

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - EMERGENCIES
ADMINISTRATIVE DIRECTIVE NO. 314
(Replaces A.D. No. 314 dated 10/5/06)

Effective Date: May 15, 2007

SUBJECT: FIRE PLAN - FIRE EXIT DRILL AND EVACUATION DRILL PROCEDURE

I. PURPOSE

A program of regular fire exit drills and evacuation drills (fire and evacuation drills) is established to prepare staff and Individuals in the event of fire or other emergency conditions requiring evacuation.

II. AUTHORITY

Department of Mental Health (DMH) Policy, Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Title 22, and Life Safety Code 101.

III. POLICY

- A. Staff on each unit under direction of their supervisor shall hold fire and evacuation drills at least quarterly for each shift (a.m., p.m., etc). Support area staff under direction of their supervisor shall hold fire and evacuation drills at least quarterly for their area. All persons on each unit or in an area at the time of the drill are required to participate in the drill. The unit or area shall telephone the Communication Center at the beginning of the drill.
- B. Fire and evacuation drills are designed to and shall test staff knowledge on assignment of specific duties, preparation for building evacuation, the use and function of the fire alarm system, transmission of alarms, containment of smoke and fire, transfer to areas of refuge and fire extinguishment.
- C. Fire and evacuation drills shall simulate emergency conditions, except that the movement of seclusion or non-ambulatory Individuals to safe areas or to the exterior of the building is not required.
- D. Unit and area staff shall be knowledgeable of the status of exit doors (locks) and pathways at all times.

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IV. METHOD

- A. A staff member coordinating a unit or area fire exit or evacuation drill shall initiate the drill by notifying other employees and Individuals by calling out "Fire and evacuation drill - This is only a drill." The coordinating staff member shall then state the type and location of the simulated emergency; i.e., "We are simulating a trash can fire in the back hall". Staff shall call the Communication Center by dialing 4081 (business phone for 'fire and evacuation drills'). The caller shall state: "This is Unit ____ (or Area ____) starting a fire and evacuation drill". The caller will advise the type and location of the simulated emergency and the direction of the evacuation. Unit or area fire alarm systems may also be used to initiate a drill, but prior arrangements must first be coordinated with the Fire Services and the Communication Center.
- B. Proper drill form reporting per JCAHO includes describing the location and type of emergency, identifying problems encountered, corrective action taken, and staff participation. Reasonable drill times are two to eight minutes, varying with each shift and with the problems encountered.

Note: Use of the Emergency Number 7119 shall be reserved for actual fires, smoke problems, and incidents requiring emergency response including emergency medical aid, etc.

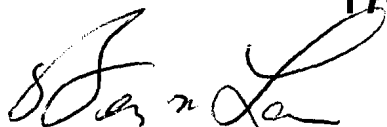
V. MONITORING

- A. The Fire Chief may appoint a Fire and Evacuation Drill Coordinator for a support area/treatment unit but the duties of this position is the responsibility of the department manager. The Coordinator monitors the drill program and the submission of drill forms. The Coordinator is responsible to ensure that the units and areas complete their required drills. Units and areas participating in the program are responsible to conduct their drills in a timely and professional manner and to submit a Fire and Evacuation Drill Report form to Fire Services. A second copy is kept on the unit or area. The third copy is made available for the Program Office or area supervisor. The Fire Chief monitors the Fire and Evacuation Drill Program, reporting to the, Chief of Plant Operations III, and Hospital Administrator on a quarterly basis.
- B. Units are required to conduct one Fire and/or Evacuation Drill each quarter for each of the three work shifts (a.m., p.m., etc). Support areas are required to complete Fire and/or Evacuation Drills on a quarterly or monthly basis (dependent on their occupancy classification). The units and support areas are responsible to complete and submit Fire and Evacuation Drill forms to the Fire Services in a timely manner (within one week after the drill).

VI. FIRE PLAN

A Fire Plan binder shall be kept on each unit and in each work area.

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BEN MCLAIN

Executive Director (Acting)

Cross Reference(s):

A.D. No. 306 Life Safety Management Program

A.D. No. 310 Fire Plan-Procedures in Case of Fire, Explosion or Rescue

A.D. No. 322 Fire Plan-Exit Information for Southern Steel Exit Doors