

Date Adopted	04/91	Section	400 Safety
Date Revised	10/94, 08/02, 02/12, 08/14	Subject	402 Fire Evacuation
Rule Referenced	5123:2-3-11		

## 402 Fire Evacuation

Each residency or other location where Choices In Community Living, Inc. is the primary caregiver, has a visible graphic fire evacuation plan found on each floor of the home. The evacuation plan should be placed in an appropriate location according to the home. The graphic plan includes:

**The escape plan includes the following:**

- A primary and secondary means of exit from each floor
- The location of all fire equipment including fire alarm pull stations, fire escapes and fire system control panels, and fire extinguishers
- The telephone number for the local fire authority or 911
- The location of the meeting place where clients and employees assemble during a fire drill or real fire

Each location where Choices In Community Living, Inc. is the primary caregiver maintains operating smoke detector(s) and/or carbon monoxide detector(s).

All employees receive training in fire safety and home evacuation within 30 days of employment and participate in a review of fire safety and home evacuation at least once during each subsequent twelve month period.

Each client receives training in fire safety and home evacuation appropriate to his/her functioning level and needs as indicated in the client's Individual Service Plan within 30 days of residency and participates in a review of fire safety and home evacuation at least once during each subsequent twelve month period.

### **Fire Drills**

Staff members conduct, evaluate and record at least six fire drills per year, or as defined by each client's Individual Service Plan, during periods of time the client is routinely at home. These times include:

- at least two drills each in the morning and afternoon
- at least one drill during the time clients are routinely asleep

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Adult Day Service Programs hold Fire drills each month. A meeting place will be determined at each location.

The area where clients meet during a fire drill or a real fire is determined per residence or location. The meeting place is the end of the driveway for those residences whose plans do not specify a meeting place.

### **Fire Drill Procedure**

1. Staff members should plan each fire drill with a theme, such as:
  - Blocked exits
  - No staff prompts
  - Use of emergency exits
  - Wake-up drills
  - Crawl to avoid smoke
  
2. Review each client's fire safety information in his/her Individual Service Plan prior to conducting a fire drill.
  - a. Note the area(s) in which each client needs improvement.
  - b. Plan and note what you will do during the drill for each client to create the appropriate environment for practice.
  
3. Conduct the drill evacuating all clients. Evacuate ambulatory clients first, non-ambulatory clients second.
  - Note the time it took to evacuate the building
  - Note how each client behaved
  - Be aware of where clients are assembled outside the home
  - Ensure the clients' safety and security
  - Determine who will call the fire department
  
4. Reset the fire alarm system, if required.
  
5. Allow clients to reenter the home.
  
6. Complete the Fire Drill Record for each client.

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7. The Program Administrator reviews the Fire Drill Records and places them in each client's file.

### **Fire Alarm Malfunction – Homes with Integrated Alarm Systems**

The fire alarm system may malfunction on occasion. Even if the alarm is suspected to be a malfunction, staff members should evacuate all clients regardless of the time of day or night.

1. Evacuate all clients from the home:
2. If you are the only person on duty, you may choose to have the clients wait in the van for their safety. Ensure supervision needs are met.
3. Notify the fire department or call 911.
4. Keep the clients outside until the fire department arrives and gives permission to reenter the home.
5. If the fire department can not reset the fire alarm system **only they** may turn it off using the breaker box.
6. If the fire department turns off the fire alarm system, ensure battery operated smoke detectors are functioning properly.
7. If smoke detectors are not functioning properly and it is during the night, stay awake.
8. Complete a Work Order Form and turn it in to the Program Administrator for all malfunctions.
9. Note the malfunction in the program record.

Contact the Program Administrator or Program Director if you have any questions.

Check fire suppression system tank gauges once a month to ensure the tank is fully pressurized.

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### **Fire Alarm Malfunction – Homes without Integrated Alarm Systems**

The smoke detectors may malfunction on occasion. Even if the alarm is suspected to be a malfunction, evacuate all clients regardless of the time of day or night.

1. Evacuate all clients from the home.
2. If you are the only person on duty, find a safe secure location for clients to wait, such as a neighbors home, a vehicle away from the home, a safe area in the back yard or other safe place. Ensure supervision needs are met.
3. Determine your safety in reentering the home. If you feel your safety is assured, reenter the home without the clients.
4. Determine which smoke detector is sounding and turn it off.
5. Look carefully for smoke or fire.
6. Once you are certain there is no fire, allow the clients to reenter the home.
7. Note the malfunction in the program record.
8. If you feel the smoke detectors are not functioning properly to detect smoke and it is during the night, stay awake.

If the smoke detector goes off within a short period of time after you reset it, evacuate and contact the fire department. There may be a reason it is going off which you can't detect.

Contact the Program Administrator or Program Director if you have any questions.

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**In the event of a real fire**

1. Evacuate all clients from the home as trained and according to established plan. If unable to evacuate a client without endangering others, evacuate the others and call 911 immediately.
2. Ensure all clients and employees are safely assembled at the meeting place. Ensure supervision needs are met.
3. Notify the fire department or call 911. If this can not be done safely from the home, go to a neighboring house.
4. Attempt to put out the fire only if it can be done safely. Staff members are **not** expected to risk their health or lives to save the house.
5. Remain at the assigned meeting place to meet the fire department and inform them if all clients were evacuated safely or if there is still a client inside.
6. Notify the Program Director or Executive Director immediately.
7. Make sure that clients remain outside of the home until the building's safety is secured and alarms are no longer sounding or the fire department gives clearance.
8. Follow instructions as given by the Fire Department, Executive Director, Program Director, or other authorities.