

POLICY MANUAL

Subject: Fire Response Plan

Effective Date:

Initiated By: Environment of Care
Emergency Preparedness Team
Russ Taylor, Safety Director

Approved By: James B. Moore
Chief Executive Officer

Review Dates: 11/08 RET, 11/11 RT

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12/13 RT

POLICY:

Cumberland Heights maintains a fire response plan for each of its locations. Staff is trained to respond in such a manner as to keep the safety of patients, visitors, and staff the chief focus.

PROCEDURE:

River Road Location – The River Road and all outpatient locations maintains a contract with an alarm system monitoring company. The master console for River Road is located in the station of the Nursing Unit, which is staffed around the clock seven days a week. Secondary consoles are located in the Administration, Adult Therapy, Templeton Hall, Family Life Center and Hazel Hawkins buildings.

There are three primary roles on the Fire Response Team: **Team Leader, First Responder and Secondary Responders**. These are assigned according to position, expertise, and availability. The specific personnel names of the Team Leader, First and Second Responders are recorded on the nursing assignment sheet at the beginning of each shift.

The nurse in charge (all shifts) of the Nursing Unit is the **Team Leader**, responsible for coordinating fire responses to alarms and drills. In the event that this position is filled by a contract agency nurse, the agency nurse shall designate a Team Leader from among trained Cumberland Heights' staff. This is done at the beginning of the shift and logged on the nursing assignment sheet.

The **First Responder (Security Officer/s on duty)** is the person who actually goes to the building of the alarm to investigate.

NOTE: First Responders must carry a radio and Fire Response Keys with them at all times.

(Continued)

Second Responders are those staff members who will be called to assist in the event of an actual fire or responds to an alarm if the **First Responder** is not available. The Charge Nurse on each shift will name, from available nursing staff the Second Responder and record on the nursing assignment sheet.

PROCEDURE:

- I. Fire Alarm/Drill Other Than Nursing Unit
 - A. The **Team Leader** notifies the first responder of the alarm and its location.
Note: Any staff member can call a CODE RED or initiate the alarm system by activating a Fire Pull station from any building if they see fire or smoke. A CODE RED is paged (using telephone paging dial 778 to access paging) for that area. Announce Code Red and name of building three times; example Code Red Youth Building, Code Red Youth Building, and Code Red Youth Building. Then notify the fire monitoring company (1-800-223-7727) that we are responding to the alarm and will report finding back to them within 2 minutes.
 - B. The **First Responder**
 1. Proceeds with the fire keys and radio to the building in alarm
 2. Checks to see that the building has been evacuated and all doors are closed
 3. Proceeds to control panel of building in alarm. Control panels are located:
 - a. Administration building: in mechanical room under kitchen
 - b. Templeton Hall: in family therapy office
 - c. Family Life Center: At each front door
 - d. Adult Therapy building: in copier room
 - e. Hazel Hawkins Building: At the front door and in the tech area
 - f. Men's cabins, medical, first step and intake the panel is in the nursing station

Note: At the Siemens panels in the FLB, Hazel Hawkins and Templeton Hall the screen will show the exact location and devise that is in alarm. I.e. smoke detector room 500.

Note: When at the Simplex panels (Administration and Adult Therapy) push the ACK button the screen will show you what type of device and location of the device is in alarm. Example (smoke detectors first floor) Go to that area to determine if the alarm is real or false.

Note: The above actions by the first responder must be completed within two minutes of the alarm, to report to the Team Leader.

4. If no fire –
5. The First Responder calls Team Leader to page “**ALL CLEAR**” then resets control panel, notifies the staff and patients that it is ok to reenter the building after the panel is reset. *The First Responder is responsible for completing the emergency response form.*
- If actual fire –
6. The First Responder notifies Team Leader of the actual fire, and then makes determination of whether or not to fight fire with extinguishers. The First responder remains near the building in alarm to secure the area and make sure that no one enters the building until an all clear is given. Makes themselves available to report to the fire department when they arrive on scene.

PEOPLE ARE THE FIRST CONCERN – NOT THE BUILDINGS

C. The **Team Leader** then:

If no fire –

1. Calls the fire monitoring company to report investigation findings

NOTE: THIS CALL MUST BE MADE WITHIN TWO MINUTES OF INITIAL ALARM.

2. Resets master control console after the panel in the building in alarm is set.

If actual fire-

1. Calls the fire monitoring company and notifies them of events. Emergency personnel are sent if needed
2. Notifies Secondary Responders, to assist First responder via radio
3. Secures patient roster and ADT record for roll call count
4. Initiates Disaster Plan (see related policy)

D. **Secondary Responders** report to Team Leader for instructions in assisting the First Responder.

1. Help in evacuation of building
2. Aid in control and head count of persons evacuating from building
3. Begin assessment and treatment of (if qualified) of any injuries and report finding to Team Leader

I. Fire Alarm/Drill in Nursing Unit

A. The **Team Leader**

1. Pages a **CODE RED by using the phone dial 778 and announce the code three times. (Code Red medical, Code Red medical, Code Red medical.)**
2. Locks medication cabinets and medication room
3. Takes AED and Medical Emergency Kit.
4. Secures patient roster for roll call
5. Calls the fire alarm monitoring company from medical cell phone (1-800-223-7727) and notifies them we are responding.

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- B. All available nursing staff assist in evacuate patients.
- C. Nurses ensure that all patients and staff are accounted for and reports this to Team Leader.
- D. The **First Responder** investigates the source of the alarm.
- E. Fire or no fire same response as above.
- F. If actual fire respond as above.

Hermitage -The Hermitage office is located in a strip center of three other office spaces. There are two exits from the space. The space is alarmed throughout by an approved fire monitoring system maintained by Hired Gun Technical Services 615-533-0821 and monitored by Design Communications 800-223-7727. In the event of a fire alarm the Team Leader/First responder is the program coordinator or designee. The priority is evacuation of the space in the event of a fire alarm.

Smyrna Location – The Smyrna location is a suite within a one-story building that is occupied by one other organization. The building is alarmed throughout by an approved fire monitoring system maintained by Hired Gun Technical Service 615-533-0821 and monitored by Security Services of Murfreesboro 615-896-2261. The Cumberland Heights' Fire Response Team Leader/First Responder is the Program Coordinator or designee. Since he/she is the only staff, the priority is always on evacuation rather than investigation.

Cross Road Location – The Cross Roads office is a suite within a one-story building that is occupied by other organizations. The suite is equipped with an approved fire alarm system. The system is monitored by Design Communication 800-223-7727 and maintained by Hired Gun Technical Services 615-533-0821. The Cumberland Heights' Fire Response Team Leader/First Responder is the Program Supervisor or designee. The priority in the event of a fire alarm is on evacuation of the space.

Jackson Office- The Jackson office is a one story office space within a business strip center. The office space has an approved fire monitoring system maintained and monitored by Superior Security Systems 731-664-1016. The Cumberland Heights Fire Response Team Leader is the program Supervisor or designee. The priority in the event of a fire alarm is evacuation.

Murfreesboro Office- The Murfreesboro office is a one story office space within a business strip center. The office space has an approved fire monitoring system maintained by Hired Gun Technical Service 615-533-0821 and monitored by Design Communication 800-223-7727. The Cumberland Heights Fire Response Team Leader is the program Supervisor or designee. The priority in the event of a fire alarm is evacuation.

Chattanooga Office- The Chattanooga office is a suite located on the first floor within a two story office building. The office space has an approved fire monitoring system maintained by Hired Gun Technical Service 615-533-0821 and monitored by Design Communication 800-223-7727. The Cumberland Heights Fire Response Team Leader is the program Supervisor or designee. The priority in the event of a fire alarm is evacuation.

PROCEDURE for all IOP office locations:

At the sound of an alarm, the Team Leader begins immediate evacuation via the nearest exit. All patients, visitors and staff are to assemble at the prescribed evacuation areas. (See related Policy Evacuation Areas)

- A. A patient roster is secured.
 - B. Doors and windows are closed on the way out.
 - C. Rooms are checked to ensure all persons have evacuated.
 - D. Staff, patients, and visitors meet at the prescribed area.
 - E. The Team Leader calls roll to account for any missing persons, giving this information to emergency personnel as needed.
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- I. No one returns to the building until "all clear" has been announced by the Team Leader. Responding emergency personnel on site will determine if the building is safe to re-enter.
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- II. If a true fire exists, the Disaster Plan is activated.