

## Fire Evacuation

### Policy:

All MSS personnel shall be trained in the general Fire Evacuation procedures in order to ensure the safety of all program participants and visitors.

Certain staff members shall be assigned specific responsibilities and those staff members shall receive additional training in their areas of responsibility.

### Procedure:

During orientation and at least annually all MSS personnel shall be trained in orderly fire evacuation procedures. Documentation of training shall be maintained in the MSS offices. The training shall include, but not be limited to:

- Evacuation route(s)
- Ensuring that all people have safely evacuated
- Assembly area
- Proper use of fire extinguisher
- Staff assignments
- Documentation to take

### Evacuation Procedure

1. The Health and Safety Compliance Officer or any staff in charge may order an evacuation in the event that the building fire alarm is sounded (other than scheduled tests) or if the presence of smoke or flame is detected.
2. If the fire alarm is sounded (other than scheduled tests), it should be assumed that the alarm is real and evacuation procedures should be commenced immediately.
3. If the presence of smoke or flame is detected in the MSS area, the Health and Safety Compliance Officer/staff in charge should determine if the fire extinguisher can safely and effectively extinguish the fire. If not, evacuation procedures should be commenced immediately.
4. Call 911.
5. The Health and Safety Compliance Officer/designated person shall direct all people to the appropriate evacuation route and to the designated assembly area.
6. All people must remain at the assembly area until designated personnel is able to account for everyone. No one shall re-enter the building until the "all clear" signal has been given by the person in charge or by an emergency official.
7. First Aid shall be rendered as needed and as possible prior to the arrival of EMS.

### Staff Assignments

Designated staff shall be assigned the following areas of responsibility:

1. Directing the evacuation route and escorting people to the assigned assembly area
2. Searching the premises to ensure that all have safely evacuated

**If possible:**

3. Retrieving the First Aid kit and taking it to the assembly area
4. Retrieving the Emergency Contact information for staff and people we support and taking it to the assembly area

### Documentation

Any incident involving smoke or fire on an MSS site, whether or not the premises were evacuated, must be recorded on the Internal Incident Report. In addition, if there were any injuries or deaths resulting from the incident, an IRIS report must be completed.