

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 410 – Fire Evacuation Procedures

I. PROCEDURES

- A. The Maintenance Supervisor will be responsible to implement fire evacuation standards in compliance with the state Fire Marshal regulation under the direction of the Chief Executive Officer. The Maintenance Supervisor will conduct monthly fire drills and submit original fire drill records for each site to the Chief Executive Officer or designee. The Welch and Mullens Clinic Administrators will conduct fire drills in the absence of the Maintenance Supervisor.
- B. Each Southern Highlands licensed site will post fire egress routes at the exit doors of each office, conference rooms, waiting areas, and restrooms.
- C. A Safety Director will be named by the Chief Executive Officer. The Safety Director shall act as Chairperson to a committee responsible for overall planning for fire evacuation in each department, program and site.

PRINCETON MAIN CENTER SITE

- 1. Main Wing, which is composed of the main waiting area, Pharmacy and surrounding offices, will be the responsibility of the Consumer Services Coordinator.
- 2. West Wing, which is composed of physician, nursing, and other clinical services, will be the responsibility of the Chief Nursing Officer.
- 3. East Wing, which is composed of the ACT Services, Community Engagement Specialist, Crisis Services, Maintenance, Computer Technologies and Medical Records, will be the responsibility of the Medical Records Coordinator.
- 5. North Wing, which is composed of the Residential Nurses, Residential Directors, conference room and staff lounge, and other offices, will be the responsibility of the Director of Community Support Services.
- 6. Adult Day Services oversight will be the responsibility of the ADS Coordinator or designee.

7. The I/DD Building will be the responsibility of the Case Management Coordinator.

CHILDREN'S DEPARTMENT (SPRINGHAVEN)

The Children's Director will be responsible for the entire building.

SUBSTANCE USE DISORDER

1. The Main Lobby, which is composed of the waiting area and front desk, will be the responsibility of the front desk staff.
2. Clinical area of the building will be composed of all clinical staff offices, conference rooms, and physician / lab area and will be the responsibility of the Assistant Director of SUD Services.
3. Lower Level / Call Center will be composed of the recovery coach office area, Director's office, and the residential nursing office and will be the responsibility of the Director of SUD Services or their designee.
4. INSPIRES will be composed of all three consumer apartments and will be the responsibility of the assigned Recovery Coach on duty.

BUSINESS OFFICE

The Chief Executive Officer will be responsible for the entire building.

WELCH SITE

The Clinic Administrator will be responsible for the entire building.

MULLENS SITE

1. Main Lobby, which is composed of the waiting room, front desk area and medical records, will be the responsibility of the Secretary or designee.
2. Left Wing, which is composed of staff offices, will be the responsibility of the Clinic Administrator or designee.
3. Right Wing, which is composed of staff offices, will be the responsibility of designated clinician.
4. CCSS and Adult Day Services oversight will be the responsibility of ADS Coordinator or designee.

RESIDENTIAL SITES

1. All residential sites will have an emergency evacuation plan posted.
2. The Residential Director will be responsible to ensure that evacuation plans are posted and consumers / staff are aware of the plan.
3. Fire drills will be completed monthly by maintenance for licensed homes.
4. Residential Directors will be responsible for completing fire drills.
5. Direct Care staff will be responsible for ensuring that all consumers and staff are evacuated.
6. Staff will follow the crisis response plan for I/DD consumer.

CCSS OFF SITE

1. All sites will have an emergency response plan posted.
 2. The CCSS Coordinator will be responsible to ensure that evacuation plans are posted and consumers / staff are aware of the plan.
 3. Fire drills will be completed monthly
- D. The assigned staff or designee for each wing or area will be responsible for the evacuation oversight of consumers, visitors and staff. Check common areas such as restrooms, storage closets and close doors. Move exited individuals a safe distance from the building and ensure no one reenters until the all clear is given.
- E. The assigned staff or designee for areas where consumer groups are held will take the attendance roster to the meeting place. All consumers will be accounted for before the group re-enters the building.
- F. This fire evacuation plan shall be published, posted, and periodically rehearsed.
1. Fire drills will be held monthly at all licensed sites or facilities operated by Southern Highlands.
 2. New employees will receive training of the proper use of fire extinguishers during orientation.