

Wisconsin Veterans Home at King

EMERGENCY PLAN - FIRE

Date of Origin: 2005	No.: 14-00-01B
Last Revision: August 04, 2021	Page 1 of 5
Last Review: August 04, 2021	Maintained By: Administration/Emergency Services

Applies To:

- All Wisconsin Veterans Home at King (WVH-K) Staff, Members, Volunteers, and Visitors

Definitions:

- **RACE**
 - **R= Rescue:** The first goal in any fire is to rescue people who are in immediate danger.
 - **A= Alarm:** The next most important goal is to ensure that the alarm is sounded to summon additional help. In some circumstances it may be appropriate to sound the alarm before rescue is attempted.
 - **C= Confine:** Confining the fire to the smallest possible area is the next goal. It can be accomplished by closing doors to the affected area.
 - **E= Extinguish or Evacuate:** In many cases a small fire can be quickly extinguished, making evacuation unnecessary.

Summary Information:

- The WVH-K's Fire Plans shall be based on a "**Defend in Place**", "**RACE**", and "**Shelter in Place**" evacuation procedures.
 - In case of fire the WVH-King shall follow the "Shelter in Place" procedures.

Policy:

- Quick Reference plans shall be posted on fire boards in non-licensed buildings and on each floor of licensed buildings near the passenger elevator.
- Fire evacuation maps shall be posted in each wing of each floor in licensed buildings. Evacuation routes shall be emphasized at monthly drills.
- For non-licensed buildings, the fire plan shall reflect whether ~~or not~~ significant protective features exist and directs evacuation accordingly. Staff in these buildings shall follow their specific building plan.
- Evacuation action plan for the discovery of smoke or fire in a building shall be:
 - First, Defend in Place
 - Second, Horizontal Evacuation
 - Third, Vertical Evacuation
 - Final, Total Evacuation.
- In event of fire staff shall use the RACE protocol. This is shown on the Quick Reference plans.
- Fire drills shall be conducted throughout the year in all licensed buildings. In each drill the four steps involved in RACE are practiced generating an automatic response from staff should a fire emergency occurs.
 - Evaluation of drills shall be completed to determine the appropriate:
 - Use of alarms
 - Transmission of alarm to fire department
 - Emergency phone call to fire department Response to alarms Isolation of fire Evacuation of immediate area Evacuation of smoke compartment
 - Preparation for floors and building for evacuation
 - Extinguishment of fire.

Wisconsin Veterans Home at King

EMERGENCY PLAN - FIRE

Date of Origin: 2005	No.: 14-00-01B
Last Revision: August 04, 2021	Page 2 of 5
Last Review: August 04, 2021	Maintained By: Administration/Emergency Services

- WVH-K is required to report a fire event to the Division of Quality Assurance within 72 hours, as specified in the Wisconsin Administrative Code § 132.82 (3) (e). Reportable fire events may include: smoke from an oven, electrical fires, fire alarm activation, etc.

Procedure:

Licensed Buildings

1. In the event of a fire alarm or smoke/fire is detected:
 - A. Staff responds immediately to the affected area.
 - 1) If the alarm has not gone off, staff will activate a pull station, which automatically makes an audible announcement referencing a Code 2222 with location and activates a strobe light.
 - 2) Staff brings a fire extinguisher and or fire blanket to area.
 - 3) Staff will call out code 2222 alerting building staff to assist.
 - 4) At the first opportunity staff calls Emergency Services @ 2222.
 2. Utilize **RACE**:
 - A. **R**escue anyone in immediate danger.
 - 1) Do not attempt to rescue anyone if this places you in jeopardy.
 - B. **A**larm.
 - 1) If not already initiated pull the fire alarm.
 - C. **C**onfine the fire.
 - 1) Close all doors and keep them closed.
 - 2) Only properly equipped responding staff can enter the affected smoke compartment.
 - D. **E**xtinguishing the fire only if appropriate.
 - 1) Extinguish only very small fires (trash can, etc.) – only one attempt and then evacuate to a non-affected smoke compartment.
 - 2) Don't risk allowing the fire or toxic smoke to spread – keep doors closed and allow the sprinklers to do their job.
 - E. **E**vacuation consideration
 - 1) Horizontal evacuation – moving people away from the affected smoke compartment, into an unaffected smoke compartment behind a set of fire doors, but remaining on the same floor.
 - 2) Vertical evacuation – moving people to a lower floor.
 - a. This decision is usually made by the responding fire fighters or Incident Command.
 - 3) Do not use elevators during a fire.
 - a. Emergency Services has the ability to utilize elevators after they assess the incident. They may direct staff that they are able to utilize the elevator. Staff is not to use the elevator unless they have been directed to by responding firefighters.
 - 4) Once a room has been cleared staff needs to mark the door frame with the reflective magnetic found on the inside of the room, high on the door frame. The magnetic should be placed on the hallway side of the door frame near the door handle to let firefighters know that the room is unoccupied.
 - 5) If staff is not able to clear the room they do not place the magnetic outside the door, letting the firefighters know that a person may still be in the room.
 - 6) Remember, WVH-K buildings are fire-rated and fully sprinkled.

Wisconsin Veterans Home at King

EMERGENCY PLAN - FIRE

Date of Origin: 2005	No.: 14-00-01B
Last Revision: August 04, 2021	Page 3 of 5
Last Review: August 04, 2021	Maintained By: Administration/Emergency Services

Non-Licensed Buildings (Stordock Hall, Marden, Maintenance, Emergency Services, Power Plant, Central Services)

1. In the event of a fire alarm or smoke/fire is detected:
 - A. Staff responds immediately to the affected area.
 - B. At the first opportunity staff calls Emergency Services @ 2222.
 - C. If staff sees a fire or smoke and the alarm has not gone off they are to pull the fire alarm.
2. Utilize **RACE**:
 - A. **R**escue anyone in immediate danger.
 - 1) Do not attempt to rescue anyone if this places you in jeopardy.
 - B. **A**larm.
 - 1) If not already initiated pull the fire alarm.
 - C. **C**onfine the fire.
 - 1) Close all doors and keep them closed.
 - 2) Only properly equipped responding staff can enter the affected smoke compartment
 - D. **E**xtinguishing the fire only if appropriate.
 - 1) Extinguish only very small fires (trash can, etc.) – only one attempt and then evacuate to a non-affected smoke compartment.
 - 2) Don't risk allowing the fire or toxic smoke to spread – keep doors closed and allow the sprinklers to do their job.
 - E. **E**vacuation consideration:
 - 1) Have all personnel evacuate to one area in the closest non-affected building.
 - a. Evacuation should be done as a group with one person (supervisor/designee) in charge of the group.
 - b. The supervisor/designee notifies Emergency Services where the group has evacuated to and if anyone is not accounted for.
 - 2) If time permits, the evacuation needs to include shutting down equipment, turning off fans, and closing doors to all work areas as the people exit.
 - 3) If available, take two way radios along for contact purposes.
 - 4) Stand by for further instructions from the arriving responders.
 - 5) If working in the tunnel vestibule below the Central Services Building exit through Olson Hall or one of the other buildings.
 - 6) Do not exit through the closed fire doors.
 - 7) Use the two way radio to notify supervisor of evacuation and location.
 - F. **E**vacuation on a larger scale:
 - 1) Horizontal evacuation – moving people away from the affected smoke compartment, into an unaffected smoke compartment behind a set of fire doors, but remaining on the same floor.
 - 2) Vertical evacuation – moving people to a lower floor.
 - a. This decision is usually made by the responding fire fighters or Incident Command.
 - 3) Do not use elevators during a fire
 - a. Emergency Services has the ability to utilize elevators after they assess the incident. They may direct staff that they are able to utilize the elevator. Staff is not to use the elevator unless they have been directed to by responding firefighters.

Wisconsin Veterans Home at King

EMERGENCY PLAN - FIRE

Date of Origin: 2005	No.: 14-00-01B
Last Revision: August 04, 2021	Page 4 of 5
Last Review: August 04, 2021	Maintained By: Administration/Emergency Services

- 4) Once a room has been cleared staff needs to mark the doorframe with the reflective magnetic found on the inside of the room, high on the door frame. The magnetic should be placed on the hallway side of the door frame near the door handle to let firefighters now that the room is unoccupied.
- 5) Remember, our buildings are fire-rated and fully sprinkled.

Cottages

1. In Case of Fire Emergency, if smoke or fire is discovered:
 - A. IMMEDIATELY exit the cottage.
 - B. No effort should be made to fight the fire.
 - C. Go to a nearest building and use the facility phone to call the Emergency Services @ ext. 2222.

Tunnels

1. IF THE FIRE ALARM SOUNDS:
 - A. Call Emergency Services immediately by dialing 2222. Advise them whether or not a fire or smoke is present in your area.
2. Utilize **RACE**:
 - A. **Rescue**
 - 1) Rescue anyone in immediate danger.
 - a. Do not attempt to rescue anyone if this places you in jeopardy.
 - B. **Alarm**
 - 1) Call out Code 2222 to alert other staff.
 - 2) Pull a manual station fire alarm (these are located at every exit).
 - 3) Call Emergency Services by dialing 2222.
 - C. **Confine**
 - 1) Extinguish only very small fires (trash can, etc.) – only one attempt and then evacuate to a non-affected smoke compartment all doors and keep them closed.
 - 2) Only properly equipped responding staff can enter the affected smoke compartment.
 - D. **Extinguish/Evacuate**
 - 1) If the fire is very small, make one attempt to extinguish it using available equipment.
 - 2) If the fire is not immediately extinguished evacuate all personnel to the closest non-affected building.
 - 3) Alert Emergency Services as to the location.
 - E. Evacuation is only necessary if the fire or other emergency is in your immediate area, and the threat of fire or smoke is immediate.
 - 1) The tunnel system is separated into fire compartments. If a fire alarm occurs in MacArthur Hall, the tunnel immediately below MacArthur Hall will be included in the alarm and fire barrier doors will shut.
 - 2) Other portions of the tunnel are unaffected and no special steps are required. Work and other activities may continue.
 - 3) IF YOU MUST EVACUATE:
 - a. All fire exits are clearly marked with illuminated Exit signs.
 - b. Elevators must not be used.

Wisconsin Veterans Home at King

EMERGENCY PLAN - FIRE

Date of Origin: 2005	No.: 14-00-01B
Last Revision: August 04, 2021	Page 5 of 5
Last Review: August 04, 2021	Maintained By: Administration/Emergency Services

- c. If there are persons who are in a wheelchair, or powered scooter, or otherwise cannot negotiate stairs, those persons enter the nearest stairwell (which is a one hour fire rated enclosure) and wait for fire fighters or other approved staff to assist them.
 - d. Do NOT go through closed fire doors.
 - e. The supervisor/designee notifies Emergency Services where the group has evacuated to and if anyone is not accounted for.
- 4) Stand by for further instructions from the arriving fire fighters.