

# CT DEPARTMENT OF DEVELOPMENTAL SERVICES FIRE/EMERGENCY INSTRUCTIONS

**DO NOT PANIC - REMAIN CALM - DO NOT SHOUT OR YELL.  
YOUR FIRST CONCERN IS FOR LIFE SAFETY.**

**REMOVE EVERYONE TO A SAFE AREA!**

## **ORDER OF REMOVAL:**

FIRST remove anyone in immediate danger (i.e.: in the room of origin)

SECOND evacuate those residents who are Ambulatory.

THIRD evacuate those residents who are non-ambulatory.

FOURTH evacuate any bedridden patients requiring extensive assistance.

## **HOW TO EVACUATE THE RESIDENTS:**

Utilize the safest and most efficient method to evacuate residents.

## **WHERE TO EVACUATE TO:**

ANYONE IN IMMEDIATE DANGER should utilize the nearest and most immediate EXIT; that exit most often will be to the exterior; however, it may be to a "point of safety" within the building.

CONSULT YOUR SITE SPECIFIC FIRE AND EMERGENCY PLAN FOR THE POINTS OF SAFETY THAT ARE AVAILABLE IN YOUR LOCATION.

**ALERT OTHERS IN THE BUILDING AND OUTSIDE HELP !**

PULL THE NEAREST ALARM BOX IF PROVIDED.

CALL 911- If no fire alarm is available immediately Call 911

**CONFINE THE FIRE BY CLOSING ANY DOORS**

**EXTINGUISH THE FIRE. If trained and it is appropriate to the circumstance, extinguish the fire.**

NOTE: ALTHOUGH THESE "STEPS" ARE PRESENTED IN AN ORGANIZED MANNER IN ORDER TO PROVIDE GUIDANCE ON THE IMPORTANCE AND GENERAL SEQUENCE OF THESE EVENTS, IN THE CASE OF A TRUE EMERGENCY IT IS PROBABLE THAT MANY OF THESE FUNCTIONS WILL BE CONDUCTED SIMULTANEOUSLY OR IN A SEQUENCE APPROPRIATE TO THAT SPECIFIC CIRCUMSTANCE. IN ALL CASES SOUND PRACTICAL JUDGMENT, EXPERIENCE AND TRAINING SHALL PREVAIL.

## **GENERAL INFORMATION:**

1. ALL AUTOMATIC ALARMS shall be treated as TRUE EMERGENCIES. Staff should immediately begin to implement the Fire Plan and begin an evacuation as outlined above, regardless of the cause of the automatic alarm.
2. ANY Staff members and any other employees in the buildings at the time of an alarm or other emergency shall render such assistance as directed.
3. Beds, mattresses and other bulky equipment should NEVER be used to evacuate occupants unless absolutely necessary. (Use blanket drags, carries, etc.)
4. STAY LOW. Keep yourself and all occupants low if in a smoke involved area. The fire generated smoke and gases are potentially more dangerous than the actual flames.
5. Elevators shall not be used during a fire or emergency situation; other than by firefighting personnel.
6. NO ONE other than firefighting personnel shall enter or re-enter a fire or smoke involved structure.
7. Based on your training and/or your obligation, you may need to re-enter areas that are not involved with fire or smoke to assist those dependent on your care. Use your training and caution if needed to do this.
8. REPORT ALL FIRES TO THE FIRE DEPARTMENT IMMEDIATELY, EVEN IF IT APPEARS TO BE OUT, OR IS CONSIDERED INSIGNIFICANT!!!!!!
9. If your local fire department is responding to assist, DO NOT reset your alarm until they arrive and evaluate the situation.