


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Fire Safety Plan	POLICY NO: AD-HS-08	Page 1 of 2
RESPONSIBILITY: Health and Safety		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 06/29/2012	
	LAST REVIEWED/REVISED: 9/20/19	

PURPOSE:

To provide guidelines for consumers, visitors, and staff, so they can respond promptly and effectively in the event that there is a fire.

POLICY:

- A. All staff is responsible for knowing procedures on how to respond in the event of a fire and the locations of the nearest fire alarms, fire extinguishers, evacuation maps, and exit routes.
- B. During a fire emergency situation, Guam Fire Department (GFD) personnel are in charge and employees shall cooperate with them in every respect. Facility operations personnel, the Safety Officer, and the security guards shall be on standby to direct fire fighters to the scene.
- C. All fire hazards must be reported to the Safety Officer or his/her designee.

RESPONSIBILITY:

- A. Safety Officer
 - 1. Conducts fire drills annually for all locations and shifts, and provides a written analysis of each drill.
 - 2. Provides fire safety education and training to all staff during new employee orientation and annually, thereafter.
 - 3. Conducts monthly inspections of all facilities to detect and eliminate fire and safety hazards.
 - 4. Arranges for the GFD to inspect the premises on an annual basis.
 - 5. Ensures the fire alarms, smoke detectors, fire extinguishers, and other safety equipment are inspected on a regular basis.
 - 6. In the event of a fire, files a critical incident report.

PROCEDURE:

- A. When an employee discovers (or is notified by a visitor or consumer) that there is a fire at the facility, the employee shall initiate the **R.A.C.E** procedure:
 - 1. **RESCUE:** Rescue anyone in danger, without putting your own safety at risk.
 - 2. **ALARM:** Alert staff of the fire by activating the nearest fire alarm station and call 9-1-1 making sure to give the location of the fire (i.e. Guam Behavioral Health and Wellness Center, 790 Gov. Carlos Camacho Rd, Tamuning, the room number and/or specific location).
 - 3. **CONTAIN:** Contain the fire by closing all doors and windows to prevent the fire and smoke from spreading to other areas. Do not lock doors or turn off lights.

4. **EXTINGUISH:** Extinguish the fire, if possible, with the appropriate fire extinguisher. The type of fire extinguishers used in the facility is All Purpose "ABC".
- B. If you discover a fire in its earliest stage, find the nearest extinguisher, remove the extinguisher from the bracket, and initiate the **P.A.S.S.** procedure:
1. **PULL:** Pull the safety pin out to break the plastic seal attached to the trigger mechanism.
 2. **AIM:** Aim the fire extinguisher nozzle at the base of the flame.
 3. **SQUEEZE:** Squeeze the trigger.
 4. **SWEEP:** Sweep the stream of spray from side to side at the base of the flame until the fire is completely extinguished.
- C. If the fire cannot be contained or extinguished, evacuation procedures should be followed. (See *General Evacuation Plan AD-HS-06*)

RELATED POLICY: *AD-HS-06 General Evacuation Plan*



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:


Policy Title: Fire Safety Plan

Policy No: AD-HS-08

Initiated by: Health and Safety

Date	Signature
9/11/19	

Alfred Garrido
Safety Officer

Date	Signature
9/19/19	

Carissa Pangelinan
Deputy Director