

Bethany Life Communities	Effective Date: 5-14-2007	Date Revised:
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Policy Statement

Bethany Life Communities strives to maintain a safe environment for residents/tenants, team members, volunteers, families, and visitors.

Policy Interpretation and Implementation

If you discover a fire:

- ✓ Remain calm (do not shout “Fire!”)
- ✓ Call 911 (only if safe to do so) or activate the emergency response system in your apartment.
- ✓ If safe to do so, alert your neighbors in immediate fire danger area.
- ✓ Pull nearest fire alarm in the hallway.
- ✓ If safe to do so, go to the Office area to report the exact location and extent of fire to person in charge.
- ✓ Proceed to the nearest EXIT.
- ✓ Put a towel or pillow on the doorknob or floor outside the door to indicate the apartment is empty.
- ✓ The EXIT signs are at the end of each hallway and are a red light that says EXIT.
- ✓ Second and third floor tenants are to go the nearest EXIT.
- ✓ DO NOT USE THE ELEVATOR!
- ✓ Meet in the parking lot.

When the fire alarm sounds:

- ✓ You are requested to wait in your apartment until help comes and evacuate as necessary.
- ✓ If the fire poses immediate danger, you should exit out the nearest EXIT.
- ✓ All lights in the apartment should be turned on and drapes opened.
- ✓ Please note: All exit doors are located at the ends of the corridors.
- ✓ There is a fire alarm at each exit door.
- ✓ Fire extinguishers are centrally located in each corridor.
- ✓ Team Members (staff):
 - Report to the office to receive directions from person in charge.
 - Assist apartment tenants if requested to do so.
- ✓ Evening and Night Team Members:
 - Team members on duty responding to alarm shall proceed as the person in charge receiving fire report.

Person in charge receiving fire report/alarm:

- ✓ Call the Fire Department and say:
 - “This is Timberland Village, 725 Timberland Drive, in Story City, Iowa”
 - Give location of fire, if known. Identify which alarm is ringing if possible.
 - What is burning, if known?
- ✓ Assign on person to call:

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- Bethany Life Communities administration
- Maintenance
- ✓ During office hours, go to the office area to receive fire report from person turning in fire alarm.
- ✓ After office hours, go to section of building where alarm is sounding.
- ✓ Assess fire and give fire report and directions to team members.
- ✓ Assign one person to meet and direct the Fire Department.
- ✓ Check immediate fire area and evacuate as necessary.
- ✓ Assign two people to check outside exits in the fire area.
- ✓ Direct evacuation of tenants.

Evacuation of Tenants:

- ✓ Depending on location and seriousness of fire, tenants may be evacuated to another section or, rarely, from the entire building.
- ✓ Evacuate only upon direction of the person in charge or Fire Department personnel.
- ✓ When authorized, evacuate in this order from immediate fire area (wrap tenant in blanket for protection or warmth as indicated).
 - First- tenant(s) in fire apartment.
 - Second – tenants to the right and left of fire apartment.
 - Third – tenants in apartment directly across the corridor in same fashion.
- ✓ When immediate fire area is evacuated, proceed under authorization to evacuate the rest of section.
- ✓ Person in charge for area will inspect each apartment to see that all persons have been evacuated.
- ✓ When evacuation from building is necessary, those tenants requiring hospitalization shall be moved to Mary Greeley Medical Center, and remaining tenants will be moved to Bethany Manor.
- ✓ ***Detailed notes are to be taken as to where each tenant is going (MGMC or Bethany).***
- ✓ Team members may accompany tenants transferred to the hospital or Bethany Manor.
- ✓ Be certain to evacuate all tenants to a safe distance from building. Team members will remain with tenants at all times.