



Administrative Policies and Procedures: 29.3

Subject:	Fire Safety Evacuation Plans for Youth Development Centers
Authority:	TCA 37-5-101, 37-5-102, 37-5-105, 37-5-106; National Fire Protection Agency (NFPA) 101 Chapter 31
Standards:	ACA: 4-JCF-1B-03; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center Employees
Policy Statement:	
Each Youth Development Center (YDC) shall develop a written plan of action, approved by an independent outside inspector trained in the application of national fire codes, to address the specific evacuation needs of each facility location. A routine of training and fire exit drills shall be implemented to ensure that employees and youth can execute the plan effectively.	
Purpose:	
To provide guidelines to ensure the YDC's have a written evacuation plan in the event of fire or major emergency.	
Procedures:	
A. Development of written evacuation plan	<ol style="list-style-type: none"> 1. The facilities safety officer will: <ol style="list-style-type: none"> a) Develop a written evacuation plan for each facility and will review the plan annually thereafter and update it as needed to ensure that it covers any additions, renovations, or functional changes at the facility. b) Submit the updated plan to the DCS Facilities and Support Services Division. 2. The facilities evacuation plans will be reviewed by the State Fire Marshal upon inspection of the facility and recommendations made as applicable. 3. The facilities safety officer will forward a copy of the plan to the facility's local fire department. 4. The facilities safety officer will ensure that copies of all evacuation floor plans for each facility are posted in clearly visible locations that correspond to the "YOU ARE HERE" indicators on them. The plan will include the following two (2) sections: <ol style="list-style-type: none"> a) General and site-specific procedures to be followed in the event of a fire or similar emergency requiring evacuation, including provisions for:

	<ul style="list-style-type: none"> ◆ The use of alarm devices; ◆ Notification of the fire service; ◆ Staff actions required in response to alarms; ◆ Containing and extinguishing fires; ◆ Evacuation of endangered areas; ◆ Unlocking exit doors, and ◆ Opening doors when locks are jammed. <p>b) Floor plans for every occupied location of the facility displaying the following information:</p> <ul style="list-style-type: none"> ◆ A “YOU ARE HERE” indicator showing where the floor plan is posted within the location; ◆ The location of all available exits; ◆ Directional arrows indicating the flow of traffic to the exits; ◆ The locations of fire extinguishers, standpipe hose systems, pull stations, and alarm control panels; ◆ A narrative section with instructions for emergency notification and evacuation through the nearest exits away from smoke and flame to a pre-designated gathering area; and ◆ A schedule of monthly fire exit drills for all the occupied locations of the facility. When a location is occupied on more than one shift, the drills will be scheduled for a different shift each month to ensure that staff and youth on all occupied shifts participate.
<p>B. Conducting exit fire drills</p>	<ol style="list-style-type: none"> 1. The facilities safety officer or DCS group home fire safety coordinator conducting the drill will ensure that all evacuation procedures are performed correctly and will document the drill exercise on form CS-0234, Emergency Exit Drill. The form will be maintained for at least the three-year accreditation cycle. 2. The staff member conducting the drill may start it by telling the person in charge at the location that a drill is in progress and by describing the size and location of the imaginary fire. 3. When the drill location is evacuated and a clear count of its occupants is reported, the drill is complete.
<p>C. Evacuating high risk/seriously ill youth</p>	<ol style="list-style-type: none"> 1. Each facility will address in local procedures the means for the immediate release of youth from locked areas and a back up plan. 2. Whenever the evacuation drills for high risk or seriously ill youth is not appropriate, or when the weather is severe, one of the following options may be taken: <ol style="list-style-type: none"> a) Drills may be conducted with evacuation to secure indoor areas of refuge

	<p>provided by distinct smoke compartments within the same building.</p> <ul style="list-style-type: none"> b) Staff may conduct a “<i>Defend in Place</i>” fire drill in living units, when they have determined that the fire or emergency is small and there is very little smoke. c) Staff will go to the affected room first and evacuate youth to a safe area of refuge. Staff will then evacuate the rooms on either side of the effected room. This will reduce the amount of youth that will have to move during an emergency or staff shortage. d) Drills may be rescheduled for a later date in the same month to allow for more functional circumstances. e) Contingencies for difficult evacuation circumstances should be established in the evacuation plan.
<p>D. Training of employees and youth</p>	<ul style="list-style-type: none"> 1. All facility staff will be trained in the implementation of the evacuation and contingency plans. 2. All youth will receive instruction regarding emergency evacuation from the facility during orientation.
<p>E. Conducting specialized inspections</p>	<ul style="list-style-type: none"> 1. Annual inspection of the fire alarm system will be inspected by a contractor certified by the State of Tennessee, Department of Commerce and Insurance, Division of Regulatory Boards and will include testing of 100% of components. Component testing may be accomplished by testing 25% each quarter or 100% annually. 2. Battery operated emergency lights will be tested according to the requirements of the <i>National Fire Protection Agency (NFPA) 101, Chapter 7.9.3 Periodic Testing of Emergency Lighting Equipment</i>. 3. All contractors who conduct fire alarm systems or sprinkler systems inspections/service will be currently certified by the Department of Commerce and Insurance, Division of Regulatory Boards. 4. Smoke detectors will be tested annually. 5. Sprinkler systems will be inspected and tested (by the <i>State of Tennessee, Department of Commerce and Insurance</i> licensed contractor) at least quarterly in accordance with NFPA standards. Dry pipe valves are required to be trip-tested every three (3) years and fire pumps require annual testing. 6. Portable fire extinguishers will be inspected monthly. An authorized Fire Extinguishing Service Company will maintain the portable fire extinguishers annually in accordance with NFPA requirements. A qualified vendor will inspect the kitchen hood and fire suppression system at least semi-annually. The hood and ductwork will be cleaned as needed. Documentation of inspections and cleanings will be maintained. 7. Documentation of inspection is maintained in the office of the facilities safety officer. Documentation will include date, time, test results and name of person conducting the test.

Forms:	<u>CS-0234, Emergency Exit Drill</u>
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Collateral documents:	None
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Glossary:	
Term	Definition
Evacuation diagram:	An illustration (schematic) presenting the ideas in the fire evacuation plan. The evacuation diagram should be posted in normally occupied buildings.
Fire and emergency evacuation plan:	The written evacuation scheme for the premises (controlled short term evacuation) used in conjunction with the fire evacuation diagram.
Fire Plan:	A carefully arranged and systematic program of action formulated beforehand for attaining the organized evacuation of the premises over a period of time.
Facilities safety officer:	The employee appointed by the Superintendent to manage, direct, and supervise the facility fire safety program.
National Fire Protection Agency (NFPA):	An international organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment. This includes everything from building code to the personal protective equipment utilized by firefighters while extinguishing a blaze.
Fire and safety coordinator:	The employee appointed by the DCS Group Home supervisor to conduct all in-house inspections for fire, safety, and sanitation practices in DCS group homes. This includes weekly inspections, monitoring the safety systems and planning and coordinating emergency drills.
State Fire Marshal:	The official assigned to represent the state government in all matters governing fire control and safety in state operated facilities.