

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-005

SUBJECT: Fire Safety & Evacuation-Day Procedure

EFFECTIVE DATE: May 1988

Policy:

It is the policy of Cottonwood, Inc. to provide a safe working environment for employees and consumers. If a fire should occur, an evacuation will be conducted in a swift, yet orderly manner.

Procedures:

1. When a fire is discovered, all persons must quickly find the nearest exit and evacuate the building to the designated assembly area, clearing the way for fire response vehicles. The staff person who discovers a fire must activate the fire alarm. If possible, staff member should immediately notify a coordinator or one of the management staff.
2. However, if it is a fire that is smaller than a fire extinguisher, efforts should be made by a staff person to extinguish it. Locations of extinguishers are posted on fire evacuation diagrams in each area.
3. The Lawrence Fire Department, will be notified if necessary, by calling 911.
4. Unit Emergency Coordinators must check each room in their area on their way out of the building to insure that everyone evacuates. Unit Emergency Coordinators will close each office door and overhead door after confirming vacancy. Staff responsible for consumers will perform a head count to ensure all are accounted for and report to the Unit Emergency Coordinators.
5. Unit Emergency Coordinators will account for each person in their area and report to the Site Emergency Coordinator or Site Emergency Director.
6. The Site Emergency Director will authorize reentry into the facility after being cleared to do so by the fire official in charge of the scene.
7. If it is impossible to re-enter the building, the workers will be escorted to one of Cottonwood Inc.'s other buildings or to our partnering facility, River City Church.
8. Fire drills must be conducted monthly at each Cottonwood, Inc. owned or leased work site by a staff person appointed by the department director. Administrative areas will also be drilled monthly. Staff are reminded that a drill is not a break and staff are to account for

their workers. No smoking is permitted during drills. When evacuations are conducted, an Evacuation Drill Report Form must be completed and routed to the department director, Administrator of Services, and the CEO. The routed original will be returned to the Safety Committee co-Chairperson.

9. At the next monthly meeting drill results will be reviewed with workers.

10. Fire suppression training will be provided by department as appropriate to each staff person's position.

11. Fire sprinkler systems will be inspected quarterly/annually by an outside vendor to assess system readiness. A monthly sprinkler gauge check will be conducted by designated Work Service staff. Deficiencies will be addressed promptly.

12. As part of its overall safety and emergency planning program, Cottonwood, Inc. has plans and procedures documented in "The Business Survival Plan" notebook.