

# FIRE RESPONSE TRAINING





# OBJECTIVES

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By completing this course, learners will have the tools needed to improve their chances of survival in case of an actual fire through:

- 1. Fire Extinguisher Use**
- 2. Evacuation Procedures**
- 3. Regularly Scheduled Training**

# FIRE PROTECTION

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It is the Casino & Lodge policy to maintain fire suppression practices and devices that shall be prepared for use by staff voluntarily to assist in evacuation more than to extinguish full-scale fires.

This training and the **Fire Response Plan** located in **Policy Stat** presume local professional firefighters shall be called and be on the scene as quickly as possible and take over the fire scene.

# FIRE EXTINGUISHER USE

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- 1.** Fire extinguishers are important in preventing a small fire from becoming larger and deadlier. However, they should not be used to combat large or rapidly spreading fires.
- 2.** The most important thing to do during a fire is to get yourself to a safe area and then call the proper authorities to combat the fire.
- 3.** It is important to understand how to use a fire extinguisher and its limitations.

# P.A.S.S.

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The easiest way to remember how to use a fire extinguisher is to follow the **P.A.S.S.** method. The **P.A.S.S.** acronym was developed to allow people to remember the basic four steps to use a fire extinguisher properly.

- P-** Pull the pin. Hold the extinguisher away and release the locking mechanism.
- A-** Aim the stream towards the base of the fire. Spraying the flames will not put the fire out.
- S-** Squeeze the lever slowly and evenly. Pulling the lever too fast may shoot the stream from your target, wasting the valuable firefighting agent.
- S-** Sweep the nozzle side to side to combat the fire.

# TYPES OF FIRE EXTINGUISHERS

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We have **three types** of Fire Extinguishers at the Swinomish Casino & Lodge:



- 1. ABC:** Used on wood, paper, cloth, trash, flammable liquids, and energized electrical equipment.
- 2. Water Can:** Used on garbage cans and small brush fires.
- 3. K-type:** Used on combustible cooking media such as oils and grease commonly found in commercial kitchens.

## Fire Extinguisher Locations

Type	Locations	Type	Locations
ABC	SECURITY OFFICE (Control)	ABC	LODGE 1ST FLOOR NORTH (Backside of Event Center)
H2O	SECURITY OFFICE 2.5 GPW (Water)	ABC	LODGE 1ST FLOOR MIDDLE (Across from single Event Center door #2)
ABC	WAREHOUSE (Main Warehouse)	ABC	LODGE MAIN ENTRANCE
ABC	WORKROOM (Facilities)	H2O	LODGE OFFICE (ABC & Water 2.5 GPW)
ABC	WOODSHOP (Facilities)	ABC	LODGE 1ST FLOOR EAST
H2O	WAREHOUSE 2.5 GPW (Water) (Spring and Summer Out)	ABC	LODGE 2ND FLOOR EAST
ABC	FACILITIES COORDINATOR OFFICE	ABC	LODGE 13 MOONS LOBBY
ABC	HUMAN RESORCES	K-STY	LODGE 13 MOONS 1 (SILVER GREASE FIRE)
ABC	OUTSIDE MARKETING IN HALL	ABC	LODGE 13 MOONS 2
ABC	TGA OUTSIDE HALLWAY LOBBY	K-STY	LODGE 13 MOONS 3 (SILVER GREASE FIRE)
ABC	TGA OUTSIDE HALLWAY LOBBY	ABC	LODGE 13 MOONS 4 BACK HALL (Between Lockers)
ABC	EMT ROOM HALL	ABC	LODGE 3RD FLOOR WEST
ABC	RESTROOMS BY FOOD COURT	ABC	LODGE 3RD FLOORMIDDLE
ABC	DIAMOND ELITE CLUB (Storage Room)	ABC	LODGE 3RD FLOOR EAST
ABC	MAIN ENTRANCE (Right side)	ABC	LODGE 4TH FLOOR EAST
H2O	MAIN ENTRANCE 2.5 GPW (Water)	ABC	LODGE 4TH FLOOR MIDDLE
ABC	SLOTS W (Carvers Wall)	ABC	LODGE 4TH FLOOR WEST
ABC	SPORTS BAR	ABC	LODGE 5TH FLOOR EAST
ABC	SLOTS SE (Outside Cage)	ABC	LODGE 5TH FLOOR WEST
ABC	SLOTS E (Outside Interview room)	ABC	LODGE 5TH FLOOR MIDDLE
ABC	RECEIVING ROLL-UP DOOR	ABC	LODGE 6TH FLOOR TOP WEST Tower (Key)
ABC	BACK HALL CHEF'S OFFICE	ABC	LODGE 6TH FLOOR TOP EAST Tower (Key)
ABC	EDR (ACROSS FROM CARVERS MANAGER OFFICE)	ABC	ADMIN HALL 2 (Admin Kitchen)
ABC	EDR EMPLOYEE COUNTER	ABC	UPSTAIRS EMPLOYEE GYM
K-STY	CARVERS COOK LINE (SILVER GREASE FIRE)	ABC	ELEVATOR IN HALL (Admin elevator 1 <sup>st</sup> Floor)
K-STY	SPORTS BAR COOK LINE (SILVER GREASE FIRE)	ABC	ADMIN HALL 1 (Admin Manager)
ABC	ADMIN HALL 3 ( I.T. Manager)	ABC	I.T. Dept (Top of Stairs)

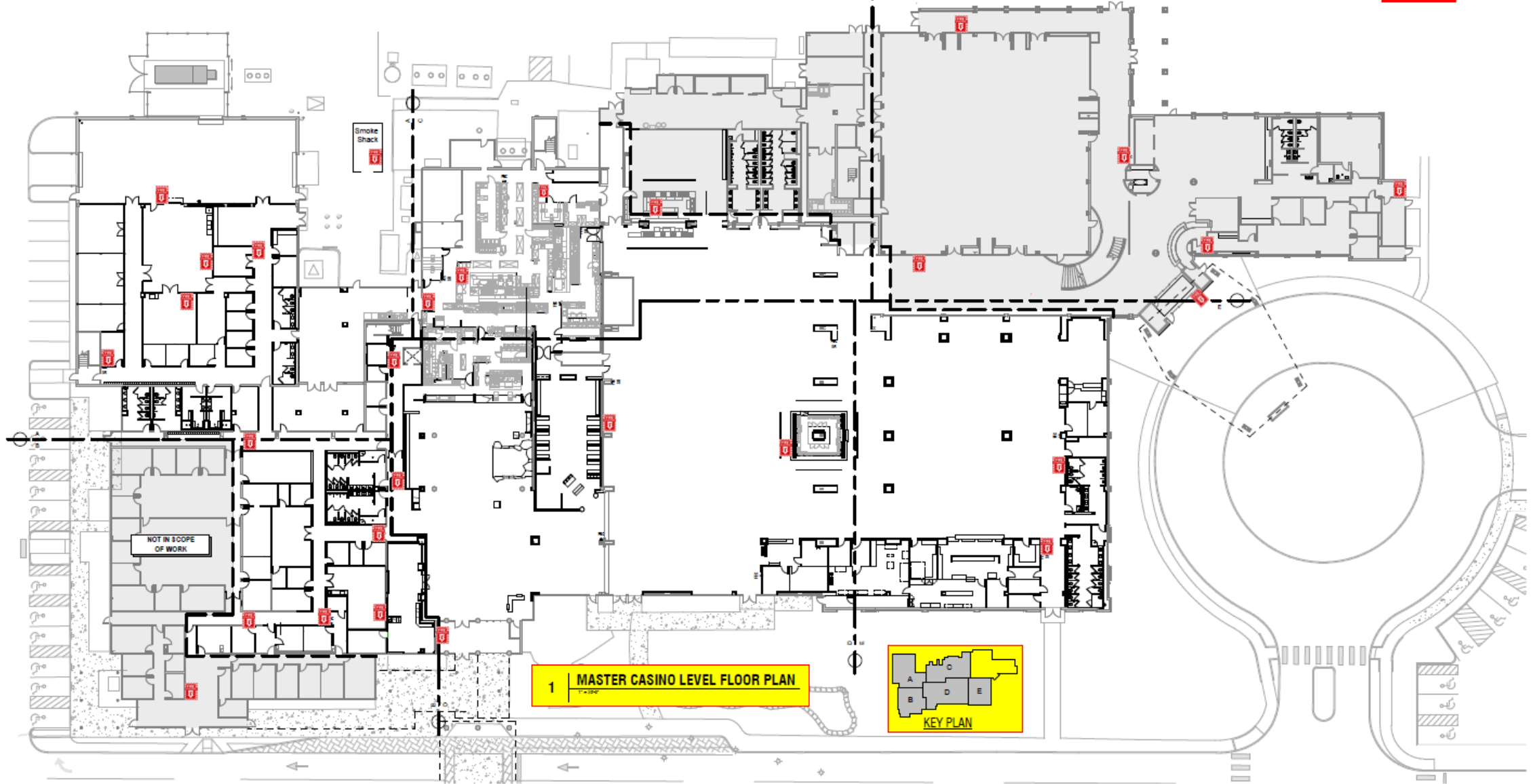
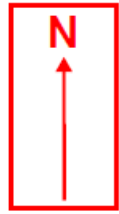




# FIRE EXTINGUISHERS

## LOCATIONS - FIRST FLOOR

30 ea. Total



# FIRE EXTINGUISHER LIMITATIONS

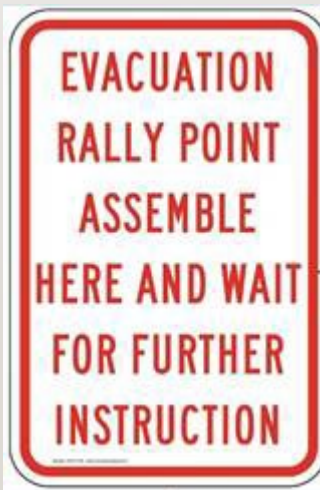
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A dry chemical fire extinguisher such as the common red **“ABC”** extinguisher will reach a distance between 5 and 20 feet. It is important to be familiar with the models used in your work areas and the effective distance they can be used to respond to a fire safely.

# IN CASE OF FIRE

## EVACUATION PROCEDURES

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# IMMEDIATE RESPONSE

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1. Surveillance will contact 911, who will dispatch the fire department.
2. Surveillance will activate the property-wide “Evacuate” message through TalkMaster.
  1. If it presents an immediate threat to Surveillance staff:
    - a. Surveillance will contact the Lodge Front Desk (extension x2311) and advise them that they will need to activate the “Evacuation” announcement through TalkMaster.
    - b. Surveillance will vacate workstations and follow standard evacuation procedures.
3. As soon as possible, notify the **Security Supervisor on duty**, who shall direct the Security Control Officer to email the **Emergency Response Team** group with a brief description of the situation.
  1. The group is set up to send an email and text to the Signature Leadership team, Facilities Manager, Safety Assistant Manager, and Security Assistant Manager.

# KEY PLAYERS

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## 1. DEPARTMENT REPRESENTATIVES

1. Each department shall have a representative (preferably a supervisor or above)

## 2. SAFETY OFFICER(S)

1. Security Management
2. Security Shift Supervisors

## 3. EVACUATION OFFICER(S).

1. Slots (Supervisor or above)
2. Signature Services/Welcome Center (Supervisor or above)
3. Lodge front desk associate(s)
4. Security Officer(s)
5. Facilities (Heavy Duty Cleaners). **Between the hours of 0200 – 0800**

# DEPARTMENT REPRESENTATIVES

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Preferably, a supervisor or above shall direct and lead in conducting internal department procedures to be completed before an evacuation.

# SAFETY OFFICERS

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## SAFETY OFFICERS LIME-COLORED VESTS



Safety Officers shall be in charge of an evacuation until the arrival of First Responders, providing full support until the all-clear is determined.

# EVACUATION OFFICERS

## EVACUATION OFFICERS RED-COLORED VESTS



Under the direction of the Safety Officer(s), shall direct all guests and team members to the **Casino and Lodge Assembly Areas**.

### IMPORTANT NOTE

Between the hours of **0200 and 0800**, the Evacuation Officers shall transition to the Lodge to assist in an evacuation. They will consist of team members from **Security, Lodge, and Facilities (Heavy-duty Cleaners)**.



# EVACUATION BAGS (MAIN CASINO & LODGE)

Main Casino – Welcome Center Closet

Lodge – Bellman’s Closet



# DEPARTMENT REPRESENTATIVES

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Shall have a representative (preferably a supervisor or above) account for their team members and report to the Evacuation Officer **“All Present and Accounted for”** or if anyone is missing at the **Casino and Lodge Assembly Areas.**

# CASINO AND LODGE ASSEMBLY AREAS



EVACUATION OFFICER



SAFETY OFFICER



EVACUATION RALLY POINT ASSEMBLE HERE AND WAIT FOR FURTHER INSTRUCTION

EMERGENCY EVACUATION ROUTE

EMERGENCY EVACUATION ROUTE



EVACUATION RALLY POINT ASSEMBLE HERE AND WAIT FOR FURTHER INSTRUCTION

**MAIN CASINO**  
**EVACUATION ROUTE**  
**EMERGENCY ASSEMBLY AREA "A"**



**MAIN CASINO – CONT.**  
**EVACUATION ROUTE**  
**EMERGENCY ASSEMBLY AREA “A”**



**LODGE**  
**EVACUATION ROUTE**  
**EMERGENCY ASSEMBLY AREA "B"**



**LODGE – CONT.**  
**EVACUATION ROUTE**  
**EMERGENCY ASSEMBLY AREA “B”**



# EVACUATION OFFICERS

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**Evacuation Officers** shall use the **Department Check-off List** to account for each department in their area of responsibility.

(Emergency Assembly Area “A” or “B”)

If a Team Member is reported missing, the **Evacuation Officer** is to contact **Security** via two-way radio to assist with searching for the individual(s).



# DEPARTMENT CHECK-OFF LIST EMERGENCY ASSEMBLY AREA

## A

Department Check-off List - Date: _____			
Department	Department No.	All present and accounted for	Staff Unaccounted for (Full Name) or N/A - Not Applicable
Administration	50	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Cage	34	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Carvers Cafe	71	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Center Bar	62	<input type="checkbox"/> YES <input type="checkbox"/> NO	
F&B Administration	70	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Facilities	33	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Fat burger	72	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Manchu Wok	73	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Finance	35	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Host	37	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Human Resources	30	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Info Tech	36	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Marketing	31	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Security	41	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature Rewards	32	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Slots	15	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sports Bar & Grill	61	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Sportsbook	9	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Surveillance	42	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Table Games	11	<input type="checkbox"/> YES <input type="checkbox"/> NO	

**DEPARTMENT CHECK-OFF LIST – CONT.  
EMERGENCY ASSEMBLY AREA**

**B**

Department Check-off List - Date: _____			
Department	Department No.	All present and accounted for	Staff Unaccounted for (Full Name) or N/A - Not Applicable
13Moons	74	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Banquets	75	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Housekeeping	17	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Lodge Front Desk	45	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Lodge Sales	91	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Driftwood Delights	66	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Lodge Techs	33	<input type="checkbox"/> YES <input type="checkbox"/> NO	

# AFTER THE FIRE

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Team Members shall not leave the “Emergency Assembly Area” until the **ALL CLEAR** is announced by the Safety Officer or representative of the Fire Department.

Team Members shall fully cooperate with the Fire Marshal and other official investigators but shall not otherwise communicate with anyone other than management (e.g., guests, onlookers, or media) unless directed to do so by management.



THE END