



Emergency Action Plan – Fire

Risk of fire can be a risk due to electrical failure, cooking, cigarette, open flames, lightning strike, or other sources of heat near a combustible material. Individuals must be prepared and practiced in fire safety protocol.

All persons living or working in a given environment will be aware of the fire safety procedure and practices. A written fire plan will be in place and documentation of bi-annual drills will be on premises. People with disabilities are at greater risk during a fire evacuation due to: decreased mobility, health, sight and hearing may limit the individual's ability to take quick action. They may need assistance from caregiver.

Preventative safety measures:

- Install smoke alarms on every level of the home, including the basement. For extra safety, install smoke alarms both inside and outside sleeping areas.
- Test smoke alarms once a month and change the batteries at least once a year.
- Replace smoke alarms every 8-10 years or as the manufacturer guidelines recommend.
- Plan escape from fire. The best plans have two ways to get out of each room.
- Draw a blueprint of the floor plan of the home/ building and mark exit points.
- Practice fire escape plans several times a year. Practice feeling the way out of the house in the dark or with your eyes closed.
- Purchase only collapsible escape ladders evaluated by a nationally recognized laboratory such as Underwriters Laboratory (UL).
- Check that windows are not stuck, screens can be taken out quickly, and that security bars can be properly opened.
- Make sure everyone in the home understands and practices how to properly operate and open locked or barred doors and windows.
- Consider installing residential fire sprinklers in the home.
- Have a specific plan in place that addresses the needs of everyone in the home.
- Practice the fire escape plan at night and during the day.
- Document drills and discuss any need for improvement.
- Set a meeting place outside of the home where everyone can meet and be accounted for. Be certain the meeting place is away from area where emergency vehicles will need access to home.

In Case of Fire:

1. Do not attempt to extinguish the fire unless it is very small and easily extinguished with fire extinguisher or smothering.
2. Evacuate home quickly and efficiently using the pre-determined evacuation plan.

- a. Crawl low under any smoke to exit - heavy smoke and poisonous gases collect first along the ceiling.
 - b. When the smoke alarm sounds, get out fast. There may be only seconds to escape safely.
 - c. If there is smoke blocking the door or first way out, use the second way out.
 - d. Smoke is toxic. If you must escape through smoke, get low and go under the smoke to your way out.
 - e. Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use the second way out.
 - f. If there is smoke coming around the door, leave the door closed and use the second way out.
 - g. If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
 - h. If you can't get to someone needing assistance, leave the home and call 9-1-1 or the fire department. Tell the emergency operator where the person is located.
 - i. If pets are trapped inside your home, tell firefighters right away.
 - j. If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 9-1-1 or your fire department. Say where you are and signal for help at the window with a light-colored cloth or a flashlight.
 - k. If your clothes catch fire, stop, drop, and roll – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away by calling 9-1-1 or the fire department.
3. Do not go back into the home under any circumstances after evacuation.
 4. Close all doors as exiting the rooms.
 5. Call 911 after all individuals are safely evacuated from the home and in the designated safe area.
 6. Describe in plan any specific details for individuals living in home with special needs.
 7. All staff and persons served are to remain in predetermined 'safe area' until cleared by EMS.
 8. Report fire / smoke alarm deficiencies to supervisor.

Practice fire drills should be conducted twice a year. Drills should be documented.

Fire Safety Check List - note date / initial entry

Smoke alarm check											
Fire Drill / date / time											
Change batteries in smoke alarm											

Name and initials:

1. _____
2. _____
3. _____
4. _____
5. _____

Resource: <http://www.ready.gov/home-fires>