



Emergency Preparedness: Facility Fire Scenario

Sunday, November 18, 2:00 a.m.

A fire breaks out in the mechanical room of your building or facility and spreads to the structure itself. Sprinkler systems partially fail. No one is in the building at the time of the fire. Damage is contained mainly to the mechanical room area, but there is significant smoke damage throughout much of the building, as well as water damage in the areas near the fire. The Fire Department has extinguished the fire and determined that it is safe to enter the building.

1. What steps would you take when you are informed about the fire?
2. What plans, policies or procedures would you implement in response to this scenario?
3. Who is in charge? If that person is unavailable, who is next in the line of succession?
4. Who would conduct an initial damage assessment?



Sunday, November 18, 11:00 a.m.

Initial damage assessments have been done, finding extensive damage to the mechanical room itself. Electrical, plumbing, and HVAC service to the rest of the building are lost. The building has smoke and water damage, especially concentrated near the mechanical room. The building will be unusable for an undetermined amount of time. Further damage assessment is continuing.

1. Does this new information affect decisions made up to this point? Do any additional plans or procedures need to be implemented?
2. Do you have an alternate site where you can provide services?
3. Does your notification process to staff and patients need to be continued or revised? What is the message?
4. How are repairs going to be coordinated?



Monday, November 19, 10:00 a.m.

A full damage assessment has been completed. Repairs will take 6 weeks, during which time your building will be unusable for normal operations.

1. How does this new information affect the decisions made up to this point? Are there any new or supplemental plans or procedures needed now?
2. How can you accommodate patients during reconstruction?
3. How can you maintain staff during reconstruction?
4. How will staff and patients be provided with information updates during reconstruction until your facility is operational again?



What if this happened during business hours?

Using your facility's EOP as a guide, discuss and answer the following questions.

1. Who is responsible for leading the evacuation?
2. What are the assigned responsibilities for staff?
3. Which agencies will you notify? What are their numbers?
4. How would you communicate with your patients, staff, facility leadership?
5. If your primary means of communication goes down, what is your alternate method?
6. What actions would need to occur to secure the facility, including medical records?