**EMERGENCY PROCEDURES**

**St. Attracta’s Residence**

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**IN THE EVENT OF CALLING THE FIRE BRIGADE**

**DIAL 112/999**

**Ask the operator for the fire brigade**

**Tell them that this is St. Attracta’s Residence, Hagfield, Charlestown calling.**

**Our phone number is 094-925 4307.**

**Our Eircode is F12 KN36.**

* Inform them we have 69 residents and a number of staff in the centre and tell them the location of the fire.

Other information the fire brigade may require on arrival:

* We are a two story building; all residents are on the ground floor.
* Main entrance is at the front of the building.
* The main fire panel is located in the Caroline Suite lounge entrance.
* There are four fire hydrants around the perimeter of the building.
* The external main manual gas shut off is located at the gas tanks at the rear of the building. There are three automatic shut offs connected to the fire alarm which are located outside the boiler room at rear of kitchen, in the laundry room and in the boiler room on the Clew Bay Suite.
* The boiler house is located to the rear of the kitchen

**EMERGENCY PLAN**

**To be used in event of fire/explosion, flood, missing person, bomb threat, natural disaster or major systems failure.**

The **person in charge** is the nurse in charge of the shift or most senior person in the house. Person in charge must take charge calmly of the situation and assess the appropriate course of action.

**IN THE EVENT THAT THE FIRE ALARM SOUNDS**

1. Person in charge of the shift to immediately identify the zone on the fire alarm panel that indicates a potential fire.
2. Person in charge with one team member investigate the location of the possible fire and assess the situation.
	1. If it is a small fire e.g. dustbin it may be suitable to tackle it with the nearest fire extinguisher.
	2. If it is a large fire e.g. Tumble dryer or Laundry – DO NOT attempt to extinguish …proceed with evacuation procedure.
	3. Person in charge should raise the alarm and then keep hold of phone and procedures (this will ensure help is on its way)

|  |  |
| --- | --- |
| **Fire Brigade/ Ambulance/Gardaí***Inform them that emergency services are required at St. Attracta’s Residence, Hagfield, Charlestown, Co. Mayo and the nature of the emergency.* | **112 / 999** |
| Phone one of **Donohue family** (they will contact other Donohue family members) Martin DonohueTrina Donohue Kathleen Donohue Martin Donohue Snr.Doreen Divilly | **086 8511 584****087 9809 259****086 2596 750****087 2617 577****087 6276 705** |
| Notify **Alison Moore** - PIC | **083 401 5668** |
| Alison will notify Clinical Nurse Managers if required  |  |

**DECIDING TO EVACUATE**

**The decision to evacuate will be made by person in charge of the shift. You must carefully assess the situation before the decision to evacuate is made. In the case of a fire you must consider:**

The location of the fire, the seriousness and extent of the fire, the presence and extent of smoke, the proximity of flammable materials, Is the immediate action taken to control the fire having effect, The nature and type of resident in the vicinity, The design of the home means that full evacuation may not be always required in the event of a fire.

**If in doubt…evacuate**

**HOW TO EVACUATE**

1. Do not panic or run; stay calm and communicate clearly.
2. Decide where you are evacuating to and communicate this. Consider internal evacuation or external evacuation. Consider full or partial evacuation. Regardless of your decision you must start to evacuate those first who are in **immediate danger** (the people located in the areas where the fire has started). If you feel it is necessary then proceed with a phased evacuation of the remainder of the residents.
3. If evacuating internally ensure you evacuate into another compartment which is a sufficient distance away from the fire. E.g. if a fire is in the Caroline Suite do not evacuate to the dining room – go further.
4. The person in charge must clearly delegate jobs to staff as follows:
	1. Commence evacuation procedure. Staff to work in pairs throughout evacuation. Remind staff to check all rooms in the area they are evacuating including store rooms, bathrooms etc.
	2. Staff should report back to the person in charge with any issues/queries.
	3. One staff member to obtain resident daily register and staff roster to enable accounting of residents and staff and then assist with evacuation.
	4. One staff member to remain with Residents in zones that are deemed as safe (ensure they are safely out of the path of incoming emergency vehicles). This staff member should commence a roll call to assess who may be missing.
	5. Once the evacuation of the residents who are in immediate danger is complete one staff member should be assigned to meet the emergency services and direct them. This person should have a hi-vis fire warden vest on them. Located on back of door in nurses office.
5. Staff must not take risks or stop to collect any belongings, clothes etc. Move the residents as swiftly as possible – they will object but lives may be at stake.
6. Close windows and doors behind you as you exit each room.
7. Exit through nearest exit; Do not evacuate residents towards a fire.
8. Ensure everyone is evacuated closing doors & remain outside or at the evacuated point until further instruction is given from the fire brigade.
9. Keep roads, paths, hydrants etc. free for emergency vehicles
10. Provide the fire brigade with any information they may require and notify them of any missing residents or staff members.
11. Do not re-enter the building until it is declared safe.
12. If required the codes for the secure garden locks is 1111.

**At no point is any person to endanger their own life in trying to save another.**

**FIRE ASSEMBLY POINTS**

1. **Horan Suite (Red Corridor) & Lisadell Suite (Blue Corridor)**

Exit via closest exit doors and assemble at the front of the home along the kerb.

1. **Clew Bay Suite & Sunflower Suite**

Exit via closest exit doors and assemble in secure garden off Sunflower Suite or alternatively assemble at top of field adjacent to home.

1. **Caroline Suite (Green)**

Exit via closest exit doors and assemble at assembly point in car park at back of new building. Also exit via dining room doors to enclosed garden assembly point.

**ALL RESIDENTS AND STAFF MUST BE ACCOUNTED FOR.**

**ONCE THE BUILDING HAS BEEN FULLY EVACUATED NOBODY IS TO RE-ENTER THE PREMISES**

**Missing Person Response Plan**

**Step by Step Action Plan**

Once staff become aware that a resident appears missing the following action to be taken:

* Staff member to notify Director of Nursing or nurse in charge on duty of their concerns. **Immediately**.
* Staff liaise with colleagues to establish time frame of when resident was last seen and current time to determine period of unaccountability. **Immediate Action**
* Nurse in charge delegates 3 staff to check all zones of the house. (Each staff member checks all rooms and en-suites on one corridor along with the laundry, dining area, kitchen and offices, each reports back to Nurse in Charge). **Time frame for completion 5 mins**
* Nurse in charge to check visitor log to assess if resident may have been taken out for day. If unsure nurse in charge to contact residents next of kin to establish if the resident may have been taken out and the staff not informed.
* If resident is still not located the nurse in charge coordinates staff to check all areas and gardens around the house and down to the road. This may incorporate staff from other areas e.g. administration/housekeeping/kitchen etc but should not raise alarm within the house or compromise the safety of other residents. **Time frame for completion 10 mins**
* Nurse in Charge/General Manager checks through surveillance cameras checking exits for period of time of unaccountability. **Immediate action if resident not found inside building within 15 mins of search start.**
* If next of kin not aware of any outings the resident may have been taken on the Nurse in charge to contact Director of Nursing if not on duty, Trina/Martin Donohue and An Gardaí Siochana and report the resident is missing
* Nurse in Charge to complete Missing Person information form to aid Garda search and provide resident profile sheet which includes photograph.
* Next of kin to be kept informed of all developments
* Should a resident be missing at night nurse in charge to contact Alison Moore and Trina Donohue immediately.
* HIQA to be notified after event of resident absconscion.

**Absconsion of resident wearing Vega wandering device**

* The Vega wandering device enables prompt response and search in the event of absconsion from the home. In the event that a resident wearing the bracelet absconds and cannot be located in the building the EMERGENCY RESPONSE CALL CENTRE is to be contacted on 1850 23 23 24. The call centre will then advise on a GPS location for the resident. The clinical nurse manager will then allocate required staff to search in the identified areas.

**EMERGENCY RESPONSE IN THE EVENT A PERSONS CLOTHES CATCH FIRE**

**STOP – DROP - ROLL**

* **Stop** – While the natural inclination may be to move don’t, get the person to stop as motion only fans the flames.
* **Drop** - Get the person to the ground, get them to cover their face with their hands. If a blanket, rug, or coat is handy, use it to smother the flames. But doing so should never delay stop, drop, and roll.
* **Roll** - Roll back and forth, again and again, until the flames go out. Use water or other material if available to hand.

**EMERGENCY FIRE PANELS**

There is one fire panel in the house.

* The fire panel is located in the entrance/foyer of the Caroline Suite Lounge reception area. This panel covers the entire house.
* In the event of a fire the panel will notify you by alarming and indicating on the panel where in the house the suspected fire is located.
* The way to silence the panel in the event of a false alarm/drill/test is to press 2214, Enter and Silence. If you are satisfied it is a false alarm you can then do the same and hit reset.
* In the event the fire alarm sounds and it is not a drill check the fire panel to see where the possible fire is in.
* Once the area which has triggered the alarm is identified don’t panic and follow the emergency procedures.

**SECURITY DOOR LOCKS**

All the buildings external doors are locked down during the day in Part Guard Mode. At night time it is put onto Full Guard. The only time the full door alarm is knocked off is during a fire drill to test the doors. At all other times either part guard or full guard is on.

There are only a small number of doors which can be opened without setting off an alarm. All doors leading to an enclosed area e.g. secure gardens the code is 1111. Codes may be adjusted periodically. These doors are accessible using a key code. The following is a list of the doors and the code for each:

* Front entrance – no code but accessed when access given by staff member inside
* Staff entrance – Code 0904
* Smoking area (Clew bay Suite) – No code needed, push bar
* Left hand doors off dining room – No code needed, push bar
* Sunflower Suite exit doors - No code needed
* Right hand doors off dining room – Code 1111
* Exit door left hand side of Laundry corridor – Code 1111
* Garden gate locks - 1111

**The external security door locks are set by two panels.**

The first panel for the older part of the building is located in the storage room opposite Room 31 on corridor 3 just inside the door.

* To set this in part guard mode press 02468
* To unset this press 01234
* For full guard press 01234

The second panel is located under the CCTV screens in the new reception area.

* To set this in part guard mode press 0#71111
* To unset this press 1111
* For full guard press 1111

The third panel which covers the Sunflower Suite is located in the first store room on the left after you enter the Sunflower Suite.

* To set this in part guard mode press 0#71111
* To unset this press 1111
* For full guard press 1111

**Fire Extinguisher Use**

Portable fire extinguishers have two functions:

* To control or extinguish small or incipient stage fires
* To protect evacuation routes that a fire may block directly or indirectly with smoke or burning/smouldering materials.
* To extinguish a fire with a portable extinguisher, a person must have immediate access to the extinguisher, know how to use the unit, and know how to apply the agent effectively. Attempting to extinguish even a small fire carries some risk. Fires can increase in size and intensity in seconds, blocking the exit path of the fire fighter and creating a hazardous atmosphere. In addition, portable fire extinguishers contain a limited amount of extinguishing agent and can be discharged in a matter of seconds. Therefore, individuals should attempt to fight only very small or incipient stage fires.

**To operate Fire Extinguisher: pull pin, aim nozzel at base of flames, squeeze trigger, sweep from side to side.**

**Prior to fighting any fire with a portable fire extinguisher you must perform a speedy risk assessment that evaluates the fire size, the fire fighters evacuation path, and the atmosphere in the vicinity of the fire.**

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| **Risk Assessment Question** | **Characteristics of incipient stage fires or fires that can be extinguished with portable fire extinguishers** | **Characteristics of fires that SHOULD NOT be fought with a portable fire extinguisher (beyond incipient stage) - evacuate immediately** |
| Is the fire too big? | The fire is limited to the original material ignited, it is contained (such as in a waste basket) and has not spread to other materials. The flames are no higher than the fire-fighter's head. | The fire involves flammable solvents, has spread over more than 60 square feet, is partially hidden behind a wall or ceiling, or cannot be reached from a standing position. |
| Is the air safe to breathe? | The fire has not depleted the oxygen in the room and is producing only small quantities of toxic gases. No respiratory protection equipment is required. | Due to smoke and products of combustion, the fire cannot be fought without respiratory protection. |
| Is the environment too hot or smoky? | Heat is being generated, but the room temperature is only slightly increased. Smoke may be accumulating on the ceiling, but visibility is good. No special personal protective equipment is required. | The radiated heat is easily felt on exposed skin making it difficult to approach within 10-15 feet of the fire (or the effective range of the extinguisher). One must crawl on the floor due to heat or smoke. Smoke is quickly filling the room, decreasing visibility. |
| Is there a safe evacuation path? | There is a clear evacuation path that is behind you as you fight the fire. | The fire is not contained, and fire, heat, or smoke may block the evacuation path. |



**Practical Personal Fire Protection**

* Close doors and windows behind you when you exit.
* Isolate a fire with a closed door or window.
* Learn and know where the fire exits are located.
* Stop, drop and roll to smother burning clothes.
* Cool burns with water.
* To avoid smoke or fumes when exiting, stoop low and crawl.
* Feel doors for heat and fire on the other side.
* Only use a fire extinguisher when there is a clear exit to your back.
* Be accompanied when you go to fight a fire – no matter how small.
* To use a fire extinguisher; pull the pin, maim the nozzle at the base of the flame, squeeze the trigger, and sweep from side to side.
* Fire extinguishers empty very quickly so it is dangerous to fight a fire that is spreading rapidly.
* Do not use water/foam extinguishers on an electrical appliances.

**Fire Safety Management Programme**

This program outlines the operational arrangements for the following aspects of Fire Safety Management. The prevention of outbreaks of fire is managed through the establishment of fire prevention practices.

1. **Disposal of Waste & Housekeeping:**
* Collection and removal of waste material and refuse at regular intervals. Staff educated in the importance of not accumulating rubbish or waste on any part of the premises and especially escape routes.
* Cleaners empty and dispose of rubbish from waste bins in resident’s rooms, communal areas, treatment rooms and sluice rooms daily and encourage disposal of papers and magazines to prevent accumulation.
* Waste and rubbish stored in suitable non-combustible containers outside the premises.
1. **Smoking**

No smoking is permitted anywhere inside the home. Residents who smoke are risk assessed on admission and a smoking apron is available.

1. **Electrical Installation & Appliances**
* Electrical installation comprising wiring, sockets, distribution boards, and other equipment is installed, fitted and maintained in accordance with the Electro-Technical Council of Ireland (ETCI) National rules for electrical installations (ET 101).
* Electrical Installations are inspected regularly. Staff educated to report any faults noticed i.e. frayed cables.
* Electrical appliances will be inspected and serviced yearly.
1. **Kitchens**
* Good housekeeping is critical to fire safety in kitchens.
* Cookers, extractor fans, fume extraction hoods, filters, ducts and other machinery will be regularly cleaned of oil and dust.
* Cooker hoods, extractor fans and filters wiped down weekly, washed 3 monthly, and serviced yearly.
* All small items of electrical kitchen equipment will be serviced yearly by a licensed electrical provider. A sticker indicates date of test and renewal date.
* Fridge, freezer, combi oven & dishwasher serviced yearly by Bunzl.
* Gas cooker serviced yearly by Fallons.
* 3 phase electrical shut off points in close proximity to combi-oven, dishwasher ,fridge, freezer & ban Marie
* Procedure for switching off electrical appliances maintained by kitchen staff at the end of each shift.
* Fire blanket available checked by competent fire company yearly. Fire blankets cannot be reused and must be replaced once used.
1. **Open Fires & Portable Heaters**

A gas fire is located in the parlour sitting room and one in the Caroline Suite Lounge. These are rarely if ever used but if used will only be under staff supervision and always with the fire guard in place. Gas sniffers and carbon monoxide detectors are in place to identify gas leaks. Portable heaters are only used under supervision.

1. **Renovation & Maintenance Work**
* Building work, decorating and maintenance work can increase the risk of fires. The nature of any proposed work in or around the home will be considered and should be supervised by a competent person to ensure that safe systems of work are followed.
* Escape routes should not be blocked.
* Access by residents to areas of work should be restricted
* Where work involves removing or switching off fire protection facilities alternative arrangements should be made to maintain safety levels.
* Hot works of all types, but particularly where roofing materials are involved are particularly hazardous and should be treated with extreme care to avoid accidental ignition.
* Hazardous equipment and materials should be removed from the building at the end of the day and a final check should be made to ensure that no fire danger remains after works finishes
1. **Laundry**
* Laundry rooms pose particular fire hazards. Spontaneous combustion of compacted linen which has been tumble dried is a hazard. Staff must use the automatic cooling function at the end of each drying cycle.
* Linen should not be over dried and tumble dryers should be emptied after the cycle and left empty.
* Operators should separate and fold tumble dried material as soon as is practical, but in all cases it should be loosened to dissipate heat on being taken from the machine.
* Flammable solvents used for spot cleaning should be kept in small quantities in the laundry. The main bulk of this type of liquid and general cleaning solvents should be stored in appropriate well ventilated cupboards.
* Fluff or lint which is extremely flammable can accumulate. Daily cleaning and removal is required by laundry operators at the end of each shift.
1. **Fuel Storage**
* It is essential that the gas installation comprising storage tanks, cylinders, pipe lines, flues and other equipment is installed, fitted and maintained in accordance with the appropriate standards and codes of practice. The certificate of compliance issued is to be kept on the statutory checks file.
* LPG gas cylinders are located outside the building.
* Two shut-off safety valves are installed on the gas supply pipeline to the building.
	+ One located outside the boiler house
	+ One in laundry
1. **Gas Appliances (cooker, tumble dryer, gas fires x2)**

Gas appliances conform to an appropriate standard in use at the time of manufacture and are installed according to the relevant standards and codes of practice. They will be inspected and serviced annually.

1. **Medical Gases**
* Fire can occur when flammable materials are exposed to an ignition source in the presence of atmospheric oxygen.
* The use of oxygen can produce an oxygen enriched atmosphere that greatly increases the risk of combustion
* Stock Oxygen cylinders are stored outside and chained to reduce risk of falling.
* Cylinders that are required for immediate access in the use of an emergency are to be stored singly in a well-ventilated room. (1 in nurses office in Sunflower Suite, 1 in main Nurses Office , 1 in Treatment Room Caroline Suite).
1. **Fire Doors**
* Fire doors are held open by electro-magnetic devices connected to the fire detection and alarm system.
* Automatic door closers are provided for those residents who prefer to have their bedroom door open.
* Fire doors must never be held open by wedging or propping.
* The fire alarm is tested weekly to ensure it is fully operational.
1. **Inspection & Maintenance of Emergency Equipment**

Portable Fire Extinguishers. The requirement and quantity appropriate for the size of the home will be assessed and planned by an appropriately trained fire inspector. Portable extinguishers are regularly inspected, maintained and recharged in accordance with the appropriate standards. A Certificate of compliance will be kept in the statutory checks file.

1. **Emergency Lighting.**

The emergency lighting is visibly checked on a monthly basis. Thereafter it is checked by our registered electrical provider who ensures that the system is maintained and operating as required. A record of these checks is retained in the statutory checks file.

1. **Escape Routes**

The emergency exits are checked twice daily to ensure they are free from clutter and not obstructed in any manner. This check is logged and maintained in the statutory checks folder.

1. **Signs & Notices**

The main Health & Safety Notice board is located in the upstairs staff area. This notice board contains important safety and fire notices. There are two emergency files, one is located at the main reception area outside the nurses office and the second is located in the Caroline Suite Lounge – these are to be used in the event of a fire/evacuation.

1. **Liaison with Fire Authority & Fire Brigade**

The local fire authority are consulted with on a periodic basis to ensure they are familiar with St. Attracta’s Residence and its layout. Their advice is sought in relation to fire prevention and measures taken at the home.

1. **Evacuation Plan**

The evacuation of the building or a zone only occurs when the person in charge who is the nurse in charge of the shift or most senior person in the house makes this decision. This decision is based on the perceived danger to the residents and staff. This decision should only be taken after a careful assessment of the severity of the situation.

The sequence of evacuation should take place as follows:

* Ambulant residents those who require on a member of staff to guide or direct them
* Semi ambulant residents, requiring minimum assistance
* Non ambulant residents who have to be physically moved or carried
1. **Flammable Materials**

St. Attracta’s Residence endeavours to purchase only materials and furnishings which have adequate fire retardency properties and have low levels of toxicity when on fire.

1. **Relocation of Residents**

In the event of an evacuation and that St. Attracta’s Residence will not be habitable for the immediate future an agreement has been made with two partner homes to accommodate the residents. In the event this should occur the transportation of these residents will be organised with the assistance of the emergency services and where possible for ambulant residents local taxi companies. McCann’s Taxi Company and Moran’s are both familiar with the home and have supplied the required paperwork to provide this service.

Staff of St. Attracta’s Home will be allocated to the partner home to attend to the residents and to maintain follow on to the resident’s medications and medical records. Assistance will be sought from residents GPs and the local pharmacy.

1. **Fire Evacuation Training**

Fire evacuation drills take place as part of overall fire training. It is expected that all staff attend at least one session of fire training annually. The drill does not require all residents to be actually evacuated but moreso a simulation of the evacuation and using staff to pose as residents to demonstrate effect. Some residents will be included in the training when available.

Following evacuation the success of each drill is evaluated and consideration given to improvements, this includes measuring the time the drill took.

1. **Incident Reporting**

The person in charge will ensure that any incident of fire (regardless how small) is recorded, investigated and if required reported. Should this investigation result in any significant findings these will be communicated to all staff. If required risk assessments will be amended.

1. **Risk Assessment**

The hazard of fire at St. Attracta’s Residence will be risk assessed per relevant area. Any controls will be communicated as part of the fire training to staff.

1. **Training in Fire Safety**

New staff are given training on commencing employment on fire safety and evacuation. All staff will attend a refresher on fire training at least annually. This may take the form of a practical session or theoretical. A record of all such training given will be maintained.

All staff receive training covering the following aspects:

* Fire prevention duties
* Emergency procedures & fire evacuation drills
* The layout of the building including escape routes
* Location of fire alarm call points, first aid & firefighting equipment
* Arrangements for the evacuation of residents
* Arrangements for calling the fire brigade and the ambulance service.
* Fire control techniques, fire blankets & extinguishers
* Closing doors and windows to inhibit fire growth and spread
* Shutting off electricity and gas supplies where appropriate
* The role of Fire doors and the importance of not wedging or propping them open.
* Emergency Procedures including Fire and evacuation drills
* Maintenance of Fire protection equipment
* Maintenance of the building and its fixtures and services
* Maintenance of Escape routes
* Liaison with fire authority and assisting fire brigade
* Maintaining a fire safety register (known as statutory checks file)
* Provision and maintenance of fire safety signs and notices.
* How to extinguish a fire if a residents clothes catch fire.
* Raising the alarm
* Investigating automatic alarms
* Fighting the fire using firefighting equipment if it safe to do so
* Reporting to a designated location
* Accounting for each person on the premises

**Alternative Accommodation**

In the event that an emergency occurs and full evacuation is required and St. Attracta’s Home is not habitable alternative accommodation should be sought at:

Abbeybreaffy Home, 094-9025029

Claremont Home Claremorris, 094- 93 73111

Ave Maria Home Tooreen, 094-96 39999

**Alternative Catering**

In the event of an emergency which affects the running of the kitchen and provision of catering services an alternative external supplier has been identified who could provide the required service for an interim period:

Call Nicholson Catering, Phone Marie on 087-981 6792.

**Alternative Laundry Services**

In the event of an emergency which affects the running of the laundry an alternative external supplier has been identified who could provide the required service:

Call Noel Roache, Laundry Company, Westport, 087-676 1715