

# LOTUS ASSISTED LIVING

## Fire Drill Procedure

Community and staff shall participate in fire drills. The purpose of the fire drill is to test and train the resident and staff in the following areas:

- Efficiency;
- Knowledge; and
- Response to a fire emergency.

**These skills can only be acquired through practice and repetition.**

- If appropriate, try to include your local fire department in each of your fire drills; they normally welcome the opportunity to help you create a fire-safe facility.

If the fire department cannot participate in the fire drill, call your local 911 center and fire department before and after the drill to let them know that you will be conducting a fire drill.

**The person conducting the drill must also notify the monitoring company.**

Before and after the drill **call Ph.# 720-895-8236 or 1877-367-9737** and give the monitoring company **your account # AE03-0251** ; (simply let them know that you will be conducting a fire drill).

- Place a simulated fire (sign or cloth) with a written description of the fire problem placed in the simulated fire location.
- Emphasize orderly action under proper discipline, rather than speed.
- To set off the fire alarm have a staff person pull a pull station or spray “canned smoke” into one of the Community’s smoke detectors; prior to setting off the alarm, have a staff member stationed at the main control panel ready to silence and reset the fire alarm system after staff have appropriately responded.
- ***The responsibilities of the person who finds the fire are as follows:***
  - Step 1: **Rescue** residents in immediate danger.
  - Step 2: **Alarm** initiation.
  - Step 3: **Confine** the fire.
  - Step 4: **Extinguish** the fire.
  - Step 5: **Relocate** residents from the area of the fire.

- Upon hearing the fire alarm or the announced Code Red and location of fire, all staff not assisting in the R.A.C.E.R. method should report to the predetermined central location, , and bring all available fire extinguishers. The Executive Director or person in charge should instruct each staff member to do one of five things:
  - Report to the fire area with a fire extinguisher.
  - Assist in evacuating the residents residing located in the simulated fire area only, to the closest designated “safe” area.
  - Clear the hallways of equipment that may be blocking access.
  - Remove any oxygen tanks present in the fire area.
  - Staff the unaffected section(s) of the building.
- The fire drill should be conducted in conjunction with the required alarm test that necessitates the setting off of the fire alarm system.
- The fire drill procedure is the same as for a real fire, and is outlined in the Fire Safety and Evacuation Plan Procedure in greater detail.
- All Community staff is required to receive, read and understand the Fire Safety and Evacuation Plan Procedures.
- Complete the Fire Drill checklist for each fire drill
- Discuss any problems encountered with residents refusing or failing to participate in the evacuation. Service plans shall be updated with any pertinent information.
- Complete the Fire Drill In-Service & Training Documentation for each fire drill and for each in-service training

**NOTE: To avoid disturbing residents, drills conducted between 9 P.M. and 6 A.M. may use a coded announcement instead of the audible fire alarm system; also, staff should check all residents after the fire alarm sounds to make certain that they are calm and understand that there is no danger to them.**