



Documentation for Review Life Safety Code – Basic Care

Policies/Procedures

- _____ **Fire Evacuation Plan**
- _____ **Smoking Policy**
- _____ **Fire Watch and Notification**

Fire Evacuation Plan: A written plan for the protection of all residents and for their evacuation in an emergency. The plan must be posted in a conspicuous place in the facility.

Smoking Policy: A written smoking policy must be developed and enforced. Staff, patients, residents, and the general public that frequent the building must be taken into consideration when developing the smoking policy. Smoking policies must be posted in conspicuous locations.

Fire Watch and Notification: Where a fire alarm system is out of service for more than 4 hours in a 24-hour period, or an automatic sprinkler system is out of service for more than 10 hours in a 24-hour period, the Health Department must be notified, and the building must be evacuated or an approved fire watch provided for all areas left unprotected by the shutdown until the system has been returned to service. The fire watch must be conducted by dedicated personnel and the individuals cannot be assigned additional duties.

Records

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|-----------------------------------------|-------------------------------------------------------------|
| _____ Fire Drills | _____ Portable Fire Extinguishers |
| _____ Fire Alarm System | _____ Floor Finish |
| _____ Smoke Detectors | _____ Interior Finish |
| _____ Automatic Sprinkler System | _____ Generator |
| _____ Range Hood System | _____ Battery Pack Exit Signs and Emergency Lighting |

Fire Drills: Each resident shall receive an individual fire drill walk-through within five days of admission. Fire drills must include simulation of a call to the fire department. Residents and staff, as a group, must evacuate the building or relocate to an assembly point identified in the fire evacuation plan. One drill per year for total building evacuation by all staff and residents is required. Drills must be conducted monthly (a minimum of 12 per year) alternating with all work shifts.

Written records of fire drills must be maintained. Written documentation must include the dates and times of drills, duration, staff and residents participating, residents absent and why, description of the drill including escape path used, and evidence of a simulated call to the fire department.

Fire Alarm System: The automatic dialer portion of the fire alarm system must be tested monthly, and a complete fire alarm system test and servicing must be performed on an annual basis. The monthly testing may be done in conjunction with the fire drill. The fire alarm can be tested by activating a manual pull station or smoke detector. Upon activation of the alarm, determine that smoke and fire doors close properly, the fire department notification device functions, smoke dampers close, etc. Annual test documentation must itemize initiation devices and notification devices individually and list device type, address, location, and test results.

Smoke Detectors: Functional testing must be completed annually. The sensitivity of the smoke detectors must be determined during the first year after installation and every alternate year thereafter. After the second required calibration test, if the detector has remained within its listed and marked sensitivity range, the length of time between calibration tests can be extended, not to exceed 5 years.

Automatic Sprinkler System: Supervisory signals for automatic fire sprinkler systems shall be allowed to terminate in a location in the facility that is constantly attended. Waterflow alarms are not required to be transmitted off-site. Automatic fire sprinkler systems must be serviced on a quarterly and annual basis. A supply of spare sprinklers must be maintained on the premises (never fewer than six). The stock of spare sprinklers must correspond to all types and temperature ratings installed in the building. A sprinkler wrench must be kept on hand in a cabinet. The clearance between the sprinkler deflector and the top of storage cannot be less than 18 inches. This would include materials placed on shelves in closets, storage rooms, etc.

Range Hood System: Kitchens equipped with commercial cooking equipment require protection by an automatic hood extinguishing system. The system must be serviced and inspected for cleaning every 6 months and meet the requirements of UL 300.

Portable Fire Extinguishers: Monthly and annual maintenance of the portable fire extinguishers must be conducted. The 6 year chemical change for dry chemical fire extinguishers and the 12 year hydrostatic vessel test must be performed. CO₂ portable fire extinguisher vessels must be hydrostatically tested every 5 years.

Floor Finish: Interior floor finish must be Class I or Class II floor finishes (such as carpet) in corridors and exits. Facilities must have documentation as to the floor finish rating of the material.

Interior Finish: Existing buildings must have interior finish documentation indicating wall and ceiling materials are Class A or Class B interior finish rating.

Generator: Generators must be inspected weekly and exercised under load at least monthly for a minimum of 30 minutes.

Battery Pack Exit Signs and Emergency Lighting: Battery pack exit signs and emergency lighting must to be tested for 30 seconds at least monthly and annually for a 90-minute period. Equipment must be fully operational for the duration of the test. In exit signs with two bulbs, both bulbs must be functional.