



FIRE SAFETY INFORMATION

Florida Academy of Nursing
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Florida Academy of Nursing is a privately-owned nursing school which started operation on June 12, 2013. The school is located in a two-story building. The first floor houses the school's administrative offices to include: five (5) offices, a male and a female bathroom, a nursing skilled lab and a staff kitchen.

The second floor of the school contains six (6) classrooms, two (2) faculty offices, a resource center, a male and a female bathroom, student lounge and a utility closet.

Our Fire Safety Plan serves as our school's guide for our faculty and staff to understand and know the school's step by step procedure in the event the fire alarm should sound. For every new employee, on or before the first day of work he or she will be given a copy of the school's Fire Safety Plan and also an orientation on how to use the fire extinguisher(s).

For our new students, they will be provided with a Fire Safety Guide as part of their orientation package.

This Fire Safety Plan will include step-by-step procedures for the faculty, staff and students to follow, as well as how to use the fire extinguisher in order to ensure that in the event the fire alarm sounds everyone can evacuate the building timely and safely.

REPORTING THE FIRE

- The responsibilities of the Florida Academy of Nursing Faculty and Staff:
- Remain calm, but take action
- Contact the local fire department, dial 911
- Know the location and use of all fire equipment (fire extinguishers, exits)
- Communicate the location of fire to others – whoever spots the fire, shout immediately fire and say where to alert others away from the fire - Example **"Fire, Fire, Fire in the Kitchen"**.
- Direct everyone to the exits and caution to proceed safely (never run, walk quickly). Evacuation maps are location in all areas throughout the building.

RESPONSE TO THE FIRE ALARM

In the event of a fire, the primary concern of the faculty and staff is to ensure the safety of everyone in the building. The building is equipped with a fire alarm system, sprinklers and fire extinguishers.

The school's designated Fire Safety Staff (instructors & administrative staff), armed with fire extinguishers will immediately direct students, and other personnel to evacuate to a safe area outside of the building – even if there is no apparent fire. Staff will check all rooms and hallways to ensure everyone is out of the building and during this process will determine if there is a fire.



While outside, each faculty will conduct a headcount of his/her class and an administrative staff will conduct a headcount of all faculty and other staff administrative to ensure everyone is accounted for.

No one is allowed to silence or reset fire alarm system but the fire department, the only exception is during a fire drill. If there is an actual fire, confine the fire by closing all doors in the fire detected area(s) and dial 911.

No one is allowed to reenter the building until the fire department has inspected and determined that it is safe to do so.

ISOLATION OF FIRE

To contain the fire, close all doors in the area of the fire. This will reduce oxygen from fueling the fire and help to slow the spread of the fire. The staff may use the fire extinguishers to help themselves and others escape the fire.

HOW TO USE THE FIRE EXTINGUISHERS

A. There is a total of 5 fire extinguishers located throughout the building, both upstairs and downstairs (map of fire extinguishers location attached). They can be used for all types of fires including electrical.

B. How to use the fire extinguishers (remember the key word **PASS**)

1. Carry it erect by the handle on top to the scene of the fire.
2. **Pull** out metal pin from the side of the handle to unlock.
3. **Aim** at the base of the fire with the hose.
4. **SQUEEZE** valve grip handle to open and contents will be discharged through hose.
5. **SWEEP** slowly at the base from side to side. Maximum range is approximately 6 feet.
6. Continue discharge even after fire appears to be extinguished to prevent possible re-flash.
7. NEVER turn your back to the fire. Back up slowly facing the fire at all times.



C. To Fight or not to Fight

1. **Do not fight** the fire if any of the following are TRUE. Instead, get out of the building fast. Get others out too, and call the fire department as quickly as possible.
 - a) The fire is spreading beyond the immediate spot where it started.
 - b) The fire could block your exit path
 - c) You have not been trained to use an extinguisher properly.
 - d) You do not feel comfortable using the extinguisher.
2. **Fight the fire** with your extinguisher only if all the following are TRUE.
 - a) The fire department has been notified of the fire
 - b) Everyone is out of danger
 - c) The fire is small and confined to its immediate area of origin (waste basket, cushion, small appliance etc.)
 - d) You have a way out, and can fight the fire with your back to the exit.
 - e) You have the proper extinguisher; you know how to use it and it is in good working condition.
 - f) You use careful judgement and know how to get out fast if your effort is failing.

In the event a potential fire situation is identified:

- Do not open doors if not being used for a safe exit.
- Touch door handle and door leaf to identify raised temperature
- Look and smell for smoke or fumes coming from under the door or other area
- Evacuate area as per the Emergency Evacuation Plan

EVACUATION OF AREA

The school has designated its evacuation area, to be under the trees in-front of the storage building to the east of Florida Academy of Nursing.

The school has two main exits, the front entrance in the lobby and the back door on the first floor.

Classrooms 1, 2 and 3 are encouraged to evacuate using the lobby exit. Classrooms 4, 6, student lounge and the resource center are encouraged to evacuate using the stairway to the back door.

The administrative staff located on the first floor may evacuate using the lobby or back door exits.

Isolate the burning area and in the event the fire is located towards the back, all evacuation will be through the front lobby. If the fire is to the front, all evacuation will be through the back door.

- See attached – Evacuation Site Maps and Extinguisher Location Map

The school's administrator in charge of the school at the time of fire incident will be responsible for taking a head count of all students, faculty and other staff members, to ensure that everyone has been accounted for and prepare an incident report.

**FIRE EVACUATION PLAN
DO'S AND DON'TS**

The infographic is a red rectangular poster with white text and icons. It is organized into two rows of eight items each. Each item consists of a blue square icon with a white symbol, a small green checkmark (for 'DO'S') or red 'X' (for 'DON'TS') in the top-left corner, and a bolded title below it. The first row includes: 'Raise the ALARM' (hand on button), 'Leave the BUILDING' (person at door), 'Check the TOILETS' (toilet with arrows), 'Check the LIST' (clipboard), 'Do not fight THE FIRE' (extinguisher), 'Do not use THE LIFTS' (person in lift), 'Do not block THE EXITS' (bicycle at door), and 'Do not RETURN' (person at door). The second row includes: 'Test the SYSTEM' (hand on button with signal waves), 'Keep exits CLEAR' (open door), 'Assemble in a GROUP' (group of people with arrows), 'Help disabled PEOPLE' (person in wheelchair at door), 'Do not run when LEAVING' (person running away from door), 'Do not abandon PEOPLE' (group of people), 'Do not collect ITEMS' (person at desk), and 'Do not forget to CHECK' (person on stairs). At the bottom center is a graphic of a burning building, and at the bottom right is the 'TotalFireServices' logo with the tagline 'FIRE SAFETY CONSULTANTS'.

Raise the ALARM	Leave the BUILDING	Check the TOILETS	Check the LIST	Do not fight THE FIRE	Do not use THE LIFTS	Do not block THE EXITS	Do not RETURN
Test the SYSTEM	Keep exits CLEAR	Assemble in a GROUP	Help disabled PEOPLE	Do not run when LEAVING	Do not abandon PEOPLE	Do not collect ITEMS	Do not forget to CHECK