

Fire Drill Evacuation Requirements

Section 6.2

The Office for People With Developmental Disabilities (OPWDD) has standardized the required oversight, documentation practices, and minimum frequencies of fire drill evacuations for Family Care Homes (FCH).

Oversight & Documentation Requirements

The following are minimum fire drill evacuation requirements:

- At least one (1) fire drill evacuation must be completed each month
 - All household members that are home at the time of the fire drill must participate and evacuate the home.
 - Drills must be conducted at different times of the day, varied days of the week, and using different exits, where applicable.
 - Each year, Family Care Providers (FCP) must hold at least one (1) fire drill evacuation at night time when Family Care individuals are sleeping.
 - The FCP should use varied methods for alerting individuals of the need for evacuation such as verbal prompts (i.e. Fire, Emergency) or the tone of a smoke alarm.
- All FCPs must use the Fire Drill Evacuation Report Form to document and detail the required monthly fire drill evacuation.

The Sponsoring Agency must:

- Observe at least one (1) fire drill evacuation each year at each FCH. Observed drills can be conducted at a time when the Home Liaison is visiting the FCH.
- Participate in the development, updating, and review of Fire Evacuation Plans.
- Ensure the FCP receives adequate training on the implementation of the evacuation plan and maintain documentation of such training.
- Continue ongoing monitoring of the implementation of evacuation plans to confirm that the plan continues to meet the evacuation needs of the household.
- Ensure the Family Care Home Liaison is reviewing completed fire drill evacuation forms at the monthly home visit.
- Maintain copies of documented fire drill evacuations.
- Take immediate steps to address fire drill evacuations that are deemed problematic.
- Situations that constitute a problematic drill may include, but are not limited to, an accident resulting in injury; a behavioral episode on the part of an individual that slowed or prevented evacuation; a problem with adaptive equipment used by an individual during the drill; and or the unwillingness of an individual to exit during a drill.
- Some immediate steps to address problematic drills include but are not limited to:
 - Conducting an additional fire drill evacuation within 24 hours
 - Sponsoring Agency staff may want to observe the drill so that alternate strategies and guidance can be provided to overcome the problems identified
 - A person-centered team review to discuss reasons for the problematic drills and strategies to address the issues

- After a 2nd problematic fire drill evacuation occurs, the Sponsoring Agency must reconcile the problematic drill by developing and documenting a plan to address the issue and a timeframe for completion
- Sponsoring Agencies must consider all options, including, but not limited to:
 - Environmental modifications
 - Relocation to an alternate residential opportunity

Notification to Sponsoring Agency

In the event of a fire or other situation requiring an evacuation from the Family Care home, the Family Care Provider must contact the Sponsoring Agency as soon as it is safe to do so. The Sponsoring Agency must then make notifications as appropriate.