

EPM3-O10.01 Fire Safety Planning Procedure

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36 views

POLICY

Emergency Plans

PROCEDURE

The Administrator/Executive Director/Designate must:

- Complete the Fire Safety Plan (FSP) with home-specific information.
- Review and update the FSP annually and as needed (a plan with updated dates and any changes will be provided by the Corporate Risk team annually).
- Provide the FSP to the local Fire Marshall to review and sign off annually or as anything changes as applicable.
- Organize, with the local fire department, when the annual fire and evacuation drill will take place.
- Designate an individual in the home to be responsible for fire safety, conducting fire drills, training staff on responsibilities and fire panel usage.
- Ensure 3 fire drills are completed every month: one on each shift.
- After an inspection from the local fire department where action items have been identified for repair, complete the Fire Safety Inspection Action Plan with the individual responsible for fire safety in the home.

The individual responsible for fire safety in the home must:

- Plan 3 fire drills per month; one on each shift.
- Help in planning the annual fire and evacuation drill with the Administrator/Executive Director/Designate and fire department.
- Complete the Fire Safety Inspection Action Plan with the Administrator/Executive Director/Designate after an inspection from the local fire department where action items have been identified.
- Complete the first section, "Fire Drill" of the Fire Alarm, Drill, Test or Repairs form after every fire drill.
- Conduct a monthly test of the fire and life safety system to ensure it is properly functioning.
- Complete the second section, "Fire System Testing" of the Fire Alarm, Drill, Test or Repairs form during the monthly testing of the fire and life safety system.
- Complete the third section, "Unscheduled Fire Alarm Signal Activation" of the Fire Alarm, Drill, Test or Repairs form if the fire alarm is activated for any reason other than a planned drill.
- Complete the fourth section, "Fire Alarm Equipment Test or Repair" of the Fire Alarm, Drill, Test or Repairs form if the fire and life safety system requires a repair.
- Complete the Fire Drill Evaluation Form- Scene of Fire Alarm during a fire drill on the unit that the 'fire' occurs.
- Designate an individual on another unit/area of the home to observe the staff during a fire drill and complete the Fire Drill Evaluation Form- Other Areas during a fire drill.

