

PATHWAYS ABILITIES SOCIETY

PROCEDURE: FIRE AND FIRE SAFETY MANAGEMENT

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

Original Effective Date: 1993

Effective Date: July 10, 2023

Replaces Procedure Dated: January 14, 2019

Preparation

1. Complete monthly the evacuation drill as outlined in the Evacuation and Society Closure policy and procedures.
2. Home members sleep with their bedroom doors closed.
3. Staff view a video on using a fire extinguisher. The video link is posted on the Employee Services page and the policies and procedures portal on ShareVision.
4. All staff keep all exits free of objects and materials.

Avoid Fire Hazards

1. Store combustible liquids and oily rags in airtight containers outside the work environment.
2. Do not overload electrical outlets with multiple plugs.
3. Examine appliances and extension cords for fraying and breaks.
4. Avoid accumulating combustible trash.
5. Smoke outdoors.

Fire

1. Stay calm. You must be able to help yourself and others.
2. When the fire alarm sounds, or a fire is detected, assist the individuals in evacuating the premises. Adhere to the Evacuation and Society Closure procedure.
3. If the fire is **minor and contained**, use the fire extinguisher from the nearest location in each area. Staff discretion is necessary.
4. Call 911 to report the fire.
5. DO NOT re-enter a burning building.

6. If the fire was small, notify the Fire Department for verification and insurance claim purposes.

7. Complete and submit a Critical Incident Report form. One form can be completed for all those adversely affected.