

EBENHAESER OLD AGE HOME

EVACUATION PLAN

JULY 2011

FIRE DEPARTMENT, AMBULANCE & METRO POLICE

PHONE 10177

MAIN BUILDING – FRAIL CARE AND WOMEN'S BLOCK:

POINTS TO REMEMBER:

1. Close all windows and doors to prevent spread of fire, particularly in the area of the fire.
2. If escaping from an area where the fire is, keep down as low as possible to the floor, as smoke rises and will make breathing difficult.
3. Before leaving your room (if there is smoke near you) wet a large cloth (kitchen towel size) and cover your mouth and nose with it to avoid inhaling smoke. Tie it behind your head.

PREPARATION FOR DRILL – Residents to be advised at Residents Meeting.

At the final advisement meeting – Housekeeping Staff and all Nursing Staff to be present.

1. FIRE ESCAPE ROUTES

Each resident must know which fire escape route to use.

DOWNSTAIRS – near dining room – use the door at the Common Room entrance.

UPSTAIRS – near bath room – move carefully down the fire escape, go down the stairs near kitchen.

FRAIL CARE residents will be taken out through the exit to the garden – THE KEYS FOR THE SECURITY GATE AND THE FENCE GATE are hanging on the top right hand hook on the desk in Sister's office.

MENS WING – ONE ROUTE:

- Residents from rooms to move through the front entrance. This route leads down to the garden area of home.

2. UNLOCKING FIRE ESCAPE DOORS

Whoever is nearest the respective fire escape is to unlock the door with the key kept on a chain in reach of the door – this will facilitate a quick exit. This also applies to a resident in main block upstairs, who will need to unlock the security gate. The Nurse in charge is to unlock the main Block downstairs exit door which leads from the common room and then open the Men's Block.

3. PROCEDURE ON THE ACTUAL DAY OF THE DRILL

- When date of the drill has been set, residents will be advised one week prior to this date. As you become more accustomed to doing the drill it will be done unexpectedly.
- The alarm bell is loud and will ring for a long time (sometimes it stops and starts again until Nurse switches off the electrical current).
- When you hear the bell you must not panic but proceed in an orderly quiet manner.
- Do not rush but walk as quickly as possible towards the respective exits and on towards the Common Room.
- Before leaving the room, make sure you have your door key and the pre-packed small suitcase.

CONTENTS OF SUITCASE – FRAILCARE:

- Underwear – bra, panties, petticoat and nightwear
- Dress or pants and top and jersey
- Shoes
- Toiletries
- Torch
- Personal papers

Administration section to also bring

- **Medicines**
- **ID Books**

4. DUTIES:

HOUSEKEEPING STAFF:

This includes all staff in the KITCHEN, LAUNDRY, CLEANING AND GARDEN

HOUSEKEEPER –	Switch off gas
THE COOK –	To assist the Housekeeper
CLEANERS –	Help evacuate residents in WOMEN'S WING, guide them to fire escapes and check that no one is left in their room or in bed
CARE GIVERS –	Help with FRAIL CARE To take out cushions for chairs, a (clean) commode, a basin, face cloth, towel and soap and check that all the rooms are empty

NO RESIDENTS are to go out of the side door opposite the kitchen and down the metal stairs – these are dangerous.

NURSING STAFF

THE KEYS for the security gate and the fence gate on the GERMAINS Road exit (to be used for Frail Care) ARE HANGING ON THE TOP RIGHT HAND HOOK ON THE DESK IN SISTER'S OFFICE.
THE YELLOW KEY IS FOR THE SECURITY GATE AND THE RED KEY IS FOR THE FENCE GATE.

THE SENIOR ENA IN THE FRAIL CARE IS RESPONSIBLE FOR THESE KEYS

SISTER

- Take residents' cards, ID books, hospital books
- Files with residents' prescriptions. HFD book and Hillbrow order book
- Turn off switch at fire alarm siren and then main switch at the electricity board in E store
- Restraints, complaints and abuse registers

TRAINED STAFF

- Take prepared emergency box of stock medicines plus emergency tray
- Take residents' medical files
- Take medicine charts, medicine lists and frailcare register
- Manager to do ROLL CALL outside the Common Room – see list of residents inside of Kitchen door

ALL NURSES

- To go immediately to Frail Care.
- Frail Care residents to be taken out of Germain's Road door
- Check the name list above the basin in the Main Ward in Frail Care to see which residents will be taken in wheelchairs and which are able to walk and who will be pulled along in blankets. Use blankets from the beds
- CLEANERS will carry out chairs, commodes, basin with face cloth, soap and towel and jug of water and cups and stay with the residents outside
- Those in wheelchairs to be transferred to the chairs and secured so they do not fall and others can sit on the bench.
- If it is cold or raining, cover the residents with blankets
- The Senior Nurse from Frail Care together with the cleaners are to stay with the residents – the other nurses to go to Women's WING with the wheelchairs to check if they need help – thereafter go to the Common Room to assist residents there.

5. POSITION OF FIRE EXTINGUISHERS – HOME

FRAIL CARE	- Near 2 & 3 bedded ward - Stairs to Matron's flat	DCP DCP
KITCHEN	- Near to Joyce's office - Need to get another one	CO ₂
MAIN BLOCK DOWNSTAIRS	- Next to bathroom	DCP
MAIN BLOCK UPSTAIRS	- Next to bathroom - Halfway upstairs from Matron's office	DCP DCP
MEN'S BLOCK	- Outside TV Room - Outside bathroom	DCP DCP
FLAT	- Near bathroom at room 38 - Near bathroom at room 28	DCP DCP
LAUNDRY	- Near door into car park	CO ₂
GARAGE	- On the left wall of garage	DCP
STAFF QUARTERS	- In the kitchen	CO ₂

DCP stands for DRY CHEMICAL POWDER similar to bicarb – CAN BE USED ON A PERSON IF THEY ARE ON FIRE

CO2 stands for CARBON DIOXIDE – USED FOR GAS AND ELECTRICITY

- **ANYONE WHO IS NEAR THE FLAMES AND ABLE TO MANAGE THE FIRE EXTINGUISHERS MUST TAKE IT OFF THE WALL, PULL THE PIN OUT, AIM, SQUEEZE THE TRIGGER AND PUT THE FIRE OUT FROM THE BASE OF THE FIRE AS DEMONSTRATED PREVIOUSLY, USING A SWEEPING LEFT TO RIGHT AND RIGHT TO LEFT MOTION.**
- **ANY PERSON WHOSE CLOTHES ARE BURNING MUST BE COVERED AND ROLLED IN A BLANKET TO EXTINGUISH THE FLAMES.**