

# Cedric Dean Holdings, Inc.

## Peer Support NC Program

### Fire Safety / Fire Drill / Training Plan Policy

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## 1. Policy Title

**Fire Safety, Fire Drill, and Training Plan Policy**

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## 2. Effective Date

**Effective:** January 21, 2026

**Review Cycle:** Annual and following any fire-related incident, regulatory update, or facility modification

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## 3. Policy Statement

Cedric Dean Holdings, Inc. (CDH) is committed to protecting the life, health, and safety of all employees, participants, visitors, and community partners by maintaining a comprehensive fire safety, prevention, and emergency response program. This policy establishes standardized procedures for **fire prevention, preparedness, evacuation, training, drills, and post-incident recovery** across all Peer Support NC Program locations.

CDH recognizes that fire safety is both a regulatory requirement and a moral responsibility, particularly in behavioral health and community-based service environments where individuals may require additional assistance during emergencies.

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## 4. Scope

This policy applies to:

- All CDH-operated Peer Support NC Program facilities
- Administrative offices and community service sites
- Mobile and off-site program operations
- All employees, contractors, volunteers, participants, and visitors

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## 5. Regulatory and Standards Alignment

This policy aligns with:

- **NC DHHS Facility Safety Standards**
- **OSHA Workplace Safety Regulations (29 CFR 1910)**
- **NFPA 101 – Life Safety Code**
- **FEMA Incident Command System (ICS)**
- **Medicaid/MCO Emergency Preparedness Requirements**
- **Local Fire Marshal and Building Code requirements**

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## 6. Definitions

### **Fire Emergency:**

Any situation involving uncontrolled fire, smoke, heat, or explosion risk that threatens life or property.

### **Evacuation:**

The organized, supervised movement of individuals from a dangerous area to a designated safe location.

### **Fire Drill:**

A planned, supervised exercise to practice evacuation and emergency response procedures.

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## 7. Guiding Principles

CDH's fire safety program is built on:

- **Prevention First**
- **Clear Communication**
- **Trauma-Informed Response**
- **Accessibility and Assistance for Vulnerable Individuals**
- **Coordination with First Responders**
- **Continuous Improvement**

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## 8. Fire Prevention Measures

CDH implements proactive fire risk reduction through:

- Regular inspection of electrical systems and appliances
  - Safe storage of flammable and hazardous materials
  - Clear, unobstructed exit routes and signage
  - Smoke detectors and fire alarm system maintenance
  - Fire extinguisher placement and inspection
  - Prohibition of open flames, unauthorized heating devices, and smoking in restricted areas
  - Staff education on hazard reporting
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## **9. Emergency Response Procedures**

### **9.1 R.A.C.E. Framework**

All staff are trained to follow the **R.A.C.E.** model:

**R – Rescue:**

Assist anyone in immediate danger if it is safe to do so.

**A – Alarm:**

Activate the fire alarm system and call 911.

**C – Contain:**

Close doors and windows to limit the spread of fire and smoke.

**E – Evacuate/Extinguish:**

Evacuate the building safely. Use a fire extinguisher only if trained and if the fire is small and contained.

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## **10. Evacuation Procedures**

### **10.1 General Evacuation Steps**

- Stop all activities immediately
- Follow posted exit routes
- Do not use elevators
- Assist individuals with mobility, cognitive, or emotional support needs
- Proceed to the designated assembly area
- Remain until accounted for and cleared by emergency personnel

### **10.2 Accountability**

Supervisors or designated Safety Wardens will:

- Conduct headcounts
  - Report missing persons to first responders
  - Maintain evacuation rosters
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## **11. Fire Drill Program**

### **11.1 Frequency**

- Conducted **at least twice annually per site**
- Additional drills after facility modifications or safety incidents

### **11.2 Drill Standards**

All drills must:

- Be announced in advance
- Be clearly identified as training exercises
- Avoid panic-inducing tactics
- Include post-drill debriefing

### **11.3 Drill Documentation**

Records must include:

- Date and time
  - Location
  - Participants
  - Evacuation time
  - Issues identified
  - Corrective actions
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## **12. Staff Training Requirements**

### **12.1 Initial Training (Onboarding)**

Includes:

- Fire prevention principles
- Alarm and evacuation procedures

- Use of fire extinguishers (PASS method)
- Assisting vulnerable individuals
- Emergency communication protocols

## **12.2 Annual Refresher Training**

Includes:

- Policy review
  - Drill performance feedback
  - Updates to procedures or facility layouts
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# **13. Roles and Responsibilities**

## **13.1 Chief Executive Officer / Emergency Coordinator**

- Approves fire safety policies and drill plans
- Coordinates with fire departments and inspectors
- Ensures regulatory compliance

## **13.2 Safety and Compliance Officer (or Designee)**

- Maintains inspection and training records
- Schedules drills
- Leads after-action reviews

## **13.3 Supervisors / Fire Wardens**

- Guide evacuations
- Assist participants and staff
- Conduct headcounts
- Report hazards

## **13.4 Employees and Contractors**

- Participate in drills and training
  - Report fire hazards
  - Follow emergency procedures
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# **14. Fire Extinguisher Use (PASS Method)**

**P – Pull** the pin  
**A – Aim** at the base of the fire  
**S – Squeeze** the handle  
**S – Sweep** side to side

Use extinguishers only when:

- The fire is small and contained
  - You have a clear escape route
  - You are trained to use the equipment
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## **15. Communication Protocols**

### **15.1 Internal**

- Fire alarm system
- Supervisor alerts
- Group text or email systems (if applicable)

### **15.2 External**

- Call 911 immediately
  - Designated spokesperson (CEO or designee) for media and public inquiries
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## **16. Coordination with Fire and Emergency Services**

CDH will:

- Maintain updated facility layouts for fire departments
  - Participate in local fire safety inspections
  - Support joint emergency planning efforts
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## **17. Post-Incident Recovery**

CDH will provide:

- Emotional support and peer services
- Incident reporting and documentation

- Facility safety reassessment
  - Policy updates and retraining as needed
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## **18. Documentation and Records**

Maintained records include:

- Fire inspection reports
- Drill logs
- Training rosters
- Incident and after-action reports

Records are retained in accordance with CDH Records Management Policy.

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## **19. Non-Retaliation**

CDH prohibits retaliation against any individual who reports fire hazards or safety concerns in good faith.

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## **20. Enforcement**

Failure to comply with this policy may result in:

- Retraining
  - Corrective action
  - Disciplinary measures
  - Contract termination
  - Regulatory notification when required
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## **21. Policy Review and Revision**

This policy will be reviewed:

- Annually
- After any fire-related incident
- When regulatory standards or facility operations change

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## 22. Approval and Authorization

**Approved By:**

Cedric Dean, Chief Executive Officer  
Cedric Dean Holdings, Inc.

**Signature:** \_\_\_\_\_

**Date:** January 21, 2026

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## 23. Organizational Commitment Statement

Cedric Dean Holdings, Inc. affirms its commitment to **prevention, preparedness, and compassionate response** in safeguarding lives, preserving dignity, and maintaining safe, resilient environments for the communities we serve.