



FIRE SAFETY PLAN PROTOCOL

GUIDING PRINCIPLE

We are committed to a culture of recovery throughout our systems of care, in our interactions with one another, and with those persons and families who trust us with their care.

OVERVIEW

The Department of Mental Health and Substance Abuse (DMHSA) works to ensure consumers, visitors, and staff are safe in the event of a fire.

STANDARDS OF CARE

- DMHSA has a fire safety plan that provides guidelines for consumers, visitors, and staff so they can respond promptly and effectively in the event there is a fire.
- It is the responsibility of all staff, consumers, and visitors to understand and comply with this protocol.

PROTOCOL

- Employees must give the Guam Fire Department (GFD) personnel as much assistance as possible. During a fire emergency situation, GFD personnel are in charge and employees shall cooperate with them in every respect.
 - Facility operations personnel and the safety officer shall be on standby to direct fire fighters to the scene.
- All fire hazards must be reported immediately to the safety officer or his/her designee.

Evacuation Plan:

- Each floor will have a map conspicuously posted. The building map will show the locations of all fire extinguishers, routes and exits.
- There are eight (8) evacuation exit doors. The evacuation map identifies the designated evacuation areas and identifies where to gather based on the exit door.

Discovery of a Fire:

- Anyone who discovers a fire is responsible for reporting it, regardless of size.
- When an employee sees or smells smoke or feels abnormally hot walls, he/she should report it immediately according to the protocol below.
- Employees should be especially alert during the night hours since fewer personnel are available to help with a fire emergency during this time.

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- When an employee discovers (or is notified by a visitor or consumer) that there is a fire at the facility, the employee shall initiate R.A.C.E”
 - RESCUE: Rescue anyone in danger, without putting your own safety at risk.
 - ALARM: Alert staff of the fire by activating the nearest fire alarm station and calling “9-1-1” and giving the location of the fire, i.e., Department of Mental Health and Substance Abuse, 790 Gov. Carlos Camacho Rd, Tamuning, the room number and/or location.
 - CONTAIN: Contain the fire by closing all doors and windows and checking smoke barrier doors for proper closure. Do not lock doors or turn off lights.
 - EXTINGUISH: Extinguish the fire if possible with an approved fire extinguisher.
 - The type of fire extinguishers used in the facility is an All Purpose “ABC”.

Instructions for Fire Extinguisher Operation:

- Remove the extinguisher from the bracket and initiate “P.A.S.S.”
 - PULL: Pull the safety pin out to break the plastic seal attached to the trigger mechanism.
 - AIM: Aim the fire extinguisher nozzle at the base of the flame.
 - SQUEEZE: Squeeze the trigger mechanism together.
 - SWEEP: Sweep the stream of spray across the base of the fire.

Evacuation:

- The safety officer will be responsible for creating and maintain the emergency evacuation procedures.
- All consumers, visitors, and staff shall be evacuated towards the nearest exit and immediately proceed to the designated evacuation area.
- Staff shall reassure consumers and visitors that the situation is under control and GFD is on their way. Extreme caution shall be used, in an effort not to cause the consumers to panic.
 - Staff shall never shout “fire” or other common phrases that may cause someone to panic.

Evacuation of Consumers not on the Inpatient Units:

- Consumers not on the inpatient units shall be escorted by staff to the designated evacuation area.

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- Staff shall hold the doors open until all consumers have exited.
- Once all the consumers are in the designated area, staff shall do a head count.
- All consumers will remain in the designated evacuation area, under staff supervision until it is clear to return to the building.
 - Staff will position themselves appropriately to allow for close observation of the consumers to prevent elopements, as appropriate.

Evacuation from the Second (2nd) Floor Inpatient Units:

- Consumers on the unit on the second (2nd) floor will be escorted by staff out exit #5 and exit #6 to the designated evacuation area.
 - Staff shall hold the doors open until all consumers have exited.
- Once all consumers are in the designated area, staff shall do a head count.
- All consumers will remain in the designated area, under staff supervision until it is clear to return to the building.
 - Staff will position themselves appropriately to allow for close observation of the consumers to prevent elopements.
- Staff shall make an effort to take the consumer's charts before exiting the building.

Evacuations from the Third (3rd) Floor Units:

- Staff shall ensure that all consumers that require the use of an evacuation chair are properly placed on the evacuation chair and moved to the safe zone (exit #6) which is the top flight of the stairs outside of children inpatient unit (CIU).
 - Any consumers that require the use of the evacuation chair shall be under the watch of at least one (1) staff member.
- All other consumers on the third floor will be escorted down the outside stairs to the designated area for individuals who use exit #6.
 - At least one (1) staff member shall escort these consumers and do a head count.
- Once all the consumers are safely evacuated, staff shall use their training to safely get the consumer(s) in the evacuation chair down the stairs and to the designated evacuation area.
- All consumers will remain in the designated area, under staff supervision until it is clear to return to the building.
 - Staff will position themselves appropriately to allow for close observation of the consumers to prevent elopements.

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- Staff shall make an effort to take the consumer's charts before exiting the building.

Evacuations of all other areas:

- Staff in other areas shall use the emergency exit routes and corresponding exit doors to evacuate and shall assist consumers and visitors to the pre-determined evacuation area based on the emergency evacuation plan and map.
- Supervisors shall do a head count and identify if any other their staff is missing.

After a Fire Situation:

- Occupants shall not return to the building until instructed to do so by the GFD or appointing authority.
- All operations shall resume as they were before the fire situation.
- Any concerns about the fire safety plan that resulted from fire situation shall be reported to the safety officer so he/she can address them.

Fire Drills:

- Fire drills will be conducted at least once every three (3) months, at varying times and under varied conditions.
- At least one (1) fire drill shall be conducted during hours of darkness, annually.
- Each fire drill will include the proper use of emergency evacuation procedures, fire alarms and fire extinguisher equipment.
- The safety officer, will be present and will evaluate the effectiveness of each fire drill.
 - A written documentation, including a brief evaluation, shall be prepared at the conclusion of each fire drill.
 - The safety officer is responsible for maintaining a record of the reports for a period of three (3) years.
- In the event that the fire alarm system is activated for a fire drill, facility operations personnel will ensure that all self-closing doors are closed.

Doors:

- Fire exit and smoke barrier doors will be kept closed at all times.
- A sign reading "Not an Exit" must identify any door or passage that is not an exit that could be mistaken as an exit.

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- Any door or passage that is not an exit after 5:00 PM must be identified by sign reading "Not an Exit after 5:00 PM" including weekends and Government of Guam Holidays.

Tampering, Damage, Remove, or Altering Equipment:

- It is a violation of DMHSA policy, for anyone to knowingly tamper, damage, remove, or alter any type of fire and safety equipment or device.

Non-Functioning Exit and Stairway Lights:

- Non-functioning exit and stairway lights will be promptly reported to facility operations personnel.

Fire Prevention:

All consumers, staff, and visitor should know the following fire prevention guidelines:

- Know the location of portable fire extinguishers in your work area and know the P.A.S.S. method for using a fire extinguisher.
- The Department shall make a reasonable effort to use only non-combustible or fire retardant treated "goods" (i.e., bedding material, curtains, mattresses, etc.).
- Aisles, stairwells, stairway approaches, and fire escapes must be kept free from obstruction at all times.
- Extreme care should be used when disposing of flammable waste accumulations.
- Good housekeeping is important; trash and combustibles must not be allowed to accumulate in any part of the facility.
 - Employees shall do all they can to maintain order and cleanliness in the interest of fire prevention in their work area.
- Oxygen tanks will not be stored near flammables.
- Paints, oils, varnishes, and other flammable or explosive liquids and gasses, when authorized for use in the facility, will be stored in approved storage cabinets and will not be used near an open flame.

Smoking:

- Smoking is prohibited within all DMHSA buildings, regardless of weather or time of day.
- Consumers, visitors, or staff who wishes to smoke can do so at designated smoking areas outside of the Department, as per protocol.
- Consumers are not permitted to have matches, cigarette lighters, or any other flame producing devices under any circumstances when inside the building.

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- Signs prohibiting smoking or the use of open flames will be posted throughout the facility.

Decorations:

- Decorations, furnishings and equipment that may impair the visibility of an exit sign and/or exit door are not permitted.
- Decorations shall not be attached to light fixtures or fire sprinklers and will be removed immediately after the occasion for which they were put up.

Fiestas:

- Open fire and/or ember fires of any type are prohibited except when such fires are in commercial charcoal burners used outdoors. The safety officer must be contacted in advance to provide approval of barbecue units for outdoor fiestas/cookouts.

Electrical Appliances:

- Personal electrical appliance such as radios, lamps, or microwaves must be checked for compliance with safety standards.
- Hot plates and toaster ovens are not permitted.

Fire Education, Safety, and Training:

- Each supervisor shall ensure that employees are thoroughly familiar with the evacuation plan. Supervisors should have a copy of this protocol available in their work area.
- The safety officer is responsible for fire safety, education, and training that will be provided for all staff during new employee orientation and annually thereafter.
- Each employee will be given specific instructions about:
 - The location of fire alarms and proper procedure for activating them.
 - The locations and use of the fire extinguisher.
 - The methods and routes to evacuate consumers, visitors, and staff.
 - Fire emergency procedures and protocols
- Every employee is expected to know the location of each fire exit door, fire alarm, and fire extinguisher in his/her respective work area(s).
- It is expected that each employee understands the proper procedure for operating fire alarms and extinguishers.

Incident Reports:

- Any fire, other than a fire drill requires an incident report. The staff with the most comprehensive knowledge about the fire situation shall complete and submit the report according to protocol.

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Facility Operations Responsibilities:

- The facility operations personnel at the scene of the fire will be responsible for:
 - Unlocking doors for GFD personnel.
 - Preventing unauthorized persons from entering the building.
 - Maintaining contact with the safety officer throughout the fire situation.
 - Insuring that smoke and fire doors and windows in the area of the fire are closed.
 - Assisting the firefighting efforts with hand extinguishers until GFD arrives.
 - Assisting GFD as requested.
 - When the fire situation is over, in conjunction with the safety officer, notifying all evacuees that it is clear to return to the building.
 - Resetting the fire alarm system as soon as possible after the fire situation is over.
 - Assisting with clean-up operations.
 - Making necessary repairs and resetting electrical and mechanical systems.

Safety Officer Responsibilities:

- The safety officer's functions include the following:
 - Organize and conduct effective fire prevention and fire protection programs.
 - Instruct all personnel in fire prevention and procedures to be used in case of a fire.
 - Assure fire safety emergency procedures and emergency evacuation plans are appropriately located throughout the building.
 - Insure that fire drills are conducted and documented every three (3) months, prepare a report on the effectiveness of the drill and maintain the records for a period of three (3) years.
 - Coordinate fire support functions and activities with GFD and collect all available and relevant information and data from the GFD.
 - Conduct monthly inspections to detect and eliminate fire and safety hazards and infraction of fire and safety regulations.
 - Arrange for the GFD to inspect the premises on an annual basis.
 - Arrange for a private vendor to inspect all the fire extinguishers on an annual basis.
 - Conduct investigations of fires and prepare incident reports.
 - Supervise and coordinate the inspection and testing of fire alarms, smoke detectors, fire extinguishers and other safety equipment on a regularly scheduled basis.
 - Coordinate the repair of safety equipment.

Fire Sprinkler System:

- The fire sprinkler system will be properly maintained by a certified company to perform preventive maintenance to the system.

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- Anytime the fire sprinkler system fails, the person witnessing the failure shall notify the safety officer and/or facility operations personnel.
- If authorized personnel shut down the system for regular maintenance or repair, the GFD shall be notified in advance.
- While the sprinkler or smoke detector system or is shut down, a 24-hour fire watch must be implemented for all 24-hour units. This will provide the appropriate fire prevention for the building until sprinkler system is returned to working order.
 - The fire watch duties shall be properly delegated.
- Upon completion of any repair on the sprinkler system, the safety officer will immediately notify the GFD to certify and resume operations.

REFERENCES

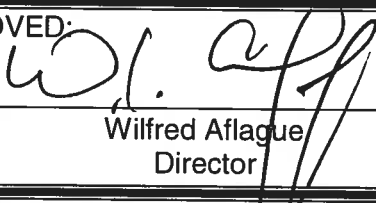
- TJC EC.5.10

SUPERSEDES

- Fire Emergency Plan; October 8, 2003
- Fire Emergency Plan; 10.04.103; 2010

FORMS

- Evacuation Map; 2008

APPROVED:  _____ Wilfred Aflague Director	Date: <u>6/29/12</u>
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