

# Fire & Evacuation Procedures (4.7)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

## Purpose

The purpose of this Fire & Evacuation Procedures Policy is to ensure the safety of all students, staff, and visitors at Good Days Adolescent Special Needs Center (GDC) in the event of a fire or emergency requiring evacuation. This policy establishes guidelines for preparedness, response, and recovery to minimize risk and ensure orderly evacuation.

## Section 1: Policy Statement

GDC prioritizes fire safety and emergency preparedness through staff training, regular drills, and adherence to fire code regulations. All staff are responsible for understanding and implementing these procedures to protect students and themselves during an emergency.

## Section 2: Fire Prevention

To reduce the risk of fire, staff must ensure compliance with safety and maintenance protocols throughout the facility. Electrical, cooking, and cleaning practices must follow established safety standards.

Fire prevention measures include:

- Keeping hallways and exits free from obstruction.
- Ensuring all fire extinguishers and alarms are operational and inspected regularly.
- Prohibiting open flames, candles, or unauthorized heating devices.
- Reporting electrical hazards or maintenance issues to the Director immediately.

## Section 3: Fire Alarm Response

When the fire alarm sounds or a fire is detected, staff must immediately begin the evacuation process. The Director or designee will contact emergency services (911) and coordinate the response.

Upon alarm activation:

1. Remain calm and instruct students to line up quickly.
2. Follow posted evacuation routes to the nearest safe exit.
3. Close doors behind you to slow the spread of smoke and fire.
4. Do not use elevators.
5. Assist students requiring mobility or sensory support.
6. Proceed to the designated assembly area and account for all students.
7. Do not re-enter the building until cleared by fire officials.

#### Section 4: Evacuation Routes and Assembly Areas

Evacuation routes and assembly points are posted in each room and along hallways. Staff are responsible for familiarizing themselves and students with these routes and procedures during orientation and drills.

- **Primary Route** – Follow the nearest marked exit to the main outdoor assembly point.
- **Secondary Route** – If the primary route is blocked, use an alternate exit designated on the evacuation map.
- **Assembly Area** – The designated safe meeting area is located a minimum of 100 feet from the building, away from parking lots and emergency vehicle access lanes.

#### Section 5: Roles and Responsibilities

Each staff member has specific responsibilities during a fire or evacuation emergency. These roles are reviewed and assigned at the start of each school year.

- **Director** – Initiates emergency response, contacts 911, and oversees evacuation procedures.
- **Trainers** – Lead students safely along the evacuation route, carry attendance sheets, and account for all students at the assembly area.
- **Designated Safety Officer** – Checks restrooms, offices, and common areas to ensure full evacuation.
- **Administrative Assistant** – Brings emergency contact forms, student rosters, and first aid supplies to the assembly area.

#### Section 6: Fire Drills

Fire drills are conducted monthly to ensure all staff and students are familiar with emergency procedures. Each drill will be documented on the Safety Drill Log (Form E2), and corrective actions will be taken as needed to improve safety and response times.

#### Section 7: Special Considerations for Students with Disabilities

Staff must provide additional support for students with mobility, sensory, or cognitive impairments during evacuations. Individualized emergency response plans will be created for each student requiring additional assistance.

#### Section 8: Post-Evacuation Procedures

Once outside and accounted for, the Director will communicate with emergency responders and determine next steps. Re-entry into the building will only occur after clearance from the fire department.

#### Section 9: Training and Compliance

All staff will receive annual training on fire safety and evacuation procedures. This policy complies with the Florida Fire Prevention Code and applicable local regulations.

## **Section 10: Acknowledgment**

All staff and families must review and acknowledge this Fire & Evacuation Procedures Policy. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026