

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Emergency Evacuation Procedures

Chapter:

Effective Date:
7/1/1992

Revision Date:
11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. Emergency Evacuation Procedures
 1. Sound the alarm nearest, immediately, evacuate with the residents using the nearest, safe exit. Evacuation is always the first priority, contacting the Fire Department closely follows.
 2. Close doors and windows when exiting, if possible.
 3. Remain calm, don't panic. Walk don't run. Maintain order to avoid accidents.
 4. Assemble with residents in the designated meeting place.
 5. Conduct roll call and count to determine that all residents have been evacuated. If a person is missing, do not re-enter the building. Notify the Fire Department.
 6. Staff in charge call the Fire Department if fire is present. Some homes are equipped with an automatic dialer which will alert the Fire Department.
 7. If fire is present, the staff in charge contacts the Administrator-on-call and provides the necessary information.
 8. Remain with residents until the Fire Department declares the building safe for re-entry or follow instructions for temporary relocation.
 9. If your residence has an elevator, do not use it during evacuation procedures.
 11. Take the drills seriously and try to see to it that residents so, as well.

DISCUSSION: