

ORC: _____
OAC: _____
CFSR: _____
Board: VIII
Other: _____

Nest Review Date: 3/24

Last Reviewed: 3/21

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 4A

SUBJECT: FIRE PREVENTION AND SAFETY

Approved by: Executive Council

Effective Date: 3/1/96

Date(s) of Revision: 8/1/00; 9/1/06; 10/20/08; 9/27/10; 5/23/11; 10/24/11; 11/14/11; Sep 16, 2013; Feb 28, 2017; Mar 12, 2021

Responsible for Implementation: Safety Marshals, Facilities/Maintenance Staff, Building Managers, All Staff

FCCS' Fire Prevention and Safety plan is designed to reduce the risk of potential injuries, death and property damage by identifying and controlling fire hazards.

Procedures:

1) In facilities occupied by FCCS:

- a) Staff are prohibited from using candles or any type of open flame, including sterno cans.
- b) Halogen lights may not be placed near flammable or combustible materials.
- c) Electrical extension cords must be requested from the Maintenance Department. If approved, a fused cord with a surge protector type plug will be issued and installed by the Maintenance Department.
- d) Multiple plug outlet adapters are prohibited in all facilities.
- e) Heat producing appliances (space heaters are prohibited anywhere in the buildings). Use of personal appliances, such as, coffee makers, ice tea makers, toasters, toaster ovens or cup warmers, is limited to lunchrooms. Such appliances must have an automatic shutoff, be UL approved, and unplugged when not in use.
- f) Aisles, hallways, and exits must be free of obstacles or any items that restrict exit. Paper supplies are to be stored in closed cabinets or desk

drawers. Paper storage on desks, floors, or other open surfaces is prohibited, unless it is a full unopen case.

- g) Flammable or combustible materials or supplies necessary for building or maintenance will be stored in accordance with manufacturer's guidelines in locked storage rooms or closets.
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- 2) FCCS facilities are equipped with fire alarm systems that comply with building codes and all systems are regularly inspected and tested.
 - 3) All FCCS facilities have a floor plan of the building posted at elevators and stairwells with the location of fire exits and fire alarm pull stations clearly marked.
 - 4) Fire exit doors in all facilities are clearly marked and do not require a key or code to exit. All exit signs are either self-illuminating or illuminated by a reliable external light source.
 - 5) Parking in fire lanes is prohibited and cars illegally parked in fire lanes may be towed at the owner's expense.
 - 6) Fire drills are unannounced and are scheduled and conducted by Facilities Management at least annually at each FCCS facility.
 - a) The Facilities Manager will advise fire department personnel of the scheduled fire drill.
 - b) All staff and visitors are required to evacuate the building.
 - c) FCCS Safety Marshals will direct staff and visitors to pre-designated gathering points away from the building and take a head count, noting the name and probable location of any missing staff.
 - d) Staff will remain outside the building until the Facilities Manager indicates the fire drill is completed and staff may re-enter the building.
 - e) Department Safety Marshals have large yellow signs to assist staff in finding their designated gathering point.

- 7) The person who discovers smoke or fire in the building should activate the fire alarm at the nearest alarm pull station and notify his or her supervisor and other building occupants in the immediate area.
- a) All employees and visitors will evacuate the building when the fire alarm sounds.
 - b) The Building Manager will call 911 to report the fire.
 - c) Safety Marshals will direct staff and any visitors to pre-designated gathering points away from the building and ensure that everyone has left the building. Safety Marshalls will take a head count, noting the name and probable location of any missing staff.
 - d) The Building Manager will collect all head count information.
 - e) The Building Manager meets the fire department to give instructions as to the location of the fire and any occupants that may be trapped in the building.
 - f) The Building Manager will notify one of the following Children Services Staff members of the fire, in order of priority:

Title	Work Number	Cell Number
Building Maintenance Superintendent	614-275-2548	614-257-7403
Contracts Director	614-275-2692	614-359-5702
CFO	614-275-2554	614-512-5599

The individuals must be called in the order on the list until one of them is reached directly. If the individual does not answer, leave a message and call the next person on the list.