

 <b>VERMONT</b> <b>DEPARTMENT FOR CHILDREN AND FAMILIES</b> Family Services Division Woodside Juvenile Rehabilitation Center		<h1>604</h1>
Chapter:	Emergency Procedures	
Subject:	Fire Safety	Page 1 of 3
Approved:	Jay Simons, Director	Effective: 9/19/2018
Supersedes	Woodside Policy and Procedure 604	Dated: 9/2006

## Purpose

To outline procedures to promote fire safety within Woodside.

## Related Policies

Woodside Policy and Procedure 601: Evacuation Plan  
 Woodside Policy and Procedure 602: Evacuation (Off-Site)  
 Woodside Policy and Procedure 608: Hostage Situation

## Policy

Woodside is committed to meeting or exceeding ACA mandatory standards related to the physical plant as it impacts on fire safety and emergency procedures. To that end the following practices will be followed.

### *Fire Codes*

The Vermont Department of Public Safety conducts annual inspections of the Woodside building to ensure that all applicable Federal, state, and local fire codes are being met to protect Woodside staff and residents. Fire detection, sprinkler systems, and alarm systems are inspected. Any other environmental factors that might have an impact on fire safety are evaluated. The inspector also takes note of the interior finishing materials in all areas of the building to ensure they are consistent with recognized codes and do not present a hazard of any type. A report is generated after each inspection noting any deficiencies and describing the remedial actions that must be taken. Woodside is committed to addressing all deficiencies quickly and taking appropriate remedial action. Copies of fire inspection reports will be kept on file.

### *Fire Safety*

Woodside is assured fire protection by the first responder from the Essex Junction, St. Michael's, and Colchester Fire Departments and through its agreement with an independent alarm monitoring company contracted to monitor its alarm systems. The Woodside emergency plan is reviewed annually by the Public Safety inspector and is updated as required. Fire protection equipment is located strategically throughout the building and are inspected annually by an independent company contracted for that purpose. The Buildings and General

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Services employee assigned on a full-time basis to Woodside is responsible for conducting monthly inspection of the building for compliance with all applicable safety and fire prevention standards and documenting those inspections.

### *Purchasing Requirements*

All furnishings purchased for Woodside, including mattresses, bedding, chairs, clothing, cushions, etc., will be selected based on their fire safety performance, conforming with accepted fire safety codes.

### *Storage of Combustible Materials*

Combustible materials will only be stored in the maintenance section of the building in containers specifically designed for such materials. No combustible materials will be stored in either of the residential wings or in the administrative area. Combustible refuse will be stored in containers designed for such refuse and emptied daily. Smoking is not allowed anywhere inside the Woodside building. A container will be maintained fifty feet from the front entrance for smoking materials. Staff members and visitors will not be permitted to smoke any closer than fifty feet from the building.

### *Flammable, Toxic and Caustic Materials*

All flammable, toxic, and caustic materials will be stored in the maintenance area in the back of the building, where they are not accessible to residents. The Buildings and General Service employee assigned to Woodside is responsible for storing and maintaining all such materials, and Woodside residents will not be allowed access to them.

### *Provisions for the Immediate Release of Residents from Locked Areas*

All Woodside staff must be trained on the procedures for the prompt and safe evacuation of resident, staff and visitors from the Woodside building in the event of an emergency. In general, the doors from the secure part of the building to the outside will be controlled by the front desk operator, who will release doors as requested by radio by members of the Woodside staff. Locked doors to resident's individual rooms are controlled through the switchboard in

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the unit offices. In addition, staff can access emergency keys that will manually unlock exterior doors, permitting access to the outside.

Residents will receive instruction during orientation on evacuation procedures from the building in the event of an emergency, and fire drills will be carried out at least bi-monthly to ensure that staff and residents are familiar with evacuation procedures. A record of those fire drills will be maintained, documenting the length of time required to exit the building as well describing as any unusual circumstances that occurred during the drill.

### *Emergency Plans*

Woodside has developed an emergency plan to house Woodside residents on a short-term basis should it become necessary to vacate the building for any length of time (see Policies 601 and 602). That plan will be reviewed annually by the Public Safety inspector and modified as necessary. Woodside has also developed a plan that will be followed in the event of a hostage situation (See Policy 608).