**Section 411.630 Safety and Emergency Procedures**

a) Fire Safety

1) The facility shall establish a written fire prevention plan, including at a minimum:

A) Provision for an adequate fire protection service;

B) A system of fire extinguisher inspection and testing of equipment at least quarterly or at intervals approved by the Office of the State Fire Marshal;

C) An annual or more frequent inspection as required by the Office of the State Fire Marshal;

D) Availability of fire protection equipment at appropriate locations throughout the facility; and

E) Monthly inspection by the on-site fire plan coordinator.

2) A comprehensive and thorough inspection of the facility shall be conducted annually or on a schedule approved by the Office of the State Fire Marshal to determine compliance with safety and fire prevention standards. A weekly fire and safety inspection of the facility shall be made by a trained facility staff member.

3) Facilities shall be equipped with non-combustible receptacles at all entrances for extinguishing smoking materials and shall have separate containers for other combustible refuse at accessible locations throughout living quarters in the facility. Special containers shall be provided for flammable liquids and for rags used with flammable liquids that meet Underwriters Laboratory specifications. All receptacles and containers shall be emptied and cleaned daily.

4) The fire plan shall be reviewed annually by the facility director and updated as needed.

b) Flammable, Toxic, and Caustic Materials

The use and storage of all flammable, toxic, and caustic materials shall be controlled. These materials must be under direct staff control and be properly stored and secured. Warning labels to prevent use by children and youth must be strictly followed.

c) Emergency Power and Communications

1) The facility shall have access to an alternative power source to maintain essential services in an emergency. The facility shall have emergency lights in areas such as living, activity, and program areas, and all means of egress in accordance with applicable fire and building codes.

2) The facility shall provide for a communications system within the facility and between the facility and the community in the event of urgent, special, or unusual incidents or emergency situations.

3) The facility shall establish a written evacuation plan prepared in the event of a fire or a major emergency that shall be approved by the Office of the State Fire Marshal. The plan shall be reviewed annually and updated as needed. Revised plans shall be reissued and provided to the Office of the State Fire Marshal and to the local fire safety authority. The plan shall include the following:

A) Location of buildings and room floor plans;

B) Use of exit signs and directional arrows for traffic flow;

C) Location of publicly posted evacuation plans; and

D) Monthly drills in all occupied locations of the facility. Where evacuation of children and youth with high risk behavior would pose a safety concern, staff drills may be conducted instead of evacuating such children and youth.

d) Emergency Plans

1) All facility personnel shall be trained in the implementation of written emergency plans. Work stoppage and riot or disturbance plans shall be communicated only to appropriate supervisory staff or other personnel directly involved in the implementation of those plans.

2) The facility shall provide the means for the immediate release of children and youth from locked areas in case of an emergency and provide for a backup system of security for children and youth.

e) Runaways and Missing Children and Youth

The facility shall establish a written plan regarding runaways and missing children and youth. The plan shall ensure a timely coordinated response with the child's or youth's caseworker and local law enforcement. The plan shall be reviewed at least annually and updated as needed. The facility shall have the plan readily available for review upon request by the Department.