

SAMPLE FIRE AND EVACUATION POLICY

PURPOSE

To ensure there is a coordinated plan to deal quickly and effectively in the event of the need for evacuation.

POLICY

The First Nations Health Organization shall have a written fire and evacuation plan that outlines the steps to be taken by employees in the event of a fire and/or evacuation.

POLICY APPLICATION

The safety of clients, families and employees shall be promoted through use of a written fire and evacuation plan. The plan will be coordinated with the local community fire authority. The authorities may assist in the development of the plan and related processes and procedures.

Program management shall ensure compliance of the plan with any fire codes and regulations.

All fire safety concerns identified by employees shall be reported immediately to program management. All concerns will be documented.

The fire and evacuation plan will identify the following and should be developed with input from the community fire authority:

- Frequency and documentation of workplace safety inspections
- Frequency and documentation of inspection of the physical structure where the program employees are located
- Frequency and documentation of inspection of fire extinguisher equipment used on the premises
- Frequency and documentation of fire and/or evacuation drills
- Identify who is responsible to initiate the fire and evacuation plan
- Education and training of employees about their responsibilities in the event of a fire and/or evacuation
- Floor plan of the office space
- List of the items kept at the First Aid Station and its location
- Identify who is in charge of inspecting the First Aid Station
- List of hazardous products that are kept in the office space

All employees will be made fully aware of the fire and evacuation plan. This will include an explanation of:

- The procedure to be followed in the event of a fire and/or evacuation occurring in a client's home, a school, or the program office
- How practice drills and exercises will be reported and recorded
- How fire safety concerns will be reported, recorded and monitored for any trends
- Employees responsibility in initiating a fire and/or evacuation response
- Use of fire extinguishing equipment
- Types of fire extinguishing equipment located in the program office
- Identification of hazardous products, including the use of WHMIS labels and MSDS sheets

Regular fire and evacuation practice exercises will be carried out in partnership with the community fire

authority. In fact, the authority may assist in the development of the plan and related processes and procedures.

Reports will be completed to record these activities and they will be reviewed on a regular basis to identify any changes that should be made to the fire and evacuation plan.