

29.3 Fire Safety Evacuation Plans for a Youth Development Center

Application: Department of Children's Services Youth Development Center Employees

Authority: TCA 37-5-101, 37-5-102, 37-5-105, 37-5-106; National Fire Protection Agency (NFPA) 101

Standards: ACA: 4-JCF-1B-03

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Glossary:

- ◆ Evacuation diagram:
 - An illustration (schematic) presenting the fire evacuation plan. The evacuation diagram is posted in occupied buildings.
- ◆ Fire and emergency evacuation plan:
 - The written evacuation plan for the premises used in conjunction with the fire evacuation diagram.
- ◆ Fire Plan:
 - A carefully arranged and systematic program of action formulated beforehand for attaining the organized evacuation of the premises.
- ◆ Facilities Safety Officer:
 - The employee appointed by the Superintendent to manage, direct, and supervise the facility fire safety program.
- ◆ National Fire Protection Agency (NFPA):
 - An international organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment. This includes everything from building code to the personal protective equipment utilized by firefighters while extinguishing a blaze.
- ◆ State Fire Marshal:
 - The official assigned to represent the state government in all matters governing fire control and safety in state operated facilities.

Policy Statement:

Wilder Youth Development Center (YDC) has a written plan of action, approved by an independent outside inspector, trained in the application of national fire codes, to address the specific evacuation needs of the facility. The plan includes a schedule of routine training and fire exit drills.

Purpose:

To ensure that all youth and staff are trained in fire and safety evacuation procedures.

Procedures:

A. Development of Written Evacuation Plan

The Facility Safety Officer (FSO):

- ◆ Develops a written evacuation plan for each building on the YDC campus and reviews the plan annually to include any additions, renovations, or functional changes at the facility;

Note: Facility evacuation plans are reviewed by the State Fire Marshal. Recommendations are implemented promptly.

- ◆ Submits the updated plan to the DCS Facilities and Support Services Division;
- ◆ Reissues plan to local fire jurisdiction and any other responding agency;
- ◆ Forwards a copy of evacuation plans to the local fire department and Emergency Medical Services (EMS);
- ◆ Ensures that copies of all evacuation plans, for each building, are posted in clearly visible locations. The plan includes the following two (2) sections:
 - General and site-specific procedures to be followed in the event of a fire or other emergency requiring evacuation, including provisions for:
 - The use of alarm devices;
 - Notification of the local fire department;
 - Staff actions required in response to alarms including notification of the FSO and Superintendent;
 - Containing and extinguishing fires;
 - Evacuation of endangered areas;
 - Unlocking exit doors, and
 - Opening doors when locks are jammed.
 - Floor plans for every occupied location of the facility displaying the following information:
 - A **"YOU ARE HERE"** indicator accurately depicting where the floor plan is posted within the location;
 - The location of all available exits;
 - Directional arrows indicating the flow of traffic to the exits;
 - The locations of fire extinguishers, standpipe hose systems, pull stations, and alarm control panels;

- A narrative section with instructions for emergency notification and evacuation through the nearest exits away from smoke and flame to a pre-designated gathering area; and
- A schedule of monthly fire exit drills for all occupied locations of the buildings. Drills are conducted on each working shift at the facility to ensure all are prepared in case of a fire at any time of the day or night.

B. Conducting Exit Fire Drills

1. The FSO conducting the drill ensures that all evacuation procedures are performed correctly and documents the drill exercise on form ***CS-0234, Emergency Exit Drill***. Drills are conducted in all occupied areas at least monthly. The form is maintained for at least three years.
2. The staff member conducting the drill starts the activity by informing the staff member leading the area that a drill is in progress by describing the size and location of the imaginary fire.
3. When the drill location is evacuated and a clear count of its occupants is reported, the drill is complete.

C. Evacuating High Risk/Seriously ill Youth

1. The facility has a formal plan for the immediate release of youth from locked areas.
2. If an evacuation drill is not appropriate for high risk, seriously ill youth, or when the weather is severe, one of the following options may be taken:
 - a) Drills may be conducted with evacuation to secure indoor areas separated by distinct smoke compartments within the same building.
 - b) Staff may conduct a “Defend in Place” fire drill in living units, when they have determined that the fire or emergency is small and there is very little smoke.
 - c) Staff go to the affected room first and evacuate youth to a safe area of refuge. Next, staff evacuate rooms on either side of the affected room. This reduces the amount of youth that have to move.
 - d) Drills may be rescheduled for a later date in the same month to allow for more functional circumstances.
 - e) Contingencies for difficult evacuation circumstances are established in the evacuation plan.

D. Training

1. All facility staff are trained in the implementation of evacuation and contingency plans.
2. All youth receive instruction regarding emergency evacuation from the facility during orientation.

Forms:

[*CS-0234, Emergency Exit Drill*](#)

Collateral Documents:

[*National Fire Protection Association \(NFPA\)*](#)