

Washtenaw County Community Mental Health

**FIRE PREVENTION AND EVACUATION PLAN – (policy)**

**PURPOSE**

- Provide an ongoing program designed to establish and maintain fire safety.
- Provide direction to staff in order to enhance fire safety knowledge and responsibilities.

**POLICY**

- Procedures are established to identify and maintain all applicable required features of fire protection and National Fire Prevention Association (NFPA) Life Safety Code Standards
- Procedures are established for inspecting, testing, and maintaining all related fire-alarm, fire-detection, and fire extinguishing systems.
- Plans are established that address appropriate staff education, training, and response to a fire emergency.
- This policy is developed to comply with applicable standards such as but not limited to: Joint Commission, Contractual requirements; Michigan Mental Health Code; third-party payer requirements; county, state, and federal regulations and laws; and Washtenaw County standards, policies, and procedures.
- All WCCMH occupied buildings shall be inspected to Fire Safety Code Compliance by Washtenaw County or its designee.
- All WCCMH occupied buildings shall document preventative maintenance and testing of their fire detection systems. This documentation will be done by the Washtenaw County Facilities Department or their designees and address the following:
  - If present, battery operated smoke detectors shall be tested annually.
  - Portable fire extinguishers shall be visually inspected monthly by the site safety representatives and annually by a qualified professional set up by Washtenaw County Facilities Department or its designee.
  - Annual inspections shall be performed by qualified professionals on the integrated fire alarm systems by Washtenaw County Facilities Department or its designee.
  - Fire drills are to be conducted on an annual basis. Documentation of the drills is to be made on the Washtenaw County Risk Management Drill Evaluation Form and maintained in the site specific safety manual.

- Each site shall develop fire evacuation plans and conduct annual drills that at a minimum test staff knowledge of (Exhibit A)
  - Use and function of fire alarm systems
  - Transmission of alarms
  - Containment of smoke and fire
  - Fire extinguishers
  - Specific fire response duties
  - Preparation for building evacuation

## **PROCEDURES**

*See procedures manual*

## **REFERENCES**

Applicable Joint Commission standards; Contractual requirements; Michigan Mental Health Code; third-party payor requirements; county, state and federal regulations and laws; and Washtenaw County standards, policies and procedures.

Washtenaw County Policy on Smoke Free Work Place

## **EXHIBITS**

- A. Washtenaw County Fire Drill Performance Evaluation
- B. Washtenaw County CMH Locations and Services

**EXHIBIT A**  
*Washtenaw County CMH*  
*(SITE LOCATION)*

**EMERGENCY DRILLS**

<b>TYPE OF DRILL:</b>		<b>DATE OF DRILL:</b>	
<b>DRILL CALLED:</b>		<b>EVACUATION COMPLETED:</b>	
<b>Total Time</b>			
<b>INITIATED BY:</b>			
<b>METHOD OF INIATING DRILL:</b>			

**PROBLEMS: (Please identify/list any issues you saw, voiced or areas of opportunity for improvement.)**

- 1)
- 2)
- 3)

**PROBLEM RESOLUTION :( Please identify solutions if applicable.)**

- 1)
- 2)
- 3)

**OTHER COMMENTS:**

**SAFETY MEMBERS INVOLVED IN THE DRILL. (List all that were involved.)**

**Were all Safety Members wearing orange safety vests and equipment necessary for particular drill? (Example: flashlight, radio, orange vests, attendance lists, bullhorn if applicable.)**

*Return this Form to Tammy Richards, Risk Management and place a copy in your site Safety Book.  
Thank You*

**WCCMH Locations and Services**

**BUSINESS HOURS**

All Offices are open during regular business hours, Monday-Friday: 8:30a-5:00p, unless otherwise noted.

**WCCMH Administration**

555 Towner St., Ypsilanti, MI 48197

**Phone:** (734) 544-3000 **Fax:** (734) 544-6732

**Access**

555 Towner St., Ypsilanti, MI 48197

**Phone:** (734) 544-3050 or 1(800) 440-7548 24-hours a day, 7 days a week, walk in available between the hours of 8:30 AM and 5:00 PM, Monday through Friday.

**Services:** Access is the central entry point for Medicaid eligible and uninsured adults and children requesting mental health, developmental disabilities, and/or substance use disorder information and services in Washtenaw County

- Screening eligibility for CMH services
- Crisis Mobile Services
- Referral and linkage to community resources that best meet needs
- Assistance with coordinating care for a friend, family member or loved one
- Peer support services.

**Services to Adults with Mental Illness –Ypsilanti site**

555 Towner St., Ypsilanti, MI 48197

**Phone:** (734) 544-3000 **Fax:** (734) 544-6732

**Services:** Outpatient Behavioral Health, Addictions, Co-Occurring, Case Management, Services supporting Rehabilitation or Resilience (care coordination, Community Integration, Family Support, Peer Support)

- Crisis Intervention
- Client Services Management
- Vocational Services
- Mental Health Clinic Services (including psychiatry and nursing and behavior psychology)
- Co-occurring Disorders Services
- Multifamily Psycho education Groups
- Assertive Community Treatment
- Dialectical Behavior Therapy
- Illness Management and Recovery
- Self Determination

**Services to Adults with Mental Illness -Ann Arbor site**

110 N. 4th Ave., Ann Arbor, MI 48107

**Phone:** 544-3050, 800-440-7548

**Services:** Outpatient Behavioral Health, Addictions, Co-Occurring, Case Management, Assertive Community Treatment, Services supporting Rehabilitation or Resilience (care coordination, Community Integration, Family Support, Peer Support)

- Crisis Intervention
- Client Services Management
- Vocational Services
- Mental Health Clinic Services (including psychiatry, nursing, occupational therapy and behavior psychology)
- Co-occurring Disorders Services
- Multifamily Psycho education Groups
- Assertive Community Treatment
- Dialectical Behavior Therapy
- Illness Management and Recovery
- Self Determination

**Project Outreach Team (PORT)/PATH and Pre-Jail Diversion Services**

110 N. 4<sup>th</sup> Ave., Ann Arbor MI 48107

**Phone:** (734) 222-3750 Fax: (734) 222-3731

**Hours:** Monday – Friday; hours vary from 7:30 am – 8 pm

**Services:** Homeless Outreach and Engagement Services

- Pre-Jail Diversion and liaison to Mental Health Court, Sobriety Court, and Street Outreach Court
- Street Soccer (SSPORT)

**Jail Services and Post-Jail Diversion -Washtenaw County Sheriff's Dept.**

2201 Hogback, Ann Arbor, MI 48108

**Phone:** (734)-971-8400 Fax: (734) 973-4389

**Services:** Behavioral Health Services to adults in a correctional setting

- Crisis Intervention
- Mental Health Clinic Services (psychiatry)
- Jail Diversion, Psychiatric Evaluation and Suicide Assessment of Inmates

**OBRA – Nursing Home Screening and Treatment Services**

110 N. 4<sup>th</sup> Ave., Ann Arbor, MI 48107

**Phone:** (734) 544-3000 Fax: (734) 544-6732

**Services:** Outpatient Behavioral Health Services

- Pre-admission Screen, Annual Resident Review (PASARR)
- Nursing Home Mental Health Monitoring
- Information and Referral

**Youth and Family Services**

2140 E. Ellsworth, Ann Arbor, MI 48108

**Phone:** (734) 222-6869 Fax: (734) 222-3225

**Hours:** Monday - Thursday 8:30 am – 7:00 pm

Friday 8:30 am to 5:00 pm

**Services:** Adult and Child Outpatient Behavioral Health Services including children with developmental disabilities, Case Management, Addictions Services, Co-Occurring Services, Services Supporting Rehabilitation or Resilience including Care Coordination, Community Integration, Employment Services and Family Support

- Crisis Intervention
- Outpatient Services
- Outpatient/CSM Services
- Mental Health Clinic Services (including psychiatry, nursing, occupational
- Therapy, behavioral psychology)
- Family Unit
- Home based services
- Infant Mental Health Services
- 4-17 Year Old Youths
- Respite Services
- Outpatient Co-occurring Disorders
- Children’s Model Waiver
- Wraparound Services
- Dialectical Behavior Therapy Youth (DBT) Services
- Direct Prevention Services
- Family Centered Approach
- Parent Management Training

**Services to Adults with Developmental Disabilities, Main Office**

2140 E. Ellsworth, Ann Arbor, MI 48108

**Phone:** (734) 222-3400 Fax: (734) 222-3461

Monday – Friday 8:30 am to 5:00 pm

Services: Outpatient Behavioral health services to adults with developmental disabilities, case management, vocational rehabilitation, Services supporting recovery and resilience including care coordination, community integration, employment services, family support

- Crisis Intervention
- Supports Coordination
- Skill Building Assistance
- Vocational Services
- Family Support/Respite Services
- Mental Health Clinic Services (including psychiatry, nursing, occupational
- therapy, dietician and psychology)
- Family Education and Skill Development
- Self Determination
- Dialectical Behavior Therapy

**Services to Adults with Developmental Disabilities, Chelsea-Manchester Program**

1250 S. Main St. Suite #2, Chelsea MI 48118

**Phone:** (734) 475-2272 FAX: (734) 475-2417

**Hours:** Monday through Thursday 8:00 am to 3:30pm; Friday 8:30-12noon

**Services:** Outpatient Behavioral Health Services to Adults with Developmental Disabilities and Mental Illness, Services Supporting Rehabilitation or Resilience

- Skill Building Assistance
- Vocational Services
- Community Integration