

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. Residents 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 effected.