

## FIRE EMERGENCY PROCEDURES THE VILLAGE RESIDENCE **Eircode A92 X862**

### **In the event of hearing the Fire Alarm**

- A nominated person from each unit; Meadowview, Sunnyside, Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage, Catering and Administration staff should go immediately to the Fire Alarm/Control Panel based in the main entrance lobby to determine the location of fire on the fire panel. Check on Panel for Zone Number and Room Number. Confirm the Zone Number and the Room Number on Map beside Alarm Panel.
- Do not assume that someone else will check.
- Confirm whether a fire does/does not exist and if so, the exact location.
- The fire alarm may only be reset on the instruction of the Senior Person on duty and only if it is confirmed that no fire exists.

### **Emergency Procedure in the event of a fire use; SHES, PASS AND RACES**

- A. Raise the alarm using the nearest Break Glass Unit/Green Box.
- B. Check Panel if alarm has activated. Determine Compartment and Zone and Room Number and confirm by examining Map Location of Zone and Room Number.
- C. All staff to be on standby alert awaiting instructions from person checking panel.
- D. Fire Marshall dons High Visibility Vest and plans for assessment of room.
- E. **Use SHES**, Follow instructions on door, and BRING EXTINGUISHERS TO ROOM, check for smoke leaking under door, check for heat on door, check for electricity using back of hand against metal handle. Shield yourself behind a wall and open door very gently and slowly.
- If safe to do so;
  1. Carefully open the door.
  2. **IF A RESIDENT IS IN THE ROOM THE R A C E S PROCEDURE IS ACTIVATED STRAIGHT AWAY.**

### **R A C E S**

**R** stands for **REMOVAL** of resident, which is the priority, from the room. Elderly residents with dementia may become anxious and try to hide from fire so search the room thoroughly including behind curtains, toilets, wardrobes to ensure that no one else is left behind.

**A** stands for **ALERT** the emergency services quickly as this is crucial. Provide information to the emergency services by outlining;

1. Location of the building. The Village Residence Dublin Road Drogheda. Eircode A92 X862.
2. Who is involved? Example; we have 30 residents and 4 staff on duty.
3. What is causing the fire? Television, mattress, curtains on fire or smoke. **STAY ON PHONE UNTIL FIRE OFFICER STATES THAT YOU CAN END CALL**
4. Under no circumstances; will any employee, except the Nurse in Charge, use outside lines during the state of emergency or while necessary action is being taken following the emergency.

**C** stands for **CONTAIN** the smoke and fire. Attempt to extinguish the fire IF IT IS SAFE TO DO SO.

It also means **CLOSING** the door after the room has been thoroughly checked.

5. Roll up towel at the base of the door to create a smoke seal.
6. Place fire extinguisher in front of door to identify which room the fire or smoke is in.

**E** stands for **EVACUATE** by getting as many residents as possible out of the fire compartment as quickly as possible.

7. The Fire Marshall using the PEEPS will instruct on evacuation to a different Zone through Horizontal Evacuation or evacuation to the Outside Assembly Point at all times during evacuation. Horizontal evacuation can be in bed in Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage

**S** stands for **SWITCH OFF**. Switch off the Gas Mains and Oxygen Mains.

8. Switch off Gas Mains in main Kitchen. Gas mains will automatically lock in Butterfly, red robin and forget me Not Cottages
9. Switch off Oxygen at Panel in Sunnyside Unit. Switch off in FORGET me Not Cottage
10. Start to move residents closest to the room where fire or smoke is visible or can be smelled first.
11. A pillow or towel is placed in front of each door that has been evacuated to indicate that the room has been checked or cleared.
12. The Fire Marshall clearly indicates to all other staff where residents are to be assembled.
13. It is important that all staff are directed to the assembly point at Mental Health Assembly Point or at Assembly areas along the main avenue via an exit door or in adjoining Zone 1, ZONE 2, Zone 3, Zone 4, or Zone 5 depending on which Zone the smoke or fire is in.
14. A Roll Call is undertaken by the Fire Marshall of all residents and all staff.
15. If a resident is missing conduct a secondary sweep of the zone if it is safe to do so.
16. Check linen cupboards and all rooms.
17. The Fire Marshall must give a detailed handover to the Chief Fire Officer on arrival. They will expect a Situation Report. Check that all residents are accounted for, or that a staff member is doing a secondary sweep of Building/Zone. Outline where the suspected fire or smoke is coming from.