

OPTIONS, INC.
INCIDENT RESPONSE PROCEDURES

FIRE - RESPONSE AND REPORTING

I. Policy

To develop procedures to respond to fires and to train all staff and consumers on what actions to take in the event of a fire.

II. Procedures

As the entire building is sprinkled, the fire detection system is connected to a dispatch service, and consumers are under supervision at all times, there are no fire alarm pull stations in the building. During regular business hours, the dispatch service will call Options to verify that there is a fire before calling the Fire Department. A fire may also be reported by calling 911. Notify the operator of any special needs, verify the evacuation of consumers and staff and provide any other pertinent information requested by emergency personnel. The fire alarm system will be inspected on an annual basis in accordance with NFPA standards.

Alarms for fire drills or an actual fire can be activated through the key pad by the main entrance. If running a fire drill, be sure to contact the dispatch service to place the system on test before activating the alarm.

The main gas shut off to the building is located outside by the gas meter on the northeast corner of the building. A wrench is needed to turn the valve 90° to an "off" position.

If a gas smell is noticed at any time, notify management and prepare to evacuate the area or the building. No smoking is allowed in Options' buildings. Notify the fire department (911) or Xcel Energy (800 895-2999). Do not return to the area until clearance has been received from either of these agencies.

In the event of a fire staff will take the following actions:

A. Evacuation

1. Evacuate all individuals in the immediate area of the fire to the designated meeting place following the emergency evacuation plan and procedures.
 - a. Account for each person,
 - b. Close doors as you go.
 - c. Activate the building fire alarm, if it has not been automatically activated, or implement the warning system for the program

B. Putting out the fire

Use a fire extinguisher as needed, if trained, and only after all others have been evacuated to the designated meeting place. Do not otherwise attempt to extinguish the fire.

C. Call the Fire Department

1. Call 911 and provide the following information:

- a. caller's name;
- b. address of fire;
- c. type of fire, if known; and
- d. extent of fire, if known.

D. Designated Meeting Place

1. Wait at the designated meeting place for the fire department and provide specific information to them when they arrive.
2. Everyone should remain outside at the designated meeting place until given permission to reenter by fire officials. If remaining outside jeopardizes the health and/or safety of individuals, everyone should go to a predetermined place of safety or into a program vehicle at a remote location.
3. Once the fire is out the program supervisor or designee will consult with the fire department to determine if the building is habitable.
 - a. If yes, staff and consumers will return to the building and staff will assure consumers stay away from any potentially unsafe area.
 - b. If no, the supervisor or designee will direct staff and consumers to a temporary shelter.

E. Notification

1. After ensuring everyone's immediate safety, the Executive Director or designee will complete the following steps:
 - a. Arrange for the completion of an incident report by the staff person who was in charge at the time of the fire.
2. The Executive Director or designee will report the fire within 24 hours to:
 - a. the parents or legal representative, if any
 - b. other licensed caregivers, if any
 - c. county case managers
3. Sherburne County Social Services and the Commissioner of Human Services will be notified within five days of the date of the fire.

III. Fire Drills

In order to be prepared for the possibility of a real fire the facility will hold regular emergency evacuation drills. The following conditions must be met:

- A. Clear evacuation plans will be posted throughout the facility showing routes of evacuation. Consumers will be directed to evacuate through the nearest available exit.
- B. Fire drills will be conducted three times per year. Scheduling and documentation will be conducted by the Program Manager on the evacuation checklist form.
- C. Drills will be conducted at varied times, under varied conditions, and will use all possible exits.
- D. During drills clients must be evacuated to a designated meeting place.
- E. Following each evacuation drill, a report will be completed noting:
 1. any problems noted and corrective action taken
 2. personnel present
 3. client responses
- F. The Program Manager will be responsible for reviewing each report and

maintaining a complete file of all emergency evacuation drills.

G. A checklist of consumers' names (listing first name, last initial) will be posted on a clipboard hung in the office area. Immediately upon evacuation, the senior staff person on site will identify any persons unaccounted for using the consumer checklist. Snow will be removed promptly from the area of all exits to permit evacuation.

The double doors in the hallways may be closed to direct traffic. Office personnel will be responsible for checking all office areas, the staff lounge and bathrooms for consumers as well as for seeing that office doors are closed once the announcement is made.

IV. Staff Training

A. All staff persons will be trained in fire evacuation procedures and the location and use of extinguishers.

B. The fire evacuation plans and procedures shall be reviewed by all staff persons at least three times per year.

C. Training will be provided to insure that staff are trained in the evacuation of clients with physical disabilities.

Consumers placed through Options' licensed Supported Employment Program will be trained in the Fire Emergency Procedures of the business at which they are employed as part of their orientation at that business.

Authorized by: _____
Executive Director

Date