

INCIDENT RESPONSE GUIDE

FIRE



FIRE

Note: For an **internal fire** at the facility refer to your own fire emergency response procedures. A brief Rapid Response checklist is included below, if needed.

MISSION	
To safely manage the operations of the facility during response to an external (wildfire) threat or internal fire incident	
DIRECTIONS	
Read this entire response guide and use as a checklist to ensure tasks are addressed and completed. For each response period, all activated IMT positions should refer to their Job Action Sheet for additional actions. Each IRG is intended to be a starting point and not all inclusive. Customize to your facility. <i>Note: Section duties and responsibilities remain the responsibility of the Incident Commander unless delegated.</i>	
OBJECTIVES	
<input type="checkbox"/>	Confine the fire/reduce the spread of the fire if within the facility.
<input type="checkbox"/>	Rescue and protect residents and staff.
<input type="checkbox"/>	Implement internal emergency operations plan.
<input type="checkbox"/>	Implement partial/full evacuation.
<input type="checkbox"/>	Investigate and document incident details.

RAPID RESPONSE CHECKLIST FIRE-INTERNAL	
<input type="checkbox"/>	Rescue anyone in immediate danger while protecting the safety of the rescuing staff member(s). Use the R.A.C.E (Rescue, Alarm, Confine, Extinguish or Evacuate) technique.
<input type="checkbox"/>	Alert residents and staff members; pull the fire alarm.
<input type="checkbox"/>	Call 9-1-1 immediately to report a fire. Include the following information: <ul style="list-style-type: none"> • Name of facility • Address and nearest cross street • Location of fire (floor, room #, etc.) • What is burning (electrical, kitchen, trash, etc.)?
<input type="checkbox"/>	Activate facility's EOP and appoint a Facility Incident Commander (IC) if warranted.
<input type="checkbox"/>	Contain the fire if possible without undue risk to personal safety. Shut off air flow, including gas lines, as much as possible, since oxygen feeds fires and distributes smoke. Close all fire doors and shut off fans, ventilation systems, and air conditioning/heating systems. Use available fire extinguishers if the fire is small and this can be done safely.

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RAPID RESPONSE CHECKLIST FIRE-INTERNAL	
<input type="checkbox"/>	Oxygen supply lines (whether portable or central) may lead to combustion in the presence of sparks or fire. If possible, quickly re-locate oxygen-dependent residents away from fire danger.
<input type="checkbox"/>	If the decision is considered to evacuate the facility, see SHELTER-IN-PLACE and the EVACUATION IRG .
<input type="checkbox"/>	Notify appropriate state survey agency to report an unusual occurrence and activation of facility's EOP.
<input type="checkbox"/>	<i>Add other response actions here consistent with the facility EOP.</i>

RAPID RESPONSE CHECKLIST FIRE – EXTERNAL	
<input type="checkbox"/>	Monitor local alert system and local news for evacuation reports and instructions.
<input type="checkbox"/>	Monitor residents and staff for complications related to smoke exposure.
<input type="checkbox"/>	Preemptive methods to mitigate smoke and fire risk: <ul style="list-style-type: none"> • Close all windows, doors, and vents • If using HVAC, set to re-circulate indoor air • If possible, use a high efficiency particulate air (HEPA) filter • Prepare evacuation bags, records, and ID tags • Contact transportation companies to alert them you may need to evacuate
<input type="checkbox"/>	In case of immediate threat : <ul style="list-style-type: none"> • Move residents to a pre-designated staging area for rapid evacuation • If you smell gas, and it is safe to do so, shut off the gas. Do not do so unless need is certain as only the gas company can turn it back on. • Contact the transport companies and health care facilities you have agreements with • Notify resident families. • Leave a message on the facility phone with a contact number and information regarding facility status.
<input type="checkbox"/>	If the decision is considered to evacuate the facility, see SHELTER-IN-PLACE or the EVACUATION IRG .
<input type="checkbox"/>	Notify appropriate state survey agency to report an unusual occurrence and activation of facility's EOP.
<input type="checkbox"/>	<i>Add other response actions here consistent with the facility EOP.</i> <i>NOTE: For internal fire response see Shelter-in-Place or the Evacuation IRG and facility-specific response procedures.</i>

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Immediate Response (0 – 2 hours)		
IMT Position	Action	Initials
Incident Commander	Establish operational periods, objectives, and regular briefing schedule. Consider the use of Incident Action (IAP) Quick Start for initial documentation of the incident.	
	Notify nursing home Chief Executive Officer, Board of Directors, state survey agency, and other appropriate internal and external officials of situation status.	
	Consider the formation of a unified command with nursing home and fire officials	
	Determine need for and type of evacuation.	
	Communicate with other healthcare facilities (or Medical and Health Operational Area Coordinator) to determine: <ul style="list-style-type: none"> • Situation Status/impact on nursing home status • Resident transfer/bed availability • Ability to loan needed equipment, supplies, medications, personnel, etc. 	
Liaison/PIO	Activate the communication plan and respond to media inquiries in coordination with law enforcement and the Incident Commander.	
	Conduct regular media briefings to update situation status and provide appropriate resident and employee information.	
	Oversee resident family/guardian notifications of incident and evacuation/relocation, if ordered.	
	Notify and regularly communicate with local emergency management agency, Fire, EMS and law enforcement about nursing home status.	
Safety Officer	Evaluate safety of residents, family/guardian, staff and nursing home and recommend protective and corrective actions to minimize hazards and risks.	
	Secure the nursing home and deny entry of non-essential and unauthorized personnel.	
	Follow up on injured employees and residents and document condition.	
	In coordination with the Infrastructure Branch Director, regularly perform nursing home damage assessments.	
Operations Section Chief	Ensure continuation of resident care and essential services.	
	Evaluate need for evacuation or temporary relocation of nearby areas damaged from smoke or fire.	
	Conduct a census of residents, identifying those who are appropriate for discharge, if needed.	

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Immediate Response (0 – 2 hours)		
IMT Position	Action	Initials
Operations Section Chief	Prepare to implement emergency plans and procedures as needed (e.g., loss of power, cooling, water, HVAC, communications).	
	Consider partial or complete evacuation of the nursing home, or relocation of residents and services within the nursing home.	
	Coordinate with the Safety Officer to secure the nursing home and implement limited visitation policy.	
	Designate an area(s) to accommodate resident/staff family members/guardians seeking shelter including those who may be electrically dependent or have medical needs.	
	Implement tasks listed below if Branches are not activated.	
Resident Services Branch Director	Evaluate the condition of residents and assess for smoke-related complications, and potential transfer.	
	Evaluate resident safety and consider partial or complete evacuation.	
Infrastructure Branch Director	Evaluate safety of structure after obtaining damage assessment from fire department.	
	Use preemptive methods to mitigate smoke and fire risk. <i>See Rapid Response Checklist (Fire – External).</i>	
	Complete a NHICS 251 - Facility System Status Report	
Planning Section Chief	Establish operational periods, incident objectives, and the NHICS 200: Incident Action Plan (IAP) Quick Start in collaboration with the Incident Commander.	
	Prepare for potential evacuation by researching available evacuation sites.	
	Gather <u>internal</u> situation status including supply and equipment status, current staff and nursing home census.	
	Initiate the gathering and validation of <u>external</u> situational status (weather, impact to roads, utilities, scope of damage, evacuation routes) and infrastructure status for inclusion in the IAP.	
	Maintain and update the situational status boards and other documentation tools for timeliness and accuracy of information received.	
	Initiate tracking system for residents and arriving community boarders and visitors who will remain in the nursing home during the incident.	

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Immediate Response (0 – 2 hours)		
IMT Position	Action	Initials
Logistics Section Chief	Ensure communications systems and IT systems are functioning.	
	Call back additional staff to assist with operations and possible evacuation as needed.	
All Activated Positions – Refer to Job Action Sheets		

Intermediate Response (2 - 12 hours)		
IMT Position	Action	Initials
Incident Commander	Regularly meet with Command Staff and Section Chiefs to review overall impact of the fire or fire threat on the nursing home and reevaluate the need for evacuation or temporary relocation of resident care area and services.	
	Activate the Business Continuity Plan.	
	Continue briefings for staff, residents and the media.	
Liaison/PIO	Continue to communicate with area nursing home facilities and local emergency management to update on situation status and request assistance.	
	Ensure notification of resident’s families of incident and resident condition.	
Safety Officer	Conduct ongoing analysis of existing response practices for health and safety issues related to staff, residents, and nursing home, and implement corrective actions.	
	Monitor, report, follow up on, and document resident or staff injuries.	
	Ensure staff food, water and rest periods.	
	Continue nursing home security and secure all unsafe areas.	
Operations Section Chief	Continue resident care and management of activities, including assessment of residents for change in condition.	
	Implement tasks listed below if Branches are not activated.	
Resident Services Branch Director	Prepared to relocate or evacuate residents from damaged/impacted areas, as appropriate. Utilize NHICS resident tracking forms as appropriate.	
	Continue to assess residents for change in condition.	
	Provide behavioral health support for residents and families as needed.	

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Intermediate Response (2 - 12 hours)		
IMT Position	Action	Initials
Infrastructure Branch Director	Ensure nursing home cleanliness (as best as possible). Initiate special cleaning as necessary.	
	Continue to monitor the status of the physical plant and ensure the integrity of and/or restoration of utilities and communications.	
	Ensure nursing home repairs.	
Planning Section Chief	Continue resident, bed, material, and personnel tracking.	
	Continue to research potential evacuation sites, if applicable.	
	Update and revise the Incident Action Plan.	
	Ensure documentation of actions, decisions, and activities.	
Logistics Section Chief	Obtain supplies, equipment, medications, food, and water to sustain operations.	
	Establish sheltering and feeding services for staff, family/guardians, and if necessary, people seeking shelter.	
	Order supplies and equipment as needed to facilitate resident care and recovery operations.	
	Arrange transportation for relocated or evacuated residents.	
	Continue to provide supplemental staffing as needed. Activate the labor pool to obtain personnel resources as needed.	
Finance/ Administration Section Chief	Track response and recovery costs and expenditures, including estimates of lost revenue.	
	Initiate screening and tracking of incoming volunteers and/or new personnel.	
	Initiate documentation and claims for injured employees and residents, if any.	
	Facilitate procurement of supplies, equipment, medications, contracted services and staff needed for effective response and recovery.	
All Activated Positions – Refer to Job Action Sheets		

Extended Response (greater than 12 hours)		
IMT Position	Action	Initials
Incident Commander	Meet with Command Staff and Section Chiefs to update situation status and resident relocation/evacuation progress.	

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Extended Response (greater than 12 hours)		
IMT Position	Action	Initials
Incident Commander	Continue to brief staff, residents, families and the media on the situation status and appropriate resident information.	
	Update the nursing home Chief Executive Officer, Board of Directors, state survey agency, and other appropriate internal and external officials of situation status.	
Liaison/PIO	Continue to update local emergency management, Fire, EMS and law enforcement officials on situation status and evacuation progress.	
Safety Officer	Continue security of the campus and unsafe areas within the nursing home.	
Operations Section Chief	Continue resident care and management activities	
	Ensure safe resident relocation/evacuation, if necessary.	
	Implement tasks listed below if Branches are not activated.	
Resident Services Branch Director	If residents are evacuated to other facilities, ensure resident records, medications and belongings are transferred with the resident.	
	Provide behavioral health support and information about community services to residents and families as needed.	
	Provide food and water for residents, families and visitors	
Infrastructure Branch Director	Continue to assess nursing home damage and services.	
Planning Section Chief	Plan for demobilization of incident and system recovery.	
	Update and revise the Incident Action Plan.	
	Ensure documentation of actions, decisions and activities.	
	Continue resident and personnel tracking.	
Logistics Section Chief	Continue to provide food, water and rest periods for staff.	
	Continue to monitor the condition of injured employees and report to the Incident Commander and Safety Officer	
	Replace or reorder damaged supplies and equipment to provide laboratory services as soon as possible.	
	Provide additional staffing as needed.	
Finance/ Administration Section Chief	Continue to track and report response costs and expenditures and lost revenue.	
	Initiate screening and tracking of incoming volunteers and/or new personnel.	

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Extended Response (greater than 12 hours)		
IMT Position	Action	Initials
Finance/ Administration Section Chief	Complete claims/risk management reports on injured employees or residents.	
All Activated Positions – Refer to Job Action Sheets		

Demobilization/System Recovery		
IMT Position	Action	Initials
Incident Commander	Assess if criteria for partial or complete reopening of areas within the nursing home is met, and order reopening and repatriation of residents.	
	Oversee restoration of normal nursing home operations.	
	Provide appreciation and recognition to solicited and non-solicited volunteers, staff, state and federal personnel that helped during the incident.	
	Notify local emergency management, fire and EMS of termination of the incident and reopening of the nursing home.	
Liaison/PIO	Conduct final media briefing providing situation status, appropriate resident information and termination of the incident.	
	Notify residents, staff, visitors, and families/guardians of the return to normal operations.	
Safety Officer	Oversee the safe return to normal operations and repatriation of residents.	
	Report staff injury and illness for follow up by Finance/ Administration Section Chief.	
Operations Section Chief	Restore resident care and management activities.	
	Repatriate evacuated residents.	
	Re-establish visitation and non-essential services.	
	Ensure residents, staff, and visitors have access to behavioral health support as needed.	
	Implement tasks listed below if Branches are not activated.	
Resident Services Branch Director	Repatriate evacuated residents, if applicable.	
	Restore normal resident care operations.	
Infrastructure Branch Director	Ensure nursing home repairs and clean up.	

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Demobilization/System Recovery		
IMT Position	Action	Initials
Planning Section Chief	Conduct debriefings and a hotwash with: <ul style="list-style-type: none"> <input type="checkbox"/> Command Staff and section personnel <input type="checkbox"/> Administrative personnel <input type="checkbox"/> All staff <input type="checkbox"/> All volunteers 	
	Write an After Action Report and Corrective Action and Improvement Plan for submission to the Incident Commander, including: <ul style="list-style-type: none"> <input type="checkbox"/> Summary of the incident <input type="checkbox"/> Summary of actions taken <input type="checkbox"/> Actions that went well <input type="checkbox"/> Actions that could be improved <input type="checkbox"/> Recommendations for future response actions 	
	Ensure all electronic and paper documents created in event response are collected and archived.	
Logistics Section Chief	Restock and resupply equipment, medications, food and water, and supplies to normal levels.	
	Itemize all damaged equipment and supplies and submit to Finance/Administration Section.	
	Return borrowed equipment after proper cleaning/disinfection	
Finance/ Administration Section Chief	Submit all section documentation to Planning Section for compilation in After Action Report.	
	Compile final response and recovery of cost and expenditure and estimated lost revenues summary and submit to the Incident Commander for approval.	
	Contact insurance carriers to assist in documentation of structural and infrastructure damage and initiate reimbursement and claims procedures.	
All Activated Positions – Refer to Job Action Sheets		

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Documents and Tools
<p>Nursing Home Emergency Operations Plan, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business Continuity Plan <input type="checkbox"/> Fire emergency response procedures <input type="checkbox"/> Evacuation procedures <input type="checkbox"/> Emergency procurement policy <input type="checkbox"/> Damage assessment procedures <input type="checkbox"/> Communication plan <input type="checkbox"/> Behavioral health support procedures <input type="checkbox"/> Emergency procurement policy
<p>Forms, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NHICS 200 – Incident Action Plan (IAP) Quick Start <input type="checkbox"/> NHICS 205 – Communications List <input type="checkbox"/> NHICS 214 – Activity Log <input type="checkbox"/> NHICS 215A – Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> NHICS 251 – Facility System Status Report <input type="checkbox"/> NHICS 255 – Master Resident Evacuation Tracking
Job Action Sheets
Paper forms for down-time documentation, data entry, etc.
Access to nursing home organization chart
Campus floor plans, maps, and evacuation routes
Television/radio/internet to monitor news
Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication