



# Monterey County Behavioral Health Policy and Procedure

<b>Policy Number</b>	445
<b>Policy Title</b>	Fire Evacuation Plan
<b>References</b>	None
<b>Form</b>	None
<b>Effective</b>	March 15, 1994 Revised: August 15, 1997 Revised: July 31, 2001

## Policy

Behavioral Health Division staff shall be prepared to respond in the case of a fire in the building. Behavioral Health Division staff must know the procedures to be followed in case of fire evacuation.

## Procedure

"What to do in case of fire."

1. Staff member discovering the fire shall call 911 to report the fire and exact location. Indicate whether it is a fire or a fire drill.

2. For buildings without a fire alarm, staff shall calmly but clearly and loudly announce "There is a fire in "describe room," please evacuate, please evacuate."

For buildings with a fire alarm, staff member who discovers the fire shall pull the fire alarm.

3. All staff shall evacuate to the nearest fire exit assisting clients in their office or hallways and closing their respective doors. All staff and clients shall proceed to the pre-assigned location by the Behavioral Health Service Manager (see site floor plan).

4. The Behavioral Health Service Manager or a designated staff shall be responsible for accounting for all staff members and clients who were in the building. If any person is missing, the appropriate fire personnel shall be notified by the Behavioral Health Service Manager or designee.

5. The Behavioral Health Service Manager or designee shall be responsible for ensuring that all clients and staff are out of the building in a timely fashion during the evacuation.

6. The Behavioral Health Service Manager or designee shall make a rapid search to be sure that:

- a. All staff and clients are evacuated.
- b. All rooms have been checked and doors closed.

35 c. Order and quiet is maintained.

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37 Precautionary Measures:

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39 1. If you smell smoke, do not rush out into the hallway. First place the palm of your hand against the door. If  
40 the door feels cool, open it slightly. Pass your hand across the opening. If the air seems cool it should be  
41 safe to enter the hallway.

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43 2. If the door feels hot that hallway is already filled with deadly heated gases. Keep the door closed. Use  
44 another escape route or wait at a window for rescue workers. Alert people by shouting.

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