

PATHWAYS ABILITIES SOCIETY

POLICY: FIRE AND FIRE SAFETY MANAGEMENT

Applies to: All Personnel, Volunteers, Persons Served, Families, Advocates and Caregivers

Original Approval Date: 1993

Date Board Approved: December 20, 2012

Replaces Policy Dated: September 12, 2011

Board Member's Signature

PREAMBLE

Pathways Abilities Society is committed to ensuring the safe keeping of all supported individuals, staff, volunteers and Pathways Abilities Society assets during a fire. Implementation of the following measures and procedures are required in order to uphold a safe and practiced level of efficiency in the event of a fire.

Definitions:

Staging Area: Pre-designated meeting area outside of the primary site.

Emergency Location: Pre-designated location away from the primary site.

POLICY

Pathways Abilities Society will ensure that all staff, volunteers and persons served are thoroughly oriented to all facets of fire safety at the time of their hire or placement and once each year thereafter. The orientation will cover:

- Location of fire extinguishers and smoke alarms.
- How to use a fire extinguisher.
- Location of fire exits and fire exit escape route diagrams.
- Fire drill procedures.
- Specific staging areas and emergency locations.
- Fire safety measures.
- How to handle chemical agents as per the WHMIS report sheet.
- How to avoid fire hazards and prepare for fire emergencies.

The Kelowna Fire Marshal's Office randomly inspects the facilities to validate our fire safety standards. Any recommendation made by the Fire Marshal is addressed by Pathways Abilities Society.

Fire extinguishers, emergency lighting and alarm systems are serviced annually in the month of October.

Fire drills are conducted on a monthly basis.