

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: FIRE AND FIRE SAFETY MANAGEMENT**

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

#### **Effective/Revision Date:**

1993

April 28, 2003

September 19, 2005

April 26, 2006

September 12, 2011

January 25, 2013

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 annually view a video regarding how to use a fire extinguisher. The video link is posted on ShareVision on the Employee Services page.
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 house/activity/work environment.
2. Do not overload electrical outlets with multiple plugs.
3. Examine appliance 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. As soon as the fire alarm sounds or a fire is detected, assist the individuals to evacuate the premises. Adhere to the Evacuation and Society Closure procedure.
3. If the fire is of a **minor and contained** nature, 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.