

The *Addiction Treatment Providers Insurance Program* brings you...

# The Voice

## *A Risk Management Guide!*

### ***Client Safety—Be Prepared in the Event of a Fire***

The prompt and safe evacuation of building occupants and immediate notification of the fire department are the primary means to prevent loss of life and damage to property. Saving your clients from a fire requires the following steps.

#### **Detection and Alerting**

- Smoke and/or heat detectors— They should be inspected and tested routinely. Detectors should be placed in:
  - \* All inhabitable areas and sleeping quarters
  - \* Hallways and at the head of the stairways
  - \* Cooking areas
  - \* Storage areas, attics and basements
- Audible and visible alarm systems— One or more of the following are recommended
  - \* Alarms (horns/bells) connected to the detection systems
  - \* Manually activated alarms
  - \* Strobe lights
  - \* Voice communication systems
  - \* Procedures and means for notifying the fire department

#### **Means of Egress**

- Maintain an adequate number of well-maintained routes of escape
- From any point in the building, each occupant must have 2 or more separate exits
- Exits should be clearly marked and readily accessible
- Designate a safe relocation area
- Panic hardware should be on all exit doors

#### **Emergency Power and Emergency Lighting Provisions**

- In the event of power failure make sure there are emergency power sources to illuminate:
  - \* Exits and Exit signs
  - \* Pathways to exits
  - \* Changes in elevation
  - \* Stairs
- Emergency lighting should be routinely tested

#### **Evacuation Plan**

- There should be a written evacuation plan with procedures for notifying all appropriate medical services
- Egress route maps should be posted
- An emergency response team should be assembled with regular drills
- Employees should be trained in evacuation procedures

**Preparation and Planning can save lives!!!**



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