

All Staff – Emergency Evacuation in the Case of Fire

Policy

In the event of fire or smoke, employees are responsible for their own safety and ensuring full evacuation of the building. 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. The on-duty employee at the reception area will check the fire alarm panel for the location of the fire and then dial 911 to notify the Chicago Fire Department.
- 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 of the facility must leave the facility.
2. Occupants exit the building at the nearest exit on the ground floor.
3. The elevator will not be used during a fire evacuation.
4. In addition, the staff have the following responsibilities during evacuation.
 - a. The on-duty senior staff will report to the reception area to direct the efforts of the employees to effect a prompt and orderly evacuation of the facility. The on-duty senior staff will meet the fire department at the front entrance of the facility. The senior staff informs the fire department of the location of the fire and the status of the evacuation. The senior staff must also have a copy of the floor plans of the facility with all utility locations well marked.
 - b. One employee will be assigned to each ground floor exit to the facility. These employees will gather all occupants leaving by that exit and then escort them to the front of the building.
 - c. Two employees will go to the second floor, two will go to the first floor, and one to the basement. These employees will ensure that all the occupants have left the building and also assist any occupants that may be having difficulties. These employees will report to the on-duty senior staff at the reception desk before leaving the facility. They will report on the condition of the area for which they are responsible.
 - d. One employee will gather residence attendance information and the visitor sign-in register and will report to the front of the facility. This employee will then take attendance to ensure that the occupants are out of the facility and accounted for.
 - e. Kitchen employees will ensure that all gas and electric appliances are turned off before reporting to the front of the facility.
 - f. All non-assigned employees will report to the reception area for possible assignments before leaving the facility.
 - g. No one will be allowed to reenter the facility unless under the direction of the fire department.

Michael Cook, Executive Director

Date