



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY
Fire Management Plan		LS-500
MANUAL	EFFECTIVE DATE	REVIEW DATE
Life Safety (Environment of Care)	TBD	TBD
DEPARTMENT	REFERENCE	
Plant Operations	See references below	

SCOPE

The Fire Management Plan is Hospital-wide in scope.

PURPOSE

The Environment of Care (EOC) Fire Management Plan is established to provide a safe environment for patients, visitors and staff while minimizing the risk of fire.

POLICY

The Hospital’s Fire Management Plan contains policies and processes to ensure standard work practices are followed and to minimize the risk of fire and to quickly and appropriately act in the event of a fire to ensure safety for patients, visitors and staff.

PROCEDURE

- A. The Plant Operations Department:
 1. Ensures that all departments are compliant with all aspects of the Hospital’s Fire Plan.
 2. Establishes a Fire Plan that is compliant with all standards and regulatory requirements.
 3. Responds to all activations of the Fire Plan.
 4. Establishes and maintains telephone contact between the fire scene and the switchboard operator.
 5. Summons additional staff from unaffected areas of the Hospital as needed.
 6. Coordinates fire suppression activities until the Fire Department arrives.
 7. Directs all activities in the absence of the Administrator.
 8. Initiates and supervises any needed patient evacuation.

9. Assists with the evaluation and critique of all activities of the Fire Plan.
 10. Maintains documentation of inspection and annual preventive maintenance of all fire alarm systems.
 11. Ensures that there are current drawings or documents that address the location of all features of the fire protection.
 12. Ensures that there are inspection procedures, test criteria, and performance of an annual inspection and testing for all automatic fire extinguishing systems.
 13. Coordinates the inspection and maintenance of all portable fire extinguishers.
 14. Ensures that a process is in place that addresses all areas of the building, activation of dampers, smoke management systems, activation/deactivation of fan units to minimize smoke transmission.
 15. Assures flame resistant capabilities which shall be required of bedding, window treatments, furnishings, decorations, and trash containers.
- B. Fire drills are held at unexpected times under varying conditions, at least quarterly on each shift.
1. Staff will be familiar with procedures and will be aware of their role during a fire.
 2. When drills are conducted between the hours of 9:00 pm and 6:00 am, a coded announcement may be used instead of an audible alarm.
 3. The Plant Operations department will be responsible for planning and conducting fire drill and maintain records of each drill in the Plant Operations department.
- C. Smoke detectors and sprinkler systems are properly maintained/cleaned, inspected and tested annually. Annual inspection of the entire system is conducted by a qualified contracted vendor. There will be adequate water supply equipped with water flow, valves and tamper switches which are connected to the fire alarm system. Records of each inspection is maintained in the Plant Operations department.
- D. Fire extinguishers are located in the hospital in conspicuous areas. Class A, B or C are throughout the hospital. Class K (specifically for fires involving grease and oils) are located in the kitchen. Extinguishers are fully charged and operational at all times and have visible operating instructions. A monthly inspection is conducted for each extinguisher with date and initials of person conducting the inspection. Annual maintenance of all extinguishers is conducted by qualified contracted vendors and records will be maintained in the Plant Operations department.
- E. Range Hood: Cooking facilities will be protected from fire hazards in part with properly maintained range hoods. Range hoods will be constructed of heavy weight corrosive resistant materials. Grease removal equipment, filters, drip trays will be cleaned semi-annually. Pull stations and fire extinguisher is not blocked or obstructed. Range hood is inspected/cleaned every six (6) months by a qualified contracted vendor. Records will be maintained for range hood maintenance in the Plant Operation department.

- F. Alcohol based hand rub dispensers will meet certain parameters to ensure safety:
 - 1. Not installed directly above an electrical outlet or light switch.
 - 2. Does not leak onto the floor.
 - 3. Capacity of each dispenser is less than 1.2 liters.
 - 4. Spacing at least four (4) feet between dispensers.
 - 5. Not more than 10 gallons are used in a single smoke compartment.

- G. A fire alarm system will provide effective warning of fire in any part of the building.
 - 1. Activation of the fire alarm system shall be made by manual fire alarm initiation, automatic detection or extinguishing system operation (including smoke detectors or sprinkler system).
 - 2. Fire alarm system will automatically transmit the signal to the fire department or monitoring agency.
 - 3. The fire alarm system will be connected to a back-up power supply.
 - 4. Pull stations are within 200 feet of nurses' stations and in path of egress.
 - 5. Fire alarm system is tested and maintained at regular intervals.
 - 6. Records of fire alarm tests and records of maintenance are kept readily available.
 - 7. There will be annunciation of the fire alarm system to a central station.
 - 8. In the event the fire alarm system is out of service for more than four (4) hours in a 24 hour period (smoke detectors, sprinkler systems or any other component of the fire alarm system) a fire watch procedure will be implemented.
 - 9. Assigned personnel will walk the hospital once every hour to observe and document any sign of smoke or fire for purposes of notifying the fire department and building occupants.
 - 10. The hospital will notify the local fire department that a fire watch has been initiated.
 - 11. Fire watch personnel will be trained to extinguish small fires and to appropriately activate the fire alarm system, notify the fire department and begin evacuation procedures as necessary.

ORIENTATION/EDUCATION

- A. Initial orientation regarding the plan will be given to new employees by the Plant Operations Manager. Annual education regarding the plan will be done annually for all hospital employees. Orientation/Education will include:
 - 1. Location of fire pulls and fire extinguishers.
 - 2. Emergency shut off controls for oxygen.
 - 3. Emergency procedures for patient care areas.
 - 4. How to use a fire extinguisher.
 - 5. How to announce a fire.

MONITORING THE PLAN

- A. Performance standards for Fire Management is acknowledged through staff testing, monitoring and inspection activities, and the review of hospital incident reports.
- B. Fire Management Plan data is collected concurrently by the Plant Operations Department (i.e.; Maintenance, Environmental Services) and reviewed by the Quality Committee monthly.
- C. Data is collected based on staff input and observation of the physical environment and maintenance records. This review ensures that certain performance standards are met and maintained.
- D. Quality Improvement: At least one aspect of the EOC is monitored on a quarterly basis and a report of the results forwarded to the Quality Committee, Medical Staff Committee, and Governing Body.

EVALUATION

- A. The objectives, scope, performance, and effectiveness of the Hospital's Fire Management Program are evaluated annually.
- B. Any necessary changes are prepared and presented to the Hospital's Quality Committee and changes made to improve the plan are based on committee recommendations.

REFERENCES

Centers for Medicare & Medicaid Services (2020) State Operations Manual Appendix W – Survey Protocol, Regulations, and Interpretative Guidelines for Critical Access Hospitals. §485.623 Physical Plant and Environment. [Electronic Version]. Retrieved on 06/01/21 from https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_w_cah.pdf

National Fire Protection Association (2012). Life Safety Code Handbook.

REVISIONS/UPDATES

Date	Brief Description of Revision/Change