

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY
POLICIES AND PROCEDURES MANUAL**

Chapter: 5	Environment of Care		
Section: 5	Fire Prevention Management		
Topic: 6	Evacuation Difficulty Score, Destination Training and Waiver Process		
Page: 1 of 5	Supersedes Date: Pol: 2-16-00 (C10-S3-T1) Proc: 7-6-11, 3-30-11, 8-3-09, 10-31-08, 10-19-04, 9-20-01(C10-S3-T1), 3-3-00 (C10-S3-T2)	Approval Date: Pol: 12-16-04 Proc: 8-30-2021	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that all specialized group homes shall ensure fire safety in the home by following all local, state and federal regulatory standards, as applicable, and comply with applicable standards of accreditation entities. Each home maintains a current evacuation assessment for each person residing in the home as required by the State of Michigan.

Purpose

This policy and procedure is established to prescribe the consumer destination training and waiver process for people residing in specialized residential group homes and the requirement to calculate the Evacuation Difficulty score for the home.

Education Applies to:

- All BABHA Staff
- Selected BABHA Staff, as follows: Horizon Home, Client Service Specialists, Clinical Supervisors
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows: Specialized Residential Group Homes
 - Policy Only Policy and Procedure
- BABHA's Affiliates: Policy Only Policy and Procedure
- Other:

Definitions

N/A

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Procedure

Calculation of Evacuation Difficulty Score (E-Score)

The State of Michigan Certification Rules for Specialized Programs offered in an Adult Foster Care (AFC) Home to Clients with Mental Illness or Development Disability require that evacuation capability assessments are conducted within 30 days after the admission of each new resident and at least annually thereafter. In addition to the Certification Requirements, BABHA requires that an updated evacuation assessment is completed when and if the capability of a resident is affected by a new or existing health condition or disability. The assessments use a seven-step process located in 6.8 of the Life Safety Code (LSC) 101A.

- Step One – Complete the cover sheet using Worksheet 6.8.1
- Step Two – Read Section 6.3 and 6.4, then fill out Worksheets 6.8.2 and 6.8.3
- Step Three – Compute the Total Resident Evacuation Assistance Score.
- Step Four – Consider Prequalifications Related to Computing.
- Step Five – Determine the Staff Shift Score.
- Step Six – Rate the Facility Using Worksheet 6.8.9
- Step Seven – Determine Evacuation Capability.

The original completed assessment forms are retained at the specialized residential group home. A copy of the 6.8 worksheets are forwarded to the BABHA Environment of Care Office.

If the home has a very slow or impractical score and/or fire drills during waking hours that are consistently lasting longer than 3 – 4.5 minutes, or nighttime drills consistently taking more than five (5) minutes, the Client Services Specialist (CSS) needs to be informed by the Home Manager. The CSS will contact the Residential Liaison who will consult with the Home Manager to reduce fire drill times and lower the evacuation difficulty scores if indicated. In addition, the CSS should be notified of all third shift drills that take less than two (2) minutes. BABHA may request copies of 3rd shift fire drill reports on a random basis. The Residential Liaison will follow up on all drills that are out of compliance.

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Corrective action that may be considered includes (but is not limited to): problem solving the evacuation plan/routes, review of timing issues, destination training, alternative staffing patterns, adding/purchasing equipment to facilitate evacuation, psychiatric or medical reviews (e.g.: to see if there is a medical reason why someone may not wake to an alarm), referrals to psychological services for compliance issues, etc. The Residential Liaison will report recommended corrective action plans to the appropriate Director of Clinical Services and any BABHA committee for further action. Approved action plans will be communicated to the appropriate CSS and the direct supervisor.

Destination Training

All consumers who live in a group home that is owned by or under contract with BABHA will be trained to evacuate, as independently as physically possible, to a destination outside the home in response to the fire alarm signal. Completion of this training shall reflect a rating of “Yes” on question VII on the individual’s NFPA Life Safety Code (LSC) 101A Worksheet 6.8.2 RATING THE RESIDENT ON THE RISK FACTORS.

Waiver Process

If the consumer is rated “No” on question VII, the Person-Centered Planning Team may recommend the individual for waiver from the fire evacuation-training program if a consumer is incapable of physical movement, lacks the cognitive skills and/or socio-emotional stability necessary to learn to evacuate, and is assessed as being as independent in evacuation as possible. The reason for the waiver is recorded on the consumer’s NFPA (LSC) 101A Worksheet for Rating Residents 6.8.1.

If it is determined that a waiver is necessary, the CSS completes the BABHA “Destination Training Waiver” form. The waiver form must be signed by the Clinical Team Supervisor and the Residential Liaison. A copy of the signed waiver will be filed at the consumer’s AFC home and one copy will be placed in the consumer’s file at BABHA. Questions or concerns about the waiver process are directed to the Director of Clinical Services. The waiver will be in place for the length of the person’s stay in the group home where they are residing at the time the waiver is completed. The waiver form does not need to be completed annually, however waiver status must be reviewed and indicated in the Person-Centered Planning document on an annual basis.

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A new waiver form must be completed if the consumer moves to a different group home and the waiver remains appropriate.

Attachments

– A Procedure for Determining Evacuation Capability (Medworxx)

Related Forms

BABHA Destination Training Waiver Form (Medworxx)
 Evacuation Capability Determination for Board and Care Occupancies (G:\BABH\Safety Materials)

Related Materials

N/A

References/Legal Authority

1. P.A. 218 of 1979, as amended, the Adult Foster Care Facility Licensing Act
2. Michigan Department of Mental Health, General Rules dated 2/23/96
3. State of Michigan Certification Rules for Specialized Programs offered in an Adult Foster Care (AFC) Home to Clients with Mental Illness or Developmental Disability
4. NFPA 101A 2019 Edition Section 6.7

