POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RHR-512.7

TITLE: **Life Safety (Fire) Management Program**

EFFECTIVE DATE: 12/8/24 **AUTHORIZED BY: Board of Trustees**

This procedure shall apply to REACH for Tomorrow.

1. Purpose

   The purpose of the Life Safety Management Plan is to ensure compliance with the Life Safety Code of the NFPA (1991) and safety precautions for the protection of staff, consumers, and visitors. Safety precautions include training and education, fire reporting and evacuation, drills, and safety equipment.

2. Plan Monitoring and Evaluation

   The Chief Financial Officer (CFO) is responsible for monitoring the implementation of the Life Safety Management Plan on a regular basis and for annually evaluating the plan's overall effectiveness and recommending improvements to the Chief Executive Officer as appropriate or needed.

3. Education and Training

   3.1. Staff shall receive training on safety at orientation and annually thereafter. Trainings shall minimally focus on the safe use of fire extinguishers, reporting of a fire, and fire evacuation. The Human Resources Department shall maintain records on fire safety related trainings.

   3.2. Use of Fire Extinguishers (PASS)

      3.2.1. Staff are not required to use fire extinguishers in the event of a fire as personal safety is the agency's first priority. Staff should assess the situation and make a determination as to whether they can safely attempt to put out the fire through the use of a fire extinguisher. If there is enough smoke to hamper vision, staff shall not attempt use of a fire extinguisher but shall immediately report the fire and evacuate the building.

      3.2.2. Training for use of fire extinguishers is based on the PASS method:

         3.2.2.1. Pull: Hold the extinguisher firmly upright. Pull the pin on the handle.

         3.2.2.2. Aim: Aim extinguisher nozzle at the base of the fire. Stand six to

eight feet from the fire - no closer.

3.2.2.3. Squeeze: Squeeze the handle to release the extinguishing agent.

3.2.2.4. Sweep: Sweep slowly in a side-to-side motion at the base of the fire and move forward as flame subsides.

3.2.3. Fire extinguishers last only eight to ten seconds and fires can re- ignite quickly. If use of the fire extinguisher does not put out the fire, staff shall immediately report the fire and evacuate the building.

3.3. Reporting a Fire

3.3.1. If staff suspect a potential fire, the CFO shall be contacted immediately to assess the situation and determine the need to evacuate the building and/or call 911.

3.3.2. If there is a definite fire in the building and it cannot safely be extinguished, staff shall immediately contact the staff member as to the location of the fire or pull the nearest fire alarm.

3.3.3. The staff member shall notify 911 (provide staff name, agency name, address, phone number, and location of fire if known). The staff member may contact 911 from within the building only if it is safe to do so. If it is not safe, the staff member shall exit the building and seek out a cell phone to use in contacting 911.

3.4. Fire Evacuation

3.4.1. Upon hearing the fire alarm, staff shall immediately check their area for any consumers or visitors, close any windows and doors, and proceed to the nearest exit. Staff, consumers, and visitors shall proceed to the designated gathering area.

3.4.2. When exiting the building the staff member shall bring sign-in sheets and other items needed to identify staff, consumers, and visitors in the building. Roll call shall be taken at the designated gathering area and reported to the CFO Officer or designee.

3.4.3. No one shall be allowed to re-enter the building until the all-clear signal has been given by appropriate personnel or the CFO

3.4.4. If evacuation from the building is not possible because of smoke or fire, staff shall remain calm and consider the following:

3.4.4.1. Close the room door. Stuff clothes or other material under the door to stop smoke.

3.4.4.2. Open a window for air (it may have to be broken).

3.4.4.3. Exit through the window if possible. If not, mark the window to show location for fire fighters.

3.4.4.4. Stay close to the floor to avoid smoke.

3.4.4.5. Make noise so people outside know that there is someone in the room.

4. Fire Drills

Fire drills shall be conducted annually to ensure the safe evacuation of occupants from the building. Drills shall be conducted at different times during the workday and without advance warning. Logs and evaluations of drills shall be kept by the Chairperson of the Health & Safety Committee.

5. Fire Safety Equipment

5.1. The alarm system shall be tested annually at the time of each drill.

5.2. Emergency lighting and illuminated exit signs shall be checked monthly by the maintenance staff.

5.3. Fire extinguishers shall be inspected monthly by the designated personnel. Fire extinguishers shall also be inspected and tested annually by a fire extinguisher service and recorded on the fire extinguisher tag. A sufficient number of fire extinguishers shall be maintained in working order in every location designated, according to Life Safety Code.

5.4. Records of these inspections and tests shall be maintained by the CFO or the chairperson of the health and safety committee.