



PROCEDURE:

Evacuation procedures are essential for the life safety of residents, staff, and visitors. To insure the effectiveness of the evacuation plan, the following will be done:

1. All personnel wear name tags if issued to show that they are employees of the facility.
2. Provide identification for all residents.
3. Maintain a complete and current list of the names and room numbers of residents (**fire census report**) in ADL or a file book. When evacuation is ordered or indicated, copies of this list are removed by a responsible person in order to check on the whereabouts of all residents.

The necessity for the different types of evacuation, primary or secondary, is determined by the severity and extent of the emergency. Initial evacuation should be accomplished according to the primary evacuation procedure below.

1. *Primary Evacuation:* Means moving residents, visitors and personnel to neighboring area. This may be the other end of the property, another floor/area within the facility or to established safety zones.
2. *Secondary Evacuation:* Is the removal of all persons from a building. Generally used when the occupied buildings cannot provide safe areas for primary evacuation or the building is totally unsafe due to fire or other hazards.



About 91% of *all fire deaths* are caused by smoke and toxic gases which rise when heated. It is important that priority be established for evacuation purposes.

1. *Evacuate those in immediate danger first.*

Evacuate residents away from the travel of heat and smoke to the nearest safe area and exit.

PROCEDURE: Order of Evacuation

1. Remove residents, visitors and personnel in *Immediate Danger*.
2. *Ambulatory Residents:* Group together and lead to a safe area (toward an exit) move and direct them, all in one direction to nearest and safes exit if total evacuation becomes necessary.
3. *Wheelchair Residents:* Use wheelchairs and remove to a safe area close to exit, whenever possible.
4. *Bedfast Residents:* Remove by most expedient means, i.e. their beds if possible, by using mattresses, blankets, or the various carries.

The predetermined assembly (meeting place) point (safety zones) are where all residents and employees can be accounted for and from which conveyance to relocation areas will be made.

Inform fire and police personnel of any missing resident, visitor or personnel IMMEDIATELY.

PROCEDURE:

An emergency evacuation /relocation plans will be in place. The emergency exit plans will be posted in the home in all conspicuously.