

1 Fire Emergency: Internal Fire

It is the policy of OPTIONS to protect our residents, staff and others from harm during emergency events. To accomplish this, we have developed procedures for specific hazards, which build on the strategies in our *Continuity of Operations Plan (COOP)*. The priority is to ensure the safety of residents, staff or visitors in an emergency disaster situation. Staff receive training on fire procedures. OPTIONS is prepared to minimize risk of harm to residents, staff and visitors related to internal fires by implementing the following actions:

- 1.1 Upon an indication of a fire in the home, staff will identify the location of the fire and immediately initiate a fire drill to evacuate all persons from the site using the safest exit.
 - 1.1.1 Staff will alert persons served and staff members by pulling the fire alarm and calmly announcing a fire evacuation.
 - 1.1.2 Staff will call 911 to report a fire and provide the name of the home, address and the location where the fire is located within the home.
 - 1.1.3 Staff will assist anyone in immediate danger, while protecting their safety and the safety of others.
 - 1.1.4 Staff shall ensure all persons served and staff are safe and accounted for.
 - 1.1.4.1 Assess and treat injuries to current residents, visitors, and staff who require basic first aid.
 - 1.1.4.2 Coordinate with emergency personnel for any injury, which may require further medical attention or acute care.
 - 1.1.5 Once all persons are accounted for, staff will close the door to prevent the spread of the fire and shut off gas lines if safe to do so. Use available fire extinguishers, if the fire is small and this can be done safely.
- 1.2 Upon arrival of the Fire Department, establish contact with the officer in charge and relay all relevant information regarding the situation or designate someone to do so. Staff shall follow the directions of the fire department.

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- 1.3 Staff will contact the main office at 805-772-6066 or if after hours, the on-call supervisor or manager, or another administrator, using the emergency/disaster phone tree.
- 1.4 Staff shall coordinate an action plan with the administrator in charge.
 - 1.4.1 The first administrator contacted will ensure the CEO is informed of the threat.
 - 1.4.2 Remind all staff to remain calm and in-control, so as to not upset the persons served.
 - 1.4.3 If it is determined by the authorities the home is not safe for re-entry, the persons served may be evacuated to the nearest OPTIONS location not impacted by the threat.
 - 1.4.4 The administrator in charge will monitor the situation and will communicate with TCRC Officer of the Day, licensing agencies, and family members, to apprise them of the situation and provide updates as needed and available.
 - 1.4.5 Initiate emergency staffing procedure if needed.
 - 1.4.6 Monitor staff and volunteer usage, track time. If needed, screen volunteers.
- 2 **RECOVERY:** The “All-Clear” will be communicated after the crisis is over and the Fire Department has deemed that re-entry is safe. The administrator in charge will coordinate with the fire department to assess the air quality impact, due to smoke, and determine if there is a potential risk to persons served, before they return home.
 - 2.1 If there were evacuations, persons served will be able to return to the home.
 - 2.2 Residents, families/representative, local response authorities, TCRC and licensing agencies will be notified of the return to normal operations.
 - 2.3 Staff will continue to assess residents for adverse impacts from the incident and will report any change in condition for the nurse to assess.
 - 2.4 Resume clinical care, therapy, and activities per pre-incident plan of care for specific persons served.

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- 2.5 Any damage to the facility infrastructure will be assessed, including the ability to sustain operations. Repairs will be completed, as necessary, in order to restore daily activities.
- 2.6 The CEO, in conjunction with OPTIONS' Administrative Team, will work with insurance, funding agencies, and local, state, and federal emergency management, to begin reimbursement procedures for resident billing and cost expenditures related to the event.

3 Fire Emergency: External Fire (Wildfire)

It is the policy of OPTIONS to protect our residents, staff and others from harm during emergency events. To accomplish this, we have developed procedures for specific hazards, which build on the strategies in our *Continuity of Operations Plan (COOP)*. The priority is to ensure the safety of residents, staff or visitors in an emergency disaster situation. If an external fire threatens our facility, we will protect the safety of our persons served, staff, and visitors, by closely monitoring the evolving situation and communicating with local response authorities, in case there is a need to evacuate. If the external fire is far away and poses no burn threat to the facility, but air quality is poor, we use the following information to guide our response actions.

3.1 Air Quality Index (AQI)

An air quality index (AQI) is a number used by government agencies to communicate to the public how polluted the air currently is or how polluted it is forecast to become. As the AQI increases, an increasingly large percentage of the population is likely to experience increasingly severe adverse health effects. Monitor the "AirNow" website, at <https://www.airnow.gov/>. This resource is a multi-agency web site run by EPA that reports air quality using the AQI. The table below outlines the AQI index meanings and related concerns.

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good (green)	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate (yellow)	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups (orange)	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to

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		be affected.
Unhealthy (red)	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy (purple)	201 to 300	Health alert: everyone may experience serious health effects.
Hazardous (brown)	301 to 500	Health warnings of emergency conditions. The entire population is more likely to be affected.
<p><i>AQI Colors: EPA has assigned a specific color to each AQI category to make it easier for people to understand quickly whether air pollution is reaching unhealthy levels in their communities. For example, the color orange means that conditions are “unhealthy for sensitive groups,” while red means that conditions may be “unhealthy for everyone,” and so on. Note: Values above 500 are considered beyond the AQI. Follow recommendations from local authorities for actions during a “hazardous” level event.</i></p>		

3.2 Visibility Index

In meteorology, visibility is a measure of the distance at which an object or light can be clearly discerned. The below visibility index is an easy way for the general public to assess risk of smoke from wildfires or other air quality concerns. When using the visibility index to determine smoke concentrations, it is important to face away from the sun, determine the limit of your visibility range by looking for targets at known distances (miles). The visible range is the point at which even high-contrast objects (e.g., a dark forested mountain viewed against the sky at noon) totally disappear.

Visibility Range	Health Category	Health Effects
10+ miles	Good	None
5 – 10 miles	Moderate	Usually sensitive people should consider reducing prolonged or heavy exertion.
3 – 5 miles	Unhealthy for Sensitive Groups	Sensitive people should reduce prolonged or heavy exertion.
1.5 – 2.5 miles	Unhealthy	Sensitive people should avoid prolonged or heavy exertion. Everyone else should reduce prolonged or heavy exertion.
1 – 1.25 miles	Very Unhealthy	Sensitive people should avoid all physical activity outdoors. Everyone else should avoid prolonged or

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		heavy exertion.
<0.75 miles	Hazardous	Sensitive people should remain indoors and keep activity levels low. Everyone else should avoid all physical activity outdoors.

- 3.3 In the event of an external or wildfire, staff shall coordinate an action plan with the administrator in charge. The first administrator contacted will ensure the CEO is informed of the threat. The CEO or designee will implement the following:
 - 3.3.1 Monitor the situation in coordination with local response authorities
 - 3.3.2 Communicate with TCRC Officer of the Day, licensing agencies and family members to apprise them of the situation and provide updates as needed and available
 - 3.3.3 Determine if air quality issues are the priority threat and initiate strategies to reduce indoor pollution and protect sensitive residents and staff from harm.
 - 3.3.4 Anticipate the need for evacuation if there is a risk of the fire reaching the surrounding area and activate the evacuation plan.
 - 3.3.4.1 OPTIONS will participate in any mandatory or voluntary evacuation request initiated by emergency response officials.
 - 3.3.5 Initiate emergency staffing procedure Policy # 400.6 if staffing levels are impacted
 - 3.3.6 Monitor staff and volunteer usage, track time. If needed, screen volunteers.
 - 3.3.7 Ensure supply deliveries such as medications are on schedule. If disruptions occur due to road closures or other impacts, coordinate a plan with the pharmacy.
 - 3.3.8 Coordinate the following with staff:
 - 3.3.8.1 Assess residents frequently for comfort and any change of condition.
 - 3.3.8.2 Discourage outside activities during smoke event.

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- 3.3.8.3 Identify residents whose respiratory condition may require transfer due to air quality. Masks will be provided in the event of poor air quality.
 - 3.3.8.4 Ensure continuation of resident care and essential services.
 - 3.3.8.5 Maintain measures to reduce indoor smoke pollution and keep windows closed.
 - 3.3.8.6 Limit activities that could contribute to indoor air pollution such as vacuuming.
- 4 **RECOVERY:** The “All-Clear” will be communicated after the crisis is over and the Fire Department has deemed that re-entry is safe. The administrator in charge will coordinate with the fire department to assess the air quality impact, due to smoke, and determine if there is a potential risk to persons served.
- 4.1 If there were evacuations, persons served will be able to return to the home.
 - 4.2 Residents, families/representative, local response authorities, TCRC and licensing agencies will be notified of the return to normal operations.
 - 4.2 Staff will continue to assess residents for adverse impacts from the incident and will report any change in condition for the RN to assess.
 - 4.4 Resume clinical care, therapy and activities per pre-incident plan of care for specific residents.
 - 4.5 The CEO or designee will document all costs, including claims and insurance reports, lost revenue, and expanded services.

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