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SECTION: Access/Safety	
POLICY AND PROCEDURE: Fire Safety and Prevention and Emergency Non-Medical Procedures	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

POLICY:
Site shall be maintained in a manner that provides a safe environment for all patients, visitors and personnel. Site shall meet all city, county and state fire safety and prevention ordinances. Site staff shall receive training and information on fire safety & prevention and emergency non-medical procedures.

PROCEDURE:

I.   SAFE ENVIRONMENT

    A. The provider/designee will ensure the following fire and safety precautions:
        1. Lighting is adequate in all areas.
        2. Exit doors and aisles are unobstructed and egress (escape) accessible.
        3. Exit doors are clearly marked with "Exit" signs.
        4. Clearly diagramed "Evacuation Routes" for emergencies are posted in visible locations.
        5. Electrical cords and outlets are in good working condition.
        6. At least one type of fire fighting/protection equipment is accessible at all times.
        7. Employee Alarm system

    B. Staff will be responsible to correct any "unsafe" situation, and/or report the situation to the provider/designee who will make/arrange for correction.

II.   INFORMATION AND TRAINING

    A. Fire Safety & Prevention and non-medical emergency information will be available on site. Staff will be informed of the location of the information and how to use the information. Staff training on fire safety & prevention and emergency non-medical procedures will be verifiable and may be part of staff education documented in:
- Informal or formal staff trainings
- New staff orientation
- External training courses
- Employee Alarm System –

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    B. Training topics will include:
1. Fire safety and prevention procedures including:
   a. Evacuation routes and exits for the exam rooms, office suite and building.
   b. Evacuation procedures.
   c. Location of fire alarms, extinguishers, sprinklers and smoke detectors.
   d. Emergency phone numbers.
   e. Work place violence procedures including emergency numbers.
   f. Emergency alarm system
      1. Employers must install and maintain an operable employee alarm system that has a distinctive signal to warn employees of fire or other emergencies, unless employees can promptly see or smell a fire or other hazard in time to provide adequate warning to them. (29 CFR 1910. 37) <u>OSHA: For those employers with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Such workplaces do not need a back-up system.</u>

ATTACHMENTS: Workplace Violence Protocol (Resource)
    Emergency Earthquake Plan (Resource)
    Emergency Fire Plan (Resource)
    Site Evacuation Plan (Sample)