**EMERGENCY PLAN**

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

1. Go to fire panel which will inform location of the potential fire.
2. Senior nurse should assign 3 staff members to investigate the location of the possible fire and assess the situation. If it is a fire 2 staff will commence evacuation and 1 staff member to return to the nurse to raise the alarm.
3. All available staff to be sent to help evacuate critical area.
4. **If there is a fire immediately call the Emergency Services.**
5. Put on the orange fire warden vest and get the Emergency Procedures folder.

**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 70 residents and a number of staff in the centre and tell them the type/nature and exact location of the fire.**

**Tell them what is happening with residents and if evacuation has commenced.**

**EMERGENCY PLAN**

Phone one of Donohue family (LISTED BELOW) and Alison Moore; they will contact others.

|  |  |
| --- | --- |
| Martin Donohue  Trina Donohue  Kathleen Donohue  Martin Donohue Snr.  Doreen Divilly | **086 8511 584**  **087 9809 259**  **086 2596 750**  **087 2617 577**  **087 6276 705** |
| Phone **Alison Moore** who will notify other staff if required | **083 401 5668** |

**EVACUATION DECISION**

**The decision to evacuate will be made by the senior nurse.**

The evacuation method used by St. Attracta’s is **Progressive Horizontal Evacuation**. This means evacuating those at greatest risk to another part of the building through a fire door or doors into another compartment within the building.

1. Decide based on extent of fire are you evacuating residents internally to another part of the house or externally?
2. Decide are you evacuating only residents near the fire or all residents?
3. Decide where in the house you are evacuating to and communicate this to the team.
4. **Regardless of your decision evacuate those in immediate danger first**. If you feel it is necessary then proceed with a phased evacuation of the remainder of the residents.
5. 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.
6. Once the immediate area of danger is evacuated consider the location of residents who are in nearby compartments.

**If in doubt…evacuate**

**EMERGENCY PLAN**

**HOW TO EVACUATE**

* Commence evacuation procedure and coordinate the team. Communicate clearly.
* Staff to work in pairs throughout evacuation.
* Check all rooms in the area including store rooms, bathrooms etc.
* Exit through nearest exit; do not evacuate residents towards a fire.
* Instruct staff to close windows and doors behind them as they exit each room.
* One staff member to remain with residents at the evacuation point. Using the resident register this staff member assess who may be missing.
* Once the evacuation of the residents who are in immediate danger is complete assign a staff member to meet the emergency services and direct them.
* Keep roads, paths, hydrants etc. free for emergency vehicles
* Provide the fire brigade with any information they may require
* **Garden padlock codes are 1111.**

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

**EMERGENCY PLAN**

**Information the fire brigade may require on arrival:**

* Notify the fire brigade of any missing residents or staff members.
* We are a two story building; all residents’ rooms are on the ground floor.
* Inform them if you feel anyone is upstairs in the visitor bedroom.
* Give the fire brigade the map which is located in the emergency procedures folder.
* 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

**FIRE ASSEMBLY POINTS**

1. **Horan Suite & Lissadell Suite -** Exit via closest exit doors and got to Assembly Point 1 at front of house.
2. **Clew Bay Suite & Sunflower Suite -** Exit via closest exit doors and go to Assembly Point 2 at top of field.
3. **Caroline Suite -** Exit via closest exit doors and go to Assembly Point 3 located in gravel car park at back of building or enclosed garden.

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

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

**EMERGENCY PLAN**

**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**.
* If door alarm sounds then staff to be assigned **immediately** to check exterior of building.
* 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 areas 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**
* 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.**
* 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 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. Keep timeline of events.
* 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 absconsion.