

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - EMERGENCIES
ADMINISTRATIVE DIRECTIVE NO. 322
(Replaces A.D. No. 322 dated 10/5/06)

Effective Date: May 15, 2007

SUBJECT: FIRE PLAN – EXIT INFORMATION FOR SOUTHERN STEEL EXIT DOORS

I. PURPOSE

To establish safety and security practices in preparing staff and Individuals in the event of fire or other emergency conditions requiring evacuation.

II. AUTHORITY

Under the direction of the Fire Marshal's office, National Fire Protection Association, National Fire Codes, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Title 22, Life Safety Code, and the State Fire Marshal's codes and regulations.

III. POLICY

- A. The use of these exit doors has a security risk and generally would not be used first in exiting during an emergency. Southern Steel exit doors are protective doors providing security measure for exits generally leading to the exterior courtyards. Special Southern Steel lock mechanisms are provided for these doors. The locks are accessible through the use of special keys, electronics, or a combination of keys and electronics. These exit doors are identified or named by signs on the inside and outside of each Southern Steel door. Fire Evacuation maps on the units and in each area address the name of each Southern Steel door. The signs use the letters S.S. followed by the area the door serves, and as appropriate, a door letter designator. A sample door sign would be as follows: S.S. Unit 14 Door A. This would be stated as Southern Steel Unit 14 Door A. Staff requiring to access a Southern Steel exit door must have knowledge of the Southern Steel exit door name and the access procedures listed below.
- B. To reduce security risks, use other priority easy-access exits early on in an emergency. Request access only when absolutely necessary. Fire doors will be opened for evacuation of Individuals and staff when authorized by the Fire Chief, Chief of Protective Services or designee (the Department of Police Services (DPS) Operations Lieutenant/Watch Sergeant and/or designee).

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IV. METHOD

- A. Call extension 7119.
- B. Provide the details of the emergency.
- C. Request access to a specific emergency exit door labeled S.S. followed by the name of the door (see the door sign/name).

V. ELECTRONIC DOORS

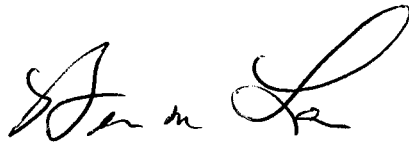
The DPS Dispatcher electronically releases the Southern Steel electronic exit doors. With a "pop" the electronic mechanism releases in the door latch and staff may push open the door to exit.

VI. KEY OPERATED DOORS

Southern Steel key-operated exit doors are opened by the DPS officers responding to the outside door lock location. An officer also responds to the inside location. Upon manually opening the Southern Steel lock, the door may be pushed or pulled open to exit. (The DPS Dispatcher is required to receive approval to release the doors as stated above.)

VII. EXIT DOOR CLOSURE AND REOPEN NOTICE

Upon notice of an exit door closure or subsequent reopening of a courtyard exit door, and/or a Southern Steel exit door due to maintenance or another occurrence, the DPS shall contact the unit Supervisor or area involved. During this high-risk security time, access through these doors is limited due to a combination slide bolt and padlock arrangement. The DPS outside patrol officer shall respond to open these locks in an emergency. DPS Watch Commander will immediately notify the Executive Director (or Executive Officer of the Day (EOD) after hours) anytime emergency access doors are opened into "No Mans Land". Upon the closing or opening of these exit doors, the unit or area involved will immediately be notified and the area Supervisor will make a log entry, informing staff and will share the information at shift change. DPS is responsible for posting and removing any "Exit Closed" sign in instances of exit door closures.



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. 314 Fire Plan-Fire Exit Drill and Evacuation Drill Procedure