

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 05/20/80	SECTION: Emergency Procedures	
BOARD APPROVED ON: 06/04/80	DATE REVISED: 07/18/18, 04/15/2020	SUBJECT: Fire Drills	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/18/18, 04/15/2020		POLICY #: IE-003	PAGE #: 1 of 3

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to assure the safety of individuals supported and employees in residential settings. To comply with licensing regulations by holding quarterly fire drills on each shift to assure maximum fire safety.

III. DEFINITIONS

Destination Training: A systematic process in which the person we support is trained to participate in evacuation training. If a person we support is not independent to exit the home, and has the physical ability a destination training program must be implemented

Evacuation Assistance Scores (EAS): Individual assessment of a person we support to determine capacity for evacuating independently.

Evacuation Difficulty Index (EDI Score): Calculation of the possible evacuation difficulty of a home in a fire emergency considering the person we support characteristics, presence of stairs, type of alarm, and availability of staff.

Fire Drill: The scheduled or unscheduled evacuation procedure involving all persons present in the home at the time, to a preset destination outside, in response to a smoke/fire alarm. If any person does not evacuate, it will not be considered a drill.

Fire Safety Assessment: A process by which it is determined the fire safety adequacy of a facility. There will be different version of this assessment depending on the person we support and the person we support living situation.

Maintenance Drill: A fire drill which is deliberately conducted by a home to assure that a person we support has the ability to independently exit the home, does not decline; allows for practice of evacuation.

Protection Plan: Comprised of three required parts: 1) evacuation route diagram, 2) evacuation procedure, and 3) basic knowledge about fire safety.

Waiver: Written approval by the planning team to exempt a person served from destination training. The person we support will still be evacuated by staff during drills.

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III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Responsible for insuring that fire drills occur.

Employee

2. Carry out fire drills.

3. The fire alarm may be activated by an employee or an individual supported, with the time noted.

4. Employees are to ensure that all individuals supported have left the building and meet the individuals supported at the designated safety area, noting the time.

5. After all employees and individuals supported have been accounted for an employee will announce "all clear", and return all individuals supported to the home.

Program Supervisor

6. The Evacuation Drill Form will be completed. If the drill is over 3 minutes or there is a refusal to evacuate a corrective action plan shall be completed and review with the interdisciplinary team, individual supported, and employees. The report would then be filed in the appropriate location.

7. For St. Clair County Homes, a copy of the fire drill documentation will be forwarded to the SCCCMHA Safety Coordinator. For Macomb County, the log will be filed and available upon request.

9. Persons supported that are new to the home should participate in three fire drills within the first 30 days to provide accurate data for the e-score.

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III. NOTIFICATION/PROCEDURE (continued)

ACTUAL FIRE

WHO

DOES WHAT

Employee

1. Sound the nearest fire alarm and begin the orderly evacuation of individuals supported via the "Fire Escape Route Plan."
2. Simultaneously, if possible, call the Fire Department. Give the address of the home accurately and clearly. If possible, give a brief description of the type and extent of fire
6. As soon as all procedures have been followed, notify the division director of the fire.

Division Director

7. Notifies the executive director

IV. REFERENCES

- A. Michigan Department of Social Services Rule 400.2361
- B. Standards for Residential Facilities for the Mentally Retarded, Accreditation Council for Facilities for the Mentally Retarded, Joint Commission on Accreditation of Hospitals. Rule 6.1.4.