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| **POLICY TITLE:** | **Fire Safety Policy** - CP19 |
| **APPLIES TO:** | All Clinical Staff at Caregiver Grove Behavioral Health |
| **EFFECTIVE DATE:** | December 1, 2018 |
| **ANNUAL**  **REVIEW DATE:** | January 1 (each calendar year)  Reviewed: July 1, 2019  Reviewed: November 1, 2019  Updated: January 21, 2024  Reviewed: July 31, 2024 |
| **PURPOSE:** | The purpose of Caregiver Grove Behavioral Health’s Fire Safety policy is to ensure the safety of Caregiver Grove Behavioral Health personnel, individuals served, and visitors. |
| **DEFINITION:** | Caregiver Grove Behavioral Health Fire Safety is the policy and process used to maintain a safe environment. |
| **POLICY** | Caregiver Grove Behavioral Health’s Operations Department will oversee and maintain a fire- safe environment for employees and individuals served. All employees will be familiar with basic fire safety, evacuation plans, and the guidelines in this policy. All employees will be trained during the orientation period and have on-going training based on regulatory requirements (OAC 5122-26-12) and to ensure safety and compliance.  **Procedure**  1.) In the event of a suspected small fire, such as smoke emanating from a wastebasket, employees are authorized to attempt extinguishing it using the appropriate suppression equipment available. Simultaneously, they must verbally notify a supervisor immediately, and file a written incident report before the close of the business day.  2.) If it is determined that the fire cannot be contained, evacuation procedures must be initiated without delay. In the case of an uncontrollable fire, staff members are instructed to call 9-1-1 using a cell phone. Individuals present on the premises during the fire should be calmly escorted out through the nearest exit. Once outside, they will be relocated away from the building.  3.) All fire exits must be clearly marked, unlocked or unbarred from the inside, and adequately illuminated, unless an exemption has been granted by a certified authority of the Division of State Fire Marshal of the Department of Commerce. Fire extinguishers must be readily accessible for emergency use.  4.) Routine inspections of fire extinguishers are conducted annually during the annual fire inspection, and they are recharged or replaced as necessary.  5.) Fire drills are conducted annually to prepare staff for emergencies, with no prior announcement. Documentation of these drills, including their effectiveness, is maintained by the Operations Department. Results are reviewed by the Quality Improvement Committee to evaluate their efficacy. Evacuation plans are prominently displayed in the office.  6.) The office will contain evacuation plans.  7.) In the event of a utility failure (such as electrical failure, water break, gas leak, etc.), a list of emergency contact numbers will be kept in the reception area. In extreme situations, evacuation plans will be enacted. |
| **APPLICABLE STANDARDS:** | OAC 5122-26-12  CARF 1.H.1.; 1.H.2.; 1.H.5.; 1.H.13.; 1.H.14. |
| **EXCEPTIONS:** |  |
| **APPROVERS:** | Chass Rice | Vice President, Business Strategy & Administration  Juenethia Fisher | Chief Financial Officer (CFO) |