50 feet away from the building; and there should be an alternate location in case of inclement weather or fire conditions. If someone is missing, notify the fire department upon their arrival along with a list of any non-ambulatory residents that are still inside.
  
- ❖ **Reassembly and Accountability for Nursing Homes:** Nursing Home facilities must have a plan for a staged evacuation. First evacuate all patient rooms directly adjacent to the fire. Patients should be moved to the other side of fire doors or to other “safe zones” that have been pre-determined within the facility. Evacuate additional resident rooms as needed, distancing everyone from the smoke and fire.
  
- ❖ The Fire Department may need to gather more information during and/or after an emergency. **DO NOT** leave the meeting place until you receive approval from the fire department.



## **\*Medical Emergencies\***

### **Prior to Fire Department Arrival**

#### **When calling 9-1-1 provide the dispatcher with the following information:**

- ❖ Facility name, address, phone number and your name
- ❖ Nature of your call
- ❖ Room number where the patient can be found
- ❖ Location of the entrance fire apparatus should respond to:
  - Where is the closest entrance to the patient?
- ❖ Will there be a staff member to meet firefighters at the front door?
  - If no one is available to meet firefighters, please provide the dispatcher with the door code, Knox box information, room number, or area where the patient can be found.

#### **Remember:**

- ❖ DO NOT hang up with 9-1-1 until all information has been given to the dispatcher.
- ❖ Place directional maps near entrances and exits, central locations, nurse stations, and fire control panels.
- ❖ Ensure rooms and large areas are well marked and labeled.

#### **Upon Fire Department arrival, please provide the following information:**

- ❖ Patient name, age, and primary complaint
- ❖ Events leading up to the illness or injury - was it a sudden injury or illness?
- ❖ Patient's most recent vital signs.
- ❖ What actions have been implemented to the patient?
- ❖ Has the patient's condition changed?
- ❖ Patient's medical history including:
  - Medications
  - Allergies
  - Does the patient have a Colorado Advanced Directive, Do Not Resuscitate (DNR) orders; Cardio Pulmonary Resuscitation Directives, Medical Power of Attorney, or Living Will?
  - Staff should gather complete written documentation of the patient's medical history and deliver to the responding crew, be sure to communicate all important information.

#### **Remember:**

- ❖ Call the patient's family to update them on the current situation, and to which hospital the patient has been transported.
- ❖ Provide the nearest fire station(s) with floor plans of the facility.  
Call: 770-794-5466 to find the station nearest you!

## Major Disaster Preparedness

- ❖ Emergency Management covers four basic phases—mitigation, preparedness, response, and recovery. Call the Marietta Fire Department Office of Homeland Security at 770-794-5461 for more information on disaster mitigation and preparedness.
- ❖ If a major disaster strikes, you might not have access to food, water, and electricity for days, or even weeks. Take time now to stock the following supplies in your “72- hour kit”:
  - At least a three day supply of food and water.
  - Choose foods that are easy to carry, store, nutritious, and ready to eat.
  - Medical supplies and first-aid manual
    - Don't forget Oxygen!
  - Hygiene supplies.
  - Portable radio, flashlights, and extra batteries.
  - Shovel and other useful tools.
  - Money and matches in a waterproof container.
  - Fire Extinguisher
  - Blankets and extra clothing.
- ❖ Plan for all types of potential emergencies/disasters. Your building's Emergency Response Team should discuss the following as it applies to residents, families, and friends:
  - Types of disasters - tornado, flood, wildfire, bird flu, pandemic, etc.
  - Disaster preparation.
  - What to do if you were asked to evacuate/relocate?
  - Where to meet outside your facility if you must evacuate/relocate?
    - Would these be different in winter or summer? Rain or shine?
  - Develop an emergency communication plan.
- ❖ Relocation Sites
  - Create reciprocal relocation agreements with like facilities or homes.
  - Have TWO potential relocation sites:
    - Out of the immediate area
    - Within a short distance
  - Make sure that relocation sites are suitable for all weather conditions.
  - Prepare to supply beds/bedding or know where you can get them.
  - Don't rely solely on the American Red Cross or the local Emergency Management Office.

***A facility should never defy an order to evacuate!***

## 72-Hour Kits

When a disaster strikes, your community emergency services and government agencies may not be able to respond immediately. Experts warn that after a disaster you should be prepared to be on your own for a minimum of **three days**. One of the most important elements of this preparedness is the 72-hour kit. Each resident and staff member in your facility should have a kit. The contents vary, but in every case it should contain the things you need to survive for three days on your own. Encourage staff to have one at home too!

### Content List

- 1-2 gallons of water per person, per day
- Soap
- 3 meals per day, per person
- Extra Clothing (hats, gloves, shoes, underwear, coats)
- Blankets/sleeping bags for warmth
- Towels
- Candles and Matches
- Tissue and Toilette Paper
- Flashlights and Batteries
- Money
- Basic Tools, i.e. knife
- Sunscreen and Insect Repellent
- First Aid Kit
- Can Opener
- Rope
- Medications
- Sewing Kit
- Duct Tape
- Radio
- Fire Extinguisher
- Hand Sanitizer/Moist Toilettes
- Toothbrush/Toothpaste
- Copies of important papers, i.e. birth certificates, marriage license, phone numbers, and credit card information
- Games, Books, Toys

## Emergency Vendor List

Maintaining a list of vendors and their emergency phone numbers and contact information is critical when disaster strikes. Having this list allows anyone in your facility to know who to call in an emergency situation. Plan ahead and work out agreements with vendors about what they can do for you in an emergency, what they can provide, what they will charge, and who you should call. Make sure all agreements are put in writing and keep a copy with your emergency vendor list.

### **Food**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### **Water**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### **Medications**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### **Linens**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### **Oxygen**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Emergency Vendor List Continued

### **Utilities**

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### **Telephone**

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### **Air Conditioning/Heating**

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### **Emergency Maintenance (Plumbing, Electrical, etc.)**

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### **OTHER**

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

# **SAFETY FIRST!**

## **Fire Extinguishers**

- ❖ Be sure to have an ABC rated fire extinguisher.
  - Only use a fire extinguisher if you know how to operate it.
- ❖ Never fight a fire larger than a wastepaper basket.
- ❖ Place fire extinguisher in kitchen areas or in an accessible place.
- ❖ Always keep your back to an exit.
- ❖ To properly use a fire extinguisher, use the acronym P-A-S-S:
  - **P**ull the pin
  - **A**im at the base of the fire
  - **S**queeze the handle
  - **S**weep back and forth

## **Candles – if allowed by your facility**

- ❖ Never leave candles unattended or use candles if you are sleepy.
- ❖ Don't place candles near windows or anything that can catch fire.
- ❖ Always place candles on a sturdy surface.
- ❖ Keep candles out of the reach of children and pets.

## **Smoking**

- ❖ NEVER smoke while on oxygen or near someone on oxygen.
- ❖ Smoke only in approved areas. Make sure guests and visitors know where the designated area is located.
- ❖ NEVER smoke while drowsy or in bed.
- ❖ Use large, deep, non-tip ashtrays.
- ❖ Never put cigarette butts into potting soil or plants.

# SAFETY FIRST!

## **Cooking – if allowed by your facility**

- ❖ Never leave cooking unattended.
- ❖ **DO NOT** cook if you are sleepy, have been drinking alcohol, or if you are taking medication that makes you drowsy.
- ❖ Dress right: **NO** loose clothing. Roll up your sleeves when you cook.
- ❖ Turn pot handles in so you can't bump them and kids can't grab them.
- ❖ Keep children and pets out of the kitchen.
- ❖ Keep pot holders, food packaging, and dish towels off your stovetop.
- ❖ Wipe up spills and clean your oven: built up grease can catch fire.
- ❖ Prevent burns:
  - Open microwaved food slowly.
  - Never use a wet oven mitt.

### **GREASE FIRE:**

If a pan of food catches on fire, don't use a fire extinguisher. Smother the fire. Slide a lid over the pan. Turn off the burner. Wait until it is cool.

### **OVEN FIRE:**

Close the oven door and turn off the heat.

### **MICROWAVE FIRE:**

Keep the door closed and unplug the microwave. Have the oven serviced before using it again.

## **Appliances and Electrical Hazards**

- ❖ Keep appliances clean and in good condition.
- ❖ Turn off and unplug appliances when not in use.
- ❖ Leave 3 feet of space for air to circulate around heaters and other heat producing equipment.
- ❖ If an appliance overheats or smells funny, have it serviced or replaced.
- ❖ Do not pinch electrical cords under or behind furniture, rugs, or carpets.
- ❖ Use surge protectors, and **NOT** multi-plug adapters when needed.
- ❖ **DO NOT** overload electrical outlets.
- ❖ Extension cords should be used for temporary use only, 90 days or less.
  - Replace any electrical cords that are cracked or broken.
  - Never run extension cords across doorways or in areas where they may be walked on.
  - Avoid plugging more than one extension into an electrical outlet.

# **SAFETY FIRST!**

## **Slips, Trips and Falls**

- ❖ Have good lighting around you.
- ❖ Especially in bedroom, bathroom, and hallways
- ❖ Turn on lights when you need them.
- ❖ Use grab bars in the shower, tub, and bathroom.
- ❖ Use walkers, canes, or other helpful devices when necessary.
- ❖ Use rugs or mats with non-slip backing on them, OR buy non-slip tape to add to the back.
- ❖ Remove clutter and cords.
- ❖ Exercise regularly to improve muscle, flexibility, and strength.
- ❖ If you feel dizzy or light-headed, sit down or stay seated until your head clears.
- ❖ Stand up slowly to avoid feeling unsteady.
- ❖ Keep a flashlight handy.

The Marietta Fire Department has many senior programs and presentations for your staff and residents. Programs and presentations include:

### **Fire and Life Safety Presentations**

### **Fire and Evacuation Drill Observation**

### **Fire and Life Safety Evacuation and Emergency Plan Acceptance**

If you would like additional safety information, have questions, or would like to schedule a program or presentation, please call one of our Community Education Specialists. Remember, all programs are provided free to your facility and can be scheduled to fit your needs! We look forward to hearing from you soon!

## Glossary

**Ambulatory:** Involving an individual who is able to walk.

**Non-Ambulatory:** Involving an individual who is NOT able to walk.

**Defend-in-Place:** A strategy where victims are protected from fire without relocation.

**Control Center:** Communications or dispatch center used by the fire service for emergency communications; there are also mobile command posts that can be taken directly to the emergency scene to function as the incident operational control center.

### **Fire Alarm Systems:**

**Activation** – The result of a fire alarm component detecting smoke or heat and causing an alarm condition.

**Initiation** – A system component that originates transmission of a change-of-state condition, such as in a smoke alarm, manual fire alarm box, or supervisory switch.

**Sprinklers** – an automatic fire protection system designed to turn on sprinklers if a fire occurs.

**Suppression** – sprinkler, standpipe, carbon dioxide, and halogenated systems, as well as fire pumps, dry chemical agents and their systems, foam extinguishers, and combustible metal agents which sense heat, smoke, or gas and activate automatically.

### **Alarm Notification:**

**General** – Audible and/or visual devices intended to alert occupants and/or staff of an emergency situation.

**Zoned** – A fire alarm system design that divides a building or facility into zones so the area where an alarm originated can be identified.

**Central** – An off premise facility that monitors alarm systems and is responsible for notifying the fire department of an alarm. These facilities may be geographically located some distance from the protected building(s).

**Proprietary** - A fire alarm system that transmits a signal to a monitoring location owned and operated by the facility's owner.

### **Fire Protection Equipment:**

**Standpipes** – An arrangement of piping, valves, and hose connections installed in a structure to deliver water for fire hoses.

**Fire Pump** – Pump attached to fire suppression systems to boost pressure.

**Fire Department Connections** – A fire hose connection through which the fire department can pump water into a sprinkler system or standpipe system.

## **Glossary (continued)**

### **Smoke Control:**

**Pressurization** – Mechanical pressurization of the building to contain or limit smoke spread.

**Fire Doors** – Rated assembly designed to automatically close and cover a doorway in a fire.

**Staged Evacuation:** A systematic approach where occupants are evacuated away from the fire's room of origin then moved as necessary according to your defined plan. Ultimately, this may lead to a full evacuation outside of the building.

**Reassembly:** Meeting place outside a building where everyone gathers once they have evacuated after a fire or other emergency.

**Report to Work Phone Number:** Phone number employees can call in inclement weather or emergency situations to be notified about staffing needs or other important information.

**72-Hour Kit:** An ensemble of tools and supplies needed to sustain life and minimize suffering during an emergency situation. It may be configured to serve a family or group, but normally it would be tailored to serve the needs of an individual. A 72-hour kit includes water, food, clothing, shelter, sanitation supplies, medical supplies, important documents, and comfort items.