

**14 Facilities Management****14.1 Fire Evacuation****Policy:**

In the event of observance of fire or smoke, employees are responsible for evacuating the building and ensuring their own safety. If fire or smoke is noticed in a resident room, office, storage room, or a bathroom; please ensure no occupants are in the room and close the door. Notify Central Desk of the location of the smoke or fire.

Remember the R-A-C-E code.

R Rescue anyone in immediate danger from fire or smoke.

A Activate the nearest fire alarm pull station. The fire alarm will sound throughout the facility.

C Confine the fire by closing the door to the fire area, but do not lock the door.

E Extinguish the fire. All employees are trained in the proper selection and use of fire extinguishers.

**Procedure:**

1. When the fire alarm sounds all occupants must immediately evacuate the facility.
2. Occupants exit the building at the nearest exit on the ground floor. The main fire exits are at the northern and southern end of the building.
3. The elevator will not be used during a fire evacuation.
4. In addition, staff has the following responsibilities during evacuation:
  - a. The on-duty employee at Central desk will check the fire alarm enunciator panel for the location of the fire and then dial 911 to notify the Chicago Fire Department.
  - b. The on-duty senior staff member will direct the efforts of the employees to ensure a prompt and orderly evacuation of the facility.
  - c. Any employees on the basement, first floor, and second floor will check rooms and bathrooms to ensure all residents have exited the building; and assist any occupants that may have difficulties.
  - d. The on-duty senior staff will meet the fire department at the front entrance of the facility and inform the fire department of the location of the fire and the status of the evacuation. The senior staff member should also have a copy of the floor plans of the facility with all utility locations well marked.
  - e. Kitchen employees will ensure that all gas and electric appliances are turned off before reporting to the front of the facility.
  - f. No one will be allowed to reenter the facility unless under the direction of the fire department.

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Jennifer Nelson-Seals

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Date