

## CENTRAL CARE POLICY FIRE EVACUATION

<b>SUBJECT:</b>	<u>FIRE EVACUATION</u>
<b>ANNUAL REVIEW MONTH:</b>	<u>June</u>
<b>RESPONSIBLE FOR REVIEW:</b>	<u>Director of Central Care</u>
<b>LAST REVISION DATE:</b>	<u>August 2010</u>

**PURPOSE:** To provide protection and safety for the individuals we serve and also to protect property.

**POLICY:** It is the policy of Central Care Community Homes to design a plan to meet the needs of the people who live, work and visit in our homes in the event of a fire.

### **PROCEDURE:**

#### **When a fire\* is detected or the smoke detector sounds:**

1. Stay calm.
2. Quickly move all persons (consumers, staff and visitors) to the nearest exit. **Staff members should close doors.**
3. When at a safe location, a **count will be done by staff to be sure everyone is safely out of building.**
4. Alert the fire department by calling 911 and a supervisor (Team Leader/Director).
5. Quietly and calmly assure everyone that **all is well.**
6. All staff will know how to extinguish fires. If fire is contained in small area, staff will attempt to extinguish fire.
7. As soon as possible after danger of fire is spotted, staff will contact the fire department.
8. Staff will meet the fire truck and give details.
9. Consumers will be supervised by staff outside the building until fire department gives permission to return to building.
10. A fire should be reported immediately to the Central Care Community Services Director who in turn should immediately notify the Chief

Executive Officer/CEO, Regional Coordinator and the Department of Regulatory Services.

11. If fire damages home to the point that it is unusable, consumers are to be moved to a motel or Central State Hospital for temporary living accommodations.

**\*If the fire is a small one such as a blazing frying pan, etc. follow steps 1 through 4, then proceed back into the home, locate the fire extinguisher, stand ten feet from the fire and aim the nozzle at the base of the fire. When the fire is out and all is clear, persons may be allowed to reenter the home. A supervisor should be notified of *any fire*.**

**Reference: Central State Hospital Emergency Preparedness Manual**

**APPROVED:**

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George Harris, LCSW  
Director of Central Care

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Date