

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: Safety, Security, Emergency Management **POLICY: 8.022**

SUBJECT: Fire Alarm Response

POINT PERSON: JOHN HAMILTON
DIRECTOR, FACILITY SERVICES

APPROVED: 
GREGORY P. ROBERTS
SUPERINTENDENT

DATE: NOVEMBER 1, 2010

I. POLICY

As part of the Life Safety Management Program, Oregon State Hospital (OSH) shall maintain fire response procedures and each section or building shall develop and maintain fire relocation or evacuation plans. Fire drills and in-service training shall be conducted on a regular basis to ensure that all staff are knowledgeable about the program and possess the skills and abilities to perform his/her duties during a fire emergency.

II. DEFINITIONS

- A. "Drill" means a simulated fire scenario jointly conducted by the section or building in which all OSH staff members and other occupants of the building respond simultaneously.
- B. "In-service" means a short training session attended by staff in the work area in which one or more aspects of the Life Safety Management Program is reviewed.
- C. "Section/Building Coordinator" means the person designated as the lead in an evacuation.

III. PROCEDURES

A. Response to Fire or Alarm

- 1. A person may discover a fire or be notified of fire by alarm, another person, public-address (PA) system, or by two-way radio.

2. Response to a fire drill should be the same as response to actual fire.
3. All unit/worksite staff (physicians, social workers, nurses, therapists, and managers) on the unit shall respond to all fire alarms by preparing patients and work areas for staging and relocation. If not physically present on the unit, all worksite staff shall report to the Section/Building Coordinator for assignment to provide patient assistance.
4. All employees shall be familiar with the evacuation/relocation plan for his/her work area, contained in the Safety Manual, and follow the instructions in the plan during any fire alarm. The plans, evacuation maps, and campus-wide fire response posters are to be posted in each work area.

B. Section/Building Coordinators

1. Section/Building Coordinators shall be identified so that there is a designated coordinator for each area during the hours that building is occupied.
2. The responsibilities of the Section/Building Coordinator are:
 - a. Coordinate and direct response activities for the building in case of fire alarm or other emergency; and
 - b. Complete "Coordinator Critique of Building-Wide Drills and Actual Alarms."
3. Detailed guidelines for Section/Building Coordinators are contained in the Fire Safety section under Fire Response in the Safety Manual.

C. Fire Drills

1. Fire drills are conducted quarterly in all areas and quarterly on each shift in each patient area. All employees are to participate.
2. Critiques of each drill are completed to identify potential problems needing correction.
3. Actual evacuation/relocation of patients shall occur at least once per year on each shift. Drills should be planned so that an evacuation/relocation occurs each quarter.

SUBJECT: Fire Alarm Response

POLICY NUMBER 8.022

DATE: November 1, 2010

PAGE 3 OF 3

4. Criteria and instructions for conducting fire drills are contained in OSH Policy and Procedure 8.028, Life Safety Program, and the OSH Safety Manual, Fire Safety Section.

IV. REFERENCES

The Joint Commission, Comprehensive Accreditation Manual for Hospitals, 2010,
EC.5.10 to EC.5.40
OSH Policy and Procedure 8.028, Life Safety Program
OSH Safety Manual

Replaces Oregon State Hospital Policy and Procedure 8.022, *Fire Alarm Response*, dated 10/10/2006.