

BENCO  
24 Hour  
POLICIES AND PROCEDURES

SUBJECT: INDIVIDUAL FIRE EVACUATION SAFETY PLANS

OAR: 411-325-0260 (1) a-h (2)

POLICY:

Benco has policies and procedures for individuals who cannot evacuate the program independently.

PROCEDURES:

- Individual Evacuation and Fire Safety Plan 411-325-0260 (1) a-h (2)
  - **(1) a-h** The program will develop a written fire safety and evacuation plan for individuals who are unable to evacuate the program within the required evacuation time or who request with Individual Support Team approval, not to participate in fire drills. The written plan will include: documentation of the risk to the individual's medical, physical condition, and behavioral status; identification of how the individual evacuates the program, including level of support needed; the routes to be used to evacuate the program to a point of safety; identification of assistive devices required for evacuation; the frequency the plan is to be practiced and reviewed by the individual and employees; the alternative practices; approval of the plan by the individual's parent(s), guardian or legal representative, services coordinator and Benco's Executive Director; and a plan to encourage future participation.
  - **(2)** The program will maintain documentation for the individual and employees of the practice, and review of the evacuation and fire safety plan.

Approved By: Kristen Gregory  
Kristen Gregory, Benco Board President

Date: 12-10-2019