

EMERGENCY PLANNING

YOUR FACILITIES WRITTEN PLAN: EXAMPLE PLAN

Name of Business: Suzie Q's Residential Care

Address: 123 Main Street, Chesapeake, Va. 23322

Response during an Emergency: Fire

- Upon finding a fire or smelling/seeing smoke, any staff member will activate our notification (alarm) system to notify the residents to begin evacuation. Our evacuation shall be a complete evacuation of all residents to the outside of the building (Area of Refuge/Accountability Area).
- Our alarm signal is a verbal "Code Red", spoken loudly and calmly throughout the facility. If anyone is hearing-impaired, staff will rapidly turn lights on and off. Another staff member will simultaneously begin calling 911 while evacuating residents.
- If time allows and fire is small, a trained (annually) staff member can begin with extinguishment of the fire with a portable fire extinguisher. If unable to extinguish, then the staff member will try to confine the fire by shutting the door to the room where the fire is located.
- The 2 "dry chemical" extinguishers are maintained by the owner and replaced as needed, not to exceed 10 years.

Staff Member/ Duty	Frequency
Owner I Portable Fire Extinguishers	Visual check- weekly Physically maintain- monthly
Owner I Smoke Alarms, CO detectors	Physically test-monthly Clean and change batteries- twice a year
Partner I Assist residents to evacuate	Physically assist as needed for evacuation
Partner I Administer emergency medical aid	Physically administer EMS as required

- Once everyone has evacuated to the meeting/ refuge area outside of the building, an immediate head count will begin by a staff member. That staff member will report all findings to the first arriving representative of the Fire Department.
- No one shall return to the residence until the Fire Department has given the approval to do so.
- If after hours or owner is not on scene, the Contacts below should be made:

Representative	Mobile Numbers
Mrs. Suzie Quakers (owner)	757-555-7575
Mr. Oats Quakers (partner)	757-555-7000
Miss. Toni Post (part-time staff member)	757-555-6400

Listed below are potential ignition sources and hazards that show procedures designed to prevent a possible fire or explosion.

Fuel Source / Hazard	Handling Procedure	Primary Responsibility
General Combustible Materials- newspaper, trash, hot ashes	Properly control waste build-up through ongoing waste disposal procedures.	Partner
Cleaners and Flammable liquids	Maintain custodial cleaning products and flammables in approved storage locations	Owner
Smoking materials and open flames (candles)	Smoking only in approved locations. Candles will be monitored at all times.	Owner
Electrical Panels	Maintain electrical equipment within code compliance	
Coffee pots, toasters, portable heaters and microwaves	Maintain in good operating order. Plugged directly into wall outlets not extension cords. Keep combustibles at least 3' away	Owner
Kitchen I Cooking Areas	Maintain a cleaning log. Turn off heating elements when not in use and maintain in good operating order	Owner
Dryers I Hot Water Heater	Clean out periodically in accordance with preventive maintenance schedule.	Partner
Extension Cords	Maintain in good working order; do NOT use as permanent wiring.	Partner

- When an emergency occurs, all staff members will begin evacuation while shutting off heating and cooking equipment, if possible.
- The Owner, Suzie Quakers is responsible for reviewing and updating plans annually or as changes occur.
- Suzie Q's Residential Emergency Evacuation Plans will be kept in an identifiable, 3-ring binder that will be available in the main living area, for reference and review.