

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Day Enrichment Services

POLICY NO: 60-002

SUBJECT: Fire Evacuation-Retirement Enrichment

EFFECTIVE DATE: December 1990

Policy:

It is the policy of Cottonwood, Inc. to provide a complete and comprehensive plan in case of emergency. This procedure should be followed by the on-duty staff person in the event of a fire.

Procedures:

I. At 2801 West 31st Street

1. For Day Enrichment Services provided at the main Cottonwood, Inc. site, policy 02-005 will be followed.

II. At the off-site Retirement Enrichment Services Center.

1. When a fire is discovered, immediate evacuation procedures are implemented and 911 is called. Staff then determines whether an attempt can be made to extinguish a small contained fire (such as a stove top grease fire).
2. If the staff person determines that the fire can be contained he/she will use the extinguisher located in the area to extinguish the flames.
3. In the event of, evacuation, the following procedure is implemented:
 - a. Activate signals for evacuation. This is done by announcing "fire", and/or flashing overhead lights, and/or sounding the smoke alarm.
 - b. Encourage calmness during incident.
 - c. Ensure that all persons quickly evacuate according to posted plans and stand at least 20 feet from the structure in a designated meeting spot. Staff members must see that all consumers are evacuated. A count of participants is taken to ensure all consumers are present.
4. In the event the facility is damaged to the extent that it is not habitable, consumers are transported to another Cottonwood, Inc. location as per policy 02-005, procedure 7.
5. A report of any fire at the Retirement Enrichment Services Center must be submitted to the landlord, Day Enrichment Director, Administrator of Services and CEO within 24 hours of the incident. This report will include the location of the fire,

suspected causes, possible damages and the use of emergency or fire suppression equipment. The report may be made by telephone if followed up with written documentation within three working days of the incident.

6. Fire evacuation drills are conducted monthly by a staff person. This person must complete an Evacuation Drill Report form. The Coordinator will route it to indicated Administrative staff. The Day Enrichment Director will file the original in the safety notebook.

7. After each fire evacuation drill, the responsible staff person will hold a brief meeting with consumers to discuss the importance of these drills, performance strengths and possible areas of improvement in this procedure.

8. The Safety Committee will provide annual training on fire safety. The Lawrence-Douglas County Fire Medical conducts yearly fire inspections.

9. Day Enrichment coordinators will ensure that all direct contact staff will view the fire suppression video annually.