**Emergencies Caused by Fire and Weather Policy**

**Program Name: click here to insert program name**

1. **Policy**

It is the policy of this DHS licensed provider (center) to have written plans for emergencies caused by fire, blizzards, and tornadoes. The plans must be posted in a visible place and be on file in the center. The plans must include items A to I. The fire escape plan must be rehearsed at least four times each year and the dates of rehearsals must be recorded in the file of emergency plans.

**II. Procedures**

* + - 1. **The responsibilities each staff person will assume in case of emergency**

**click here to insert the responsibilities each staff person will assume in case of emergency**

* + - 1. **Identification of primary and secondary exits**

**click here to insert the identification of primary and secondary exits**

1. **Identification of building evacuation routes**

**click here to insert the identification of building evacuation routes**

1. **Identification of an emergency shelter area within the center**

**click here to insert the identification of an emergency shelter area within the center**

1. **Instructions for evacuating or rescuing participants**

**click here to insert the instructions for evacuating or rescuing participants**

1. **Instructions for calling the fire department and emergency phone numbers**

**click here to insert the instructions for calling the fire department and emergency phone numbers**

1. **Procedures for the quarterly fire drill**

**click here to insert the instructions for procedures for the quarterly fire drill**

1. **Instructions on location and use of fire extinguishers**

**click here to insert the instructions on location and use of fire extinguishers**

1. **Instructions on closing off the fire area.**

**click here to insert the instructions on closing off the fire area**

**Policy reviewed and authorized by: click here to enter name and title**

**Date of last policy review: click here to enter date of last policy review**

**Date of last policy revision: click here to enter date of last policy revision**

**Legal Authority:** Minnesota Rules, part 9555.9720, subpart 9, items A to I