

# West Slope Recovery, Inc.

## Fire Response Plan

This procedure assigns responsibilities and defines the actions required by staff and residents to be taken when responding to a fire emergency.

### Responsibilities

At the fire's point of origin West Slope Recovery's staff is responsible for the immediate implementation of our emergency response procedures following the acronym "RACE"; R-rescue, A-alarm, C-contain and E-extinguish or Evacuate.

Away from the fire's point of origin, West Slope Recovery's staff and volunteers will direct the coordinate an orderly evacuation from all occupied areas to the designated assembly locations as indicated in this plan and the postings near all exit doors.

Away from the fire's point of origin Supervisor will designate West Slope Recovery's staff and/or volunteer to check all buildings to ensure evacuation is completed. Supervisor or designee shall secure client list from office and report to assembly location to confirm client count with physical head-count.

All employees and volunteer shall know and do the following;

How to report a fire, fire prevention practices, report of all hazardous conditions, completion of annual and site safety trainings which including RACE and how to use a fire extinguisher and their limitations including understanding of PASS acronym.

### Procedures

Upon hearing the Alarm or through verbal notification of a Fire Emergency, the supervisor or designee will notify staff of the specific emergency or drill and will then call 911 notifying the authorities to the specifics of the emergency.

All clients will immediately leave the building by way of the safest exit(s) designated by West Slope Recovery's staff or the nearest safe exit.

All clients will immediately move in a calm and orderly manner to the north east corner of the parking lot, and then to the front yard of the church across the street, New Wine Church. If this area is blocked or inaccessible, move to gated stair case and down the stairs to the parking lot below, staying to the right and assembling in the front yard of the church across the street, New Wine Church. Keep the entrance to the parking lot clear and do not leave the assembly area unless directed by staff.

Staff will rescue occupants nearest the fire's point of origin only when safe to do so and will work outward from that point. Staff will then search the residences, offices and common areas to assure evacuation is complete, closing all doors behind them. An ambulance will be requested if any client or staff has sustained an injury that is beyond the scope of their CPR/First-Aid training and an incident report shall be completed and sent as soon as practicable.

All staff and volunteers will then relocate and remain in the assembly location until directed by the Supervisor.

Supervisor or designee will act as the Fire Department liaison and will provide communications as necessary. They will also, in concurrence with the Fire Department, verbally give the "ALL CLEAR" signal.

### Annual Review

The Supervisor will review this policy annually, making changes when necessary.

_____	_____	_____	_____
Client Signature	Date	Staff Signature	Date

Copy of Fire Response Plan is given to client at time of intake as a part of the client Buddy Pack.

CLIENT LOG # \_\_\_\_\_