

# Challenge

PUTTING ABILITY TO WORK

CHALLENGE INDUSTRIES, INC.

FIRE AND DISASTER PROCEDURES

Revised  
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# **CHALLENGE INDUSTRIES, INC.**

## **FIRE AND DISASTER PROCEDURES**

### **PURPOSE**

The Fire and Disaster Procedures outlined below provide employees with rules and regulations concerning the prevention of fires and disasters, and outline the responsibilities of employees in the event such emergency situations arise.

### **OBJECTIVES**

Challenge Industries is dedicated to the protection, health, safety, and welfare of its consumers and staff. It is essential to have an evacuation plan in case of fire or disaster, but our primary goal is the prevention of impending hazards. The development and promotion of safety is an important responsibility of all staff at Challenge Industries. Toward these ends, the Fire and Disaster Procedures contained herein should be followed.

### **GENERAL RESPONSIBILITIES OF STAFF MEMBERS**

1. Every employee is responsible for fully understanding and effectively performing his/her assigned evacuation duty.
2. Every employee is responsible for teaching all consumers under his/her supervision to complete assigned work tasks in the safest manner, and to recognize and report dangerous conditions in order to prevent accidents from occurring.
3. Each person involved in the orientation of a new employee or consumer is responsible for instructing him/her about their role in an evacuation and their obligation to promote safe working conditions at Challenge.
4. Every employee is responsible for attending required safety and health trainings conducted at Challenge Industries.
5. Every employee is responsible for understanding the Fire and Disaster Procedures and diagrams, for knowing the location of fire extinguishers and how to use them, and for knowing the location of alarm boxes.
6. All employees present during a fire drill or building evacuation are responsible for providing visual supervision for all consumers requiring such oversight.
7. Employees are expected to comply with all the rules and regulations set forth in these procedures.

### **GENERAL CONSUMERS OF SERVICE RESPONSIBILITIES**

1. All consumers are expected to follow instructions given by their supervisors or other Challenge staff during a fire, disaster drill or in the event of an actual emergency.
2. All consumers are responsible to fully comply with and adhere to the safety standards and rules set forth by the administration to insure protection for themselves and others.
3. In the discovery of a fire or the realization of a disaster, the consumers should notify the nearest staff member.

#### **CODE 7**

"Code 7" is to be used in the event that immediate first aid is required. "Code 7" should not be used to signal a fire emergency or bomb threat.

1. If immediate first aid is required, a staff member should contact the Executive Secretary. The Executive Secretary will announce "Code 7" over the PA system. Refer to Emergency and Accident Procedure for policy detail.

#### **FIRE DEPARTMENT RESPONSIBILITIES**

1. The Ithaca Fire Department will immediately respond to any call for assistance during a drill or in the event of an actual fire or disaster.
2. The Ithaca Fire Department will assist in the evacuation of consumers and staff, and will assist with necessary first aid in the event of a fire or disaster.

#### **UPON DISCOVERY OF A FIRE OR DISASTER**

1. Staff member should pull the alarm box.
2. All staff members should proceed with their assigned duties.
3. All consumers should evacuate the building according to their assigned routes.
4. Staff will accompany consumers as they exit the building and provide visual supervision of consumers requiring such oversight throughout the drill or evacuation.
5. The Fire Department will be notified that there is a fire at Challenge if:
  - a. The sprinkler system becomes activated by exposure to heat or smoke.
  - b. The alarm box is pulled.

- c. The Fire Department is phoned at 911.

## **EVACUATION**

### **General Points**

1. The evacuation of any section of the building or the entire building can be accomplished smoothly and quickly, as long as each staff member knows his/her duty.
2. Know all exits and alternate routes.
3. Never block or conceal exits or passageways. A four (4) foot pathway to all exits must be maintained at all times.
4. Know the methods of carrying consumers who need assistance and the path of evacuation for those consumers.
5. Do not panic. Set a good example for consumers to follow.
6. Do not leave any consumers without guidance and ensure that visual supervision of consumers requiring such oversight is maintained throughout the drill/evacuation. While evacuating an area of the building, staff members should follow these guidelines:
  - a. A staff should be the last person to leave any given area, making sure that consumers and staff with mobility, hearing or visual impairments are appropriately assisted.
  - b. Staff should accompany consumers as they exit the building and remain with consumers outside the building, ensuring visual supervision of consumers who require such oversight.
  - c. When additional personnel are available, having covered the requirements of (a) above, staff members should be placed along the route of evacuation to keep people moving at intersections, exits, and other points of possible confusion.
  - d. There is no smoking on Challenge property during a fire drill or the evacuation in the case of a fire (There is no smoking allowed on any Challenge property at any time).

### **ORDER OF EVACUATION**

1. All consumers who are able to walk should be directed to evacuate first.

2. Those consumers who use wheelchairs or mobility aids should proceed to the appropriate exit where assigned staff members will assist them in exiting to a safe distance from the building. Training will be provided to the staff who work with consumers with mobility impairments in the proper handling of wheelchairs during a building evacuation.
3. A holding area will be employed to keep mobility-impaired individuals a safe distance from the building during drills or actual emergencies. The primary holding areas are at the top of the ramp outside the west exit and outside the exit door on the second floor, east of the building. Staff exiting from the second floor will be responsible for staffing and regulating the use of the holding area.
4. All other consumers will be directed to the designated waiting areas outside the building. Staff exiting the building will report to these areas, ensuring that consumers requiring supervision in the community will be under visual supervision during the drill/evacuation at all all times.
5. Staff members should not attempt to carry anyone alone. Working in pairs or groups, consumers can be safely carried to a secure distance from the building.

#### **FIRE PREVENTION MEASURES**

1. Keep all areas under your jurisdiction clean and orderly. Dispose of any old papers and rags. Store and dispose of flammable materials properly according to OSHA regulations.
2. If you notice a hazard, contact the Building and Grounds Supervisor, Human Resources or a member of the Safety Committee.
3. The facility and outside areas are inspected by the Maintenance Technician and Safety Committee on a regularly scheduled basis. Checklists for these walkthroughs are located in the Human Resources Department.
4. Fire and disaster drills will be conducted quarterly at a minimum. Results of drills will be recorded in a log, and reviewed by the Safety Committee. Fire drill will not be conducted during adverse weather conditions (snow, ice) due to safety concerns.
5. Recording daily attendance is a critical safety requirement. Each work area must have an assigned staff member to complete attendance every morning and give a copy of the area's attendance to the Executive Secretary by 10:00 a.m. each day. During drills or actual emergencies, attendance lists must be taken from the building by designated staff and staff reporting in after evacuation is complete shall provide a

number count of persons in that designated waiting area to ensure everyone is accounted for.

### **TO EXTINGUISH FIRES**

1. Never attempt to extinguish any fire without calling for assistance first.
2. Only small fires should be attempted to be extinguished, and only trained staff members should attempt to do so.
3. Use the appropriate extinguisher for each type of fire.

**CLASS A FIRES** - Occur with wood, clothing, or rubbish. Type A extinguishers of water or soda acid are used to put out these fires.

**CLASS B FIRES** - Occur with flammable liquids and gases, oil, grease, acid, paint, or chemicals. A CO<sub>2</sub> (carbon dioxide) or dry powder type B&C extinguisher should be used for this type of fire.

**CLASS C FIRES** - Are electrical fires occurring in generators, welders, motors, switches, and other electrical wiring. A CO<sub>2</sub> (carbon dioxide) type B&C extinguisher should be used to extinguish this type of fire.

4. In general, Challenge is equipped with multi-purpose B&C type fire extinguishers. The less common water or soda type extinguishers, type A, are the heavy silver, chrome extinguishers. The smaller, lighter, red extinguishers are B&C extinguishers. Staff members should familiarize themselves with the location and types of each.
5. If you are trapped by a fire or caught in smoke, crawl on your hands and knees, hold your breath, and close your eyes when you can. Put a closed door between you and the smoke. Try to reach a telephone or window to call for help.

### **SPECIFIC STAFF RESPONSIBILITIES**

1. **EVACUATION OF FIRST FLOOR:** Human Resources, Director of Program Development, Vice President, Microfilm and Digital Supervisors, Job Club Staff.

This includes checking the back hallway, bath rooms, gas meter room, boiler room, digital/microfilm areas and maintenance shop to be sure there are no people remaining in this section of the building.

2. **EVACUATION OF SECOND FLOOR:** Director of Services, Service Department Managers, Marketing Director and Maintenance Staff.

This includes checking the cafeteria, bath rooms, file room, hallways and storage areas to be sure there are no people remaining in this section of the building.

3. **ESCORT CONSUMERS OUT OF BUILDING & ENSURE VISUAL SUPERVISION:** Work Floor Supervisors and Employment Services Staff.
4. **REMOVE MONEYBAGS & ACCOUNTS RECEIVABLE RECORDS:** Financial Office Staff.
5. **REPORT EVACUATION IS COMPLETE WITH HEADCOUNT FROM WAITING AREA:** Representative staff from Digital/Microfilm, Front Office, Work floor and Employment Services. Building and Grounds Supervisor (or other Maintenance Staff) will be the main checkpoint for all radio check-in and headcount.
6. **REMOVE COMPUTER SYSTEMS BACK-UP:** ISS Manger or Network Back-up.
7. **COMMUNICATION WITH FIRE DEPARTMENT/POLICE:** Executive Secretary or Assigned Back-Up.
8. **EXTINGUISH FIRE OR REMAIN IN BUILDING DURING DRILL:** Maintenance Staff.

Staff members who are not specifically identified should proceed to the nearest exit and evacuate the building. Please be prepared to assist as needed.

#### **IN CASE OF A BOMB THREAT**

1. Notify the Executive Secretary.
2. The Executive Secretary will immediately notify the President and the Vice President, and will announce on the telephone page that Challenge is having a fire drill. Everyone must then exit the building exactly as if a fire drill were in progress. The Executive Secretary, after announcing a drill, will then call the Ithaca Police (272-3245) to inform them that we will need immediate assistance.
3. **NO ONE IS TO PULL THE ALARM BOX TO SOUND THE BELLS!**

#### **AFTER EVACUATING THE BUILDING IN CASE OF A FIRE, DISASTER OR BOMB THREAT**

1. If the Fire or Police Department direct us to leave the grounds, all individuals in the building must go to the True Insurance parking lot.
2. In the case of a bomb threat, all individuals in the building must go immediately to the True Insurance parking lot immediately.

3. In general, if it will be more than three (3) hours before individuals can return to work, consumers should be sent home. During this time, all consumers requiring oversight will be under visual supervision of Challenge staff. The Executive Secretary, the Director of Services, and Employment Services Managers will proceed to call families, residences, buses, etc. at the offices of True Insurance Company (True Insurance Company has agreed to supply three telephone lines if this service is needed.)

### **EMERGENCY OVERNIGHT SHELTER**

If a consumer cannot be picked up or transported home due to inclement weather or an emergency situation, the following places have offered their assistance. Please read about each service before calling to find the most appropriate shelter, and to make the arrangements run as smoothly as possible.

1. Unity House (272-1741)  
408 E. State Street
  - a. If a consumer is in need of overnight shelter, Unity House has agreed to provide some space using their existing facilities.
  - b. This is a good option for those who may need extra supervision throughout the night as all night supervision is provided.
2. Lakeview Mental Health Services (277-4768)  
114 Geneva Street
  - a. Lakeview will provide support for Lakeview consumers to their residences in the event of an emergency. If an emergency occurs, Challenge will contact Lakeview so that Lakeview staff can accompany consumers to residences.
3. Broome Developmental Services (273-0811)  
1257 Trumansburg Road
  - a. If the consumer has received services from Broome, they will be very helpful in locating shelter for him/her.
  - b. If the consumer has not had any prior association with Broome, it will be more difficult for them to be of assistance. However, Broome will try to assist as much as possible.
4. The Red Cross Emergency Shelter (273-1900)  
201 W. Clinton Street  
Mike Raffe, Director of Emergency Services (879-0352)

- a. The Red Cross Emergency Shelter requires those wishing admittance to phone first before arriving at their door. The purpose of this is to allow for a pre-screening process which is designed to answer some basic questions as to the individual's emotional stability, whether drugs or alcohol are of immediate concern, and so forth.

#### **POINTS TO REMEMBER**

1. Remain calm. Panic results in confusion and can cause serious injury. Silence is necessary in order for instructions to be heard and understood.
2. The **elevator should never be used during evacuations**, as it can become a dangerous firetrap.
3. Staff are responsible to ensure the safe evacuation of all consumers.
4. A drill should be acknowledged in the same manner as an actual fire or disaster.
5. During health-related emergencies or accidents, contact Executive Secretary to announce "Code 7". Refer to the Emergency and Accident Policy for further information.

#### **PROCEDURE FOR USE OF WALKIE-TALKIE**

**Five (5) walkie-talkies are assigned throughout the building to coordinate attendance** and communication throughout a fire drill or an actual emergency evacuation. In addition, the Building and Grounds Supervisor and the 3 maintenance staff have walkie-talkies. Walkie-talkies are assigned to the following areas:

1. Microfilm/Digital
2. Finance
3. Work Floor
4. Employment Services
5. Front Desk

#### **DESCRIPTION**

Each walkie-talkie has a simple on/off button on the top right hand side of the radio; this is also the volume control. There is a call button on the front bottom of the radio, which is used to page other radios. The talk button is located on the top, left of the radio. To talk, press and hold while talking.

## BATTERIES

To check batteries, turn the radio on. You will hear a series of four (4) beeps, which will indicate good battery condition.

All batteries should be checked at least once every month.

## USE

When talking, use a normal tone of voice and speak about one inch away from the microphone.

## STORAGE/LOCATIONS

The walkie-talkies are kept in the following locations:

1. The Microfilm/Digital walkie-talkie is in the Microfilm main desk, top drawer.
2. The Finance walkie-talkie is in the A/P top desk drawer.
3. The Work Floor walkie-talkie is located in the Supervisor's top desk drawers.
4. The Employment Services walkie-talkie is located in the Manger's Office, top drawer.
5. The Front Desk walkie-talkie is located in the bottom drawer, left side.

## PROCEDURES

In a drill or an actual emergency, the primary communicator is the Building and Grounds Supervisor (or other maintenance staff back-up).

Microfilm/Digital and Job Club consumers and staff will exit through the patio or west exit and proceed to the west (main) parking lot.

Work floor supervisors and Employment Services staff will leave with consumers through the second floor east exit. If the east exit is inaccessible, groups will exit through the main stairway and outside stairwell on west end of building.

When the Building and Grounds Supervisor (or back-up) has headcount taken and all attendance verified, he will contact the Executive Secretary for "all clear". The Executive Secretary will contact the President for all to return into the building.

## THE ROLE OF THE SAFETY COMMITTEE

The purpose of the Safety Committee is to provide leadership on all safety and health related issues affecting Challenge Industries and its employees.

The general responsibilities of the Committee are:

1. To oversee all safety related activities within the facility and at other Challenge-owned properties.
2. To perform and report through regular, monthly inspections of the facility any health or safety issues.
3. To provide recommendations and guidelines to Challenge's management regarding safety policies and procedures.

The role of the Safety Committee during fire drills or actual emergencies is as follows:

1. To review all fire drills and related activities including the triggering of alarms, selection of times and locations for drills, and the use and maintenance of all related equipment.
2. To oversee the use of a designated holding area during drills and/or emergencies.
3. To provide recommendations as a follow up to drills indicating problems or areas where improvement is needed.

The Human Resources Assistant and the Building and Grounds Supervisor are Co-Chairpersons of the Safety Committee.

The Safety Committee needs staff support. If you are interested in joining the Safety Committee, contact the Human Resources Assistant or the Building and Grounds Supervisor.

## **EMERGENCY PHONE NUMBERS**

### **FIRE, BOMB THREAT, DISASTER**

911

Fire Department (Fire and Emergency Number) 273-8000

Ithaca City Police 272-3245

Fire Department (to report a drill or for information) 273-7288

### **ILLNESS OR INJURY**

|                                       |                                    |
|---------------------------------------|------------------------------------|
| 911                                   |                                    |
| Bangs Ambulance                       | 273-1161                           |
| Cayuga Medical Center, Emergency Room | 274-4411                           |
| Convenient Care Center                | 274-4150                           |
| Poison Control Center (Syracuse)      | 1-800-252-5655<br>(1-315-576-4766) |

**BUILDING EMERGENCIES**

|  |                |
|--|----------------|
| Marion Electric Company, Inc.              | 272-3383       |
| New York State Electric and Gas            | 1-800-572-1131 |
| Schindler Elevator                         | 1-800-225-3123 |
| G&H Fire Extinguisher Services             | 273-6580       |
| ABJ Fire Protection Co., Inc. (Sprinklers) | 1-315-423-9766 |

**EMERGENCY SHELTERS**

|                                  |          |
|----------------------------------|----------|
| Broome County Development Office | 273-0811 |
| Red Cross Emergency Shelter      | 273-1900 |
| American Red Cross, T.C. Chapter | 273-1900 |
| Unity House                      | 272-1741 |
| Women's Community Building       | 272-1247 |
| Salvation Army                   | 273-2400 |

**TRANSPORTATION**

|                                     |          |
|-------------------------------------|----------|
| Gadabout                            | 273-1878 |
| Franziska Racker Centers            | 272-5891 |
| Broome Day Treatment                | 273-0811 |
| Skylight Club                       | 274-6262 |
| Tompkins County Area Transit (TCAT) | 277-7433 |