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- G. The order of evacuation is:
 - 1. Ambulatory residents
 - 2. Residents with assistive devices
 - 3. Residents in wheelchairs
 - 4. Bedridden residents
 - H. A staff member(s) shall be assigned to stay with the group(s) to prevent panic and to begin re-entry to dangerous areas.
 - I. It is essential that all internal emergency operations be coordinated with the Fire Department. The Fire Department will be able to quickly assist in controlling the situation provided that a good line of communication is established between the Incident Commander and the Fire Officer in charge.
 - J. The situation shall be deemed “under control” only after the Fire Department has concluded its emergency operations and the Incident Commander has declared the situation “safe.”
 - K. An “All Clear” will be paged only after the situation is declared safe by the Fire Department.
 - L. Account for all staff members and residents.

Emergency Job Tasks *Fire*

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

- 1. Administrator/Incident Commander
 - a. Report to the fire alarm panel and determine the location of the activation.
 - b. Report to the area of activation and assess the situation.
 - c. Supervise emergency operations (evacuation, fire control, chart removal, etc.).
 - d. Upon arrival of the Fire Department, establish contact with the officer in charge and relay all relevant information regarding the situation or designate someone to do so.
 - e. Coordinate all emergency operations with the Fire Department.
 - f. Ensure all staff members and residents are accounted for and safe.
- 2. Nursing Staff
 - a. Report to the area of fire alarm activation.
 - b. Quickly assess the magnitude of the situation.
 - c. Initiate Evacuation Procedures.
 - d. Close all doors and windows, as residents are evacuated.
 - e. Connect O₂ concentrators to all residents requiring oxygen.
 - f. Shut off oxygen or other medical gasses that could contribute to the spread of the fire.
 - g. Secure medical records.
 - h. Perform a complete head count to ensure that all residents are accounted for.
 - i. Be prepared to assist where needed at the direction of the Incident Commander and/or Fire Department.
- 3. Certified Nursing Assistants
 - a. Initiate Evacuation Procedures and close all doors and windows of resident rooms.
 - b. Be prepared to assist where needed at the direction of the Incident Commander.
- 4. Director of Nursing
 - a. Report to the fire alarm panel and determine the location of the activation.
 - b. Report to the area of activation and provide instruction to staff members regarding the location to remove residents, starting with the residents who are closest to the area of the fire.