

## **APARTMENT DWELLING FIRE – TENANT**

### **Policy and Procedure**

#### **Policy:**

This facility is constructed and maintained with tenant, visitor and employee safety in mind. This policy is intended to assist the facility in its efforts to provide a safe environment for each community member in the event of fire.

#### **Procedure for Fire in Your Apartment:**

1. Evacuate yourself and all others from the apartment immediately Do not take time to get any personal belongings.
2. Close the door. This is the single-most effective way to contain the smoke and fire. Do not lock the door as staff and the Fire Department must have easy access to each apartment.
3. If fire alarm is not sounding and fire or smoke is evident, go to the nearest red fire alarm pull station and activate the alarm. All tenants should be familiar with the location of the fire alarm pull station nearest their apartment.
4. Upon activation of the fire alarm, all corridor fire doors within the building will magnetically release and close. The tenants should evacuate beyond the first set of corridor fire doors.
5. When the first staff member arrives, tell them the location of the fire/smoke and the cause of the fire if known.
6. Follow the instructions given by the staff member. Removing tenants from the fire area is of utmost importance and the staff is trained to assist in performing a safe evacuation.

#### **Procedure for Fires Outside of Your Apartment:**

1. Stay in your apartment until staff or the Fire Department arrive to assist your
2. Keep your apartment door closed tightly but do not lock the door.
3. If the windows in your apartment are open, close them immediately. This will prevent smoke from entering your apartment from the fire area.
4. If the wall heater or air conditioning unit is in the “on” position, turn the unit off to prevent smoke from entering through the ventilation system of the building.
5. If you have telephone access in your apartment, dial 911 immediately.
6. If the fire alarms are sounding but there is no smoke or fire within your personal apartment remain calm and stay in your apartment behind the closed, unlocked door. Staff has been trained to go to each apartment and assist each tenant to safety.
7. If evacuation of your building is necessary the staff and/or the Fire Department will advise you.

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*This policy and procedure is not intended to replace the informed judgment of individual physicians, nurses or other clinicians nor is it intended as a statement of prevailing community standards or minimum standards of practice. It is a suggested method and technique for achieving optimal health care, not a minimum standard below which residents necessarily would be placed at risk.*

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#### Fire In Common Areas:

1. If smoke or fire is identified in a common area, leave the area immediately, activate the nearest red fire alarm pull station and evacuate to the other side of the double fire doors.
2. If a fire alarm should sound in a common area of the community and no smoke or fire is obvious, remain in the area behind a closed door until you receive further instructions from the staff or Fire Department.
3. If a fire alarm activates during dining hours and the fire spot is not in the immediate area, tenants are to remain in the dining room.
4. Staff will remain with the tenants in the dining room behind closed doors until further instructions are received from management or the Fire Department.

#### Remember:

1. Review the floor plan located on the back of your apartment entrance door. This floor plan identifies the nearest emergency exit, the nearest red fire pull station and the location of fire doors.
2. Remain calm and cooperate with staff responding to the alarm/fire as they are trained to assist in maintaining your safety.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Facility Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Review Dates: \_\_\_\_\_

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