

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Fire Safety – Fire drills

**Chapter:**

10

**Effective Date:**

10/25/1999

**Revision Date:****Policy Number:**

10-114-012

**Executive Director**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. An unannounced fire drill shall be held at least once a month.
2. Fire drills shall be held during normal staffing conditions and not when additional staff persons are present.
3. A written fire drill record shall be kept of the date, time, the amount of time it took for evacuation, the exit route used, the number of children in the Keystone facility at the time of the drill, problems encountered and whether the fire alarm or smoke detector was operative.
4. Children shall be able to evacuate the entire building into the public thoroughfare, or to a fire-safe area designated in writing within the past year by a fire safety expert, within 2 ½ minutes or within the period of time specified in writing within that past year by a fire safety expert. The fire safety expert may not be an employee of Keystone.
5. A fire drill shall be used during sleeping hours at least every 6 months.
6. Alternative exit routes shall be used during fire drills.
7. Fire drills shall be held on different days of the week, at different times of the day and night and on different staffing shifts.
8. Children shall evacuate to a designated meeting place outside the building or within the fire-safe area during each fire drill.

## DISCUSSION: