I. POLICY

A. Shriners Hospitals for Children Northern California’s (SHCNC) Life Safety Management Plan will provide a fire safe environment of care. SHCNC’s Life Safety Management Plan includes the protection of patient, employees, visitors and property from fire, smoke and other products of combustion.

B. Employees shall follow the general instructions for their department and know where fire extinguishers are located along with the oxygen shutoffs and evacuation routes.

C. SHCNC is equipped with general purpose portable fire extinguishers. They are located throughout the Hospital. It is each employee’s responsibility to know the location of these extinguishers.

Area or zone oxygen shutoffs will be the responsibility of the supervisor in charge of the area in which these valves are located.

D. The main oxygen shutoff valve is located in the Basement. Upon determining the need to shut off the main oxygen shut-off valve located in the basement (RmM008), the Administrator or Administrator On-Call (AOC) will notify the Chief Engineer or designee to proceed with shut-off.

E. Fire Emergency Pre-Plan

1. Know the location of the nearest fire alarm.
2. Know the emergency number to dial (Dial “55”).

3. Know the location of fire extinguishers and how to use them.

4. Know the location of all exits.

5. Know proper evacuation procedures and routes.

6. Be familiar with department specific fire procedures.

II. FACILITIES RESPONSIBILITIES


The Hospital that is under the ownership or control of the Governing Body will maintain compliance with the appropriate provisions of the 1998 edition of the Life Safety code of NFPA.

B. Inspecting, Testing and Maintaining Fire Alarm System

All circuits of the Fire Alarm System and Fire Detection Systems will be inspected and tested by Johnson Controls technicians annually and all components will have annual preventative maintenance.

The control of all designated fans and/or dampers in air handling and smoke management systems and transmissions of fire alarm signal to the local fire department shall be reliable and functional at all times.

C. Inspection, Testing and Maintaining Automatic Fire Extinguisher System

All automatic fire-extinguishing systems are inspected and tested annually.

D. Portable Fire Extinguishers

All portable fire extinguishers are clearly identified, inspected monthly and maintained annually.


A comprehensive plan to correct any life safety deficiencies, which occur or are identified by any source, will be developed immediately in writing and will address the following:

- All Life Safety Code deficiencies.
- Corrective actions (plan for improvement).
- Total cost of actions and specific funding information.
- A reasonable schedule for completion to be coordinated with available funding.
- All interim life safety measures to be implemented and enforced.

III. MATERIALS MANAGEMENT RESPONSIBILITIES


All Hospital furnishings and equipment purchases will be reviewed to determine if they meet fire retardant characteristics and flame spread necessary for continued fire safety.

IV. STAFF DEVELOPMENT RESPONSIBILITIES

A. Orientation and Education To Life Safety Program

All personnel will have knowledge of their role and responsibilities at the point of origin of a fire and away from the point of origin, use and functioning of the fire alarm systems and smoke/fire with building compartmentalization. In addition to the initial hospital orientation, all employees will be scheduled for in-services on life safety annually. See Staff Safety Questionnaire and Safety Program Performance Indicators.

B. Records of orientation and re-education will be maintained by the Human Resources Department.

V. EMERGENCY PROCEDURES

- **R** = RESCUE persons immediately from fire or smoke area.
- **A** = Pull fire Alarm station and call emergency number “55”, give exact location.
- **C** = CONTAIN the smoke or fire by closing all door to rooms and corridors.
- **E** = EXTINGUISH the fire (if safe to do so) or EVACUATE.

A. General Instructions for All Employees

1. Keep telephone lines clear for fire control
2. Do not use elevators.
3. Make sure all fire corridor and room doors are closed.
4. Clear all corridors and exits of unnecessary traffic and obstructions.
5. All nursing personnel shall report to their areas and remain there for instructions.
6. All other personnel shall report to their areas and await emergency assignment as needed.
7. In the event of fire alarm activation, re-assure patients, staff and visitors that emergency procedures have been activated.
8. PROGRAM ANNUAL REVIEW
The Life Safety Management Plan shall be evaluated by the Environment of Care Committee annually.

VI. ANNUAL EVALUATION OF THE LIFE SAFETY PLAN’S OBJECTIVE, SCOPE, PERFORMANCE AND EFFECTIVENESS

The Environment of Care Committee will evaluate the Life Safety Program annually.