

<b>POLICIES AND PROCEDURES</b>		<b>Approved</b>
<b>SAMPLE MEDICAL CENTER</b>		<b>Number: EOC.07.01</b>
<b>Department: All Departments</b>		<b>Page 1 of 3</b>
<b>Subject: Fire Prevention and Life Safety Management</b>		
<b>Title: Management Plan for Fire Prevention and Life Safety</b>		
<b>Revision Dates:</b>		<b>Original Policy Date:</b>
<b>Review Dates:</b>		

**Objective**

To provide a fire safe environment for staff, patients, and visitors through a comprehensive program for the management of Fire Prevention and Life Safety systems, equipment, staff training and planned inspections, maintenance and service to related systems, equipment and building features.

**Structure and Responsibility**

- A. All Hospital Personnel shall be responsible for the knowledge of and participation in their role in the Fire Prevention and Life Safety program. This includes surveillance and general housekeeping practices to prevent fire, compliance with and enforcement of smoking policy, and response to a Code Red event.
- B. The Plant Operations department shall be responsible for ensuring Life Safety Code requirements are documented, inspected, tested and maintained in accordance with LSC 101, 2000 edition.
- C. The Management Plan for the Life Safety Program is an integral part of the hospital’s Management Plan for the Environment of Care Program. The Life Safety Subcommittee is a subcommittee of the hospital’s Environment of Care Committee.
- D. The purpose of the Life Safety Subcommittee is to identify, report, investigate and document Life Safety Code and fire protection deficiencies, failures and user errors that may threaten the patient care environment. Committee members include:
  - 1. Chairperson: Chief Engineer
  - 2. Members: Safety Officer  
Security Supervisor  
Hyperbaric Safety Officer  
Director of Cardiopulmonary
- D. All employees shall be aware of the Life Safety Program and shall be required to participate in all required training and drills of the fire plan.

**Policy**

- A. Sample Medical Center shall have a Life Safety Program in accordance with the requirements of the Life Safety Code (LSC) (NFPA 101, 2000 edition).
- B. The Plant Operations Department shall be responsible for ensuring Life Safety Code requirements are documented, inspected, tested, and maintained in accordance with LSC 101, 2000 edition.

- C. The Director of Plant Operations shall develop policies and procedures for the Life Safety Management Program which comply with the requirements of LSC 101, 2000 edition.
- D. The Fire Prevention and Life Safety Program shall include:
1. Inspecting, testing, and maintaining fire alarm systems including quarterly testing of all circuits and annual preventive maintenance of all components.
  2. Inspecting, testing, and maintaining of a fire alarm or fire detection system that on activation:
    - a. Minimizes smoke transmission through control of designated fans and/or dampers in air handling and smoke management systems.
    - b. Transmits the fire alarm to the local fire department by way of a UL listed alarm monitoring company.
  3. Inspecting, testing, and maintaining all automatic fire extinguishing systems.
  4. Managing portable fire extinguishers, including guidelines for their identification, placement and use, a monthly inspection program, and a regular maintenance program.
  5. Reviewing proposed acquisitions of bedding, window draperies, and other curtain, furnishings, decorations, wastebaskets, and other equipment for issues related to fire safety.
  6. Reporting and investigating LSC and fire protection of deficiencies, failures, and user errors that may threaten the patient care environment during a fire.
  7. Annual evaluation of the objectives, scope, performance, and effectiveness of the documented life safety management plan.
- E. The Life Safety Program establishes:
1. Emergency procedures that address:
    - a. Facility-wide fire response needs.
    - b. Area-specific needs and fire evacuation routes;
    - c. Specific roles and responsibilities of personnel at a fire's point of origin;
    - d. Specific roles and responsibilities of personnel away from a fire's point of origin;
    - e. Specific roles and responsibilities of personnel in preparing for building evacuation.

*Note: The Fire Response Plan is outlined in section 2 of the Emergency Preparedness Plan located in the Safety Manual.*

**Orientation, Education and Training**

- A. There will be a life safety orientation and education program that addresses protection of patients, personnel, visitors, and property from smoke and fire and will include:
1. Specific roles and responsibilities of personnel, physicians, and other licensed independent practitioners at a fire's point of origin.
  2. Specific roles and responsibilities of personnel, physicians, and other licensed independent practitioners away from a fire's point of origin.
  3. Specific roles and responsibilities of other personnel who must participate in the fire plan, such as volunteers, students, and physicians.
  4. Use and functioning of fire alarm systems, including the transmission of the alarm to local fire department by way of a UL listed alarm-monitoring company.
  5. Specific roles and responsibilities in preparing for building evacuation (*Evacuation procedure is outlined in the Code Operation Evacuation section of the Emergency Preparedness Plan located in the Safety Manual.*)
  6. Location and proper use of equipment for evacuating or transporting patients to areas of refuge.
  7. Emergency escape routes and assignments.

**B. Orientation:**

1. All new employees will be introduced to the Management Plan for the Life Safety Program during General Hospital Orientation.
2. Initial job orientation by the Department Director will include orientation to:
  - a. Location and use of the fire alarm box
  - b. Location and use of fire extinguisher(s)
  - c. Location of department exits

**C. Ongoing Education/Training:**

1. Annual retraining of hospital employees related to hospital and department fire plans is required. Annual retraining is a shared responsibility between the employee and his/her Department Director. The Life Safety Subcommittee is responsible for assuring compliance with annual retraining requirements.

**Performance Standards**

- A. BMP scores will be achieved at a rate of 95% or higher as an aggregate average and within each of the monitored areas.
- B. Staff performance on fire drills is scored an average of at least 95%.
- C. Above Ceiling and Hot Work Permit programs are supported. Report and trend number of permits issued per month.

**Evaluation**

The Management Plan for the Life Safety Program will be evaluated annually related to the scope, contents, objectives, and effectiveness of the program by the Environment of Care Committee. The results of the evaluation will be reported to the Safety Committee and the Board of Trustees, as a part of the annual evaluation of the hospital-wide Physical Environment Management Program, for information, approval, and/or recommendations.