

Cornerstone Behavioral Healthcare

HS.5, HS.6 Fire Drills, Disaster and Evacuation Plan

PM.35 Disaster and Evacuation Plan

Definition: A disaster includes but is not limited to fire, power outage, and storms.

1. IN THE EVENT OF FIRE:

The first person to notice the fire will activate fire alarm. All personnel should exit the building by way of the published fire escape plan. DO NOT waste time closing doors and windows and shutting off computers. If you are leaving your office, and it's easy enough to close the door without wasting any time, do so. If not, just get out!

Tenants, employees, and clients should report to the location's designated assembly area.

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT DETERMINES THE BUILDING IS ALL CLEAR.

Fire Procedures

- Fire exit routes have been placed in all offices. Please become familiar with the route applicable to your office and the location of the closest fire alarm
- When the fire alarm goes off, all employees and clients should immediately follow fire procedures. Once outside, proceed to the assembly point in the parking lot. Each individual agency/tenant is responsible for accounting for their employees
- Tenants, employees, and clients may not re-enter the building until approval is given by the fire department
- A fire drill will occur at least four (4) times a year at the discretion of the Executive Director/CEO or designee

Fire Safety Precautions

- Smoke detectors are maintained
- The fire alarms are connected directly to the fire department
- Emergency exit signs exist at all exits and are always illuminated
- Emergency lighting is maintained, periodically tested, and fully functional
- Fire extinguishers are located at each company location

2. POWER OUTAGE:

Executive Director/CEO, or designee, shall call the electric company to inform them that the power is out and inquire as to the probable duration of the outage.

Depending on the length of the power outage, the Executive Director/CEO, or designee, will decide whether the offices will be closed for the duration of the outage. Battery powered emergency lighting is designed to illuminate paths of egress for 45 minutes or so. In the best of circumstances, daylight from office windows might not reach interior spaces with the premises, paths of egress, or in common area

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corridors once battery power fails. During hours of early afternoon darkness, this factor becomes even more critical. The purpose of emergency lighting is to guide orderly evacuations, not to provide lighting for work tasks within office spaces. This must enter into decision making for closing the office during any power outage.

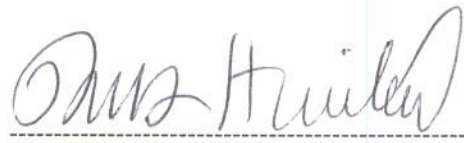
It is important that employees ensure the safety of their clients (e.g. assist them down the stairs, etc.)

3. STORMS:

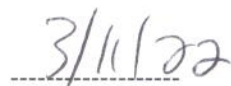
In case of an ice/snow storm, the Executive Director/CEO, or designee, will decide at which point the office will be closed and will arrange to notify employees accordingly. Cold weather, snow, ice, etc. are a normal part of winter weather in Maine and it is not expected that the office will be closed due to weather except in the most severe of circumstances.

Evacuation Drills

- Evacuation drills will include the various disasters as defined above
- All staff shall be trained in evacuation and disaster procedures during orientation and on a yearly basis after that and shall participate in all fire drills
- The agency shall have four documented evacuation drills per year. Evacuation drills shall be documented in the Evacuation Drill Log. All employees (if in building) and clients (who are in the building at the time of the drill) are expected to participate in all evacuation drills, which will be scheduled in a manner that ensures that as many staff as reasonably possible are present



CEO



Date