

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1400: Building and Facilities Management  
**Policy Name:** Fire Safety & Fire Drills  
**Policy Number:** 1402  
**Origination Date:** 02/02/2009 **Revised:** Board Meeting of 12/13/2018

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure proper fire safety within all BBCBC locations and establish a protocol for fire drills designed to prepare building occupants for an organized evacuation in case of a fire or other emergency.

## Procedure

- A. All BBCBC locations will adhere to local fire safety codes, statutes and regulations. Where and when applicable, BBCBC facilities will adhere to the fire safety regulations promulgated by the Underwriters Laboratories.
- B. Facilities will be maintained in a manner conducive to proper safety of building occupants in the event of fire. This includes, but is not limited to:
  - 1. Building exits will be kept clear and allow for unrestricted exit of the building in the event of emergency or fire.
  - 2. Exit routes will be posted and marked for all occupants.
  - 3. Hallways and general traffic areas will be kept clear of obstructions.
  - 4. Regular fire drills will be conducted in accordance with established procedures.
  - 5. Hazardous or flammable materials will be maintained in a proper environment in order to reduce the potential for fire.
  - 6. Fire extinguishers, electrical outlets, lighting and similar equipment will be inspected monthly to ensure proper maintenance and reduce the potential risk of fire or electrical malfunction that can lead to fire.
  - 7. Documentation of these inspections shall be maintained by the I.T./Facility Manager and submitted to the Safety Committee chairperson for review on a monthly basis.
- C. For those locations that provide regular daytime group care activities, fire drills will be conducted monthly, for administrative locations drills will be conducted quarterly.

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- D. The drill coordinator (I.T./Facility Manager) shall schedule a date and time during which normal operating activities are (or may be) taking place within agency buildings. Advance notice of the drill will not be provided to BBCBC staff members or building occupants.
- E. Fire drills will be activated by first giving notice to the alarm monitoring company and contacting Fire and Rescue dispatch that a drill is about to be conducted.
- F. The coordinator shall activate the fire alarm.
- G. All building occupants shall evacuate the building when the fire alarm sounds. It is a violation of the state law for failure not to leave the building or to prevent another person from leaving when the alarm sounds.
- H. During a fire drill, all visitors and employees are expected to evacuate the building according to predetermined escape routes. Diagrams of these escape routes will be attached to walls and doors at various locations.
- I. Elevators shall not be used during evacuation.
- J. Outside the building, all employees and visitors must stand clear of the entrances and gather toward the west end of the parking lot. All directors and supervisors should ensure that all their subordinates are out of the building.
- K. Primary and secondary (backup) personnel shall be designated to help individuals requiring assistance.
- L. When the coordinator is certain that all occupants have evacuated, the fire alarm will be silenced, reset, and the occupants may be permitted to re-enter the building.
- M. Fire drills shall be monitored for effectiveness and shall be recorded and filed for State Fire Marshal Inspections.
- N. The monitoring company and fire rescue will be informed the drill has been completed.
- O. A report sheet will be filled out so that staff can see possible areas of safety violations and problems.
- P. The following information will be documented detailing the outcome of each drill conducted:
  - 1. Date of drill;
  - 2. Time of drill;
  - 3. Duration of drill (length of time to complete);

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4. Outcome of drill detailing whether occupants exited the building in a timely and efficient manner and any potential issues or barriers noted during the drill.