

38. Fire

Policy:

- (a) Fire drills should be held twice per year on each shift (day / evening / overnight) and documented on the Emergency Drills Record as per Policy #34: Emergency Preparedness. Fire drills will be held at different times of the day and different days of the week so that as many staff as possible get a chance to practice.
- (c) Staff will assist individuals to practice and learn the steps to follow in the event of fire, including:
 - emergency number to call: 911
 - how to check door for heat before opening it
 - where to meet outside
 - what to take with you: NOTHING!
- (d) Each home will be equipped with smoke alarms and fire extinguishers. It is the supervisor's responsibility to ensure that emergency equipment is accessible and adequately maintained. All staff will be responsible for knowing the location and proper use of smoke alarms and fire extinguishers.
- (e) Fire prevention is everyone's responsibility:
 - (i) Store dangerous and flammable materials appropriately
 - (ii) Keep exits clear
 - (iii) Don't leave lit candles unattended
 - (iv) Don't overload electrical outlets
 - (v) Keep flammable materials away from stoves, exposed light bulbs, baseboard heaters and other hot surfaces

Emergency procedures in the event of a fire:

- (a) Initiate evacuation procedure, Policy #43. Pull the fire alarm, if not already sounded.
- (b) Call 911 and report:
 - the location of the fire (address of building)
 - the suspected cause and current status of the fire
 - your name and phone number
- (c) Only use a fire extinguisher if you're trained to use it and the fire is small. Do not enter a room that is smoke filled or enter a room if the door is hot to the touch.
- (d) Assemble outside the building in designated area; make sure everyone is accounted for.
- (e) Follow the instructions of emergency personnel. DO NOT re-enter the building until the all-clear is given by the fire department