

## R.A.C.E Fire Evacuation Plan

- R** Rescue anyone in immediate danger
- A** Alarm – sound alarm if not triggered. Alert others
- C** Contain area – close doors while exiting
- E** Evacuate – evacuate building

North East programs are community based in a variety of locations throughout Westchester County. Supervisory staff are to become familiar with facility, exits and fire evacuation procedures if established.

Supervisory staff will ensure all staff are aware of participant's specific needs regarding evacuation, i.e., assistance walking, visual/hearing impairments, refusals to evacuate.

If in the event of a fire or need to evacuate any location, staff will adhere to the outlined steps in R.A.C.E..

The primary responsibility of all staff is to see that all persons receiving services are safely out of the building as quickly as possible.

Supervisory staff will check bathrooms on the way out.

Staff & participants will follow the planned evacuation route or to closest exit.

Staff will maintain a head count for all participants he/she is assigned. Staff will calmly escort persons out of the building to the designated assembly area, making sure not to meet/stand in way of oncoming traffic and path of first responder vehicles, fire trucks, etc.

All persons should be assembled and accounted for after evacuating.

Do not return into building unless deemed safe by Fire Department Personnel, Chief and/or Police.

Staff Printed Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_