

FIRE INCIDENT RESPONSE GUIDE



INCIDENT RESPONSE GUIDE

Mission: To safely manage the operations of the facility during response to an internal fire incident.

DIRECTIONS	
<input type="checkbox"/>	Read this entire response guide and review incident management team chart.
<input type="checkbox"/>	Use this response guide as a checklist to ensure all tasks are addressed and completed.
OBJECTIVES	
<input type="checkbox"/>	Confine the fire/reduce the spread of the fire.
<input type="checkbox"/>	Rescue and protect residents and staff.
<input type="checkbox"/>	Implement internal Emergency Operations Plan- fire.
<input type="checkbox"/>	Implement partial/full evacuation.
<input type="checkbox"/>	Investigate and document incident details.
IMMEDIATE ACTIONS (OPERATIONAL PERIOD 0-2 HOURS)	
COMMAND	
(Incident Commander):	
<input type="checkbox"/>	<input type="checkbox"/> Activate the nursing home emergency operations plan and the Incident Command structure. <input type="checkbox"/> Establish Incident Action Plan and operational periods in collaboration with Planning Section. <input type="checkbox"/> Appoint Command Staff and Section Chiefs. <input type="checkbox"/> Consider the formation of a unified command with nursing home and fire officials. <input type="checkbox"/> Determine need for and type of evacuation. <input type="checkbox"/> Establish a media staging area. <input type="checkbox"/> Conduct regular media briefings to update situation status and provide appropriate resident and employee information
<input type="checkbox"/>	<input type="checkbox"/> Oversee resident family notifications of incident and evacuation/relocation, if ordered. <input type="checkbox"/> Notify and regularly communicate with local emergency management agency, Fire, EMS and law enforcement about nursing home status. <input type="checkbox"/> Communicate with other healthcare facilities (or Medical and Health Operational Area Coordinator) to determine: <ul style="list-style-type: none"> o Situation Status/impact on nursing home status o Resident transfer/bed availability o Ability to loan needed equipment, supplies, medications, personnel, etc.
(Safety Officer):	
<input type="checkbox"/>	<input type="checkbox"/> Evaluate safety of residents, family, staff and nursing home and recommend protective and corrective actions to minimize hazards and risks.
<i>NOTE: Section duties and responsibilities remain the responsibility of the Incident Commander unless delegated.</i>	

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IMMEDIATE ACTIONS (OPERATIONAL PERIOD 0-2 HOURS)	
OPERATIONS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Implement fire response plan and conduct extinguishing/rescue operations, if needed and/or if possible. <input type="checkbox"/> Evaluate need for evacuation or temporary relocation of nearby areas damaged from smoke or fire. <input type="checkbox"/> Evaluate safety of involved structure after obtaining damage assessment from fire department. <input type="checkbox"/> Secure the nursing home and deny entry of non-essential and unauthorized personnel. <input type="checkbox"/> Follow up on injured employees and residents and document condition.
PLANNING	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct an immediate count of nursing home residents and their locations. <input type="checkbox"/> Initiate resident tracking procedures. <input type="checkbox"/> Account for on-duty staff by name and location. <input type="checkbox"/> Establish operational periods, incident objectives and develop Incident Action Plan, in collaboration with the Incident Commander.
LOGISTICS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Assist with nursing home damage assessment. <input type="checkbox"/> Perform salvage operations in damaged laboratory areas, if possible. <input type="checkbox"/> Ensure communications systems and IT/IS is functioning. <input type="checkbox"/> Initiate follow up and documentation on injured employees, and assist with notification of family members. <input type="checkbox"/> Call back additional staff to assist with operations and possible evacuation, as needed.
INTERMEDIATE (OPERATIONAL PERIOD 2-12 HOURS)	
COMMAND	
<input type="checkbox"/>	<p>(Incident Commander):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet regularly with Command Staff and Section Chiefs to review overall impact of the fire on the nursing home and reevaluate the need for evacuation or temporary relocation of resident care area and services. <input type="checkbox"/> Continue to communicate with area nursing home facilities and local emergency management to update on situation status and request assistance. <input type="checkbox"/> Establish the resident information center, in collaboration with the PIO. <input type="checkbox"/> Continue briefings for staff, residents and the media. <p>(Safety Officer):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct ongoing analysis of existing response practices for health and safety issues related to staff, residents, and nursing home, and implement corrective actions.

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INTERMEDIATE (OPERATIONAL PERIOD 2-12 HOURS)	
OPERATIONS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue resident care and management of activities. <input type="checkbox"/> Relocate or evacuate residents from damaged/impacted areas, as appropriate. <input type="checkbox"/> Ensure notification of resident’s families of incident and resident condition <input type="checkbox"/> Ensure critical infrastructure services to essential area. <input type="checkbox"/> Initiate nursing home clean up procedures. <input type="checkbox"/> Initiate nursing home repairs. <input type="checkbox"/> Continue nursing home security and secure all unsafe areas. <input type="checkbox"/> Ensure that business continuity operations were not damaged and are fully functional.
PLANNING	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue resident and personnel tracking. <input type="checkbox"/> Update and revise the Incident Action Plan. <input type="checkbox"/> Ensure documentation of actions, decisions, and activities.
LOGISTICS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to salvage operations, as appropriate. <input type="checkbox"/> Provide mental health support for staff. <input type="checkbox"/> Provide for staff food, water and rest periods. <input type="checkbox"/> Continue to monitor condition of injured employees and report to Incident Commander. <input type="checkbox"/> Order supplies and equipment as needed to facilitate resident care and recovery operations. <input type="checkbox"/> Arrange transportation for relocated or evacuated residents. <input type="checkbox"/> Assist with re-establishment of laboratory services through relocation or contracted services. <input type="checkbox"/> Continue to provide supplemental staffing, as needed.
FINANCE/ADMINISTRATION	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Track response and recovery costs and expenditures, including estimates of lost revenue. <input type="checkbox"/> Initiate documentation and claims for injured employees and residents, if any. <input type="checkbox"/> Facilitate procurement of supplies, equipment, medications, contracted services and staff needed for effective response and recovery.

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EXTENDED (OPERATIONAL PERIOD BEYOND 12 HOURS)	
COMMAND	
(Incident Commander):	
<input type="checkbox"/>	<input type="checkbox"/> Meet with Command Staff and Section Chiefs to update situation status and resident relocation/evacuation progress. <input type="checkbox"/> Continue to brief staff, residents, families and the media on the situation status and appropriate resident information. <input type="checkbox"/> Continue resident information center, as needed. <input type="checkbox"/> Continue to update local emergency management, Fire, EMS and law enforcement officials on situation status and evacuation progress.
(Safety Officer):	
<input type="checkbox"/>	<input type="checkbox"/> Continue ongoing evaluation of evacuation practices for health and safety issues related to staff, residents, and nursing home, and implement corrective actions.
OPERATIONS	
<input type="checkbox"/>	<input type="checkbox"/> Continue resident care and management activities. <input type="checkbox"/> Ensure safe resident relocation/evacuation, if necessary. <input type="checkbox"/> If residents are evacuated to other facilities, ensure resident records, medications and belongings are transferred with the resident. <input type="checkbox"/> Continue to assess nursing home damage and services. <input type="checkbox"/> Provide food and water for residents, families and visitors. <input type="checkbox"/> Continue security of the nursing home and unsafe areas within the nursing home.
PLANNING	
<input type="checkbox"/>	<input type="checkbox"/> Plan for demobilization of incident and system recovery. <input type="checkbox"/> Update and revise the Incident Action Plan. <input type="checkbox"/> Ensure documentation of actions, decisions and activities. <input type="checkbox"/> Continue resident and personnel tracking.
LOGISTICS	
<input type="checkbox"/>	<input type="checkbox"/> Provide mental health support and debriefings to staff. <input type="checkbox"/> Continue to provide food, water and rest periods for staff. <input type="checkbox"/> Continue to monitor the condition of injured employees and report to the Incident Commander. <input type="checkbox"/> Replace or reorder damaged supplies and equipment to provide laboratory services as soon as possible. <input type="checkbox"/> Provide additional staffing as needed.
FINANCE/ADMINISTRATION	
<input type="checkbox"/>	<input type="checkbox"/> Continue to track and report response costs and expenditures and lost revenue. <input type="checkbox"/> Complete claims/risk management reports on injured employees or residents.

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DEMOBILIZATION/SYSTEM RECOVERY	
COMMAND	
<input type="checkbox"/>	<p>(Incident Commander):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assess if criteria for partial or complete reopening of areas within the nursing home is met, and order reopening and repatriation of residents. <input type="checkbox"/> Oversee restoration of normal nursing home operations. <input type="checkbox"/> Provide appreciation and recognition to solicited and non-solicited volunteers, staff, state and federal personnel that helped during the incident. <input type="checkbox"/> Conduct final media briefing providing situation status, appropriate resident information and termination of the incident. <input type="checkbox"/> Notify local emergency management, fire and EMS of termination of the incident and reopening of the nursing home. <p>(Safety Officer):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Oversee the safe return to normal operations and repatriation of residents.
OPERATIONS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Restore resident care and management activities. <input type="checkbox"/> Repatriate evacuated residents. <input type="checkbox"/> Re-establish visitation and non-essential services. <input type="checkbox"/> Provide mental health support and information about community services to residents and families, as needed.
PLANNING	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize the Incident Action Plan and demobilization plan. <input type="checkbox"/> Prepare a summary of the status and location of residents. Disseminate to Command Staff and Section Chiefs and to other requesting agencies, as appropriate. <input type="checkbox"/> Compile a final report of the incident and nursing home response and recovery operations. <input type="checkbox"/> Ensure appropriate archiving of incident documentation. <input type="checkbox"/> Write an after-action report and improvement plan to include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Summary of actions taken <input type="checkbox"/> Summary of the incident <input type="checkbox"/> Actions that went well <input type="checkbox"/> Area for improvement <input type="checkbox"/> Future response actions <input type="checkbox"/> Corrective actions
LOGISTICS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide mental health support and conduct stress management debriefings, as needed. <input type="checkbox"/> Monitor health status of staff. <input type="checkbox"/> Restock and resupply equipment, medications, food and water, and supplies to normal levels. <input type="checkbox"/> Itemize all damaged equipment and supplies and submit to Finance/Administration Section. <input type="checkbox"/> Return borrowed equipment after proper cleaning/disinfection.

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DEMOBILIZATION/SYSTEM RECOVERY	
	FINANCE/ADMINISTRATION
<input type="checkbox"/>	<input type="checkbox"/> Compile final response and recovery of cost and expenditure and estimated lost revenues summary and submit to the Incident Commander for approval. <input type="checkbox"/> Contact insurance carriers to assist in documentation of structural and infrastructure damage and initiate reimbursement and claims procedures.

DOCUMENTS AND TOOLS	
<input type="checkbox"/>	Nursing Home Emergency Operations Plan
<input type="checkbox"/>	Fire Emergency Response Plan
<input type="checkbox"/>	Nursing Home Resident Evacuation Plan
<input type="checkbox"/>	Resident Tracking Form
<input type="checkbox"/>	Nursing Home Damage Assessment Procedures Forms
<input type="checkbox"/>	Job Action Sheets
<input type="checkbox"/>	Nursing Home Organization Chart
<input type="checkbox"/>	Nursing Home Business Continuity Plans