

PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING

POLICY: FIRE AND FIRE SAFETY

SERVICE AREA: ALL AREAS

APPLIES TO: ALL PERSONNEL, SERVICE RECIPIENTS, STUDENTS, VISITORS
AND VOLUNTEERS

PREAMBLE

Penticton and District Society for Community Living (PDSCL) is committed to ensuring the safety and well-being of all supported individuals, staff, volunteers, and PDSCL assets in the event of a fire. The implementation of the following procedures and measures is essential to maintain a high standard of safety and preparedness, ensuring an effective and organized response during a fire emergency.

Definitions

- **Staging Area:** A pre-designated meeting area located outside the primary site where individuals gather during an evacuation.
- **Emergency Location:** A pre-designated location away from the primary site for safe refuge in the event of an emergency.

POLICY

1. Orientation and Training

PDSCL ensures that all staff, students, volunteers, and individuals served are thoroughly oriented to fire safety procedures upon hire or placement, and annually thereafter. The orientation will include the following topics:

- Location of fire extinguishers and smoke alarms.
- Proper use of fire extinguishers.
- Location of fire exits and escape route diagrams.
- Fire drill procedures.
- Specific staging areas and emergency locations.
- Fire safety measures.
- Proper handling of chemical agents according to the WHMIS report sheet.
- Identifying and avoiding fire hazards, and preparing for fire emergencies.

2. Fire Safety Inspections

The Penticton Fire Marshal's Office conducts random inspections of PDSCL facilities to ensure compliance with fire safety standards. Any recommendations made by the Fire Marshal are promptly addressed by PDSCL.

3. Annual Servicing

Fire extinguishers, emergency lighting, and alarm systems are serviced annually in October to ensure they are fully functional and compliant with fire safety regulations.

4. **Fire Drills**

Fire drills are conducted on a monthly basis to ensure all individuals are familiar with evacuation procedures and can respond effectively in the event of a fire emergency.

PROCEDURE

The Evacuation and Society Closure Procedure is outlined in the Emergency and Safety Plan (also referred to as the Emergency Plan or Disaster Plan) for each Penticton and District Society for Community Living (PDSCL) operational site.

Each site's Emergency and Safety Plan includes detailed procedures for responding to Evacuation and Society Closures, ensuring a prompt, coordinated, and effective response that aligns with established safety protocols.

Since each site varies based on its demographic, service recipients, and worksite structure, a tailored procedure is implemented for each location within the framework of their specific Emergency and Safety Plan.

For detailed, site-specific procedures, please refer to the corresponding Emergency and Safety Plan for your location.

EMERGENCY AND SAFETY PLAN	WORKSITE ADDRESS	DEPARTMENT
Housing and Finance Emergency and Safety Plan	439 Winnipeg Street Penticton, V2A 6P4	Housing Office, Administration
Compass and Skaha Emergency and Safety Plan	1714 Main Street, Penticton, V2A 5G8 1722 Main Street, Penticton, V2A 5G8 2872 Skaha Lake Road, Penticton, V2A 6G1	Compass House Shelter, Compass Court, Skaha Motels
180 Emergency and Safety Plan	180 Industrial Avenue, Penticton, V2A 6X9	Day Services, Employment, Youth, Outreach, Community Inclusion
Chestnut Assisted Living Emergency and Safety Plan	453 Winnipeg Street, Penticton, V2A 5M6	Chestnut Place including Kitchen and Janitorial
Creekside Emergency and Safety Plan	524 Pickering Street, Penticton, V2A 4H2	Community Inclusion, Outreach
Reeds Corner Emergency and Safety Plan	885 Fairview Road, Penticton, V2A 5Y7	Community Inclusion, Outreach
Bruce House Emergency and Safety Plan	146 Bruce Court, Penticton, V2A 6C4	Bruce House, Bruce Court
Murray House Emergency and Safety Plan	110 Murray Drive, Penticton, V2A 7E4	Murray House