



HOME FIRE SAFETY PROGRAM

EVACUATION PROCEDURE - NIGHT

PROTECTION PLAN COMPONENTS

EVACUATION PROCEDURE

HOME NAME		SHIFT	Sleeping Hours	# STAFF ON DUTY	
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When a fire is discovered staff should immediately sound the fire system alarm.
When the alarm sounds proceed as follows:

STAFF #1- Staff will proceed to the bedroom area in the back hall and begin turning on all lights and directing the people to go to the fire pole. Staff will give verbal, gestural, and physical prompts to all the people as needed. As staff proceeds to the front of the hall beginning on the left side, close the doors of the bedrooms as they evacuate as well as the bathroom(s).	STAFF #2- Staff will grab the cordless phone and the fire bag and proceed to the bedroom area in the back hall and begin turning on all lights and directing the people to go to the fire pole. Staff will give verbal, gestural, and physical prompts to all the people as needed. As staff proceeds to the front of the hall beginning on the right side, close the doors of the bedrooms as they evacuate as well as the bathroom(s).
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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.