

**SAMPLE MEDICAL CENTER
MANAGEMENT PLAN
for LIFE SAFETY
ANNUAL EVALUATION (year ended)**

OBJECTIVES

To provide a fire safe environment for staff, patients, and visitors through a comprehensive program for the management of Life Safety equipment, building and systems maintenance and staff training.

SCOPE

The Management Plan for the Life Safety Program applies to all hospital staff, contract staff, general and sub contractors, physicians, patients and visitors, and all buildings and grounds.

GOALS FOR (previous year)

The Life Safety Subcommittee, having reviewed the Safety Officer's Annual Evaluation of the program, issued the following recommendations for (last year):

- Continue to monitor staff performance on fire drills and maintain 95% or higher satisfactory scores on drills.
- Continue to monitor completion of all Building Maintenance Program (for Life Safety) related services to maintain a compliance level of at least 95%.
- Monitor compliance with the Above Ceiling work permit and Hot Work Permit programs to assure not less than 95% compliance.
- Maintain consideration of the Statement of Conditions (SOC) at each meeting of the Environment of Care Committee by keeping it as a standing agenda item.

PERFORMANCE

The goals of the program were met as indicated in the following performance review:

- Staff performance on fire drills was monitored and drills were completed at the required frequency of one per quarter per shift. Staff scores, on a 100-point scale, averaged 98.9. this was do to increased coverage during annual staff training as well as specifically targeted training of staff in departments with low scores from the previous year.
- The Life Safety subcommittee tracked completion of BMP services monthly. The completion rate was 100% of all scheduled services each month and the overall scores for the BMP came in at 97.6%. The Life Safety related activities were programming into the Plant

Operations CMMS and the related work orders were prioritized as “PM Critical”, making them a high priority for completion.

- Compliance with the Above Ceiling and Hot Work Permit programs was monitored through the Plant Operations office. The program was implemented in April of last year. A total of 25 above ceiling permits were issued and there were 2 reported incidents of non-compliance (worker above ceiling without a permit). The achieved compliance rate was therefore 92.5%, which was below the established threshold.
- The Statement of Conditions (SOC) was checked bi-monthly as a routine part of the Environment of Care Committee agenda. There were no activities in (year ended) that resulted in changes to the SOC.

Life Safety

Performance Standards	Last	Prev. Yr.	Results
	Year		
	Avg. Score	Avg. Score	
Staff performance on Fire Drills to average at least 95%	98.9%	93.5%	Staff response was significantly improved over the prior year.
Average achieved level of compliance for overall BMP program (score)	97.6%	94.7%	Fire door rate went from 88% to 98% after changing from Semi-annual to quarterly inspection and repair.
Above Ceiling Compliance Rate	92.5%	nd	No data for previous year as this program was implement last year. Rate fell below the established goal.
Number of Recommended Monitors	2	2	

EFFECTIVENESS

The Subcommittee’s assessment of the Life Safety Program finds that the program partially met it’s goals as shown below:

- Staff performance on fire drills was improved beyond the established goal and remained high throughout the year. The improvement activities for fire drills were more effective than planned.
- The improvement called for in overall BMP scores was achieved. The changes made to the management process and frequency of inspections was effective in achieving the planned improvement.
- The achieved compliance rate for the Above Ceiling Permit process was not quite achieved. As the threshold (goal) was set at 95% and the achieve rate came in at 92.5%, the program came close to the goal, but did not quite achieve it. Therefore the program is determined to not be as effective as planned.

- While no numeric monitor was tracked for consideration of the SOC (Statement of Conditions) at each meeting, this was accomplished and is so noted in each meeting's minutes.

RECOMMENDATIONS FOR (the coming year)

Having completed this evaluation, the Life Safety Committee Chair recommends the following goals for the Life Safety subcommittee for (the coming year):

- Continue to monitor staff performance on fire drills.
 - Rationale: One more year of monitoring will further determine if the improvement will be sustained.
- Continue to monitor completion of all Building Maintenance Program (for Life Safety) related services and maintain above 97% compliance rate in all BMP areas
 - Rationale: Driving continuous improvement in Life Safety will encourage the organization to make use of technological and operational improvements in Life Safety systems and processes.
- Monitor compliance with the Above Ceiling work permit and Hot Work Permit programs as a formal monitor to be reported to the Life Safety Committee.
 - Rational: As the established threshold was not achieved, but still seems reasonable, it is determined that improvement activities should continue in the area. The goal of 95% or greater compliance will continue into the coming year.
- Maintain consideration of the Statement of Conditions (SOC) at each meeting of the Environment of Care Committee by keeping it as a standing agenda item.
 - Rationale: While not an improvement activity, this goal is consider to be of sufficient significance to continue monitoring.

Chair, Life Safety Subcommittee

Date