

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Fire Drills in Homes	Code: HS052
		Date of Issue: April 2001
		Revised: Nov 2009
		Reviewed: May 2010
		Page 1 of 2

PURPOSE: This policy outlines Avenue II's responsibility in ensuring fire safety is practiced and maintained. Individuals receiving N.E.I.G.H.B.O.U.R.S. support will be supported to participate in monthly fire drill instruction. The Fire Department recommends that fire drill practices be performed on a regular basis and Avenue II supports this recommendation.

RESPONSIBILITIES:

1. Support workers working in N.E.I.G.H.B.O.U.R.S. support situations are responsible to ensure a fire drill is conducted each month. The support worker completing the drill will fill out the Monthly Fire Drill Log. If the individual receiving support chooses not to participate in the fire drill, this should be noted on the Fire Drill Log.
 - 1.1 Supports providing orientations in N.E.I.G.H.B.O.U.R.S. will be sure to walk through a fire drill during one of the orientation shifts, excluding the individual receiving support.
2. Fire drills will be held on the date shown on the Fire Drill Log. It is the responsibility of the support worker working this shift to complete the drill. If the drill is not completed during this shift, the support worker must notify their Manager, as well they must let the next scheduled worker know that the drill was not completed and ask him or her to complete it.
3. Before starting the monthly fire drill, the support worker, together with the individual receiving support, are to review the fire plan to ensure it is current.
4. Smoke Detectors are to be tested during the monthly fire drill and recorded on the form.
5. In order to prepare the individual receiving support should a fire emergency ever arise, practice proceeding to a safe, predetermined location outside of the dwelling, i.e., to a neighbours, with the individual.
6. Fire drills will include using the exits in the dwelling in a safe and orderly fashion according to the fire plan that is posted.
7. Support workers will include instruction during the fire drill that teaches and supports the individual to call 911 in case of an actual fire emergency, where appropriate.
8. Completed Fire Drill Logs are to be handed in to the Manager for review and signature at the end of each year. Once the Manager reviews the logs, they will be submitted to the Human Resources Assistant for filing.

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MONTHLY FIRE DRILL LOG

Fire drills will be held on the date shown on the Fire Drill Log. It is the responsibility of the support worker working this shift to complete the drill. If the drill is not completed during this shift, the support worker must notify their Manager, as well they must let the next scheduled worker know that the drill was not completed and ask her or him to complete it. (If the person(s) we support does not wish to do the drill, this should be noted on the form.)

Name: _____									
Address: _____									
Safe Location (predetermined): _____									
Date Scheduled	Actual Date of Drill	Identified Alarm i.e., smoke detector	Smoke Detector Tested & in Working Order	Located Closest Exit	Exited House/Apt Quickly	Locates Safe Location	Date Fire Extinguisher Serviced	Signature of Support Worker	Twice a year smoke alarm batteries changed
2009									
Jan 15 am									
Feb 15 pm									
Sun Mar 8									
Mar 15 am									
Apr 15 pm									
May 15 am									
Jun 15 pm									
July 15 am									
Aug 15 pm									
Sep 15 am									
Oct 15 pm									
Sun Nov 1									
Nov 15 am									
Dec 15 pm									