



Fire Safety-Emergency Action Plans

Emergency Action Plans

These Emergency Action Plans were instituted for our employees, to be aware of the proper procedures in the event of a crisis.

Life Safety is the primary concern, therefore, during any emergency, your heartiest endeavor shall be geared towards preserving life.

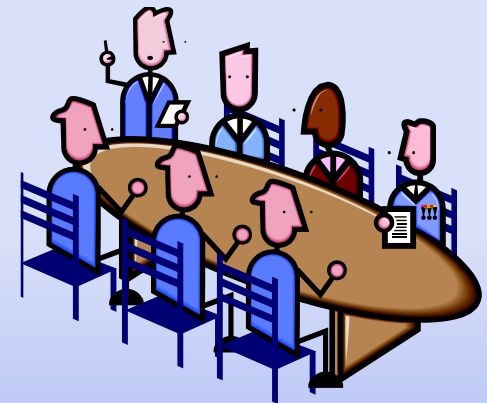
Emergency Action Plans

- The following encompasses the Emergency Action Plans for:
 - ✓ Your Designated Area
- All employees shall familiarize themselves with these plans and any questions shall be asked of the appropriate Supervisor/Safety Committee.

Safety Committee

- The Safety Committee will meet quarterly, however, special meetings may be called at the member's discretion.

- Safety Committee Representatives consist of:
 - ❑ Health Services
 - ❑ Human Resources
 - ❑ Program Director
 - ❑ House Manager
 - ❑ Staff Development
 - ❑ Maintenance
 - ❑ Representatives of your designated area.



Safety Committee

- **Responsibilities of the Safety Committee:**
 - ❑ Review all accidents and make suggestions to reduce unsafe situations
 - ❑ Offer suggestions to correct hazardous situations
 - ❑ Review adequacy of the facility's written emergency plan annually
 - ❑ Documentation of each meeting and the course of action to be taken to resolve any problem situation
 - ❑ Review of the previous meeting's minutes to ensure the elimination of any hazardous situations previously discussed

Fire Plan

- A person does not have to be a professional firefighter to realize the horror of an uncontrollable fire.
- In no other type of facility are the residents as dependent on personnel, as they are here.

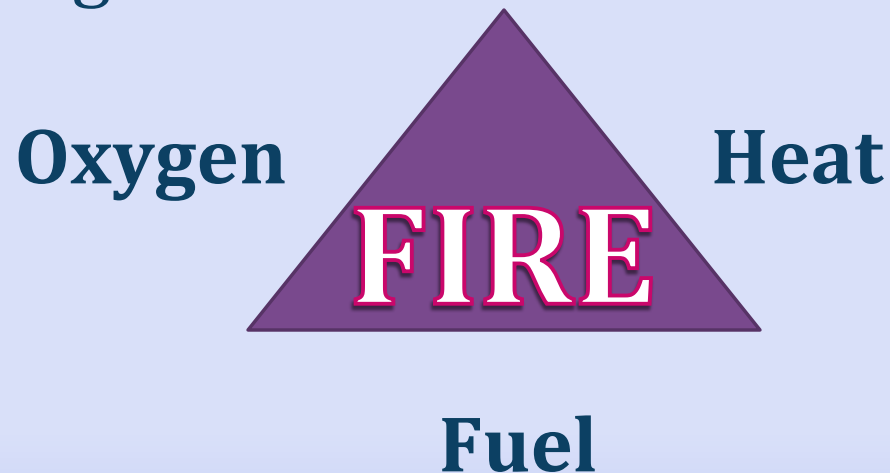


Fire Plan

- Proper fire prevention is a necessity. You have a moral responsibility to keep the residents safe, as well as giving them proper care.
- Any fire hazard left uncorrected increases the chance of a tragedy.

Fire Triangle

- Principles of extinguishment are based on the fire triangle:



Remove 1 part of the triangle - no more fire

Fire Plan

➤ Oxygen Sources:

- ❑ Normal air contains 21% Oxygen. Some fuel materials contain sufficient oxygen within their make-up to support burning.

➤ Heat Sources:

- ❑ Open flame
- ❑ Hot Surfaces
- ❑ Sparks and Arcs
- ❑ Electrical Energy



Evacuation Procedures

- **If you discover smoke or a fire, act immediately.**
 - ❑ **First:** Remove any residents from immediate danger (actual fire location)
 - ❑ **Second:** Sound Fire Alarm and activate any personal body devices.
 - ❑ **Third:** All residents must evacuate/be evacuated from the building, any ramps or roadways to the designated meeting area. Staff will provide immediate attention for residents that are deaf, blind, and/or physically impaired.

Procedures

- **Fourth:** Call (from another building or safe area).
 - ❑ Fire Department
 - ❑ Administrator

- Supply the Fire Department with the following:
 - ❑ Name of Facility
 - ❑ Address/Telephone number
 - ❑ Caller's Name
 - ❑ Location of smoke/fire/emergency
 - ❑ Other relevant information regarding the emergency; i.e., location of oxygen cylinder
 - ❑ Always let the other party hang up first

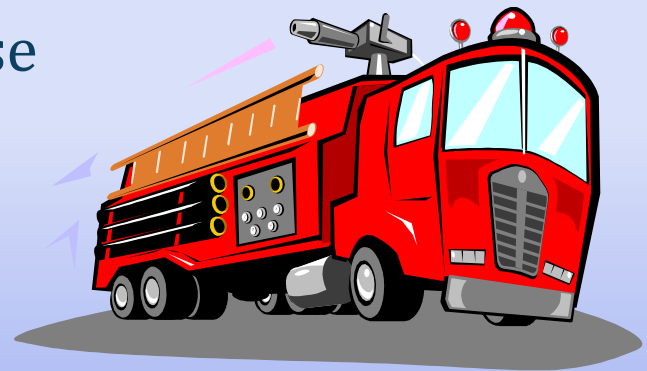


Procedures

➤ **If safe to do so:**

- ❑ Contain or extinguish the fire
- ❑ Remove oxygen cylinder
- ❑ Remove records
- ❑ Turn off air/heating system

When Fire Department arrives, advise them whether or not all persons are out of the building, their last known location, and the location of the fire.



Fire Drills

- Fire is always unexpected. Fire drills are designed to familiarize the occupants with *ALL* means of egress, particularly fire escape stairs, and other emergency exits that are not normally used.
- Drills are arranged so the building can be cleared in an orderly manner under the conditions that exist during a fire.
- Fire drills will be held at least once every month in compliance with the Fire Code.

Fire Drills

- **The purpose of fire drills is to ensure the efficient and safe evacuation of the facilities, under order and control.**
- Speed in emptying buildings, while desirable, is not an objective and should be made secondary to the maintenance of proper order and discipline.
- Fire drills will include the transmission of a fire alarm signal and simulation of fire conditions.

Fire Drill Example

- The authorized person will present staff with fire situations verbally or with visual cue, i.e., fire picture, and request them to respond appropriately.
- “This trash can is on fire; please follow the proper fire drill procedures.”



Fire and Safety Precautions

- ❑ Report all fires.
- ❑ Remove residents from immediate danger, then sound alarm.
- ❑ Life safety is our primary concern.
- ❑ During an emergency, you must remain **CALM**.
- ❑ Order and control will provide the safest atmosphere in preventing catastrophe.
- ❑ If you're trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm.
- ❑ Know the Emergency Action Plan.
- ❑ Know the location of fire alarms, extinguishers, evacuation routes, and your designated meeting area.
- ❑ When calling any emergency number, always let the other party hang up first to ensure receiving of all important information.
- ❑ Encourage residents to be fire conscious and discourage any activities that may cause fire.
- ❑ Keep halls, doorways and exits clear of furniture, boxes, clothes and other obstructions.

Building Can No Longer Be Occupied

□ **SFRs:**

- If a complete evacuation is required, all residents will be transported to designated SFRs via our vehicles.
- Parents and guardians will be contacted by telephone and advised of the situation by the Administrator's designee. As many as possible will pick up their children.
- Employees will be assigned residents to take home on a volunteer basis.
- The Caseworker will place as many residents in the community as possible.
- The remaining residents will be sheltered at other locations.

Building Can No Longer Be Occupied

- Temporary quarters will be set-up at other locations.
- A sufficient quantity of linens is available in the storage areas. These can be replaced the next working day.
- Purchasing can make available any other necessary comforts.
- The American Red Cross will supply a sufficient number of cots to accommodate the displaced residents. These cots are available on a twenty-four (24) hour basis by calling 412-263-3100.
- Long range plans for continued non-occupancy of the home will be made by the Administrator.
- **Program Centers:**
- In the event that a Program Center cannot be re-entered, arrangements will be made to transport residents back to group home utilizing available staff to ensure coverage until all residents are home.



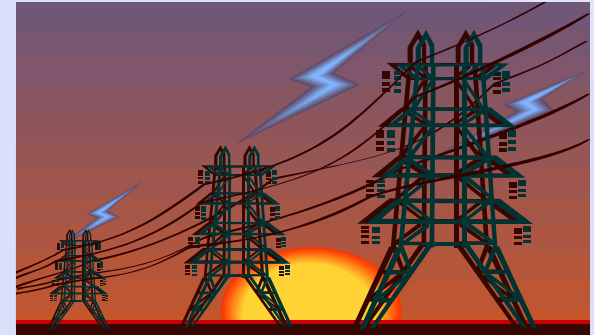
Severe Storm Warning

- In the event of a severe storm warning, the staff on duty will take the following steps:
 - ❑ Keep all residents indoors and as far away from the windows as possible.
- **TORNADO/HURRICANE WARNING**
 - ❑ During a tornado or hurricane warning, residents will be evacuated to the lowest level of the building or safest designated area:
- **SFRs**
 - ❑ Written in each home's Fire Safety Log
- **Program Centers**
 - ❑ Written in the building's Emergency Action Plan



Power Failure

- Staff shall revise dietary procedure because there will be no facilities for cooking or sterilizing dinnerware.
- Disposable dinnerware, taken from stock, will be used instead of the regular set-ups.
- The menu will be changed so that foods requiring minimal preparation are served.
- Beyond a 24-hour period, hot meals will be purchased from the nearest local establishment not affected by the power failure.



Bomb Threat



- **Should you receive a bomb threat, act immediately.**
 - ❑ **FIRST:** Sound Fire Alarm and activate any personal body devices.
 - ❑ **SECOND:** All residents must evacuate/be evacuated from the building, any ramps or roadways to the designated meeting area. Staff will provide immediate attention for residents that are deaf, blind and/or physically impaired.
 - ❑ **THIRD:** Staff will conduct a head count as soon as possible after evacuation
 - ❑ **FOURTH:** Call the Police, Fire Department and then President/CEO/Administrator from another building or safe area.
 - ❑ **FIFTH:** Complete BOMB THREAT CHECKLIST- (supervisor will go over this)

Questions?

