



RESPONDING TO A FIRE EMERGENCY

This form is to be completed, scanned and filed in the electronic system.

It is the procedure of LADD to respond to all emergencies to ensure the health, safety and welfare of all individuals.

In the event of a fire, employees on duty are responsible for ensuring the following procedures are followed:

1. **ALERT EVERYONE AND EVACUATE THE LOCATION AT THE NEAREST EXITS IMMEDIATELY!**
2. Call 911 and inform them that there is a fire at your location.
3. Staff will begin with those people in the immediate area, then begin turning on the lights and checking each area/room to assure all people have been evacuated. Staff will give verbal, gestural, and physical prompts as needed, directing all individuals to go outside to the designated point of safety.
4. Close windows and doors (bedroom, bathroom corridor access) on exiting.
5. All locations are equipped with Fire extinguishers. They are to be used for two reasons, and **ONLY** two reasons. **RESCUE** and **ESCAPE**. Not to extinguish the fire.
6. Take the emergency bag.

Once everyone is safely out of the home/location:

7. Staff are responsible for ensuring everyone is evacuated out of the location and accounted for.
8. Staff are then responsible to ensure everyone is present at the point of safety and accounted for.
9. At the point of safety all people should be made as comfortable as possible.
10. Arrange for medical examination of anyone that may need it.
11. Notify Management after ensuring that all people are safe. Refer to the Emergency Procedures- Responsible Person contact list if needed, located in the emergency bag and online.
12. **DO NOT** re-enter the location until a professional has cleared the home/location for re-entry.

Point of Safety for this Location:

WE MAKE THE DIFFERENCE

If you are unable to re-enter the location or if the vehicle is enclosed in the garage or too close to the home, employees will follow the Alternative Housing steps included in the Corporate Emergency Plan which includes Alternative Transportation. Emergency Procedures are followed regardless of setting to provide a safe working and service area, and to reduce identified physical risk. Any service related to Health and Safety is considered an "Essential Service" and will be maintained by employees in the event of an emergency to the best of their ability.