

SUBJECT: LIFE SAFETY MANAGEMENT PLAN	REFERENCE #1001
DEPARTMENT: ORGANIZATIONWIDE	PAGE: 1 OF: 10
APPROVED BY:	EFFECTIVE: REVISED:

**SCOPE:**

The scope of the Life Safety Management Plan is to provide an environment of care that is fire-safe.

**OBJECTIVE:**

The objective of the Life Safety Management Program is to design processes to prevent fires and protect patients in the event of a fire.

**GOALS:**

- The goals of \_\_\_\_\_ Hospital's Life Safety Management Plan includes the following:
  - To assure that the building is in compliance with applicable NFPA standards for hospitals;
  - To provide education to personnel on the elements of the Life Safety Management Program including evacuation;
  - To test and maintain the fire alarm and detection systems;
  - To institute interim life safety measures during construction or fire alarm or detection systems failures;
  - To maintain the Statement of Conditions as a living document.

**RESPONSIBILITY:**

The Safety Officer and the Director of Engineering Department share joint responsibility for the Life Safety Program and maintaining compliance with the Life Safety Code. Each department director is responsible for orienting new staff members to the department and job specific fire safety procedures. All employees of \_\_\_\_\_ Hospital are responsible for learning the hospitalwide and departmental fire safety plans.

SUBJECT: LIFE SAFETY - INTERIM CONSTRUCTION	REFERENCE #1020
DEPARTMENT: ENGINEERING DEPARTMENT/SERVICE SAFETY COMMITTEE	PAGE 1 OF: 2
APPROVED BY:	EFFECTIVE: REVISED:

**POLICY:**

- This Hospital will institute and document interim Life Safety measures to temporarily compensate for hazards posed to buildings and grounds during construction. These will include, but are not limited to:
  - All exits will be unobstructed and useable. All personnel will receive training if alternative exits must be designated. Buildings or areas under construction will maintain escape facilities for construction workers at all times. The means of egress in the construction area will be inspected daily.
  - There will be free and unobstructed access to the Emergency Department/Services for emergency forces.
  - Fire alarm, detection and suppression systems must be in good working order. If any fire system is impaired a temporary but equivalent system shall be provided and must be inspected and tested monthly. When the sprinkler or fire alarm system is out of service for more than 4 hours in 24 hours, the Hospital shall notify the local fire department and institute fire watches.
  - Temporary construction partitions must be smoke tight and built of noncombustible or limited combustible materials that will not contribute to the development or spread of a fire.
  - Additional fire fighting equipment and training for personnel on its use will be provided.
  - Smoking shall be prohibited in or adjacent to all construction areas and throughout the hospital's buildings.
  - Develop and encourage storage, housekeeping and debris removal policies and procedures which reduce flammable and combustible fire load to the lowest level necessary for daily operations.
  - A minimum of two fire drills per shift per quarter will be conducted.

Increase hazard surveillance rounds of grounds, buildings and equipment paying special attention to construction areas, storage, field offices and excavations.

# FIRE DRILL REPORT

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Alarm Set Off By:  Sprinkler  Pull Box  Smoke Detector  Phone

Area Involved: \_\_\_\_\_

Scenario: \_\_\_\_\_

## FACILITY RESPONSE

Number of personnel at scene: \_\_\_\_\_ Observers and their locations: \_\_\_\_\_

(In lieu of observing all areas of the building, an organization may randomly observe different locations within the facility provided the following are included: a) the smoke compartment from which the fire drill is initiated; another smoke compartment on the same floor level or immediately adjacent to the fire drill location; another smoke compartment on a different floor either directly above or below the fire drill location, if applicable; and an additional number of smoke compartments that are chosen randomly throughout the facility, which is equal to 20%\* of the total number of smoke compartments in the building.)

	Yes	No
Fire procedure observed by employees in involved area:	<input type="checkbox"/>	<input type="checkbox"/>
Fire procedure executed calmly, smoothly and efficiently:	<input type="checkbox"/>	<input type="checkbox"/>
Employees well aware of fire-safety rules and procedures:	<input type="checkbox"/>	<input type="checkbox"/>
Fire doors closed:	<input type="checkbox"/>	<input type="checkbox"/>
Fire Response Team responded:	<input type="checkbox"/>	<input type="checkbox"/>
Amount of time for team to respond to the scene:	_____	_____
Responded with correct extinguisher (A, B, C):	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection equipment functioned appropriately:	<input type="checkbox"/>	<input type="checkbox"/>
Emergency number utilized when calling operator to report fire:	<input type="checkbox"/>	<input type="checkbox"/>
Paging procedure correct:	<input type="checkbox"/>	<input type="checkbox"/>
Shutoffs (air circulating, air conditioning, and oxygen in fire area):	<input type="checkbox"/>	<input type="checkbox"/>
Patient records removed:	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation procedure discussed:	<input type="checkbox"/>	<input type="checkbox"/>

## EMPLOYEE REVIEW

How did personnel participating in fire drill view the outcome of the drill? Did personnel identify any opportunities to improve?

## CRITIQUE

Would the smoke and fire have been contained? Did personnel recognize their areas of responsibility? Could patients have been protected or transferred?

## FOLLOW-UP

Actions Taken: \_\_\_\_\_

What opportunities for improvement were identified? \_\_\_\_\_

Officer Conducting Drill: \_\_\_\_\_

Comments: \_\_\_\_\_

\*Note: If there is satisfactory fire drill experience and safety committee approval are evident, 10% of the total number of occupied smoke compartments in the building may be used instead of 20%.

SUBJECT: FIRE SAFETY GENERAL INSTRUCTIONS	REFERENCE #1050
DEPARTMENT: REGISTRY PERSONNEL	PAGE: 1
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APPROVED BY:	EFFECTIVE:
	REVISED:

**GENERAL INSTRUCTIONS FOR REGISTRY PERSONNEL:**

If you discover fire:

The proper response to fire or smoke is R.A.C.E.

**R** = Rescue patients immediately from fire or smoke area.

**A** = Pull fire alarm station and call emergency number give exact location.

**C** = Contain the smoke or fire by closing all doors to rooms and corridors.

**E** = Extinguish the fire (when safe to do so).

- Rescue individuals from the immediate fire or smoke area. Always rescue people before pulling the fire alarm.
- Pull the fire alarm and call emergency number to report the fire. Be sure to take this step immediately after rescuing, so that the appropriate emergency response personnel are notified and can start to the scene of the fire.
- DIAL \_\_\_\_\_ Emergency Line ... For Fire - Code \_\_\_\_\_
- Contain the fire and smoke by closing all doors in the area.
- After all doors are closed in the fire area, attempt to extinguish the fire if it is safe to do so. All personnel shall be familiar with the location and operation of fire extinguishers through the fire safety education program.
- Notify Supervisor of unit or department. Supervisors will shut off oxygen outlets at scene of fire and in adjacent rooms if necessary.
- DO NOT PANIC! Be calm and reassuring to any patients in the area.
- Follow instructions.

Know and refer to your "Fire Evacuation Plan Map."