


<b>Catholic Charities Disabilities Services</b>
<b>Agency Standard and Procedure</b>

<b>Standard Category</b>	<b>Residential</b>
<b>Standard Title</b>	<b>Fire Safety</b>
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<b>Attachments</b>	
<b>Approved by:</b> <b>Mark Keegan, Interim Executive Director</b>	

### Standard

Catholic Charities Disabilities Services (CCDS) will ensure that there is regular and routine monitoring of the residences to ensure that they are as fire safe as possible, a standardized fire evacuation plan for its residences, that all fire drills are completed as required by regulations, that all staff are properly trained, and that there is a specific plan for each residence that describes fire safety minimum staffing levels, evacuation protocols for each resident, and specifies staff assignments during fire emergencies.

### Procedure

1. Prevention: At the start of each shift, the designated charge person will tour the residence to identify and correct any possible fire hazards. Additionally, residential management will conduct a similar review while preparing the monthly maintenance check list. Finally, QA will include such a review when doing its pre-certification reviews. If potential hazards are found, the maintenance on-call will be immediately notified.

2. Fire: When staff smell smoke or discover a fire, they must act decisively, promptly and correctly to ensure maximum safety. Staff are trained to follow "RACE" procedures when they encounter a fire:
  - R: Rescue and close the door to the room of the fire origin.
  - A: Alarm. Pull the nearest alarm box.
  - C. Confine the fire by closing all other doors while exiting.
  - E. Evacuate the building by the closest exit and to the designated meeting area.
3. Alarm: The site specific evacuation plan will detail staff responsibilities when an alarm sounds.
4. Staff Responsibilities in an Evacuation: The senior staff person on duty at the start of each shift will develop a written assignment sheet for the shift. In addition to routine duties, this assignment sheet will detail specific staff assignments in the case of a fire emergency as detailed in the site specific plan.
5. Evacuation Considerations:
  - Always close doors behind you as you evacuate individuals.
  - Always use the back of your hand to touch a door.
  - Never open a door that is hot to touch as doing so would help feed the fire oxygen.
  - Always evacuate via the safest exit and do a head count once you arrive at the designated meeting place.
  - Always take into consideration the medical and behavioral needs of people when evacuating and evacuate those who may move more slowly or need specific assistance first, if others can be safely evacuated with verbal instruction.
  - Always make sure you notify the fire official in charge that you have accounted for all the residents and make yourself available to give information on the whereabouts of anyone who could not be rescued.
  - Never re-enter a building that is visibly on fire, unless it is a requirement of the evacuation plan.
  - The only reason to use a fire extinguisher is to clear a path of egress that may be blocked by fire.
6. Notification of the Fire Department : For those residences that are hard wired to an alarm company, the appropriate fire department will be automatically contacted. Nevertheless, once all people are evacuated from the residence, the staff member in charge is responsible to contact the fire department by dialing "911," Regardless of whether or not the house is hard wired to the alarm company.

7. Re-entering the residence: Once everyone is safe and at the designated meeting place, the staff in charge will complete a head count and wait for the fire department to declare the house safe to re-enter. The ICF or IRA on-call MUST be contacted once everyone is back in the residence. If the house is determined unsafe, the staff person in charge will follow the site specific plan to obtain temporary shelter and MUST notify the ICF or IRA on-call administrator.
8. Plan: Each residence will have a site specific fire evacuation plan, evacuation map and designated meeting place. The plan and map will be prominently posted in the residence. The plan will also detail the assistance each person may need to safely evacuate. The site specific plan will be approved by the Associate Residential Director responsible for the program, and will be reviewed at least annually or when significant changes occur at the residence (e.g. a person moves in or out, a person's ability to evacuate changes, construction at the residence, etc.).
9. Fire Safety Minimum Staffing: In recognition of the ebb and flow of residential life, often times not everyone is at home and minimum staffing for safety will reflect that. Each site specific plan will outline fire safety minimums.
10. Fire Drills:
- Each residence will hold a fire drill once per shift, per quarter.
  - All staff must participate in at least one drill annually at each residence they are assigned to.
  - A written record utilizing the OPWDD standardized document will be kept for each drill.
  - Drills will be conducted at varied times of the day and night and under different circumstances, including varied scenarios based on a fire potentially starting in a variety of locations. All overnight drills will be conducted after the first 30 minutes of sleep and before the first 3 hours of sleep.
  - Any significantly problematic drills will be addressed within 24 hours.
  - Residents and staff will remain outside of the building until the all clear is given.
  - At least one overnight drill and one other drill per year will be observed by an administrative staff<sup>1</sup>
11. Staff Training: All residential staff will receive initial fire safety training during their orientation period. Training must be completed within their first 60 days of employment. Content of this training will include the properties of fire, understanding human behavior during fire emergencies, fire safety system, fire safe practices, site specific evacuation plans, RACE, and identification of potential hazards. Staff will receive refresher training at least annually. Fire safety will be a topic at all residential house staff meeting.

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<sup>1</sup> Defined as the Associate Executive Director, Director of Residential Services, Associate Director of Residential Services or IRA Program Manager. Because they supervise just one residence, ICF Program Managers are not considered administrative staff for purposes of observing fire drills.

12. Evacuation Scores: For IRAs that are rated as “slow evacuation facilities” according to the Life Safety Code, evacuation scores as determined by the Fire Evacuation Safety System (FSES) are required for all residents. These scores are to be documented, reviewed, and updated annually or whenever changes occur to evacuation abilities or physical plant.
  
13. New Residents: All new residents will participate in a fire drill within 24 hours of admission to the residence.