

BENCO  
24 Hour  
POLICIES AND PROCEDURES

SUBJECT: FIRE DRILL REQUIREMENTS AND FIRE SAFETY

OAR: 411-325-0250 (1) (2) a-f (3) (4)

POLICY:

**(1-2) a-f** Benco will conduct unannounced evacuation drills when individuals are present, one per quarter each year with at least one drill per year occurring during the hours of sleep. Drills will occur at different times during day, evening and night shifts with exit routes being varied based on the location of a simulated fire.

PROCEDURES:

- Fire Drill Requirements and Fire Safety 411-325-0250 (1) (2) a-f (3) (4)

Written documentation will be made at the time of the fire drill and kept by the program for at least two years following the drill. Fire drill documentation will include: the date and time of the drill or simulated drill; the location of the simulated fire and exit route; the last names of all individuals and employees present in the program at the time of the drill; the type of evacuation assistance provided by employees to individuals' as specified in each individual's safety plan; the amount of time required by each individual to evacuate or employee simulating the evacuation; and the signature of the employee conducting the drill.

**(3)** Smoke alarms or detectors are tested one-time per week and protection equipment is inspected one-time monthly. Documentation of inspections are maintained as recommended by the OAR's and OSHA requirements.

**(4)** The program will provide necessary adaptations to ensure fire safety for sensory and physically impaired individuals.

Approved By: Julie Hansen  
Julie Hansen, Benco Board President

Date: 1/30/24