

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-002

SUBJECT: Fire Evacuation

EFFECTIVE DATE: May 1988

Policy:

It is the policy of Cottonwood, Inc. to provide a complete and comprehensive plan in case of emergency. This procedure will be followed in the event of a fire.

Procedures:

1. Evacuation plans will be posted in a central location in each site leased or owned by Cottonwood, Inc.
2. When a fire is discovered, staff will make a determination as to whether an attempt can be made to extinguish a small, contained fire (such as a stovetop grease fire) or whether immediate evacuation procedures should be implemented.
3. If staff determines that the fire can be contained, they will use the extinguisher located in the area to extinguish the flames.
4. Should evacuation be necessary, the following procedures should be implemented:
 - a. Activate signals for evacuation. This can be done by sounding alarm, yelling "fire," and/or flashing overhead lights.
 - b. Keep people calm at all times.
 - c. Monitor that all persons quickly evacuate the premises according to posted plans and report to a designated meeting spot which is a safe distance away.
 - d. Staff will support all persons in evacuating the premises, unless prevailing conditions prohibit their ability to do so. A head count will be taken.
 - e. Staff will contact the Lawrence Fire Department by calling 911.
5. In the event the site is damaged to the extent that it is not inhabitable, emergency housing will be provided at other residential sites. No one will be allowed to enter damaged owned or leased sites until civil authorities have deemed it safe.
6. Staff will conduct fire evacuation drills monthly at each provider-controlled site. Staff will change the location of the "fire" to teach alternate escape routes and will hold the drills during different shifts. Staff must complete an Emergency Drill form and route it to the Residential Coordinator with regular monthly paperwork.

7. Twice a year, fire evacuation drills will be conducted during hours of sleep. The hours of sleep period will differ from site to site, reflecting the sleeping habits of the individuals who reside there. These drills will be noted so that they can be easily identified by oversight authorities.
8. Individuals receiving SIL services and/or living in a privately leased or owned sites will review and/or practice safety procedures as required by individual need and environment.
9. After each fire evacuation drill, staff should hold a brief meeting with consumers to discuss the importance of these drills and talk about possible areas of improvement in this procedure. Problems encountered during a drill and suggestions for addressing them will be documented on the Emergency Drill form.
10. Residential staff will be trained on fire suppression annually.
11. Sites with fire sprinkler systems will be inspected annually by an outside vendor to assess system readiness. Self-inspections will be conducted quarterly. A monthly sprinkler gauge check will be conducted by Residential Maintenance staff. Deficiencies will be addressed promptly.