

DORCHESTER COUNTY

HEALTH DEPARTMENT

(Cedar Street Location)

FIRE

EMERGENCY

PROCEDURE

Date

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DORCHESTER COUNTY HEALTH DEPARTMENT
(Cedar Street Location)
EMERGENCY FIRE PROCEDURE

FIRE/SMOKE!
(Smoke Detectors have not activated)

When fire or smoke is first sighted, the individual who sights the fire/smoke shall:

- **First:** Report fire/smoke to the switchboard.
- **Second:** Pull lever at nearest fire alarm box. See building diagram for fire alarm box locations. (Once the lever is pulled, the alarms in the building will sound)

PROCEDURE TO BE FOLLOWED BY SWITCHBOARD OPERATOR

Upon notification, the switchboard operator will call **911** to report fire or smoke to the Fire Department. After the emergency call, the operator is to announce over the intercom—“Evacuate the building—this is **NOT** a drill”—three times. The operator will note the time of the call, the name of the person who called and the details of the call. This information will be given to the Health Officer or designee for the follow-up report. Employees and clients should begin evacuation to designated assembly areas (see detail following).

NOTE:

If the fire has destroyed the primary phone system, separate outside lines are in the Health Officer’s office (C-25)-(connect phone to the modem line which is clearly marked on the wall), the Assistant Director of Nursing’s office (C-24), the computer consultant’s (C-27), the Environmental Health (E-39), Developmental Disabilities Administration (C-17) and MA transportation (C-28-B) offices.

FIRE/SMOKE!

(Alarm has sounded—cause of the alarm not observed)

- Evacuate clients and staff (see Evacuation Procedures)
- Turn off lights and close all doors in the immediate area as you leave.
- Executive Staff is to report to the lobby, if access is not blocked by fire/smoke/heat.

PROCEDURE TO BE FOLLOWED BY SWITCHBOARD OPERATOR

- Once alarm sounds, go to the fire alarm pad by the front door and note the location of the source of the alarm which will be displayed on the pad.
- Inform first member of Executive Staff to arrive in the lobby of the location of the alarm. Switchboard operator will then evacuate, taking the sign in sheet to the assembly area.

PROCEDURE TO BE FOLLOWED BY EXECUTIVE STAFF

- Executive Staff member will silence alarm (Push Silence button, Hit Enter) and then investigate source of alarm.
- After investigating—if it is a false alarm call 1-800-356-2222 and report the false alarm—give operator your 4 digit code. Wait for the fire department to arrive. The fire department will reset the system and notify staff to reenter the building.
- If there is a fire or smoke at the location—evacuate immediately.

EVACUATION PROCEDURES

The location of the fire will determine the path by which clients and employees are evacuated. A diagram of the building marked with the appropriate exits is posted in each area. **Evacuate via the shortest route that presents the least risk of injury.**

In order to provide for an accounting of employees and clients after evacuation, the evacuation assembly areas (following section) have been designated. In addition, designated employees will be responsible for prompting the evacuation and the accounting of employees and clients once the evacuation is complete (list of designated employees follows).

Evacuation Assembly Areas:

For individuals evacuated from the **Front** section of the building (see building diagram—currently Administration, AERS/PC, Vital Records, School Health, receptionist, and fleet maintenance), the grass on the front parking lot will be the assembly area.

For individuals evacuated from the **Back** section of the building (see building diagram—currently AIDS, CD, DDA, computer consultant and the “D” offices), the far side of the back parking lot will be the assembly area.

For individuals evacuated from the “**E**” section of the building (see building diagram—currently Environmental Health, Health Education-Bay side, the maintenance office, the conference rooms and the storage areas) the side parking lot, near McDonalds, will be the assembly area.

NOTE:

Each section will use these designated assembly areas, even if the fire requires evacuation from another area of the building.

Designated Employees Responsible for Evacuation in their Area and Accounting for Clients and Employees:

Administration/Fiscal/Personnel—Carla Neugroschel, Cheryl Bailey, Dorothy Elzey (responsible for rooms C-18, 19, 21, 22, 23, 24, 25, 28: B, C, D)

Adult Health—Lisa Lee, Robin Ruf, Beth Bush (responsible for rooms B-3, 4, 5 6, 7, 8, 9, 11, 13, and C-17, 27) Susan Esham, Beth Knox (responsible for rooms A-1, B-1, 2, and 12)

“D” Offices—Miranda LeCompte, Gale Jackson, Julie Jones (responsible for rooms D-30, 31, 32, 33, 34, 35)

“E” Area—Paul Galanek, Margaret Leonard, Ervina Johnson, Erin Roop (responsible for E-38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50)—*also responsible for taking respective sign in sheets to the assembly area.*

FIRE FIGHTING

The obvious priority is the evacuation of employees and clients. If fighting the fire is necessary before safe evacuation can be accomplished, fire extinguishers are available to confront the fire (see locations of fire extinguishers on building diagrams posted). All employees will be trained in the use of fire extinguishers.

AFTER THE FIRE IS OUT

All individuals must stay out of the building in the designated evacuation areas until the Fire Department gives the clearance to return. Employees from other sites who are in the building must not return to their location until given the all clear. The Fire Department Incident Commander will notify staff of this clearance.

The Health Officer or his/her designee will prepare a fire report for submission to the County Commissioners and the Fire Department. The Health Officer or his/her designee will also review these procedures every six (6) months to ensure adequacy and to make any necessary changes to Evacuation Staff as listed in “Designated Employee...”.

FIRE DRILLS

Fire Drills will be of two types: announced and unannounced. Both announced and unannounced drills consist of “walk-through” actions, with careful attention being paid to the speed of evacuation, prompting of employee and client evacuation, use of designated assembly areas and accounting for staff and clients by designated employees. Fire locations will be varied during these drills. At least 2 drills per year will be held. The Health Officer or his/her designee will prepare written evaluation reports on the drill.