

POLICY MANUAL

Subject: Fire Drill

Effective Date:

Initiated By: Russell Taylor
Director of Support Services Supervisor

Approved By: Timothy Tull
Chief Fiscal Officer

Review Dates: 12/02, 11/08RT, 11/11 RT, 12/13 RT **Revision Dates:** 12/05RT
11/14 RT

POLICY:

To ensure that all safety guidelines and equipment are maintained in a manner that assures the safety and comfort of the patients and staff of Cumberland Heights.

PROCEDURE:

1. Notify fire monitoring company of pending drill and time and have them put the system in Test Mode.
2. Set off alarm in building(s) and monitor the response of people within the building(s) as well as response of the Fire Responders.
3. Document the responses of the drill and note any deficiencies. Correct problems with the person(s) involved.
4. Results of the drills are reviewed by the QM and the Safety Director and brought before the Safety Committee.
5. Drills are to be varied in times and locations.
6. When finished, notify the fire monitoring company that the drill is over and have them put the system back on line.