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GOVERNOR

STATE OF CONNECTICUT
DEPARTMENT OF MENTAL
RETARDATION

Fire Safety and Emergency
Guidelines



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Peter H. O'Meara, Commissioner
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**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION
FIRE SAFETY AND EMERGENCY GUIDELINES**

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INTRODUCTION

The health and welfare of people served by the Connecticut Department of Mental Retardation, has been a longstanding top priority of Commissioner Peter H. O'Meara. As part of his health and safety agenda, the commissioner charged a group to examine the critical issue of fire prevention and safety and make recommendations regarding a best practice approach that would benefit individuals with mental retardation, families, and staff who support our clientele across the spectrum of service settings.

A Fire Safety Committee, Co-Chaired by Daniel A. Micari, Director, Division of Quality Management and Nicholas E. Gabriele, Fire Chief, Southbury Training School, submitted a preliminary recommendation to the Commissioner. The Commissioner endorsed the recommendation to "establish a Curriculum Development group that will formulate a standardized Connecticut Fire Safety Training curriculum to be required in all identified client service and support location". Commissioner O'Meara further charged that fire safety awareness information be made available to individuals and families.

To meet this charge, a Curriculum Development Group was formed. The group that joined the Co-Chairs included Adam Piskura, Director of Training, CT Fire Academy, Russ Emons, Director of Public Fire Education, Commission on Fire Prevention and Control, Thomas T. Bowolick, Assistant Chief, Southbury Training School, Timothy Baldwin Fire Officer Southbury Training School, Steven Longo, Department of Public Health, Health Services Fire Unit Supervisor, Michael Licata, Department of Public Health Fire Safety Inspector, Stella Stanescu, Executive Director, Network, Inc., Stan Soby, Vice President of Community Programs, Connecticut Institute for the Blind, Susanna Lennon, DMR Supervisor Community Living Arrangement Licensing/Certification Unit, John D.. Tierney, DMR Program Training Coordinator and Cathy A. Faulkner, DMR Regional Training Supervisor. The Office of the State Fire Marshal also provided ongoing consultation to the group.

The Fire Safety and Emergency Guidelines Book serves as an "All Hazards Guidebook", which will be widely distributed and available as a web based document. While work continues on curriculum development, this document will provide critical educational information and a practical reference regarding fire prevention and control and protection, as well as an All-Hazards readiness reference in the event if an emergency.

On behalf of Commissioner Peter H. O'Meara, we invite you to familiarize yourself with the wealth of life safety information contained in this Guidebook.

FORWARD

The State of Connecticut Department of Mental Retardation (DMR) has always maintained an aggressive campaign in dealing with the ever-present threat of Fire or other emergencies. Full compliance with all state, federal and other regulatory agencies' codes and regulations pertaining to fire and emergencies has always been a cornerstone of the department's approach towards fire safety.

These guidelines are promulgated, to provide guidance and direction in assisting those charged with providing services to individuals served by DMR. These guidelines provide a holistic approach to fire safety, fire prevention and all hazard response. It addresses not only meeting minimum standards set forth by regulatory agencies, but also addresses general building construction features, planning and preparation for response to emergencies, fire prevention, training for both staff and consumers, and integrates all these facets of safety into one easy to use guideline.

Therefore these Fire Safety and Emergency Guidelines are divided into Three Parts:

PART I – DMR FIRE SAFETY AND EMERGENCY GUIDELINES –

“DEALING WITH EMERGENCIES” – Provides General Instructions and guidelines that should be used throughout DMR, on how to respond to fire, potential fires (automatic alarms), internal and external hazards.

“FIRE PREVENTION GUIDELINES” – Provides general information on building fire protection features, general fire safety practices and guides to conducting fire evacuation drills. Also provides resources for developing community relationships for safety.

PART II – SITE SPECIFIC FIRE SAFETY AND EMERGENCY PLANS –

Overview of what Site Specific Fire Safety and Emergency Plans are and also provides minimum contents of Site Specific Fire Safety and Emergency Plans for various occupancies and programs.

NOTE: See Annex 2 for “Fill in the Blank Templates” for Site Specific Plans

PART III ANNEXES

These annexes constitute a “living document”, which can be updated with new information to enhance or develop these documents for future use.

OTHER IMPORTANT INFORMATION

Providers should also develop plans and procedures to adequately :

- Train all providers in these guidelines and emergency procedures, and
- Train Individuals, to the best of their ability, in emergency procedures.

PART I - DMR GENERAL FIRE SAFETY AND EMERGENCY GUIDELINES

PART I-A FIRE EMERGENCIES

1. GENERAL INSTRUCTIONS

Despite our most conscientious efforts, fire and other emergency situations may occur. Therefore we must have appropriate planning, training and skill to be ready and able to react effectively. The training and information you receive is designed to help prepare you so that if or when an incident does occur your response should be immediate, intelligent and most importantly, effective.

One helpful technique that is used to teach proper fire response is the

“A.R.C.E. PLAN”

A**LERT**

R**EMOVE**

C**ONFINE**

E**XTINGUISH**

The following general instructions elaborate on these fundamental steps and provide guidance in the event of an emergency. It must be understood and stressed that **each** emergency will present itself in a unique way and with a different set of circumstances each time. Therefore, staff must be creative and confident to implement these steps in various situations.

In addition, it is important to note, that although these “steps” are presented in an organized manner in order to provide guidance on the importance and general sequence of these events, in the case of a true emergency it is probable that many of the functions of this Guideline will be conducted simultaneously or in a sequence appropriate to that specific circumstance. In all cases sound practical judgment, experience and training will prevail.

Pending the arrival of the fire department or other back up and responding personnel, **YOU are the first line of defense**. The lives of those entrusted to your care, and possibly your very own, may well depend upon your reactions.

TO SUMMON HELP IN ANY EMERGENCY SITUATION...

IMMEDIATELY CALL 911

2. DEALING WITH FIRE EMERGENCIES

The following protocol is operative throughout the Department of Mental Retardation for all Fire Emergencies (e.g., fire, smoke, odor of smoke or burning, crackling noises, unusual heat conditions, and any automatic detector activation). Although specifically geared to “fire” type emergencies much of it would apply in any generalized emergency situation. In addition, following this section on dealing with fire emergencies, there is some specific guidance for dealing with other potential emergencies.

ALERT

- **DO NOT PANIC - REMAIN CALM - DO NOT SHOUT OR YELL.**
- **YOUR FIRST CONCERN IS FOR LIFE SAFETY - SAFETY OF THE OCCUPANTS, OTHER STAFF AND YOURSELF IS OF PARAMOUNT IMPORTANCE.**
- **ALERT ALL NEARBY STAFF** – By voice or use of code phrase.
- **PULL THE NEAREST ALARM BOX IF PROVIDED.** This will automatically notify the Occupants, the Fire Department and additional help. In addition this may initiate automatic fire protection features of the building. See your Site Specific Fire and Emergency Plan for details in your location
- **CALL 911- If no fire alarm is available, immediately Call 911.** If there is an alarm system available, make a back-up call to 911, as soon as everyone is in a point of safety. Although redundant, this assures response and provides additional information to the responders.

Give the dispatcher the following information:

NAME , LOCATION, BRIEF DESCRIPTION OF THE INCIDENT, ANSWER ALL QUESTIONS. PREPARE TO FOLLOW INSTRUCTIONS, AND DO NOT HANG UP UNTIL DIRECTED BY THE DISPATCHER.

REMOVE

- **EVACUATE EVERYONE TO A POINT OF SAFETY.** All residents, staff and other personnel in the building shall be evacuated as quickly and as orderly as possible to a predesignated POINT OF SAFETY, using the following guidelines:

1. ORDER OF REMOVAL OF RESIDENTS:

Remove anyone in immediate danger (i.e., in the room of origin).

Evacuate residents who are Ambulatory. (*This is done first to facilitate evacuating the most, the fastest*)

Evacuate residents who are non-ambulatory, require additional assistance, use walkers, etc..

Evacuate residents connected to life sustaining devices or medical management devices.

2. HOW TO EVACUATE THE RESIDENTS:

Movement of any resident shall be as prescribed for that particular individual. As a general rule the method that is employed under non-emergency situations is going to be the best method for movement under emergency situations. (e.g., self-ambulating, assistance, wheelchair, etc..) The method should be based on the information in the “Site Specific and Emergency Plan” In addition, consideration should be given to : What is the **safest and most efficient** method to evacuate this individual in this ***specific emergency situation*** ? Staff In-service training should include removal methods, lifts, carries and drags that will be used in each site.

3. WHERE TO EVACUATE :

ANYONE IN IMMEDIATE DANGER should utilize the nearest and most immediate EXIT. In most Board and Care Homes (a.k.a. : Group Homes) evacuation plans should call for ultimate complete evacuation to the exterior. However, the plan may include using “Staged Evacuation” techniques. Staged evacuation techniques include staging residents prior to complete evacuation. If these areas of staging are

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approved "Interior Points of Safety", practice drills and timing of evacuation drills may end when residents reach that approved point of safety (whether it is an exterior or interior point of safety). Only in Health Care Occupancies can Horizontal Exits, or Defend in Place techniques be utilized.

CONSULT YOUR SITE SPECIFIC FIRE AND EMERGENCY PLAN FOR THE POINTS OF SAFETY THAT ARE AVAILABLE IN YOUR LOCATION.

- At any time there is evacuation to the outside of the building, the evacuation should be to a pre-determined "POINT OF SAFETY". (See Site Specific Plan for your meeting location.)
- AS EACH AREA IS VACATED be sure to check all areas for occupants in special purpose rooms, bathrooms, closets, staff rooms, etc... (all areas). In addition as each area is vacated be sure to close all doors to help confine the fire. Circulation and exhaust fans should be shut down if safety and time allows.
- ACCOUNTABILITY: As soon as all occupants are gathered in a safe place (either within the building, in an area of refuge, or outside), the staff member in charge (or their designee) shall take a roll call, using a checklist roster for all occupants and staff. If anyone is missing, immediately report this to the first arriving fire personnel.
- If staff and / or residents are trapped by smoke... close doors, stay low, block openings to room and open a window to attract attention of rescuers.

CONFINE

- **CONFINE THE FIRE BY CLOSING ANY DOORS, FIRE DOORS AND OTHER OPENINGS INTO THE ROOM OR AREA OF ORIGIN.**
- Closing a door can be a very simple and effective method of containing the fire, buying time for evacuation.

EXTINGUISH

- **EXTINGUISH THE FIRE.** Attempt to extinguish the fire only after all occupants are in a point of safety. (unless extinguishment of the fire is needed to evacuate, i.e., fire is between you and the door). Attempt to extinguish the fire only if staff are trained, and it is appropriate to the circumstance

GENERAL INFORMATION :

1. ALL AUTOMATIC ALARMS shall be treated as TRUE EMERGENCIES. Staff should immediately implement the Fire Plan and begin an evacuation as outlined above, regardless of the cause of the automatic alarm.
2. ANY Staff members and any other employees in the buildings at the time of an alarm or other emergency shall render such assistance as directed.
3. Beds, Mattresses and other bulky equipment should NEVER be used to evacuate occupants unless absolutely necessary. (Use blanket drags, carries, etc...)
4. STAY LOW. Keep yourself and all occupants low if in a smoke involved area. The fire generated smoke and gases are potentially more dangerous than the actual flames.
5. Elevators shall not be used during a fire or emergency situation, other than by firefighting personnel.
6. NO ONE other than firefighting personnel, shall enter or re-enter a fire or smoke involved structure.
7. Based on your training and / or your obligation, you may need to re-enter areas that are not involved with fire or smoke to assist those dependent on your care. Use your training and caution if necessary to do this. If re-entry is attempted, make someone aware of your actions to provide accountability for arriving emergency responders.
8. REPORT ALL FIRES TO THE FIRE DEPARTMENT IMMEDIATELY, EVEN IF IT APPEARS TO BE OUT, OR IS CONSIDERED INSIGNIFICANT !!!!!
9. If your local fire department is responding to assist, DO NOT reset your alarm until they arrive and evaluate the situation.

PART I-B OTHER EMERGENCIES

1. GENERAL INSTRUCTIONS

1. REMAIN CALM - YOU ARE RESPONSIBLE FOR THOSE ENTRUSTED IN YOUR CARE AND FOR YOURSELF AND FELLOW STAFF.
2. Respond to all imminent dangers appropriately. Evacuate unsafe or potentially unsafe areas & / or buildings according to the evacuation plans outlined in the Fire Safety Plan.
3. Stay tuned to radio and television reports for updates and information. Information will be disseminated as appropriate. Do not tie up phones and communications with inquiries to the Telecommunications Center or the your local Emergency Operations Center, if established.
4. Whenever needed call 9-1-1 to obtain help for ANY EMERGENCY !!!!! Appropriate help and assistance will be dispatched immediately to your location.
5. **No plan can prepare for all possibilities - each emergency will present itself in a unique way and with a different set of circumstances each time. This Plan is designed to give guidance in the event of an emergency and provide a sound foundation for training.**
6. Deviation from this written plan may be needed, so in all cases SOUND PRACTICAL JUDGMENT, EXPERIENCE AND TRAINING SHALL PREVAIL.

2. DEALING WITH OTHER SPECIFIC EXTERNAL HAZARDS

SEVERE WEATHER EMERGENCIES

HURRICANES AND EARTHQUAKES

- Know the terms used to describe severe weather threats: A HURRICANE WATCH means that such a storm is possible, A HURRICANE WARNING means that such a storm is expected in the area.
- Move all occupants away from glass doors and windows.
- Move to an interior portion of the building, if possible. (i.e., the center halls)
- Close all blinds, drapes etc... to prevent flying glass.
- Be orderly and reassuring. Maintain normal routine as much as possible.
- See your Site Specific Fire Safety and Emergency Plan for details specific to your location.

TORNADOES

- Know the terms used to describe severe weather threats: A TORNADO WATCH means that such a storm is possible, A TORNADO WARNING means that such a storm has been sighted or is imminent.
- The safest place to relocate occupants is near walls, in the corners of the basements.
- If a WARNING is received immediately bring all occupants and staff to a central location and be prepared to expeditiously relocate to the basement if possible.
- Open all windows 2-3" and close all blinds to prevent flying glass. Windows can be taped if enough warning is given
- When a Warning or conditions dictate, immediately move all occupants to the basement in an orderly fashion.
- Moving bedridden occupants and wheelchair occupants to the basement shall be handled as in any other evacuation process.
- If you are in a building, which does not have a basement or the basement, is inaccessible, move to an interior room on the lowest level possible.
- See your Site Specific Fire Safety and Emergency Plan for details specific to your location.

FLOODING

- The safest place to relocate occupants is at higher floors or levels.
- Be aware if your location is in a low-lying area or flood plain.
- In the event of minor flooding, stay in your location, unless the building's systems (e.g., furnaces, etc.) are threatened.
- In the event of wide spread flooding, prepare for extended evacuation.

SEVERE COLD WEATHER

- Wind Chill Temperatures below 25 degrees F pose increasing danger and precautions should be taken.
- Each location shall note in the Resident's Roster and Information in their Site Specific Fire Safety and Emergency Plan, anyone who is prone to specific problems during extreme cold weather. These people shall be closely monitored.
- Everyone shall be dressed for adequate warmth, closely monitored and kept in heated locations during all cold weather.

SEVERE HOT WEATHER

- High Temperature Weather that is over 85 degrees F., especially with high humidity over 70 %, pose increasing danger and precautions should be taken.
- Extreme High Temperature Weather is defined as any day in which the ambient temperature is over 90 degrees F., with high humidity.
- In either hot weather cases (or as deemed by supervisory staff), staff should check to make sure all drapes are drawn to stop sunlight, all cooling appliances are operating (air conditioning and fans), and that all occupants are appropriately dressed.
- Each location shall note in their Site Specific Fire Safety and Emergency Plan, anyone prone to specific problems during extreme hot weather. These people shall be closely monitored.
- Appropriate precautions such as extra fluids to avoid dehydration, moving occupants to cooler areas , stopping of strenuous activities etc., shall be taken as needed.

RADIOLOGICAL DISASTERS

- Any facility within the 10 Mile Emergency Planning Zone (EPZ) of the Millstone Nuclear Power Plant should be aware of the emergency relocation plans, warning systems and methods of the Relocation Planning Zone.
- Check your local phone directory, the Department of Mental Retardation Special Operations Plan for Emergency Relocation or contact your Local Emergency Planning Commission for details.
- **Any Facility within the 10 Mile Emergency Planning Zone shall include its DMR Special Operations Plan for Emergency Relocation as part of this document.**

EMERGENCY RELOCATION

- All locations for persons served in Group Residential and Day Programs Operated and Funded by the Connecticut Department of Mental Retardation are required to have emergency relocation plans in accordance with the DMR Special Operations Plan for Emergency Relocation (issued February 14, 2002).
- **All such facilities shall include its DMR Special Operations Plan for Emergency Relocation as part of this document.**
 - Consider preparing individual evacuation checklists for each occupant, containing unique necessities such as critical medications, glasses, etc.. as recommended by the Federal Emergency Management Agency or the American Red Cross.

3. DEALING WITH OTHER SPECIFIC INTERNAL HAZARDS

HAZARDOUS MATERIAL EMERGENCIES

- In the event of any leak or spill of Hazardous Materials that creates an immediate or imminent danger, ALL OCCUPANTS shall be evacuated to a "Point of Safety". This will usually be an area away from the building and upwind.
- Immediately Activate the Plan for evacuation as outlined in the Fire Safety portion of these guidelines and summon outside help - CALL 9-1-1 and state a brief description of the emergency.
- Your local Fire Department will respond promptly and evaluate the emergency and shall implement its plan for dealing with Hazardous Materials incidents.
- Further evacuations as deemed necessary by the Fire Officer in charge shall be so ordered and carried out as necessary.
- In no case shall occupants enter or re-enter an unsafe or toxic atmosphere - immediately report to incoming fire personnel, any occupants unaccounted for. LIFE SAFETY IS OF PARAMOUNT IMPORTANCE !!!!!
- To ensure that information about the dangers of all hazardous chemicals used within these areas are known by all affected employees, MATERIAL SAFETY DATA SHEETS should be maintained, on site (or available) in the event they are needed.

CARBON MONOXIDE EMERGENCIES

- It is recommended, that in all areas where there is a potential source of Carbon Monoxide (e.g., furnaces) should have Carbon Monoxide Detectors installed.
- In any case where a Carbon Monoxide detector sounds or occupants are concerned there may be build up of carbon monoxide present due to symptoms (see below), all occupants should be evacuated.
- Carbon Monoxide poisoning has many symptoms. However, some symptoms are very similar to flu like symptoms. Symptoms may include but are not limited to: headaches, nausea, vomiting, fatigue and may result in severe symptoms such as unconsciousness, convulsions and death.
- Evacuation to the outside is generally going to be the best action to take. Follow the appropriate guidelines in the "Fire Safety Evacuation" portion of these guidelines and in this location's Site Specific Fire Safety and Emergency Plan.
- From a Point of Safety" - Immediately call 9-1-1 and notify the dispatch center of the problem and your local Fire Department should be dispatched.

TERRORIST/ BOMB THREATS

Instructions for the Call Recipient:

- Keep the caller on the line as long as possible. Ask him/her to repeat the message. If possible, record every word spoken by the person.
- Ask for the location of the bomb and time of detonation. Record this information.
- Inform the caller that the building is occupied and detonation could result in deaths and injuries to innocent people.
- Pay attention to background noises and any other potential clues. Record Information.
- Listen closely to the voice (e.g., male, female calm exited, etc..) Record Information.
- Immediately report the call to the authorities via 9-1-1. Pass on all information to the dispatcher.

Instructions for Building Receiving Threat:

- Immediately evacuate the entire building to a Point of Safety away from the building / location.
- Do not shut doors, turn objects on or off, or touch anything that is not essential for a safe evacuation.
- Await for Police response.
- Notify appropriate agency personnel.

UTILITY FAILURES

- Each location should have plans that directly address the loss of normal utilities, including loss of water, heat and telephone failures.
- Special attention should be given to individual needs of the residents that rely on these systems (e.g., electricity for feeding machines, etc...).
- Special attention should also be given to the impact that the loss of these utilities would have on fire protection systems (e.g., loss of water for sprinkler systems, loss of electricity for the alarm system's batteries, etc...)

FIRE PROTECTION EQUIPMENT OUT OF SERVICE

- In the event of a malfunction or if a building's fire system is deemed "OUT OF SERVICE" or not functioning correctly, a FIRE WATCH PROCEDURE shall be initiated. A building's occupancy is based on the fact that all fire safety systems (e.g., alarms, sprinkler systems, stove hoods, etc...) are in place and operational. In the event that a system is not working alternative measures must be in place to assure that fire safety is maintained. What type of fire watch is required shall be determined by your Authority Having Jurisdiction (State or Local Fire Marshal), who should be consulted in all cases fire protection systems are not functioning.
- Authority Having Jurisdiction should be notified if any system is deemed "out of service" for greater than four hours per CSFSC Section 7-7.6.

MISSING PERSONS

- Each facility should have a policy to identify a proper procedure and notifications for when a resident cannot be located.
- Please refer to the DMR's Missing Person : Reporting Procedure, to ensure timely notification of DMR personnel, law enforcement(local and State police) and families/guardians when an individual is determined to be missing and whose whereabouts is unknown.

PART I C - FIRE PREVENTION

1. GENERAL INSTRUCTIONS

Fire Prevention is potentially the most powerful strategy for reducing both life and property fire hazards.
A FIRE THAT NEVER HAPPENS CAUSES NO LOSS OR DAMAGE !!!!

The most important thing that can be done to protect individuals who are under the care of DMR from a fire, is to prevent it from occurring. By preventing the outbreak of fire, you not only save lives, but also avoid property damage.

ALL staff, operators, managers and caregivers are charged with protecting individuals we serve from fire. Assuring fire protection systems are operating properly, adhering to common fire safety practices, regarding use of appliances and other dangerous items all promote good fire safety. Practicing the Fire Plan is also an integrated component of a well-rounded fire prevention program.

DMR's Fire Prevention Program is based on the following components that are outlined in this Part of the DMR Fire Safety and Emergency Guidelines:

- A. **BUILDING FIRE PROTECTION FEATURES:** Knowing and understanding a building's fire protection features and assuring required testing and maintenance is completed. General Building Fire Safety Features are listed and explained.
- B. **ADHERING TO GENERAL FIRE SAFETY GUIDELINES:** Vigilance and awareness can be key tools to prevent fires. Following simple safety rules can also prevent fires. Listed here are some common fire safety guidelines that should be practiced.
- C. **CONDUCTING FIRE EVACUATION DRILLS:** Having a plan is only the first step, it must be consistently practiced.

A. BUILDING FIRE PROTECTION FEATURES

Listed in this section are building fire protection features that may be found in locations, group home, health care facilities or other program areas that fall under the jurisdiction of the Department of Mental Retardation.

NOTE: ALL FIRE SAFETY EQUIPMENT MUST BE INSPECTED AND MAINTAINED ACCORDING TO THE REQUIREMENTS SET FORTH IN THE CT FIRE SAFETY CODE AND ITS REFERENCED PUBLICATIONS AND OTHER STATE OR FEDERAL REGULATIONS. INFORMATION HERE IS FOR INFORMATIONAL PURPOSES ONLY AND IN ALL CASES FINAL AUTHORITY IS THE REGULATORY AGENCY INVOLVED.

IMPORTANT:

- Please see the site-specific section of your plan that identifies which of these systems are actually found in your specific location.
 - Please see Annex 4 FIRE PROTECTION EQUIPMENT MAINTENANCE & TESTING GUIDELINES

ENHANCED-911 PHONE SYSTEM (E-911)

In the event of an emergency dial 911. State your problem, name and location. Provide any information the dispatcher requests. Locations are also encouraged to participate in the “Enhanced-911” system – by contacting your local telephone company. Information about your location (e.g., number of residents, handicaps, etc) can be put into the 911 system, so that information is available to emergency responders as soon as you call 911.

PORTABLE FIRE EXTINGUISHERS

The portable fire extinguisher is a first line of defense against accidental fire. Its purpose is to allow occupants who are trained, to put out a small fire quickly and efficiently. All locations should provide extinguishers and train staff members in their proper use. At a minimum extinguishers should be located in furnace rooms, kitchens and other hazard areas and easily accessible.

FIRE ALARM SYSTEMS

Smoke Alarms – Smoke Alarms are devices that automatically sound a warning when visible or invisible smoke is near. Whenever possible, smoke detectors should be powered by the house electrical current with battery back-up and be inter-connected so that one detector sounding – sounds all detectors in the location, alerting all residents.

Complete Fire Alarm Systems generally include the following components:

1. Initiating Devices: Smoke Detectors - Heat Detectors - Manual Pull Stations
Once an initiating device is activated the alarm sounds in the building and initiates an alarm to a remote alarm receiving station, which is staffed 24 hrs a day seven days a week, who in turn notify the Fire Department.
2. Main Control Panels: Located in the building, which monitors and activates the alarms.
3. Alarm horn & strobe system: Located throughout the building alerts the occupants via horn and flashing strobes that an alarm has been activated.

SAFETY BOOKS (“AKA RED BOOKS”)

All locations shall maintain a Safety Book , which shall at a minimum contain the following:

1. The DMR FIRE SAFETY AND EMERGENCY GUIDELINES
2. Maintenance and testing records of all fire protection equipment
3. Site specific fire safety and emergency plans .
4. Current memos , directives, etc.. Pertaining to fire safety from DMR or agency administration.
5. Staff training outlines and information.
6. Overview of any resident training conducted.

AUTOMATIC FIRE SPRINKLER SYSTEMS

Automatic sprinkler systems are the most effective device to protect against loss of life due to fire. An automatic sprinkler system is a network of specially sized piping installed throughout a building at or near the ceiling. Sprinkler heads are connected and systematically spaced in the piping. The system is connected to a water supply (either tanks, pumps or city water), and when activated automatically sets off the fire alarm system. The heat from a fire automatically opens each sprinkler head individually, causing water to spray out and extinguish, or control a fire.

STOVE HOOD FIRE SUPPRESSION SYSTEMS

Some stoves (in larger facilities) have Stove Hood Fire Suppressions. This system is a combined hood exhaust system for removal of grease-laden vapors and an automatic fire suppression system that covers the stove area and also all ductwork and greatly enhances kitchen fire safety. The system can also be activated manually via a special pull activation device. This should not be confused with a simple domestic "stove hood", which provides no suppression capability, but which should be cleaned on a regular basis.

BUILDING COMPARTMENTATION

Proper compartmentation of a building and corridor separation prevents fire and smoke from spreading unchecked throughout a floor or to the upper floor of a house. Occupants can be endangered in another part of the house, not even near the fire. Open stairways, open doors, and penetrations through walls and floors all contribute to spread of fire.

Your location may be equipped with a variety of types of fire doors rated for 20, 60 or even 90 minutes of protection from fire. But in ALL cases closing a door, any door, can limit the spread of fire.

Your location may also be constructed to provide an interior point of safety that provides some limited protection for residents who cannot easily evacuate. In all cases, these "interior point of safety" are built of special construction and you must check your location's Site Specific Fire Safety and Emergency Plan to see if they apply to your area.

EMERGENCY LIGHTING

Your location may be equipped with emergency lighting systems. These may include battery operated lighting systems, or electrical generators. All locations should assure adequate emergency lighting in the event of a power failure. The type of occupancy determines the level of protection required. In addition, at a minimum, occupants should have access to flashlights, of which whose batteries are checked regularly (At least monthly). Check your location's Site Specific Fire Safety and Emergency Plan to see what applies to your area.

B. GENERAL FIRE SAFETY PRACTICES

Listed in this section are some common fire safety practices that should be adhered to throughout the Department in locations, which are under the jurisdiction of the Department of Mental Retardation.

ALTERNATIVE HEATING APPLIANCES

Use of any alternative heating appliances including fireplaces, space heaters and wood stoves should be used only after consulting with the local Authority Having Jurisdiction. In all cases, such appliances should be installed, maintained and tested in accordance with manufacture's recommendations.

CHARCOAL GRILLS

NEVER use a charcoal grill inside the home, or any enclosed space even if ventilation is provided. Charcoal produces carbon monoxide (CO) a colorless, odorless gas that can kill you. Use and keep the charcoal grill at least 10 feet away from any building. Store charcoal lighter fluid and any other combustibles away from the house.

COOKING

Never leave cooking food on the stovetop unattended, and keep a close eye on food cooking inside the oven.

Keep cooking areas clean and clear of combustibles (e.g., potholders, towels, rags, drapes and food packaging).

Turn pot handles inward so they can't be bumped or grabbed.

Wear short, close fitting or tightly rolled sleeves when cooking. Loose clothing can dangle onto stove burners and catch fire.

Never use a wet oven mitt, as it presents a scald danger if the moisture in the mitt is heated.

Always keep a potholder, oven mitt and lid handy. If a small grease fire starts in a pan, put on an oven mitt and smother the flames by carefully sliding the lid over the pan. Turn off the burner. Don't remove the lid until it is completely cool. Never pour water on a grease fire and never discharge a fire extinguisher onto a pan fire, as it can spray or shoot burning grease around the kitchen, actually spreading the fire.

If there is an oven fire, turn off the heat and keep the door closed to prevent flames from burning you and your clothing.

If there is a microwave fire, keep the door closed and unplug the microwave. Call the fire department and make sure to have the oven serviced before you use it again. Food cooked in a microwave can be dangerously hot. Remove the lids or other coverings from micro waved food carefully to prevent steam burns.

CT FIRE SAFETY REQUIREMENT FOR INTERIOR FINISHES, FURNISHINGS, MATTRESSES, CURTAINS, ETC.

Your Authority Having Jurisdiction should be consulted to determine which of the following items must meet CT Life Safety Code Requirements: Drapes, Blinds, Curtains, Wall Coverings (e.g., wallpaper), Carpeting and rugs (including throw rugs, bath mats, etc.), Upholstered furniture or other items.

In all cases, however, care should be taken to limit combustible interior finishes.

ELECTRICITY & EXTENSION CORDS

All appliances in use should be approved by a recognized laboratory (e.g., UL or FM).

Extension cords of any design, shall only be used for temporary use. (e.g., Christmas lights are temporary, electric razor recharging is temporary; aquariums are not temporary.)

Some Occupancies (e.g., Health Care) may have additional requirements, consult your local Authority Having Jurisdiction for details.

EXIT DOORS AND WINDOWS

Exit doors and windows shall be arranged and maintained to provide free and unobstructed egress from all parts of the building at all times. No lock or fastening device (e.g., chains, padlocks, hooks deadbolts, or key operated locks) shall be installed to prevent free escape from the inside of the building, unless approved by the Authority Having Jurisdiction. This includes keeping clear of snow and ice in the winter months.

FIRE WATCH PROCEDURES

In the event of a malfunction or a building's fire system is deemed "OUT OF SERVICE" or not functioning correctly, a FIRE WATCH PROCEDURE shall be initiated. A building's occupancy is based on the fact that all fire safety systems (e.g., alarms, sprinkler systems, commercial stove hoods with suppression systems, etc...) are in place and operational. In the event that a system is not working for > 4hrs, alternative measures must be in place to assure that fire safety is maintained, What type of fire watch required shall be determined by your Authority Having Jurisdiction, who should be consulted in all cases fire protection systems are not functioning. A Sample Fire Watch Procedure is provided in Annex 4.

FLAMMABLE & COMBUSTIBLE LIQUIDS

All flammable and combustible chemicals (e.g., paint thinners, paints, etc...) shall be stored in original or approved containers, designed for that purpose. They shall be stored separate from paper goods and shall be in appropriate metal cabinets. In addition, only small quantities (consumer quantities) should be maintained in the home.

GASOLINE shall only be kept in approved containers, designed for that purpose and in small amounts. GASOLINE should be stored at least 20 ft. away from a structure and kept inaccessible to all occupants.

HAZARDOUS AREAS

A hazardous area is a space containing materials that, because of their basic nature (e.g., areas for cartoned storage of food or maintenance supplies, laundry areas, furnace areas, etc.), represent a significantly greater fire hazard than would otherwise be typical of the contents of the occupancy.

Special care should be taken in these areas to prevent fires.

Furnaces should be inspected annually by qualified personnel. Combustibles should be kept clear of the furnace and doors to the furnace area should be kept closed at all times.

Laundry areas should be properly vented, including the dryer vent. Accumulation of debris, lint and trash should also be avoided.

HOLIDAY DECORATIONS

Only decorations that are permitted by CT State Fire Safety Code shall be permitted.

The use of cut Natural Christmas Trees, open flames and other flammable materials including but is not limited to, evergreen branches, paper or fabrics, etc., is PROHIBITED by LAW in *many* residential occupancies. **Consult your local Authority Having Jurisdiction for details.**

Decorations shall be so located as to not impede nor obstruct any stairs, doorway or means of egress. All sources of temporary wiring shall be tested and listed by a nationally recognized testing laboratory (UL) approved by the CT State Fire Marshal's Office. All Exterior outlets shall be Ground Fault protected. All wiring and power shall meet National Electrical Code Requirements.

Additional Guidelines and Suggestions are available from your local Fire Marshal's Office each holiday season.

OPEN FLAMES

Use of open flames, such as candles, is not suggested in any areas. Some Occupancies (ie: Health Care) may have additional requirements or prohibitions, consult your local Authority Having Jurisdiction for details.

In private residences, (e.g., Supported Living, Family homes, etc...) where candles are used, care should be taken to follow general safety rules:

Extinguish all candles when leaving the room or going to sleep. Keep candles away from items that can catch fire (e.g., clothing, books, paper, curtains, Christmas trees, flammable decorations). Use candleholders that are sturdy, won't tip over easily, are made from a material that can't burn and are large enough to collect dripping wax. Don't place lit candles in windows, where blinds and curtains can close over them. Place candleholders on a sturdy, uncluttered surface and do not use candles in places where they could be knocked over by children or pets. Keep candles and all open flames away from flammable liquids. Keep candlewicks trimmed to one-quarter inch and extinguish taper and pillar candles when they get to within two inches of the holder or decorative material. Votives and containers should be extinguished before the last half-inch of wax starts to melt. Avoid candles with combustible items embedded in them.

OXYGEN IN USE

Occupancies that have residents that use oxygen (gas, liquid or concentrators) should have written procedures and safety policies in place that address use, storage, signage and other safety concerns. Consult your local Authority Having Jurisdiction and reference Annex 4 for a sample Oxygen Procedure.

PROPANE GRILLS

Check the tubes that lead into the burner for any blockage from insects, spiders, or food grease. Use a pipe cleaner or wire to clear blockage and push it through to the main part of the burner. Check grill hoses for cracking, brittleness, holes, and leaks. Make sure there are no sharp bends in the hose or tubing. Make sure gas hoses are as far away from the hot surface as possible, including areas where grease could drip on them. If you can't move the hoses, install a heat shield to protect them. Replace scratched or nicked connectors, which can eventually leak gas. Check for gas leaks if you smell gas or when you reconnect the grill to the LP-gas container. If you detect a leak, immediately turn off the gas and don't attempt to light the grill until the leak is fixed. Keep lighted cigarettes, matches, or open flames away from a leaking grill. Never use a grill indoors. Use the grill at least 10 feet away from your house or any building. Do not use the grill in a garage, breezeway, carport, porch, or under a surface that can catch fire. Do not attempt to repair the tank valve or the appliance yourself. See a LP gas dealer or a qualified appliance repair person. Always follow the manufacturer's instructions that accompany the grill

SPECIAL ACTION FOR TEMPORARY OCCUPANCY IN ANOTHER LOCATION

It is possible that all occupants may be relocated to another building for renovation, due to maintenance emergencies, etc.. In the event that all occupants need to be relocated for over twenty-four hours the following procedure should be followed:

Immediately upon occupation of new building:

All Staff shall be in serviced on the location of the EXITS, fire alarm system components, fire extinguishers, etc... , immediately upon occupying the building.

With-in 48 hours of occupation:

EACH SHIFT (1, 2 & 3) should conduct fire drills and inservicing of staff. One of the drills should be a total evacuation to the outside, weather permitting

SMOKING

Designate a specific area where people can smoke; if in the home make sure there is a smoke detector located in the space and non-combustible safety-type ashtrays are provided.

Provide large, deep, non-tip ashtrays. Fill ashtrays with water before dumping their contents into wastebaskets.

If the individual takes medication that might cause drowsiness, keep an eye on them while they smoke. Assess the individual's ability to safely use matches or a lighter and whether the individual should be able to carry matches or lighters in their person.

Teach individuals the danger of fire as it relates to smoking. Never permit smoking in bed.

C. FIRE EVACUATION DRILLS

An important part of the emergency plan is the fire evacuation drill. Fire evacuation drills involve the actual evacuation of all occupants to a predetermined assembly point and provide occupants with experience in using all exits from a facility.

There are four reasons for conducting fire emergency drills, they are:

- It is required. Most codes, laws and regulatory agencies require fire drills.
- To learn the emergency plan in ALL occupancies, even single family homes. People learn best by practicing the plan, and ALL occupancies should have an emergency plan
- To practice the plan – Learning the plan is not enough. Occupants and staff must practice until it becomes automatic
- To evaluate the emergency plan's performance – This is done to provide information concerning the occupants' and staffs' abilities to choose safe evacuation routes.

HOW OFTEN TO CONDUCT FIRE EVACUATION DRILLS

1. In Campus Programs and Community Living Arrangements, Fire Exit Drills shall be conducted at least once each quarter on each shift. *Note: In ICF residential occupancies, Fire Exit Drills shall include at least one total evacuation (to the outside), each shift, each year – NO EXCEPTIONS !*
2. In Community Training Homes, Fire Exit Drills shall be conducted at least quarterly, varying time of day and at least one should be during sleeping hours.
3. In Supported Living Arrangements, Fire Exit Drills should be conducted at least quarterly, varying time of day and at least one should be during sleeping hours. To avoid disturbing neighbors, drills need not sound an actual alarm but can be the sounding of the alarm can be simulated as long as the evacuation is practiced .
4. In free standing Day Program Sites, Fire Exit Drills should be conducted at least quarterly.
5. In Day Program sites where individuals work in community settings, Fire Exit training should be reviewed with those individuals at least quarterly.

TYPES OF FIRE EVACUATION DRILLS

- **Surprise Fire Evacuation Drills** - Fire Evacuation drills should be surprise evacuation drills – Drills are used to evaluate what is likely to happen in a real emergency. Unannounced drills conducted at inconvenient times, such as late at night, as well as at convenient times should surprise the staff, as well as the occupants. Drills may be permitted to be announced in advance to the supervisory staff.
- **Actual Fire or Fire Alarm Responses** – In the event of an actual fire, fire alarm or perceived fire in a residence resulting in evacuation, a fire evacuation drill report should be completed to document the actual response of the residents.
- **Simulated evacuation drills** – This type of drill is allowed only in residential facilities that are designated as “Health Care Occupancies” , or designated as “Board and Care Facilities” that has an Evacuation Score designation as “Impractical to Evacuate” or has written approval from Authority Having Jurisdiction that allows occupants to be exempt from participating in drills. In these types of drills, the staff present shall practice all aspects of the Fire Safety Plan, except for activating the alarm and physically evacuating occupants. **SEE YOUR LOCATION'S SITE SPECIFIC PLAN TO SEE IF APPLIES TO YOUR AREA**

WHERE TO EVACUATE TO DURING FIRE EVACUATION DRILLS

All types of drills (except for simulated drills) should include evacuation to a designated Point of Safety. The Point of Safety most often will be to the predesignated, exterior meeting place. However, evacuation may also use "Staged Evacuation" techniques. Staged evacuation techniques include staging residents prior to complete evacuation. If these areas of staging are A.H.J. approved "Interior Points of Safety", practice drills and timing of evacuation drills may end when residents reach that approved point of safety (whether it is an exterior or interior point of safety).

Only in Health Care Occupancies can Horizontal Exits, or Defend in Place techniques be utilized.

CONSULT YOUR SITE SPECIFIC FIRE AND EMERGENCY PLAN FOR THE POINT OF SAFETY THAT IS AVAILABLE IN YOUR LOCATION.

- **Simulated Evacuation Drills:** Actual Evacuation to a designated point of safety is not necessary.
- **To an Exterior Point of Safety :** Actual Evacuation to a Pre-Designated Exterior Meeting Place. **SEE YOUR SITE SPECIFIC FIRE AND EMERGENCY PLAN FOR THE LOCATION OF YOUR EXTERIOR MEETING PLACE.**
- **Staged Evacuation To an Interior Point of Safety:** Residents are either evacuated to, or kept in place in designated Interior Points of Safety. It is important to note; however, this is only a temporary measure and all plans should call for eventual total evacuation. . **SEE YOUR SITE SPECIFIC FIRE AND EMERGENCY PLAN IF THIS IS APPROVED BY YOUR AUTHORITY HAVING JURISDICTION, AT YOUR LOCATION AND FOR THE LOCATION OF ANY INTERIOR POINTS OF SAFETY.**

WHO SHOULD PARTICIPATE IN DRILLS

All occupants should participate in all aspects of the drill. This includes all residents, occupants and staff. If residents *refuse* to participate, that individual's evacuation score should reflect that behavior and that behavior should be noted in the facility's site-specific fire safety plan.

Exception #1 – If the home is designated as "Impractical to evacuate" and the facility meets the additional requirements set out in the CT Fire Safety Code (which is the Operating features required of Health Care Facilities / Chapter 13), those residents who cannot meaningfully assist in their own evacuation, or have special health problems, shall not be required to actively participate in the drill. Written Fire Marshall's approval is not required; however, it is encourage that the local AHJ be consulted in this arrangement, and DMR inspectors may require documentation from the physician substantiating the resident's special health problems.

Exception #2 – Residents of Health Care Facilities are not required to participate in evacuation drills, simulated drills may be conducted.

IMPORTANT NOTE: There are NO EXCEPTIONS for ICF/MR Facilities where ALL occupants must participate in at least one total evacuation (to the outside) each shift, each year.

SEE YOUR LOCATION'S SITE SPECIFIC FIRE SAFETY AND EMERGENCY PLAN FOR YOUR OCCUPANCY DESIGNATION AND REQUIREMENTS

DOCUMENTATION OF EVACUATION DRILLS

- 1) **FOR EACH FIRE DRILL** - Complete an appropriate form that includes all the information detailed in the SAMPLE DMR EVACUATION DRILL REPORT (See Annex 1c):

Facility & Agency	Where Evacuated To
Date, Quarter & Shift	Residents Reaction to Drill
Time Commenced & Completed	Residents who were Evacuated & their Capability
Simulated Emergency Site	Staff's Reaction & Names
Total Evacuation Time	Problems Noted
Type of Drill Conducted	Monthly Fire Systems Checks
Signature of person conducting Drill & Signature of person reviewing drill report	
- 2) **FOR PROBLEMS / CONCERNS NOTED ON THE EVACUATION DRILL REPORT:**
If any inefficiency or other problems are identified during the evacuation drill, a written plan of specific corrective action(s) should be promulgated and carried out.

GENERAL FIRE EVACUATION DRILL GUIDELINES

1. Fire Evacuation drills should be surprise evacuation drills – Drills are used to evaluate what is likely to happen in a real emergency. Unannounced drills conducted at inconvenient times, such as late at night, as well as at convenient times should surprise the staff, as well as the occupants. Drills may be permitted to be announced in advance to the supervisory staff.
2. The basic actions of the drill shall include initiation of the alarm system and appropriate response based on the directions contained within the “General” Sections of this plan and any site-specific directions. The drill shall at a minimum include :
 - Notify FD or alarm company prior to Alarm Activation (*If Needed*)
 - Activation of the alarm - < TIMING OF DRILL STARTS >
 - Response of ALL Staff and occupants in the building
 - Appropriate Evacuation to a Designated Point of Safety of all occupants
 - An accountability check of all occupants- <TIMING OF DRILL STOPS >
3. Drills shall use different sites and different simulations each time. They shall be conducted in as realistic mode as possible. In conducting Evacuation Drills, emphasis shall be placed upon orderly evacuation, under proper discipline, rather than upon speed.
4. For Guidance only, the following guidelines for timing of drills are provided :
 - For Board and Care Facilities rated “Prompt Evacuation Score”, Homes with 3 or less residents and all other programs and locations: <3 min;
 - For Board and care Facilities rated “Slow Evacuation Score”: < 13 min;
 - for Board and Care Facilities rated “Impractical Evacuations Score” or designated “Health Care Facilities”: no time limit.
5. Fire evacuation drills are designed to be a learning experience for both the staff and occupants who are capable in assisting in their own evacuation and self-preservation. Staff and occupants who participate should actively involve themselves in all aspects of the drill. Drills should be conducted in order to practice utilizing all potential EXITS.
6. If inefficiency or other problem is identified during the evacuation drill, a written plan of specific corrective action(s) should be promulgated and carried out.
7. Fire Drills should vary to utilize all appropriate exits in a building and should include suitable procedures to ascertain that all persons in the building, (supervisors, direct care, etc..) actually participate and it is so documented. Each designated means of escape (excluding windows) should be used during drills annually.
8. The drill should be conducted seriously. Be a positive role model.
9. Provide positive reinforcement.

PART I D – DEVELOPING COMMUNITY RELATIONSHIPS FOR SAFETY

Your local fire department and local Fire Marshal's Office have a definite interest in assisting you in keeping your location free from fire. Developing relationships to foster communication in the area of prevention also assists your local department and YOU in the even of an emergency. They may assist you in planning escape routes, where to install smoke detectors and may provide you with additional resources.

Contact your local Fire Department or local Fire Marshal's office for more information.

PART I E - GLOSSARY

Area of refuge: An Area of refuge that complies with the accessible route requirements or a pre-approved meeting place.

Approved Listing Laboratory: Underwriters Laboratory, Factory Mutual or any independent laboratory approved by the CT State Fire Marshal's Office.

Authority Having Jurisdiction (AHJ) or Fire Marshall : The person who will do inspections and or investigations for fire related problems, and has the responsibility and authority to determine fire code compliance.

Automatic Detection: A device that senses visible or invisible particles of combustion and sounds an alarm.

CSFSC : Connecticut State Fire Safety Code

Dispatch Center: Normally found at a Police or Fire station that will dispatch or send the needed personnel.

Emergency egress lighting: Lights that will help show the exits, for a period of time, in case of a fire or the loss of power.

Evacuation Scores (A.K.A. "E-Scores"): An Evacuation score is the designation of the facility's "Evacuation Capability". The evacuation capability of a facility is the ability of the occupants, resident and staff, as a group, to either evacuate a building or relocate from the point of occupancy to a point of safety.

Exit: Exits include exterior exit doors, exit passageways, horizontal exits, separated exit stairs, and separated exit ramps.

Fire door: A door and door assembly that has met the fire protection rating and testing acceptance criteria as determined by the National Fire Protection Association, Underwriters Laboratories or any other approved testing lab.

Firewall: A continuous membrane either vertical or horizontal, designed and constructed with a specified fire resistance rating to limit the spread of fire and also will restrict the movement of smoke.

Fire code: A comprehensive and systematically arranged collection of laws to protect people from fire.

Fire protection devices: Devices designed to protect people or occupant during a fire (e.g., Fire rated doors, extinguishers, and sprinklers).

Fire Marshall /or Authority Having Jurisdiction (AHJ): The person who will do inspections and or investigations for fire related problems, and has the responsibility and authority to determine fire code compliance.

Means of egress: A path of travel, usable by a person with a severe mobility impairment, that leads to a public way or an area of refuge.

Points of Safety: It is exterior to and away from the building, or it is an acceptable interior point of safety, determined by the AHJ, and documentation as to its acceptability is on file in the facility

Pull station: Normally found at exits of a building, used to activate the building's fire alarm system to notify persons in building, fire personnel and or a dispatch center of an emergency. i.e., fires.

Smoke barrier: A continuous membrane, either vertical or horizontal, such as a wall, floor, ceiling assembly, that is designed and constructed to restrict the movement of smoke. A smoke barrier might or might not have a fire resistance rating.

Staged Evacuations – Evacuation plans should call for eventual total evacuation; however, it is permissible to conduct staged evacuations (e.g., movement toward a door) to areas that may or may not be approved interior point of safety. However; practice drills, actual responses and timing of evacuation drills only ends when residents reach and approved point of safety (exterior or interior).

Suppression devices: A device used to reduce the incident or severity of the incident (e.g., sprinklers or extinguishers).

Stove hoods: Venting system over the stove that can also incorporate a fire suppression system.

Sprinkler system: A fire extinguishing system made up of a network of water pipes equipped to release water automatically when temperatures rise above a predetermined limit.

Strobe: A light that goes off in case of an emergency as to notify individuals who are deaf or the hard of hearing. This is tied into the fire alarm system.

Residential Opportunities for Individuals with Mental Retardation:

Independent Living: Some people with mental retardation need no staff support to manage a household on their own. They live in apartments, houses, and condominiums and effectively manage their lives .

***Supported Living:** Some people with mental retardation need minimal hours of support to live in their own place. This staff support may be in the form of assistance with budgets, shopping and/or leisure activities. Supported Living provides assistance from a few hours a day to only a few hours a month, depending on the needs of the person.

*** Community Living Arrangements :** People who need 24 hour support are provided with on site staff in group home settings. Typically, two to six people will share an apartment or house and will have support staff available 24 hours a day.

***Community Training Homes :** People with mental retardation live in a family setting that is not within their own family. People in these settings live with a family that has received training and is licensed by DMR.

***Residential Centers :** Residential centers are facilities with over 16 people. Connecticut has eight residential centers that provide 24 hour staffing for the people who live there. Usually, a person living in a residential center also receives their day services at the same facility.

***DMR Certified living Arrangements**

PART II – SITE SPECIFIC FIRE SAFETY AND EMERGENCY PLANS

PART II-A OVERVIEW OF SITE SPECIFIC FIRE SAFETY AND EMERGENCY PLANS

1. **ALL** areas shall have a complete, written Site Specific Fire Safety and Emergency Plan.
2. This plan shall be specific to each location, detailing the important information and guidance for that area.
3. Both this Site Specific plan, in conjunction with Part I of these Guidelines (“DMR Fire Safety and Emergency Guidelines”, shall constitute a complete plan.
4. This shall be completed initially and reviewed annually thereafter.
5. **ALL** personnel assigned to an area shall be fully cognizant of the responsibilities and information outlined in this plan.
6. **IMPORTANT** : The instructions and duties contained herein provide an important tool for training and preparing for various potential emergencies (e.g., fire , weather, etc..). These instructions also provide specific guidance on how staff need to react in the event of an emergency however, it is understood that each emergency will present itself in a unique way, and in all cases sound practical judgment, experience and training shall prevail.
7. **NOTE: THE AUTHORITY HAVING JURISDICTION (LOCAL OR STATE FIRE MARSHAL) MUST APPROVE ANY FIRE EVACUATION PLANS THAT PROVIDE FOR ANYTHING OTHER THAN TOTAL EVACUATION TO THE EXTERIOR.**
8. **NOTE:** Completed Site Specific Fire Safety & Emergency Plans and Evacuation Difficulty Score (E-score) determination letters include individually identifiable health information that is protected health information (PHI) covered by privacy policy.

Policy mandates accounting for disclosures of PHI to appropriate authorities, such as fire marshals. Disclosures include, but are not limited to:

- a. Periodic review or inspection of a Site Specific Fire Safety & Emergency Plan;
- b. Providing a copy of a plan to these authorities;
- c. Review of PHI contained in an Evacuation Difficulty Score determination letter (if shared by you separately from the plan); and
- d. Providing a copy of the Evacuation Difficulty Score determination letter to these authorities (again if the letter is shared by you separately from the plan)

Follow your organizations procedures to record an entry into a disclosure log. Remember to record *written and oral* disclosures of PHI.

Contact your organization’s privacy officer to answer questions you may have.

For DMR operated facilities, the staff may chose to between the two following methods to record a disclosure.

Facilities serving small numbers of consumers may prefer to use the department’s “Consumer PHI Disclosure Record” and log an entry for each consumer listed in the site specific plan into a copy of the form maintained for each individual consumer.

Facilities serving large number of consumers may prefer use the log provided on the Site Specific Plan cover sheet.

Remember: These logs, disclosure record form and cover sheet, must be kept as documentation. The HIPAA retention period is six years from the most recent date of disclosure contained in the log.

**PART II- B MINIMUM CONTENTS OF A SITE SPECIFIC FIRE SAFETY
AND EMERGENCY PLAN**

**FOR CLA'S, CAMPUS / RESPITE PROGRAMS & COMMUNITY TRAINING HOMES
AND DAY PROGRAMS**

- A) Building and Site Information
- B) Agency Designated Emergency Contact Information
- C) Special Instructions for Residents
 - In this section Resident Specific Information should be detailed for each resident. The information should consider the individual's capacity to evacuate and the physical environment
- D) Special Instructions for Staff, Identified by Position not names.
- E) Specific Building Fire Protection Features:
 - Approved Points of Safety including Exterior Meeting Places and Interior Points of safety.
 - Fire Alarm Systems
 - Portable Fire Extinguisher Information
 - Location of Telephones
 - Information on Safety Book (AKA: "Red Books")
 - Automatic Sprinkler System Information
 - Stove Hood Fire Suppression System Information
 - Emergency Lighting in Building
 - Oxygen in Use Information
- F) Specific Fire Prevention Guidelines
 - Fire Watch Procedures
 - Smoking Policies
 - Special Actions for Temporary Occupancy in another location
- G) Fire Evacuation Drill Procedures
 - Detail if Simulated Drills are allowed *
 - Detail if any occupants are exempt from participating in drills.
 - Detail any Site Specific Fire Evacuation Drill Procedures
- H) Specific External Hazards:
 - HURRICANES & EARTHQUAKES
 - TORNADOES
 - FLOODING
 - SEVERE COLD WEATHER
 - SEVERE HOT WEATHER
 - RADIOLOGICAL DISASTERS
 - EMERGENCY RELOCATION
- I) Specific Internal Hazards:
 - HAZARDOUS MATERIAL EMERGENCIES
 - CARBON MONOXIDE EMERGENCIES
 - TERRORIST THREATS
 - ELECTRICAL FAILURE
 - LOSS OF WATER
 - LOSS OF HEAT
 - TELEPHONE FAILURE
 - MISSING PERSONS
- J) Developing Community Relationships for Safety (Outline Community Resources Available)

**MINIMUM CONTENTS OF A SITE SPECIFIC FIRE SAFETY
AND EMERGENCY PLAN**

FOR SUPPORTED LIVING AND FAMILY HOMES

- A) Building and Site Information
- B) Designated Emergency Contact Information
- C) Identify an Outside Meeting Place
- D) Special Instructions for Occupants
 - In this section Resident Specific Information should be detailed for each resident. The information should consider the individual's capacity to evacuate and the physical environment and if there are infants or occupants with mobility limitations, someone in the household should plan to assist them.
- E) Conduct a Home Fire Safety Checklist at least annually (See Annex 1 b for Sample)
 - Identify Sources of Fires in the Home
 - Assure Early Warning and Escape
 - Make sure that doors needed for escape can be opened easily and that windows are not nailed or painted shut
 - Identify two ways out of each room - unobstructed and easy-to-use exits
 - Post emergency phone number for the fire department
 - Check Fire Alarm Systems and Smoke Detectors
 - Portable Fire Extinguishers present and in working order
- F) Prepare for Specific External Hazards:
 - HURRICANES & EARTHQUAKES
 - TORNADOES
 - FLOODING
 - SEVERE COLD WEATHER
 - SEVERE HOT WEATHER
 - RADIOLOGICAL DISASTERS
 - EMERGENCY RELOCATION
- G) Prepare for Specific Internal Hazards:
 - HAZARDOUS MATERIAL EMERGENCIES
 - CARBON MONOXIDE EMERGENCIES
 - TERRORIST THREATS
 - ELECTRICAL FAILURE
 - LOSS OF WATER
 - LOSS OF HEAT
 - TELEPHONE FAILURE
 - MISSING PERSONS
- H) Developing Community Relationships for Safety (Outline Community Resources Available)