


**A BANYAN RESIDENCE
ASSISTED LIVING**

**COMPREHENSIVE
EMERGENCY
MANAGEMENT PLAN**

A Banyan Residence Assisted Living, LLC
100 Base Avenue East
Venice, Florida 34285
(941) 412-4748

Administrator: Blake Anderson

 FM 2/5/2010

NAMES AND NUMBERS OF CRITICAL STAFF

Administrator:

Blake Anderson

**710 Lemon Ave Unit 262
Sarasota, Florida 34236
(954) 937-3316**

Cellular:

Administrator's Alternate:

Julie McDonald

**4142 Perry Drive
Sarasota, Florida 34288**

Home Telephone:

N/A

Cellular:

(941) 928-9561

Dietary Supervisor:

Kenneth Custen

Home Telephone:

N/A

Cellular:

(301) 814-5995

Resident Care Leads:

Kate Simes

Home Telephone:

N/A

Cellular:

(941) 600-6601

Location of Evacuation:

Receiving Facility: *Harbor Chase of Venice, ALF*
Address: 950 Pinebrook Rd
Venice, FL 34285

Telephone: (941) 444-6696

Receiving Facility: *Ocean View Manor, ALF*
Address: 624 South Atlantic Ave
Daytona Beach, FL 32118

Telephone: (386) 258-5116

Receiving Facility: *The Residence at Dania Beach*
Address: 150 Sterling Rd
Dania, FL 33004

Telephone: (754) 777-7200

Transportation Company: Ace Tour, Inc.

Contact Person: Mauricio@acetoursinc.com
Account Number: N/A
Address: 5944 Coral Ridge Drive
Coral Springs, Florida 33076

Telephone: (954) 791-6575

Water Service Company:

Contact Person: N/A
Account Number: 50400-13478
Address: 401 W. Venice Avenue, Venice, Florida 34285

Telephone: (941) 486-2626

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Part 1: Information

A. Basic Facility Information

1. Name of ALF: **A Banyan Residence**

Type of Facility: **A group home of seventy-one (71) adult residents, licensed by the Agency for Health Care Administration as an assisted living facility.**

Address: **100 Base Avenue East
Venice, FL 34285**

24-Hour Facility Telephone: **(941) 412-4748**

Facsimile: **(941) 412-4749**

Emergency Contact Telephone: **(941) 249-0456**

License Number: **ALF License # AL11794**

2. Owner's Name: **Greg Anderson**
Home Address: **3107 NE 40th Ct.
Ft. Lauderdale, FL 33008**
Home Telephone: **(954) 630-0639**
Cellular: **(954) 536-4066**

Does the owner operate more than one facility? **No**

3. Year facility was built: **1970**
Type of construction: **Cement block, wood trusses, shingle and metal roof, impact resistant windows.**

Date of subsequent construction: **Completion, December 2009**
(Formerly Pinewood Gardens)

4. Administrator Name: **Blake Anderson**
Home Address: **710 Lemon Ave Unit 262
Sarasota, Florida 34236**
Home Telephone: **N/A**
Cellular: **(954) 937-3316**

Administrator's Alternate: **Julie McDonald**
Home Address: **4142 Perry Drive**

Sarasota, FL 34288
Home Telephone: N/A
Cellular: (941) 928-9561

5. Person that will be implementing Plan: **Administrator**

Name: **Blake Anderson**
Home Address: **710 Lemon Ave Unit 262**
Sarasota, FL 34236

Home Telephone: N/A
Cellular: (954) 937-3316

6. Organizational Chart including phone numbers with key management position identified.

SEE APPENDIX

7. **PURPOSE:** The purpose of this Comprehensive Emergency Management Plan is to serve as an outline for action concerning as many contingencies as seen possible in order that A Banyan Residence can meet the need of its residents and employees in the event of an emergency situation.

TIME OF IMPLEMENTATION: The time of implementation includes time spent in training staff and residents through seminars, workshops and fire drills. The time of implementation is as soon as the emergency occurs, during and after the actual emergency.

DESIRED OUTCOME: To return A Banyan Residence (an assisted living facility) to normalcy, as soon as possible.

B. The purpose, time of implementation, and the desired outcome of this Plan are as follows:

- Information on step-by-step procedures for the management of an emergency;
- The facility staff will take all necessary steps to provide for safety of the residents;
- Staff shall conduct preventative maintenance inspection;
- A structured and timely evacuation process will occur during monthly and quarterly training and drills in the event of an emergency, which will necessitate evacuation of the residents (moving them from one location to another.) By being properly trained, both staff and residents will experience less anxiety during the emergency.

Part 2: Authority and References

- A. The following statutes, rules and ordinances apply to this Plan:**
Chapter 400.441, Florida Statutes 1994 and Rules 58A-5.024(I)(j),
Florida Administrative Code.

- B. The following reference materials were used in developing this plan:**
 - a) Sarasota County Hurricane Evacuation Plan Summary
 - b) Florida Power & Light Co. Emergency News
 - c) American Red Cross - Hurricane, Fire, Hazardous Materials
 - d) Federal Emergency Management Agency Information

For the hierarchy of authority / chain of command, see organizational chart in appendix of this Plan.

Part 3: Hazard Analysis

- A. A Banyan Residence ALF is vulnerable to the following hazards:**
 - 1) Tornadoes
 - 2) Fire
 - 3) Hazardous Materials Incidents
 - 4) Power Outages During Severe Hot Weather
 - 5) Hurricanes
 - 6) Other, such as heat, explosions, storms, floods, transportation accidents.

Explain what problems the facility has experienced. What changes were made to prevent them from occurring in the future?

The facility is newly renovated and licensed under new ownership and has no past history of problems.

B. Site-Specific Information

- 1. Facility Resident Population: **61**
Number of facility beds: **71**
Maximum number of clients on site (licensed capacity): **71**
Average number of clients on site: **61**

- 2. Type of residents or residents to be served by the facility:
 - a. Elderly residents or residents with aging and/or fragility problems in need of supervision. Also, elderly individuals who have memory loss disorders such as dementia and Alzheimer's Disease.

3. Is A Banyan Residence located in a hurricane evacuation zone:

YES

If yes, please indicate the category hurricane level at which your facility must evacuate:

- Category 1
- Category 2
- Category 3**
- Category 4
- Category 5

4. Please indicate the flood zone as identified on the flood insurance rate map in which your facility is located:

Flood Zone A-E8 Flood Zone X Map Panel 0005D

5. Proximity of facility to railroad or major roadway (in case of hazardous materials incident.)

Part 4: Concept of Operation

This section defines the policies, procedures, responsibilities and action that the facility will take before, during and after any emergency situation.

A. Direction and Control

1. Name and title of individual in charge during an emergency:
Blake Anderson, Administrator

Name and title of alternate in charge:
Julie McDonald, Designee

2. Chain of Command: **see Appendix for organizational chart**

3. The procedures to ensure timely activation and staffing of A Banyan Residence in an emergency are as follows:

In a hurricane, evacuation will occur 24 hours prior to the arrival of tropical storm force winds.

Will emergency workers' families seek shelter in this facility during an emergency? **No**

4. The operational and support roles for all facility staff (also known as Standard Operating Procedures) are as follows:

In the event of an emergency, the Administrator will telephone family members and/or responsible parties, as well as contact the receiving facility. The Administrator's Designee will secure the building and prepare transportation for resident transfers.

The Resident Care Lead will prepare medical supplies for transport in contracted transportation vehicles. The Resident Care Lead will also coordinate and direct Resident Care Attendants to prepare personal hygiene supplies and clothing. Additional Staffing will be arranged for each shift in case staff member cannot make it to work.

5. The procedures to ensure the following needs are supplied for a minimum of 72 hours are as follows:
 - a. **Food, water (one gallon of water per person per day,) all essential supplies and sleeping arrangements.
A Banyan Residence will keep a three (3) day supply of food and medicine in stock. One gallon of water per day per staff, plus adequate blankets and pillows for residents and staff.**
 - b. **Transportation: Please see evacuation section**

B. Notification

1. A Banyan Residence will receive information about possible threats to the facility in the following manner:

By means of local mass media, radio and television. In addition, by local police and Sarasota Sheriff's Office.

2. The 24-hour contact number, if different than the number listed in the introduction: **Same as in the introduction**
3. Key staff will be alerted in the following manner (include primary and alternate method:) Primary – local telephone; Alternate – cellular.

4. The procedures and policy for reporting to work for key workers are as follows:

Key workers are aware that it is mandatory for them to make arrangements to be at A Banyan Residence to assist with evacuation of residents in the event of an emergency at the time of notification by telephone from the administrator. Under all circumstances, each employee shall contact the Administrator and be prepared to go to work, with no exceptions. All employees are advised to stay tuned to the local mass media reports for updates and trends of the emergency.

5. The following are the primary and alternate means, if necessary, of how residents will be alerted of an emergency:

Residents will be alerted by staff, going from room to room.

6. Key staff will be alerted in the following manner (include primary and alternate method:) Primary – local telephone; Alternate – cellular.

7. The procedures for notifying the facility to which the residents will be evacuated are as follows:

IMMEDIATELY after A Banyan Residence is advised to evacuate, the staff in charge at the time of emergency, if not the administrator, will notify the administrator who will ensure that the evacuation process is put into effect, including evacuation methods and the staff responsible for notification.

8. The procedures for notifying families of residents that the facility is being evacuated are as follows:

IMMEDIATELY after the evacuation order has been given, a designated staff member will record an outgoing announcement on A Banyan Residence' answering machine, informing resident family members of the name, address and telephone number(s) of the receiving facility. Immediately after recording the new outgoing announcement, the administrator will telephone the contact person listed in each of the sixty-one (61) residents' files. Also, the staff member will post this same information on the door of A Banyan Residence. This entire process will take approximately 45-60 minutes, from start to finish. Administrator's cell phone will also be provided to family members (alternate method).

C. Evacuation

1. The person responsible for implementing the procedures for evacuation for A Banyan Residence is: **The Administrator**
2. The transportation arrangements made through mutual aid agreements or understandings that will be used to evacuate residents are as follows:

A private transportation company has contracted with A Banyan Residence to transport residents to the receiving facility. This transportation company is named: Ace Transportation, Inc. 954-791-6575

3. The transportation agreement for logistical support to include moving records, medication, food, water and other necessities. They will be contacted in advance of need to evacuate to ensure availability-48 hours.
4. The residents in this ALF will be evacuated to the following receiving location:

Receiving Facility: Harbor Chase of Venice, ALF

**Address: 950 Pinebrook Rd
Venice, FL 34285**

Telephone: (941) 444-6696

Receiving Facility: Ocean View Manor, ALF

**Address: 624 South Atlantic Ave
Daytona Beach, FL 32118**

Telephone: (386) 258-5116

Receiving Facility: The Residence at Dania Beach

**Address: 150 Sterling Rd
Dania, FL 33004**

Telephone: (754) 777-7200

5. Evacuation map: **See Appendix**
6. Evacuation map: **See Appendix**
7. It will take approximately two (2) hours in an emergency situation to have all residents, including records and supplies, successfully relocated to the receiving facility.

8. The following procedures will ensure that staff will accompany and remain with residents during evacuation:

Each staff on duty is required to document on a monitoring sheet report, the status of each resident every two (2) hours, on a 24-hour basis.

9. The following procedures will be used to keep track of residents once they have been evacuated (must include at least a log system:)

The administrator will conduct a roll call using A Banyan Residence admission/discharge record and conduct a head count of the residents.

10. Each resident will take with him/her the following items in the following quantities to provide for a minimum stay of 72 hours:

Please see attached "List of Resident's Personal Items"

11. The procedures and person responsible for responding to family inquiries about evacuating residents are as follows:

Leave an outgoing announcement on A Banyan Residence' answering machine, stating that A Banyan Residence has been evacuated and provide the name, address and telephone number of the receiving facility. The designated staff member will contact by telephone each resident's contact person listed in the residents' files and inform them of the evacuation.

12. The following procedures will be followed to ensure that all residents are accounted for and are out of this facility:

- a) ***The administrator will conduct a thorough search of A Banyan Residence, room by room.***
- b) ***A head count / roll call using A Banyan Residence admission / discharge log will be conducted.***

13. A Banyan Residence will be pre-positioning all necessary medical supplies and provisions at the following time:

At first announcement of a hurricane watch, the Administrator will advise all staff to pre-position medical supplies and provisions.

14. A Banyan Residence will begin notification of receiving facilities and transportation at the following time:

Immediately after it is realized that evacuation may be likely.

D. Re-entry

1. Individual(s) who may authorize return and re-entry to A Banyan Residence:

Note: Re-entry may require approval by local officials and/or a structural engineer.

Name: Blake Anderson, Administrator

Name: Greg Anderson, Owner

2. The following procedures will be followed in order that the person(s) responsible for re-entry will receive accurate and timely data on re-entry:

The Administrator, administrator designee and owner will monitor local radio and television and the local public safety agency in order to declare the area safe to re-enter.

3. The procedures for inspection of this facility to ensure structural soundness are as follows:

The administrator, administrator designee and owner will physically inspect A Banyan Residence to ensure that it is structurally sound and habitable. If visual damage is noted, the administrator, designee or owner will contact a structural engineer to inspect the property for re-entry.

4. Residents will be transported from the receiving facility back to A Banyan Residence in the following manner:

Via the same private transportation company that had transported them to the receiving facility.

- E. Sheltering (applicable only if your facility will be receiving facility:) N/A**

Part 4: Information, Training and Exercises

A. During non-emergency times, key workers will be instructed about their emergency roles by participating in training exercises, drills and the review of this plan. The training schedule for these exercises, drills and review of plan is as follows:

Bi-monthly drills and quarterly training updates.

- B. The provider of the training is: Administrator**

Administrator will provide schedule.

C. New employees will be trained in their emergency related roles in the following manner:

During the first 30 days of employment, their orientation will include in-service training on their roles during an emergency.

D. The procedures for correcting deficiencies noted during exercise are as follows:

1. *Written plan of action to correct any deficiencies.*
2. *Re-test to ensure that deficiencies are not repeated.*

Appendices

The following information **MUST** be submitted with the Comprehensive Emergency Management Plan:

A. Roster of employees and companies with key disaster roles:

- 1) List the names and telephone numbers of all staff with disaster related roles.
- 2) List the name of the company, contact person and account number, address and telephone number of emergency services such as transportation, emergency power, fuel, water, police, fire, etc.

B. Agreements and Understanding:

Provide copies of any mutual aid agreement entered into pursuant to the fulfillment of this plan. This is to include receiving facility agreements, transportation agreements, current vendor agreements, and any other agreement needed to ensure the operational integrity of this plan. All contracts must be dated within one (1) year of the date this plan is submitted.

C. Evacuation Route Map:

An area map of the evacuation route to be taken to the receiving facility. Highlight the route. Include the descriptions of the routes with each map.

D. Fire Safety Plan Approval Letter:

See attached copy of the facility's fire safety plan approval letter from the local fire department.

E. Signature of the Administrator

I have read and approved this Comprehensive Emergency Management Plan for the current year. This plan, including all vendor and transportation contracts, and mutual aid agreements, will be reviewed and updated on a yearly basis.

Administrator's Name: Blake Anderson

Signature: _____

Date: _____

APPENDIX

FIRE SAFETY PLAN
FIRE SAFETY PLAN
AND
EVACUATION PROCEDURES
FOR

A BANYAN RESIDENCE
100 BASE AVENUE EAST
VENICE, FLORIDA 34285
954-412-4748

Blake Anderson
ADMINISTRATOR

2020

FIRE SFAETY PLAN

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A BANYAN RESIDENCE FIRE SAFETY PLAN

Section I. General Information

Description of Facility

A Banyan Residence is an Assisted Living Facility (A.L.F.) located at 100 Base Avenue East, Venice, Florida 34285. The telephone number is (941) 412-4748.

The facility is a new construction (December 2009.) It is constructed of cement block, steel and wood, and its exterior walls are stucco finish. The building is a one-story building. Major sections can be categorized as administrative offices, resident recreational activity areas, dining room and commercial kitchen. Resident apartments are located in the north and south wings of the building. The bedrooms can accommodate a total of seventy-one (71) residents. Wall types throughout the building are fire-rated as follows in the appropriate sections: 20 minutes, 1 hour, 2 hours, and smoke barriers.

This facility will house residents of prompt or slow evacuation capabilities. Presently, there are fifty-eight (58) residents residing at the facility.

- **Services to be provided:**
 - 3 meals daily
 - Laundry
 - Grooming assistance
 - Medication assistance
 - Activity programs
 - Housekeeping

General housekeeping is provided daily and maintenance of life safety equipment is checked bi-monthly.

Administrator:

<u>Administrator Name:</u>	Blake Anderson
<u>Home Address:</u>	710 Lemon Ave Unit 262 Sarasota, Florida 34236
<u>Home Telephone:</u>	N/A
<u>Cellular:</u>	(954) 937-3316

A BANYAN RESIDENCE FIRE SAFETY PLAN

Section I. General Information (continued)

Purpose of Fire Plan:

It is the purpose of the fire safety plan to acquaint the staff and residents with the policies and procedures, also to follow specific duties and responsibilities of personnel in the event a fire alarm should sound; a fire is suspected or discovered. See annexes for Fire Evacuation Diagrams, noting escape routes, fire protection equipment wall types and all building exits. This plan is part of the facilities DISASTER PLAN

Scope of Fire Plan:

This plan was developed during December 2009 and has been updated on June 7, 2011 and April, 2012, and will be used as training resource for the facility staff and residents. Also, this plan will be in effect for fire drills and in the event a fire is suspected or discovered.

This plan is prepared and submitted by:

<u>Administrator Name:</u>	Blake Anderson
<u>Home Address:</u>	710 Lemon Ave Unit 262 Sarasota, Florida 34236
<u>Home Telephone:</u>	N/A
<u>Cellular:</u>	(954) 937-3316

Blake Anderson

Date

A BANYAN RESIDENCE FIRE SAFETY PLAN

Section II. Telephone Numbers

Facility Emergency Coordinators

Administrator Name: **Blake Anderson**
Home Address: **710 Lemon Ave Unit 262**
Sarasota, Florida 34236
Home Telephone: **N/A**
Cellular: **(954) 937-3316**

Amanda laBell, Regional Compliance Manager
2515 Sherman Oak Drive
North Port, FL 34289
Home Telephone: N/A
Cellular: (941) 249-0456

Outside Emergency Telephone Numbers:

Fire	911	(941) 480-3030
Police	911	(941) 486-2444
Ambulance / Medical Transport		(941) 743-3665
Emergency Management Division		(941) 951-5283

Fire Alarm Company	Security Alarm Corp. 17777 Toledo Blade Blvd Port Charlotte, Fl 339948 (954) 452-8500
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Fire Sprinkler Company	Corbett Fire Protection 4521 Northgate Court Sarasota, Fl 34234 (941) 927-5383
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A BANYAN RESIDENCE FIRE SAFETY PLAN

Section III. - Fire Prevention

General Housekeeping

The following is a brief description of continuous in-service training conducted for housekeeping and dietary staff for the purpose of practicing and maintaining effective fire prevention principles:

- Proper storage of trash
- Use of extension cords
- Blockage of paths and walkways
- Proper placement of toasters
- Use of space heaters
- Storage of Chemicals

In addition, general housekeeping is done daily; continuous maintenance of the building is upheld. Weekly checks and maintenance of life safety equipment are done and documented. A Banyan Residence Assisted Living is a **SMOKE FREE** facility. Therefore, smoking is not permitted in the building. The "No Smoking" policy is included in the facilities Policy and Procedures manual and the Resident's Admission Handbook, as one of the facility's rules. The supervisor on the floor is responsible for locking doors and making sure that the doors are not blocked. The administrator or designee will ensure that the appropriate doors are locked and free from blockage.

Maintenance of Life Safety Equipment

The following is the basic information for the company that provides service maintenance of the life safety to A Banyan Residence.

Alarm System Monitoring Company

Security Alarm Corp.
17776 Toledo Blade Blvd.
Port Charlotte, Florida 33948
(941) 625-9700

All Extinguishers, emergency lights and all other proactive equipment are checked on a bi-monthly schedule and periodically every year as required by law, by the State officer, and inspected by Maria Soto, annually as needed for emergencies.

A BANYAN RESIDENCE FIRE SAFETY PLAN

Section IV. Authority

Lines of Authority

In the event of fire, the administrator has the authority to direct all operations including ordering the evacuation of the facility.

LINES OF AUTHORITY

HIERARCHY OF AUTHORITY DURING AN EMERGENCY

- 1) Administrator Amanda LaBell 941-249-0456
- 2) Regional Compliance Manager Maria Soto 954-200-1183
- 3) Resident Care Coordinator Tara Morris 616-323-4296
 - a. Caregiver Supervisor Rebecca Todd 307-259-4393
 - i. Lead Med Tech 7-3
 - ii. Lead Med tech 3-11
 - iii. Lead Med Tech 11-7
 - b. Dietary Supervisor Linda Pascucci 941-237-7748
 - c. Activities Coordinator Tabitha Leslie 941-786-4143
 - d. Housekeeping Supervisor Amanda Franklin 941-456-4416
 - e. Facility Maintenance Wilson Alonso 941-504-3873

The administrator or his/her designee will direct fire-fighting efforts and maintain life safety equipment and monitor live drills. The Resident Care Leads will be in charge of all fire containment efforts until the arrival of the fire department, which will then direct all fire fighting efforts.

Under the direction of the administrator, all staff and residents will respond to the fire alarm during drills and in the event a fire is suspected or discovered, residents and staff will be directed to the safety zones for both internal and external disasters.

Description of the Plan/Review Process (performed annually)

Two (2) months prior to the deadline for the annual review of the Fire Safety Plan. The administrator and the Resident Care Leads review the Fire Safety Plan for changes and updates in order to make the appropriate adjustments to the plan prior to submitting the updated information to the local fire department.

Section V. Emergency Notification Procedures

Immediate Notification of Fire Department

The following responsibilities and steps are to be taken in the event of a fire:

1. Know the location and use of all fire equipment in the facility, such as fire pull stations, fire extinguishers and exits, and the fire alarm box.
2. *Whoever spots the fire must sound the alarm.* Staff will call 911 when the fire alarm sounds. Also, the central station of the fire alarm company monitors the alarm. The fire alarm system has a dedicated telephone line, which dials the fire department *automatically* in the event of a fire.
3. Remain calm.
4. Notify the staff in charge. He/she will announce the specific location of the fire after checking the fire panel to identify the zone of the affected area.
5. Residents are priority; therefore, ***all staff*** on duty will remove residents from area of the fire to points of safety.
6. Do not turn off lights.
7. Elevators will not be used by anyone in the event of a fire.
8. Stairwell will be used to evacuate residents from one floor to the next.

Section VI. Emergency Procedures

What To Do in the Event of a Fire

The staff's primary concern in the event of a fire is to assure the safety of the residents, visitors and other staff. The building is fully equipped with a fire sprinkler system, fire alarm system; smoke alarm and fire extinguishing equipment.

The roles of A Banyan Residence' staff for all shifts during fire emergency are as follows and according to position:

Administrator or Staff in Charge

- Implement, coordinate and control the response of staff and residents.
- Dial 911.

- Check ***all rooms*** to make sure everyone is out of the building after ensuring that slower residents are in a safe area away from smoke and fire.
- Assist residents in ***safely*** evacuating to a safe area outside and away from smoke and fire.
- Turn off gas.
- Take A.L.F. admissions/discharges register.
- Identify location of fire as per the alarm system.
- Communicate the location of the fire to the other staff and residents.
- Conduct a roll call of residents, staff and any visitors.
- Clear all vehicles away from the building to allow quick entry of fire equipment.
- Staff members will ***not*** enter Banyan Residence to determine the cause of the fire or to search the area.
- The fire department, after inspecting the facility, will make the determination whether it is safe to re-enter the facility or affected area.
- If the administrator is not present, the administrator designee will notify the administrator.

Section VI. (continued)

Resident Care Leads

All Resident Care Leads are to assist in the rescue effort by directing all residents to safety.

Note: All residents will need direction and assistance since the residents' evacuation capabilities may be characterized as slow or nonexistent. If possible, make provisions in another area of the building to accept endangered residents, or assure that all residents evacuate smoke-filled areas of the building and congregate in a safe area outside of the building.

If possible, ensure that all electrical items, except lighting fixtures, are disconnected and that the windows and doors are closed.

Containment Procedures

Confine the fire and ensure that doors in the area of the fire are closed.

If possible, staff must extinguish the fire ***ONLY*** if they feel certain they can extinguish it completely. Otherwise, leave it to the ***FIRE DEPARTMENT***, which is located only six (6) minutes from A Banyan Residence.

Section VII. Fire Protection Equipment

The staff in charge on any given shift, as well as designated personnel, will check all fire doors to ensure they are free from blockage so that, upon closing such doors, the fire and smoke may be kept under control. Any item that would prevent easy closing of doors will be removed immediately. The fire extinguishers in Banyan Residence can be used for **all** types of fires, including electrical and grease fires.

The procedure for extinguishing or controlling fire by staff is as follows:

- Establish that there is a fire.
- Carry the extinguisher by the handle on top, in the erect position, to the scene of the fire.
- **Pull** out metal pin from side of handle to unlock.
- **Aim** at the base of the fire with horn or hose.
- **Squeeze** valve, grip handle to open and contents will be discharged through horn or hose.
- **Sweep** slowly at the base of the fire from **side to side**. Maximum range is about six (6) feet.
- Continue discharge even after fire seems to be extinguished to cool substance and prevent possible re-flash.
- **Never** turn your back on a fire. Back up slowly, **facing the fire at all times**.

This building is equipped throughout with a comprehensive fire alarm system, which has a master control panel at the Resident Care Leads' station. Some major features of the fire alarm system are as follows:

- Heat detectors
- Photo smoke detectors
- Manual stations

In addition, the building is fully equipped with a fire sprinkler system, and portable fire extinguishing equipment is located at strategic locations. See evacuation map included with this plan.

Section VIII. Evacuation Procedures

Evacuation Capability

Bi-monthly fire drills will be conducted in order to determine the accurate evacuation capability. During these drills, the Resident Care Lead and all Resident Care Attendants will visually assess each resident. All observation of changes will be documented in residents' files and, more specifically, on the F.S. 101 Evacuation Capability Assessment form **required** by state law.

A Banyan Residence is required by law to complete the initial capability assessment form within thirty (30) days of a resident's admission to the facility.

Evacuation of Area (Internal and External)

It is the policy of A Banyan Residence to implement the following fire evacuation plan in the event of a fire:

- Whoever spots the fire will sound the alarm and inform the staff in charge of the location.
- Staff will ***immediately*** assist and direct residents to move from immediate danger to the outside of the facility or into a safe area inside and ***away from*** the fire and smoke.
- After everyone has been evacuated to a safe area, **911** is called.
- Residents in the area of the fire will be evacuated first.

Points of Safety

Most residents are ambulatory but ***special attention*** will be given to the residents who use walkers or canes to ambulate in the event of evacuation. ***Residents in wheelchairs must be tended to.*** There are safety evacuation areas outside the building, away from emergency vehicles, fire and smoke, at the southwestern and northeastern sections of the building. See evacuation map included with this plan.

Section VIII. (Continued)

Re-Entry

The fire department, after inspecting the facility, will make determination whether or not it is safe to re-enter the facility or affected area.

Note: Primary and secondary evacuation routes are identified on the evacuation map in the appendix. The map identifies all routes, exits, pull stations, fire extinguishers and points of safety.

Accountability

After all residents have been evacuated to a safe area outside of the building, the staff in charge will ensure that all residents have been accounted for by ***conducting a roll call*** of residents from the admissions/discharge register.

Who Can Initiate an Evacuation?

The supervisor of the floor where the fire is suspected or discovered initiates the evacuation. The supervisor's directives will come from the administrator or his/her designee.

Posting of Procedures and Routes

The evacuation routes are posted in each resident's room, as well as in the common areas.

A copy of the Fire Safety Plan will be located in the Administrator's office at all times, available for residents, residents' family members, and staff to review.

A BANYAN RESIDENCE FIRE SAFETY PLAN

Section IX. Training

Fire Drills

The administrator ensures that all employees are familiar with the contents and instructions contained in the **Fire Safety Plan** via in-service training sessions.

The Administrator or his/her Designee conducts One (1) fire drill every other month. The drill is rotated to a different shift each time, making a total of six (6) fire drills performed annually. The Administrator or his/her Designee will document **accurately and completely** specific information required in the Fire Drill Log.

Training in Fire Control and Fire Prevention

Since the prevention and control of fire is a continuous concern at Banyan Residence, all personnel will receive periodic training and exercise drills on fire emergencies. The safety and lives of the residents and staff members of the facility depend upon the knowledge and practiced reaction of all personnel in a fire situation. **New employees** are mandated to participate in Life and Fire Safety Training sessions within thirty (30) days of being hired by A Banyan Residence. See training outlines in Appendix.

Existing Employees are required to participate in bi-monthly fire drills, quizzes and quarterly seminars on emergency procedures for A Banyan Residence. Training on fire safety issues will be arranged and conducted by the administrator or designee who will also make arrangement for guest speakers, such as:

A local Fire Marshall (see Appendix for training outline on fire prevention and fire extinguishers.)

Note: The administrator or designee will assume the responsibility for making corrections to any deficiencies noted during the training exercises. The deficiencies will be addressed by means of a follow-up Plan of Action to correct specific

deficiencies, and a re-test will be required to ensure that the deficiency is not repeated.

ATTACHMENTS

1. Evacuation Map
 - Evacuation Route
 - Exits and Pull Stations
 - Fire Extinguishers and Points of Safety

2. Staffing Pattern of Three (3) Shifts with 24-hour coverage

3. Log of Residents

4. Copy of ONE (1) Disaster Drill – Internal & External (as required upon the hiring, training, and re-submission of the annual plan).

5. Material on Fire Prevention and Use of Fire Extinguishers (Attachment)

6. Employee Acknowledgments of Participation in Life and Fire Safety Training External (as required upon the hiring, training, and re-submission of the annual plan).

