

Cedric Dean Holdings, Inc.

Peer Support NC Program
Fire Safety / Fire Drill / Training Plan Policy

1. Policy Title

Fire Safety, Fire Drill, and Training Plan Policy

2. Effective Date

Effective: January 21, 2026

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

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.

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

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.

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.

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.

19. Non-Retaliation

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

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

22. Approval and Authorization

Approved By:

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

Signature: _____

Date: January 21, 2026

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.