



Talking with your Staff

A Guide for Administrators

The topic of emergency preparedness and proper evacuation methods is vast and sometimes intimidating. This guide aims to give Administrators talking points and discussion items to reinforce the lessons learned in the Residential Care Facility Evacuation Training Video. As an Administrator you can help breakdown the messages heard in the video and create practical applications for your staff.

After viewing a segment, use this document to initiate discussion and prompt participants to make evacuation preparedness their responsibility everyday.

Introduction/Prepare

1. Discuss equipment that is already in place

- Pull stations and bells: Talk about how they may alert only those in the house. Explain that staff will still need to call 9-1-1.
- Smoke Alarms: Talk about how they may alert only those in the house. Explain that staff will need to call 9-1-1.
- Talk about the importance of checking the smoke alarms once a month and changing batteries once a year.
- Fire Extinguishers: Discuss when to use them. Tell them to only attempt to fight a fire that is smaller than a wastebasket.
- Fire Extinguishers: Discuss how to use them. Explain the PASS system - PULL the pin, AIM low at the base of the fire, SQUEEZE the handle and SWEEP back and forth.
- Fire Sprinklers buy you the most time. Discuss how they will only go off where the fire is active.

2. Fire Drills

- Talk about the importance of having two ways out of the facility. Review your evacuation map and plan. Point out the location of your meeting place out in front of your facility.
- Host a fire drill with staff and physically able/appropriate residents. Consider including residents' families in your next drill.
- Discuss why it is important to close doors behind you. Explain that closing a door can slow the spread of smoke, heat and flames.
- Talk about the purpose of the self closing, solid core, smoke gasketed hallway door. Explain how this can prevent the spread of smoke, heat and fire to the part of the home that is not yet burning. Explain that it is important to have this door remain closed.

3. Meet Your Neighbors

- Discuss the importance of getting to know your neighbors. They may be able to assist you during an emergency.
- Make plans to introduce yourself and your facility to those around you. Exchange contact information.
- Make plans to introduce yourself and your facility to local emergency responders, such as the Police and Fire Departments or even your local Emergency Management Agency.

Know When To Evacuate/Take Action

1. Discuss how staff might know when to evacuate the home

- They could be alerted by a smoke alarm.
- They could hear a bell alarm from a pull station.
- They may be alerted by a knock at the door.
- If you have fire sprinklers, they may have gone off in the room where the fire is active. Fire sprinklers are designed to only activate where the fire is burning.

2. Discuss the steps to “Take Action”

- Stay calm – Make the decision that you will act.
- Ask yourself: Is there anyone in the home that can help me? Other caregivers, visitors, resident’s family members or even service technicians?
- Direct residents who are ambulatory to evacuate.
- Direct those who can help to help evacuate residents.
- Evacuate residents from least assistance to most assistance needed. Talk about how evacuating in this order allows more evacuations in the least amount of time.

Evacuate the Home

1. Evacuation Process

- Ask staff - who they would evacuate first using the least assistance to most assistance model. Talk about how it is important to evaluate this order often, as residents and their needs change frequently.
- Ask staff what are the two best ways to evacuate an ambulatory or non-ambulatory resident. (Wheelchair and the blanket drag). Ask them to think about your current residents and how to best evacuate them
- Talk about why it is fastest and safest to move/evacuate residents by wheelchair. Talk about how using a wheelchair is always the best option if there are enough available.
- Talk about the decision process of “going back inside” to evacuate other residents. Ensure they understand the following:
 - DO NOT GO BACK IN, if they see smoke or flames from where they would re-enter;
 - DO NOT GO BACK IN, if they smell gas;
 - DO NOT GO BACK IN, if the Fire Department has arrived.

Evacuate Out Of The Neighborhood/Review

- Discuss what types of emergency could force an evacuation out of the neighborhood. (Examples could include wildfire, floods, hazardous material spills, earthquake.)
- Ask staff how they might know that they need to evacuate? Emergency Alert on TV, a phone call, a knock at the door, text message or personal observation.
- Discuss the possibility that help may be delayed or not coming at all.
- Ask staff how they would transport residents away from the neighborhood? Facility vehicles, staff cars, neighbors.
- Ask staff where they would take the residents. Do you have an agreement with another care home outside of your neighborhood to take your residents in during an emergency.
- What supplies would they take with them if time permitted? Go Kits, important documents, medications?