

River Valley Therapeutic Residence Policy and Procedure		
Fire Safety and Evacuation Response Plan		
Effective: 4/28/2023	Revised: 10/11/2023	Due to Review: 10/11/2025

POLICY

The River Valley Therapeutic Residence (RVTR) has developed a Fire Safety and Evacuation Response plan that aims to provide the highest level of safety for residents and staff while attempting to minimize the potential for traumatization or re-traumatization for the individuals served by the facility and program.

PROCEDURE

Roles of Staff at the point of fire:

Staff who are located at the point of the fire should follow the instruction of the R.A.C.E.E. and P.A.S.S. acronyms listed below.

- R. **RESCUE** – Rescue anyone within the immediate danger area.
- A. **ACTIVATE** the alarm system if not already activated (see Activating Alarm)
- C. **CONTAIN** – Close any doors in the area if safe to do so.
- E. **EXTINGUISH** – Locate the nearest fire extinguisher and use P.A.S.S. (below)
To extinguish the fire
- E. **EVACUATE** – Follow primary or secondary egress route.

How to use a Fire Extinguisher

If there is a fire extinguisher in the immediate vicinity *and* it is safe to do so, follow the PASS technique outlined below.

- P. **PULL** – Pull the pin located on the handle of the fire extinguisher.
- A. **AIM** – Aim the nozzle of the fire extinguisher at the base of the fire's origin.
- S. **SQUEEZE** – Squeeze the handle firmly to spray the extinguisher towards the Fire.
- S. **SWEEP** – use slow sweeping motions side to side directed at the base of the Fire.

Smoke Compartments including primary and secondary egress routes:

The Main facility is divided into three smoke compartments and the gymnasium stands as a segregated smoke compartment. The double doors at the southeast end of the northeast

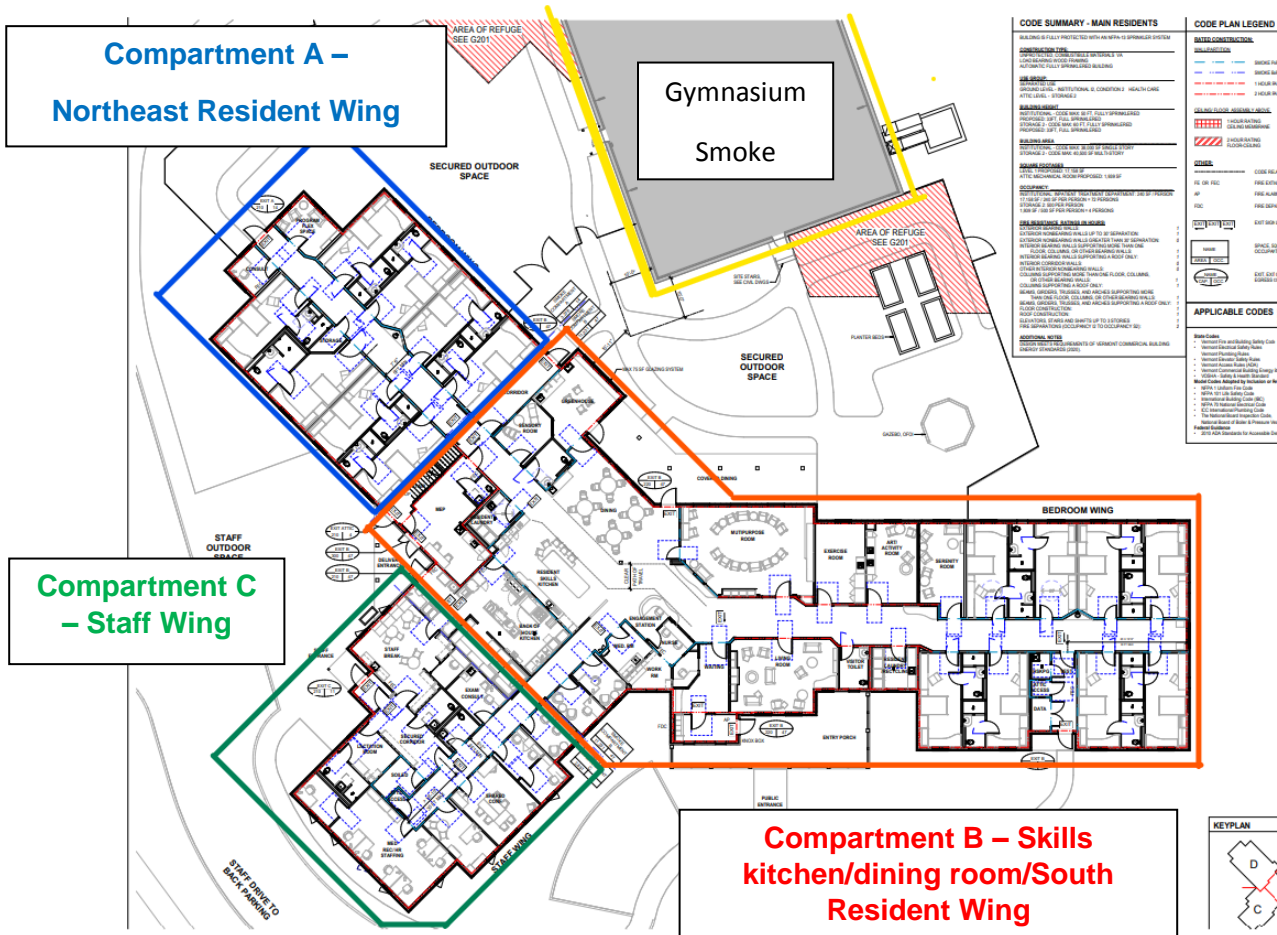
resident wing will release from their magnets and close automatically when an alarm is activated. (See map below)

- Main Facility Fire Compartments and Primary/Secondary egress.
 - **Compartment A - Northeast Resident Wing** This smoke compartment includes all the rooms beyond the double doors in the Northeast Wing, which include the 8 resident bedrooms , 1 staff office, and 1 shared living area. The primary egress route for this smoke compartment is the northeast exit at the end of the hallway. If this route is compromised, secondary egress is the exit at the end of the corridor immediately outside the double doors at the southwest end of this hallway.
 - **Compartment B – Skills kitchen/dining room/South Resident Wing.** This smoke compartment includes the 8 resident bedrooms in the south resident wing, the skills kitchen, dining room, greenhouse, sensory room, resident laundry room, MEP area, main kitchen, med room, nursing station, multipurpose room, living room, and two offices on the southeast side of the double doors partitioning the staff wing. The primary egress for this smoke compartment is the exit on the east side of the building off of the dining room. Secondary egress is through the Northeast resident wing following that wings egress. If both egress points are compromised, egress shall be through the exit on the west side of the hallway.
 - Kitchen staff and BGS staff who may be in the main kitchen area or the MEPS area at the time of a fire event will exit through the direct exits in their respective locations and work towards the Gym.
 - **Compartment C – Staff Wing.** This includes all offices northwest of the Staff Wing double doors as well as the staff lounge, lactation room, soiled storage room. Primary egress for this smoke compartment shall be lateral movement into the dining area of smoke compartment B, then following appropriate egress from there. Secondary egress shall be the side exit on the northeast side of the staff wing.
- **Gymnasium.** This includes the gymnasium building. The nearest of the three exits in this smoke compartment shall be egress.

Areas of refuge:

- In response to a fire in the main facility, the area of refuge shall be the gymnasium.

- In response to a fire in the gymnasium, the area of refuge shall be the main facility.



Reporting of fires:

All fires must be reported. If a fire has been extinguished before fire alarm activation, the charge nurse or designee will contact the Program Director or designee immediately to report that there has been a fire, and then complete an event report.

Fire alarm activation and response:

RVTR is fully equipped with a fire system which includes facility-wide smoke detectors, alarm pull stations located at all exit points, alarm system and sprinkler system. If staff witness a fire and there has been no alarm, they shall activate the nearest pull station and then follow the RACEE and PASS directions as necessary and then follow appropriate evacuation procedures.

Whether the alarm was activated due to smoke detector or pull station, the fire departments of Essex, Essex Town, Colchester, and St. Michaels College will be notified automatically by the fire alarm system and will also be informed of the location of the fire within the facility.

The nurse on duty or designee shall direct staff members to do a sweep of the residence as they evacuate. Staff members are to check each room of the respective wings, closing each door after inspection, as they work their way to the egress point. After exhausting all efforts, if still unable to get an occupant out of a room, the door must be closed with them in it; this is to protect the safety of all other building occupants. If a resident decides to stay, there is no way for them to evacuate.

The nurse on duty or designee assigned to the medication room shall ensure that the MAR and Kardex are taken during evacuation. If safe to do so the resident charts shall be taken as well.

The shift leader or designee shall move to the area of refuge and begin taking account for residents who have evacuated. Department heads shall account for subordinates.

When the fire department arrives the on-duty Charge Nurse or designee shall inform the fire department of any residents or staff remaining in the facility.

Fire Drill Guidelines:


A fire drill shall be held on each shift at least quarterly. Fire-drills shall be held monthly with residents. All drills shall be documented on the *Fire Drill Evaluation and Debriefing* form (see Attachment #1), and in the Facility Fire Drill Log. It is the responsibility of the Nurse/Shift Leader to complete a fire drill report, and review the following items with staff:

- The locations of fire extinguishers.
- The locations of pull stations and how to use them.
- What R.A.C.E.E. and P.A.S.S. stand for.
- The evacuation procedure.

RVTR Fire Report:

When a fire occurs in the residence regardless of size or damage, the Department of Aging and Independent Living and the Department of Public Safety’s Division of Fire Safety must be notified within 24 hours. A written report must be submitted to both departments within 72 hours. Actual fire events will be documented on an *Environment of Care Variance Reporting Form*.

Department of Aging and Independent Living: (802) 241-2401
Department of Public Safety’s Division of Fire Safety: (802) 479-7575
www.firesafety.vermont.gov

Approved by	Signature	Date
Emily Hawes Commissioner Vermont Department of Mental Health	 <p>DocuSigned by: Emily Hawes C50275615A62462...</p>	10/11/2023

Attachment #1 on the following page

Date: Shift: Days Nights: Time Initiated: Time Resolved:

<i>Pull station activated and other set-up information:</i>			
<i>Immediate Staff Response:</i>		Completely Performed	Points Scored
Did staff clear all areas of the facility?	Y N	10	
Did staff inform residents/visitors of the fire response procedure as needed?	Y N	10	
Did all residents and staff successfully evacuate to the appropriate area of refuge?	Y N	10	
Did staff bring a cell phone and radio to the area of refuge?	Y N	10	
Were the MAR, KARDEX and charts gathered?	Y N	10	
<i>Comments:</i>			
<i>Staff Knowledge (To be asked during post evaluation)</i>		Completely Performed	Points Scored
Did staff know R.A.C.E.E. when asked?	Y N	10	
Did staff know P.A.S.S when asked?	Y N	10	
Did staff know the locations of pull stations when asked?	Y N	10	
Did staff know the location of fire extinguishers when asked?	Y N	10	
Did staff know the evacuation procedure?	Y N	10	
<i>Comments:</i>			

Point total from above: _____

80% - 100% = Exemplary 60% - 80% = Acceptable <60% = Re-education
 Needed <60% document in 5 "Areas for improvement" on next page.

1. Leadership assumed by whom:

2. Did all residents evacuate the facility. Y N If not, please explain.

3. Personnel involved (staff/visitors/residents):

4. Positive actions:

5. Areas for improvement (Policy/Procedure Change, Equipment, etc.):

Post evaluation given by:

Personnel attending:

Report written by:

Signature: _____ Date: _____

Routing Original to Program Director

 Copy to Nurse Manager

Reviewed by Program Director or Designee:

Print Name: _____ Signature: _____

Date: _____