

Fire Safety:

At Home & At Work

Planning for a Fire Emergency

- Make sure there are exits so people can leave – ideally patients in a private home should live and sleep near an exit on the first floor.
- If there is an elevator, it should **NEVER** be used if there is a fire.
- Have *and* practice a fire escape plan.
- Know and post emergency telephone numbers for the fire and police departments and ambulance service.

What To Do If a Fire Starts in Your Home, a Patient's Home, or the IPU...

RACE:

- **R – Rescue** all the people who are in danger. Get your patients and move them out.
- **A – Alarm.** You must call the local fire department or pull a fire alarm if there is one.
- **C – Confine** or contain the fire. Close all windows and doors.
- **E – Extinguish** the fire if you can safely do it without causing any danger to yourself and others or **EVACUATE** the area if the fire is too large to extinguish with a fire extinguisher.

All personal items should be left behind. No one should go back into the home. They may never get the chance to leave again.

Fire Safety In a Patient's Home

Any member of the IDT can identify if...

- Families have functioning smoke alarms
- Oxygen is in use in the home
- There is potential for open flames
- Smoking materials are in the home



If You Discover a Room Is Filled With Smoke

GET LOW & GO!

- Instruct your patients to stay low and crawl to the door. The safest air is near the floor.
- Touch the door with the back of your hand – if it is hot, find another exit. If it is cool, open the door slowly and exit.
- If an exit is unsafe to use, shut the room's door and block off the bottom of the door with a towel or blanket.

If Someone's Clothes Are On Fire

STOP, DROP, & ROLL!

- Tell them to STOP and NOT run, lay down on the floor and cover their face.
- Tell them to roll over and over to smother the flames.
- You may also cover them with a blanket or another item to smother the flames.
- Do not fan a fire, it will only make it worse!



When You Hear a Fire Alarm at Hospice

- **Locate** - Location of the alarm will be displayed on the screen at the top of the keypad.
 - In Lancaster: The keypads are located on the first floor west wing employee entrance and the inpatient unit care base
 - In Mount Joy: The keypads are located in the main entrance (vestibule) and in the Inpatient Office
 - In York: Exit the building immediately
- **Investigate** - The reported location.
- **Act** - Taking the appropriate measures.

In All HCC Office Areas

- When the fire alarm sounds or there is a verbal order to evacuate the building, exit immediately using the closest available exit. **Do Not Go To Other Areas Of The Building!**
- Take only those personal and/or essential business items that can be safely and readily accessed.
- After evacuating the building, report to the grassy area across from the main entrance. A distance of 50 feet from the building must be maintained so as not to interfere with emergency service responders.
- Do not return to the building until emergency responders or Leadership staff advise that it is safe.

In the Inpatient Wings:

- When the fire alarm sounds in the inpatient unit, staff respond as outlined in the “Fire/Smoke Emergency Procedure,” moving patients, medications, visitors and oxygen away from the fire and behind fire doors.
- In the event that this is not possible, patients and visitors will be evacuated through the nearest exit door or the patio doors in each patient room.
- Give instructions to patients, visitors in a simple clear, calm manner.
- Patient care staff and “Hands-On” volunteers remain in the IPU to assist with patients.

Area of Rescue Assistance – Lancaster:

- In the event a staff member or visitor on the second floor is unable to evacuate, two designated **Areas of Rescue Assistance** are located on the second floor:
 - Second floor **east** administrative wing stairwell
 - Second floor **west** Medical Services stairwell
- When the designated call button at the top of the stairwell is activated, a signal is displayed on the panel located inside the first floor west employee entrance indicating the location requiring assistance.
- Emergency personnel access the building utilizing the knox box at this entrance.



Push Call Button located in each Area of Rescue Assistance to activate.

Area of Rescue Assistance – Mount Joy:

- Staff, patients or visitors who may need assistance evacuating the Pathways Center second floor should gather in the stairwell located in the administrative staff area, across from the Adult Services Coordinator's office.
- Fire response personnel will check this area upon arrival to provide assistance if necessary.

Area of Rescue Assistance – York:

- In the event a staff member or visitor on the second floor is unable to evacuate, the area of rescue assistance is located in the stairwell on the second floor
- Fire response personnel will check this area upon arrival to provide assistance if necessary.

The **PASS** Method

- *If the fire is contained and circumstances are reasonable, and it is safe to do so*, it is acceptable to attempt to extinguish the fire with a fire extinguisher. Employ the **PASS** method:
- **P** – **Pull** the pin on the extinguisher
- **A** – **Aim** the hose at the base of the fire
- **S** – **Squeeze** the lever handles to release the extinguishing agent
- **S** – **Sweep** from side to side at the base of the fire to extinguish



Reminders

- Remain calm when responding to an alarm.
- Fire doors close automatically when the alarm sounds. DO NOT prop them open.
- Elevators are NOT to be used when there is a possibility of fire in the building.
- **Take the time to locate the nearest fire alarm, fire extinguisher, and fire exit in your work area.**
- All fire extinguishers at Hospice & Community Care are class “ABC.”
- The Emergency Operations Plan Manual has facility floor plan maps that show fire exits, fire extinguishers, and alarm pulls.