

FIRE SAFETY

PURPOSE

To ensure the safety of all individuals residing in programs supported by LADD services.

SCOPE

This policy applies to all locations operated by LADD.

POLICY

To assure the safety of individuals residing in locations operated by LADD and their support staff by complying with certification requirements, CIS licensing, NFPA 101 "Life Safety Code," and State Fire Marshall regulations as applicable, by assuring that each home holds a minimum of one fire drill per shift per quarter (at least one of which will be a nighttime drill).

DEFINITIONS

Evacuation Difficulty Index (EDI) - A system of rating a group home, meeting certain prerequisite conditions, which factors in each individual's characteristics, the number of floor levels of the home, alarm characteristics, and staff availability to yield a measure of evacuation difficulty in the event of a fire emergency.

Evacuation Assistance Score (EAS) - An assessment tool that rates individuals living in a group home and becomes part of the Evacuation Difficulty Index rating.

Fire Drill - An event in which the staff of the program location practices in the approved method, conveying the occupants of the home, apartment, or program to a destination outside the home in the most efficient manner.

Nighttime Fire Drill - A fire drill conducted during the normal hours of sleep.

Spontaneous Fire Alarm Signal - Activation of the alarm in the program by a cause other than staff-planned activation (such as fire or smoke, system malfunction, consumer activation, burned food during cooking, etc.).

Evacuation Plan - A written plan, and documentation of training of all staff in that plan, which meets at least minimum standards for preparation and procedures in the event of a fire emergency in the program (see Standards below).

PROCEDURE

1. Each site shall have on file in the location a current Assessment of Evacuation Difficulty (less than 12 months old), completed by management, using Appendix F of the 1985 Life Safety Code of the National Fire Protection Association, or equivalent forms provided by the Contract Agency. Management will forward copies of the completed forms to the Contract Agency.
2. Each home's EDI and individual EAS forms shall be completed at least annually, and more often as necessary to reflect changes in individuals or other features of the home that are part of the EDI calculation, including:
 - a) Change in people living at the location
 - b) Change in the minimum number of people scheduled to work at the location

- c) Evidence of change in individual's characteristics rated on the Evacuation Assistance Score (EAS) factors.
- d) Renovations or changes in the physical plant (such as alarm systems, ramps or stairs, addition of self-closing doors, rearrangement of exit paths or doors).
- e) Change of destination (where individuals at the location are instructed to go).
3. The five questions shall be considered part of the EDI assessment process, and it is expected that the answer to all questions shall be "Yes" with appropriate documentation available to back up such answers.
4. The Evacuation Plan/Training shall, at a minimum, include the following:
 - a) Exit route diagrams showing the primary evacuation routes from all areas of the location (complying with generally accepted principles of evacuation) and the location of fire alarm pull stations, fire extinguishers, and the destination(s) outside the location
 - b) Exit route diagrams showing all available alternate escape routes and escape routes from all areas of the location.
 - c) Descriptions of the special characteristics and/or evacuation techniques for each individual residing in the location.
 - d) Descriptions of the most efficient procedure for evacuating the individuals residing at the location during sleeping hours.
 - e) A description of procedural rules for all employees to follow in the event of fire emergency (i.e., what to do, in what order, including how and when to notify the fire department, names and phone numbers of others who should be notified [in order], and whether employees should re-enter the location after all occupants are accounted for).
 - f) Basic information about fire, including ways fire can spread (such as opening doors or incorrect attempts to extinguish), ways to contain a fire such as closure of windows and doors (bedroom, bathroom corridor access) on exiting, not opening doors that are hot, etc. and when and how to attempt to extinguish a fire (specifically describing use of the fire extinguishers at the location, as well as other approved possible methods).
 - g) Methods of operating all fire safety features at the location, including the location of battery-operated smoke detectors and spare batteries, how to activate and reset integrated alarm system pull stations and control panel, sprinkler system, fire extinguishers etc., and how often each is tested.
 - h) Rules related to fire prevention and safety (e.g., smoking, cooking, use of small appliances, etc.).
 - i) What employees should do in the event the location is not approved by the fire department for return occupancy. (See Alternatives Housing Policy/Procedure.)
6. Service locations with an EDI in the "impractical" range (greater than 5.0) shall be a priority for taking action to reduce the scores (via training, employees or physical plant features).
7. All individuals residing at the location participating in the program will be trained to evacuate as independently as physically possible to a destination outside the residence in response to the alarm signal. Fire Destination Training/Guidelines developed in the LADD Emergency Preparedness Training course approved by the Statewide Training Guidelines Workgroup (STGW), as well as the Emergency Guidebook will be available, and shall be used unless the Support Team and the Contract Agency authorize an exception.
8. Individuals who are determined by their Support Team to be incapable of voluntary physical movement for any part of the evacuation process and for whom alternative mobility techniques would not enhance their evacuation shall be waived from the fire evacuation-training program with approval of both the Support Team and the Contract Agency.
 - a) Individuals who refuse to participate in a practice fire evacuation from a location, either licensed, supported-independent or through a self-determination arrangement, is a serious safety issue that needs to be addressed in the individual plan of services and a positive behavioral support plan developed to gain the cooperation of the recipient without resort to physical management. Physical

management, according to the Michigan Mental Health Code Rule 330.1723, may only be used when a recipient is presenting an imminent risk of harm to himself, herself or others and lesser restrictive techniques have been unsuccessful in reducing or eliminating the imminent risk of harm. A practice fire drill does not present an imminent risk of harm and the recipient's refusal to participate in the practice provides only identification as to the safety issue and/or data for purposes of determining the efficacy of the behavioral support plan.

9. Fire Drills:

- a) Every fire drill shall include when possible the evacuation of every occupant of the residence: individuals using the location as their residence, employees, visitors, etc. Any drill in which this does not occur shall be considered unsuccessful, and steps shall be taken to correct the situation, then the drill repeated until successful.
- b) All spontaneous fire alarms shall be treated as a fire drill (or an actual fire) and shall be documented as a fire drill. Any time the alarm sounds in the residence; all occupants shall evacuate the structure.
- c) Fire drills shall be conducted under varying conditions and circumstances in the residence, under normal staffing conditions for that time.
- d) Fire drills shall be evaluated after completion to ensure corrective action taken was appropriate.
- e) Fire drills, and the evaluation of each, shall be documented (using the Fire Drill Log and Fire Drill Performance Evaluation). One copy of this documentation shall be kept in the residence.
- f) Quarterly evacuation drills shall be conducted during each shift, i.e. 1 drill per month: AM shift one month, PM shift one month, Midnight shift one month. Midnight shift drills are to be held during the hours of sleep following the usual staffing pattern (i.e., no additional staffing brought in for the drills).
- g) At least one of the fire drills annually must occur during the deepest hour of sleep. (Depending on staff shift schedules and hours that the people - supported go to bed, deepest sleep is defined as 11:00pm-6:00am.; ideally between the hours of 1:00am-4:00am).
- h) Fire drills will be completed at all office locations in accordance with accreditation recommendations.
- i) When possible and according to natural support preferences and the person's Person-Centered Plan fire safety training will be completed with individuals who live in their own home.

10. Integrated smoke detectors shall be installed and maintained as described below:

- a) Between the sleeping areas and the rest of the residence. In residence with more than one sleeping area, a smoke detector shall be installed to protect each separate sleeping area.
- b) On each occupied floor, in the basement, and in areas of the residence which contain flame or heat-producing equipment.
- c) If batteries are used as a source of energy, they shall be replaced in accordance with the recommendations of the smoke or heat detection equipment manufacturer.
- d) Detectors shall be tested and examined as recommended by the manufacturer, at least monthly. Results of the tests and corrective action taken will be documented.

11. A certified inspector shall inspect annually all service locations equipped with electronic fire safety systems and/or sprinkler systems, testing this equipment according to manufacturer's instructions or as specifically indicated by the State Fire Marshall.

12. Fire Extinguishers

- a) Fire extinguishers are not here for you to extinguish the fire. Fire extinguishers are here for two reasons, and ONLY two reasons. RESCUE and ESCAPE. For more information please refer to the LADD Emergency Preparedness Training course
- b) Class A extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish.

- c) For SIL Locations- Management will check each fire extinguisher each month to ensure the gauge is showing charged. If the arrow is in the recharge or overcharged area, Management will purchase/obtain a new fire extinguisher and document accordingly in the Maintenance Manual.
 - d) For Licensed Locations - Management will check each fire extinguisher each month to ensure the gauge is showing charged. If the arrow is in the recharge or overcharged area, Management will contact the Fire Extinguisher Servicing Company. A certified inspector will inspect and tag each fire extinguisher annually. This will be documented in the Maintenance Manual.
 - e) For Office Locations – Office Personnel will check each fire extinguisher each month to ensure the gauge is showing charged and initial the fire tags. If the arrow is in the recharge or overcharged area, Director of Business will contact the Fire Extinguisher Servicing Company. A certified inspector will inspect and tag each fire extinguisher annually. This will be documented in the Maintenance Manual.
13. All employees will be trained in fire safety including the operation of a Class A Fire Extinguisher. A written copy of proof of training shall be kept in the employee's personnel file.

A fire and/or smoke emergency Incident Report shall be completed in the event of a fire. Management will:

- 1. Complete an evacuation assistance score on each person served and an evacuation difficulty index score on the residence annually (30-days prior to annual expiration date).
- 2. Report to the annual support team during the Person-Centered Planning meeting the most recent evacuation assistance score. If the individual is not independent in evacuating the location then the authorized destination training program will be included in the Individual Plan of Service. The program shall be continued until the support team has determined that the highest level of independence has been achieved and the Contract Agency has also approved.
- 3. Prepare an evacuation plan and ensure all employees have been trained in the provisions of the protection plan, including practice, and shall maintain documentation of such.
- 4. Monitor and evaluate all fire drill performance.
- 5. Aggressively monitor the fire destination training of the individuals on training programs and report problems to the Contract Agency.

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