



The Neighbors
of Dunn County
Generations of caring since 1892

POLICY and PROCEDURE

TITLE: Emergency Procedures – All areas of The Neighbors No. 4280-9-27-2013

DEPARTMENT: The Neighbors of Dunn County, East, Central and West Neighborhoods

POLICY: It is the policy of The Neighbors of Dunn County to keep residents safe and secure if the facilities should ever experience a fire, smoke, gas hazard, severe weather or the need to evacuate individual houses. The following procedures were established in consultation with fire department and other regulatory officials.

PURPOSE: The purpose of this policy is to provide employees of The Neighbors of Dunn County with instructions for the following hazards:

- * Fire/Smoke
- * Gas vapors
- * Severe Weather
- * Evacuations of individual houses in any of the neighborhoods.

DEFINITIONS:

1. R.A.C.E = Is an acronym used to help employees recall procedures for actions needed in the event of fire or smoke, where “R” = rescue the resident from immediate danger, “A” = pull the nearest fire alarm, “C” = confine the fire and “E” = evacuate, if necessary.
2. Gas Vapors refers to the odor of natural gas in a building
3. Severe Weather refers to weather watches and warnings, e.g., severe thunderstorms or tornados.
4. Evacuations refer only to evacuations of individual houses within a neighborhood to other houses or other neighborhoods within The Neighbors of Dunn County and does not refer to evacuation of the employees and residents off-site. Off-site evacuations is discussed in a separate policy.

PROCEDURE:

1. **Fire, Smoke or Gas:** In the event of fire, smoke or gas coming from a resident room or other area of a house, Sunrise or Moonlight Haven or Brickenridge Villa
 - a. **Rescue** – If possible remove the resident from the room or area on fire or if smoke is visible. Take resident to a safe area within the house or building and close the door.
 - b. **Alarm:** 1. Pull the nearest fire alarm and alert the other staff in the house or building. **Use the 2-Way radios to notify all the houses of the fire.** At this point, the fire/smoke doors will close.
 2. Call the fire department. Prepare to provide the fire department with the following information:

- i). Address of the Neighborhood: Central Neighborhood is 2901 Forbes Ave., East Neighborhood is 658 Howison Circle & West Neighborhood is 651 Howison Circle.
 - ii) Name of the building or house. See attached “Building Key” if necessary.
 - iii) Resident Room # of fire/smoke location or identification of other specific areas, e.g., garage, community room, exam room, Bistro, etc.
 - iv.) Assign an employee to wait outdoors at the nearest exit door closest to the location of the fire or smoke area to direct firemen into the building.
- c. **Confine** – Confine the fire by closing the windows and doors in the area
- d. **Evacuate:** Only remove residents adjacent to the room on fire. If a resident room is on fire or there is visible smoke, ensure the door to that room is closed. Next, remove only the residents in the rooms directly adjacent to the room on fire. Close the doors of all resident rooms. Do not evacuate an entire house unless directed by the nurse in charge, the fire department or a manager. If given directions to evacuate, follow the procedures below under the title: Evacuation.

NOTE: Do not try to be hero by trying to extinguish the fire with a fire extinguisher. Once residents are safe from smoke and fire, unless you can determine that the door and its handle are not hot, do not open the door. If the door or its handle is not hot to the touch, you may attempt to slowly open the door to locate the fire and try to extinguish it with the hand-held fire extinguisher. However, if when opening the door, smoke billows out of the opening, close the door and wait for fire Dept. personnel.

2. Severe Weather:

- a) Weather **Watches**: Staff in the households, community rooms, chapels, beauty shops, etc. will close draperies or pull down shades and prepare for moving residents out of their rooms should a warning be eminent. Otherwise, no further action needs to be taken unless your house has a resident(s) who are bed-ridden or otherwise difficult to transfer. In this case, you might want to prepare the bed for moving out of the room.
- b) Weather **Warnings**: During a weather warning, all residents in the house should be moved out of their rooms and the doors closed until the warning is cleared by the nurse in charge, emergency manager, per telephone page or via the weather radio or TV information. The residents from each side of the house should gather at the corners along their respective side of the house, e.g., the kitchen corner area or the opposite corner of the house near the utility, housekeeping closet areas. These areas are the strongest sections of the house with columns and a steel I-beam across the length of the houses. If you have residents that are bed-ridden or require significant effort to transfer, you should consider transferring the resident while in their bed. This requires removing their headboard, footboard (carefully disconnect the electrical harness below the footboard by unscrewing the connecting cap and unplugging the connections from the footboard to the bed). Then, on one side of the bed, pop out the quick-release pins from each of the three sections of the bed and push the extenders inward. The beds will now be ready to move through the doors. Remember to stay calm and keep the residents assured.
- c) **Lightening**: If a fire or smoke alarm is sounding and you are unable to find fire or smoke, lightening should be suspect and it may be possible that a fire is in the roof but can not be seen. In this case, it is important that a staff member from each neighborhood be assigned to check all buildings of their neighborhood and report back to their supervisor any damage, smoke or fire that may be observed and report such to the fire department immediately. Again, if fire or smoke is observed for any

particular building, the staff of that building should be alerted and the R.A.C.E procedure followed as previously described.

3. Evacuation of Houses: At times, an evacuation of a house may be ordered when conditions in the house warrant; such as smoke, fire, gas, flood, extreme weather or other conditions.

a) Interior or Exterior Evacuations:

In the event a household evacuation is ordered by the charge nurse, fire department or manager in-charge, there will be two places to evacuate to: either the outside exits to the parking lot or the inside exit behind the 3-hour rated fire doors leading to either Brickenridge Villa, Sunrise Haven or Moonlight Haven (the core areas). Whether an evacuation is taking place to the outside or inside, it is important to try to keep the staff and residents together in one group vs. splitting-up the household in which part of the group evacuates to the interior and another part evacuates to the exterior. Stay together if possible.

b) Interior Evacuations: (preferred):

For a variety of reasons, e.g., availability of emergency power, water and shelter, it is normally advisable to evacuate toward the core building areas. Each community room in each core building is constructed of reinforced block walls and is the strongest area to take residents as long as the window coverings are pulled down or otherwise closed. If more residents are evacuated from the houses than the community rooms can hold, place residents near or around the area of the community room in the corridors as the construction of the community rooms adds strength to this area of the building. Try not to completely block the corridor.

c) Moving bed-ridden residents:

During evacuations it is important for staff to be calm and reassure the residents that the actions they are taking is for their safety and is temporary. Staff must be prepared to move bed-ridden residents out of their rooms in their beds as quickly as possible. As such, staff must remove the head-board, foot-board (remember to disengage the wiring at the bottom of the footboard), prior to pulling the footboard out of the bed frame.

Next, staff must unpin one side of the bed's side extensions and push it inward prior to moving the resident through the door. This will take just a few minutes, but must be done quickly and without panic.

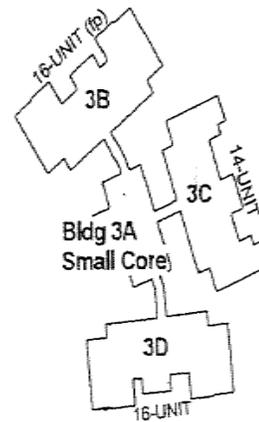
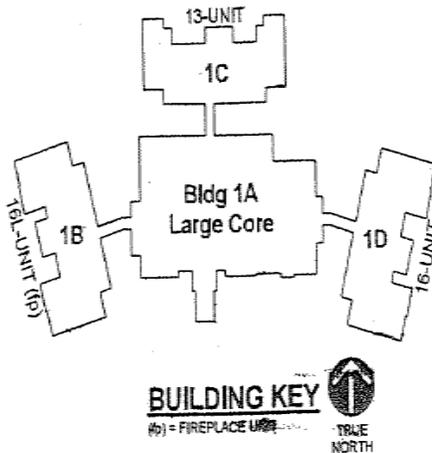
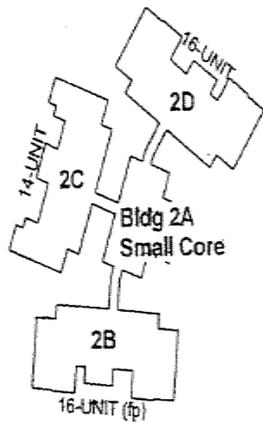
Otherwise, all other ambulatory residents or residents able to transfer to a wheelchair should be led to the area of the community room in the core areas of Moonlight Haven, Sunrise Haven or Brickenridge.

d) Medications and head-count:

If able, the nurse assigned to the household, should take the household's medication cart with them to the site where residents are being evacuated. Next, the nurse or his/her designee should account for all residents of the household and ensure all doors of the house's bedrooms are closed, once cleared of residents. Once residents are evacuated from the house or core area, the nurse can check the residents' head-count for that household against the M.A.R. if available.

e) Evacuations to the Exterior:

If for any reason the core areas are deemed unsafe to evacuate residents to, e.g. because the core areas are on fire or damaged, etc., staff will ensure the fire-doors from the core area to the house are closed and evacuate residents to the outdoors and move to the closest available safe area, e.g., another house within the neighborhood or receiving area to an adjacent neighborhood. See diagram below:



Building Plan Code	Name	# of Residents	Amenity
1A Large Core	Brickenridge Villa		
1B West Neighborhood Lg Core	Fireside Manor	16	Fireplace
1C North Neighborhood Lg Core	Arrow Head Lodge	13	Aquarium
1D East Neighborhood Lg Core	Deer View Manor	16	Aviary
2A West Small Core	Moonlight Haven		
2B South Neighborhood W. Sm. Core	Inglenook Terrace	16	Fireplace
2C West Neighborhood W. Sm. Core	Red Cedar Lodge	14	Aquarium
2D North Neighborhood W. Sm. Core	EvenTide Villa	16	Aviary
3A East Small Core	Sunrise Haven		
3B North Neighborhood E. Sm. Core	Morning Song Villa	16	Aviary
3C East Neighborhood E. Sm. Core	Eastbrook Lodge	14	Aquarium
3D South Neighborhood E. Sm. Core	Tender Hearth Terrace	16	Fireplace