

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	813	
		Original Date	04/14/2006	
	Department: Maintenance	Revised Date	04/17/2015	
	Fire Plan			

POLICY:

In case of fire, Montana Mental Health Nursing Care Center employees will follow a detailed fire plan authorized by the Lewistown Fire Department.

PROCEDURE:

1. Each Employee will read and be familiar with the Fire Plan.
2. A copy of the fire plan will be placed at each nurse's station and in the employee lounge.
3. All departments will have a copy of the plan.
4. Employees are to carry out assigned duties described in the fire plan in drills and in actual life.
5. See attached Fire Plan.
6. The nurse in charge will complete a Fire Report Form and place it in the Maintenance Supervisor's mailbox every time the fire alarm system goes off or any time there is an actual fire of any kind. (Attachment #1)
 - A. Anytime there is a fire, the local fire department will be called immediately at 911.
 - B. If the incident involves damage to the building, injury or loss of life to residents or staff, the Superintendent or Nurse in charge will contact Todd Boucher,
Deputy State Fire Marshall, immediately.
Office Phone 406-444-2099
 - C. If the incident involves loss of life, within 24 hours the Superintendent or Nurse in charge will contact the State Fire Marshall, Allen Lorenz.
Office Phone 406-444-2050

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- D. The Maintenance Supervisor will send a copy of each Fire Report form to Todd Boucher, Deputy State Fire Marshall

- 7. Fire Drills will be held quarterly on every shift.
 - A. Following the drill the Nurse Supervisor or Charge Nurse conducting the fire drill will fill out the Fire Drill Report Form (Attachment #2) give it to the Director of Nursing and then put it in the Maintenance Supervisor's mailbox in the copy room.

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Fire Plan

Purpose:

The fire plan is to ensure resident and staff safety during a fire emergency. All staff are responsible for knowing their specific role of the Fire Plan. Drills will be held regularly to maintain efficient staff response.

Procedure:

1. If you discover a fire in a resident's room and the fire alarm has not sounded and a resident is in immediate danger, remove the resident from the danger if you can do so safely. Close door behind you. Then go immediately to the nearest pull station and sound the alarm.
2. When the fire alarm sounds, go to your specific fire emergency designation. If your assignment is to go to the fire area, or you are told by the RN Nurse Supervisor/Charge Nurse to go to the fire area, work in **PAIRS**. If the fire is found in a resident room, remove the resident if it is safe to do so, and close the door to the room. If the door to a resident's room is shut and the door or doorknob is hot or there is smoke coming out from under the door, **DO NOT ENTER**. Evacuate residents from fire area beyond the fire doors, and close all doors in the corridor. Further evacuation will be determined by the Administrator, designee and/or Fire Chief. The one-hour fire doors will contain the fire and smoke until the fire department arrives. If the fire is located somewhere else in the building (not a resident room) such as open resident lounges, multi-purpose room, resident dining room or center section, evacuate residents beyond fire doors. After evacuation of a resident room or other fire area, staff will be assigned to corridors to ensure residents do not re-enter the fire area. If you evacuate residents into one of the locked courtyards, unlock and open all gates in the courtyard.

The Following are Specific Assignments per Job Duty:

RN Nurse Supervisor/Charge Nurse:

The RN nurse supervisor/charge nurse is responsible to direct and assign staff until the fire department arrives.

1. If the alarm sounds go immediately to a fire alarm panel to determine the location of the alarm. Panels are located in the hallway by the Business Office, Eastside and Westside nurse's stations.
2. Go to the Fire Alarm Indicator Panel, red light under Fire Alarm should be lit, press **Fire Alarm ACK** button. Read out above will tell you the exact location of the fire or the device that is in alarm. If at main panel by the business office, take microphone from inside the panel and press the gray button, a green light will come on, and you will hear a bell ring twice; you can then announce the fire location. If you are at a nurse's station, utilize the facility public address system by going to the telephone and press 62 and announce the fire location.

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3. Your responsibility is to assess the fire emergency and direct staff to ensure the safety of everyone.
4. Put on the orange vest designated for emergency/fire coordinator. Go to the Eastside nurses station to direct staff. Direct sufficient staff to the fire area for potential evacuation, and to the locked units to prevent resident elopement.
5. Call the fire department using the emergency number 911 and tell them the fire area.
6. After the fire department or maintenance staff have given the all clear, press **System Reset** button at the main panel in main hallway. The digital read out will indicate the system is resetting and finally will indicate "**System Normal**" Time and Date. At that point only the green A/C Power light is on.
7. Make sure you account for all residents, and assign a staff member on each wing to count for residents.

Day & PM Shift Nursing Staff:

1. E-Wing and F-Wing aides remain on the wing or return to the wing and watch doors and residents.
2. One G-Wing aide reports to E-Wing to watch exit doors. Two G-Wing aides remain on G-Wing, the others report to the Eastside nurses station and bring a fire extinguisher.
3. One A-Wing aide remains on the wing, the other report to the Eastside Nurses station
4. Nurses report to Eastside Nurses Station.
5. Ward Clerk remains @ the East Side Nurses Station.

Night Shift Nursing Staff:

1. E-Wing and F-Wing aides remain on the wing or return to the wing and watch doors and residents.
2. One G-Wing report to the fire area with a fire extinguisher. The other G-Wing aide is to remain on G-Wing or return to the wing.
3. One A-Wing aide remains on the wing, the other report to the Eastside Nurses Station.
4. Nurse that is not charge report to E-Wing to watch doors.

Housekeeping

1. Housekeeper on E-Wing will remain on E-Wing. The 0900-1700 housekeeper will report to the fire area with a fire extinguisher. All other housekeepers will report to fire area. The fire should only be extinguished if only the size of a small garbage can. Do not enter any doors if the door or door knob is hot or there is smoke coming out from under the door. Leave the area immediately and go to E-Wing. Wait for the fire department.

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2. Housekeepers working the 1700pm to 0100 shift will bring a fire extinguisher to the fire area. The fire should only be extinguished if only the size of a small garbage can. Do not enter any doors if the door or door knob is hot or there is smoke coming out from under the door. Leave the area immediately and go to E-Wing. Wait for the fire department.

Maintenance:

1. Go to the fire area. If not an actual fire, determine the cause of the alarm.

Administration:

1. Administrator, Director of Nursing, Support Service Director and Director of Clinical Support, Ward Clerk, MDS Nurse, and Nurse Coordinator will report to Eastside Nurses station.

Business Office:

1. Report to the Eastside Nurses station. One Business Office employee will answer phone calls from the Eastside station.

Recreation/Social Service:

1. If on a unit, stay and assist in evacuation or security. All others report to the Multi-Purpose Room

Medical Records:

1. Go to the fire area with a fire extinguisher. The fire should only be extinguished if only the size of a small garbage can. Do not enter any doors if the door or door knob is hot or there is smoke coming out from under the door. Leave the area immediately and go to E-Wing. Wait for the fire department.
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Purchasing:

1. Report to EI to watch doors.

Food Service:

1. Shut off all equipment in the food service if there is a fire in this area. Close kitchen fire doors, report to E2 and monitor exit doors.

Laundry:

1. One worker will report to the fire area and bring an extinguisher. All others report to the Eastside Nurses station. The fire should only be extinguished if only the size of a small garbage can. Do not enter any doors if the door or door knob is hot or there is smoke

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coming out from under the door. Leave the area immediately and go to E-Wing. Wait for the fire department.

I have read and concur with the Montana Mental Health Nursing Care Center Fire Plan

Lewistown Fire Chief
Superintendent

MMHNCC

Date:

Date: