



HOME FIRE SAFETY PROGRAM

EVACUATION PROCEDURE - DAY

PROTECTION PLAN COMPONENTS

EVACUATION PROCEDURE

HOME NAME		SHIFT	Waking Hours	# STAFF ON DUTY	
-----------	--	-------	--------------	-----------------	--

When a fire is discovered staff should immediately sound the fire system alarm.
When the alarm sounds proceed as follows:

STAFF #1- Staff will begin evacuating all the people from the home out to the nearest exit. Staff will begin with those people in immediate area, then begin checking each area/room in the home to assure all people have been evacuated. Staff will give verbal, gestural, and physical prompts to all the people as needed, directing them to go to the fire pole. Staff will guide the people to the pole and wait for others at the pole.

STAFF #2- Staff will proceed to the bedroom area. Along the way, staff #2 needs to grab the cordless phone and fire bag. Staff will then move from room to room and close the doors of the room as they are evacuated. Staff will give verbal, gestural, and physical prompts to all the people as needed, directing them to go to the fire pole and have them remain there until all of the people and staff has been accounted for. Once a head count has been done, call 911 for assistance.

Note: Staff #3 and/or 4 if on shift will assist throughout the evacuation process where needed most.

When everyone is out of the house and accounted for, staff can proceed to the van if it is parked safely apart from the house. Staff should then move the van fully away from the house and park as far as possible to the side of the road, out of the way of the emergency vehicles. If the van is unavailable then move all people a safe distance from the house. Follow the Alternative Housing procedure located within the Corporate Emergency Plan if Alternative Transportation is needed. Staff should follow the Emergency-Responsible Persons List located in the fire bag and the Van Log for further instructions. No one should re-enter the home until it has been deemed all clear by the fire department.