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## *Emergency Job Tasks*

### *Fire Watch*

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

1. Administrator/Incident Commander
  - a. Determine the problem with the system.
  - b. Establish contact with the fire alarm company.
  - c. Contact division of NC Facility Services to notify of the situation and what actions are being taken to rectify.
  - d. Notify the Fire Department.
  - e. Determine personnel to conduct fire watch tours and supervise.
  - f. Ensure construction or renovation work areas are monitored.
  - g. Supervise emergency operations if necessary (evacuation, fire control, chart removal, etc.).
2. Nursing Staff
  - a. Remove smoking materials and extension cords from resident rooms.
  - b. Ensure ALL SMOKING IS TO OCCUR OUTSIDE with a staff member present.
  - c. Ensure all exits are unobstructed.
  - d. Ensure fire doors remain closed.
  - e. Ensure windows remain closed.
  - f. Be prepared to assist where needed at the direction of the Incident Commander.
3. Certified Nursing Assistants
  - a. Remove smoking materials and extension cords from resident rooms.
  - b. Ensure ALL SMOKING IS TO OCCUR OUTSIDE with a staff member present.
  - c. Ensure all exits are unobstructed.
  - d. Ensure fire doors remain closed.
  - e. Ensure all windows are closed.
  - f. Be prepared to assist where needed at the direction of the Incident Commander.
4. Office Staff/Medical Records
  - a. Secure all records by storing them in the appropriate metal cabinets.
  - b. Close all doors and windows in your work area.
  - c. Be prepared to assist where needed at the direction of the Incident Commander.
5. Activity Staff
  - a. Remove smoking materials and extension cords from resident rooms.
  - b. Ensure ALL SMOKING IS TO OCCUR OUTSIDE with a staff member present.
  - c. Ensure all exits are unobstructed.
  - d. Ensure fire doors remain closed.
  - e. Ensure all windows are closed.
  - f. Be prepared to assist where needed at the direction of the Incident Commander.
6. Director of Nursing
  - a. Ensure ALL SMOKING IS TO OCCUR OUTSIDE with a staff member present.
  - b. Ensure all exits are unobstructed.
  - c. Ensure fire doors remain closed.
  - d. Ensure all windows are closed.
  - e. Be prepared to assist where needed at the direction of the Incident Commander.
7. Maintenance Personnel
  - a. Ensure all combustible/flammable items are stored properly and removed from mechanical and electrical rooms.