



Office of
Mental Health

Fire Safety Reference Guide for Supervised Community Residences

Booklet 2: *Evacuation Planning*



FIRE SAFETY REFERENCE GUIDE FOR SUPERVISED COMMUNITY RESIDENCES

Booklet 2: *Evacuation Planning*

Contents:

Definition of emergency and evacuation plan

Contents of an evacuation plan

Contents of a detailed floor plan

Using R.A.C.E.

Updating evacuation plan

Reviewing evacuation plan

Sample of completed evacuation plan

This is Booklet 2 in a series of 5 booklets.

Other booklets include:

Booklet 1: *Self-Preservation*

Booklet 3: *Fire Drills*

Booklet 4: *Fire Prevention*

Booklet 5: *Fire Safety Equipment*

*Developed by the NYS Office of Mental Health
Available online at www.omh.ny.gov*

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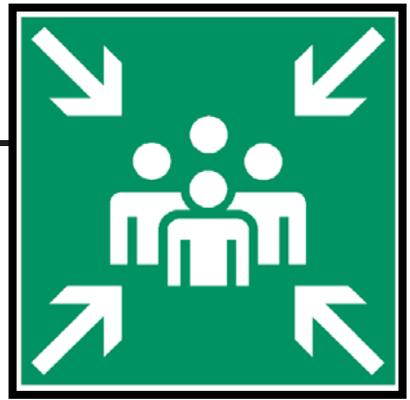
**Please note that this booklet is
a supplement to Basic Fire Safety Training.**

Staff are expected to participate in fire safety training before they use this booklet. This booklet is designed to reinforce materials presented during training and to provide samples/templates of forms associated with the topics discussed. It is recommended that fire safety training be provided at least annually.

The Office of Mental Health (OMH) in conjunction with the Office for People with Developmental Disabilities (OPWDD) and the Office of Fire Prevention and Control (OFPC) developed an on-line training program that can be used by agencies as a core for Basic Fire Safety Training. This training program for staff of supervised community residences is located at OMH.NY.GOV.

BOOKLET 2:

Evacuation Planning



What is an emergency evacuation plan?

It is a document designed to provide staff with clear directions on handling emergencies within a specific residence.

What are the requirements for developing an emergency evacuation plan?

NY State regulations require the following:

“There shall be an emergency evacuation plan and staff shall be knowledgeable about its procedures.”

What is the most important thing for staff to know about the home’s evacuation plan?

The answer is simple- EVERYTHING! Staff should be very familiar with the contents of the evacuation plan and should discuss any questions they have with their supervisor. There will be no time to read the evacuation plan during an emergency.



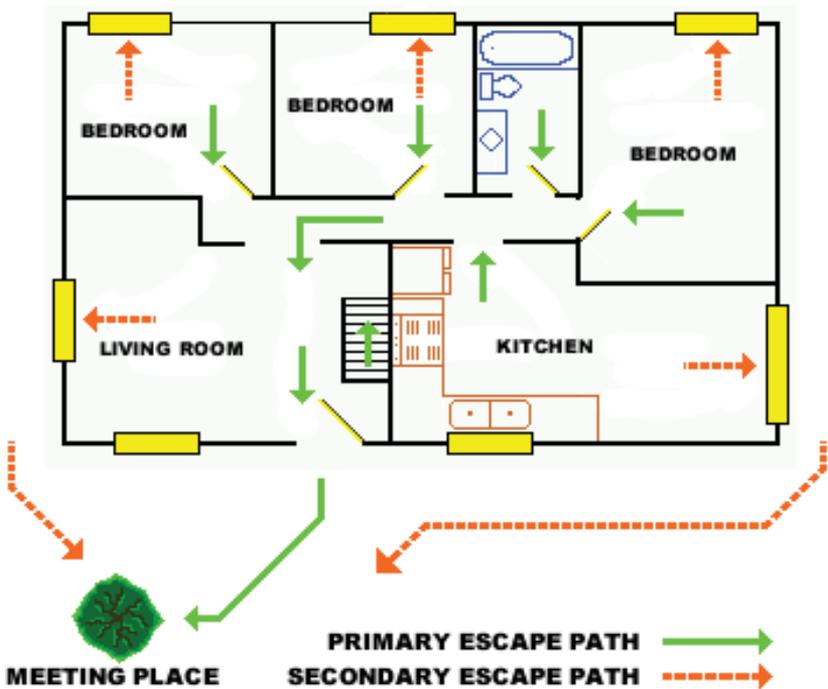
What should be included in an evacuation plan?

- Specific actions to be taken when a fire is discovered or suspected.
- Detailed floor plans.
- Identification of the home's fire safety features (e.g. non-interconnected alarm, direct response linkage, dead ends).
- Identification of home's evacuation classification (e.g. prompt, slow).
- List of emergency numbers.
- Instructions regarding contacting of emergency services including up-to-date emergency numbers (fire department, police, and ambulance).
- Identification of residents who may require additional assistance in an emergency.
- Staff assignments during an emergency. Plan should address various levels of staffing. (e.g. staff functions in an emergency would be different when 1 staff is on duty as compared to 3 staff).
- A well-defined meeting location outside the home.
- Preferred and alternate means of reporting fires and other emergencies.
- Preferred and alternate methods of notifying occupants of a fire or emergency.
- Instructions for conducting fire drills including any required follow-up. **(Details in Booklet 3)**
- Identification of staff who can be contacted for further information or clarification.
- Use of fire extinguisher.
- Testing and monitoring of alarm system including fire panel, smoke detectors, CO detectors and attic heat detectors.
(Details in Booklet 5)

Evacuation Plan pages should be numbered and dated to ensure all pages are present and current.

What should be included in detailed floor plans?

- A floor plan for each level of the home including the basement level.
- Identification of all walls, partitions, corridors, doors, and exits.
- Identification of primary and secondary exit paths.
- Identification of doors and windows designated as emergency exits.
- Identification of each room or space (e.g. bedroom, kitchen, bathroom).
- Location of all manual fire alarm boxes and portable fire extinguishers.
- Location of fire alarm panels and controls.
- Location of smoke, heat, and carbon monoxide detectors.
- Areas of refuge (generally for high-rise housing).
- Identification of hazardous areas.
- Plan oriented to compass points (North, East, South, West).



Where should the floor plans be kept?

- The full set of floor plans (all floor levels) should be included in the home's evacuation plan manual.
- Although not specifically required in regulation, a properly oriented floor plan should be posted on each floor in a conspicuous place. For example: If you need to go to the left to exit, the posted floor plan should be placed on the wall with the exit arrow pointing to the left. Posting a floor plan that is not properly oriented would be of little help.



Who should evaluate the quality of a home's evacuation plan?

- Administrative staff familiar with the formulating of evacuation plans. Having a staff person familiar with development of evacuation plans, will help ensure that each residence's plan covers all essential topics.
- The local fire department. The earlier the local fire department is involved with the emergency plan for the home, the more prepared they will be if there is an actual emergency.
- Agency staff familiar with plan's development when any fire drill identifies problems or concerns.

Is there a way to remember the basic steps to do when a fire is discovered ?

Yes, there is an acronym that is supported by fire safety experts:

Remember **R.A.C.E.** which means:

- **R:** Remove individuals in immediate danger and close the door where the fire is located.
- **A:** Alarm –Pull the nearest alarm box and call or have someone call 911. If manual pull box is not available begin shouting fire to alert everyone in the local area.
- **C:** Close doors along the exit path to prevent the spread of smoke and fire.
- **E:** Evacuate the building by using the closest exit and go to the designated meeting area.



How often and when should the home's evacuation plan be updated?

- Review at least once a year to ensure all information is current and the evacuation plan is complete.
- Anytime a significant change happens in the home including: changes in staffing, changes in a recipient's health that effects evacuation capability, house construction and renovation, and changes in fire evacuation procedures.
- Anytime contact information is changed. There will be no time during and actual emergency to "look up" new contact information.



How often should residential staff review the home's emergency evacuation plan?

- Whenever possible, staff who are new to the residence should review the evacuation plan before their initial shift at the residence. If this is not possible, they should review the plan during staff's initial shift in the home.
- All staff should review plan on a regular basis but not less than every 3 months.
- All staff should immediately review the evacuation plan whenever it is changed or updated.

EMERGENCY EVACUATION PLAN

SAMPLE

Residence Information

Name of Residence: Good Health Home

Address of Residence: 123 Little Lane, Friendly, NY 13456

House Phone #: 518-299-2929

Number of individuals residing in Home? 8

Number of staff in home?

Maximum staffing: 3 (8 AM – 4 PM)

Minimum staffing: 1 (1 AM- 6 AM)

Home's evacuation classification? PROMPT.

Residents need to exit home within 3 minutes.

Meeting place? Front sidewalk near the telephone pole.

Description of Home

Overall style of home? 2 story Cape Cod house with a finished basement and an inaccessible attic. Has bedrooms on the first and second floors.

Number of floors that are used for living space? 2 floors.

Are there any other floors in the home used by staff or residents?

Basement.

Number of exits? 1 stairway from second floor, a front door in living room, a back door in kitchen.

Fire safety features:

- Fully integrated alarm system without monitoring panel.
- Manual pull stations at exits.
- Alarm system is connected to central alarm company.

Unique features? An escape window is located in the bedroom at the end of the 2nd floor hallway.

Fire department is? Volunteer.

Travel time from fire house? 8 minutes.

Contact information

When you are not sure what number to call always start with 911.

Fire Department:

- Emergency, call 911.
- Non-emergency, call 333-4444.

Medical Services:

- Emergency (life threatening), call 911.
- Local Hospital (Non-life threatening), call 444-3333.

Police Department:

- Emergency, call 911.
- Local Police Department (Non-emergency), call 555-3434.

Fire alarm company:

- 518-456-7890, select DISPATCH when prompted.

Agency:

- On-duty administrator, call 654-5678 or cell phone # 545-5454.

Electric/Gas:

- NY Power Company, Emergency # 518-546-7698.

Directions for contacting emergency services

Fire emergency:

Before calling fire department make sure persons in immediate danger are removed to a safe area. If at all possible, use the nearest safe phone located away from the fire.

For all fire emergencies call 911.

Be prepared to give the following information:

- House address.
Example: 123 Little Lane is the fourth house on left off of Willis St.
- The phone # you are calling from.
Example: residence # 518-299-2929.
- If using a cell phone, give cell phone number.
- Your name.
- The nature of the emergency.
Example: I am calling to report a fire.

Emergency Evacuation Plan— *Sample (Continued)*

- Other important information.
Example: This is a community residence with 10 people.
- If at all possible stay on the line. The person on the phone may need to give you further instructions or ask more questions.

Police emergency:

For all police emergencies call 911.

Be prepared to give the following information:

- House address.
Example: 123 Little Lane is the fourth house on left off of Willis St.
- The phone # you are calling from.
Example: residence # 518-299-2929.
- If using a cell phone, give cell phone number.
- Your name.
- The nature of the emergency.
Example: I am calling to report a... (e.g. burglary, fight, disturbance).
- If at all possible stay on the line. The person on the phone may need to give you further instructions or ask more questions.

Medical emergency:

For all medical emergencies call 911.

Be prepared to give the following information:

- House address.
Example: 123 Little Lane is the fourth house on left off of Willis St.
- The phone # you are calling from.
Example: residence # 518-299-2929.
- If using a cell phone, give cell phone number.
- Your name.
- The nature of the emergency.
Example: I am calling to request an ambulance because he/she is... (e.g. not breathing, fell and hit their head, not responding).
- Other important information.
Example: The person has had a history of _____ or the person is taking _____ medication.
- Stay on the line. The person on the phone may need to give you further instructions or ask more questions.

Emergency Evacuation Plan— *Sample (Continued)*

Power Failure:

Call emergency number 518-546-7698.

Be prepared to give the following information:

- House address.
Example: 123 Little Lane is the fourth house on left off of Willis St.
- The phone # you are calling from.
Example: residence # 518-299-2929.
- If using a cell phone, give cell phone number.
- Your name.
- The nature of the emergency.
Example: I'm calling to report a power outage.

Actions to be taken when fire is discovered or suspected:

- At sound of alarm or if you discover smoke or fire remember R.A.C.E.

R: Remove individuals in immediate danger and close the door where the fire is located.

A: Alarm. Pull the nearest alarm box and call or have someone call 911. If manual pull box is not available or not nearby, begin shouting fire to alert everyone in the local area.

C: Close doors in the exit path to prevent the spread of smoke and fire.

E: Evacuate the building by using the closest exit and go to the designated meeting area.

Staff assignments in an emergency

When two or more staff persons are on duty:

One house staff will be responsible to go check out the area where there may be trouble. If there is smoke or fire, this staff person will remove any persons in immediate danger. Staff should announce that there is a fire and everyone needs to get out. If the alarm has not activated, this person will pull the closest fire pull box that is along the exit path. This staff person should also be closing doors. Staff should also be looking for any other residents along the exit path. This staff person should ensure that residents who require some assistance to exit are on their way out of the home.

The 2nd staff person will immediately call 911 to report a possible fire. Also, they should begin gathering residents (even if the alarm has not been sounded) and direct them to get to the meeting area. After the 2nd staff has gotten the residents out of the home, they should proceed to the designated meeting area and complete a head count. If it is determined that some residents are not at the meeting place, the 2nd staff will instruct residents to stay at the meeting place and will go back to the house to look for other residents and to see if the other staff person needs assistance. If staff believes that all residents have exited safely or if smoke or heat becomes too intense, staff should exit the building and go to the meeting area. Once outside, staff should call 911 from a neighbor's home or cell phone to confirm fire.

Once all residents are accounted for, both staff will wait outside with the residents until the fire department arrives. Staff will need to be ready to tell fire department if anyone is missing. Staff will follow any instructions given by fire department staff.

Reminder: Staff is not expected to fight fires. Staff's primary purpose is to remove all residents from the building and to ensure emergency services are contacted. A fire extinguisher should primarily be used only as an aid to clear a path to get individuals out of the residence.

Tip: At the start of a shift, staff should discuss who will be responsible for searching the home and who will call 911.

When one staff person is on duty:

Upon the activation of the alarm or if a fire is suspected, the staff person should go look for the fire. If a fire or smoke condition is confirmed the staff person should remove any resident from immediate

Emergency Evacuation Plan— *Sample (Continued)*

danger and confine fire by closing any doors. If fire alarm has not been activated, staff should yell that there is a fire. Staff should pull nearest manual fire box. Staff should go through the home to verify residents are out of the building. If staff believes that all residents have exited safely or if smoke or heat becomes too intense, staff should exit the building and go to the meeting area to take a head count. Once outside, staff if possible should call 911 to confirm fire. Staff will need to be ready to tell fire department if anyone is missing. Staff will follow any instructions given by fire department staff.

Resident's requiring assistance

Resident Name	Bedroom location	Evacuation problem	Assistance needed
Tommy G.	2 nd floor, 1 st room on right	May not use quick- est exit route.	Staff may need to point in right direc- tion.
Susie C.	1 st floor, bedroom near bathroom	Hard of hearing. May not hear alarm if sound asleep.	Has alarm activated vibrator bed. Check bedroom to make sure Susie is up and moving.

Using Fire Extinguisher

It is the fire department's job to put out fires. Your job is to ensure everyone quickly gets out of the residence. Fire extinguishers are used primarily to gain some time to get a person to safety or to make a safe passage out of the building.

When using a fire extinguisher remember **P.A.S.S.**

P: Pull the pin

A: Aim at the base of the fire

S: Squeeze the handle all the way down

S: Sweep the fire extinguisher from side-to-side

Instructions for conducting fire drills (*see attached sheet*)

Testing and monitoring of alarm system including fire control panel (*see attached sheet*)

Detailed floor plans (*see attached floor plans*)

Definitions

Carbon Monoxide(CO) Detector: A device that detects if there is an unacceptable amount of carbon monoxide in the air. Each residence is required to have at least one CO detector installed.

Travel Path:

Primary— The exit path that would most likely be used in an emergency.

Secondary— The exit path that would be used if the primary path was blocked or unusable.

Fire alarm company: A company that the agency pays to monitor alarms activated at the residence. The alarm company is usually responsible for contacting emergency services.

Fire Emergency: Is a situation where fire or smoke has been detected or is suspected in the residence.

Manual Pull Box: It is a red box on the wall which is usually located near exits and is used to activate the home's alarm system.

Meeting place: A designated area outside the home and away from the building where staff and residents meet when an alarm is sounded.

Medical Emergency: Is a situation where an individual needs immediate medical attention from trained professionals.

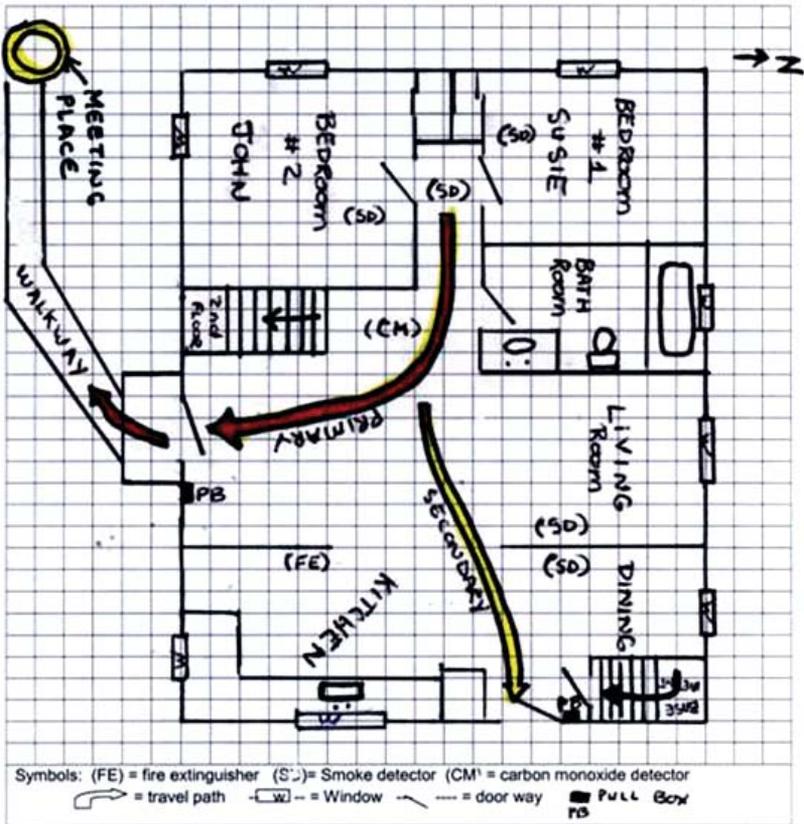
Police Emergency: Is a situation where there is a need for immediate intervention from the local police including break-ins, physical violence, and robbery.

Smoke Detector: A device that detects if there is an unacceptable amount of smoke or harmful particles in the air. There are two types available: photoelectric sensor or ionization sensor.

Emergency Evacuation Plan— Sample (Continued)

Address: 123 Little Lane, Friendly, NY

Draw a floor plan of the home for each level, identifying all windows and doors, label each room (bedroom, living room, kitchen, pantry, closet, basement, etc.). Indicate the location of all smoke detectors, carbon monoxide detectors and fire extinguishers for every level. The floor plan does not need to be drawn to scale. Show two escape routes from every bedroom (primary and secondary). It may be possible to designate code compliant windows in bedrooms as a second means of escape or rescue (check local fire codes).



Indicate floor level:

Basement 1st Fl 2nd Fl 3rd Fl Floor #: _____ (If above 3rd)

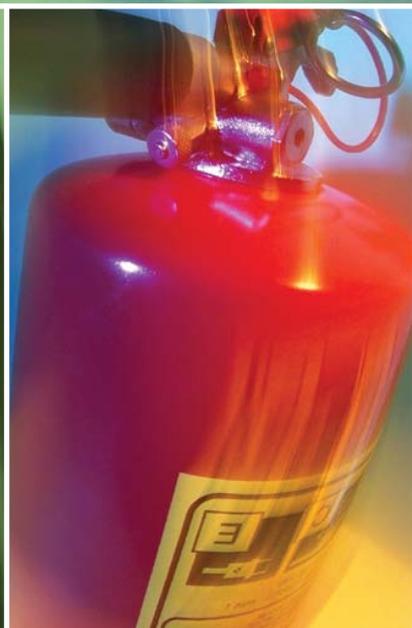
Does the building have a sprinkler system? Yes No

Does the building have an integrated fire alarm system throughout? Yes No

**A complete copy of the Evacuation Plan Template is located at:
www.omh.ny.gov/omhweb/firesafety/**



**Additional copies of this brochure are located at:
www.omh.ny.gov/omhweb/firesafety/**



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