

---

(facility name)

**Emergency Procedure**  
**FIRE**

The following procedure shall be utilized in the event of an actual fire, smoke condition, or smell of smoke in the facility.

- A. The staff member who discovers a fire or potential fire situation within the building shall immediately utilize the R.A.C.E. Procedure:

**DO NOT PANIC**

**RESCUE:** Everyone in immediate danger and move them to a safe location away from the fire.

**ALARM:** Activate the building's fire alarm system by pulling the nearest manual pull station. Announce "CODE RED" and the fire location over the loudspeaker—repeat.

**CONFINE:** Make every attempt to confine the fire to its room of origin by closing all appropriate doors.

**EXTINGUISH:** Attempt to extinguish the fire ONLY if the above steps have been taken and the size of the fire has not exceeded the capacity of the fire extinguisher. *It is ALL staff members' responsibility to know the locations of fire extinguishers.*

- B. "CODE RED" shall be announced overhead with the location of the fire. The word "fire" shall be avoided in order to maintain a calm environment for the residents.
- C. 911 shall be notified to alert the emergency response system that an actual emergency situation is in progress. The caller shall provide the 911 dispatcher with as much relevant information as possible.
- D. Administrator and Director of Nursing and \_\_\_\_\_  
(facility to fill in appropriate titles/positions) will be notified if not on the premises. The Recall Roster shall be activated.
- E. Activate the ICS to manage the incident. The most qualified staff member (in regard to the Incident Command System) on duty at the time will assume the Incident Commander position. If severity of fire warrants, then appoint other positions of the ICS structure.
- F. Staff will begin evacuation according to the size of the fire and the amount of smoke production. The Incident Commander will give guidance on evacuation type. See evacuation types below:
1. Phase I: Evacuate the rooms on either side and directly across from the room that is on fire. Move residents to an area away from the fire. This type of evacuation shall be used during the initial stages of a small fire.
  2. Phase II: Evacuate all residents from the smoke compartment where the fire has occurred to the opposite smoke compartment (through the smoke doors). This type of evacuation shall be used when moderate smoke conditions are present or the welfare of the residents is in jeopardy based on the situation.
  3. Phase III: FIRE DEPARTMENT ORDERED EVACUATION. Evacuate all residents from the building by whatever means possible. This type of evacuation shall only be used during a major fire or severe smoke conditions within the building as ordered by the Fire Department.