NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)

POLICY AND PROCEDURE

SUBJECT: FIRE SAFETY PLAN

NUMBER: NN-EC-02

ORIGINAL DATE: 06/05/89

REVIEW/REVISE DATE: 03/25/92, 09/08/95, 03/19/01, 10/28/04, 09/06/07, 12/17/09, 11/15/12

APPROVAL: Cody L. Phinney, Agency Director

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I. PURPOSE

To identify actions to be taken by staff that will prevent loss of life and property by fire.

II. POLICY

NNAMHS will respond promptly and effectively to any fire situation. Routine consumer care services are to be maintained throughout the fire and/or fire drill, unless otherwise directed. Fire drills will be held at least once each quarter during each work shift in the Dini-Townsend Hospital. *Fire Extinguisher Training* will be held for all employees at least once every three years; and education on "*Fire, Disaster, Safety, & Health*" information will be provided for all employees at least annually.

III. REFERENCES

A. NNAMHS Policy and Procedure NN-EC-16 Tobacco Use.

B. NNAMHS Policy and Procedure NN-HR-27 Training and Role Proficiency.

C. NNAMHS Policy and Procedure NN-EC-01 Disaster Plan
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IV. PROCEDURE

A. R.A.C.E.

1. When an employee discovers a fire at any location in this facility, they will initiate:

   a. RESCUE- Rescue any persons in danger.

   b. ALARM- Alert staff to the fire by activating the nearest fire alarm station and calling the emergency line (82100).

      i. The switchboard operator will notify the Sparks Fire Department by dialing "9-911" from any hospital telephone and give the location of the fire, i.e., NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES, 480 Galletti Way, Sparks 89431, the building number and room number and or location. This step serves as a back up to the fire alarm station for the notification of the Sparks Fire Department.

      Dini-Townsend Hospital – Access overhead Paging System by: Picking up the telephone, press emergency button, wait for chime to stop, and announce the following:

      "CODE RED, (AREA) _____"

      "CODE RED, (AREA) _____"

      "CODE RED, (AREA) _____"

      DO NOT YELL FIRE!

   c. CONTAIN the fire by closing all doors and windows and checking smoke barrier doors for proper closure.

   d. EXTINGUISH the fire with a fire extinguisher if possible. Carefully consider size of fire and safety of attempting to extinguish the fire. If the fire is too large to extinguish with facility fire extinguishers, move to EVACUATION.

   e. The type of fire extinguishers used in this facility is:

      i. All Purpose "ABC": This type of extinguisher may be used on any type of fire that may occur at the Northern Nevada Adult Mental Health Services.

      ii. Instructions for fire extinguisher operation:

- Remove the extinguisher from its bracket.
- PULL the safety pin out to break the plastic seal attached to the trigger mechanism.
- AIM the fire extinguisher nozzle at the BASE of the flame.
- SQUEEZE the trigger mechanism together.
- SWEEP the stream of spray across the base of the fire.

B. EVACUATION

1. Evacuation procedures for Dini-Townsend Hospital follow:

   a. Procedure for evacuation from POU:

      i Consumers in the East and West hallways will be escorted to the Nurse's station facing the dayroom.

      ii All consumers will be counted and escorted down South hallway leading to the outside courtyard. Staff will hold the double doors to the courtyard open until all consumers have exited.

      iii All consumers will remain in the outside center courtyard with staff until all clear

      iv Staff will position themselves between exterior doors and consumers to prevent elopements.

   b. Procedure for Evacuation from Acute and Intermediate units:

      i Consumers on both units will be escorted by staff to the nurse's station.

      ii Consumers will exit through the main entry doors leaving the unit with staff escort.

      iii All consumers will be counted and escorted down the main hallway leading to the outside courtyard. Staff will hold the double doors to the courtyard open until all consumers have exited.

      iv All consumers will remain in the outside center courtyard with staff until all clear.

v Staff will position themselves between exterior doors and consumers to prevent elopements.

c. Other areas of the hospital:

1. Staff who has consumers in any of these areas will directly escort the consumers to the center of the courtyard to meet the units to be counted.

d. Evacuation from all other campus locations

i.. Staff will evacuate and assist consumers and visitors to evacuate to the pre-determined location for their building.

C. FIRE DRILLS

1. Fire drills will be held at least once each quarter, on each treatment unit at varying times and under varied conditions.
2. Each fire drill will include the proper use of emergency evacuation procedures, fire alarms, and fire extinguishing equipment.
3. A Nursing Department Fire Captain, appointed by the Director of Nursing, will be present and will evaluate the effectiveness of each fire drill held in the facility.

   a. A written report, including an evaluation, shall be prepared for each fire drill.

   b. Fire drill reports are reviewed by the Director of Nursing or designee and then forwarded to the NNAMHS Environmental Safety Officer. The Environmental Safety Officer is responsible for maintaining a permanent file of these reports for a period of not less than three (3) years.

4. In the event that the fire alarm system is activated, maintenance staff will ensure that all locks on exit doors in Dini-Townsend are secure.

D. ADDITIONAL INFORMATION:

1. Fire exit and smoke barrier doors (except those equipped with fusible links for self-closure in the event of fire) will be kept closed at all times.

2. It is a violation of hospital policy and against City of Sparks Uniform Fire Code, for anyone to knowingly tamper, damage, remove, or alter any type of fire and safety equipment or device. The City of Sparks has adopted the Uniform Fire Code Section 11 into City regulations.
3. Fire exit and stairway lights will be on at all times.
    a. Non-functioning exit and stairway lights will be promptly reported to Maintenance for repair.
    b. Only Maintenance personnel are authorized to install and replace lights or fuses.
4. Fire Prevention
    a. Smoking:
        i. Smoking is prohibited in all patient care areas, regardless of weather or time of day.
        ii. Consumers, visitors and staff who wish to smoke can do so at designated smoking areas outside of the hospital, as per policy and procedure directive NN-EC-16 Tobacco Use.
        iii. Consumers are not permitted to have matches, cigarette lighters, or any other flame producing devices under any circumstances in the Dini-Townsend Hospital.
    b. Only non-combustible or fire retardant materials will be used for curtains, drapes, and carpets. All other materials are strictly prohibited.
    c. Decorations
        i. Only non-combustible or fire retardant treated decorations will be used. Decorations shall not be attached to light fixtures or fire sprinklers and will be removed immediately after the occasion for which they were put up.
        ii. The use of straw, vines, leaves, corn stalks, and/or candles for decorative purposes is strictly prohibited.

d. Open fire and/or ember fires of any type are prohibited except when such fires are in commercial charcoal burners used outdoors. The head of Maintenance/Environmental Safety Officer must be contacted in advance to provide approval of barbecue units for outdoor cookouts.

e. Electrical Appliances:

   i. Personal electrical appliances such as radios, hairdryers, lamps, or microwaves must be safety checked by the NNAMHS Electrician and receive an electrical safety tag.

   ii. Hot plates and toaster ovens are not permitted except in Contract Food Service operations.

E. DEPARTMENTAL RESPONSIBILITIES

DEPARTMENT MANAGERS

1. It is the responsibility of each department manager to ensure that each employee assigned to his or her department is thoroughly familiar with the Fire Safety Plan. Department managers should have a copy of this policy readily available in their work area.

2. Each new employee will be oriented about fire safety in their work area at the time they first report for work.

3. Each employee must attend a Safety In-service once each calendar year.

4. Each employee will be given specific instructions about:

   a. The location of fire exit doors.

   b. The location of fire alarms and proper procedures for using them.

   c. The location of fire extinguishers and the proper procedures for using them.

   d. Fire Emergency Procedures.

   e. Emergency Evacuation Charts.

5. It is the responsibility of each department manager to maintain an up-to-date list of names, telephone numbers, and addresses of all employees in their department and have it available at all times.

EMPLOYEES

1. It is the responsibility of each employee to know and understand what must be done to prevent fires and what actions must be taken in fire emergencies.

2. When an employee sees or smells smoke or feels abnormally hot walls, it should be reported immediately by activating the nearest fire alarm station and notify the Sparks Fire Department, by calling 9-911 from any hospital telephone giving the location of the fire by building number and room location if known.

3. Employees should also remember to be especially alert during the night hours since fewer personnel are available to help with a fire emergency during this time.

4. Every employee is expected to know the location of each fire exit door, fire alarm, and fire extinguisher in his or her respective work area.

5. It is expected that each employee understand the proper procedure for operating fire alarms and fire extinguishers.

6. If a fire should occur in this facility, employees must exercise extreme caution not to alarm consumers, visitors, or other employees.

   a. Employees should NEVER SHOUT “Fire” or use excited motions, which might cause panic.

   b. Assignments should be carried out with assurance and employees should remain as calm as possible.

7. All employees must accord fire department personnel as much assistance as possible. During a fire emergency, fire department personnel are in charge and employees should cooperate with them in every respect.

8. Employees should do all they can to maintain order and cleanliness in the interest of fire protection in their work area.

9. Trash and rubbish should be disposed of in proper containers. Extreme care should be used when disposing of flammable waste accumulations.

10. All nooks, closets, and out-of-the-way places shall be kept free of rubbish.

11. Areas under stairwells will not be used for storage.

12. Aisles, stairwells, stairway approaches, and fire escapes will be kept free from obstructions at all times.

13. All fire hazards must be reported immediately to the Environmental Safety Officer.

HOUSEKEEPING

1. Employees should do all they can to maintain order and cleanliness in the interest of fire prevention in their work area.

2. Frequent cleanups should be a regular part of every job.

3. Mops, rags, etc., that are used for polishing and cleaning purposes must be kept in a manner that air may circulate freely through them.

4. Trash and rubbish should be disposed of in proper containers. Extreme care should be used when disposing of flammable waste accumulations.

5. Attics shall not be used for storage.

6. All nooks, closets, and out-of-the-way places shall be kept free of rubbish.

7. Areas under stairwells will not be used for storage.

8. Aisles, stairwells, stairway approaches, and fire escapes will be kept free from obstructions at all times.

9. All fire hazards must be reported immediately to the Environmental Safety Officer.

MAINTENANCE

1. When notification is received from any source that there is a fire in the facility, the maintenance staff receiving the report shall contact the Switchboard immediately to ensure that the fire has been reported.

2. A maintenance staff employee shall be dispatched immediately to the scene of the fire with a walkie-talkie radio to assist with the evacuation of consumers and extinguishment of the fire.

3. After the fire is extinguished and all patients and employees are accounted for, the Environmental Safety Officer will investigate the cause of the fire and prepare a detailed report.

4. The Maintenance Staff at the scene of the fire will be responsible for:

   a. Unlocking doors for fire department personnel.

   b. Preventing unauthorized persons from entering the building in conjunction with community emergency service personnel.

   c. Traffic control.

   d. Security and protection of property in conjunction with community emergency service personnel.

   e. Maintaining radio contact with the Switchboard.

   f. Resetting the fire alarm system as soon as possible after the emergency is over.

   g. Disconnecting gas and electric power to the area of the fire.

   h. Shutting off heating, ventilating, and/or air conditioning equipment in the area where the fire is located.

   i. Insuring that smoke and fire doors and windows in the area of the fire are closed.

j. Assisting the fire fighting efforts with hand extinguishers until the fire department arrives.

k. Assisting the fire department as requested.

l. Assisting with clean-up operations.

m. Making necessary repairs and resetting electrical and mechanical systems.

n. When the emergency is over, notify the Switchboard to obtain permission from the NNAMHS Agency Director or designee for the “All Clear” announcement.

5. Paints, oils, varnishes, and other flammable or explosive liquids and gases, when authorized for use in the facility, will be stored in approved storage cabinets and will not be used near an open flame.

6. Cylinders of oxygen and other explosive or flammable gases will be secured at all times or mounted securely on authorized carriers.

7. Gasoline shall be used only as fuel for gasoline driven vehicles or equipment. It shall not be used for cleaning parts, equipment, or surfaces at any location in this facility.

MEDICAL STAFF

1. The Physician on Duty will go to the area where the fire is located upon receiving notification.

2. It will be the responsibility of the Physician on Duty to coordinate emergency medical services if needed.

3. In the event of a mass casualty situation, the Physician on Duty will implement the facility's Disaster Plan immediately.

NURSING

1. When a fire occurs in a treatment unit, all available nursing service personnel who may be released from their assigned duties shall report to the building where the fire is located as soon as the announcement is made over the public address system or [any other approved means of communication].
   a. An adequate number of personnel shall remain on each unit to ensure the safety of consumers.
2. Employees who are not in their assigned building when the announcement is made shall return to their work area immediately.
3. The following precautions should be taken in all treatment units when a fire occurs at this facility:
   a. Reassure consumers and visitors that the alarm has been turned in and that the fire department is on the way. Extreme caution should be exercised not to alarm consumers.
   b. Close all windows and doors to contain the fire and smoke.
   c. Keep telephone lines open. DO NOT call the switchboard or any other location to inquire about the fire.
   d. Be prepared to evacuate consumers if instructed to do so.
   e. When instructions are given to evacuate consumers from a building, it should be done as quickly and orderly as possible.
   f. Except for the building in which the fire is located, no other building will be evacuated unless specific instructions are given by the Nursing Supervisor or other designated personnel.
4. Upon receiving notification of a fire, the Nursing Supervisor will go to the area where the fire is located. They will be responsible for:

a. Insuring that an adequate number of personnel are available to assist with the evacuation and management of consumers.

b. Coordinating the evacuation of consumers and their charts and insuring that all persons are accounted for.

c. Arranging for a location to be used as a temporary shelter for the consumers who have been evacuated from the area in which the fire is located.

d. Establishing an emergency first aid location to provide care for any person injured in the fire.

e. Notifying the Physician on Duty when medical services are required.

ENVIRONMENTAL SAFETY OFFICER

1. The responsibility for technical supervision of hospital fire prevention and fire protection programs rests with the Environmental Safety Officer. This function includes the following assigned responsibilities:

   a. Organize and conduct an effective fire prevention and fire protection program.

   b. Instruct all personnel in fire prevention and procedures to be used in case of fire.

   c. Ensure fire safety emergency procedures and emergency evacuation plans are located in each building.

   d. Ensure that fire drills are conducted in all patient residential buildings at least four (4) times a year on each shift. Maintain records of fire drills and evaluate their effectiveness.

   e. Coordinate fire support functions and activities with the City of Sparks Fire Department and the State Fire Marshal. Furnish all available relevant information and data to the City of Sparks Fire Department.

   f. Advise administration on fire prevention and fire protection matters.

   g. Conduct monthly inspections to detect and eliminate fire and safety hazards and infractions of fire and safety regulations.

   h. Arrange for the State Fire Marshal to inspect premises on an annual basis.

   i. Conduct investigations of fires and prepare reports.

   j. Supervise and coordinate the inspection and testing of fire alarms, smoke detectors, fire extinguishers and other safety equipment on a regularly scheduled basis. Coordinate the repair of safety equipment.

SWITCHBOARD

1. Upon receiving notification of a fire in any location on the hospital campus, the following steps will be taken immediately.

2. Contact the City of Sparks Fire Department directly by dialing "911" to verify that they have received the alarm.

3. Notify the Department Manager of Maintenance that a fire has been reported and give the exact location of the fire.

4. If the fire is in Bldg. 25, make the following announcement using the overhead paging system three (3) times (if it has not already been made). Dial # 688-3393 and wait for beep then key 00 and announce:

   "CODE RED BUILDING #____"

   "CODE RED BUILDING #____"

   "CODE RED BUILDING # ____"

5.Activate the group call page by calling 9-881-1000, wait for the beep, enter 92*XX (the building where the fire is located. Example: 92*25#)

5. Notify the below listed personnel in the following order during and outside normal working hours.

   a. Agency Director, or designee Northern Nevada Adult Mental Health Services.

   b. Environmental Safety Officer

   c. Director of Nursing.

   d. Nursing Supervisor.

   e. Physician on Duty.

6. Remain alert to receive and relay essential information by telephone until notification is received from the Environmental Safety Officer that the fire emergency is over.

   a. When this occurs, the following announcement may be made using the paging (see #4 above system but only upon the direction of the Director of Northern Nevada Adult Mental Health Services or designee:

      “All clear from CODE RED”

      “All clear from CODE RED”

      “All clear from CODE RED”

b.Activate the group call paging system entering the all clear code 99*99#

OTHER PERSONNEL

1. All personnel not involved in fire emergency procedures shall remain in their assigned work areas unless they receive special instructions to go to another area to assist with the emergency.

2. Essential operations should be maintained to the extent possible.

3. During the period of the emergency, telephone calls should be limited to emergency calls. There is to be absolutely no paging.

4. Employees should not call the Switchboard to inquire about the fire.