



<b>Section</b>	Psychiatric Health Facility (PHF)	<b>Effective:</b>	4/6/2011
<b>Sub-section</b>		<b>Version:</b>	2.0
<b>Policy</b>	Fire Watch Program	<b>Last Draft Revised:</b>	
<b>Director's Approval</b>	_____	<b>Date</b>	_____
	Alice Gleghorn, PhD		
<b>PHF Medical Director's Approval</b>	_____	<b>Date</b>	_____
	Ole Behrendtsen, MD		
<b>Supersedes:</b>	Fire Watch Program eff. 4/6/2011		
<b>Approvals:</b>	PHF Medical Practice Committee:	PHF Governing Board:	

## 1. PURPOSE/SCOPE

1.1. To establish a plan of action should the fire alarm or sprinkler system be out of service.

~~for more than 4 hours in a 24-hour period. (Procedures must address both the fire alarm and sprinkler systems.)~~

~~**ACCESS:** Available in writing at staff stations and comprehended by training of all facility staff.~~

~~**STAFF:** Facility staff trained in Rescue, Alarm, Contain, and Extinguish/ Evacuate (RACE) and the implementation of a facility-wide fire watch.~~

~~**DOCUMENTATION:** Each tour is recorded with findings noting date time, and staff initials. A fire watch tour is a periodic walking tour of the entire facility by one or more assigned and trained staff. The tour monitors the facility through direct observation of all rooms for possible signs of fire.~~

~~**OCCURANCES:** Fire alarm system outages or sprinkler system outages can occur during construction, maintenance, renovation, electrical storms or other unplanned events which eliminate part or all of the fire alarm system. Sprinkler systems may also be made inoperable by a variety of planned and unplanned events.~~

## 2. DEFINITIONS

The following terms are limited to the purposes of this policy:

2.1. Rescue, Alarm, Confine, Extinguish/Evacuate (RACE) – the four essential steps to take once a fire is discovered.

2.2. Fire Watch Tour – A periodic walking tour of the entire facility by one or more assigned and trained staff that monitors the facility through direct observation of all rooms for possible signs of fire.

### 2.3. POLICY

3.1. When the fire alarm or sprinkler system is found to be out of service or scheduled for planned maintenance, staff will initiate the Fire Watch Tour.

3.2. Facility staff trained in RACE and the implementation of facility-wide fire watch will institute a fire watch or building evacuation if the fire alarm or sprinkler system is out of service for more than 410 hours in a 24 hour period.

### 3.4. PROCEDURE

4.1. When PHF staff discover or are notified that the fire alarm and/or sprinkler system is inoperable they will:

1. Contact the facilities manager, leadership on-call nurse director and maintenance manager~~General Services (see PHF Emergency Communication Plan); when any problems are encountered with the fire alarm system or sprinkler system (Action: staff)~~
2. General Services will c~~ontact~~ the fire alarm or sprinkler contractor if the maintenance manager is unable to correct the problem; (Action: administrator/nurse director/general service)
- a. The contractor shall be on site or in contact until the system is repaired, replaced, or reinitialized and working.
3. Notify the fire department at (805) 681-5500. that the sprinkler system or fire alarm system is not working correctly. (Action: facilities manager/nurse director/general services).

4.3. Notify Department of Mental Health at (916) 445-0315 that the facility is in Fire Watch mode (Action: Administration).

3.2.4.2. ~~Fire watch procedure~~ The Team Leader shall designate staff to initiate Fire Watch Tours, assigning wing, floor, and/or building identifiers.

1. Fire Watch Tours shall:
  - a. Occur at 30 minute intervals, 24 hours a day, and be documented on the *Fire Watch Tour Log (See Attachment A)*;
  - b. Be performed by staff solely dedicated to the Fire Watch and no other facility-related activities or events;

- c. Check fire department access to the facility, including fire hydrants, sprinkler connections, standpipes and fire extinguishers;
- d. Check that exits are unobstructed; and
- e. Continue until General Services or the fire alarm sprinkler contractor notify that the system has returned to normal. Notification will be documented on the *Fire Watch Tour Log*.

4.3. Maintenance staff shall be available on site or on-call for equipment emergency shutdown situations.

4.4. In the event that a fire is suspected:

- 1. Touch door handle and door to verify raised temperature;
- 2. Smell for smoke or fumes; and
- 3. Implement RACE program.
  - a. Rescue residents from immediate danger;
  - b. Alarm the local fire department at 9-911 if the fire alarm is not directly connected to the fire station;
  - c. Contain the fire by shutting doors; and
  - d. Extinguish and/or evacuate the area.

## **ASSISTANCE**

Facilities Manager

## **ATTACHMENTS**

Attachment A: Fire Watch Tour Log

## **REFERENCE**

Code of Federal Regulations

Title 42 Section 482.41

## **RELATED DOCUMENTS AND POLICIES**

PHF Emergency Response Plan (contact PHF Safety Officer for most recent version)

PHF Emergency Communication Plan (contact PHF Safety Officer for most recent version)

- [Emergency Staffing](#)
- [Disaster and Emergency Supplies for Dietary Services](#)
- [Emergency Patient, Staff, and Visitor Tracking](#)
- [Emergency Transfer Agreements with Other Facilities](#)
- [Shelter-in-Place During Emergency](#)
- [Emergency Subsistence Management](#)
- [Unusual Incident Reporting](#)

**REVISION RECORD**

DATE	VERSION	REVISION DESCRIPTION
<u>Draft</u>	<u>2.0</u>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Added definitions section</u></a></li> <li>• <a href="#"><u>Deleted Access, Staff, Documentation, and Occurrences sections.</u></a></li> <li>• <a href="#"><u>Deleted phone numbers and Action sections.</u></a></li> <li>• <a href="#"><u>Deleted procedures to notify fire and mental health departments</u></a></li> </ul>

**Culturally and Linguistically Competent Policies**

*The Department of Behavioral Wellness is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the Department. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual's preferred language or mode of communication (i.e. assistive devices for blind/deaf).*

## Psychiatric Health Facility Fire Watch Tour Log

**Policy Reference: FIRE WATCH PROGRAM**

When the fire alarm or sprinkler system is found to be out of service or scheduled for planned maintenance for more than 4 hours in a 24-hour period, staff will initiate the **Fire Watch Tour**: a periodic walking tour of the entire facility by one or more assigned and trained staff that monitors the facility through direct observation of all rooms for possible signs of fire.

Occurs at **30-minute intervals, 24-hours a day**, and be documented below:

LOCATION:	TIME:	Staff Initial:	TIME:	Staff Initial:	TIME:	Staff Initial:
Wellness Conf. Rm.						
Nurse Sup. Office						
Kitchen						
Dining room						
1 Left						
1 Right						
2 Left						
2 Right						
3 Left						
3 Right						
4 Seclusion						
5						
Nursing Sta.						
Dirty Linen						
6 Left						
6 Right						
7 Left						
7 Right						
Exercise Rm./Veranda						
Staff Off. 1						
Rec Therapy						
Hearing Rm.						
Staff Off. 2						
Comfort Rm						
Ladies' Rm						
Janitor's closet						
Men's Rm.						
8 Left						
8 Right						
9						
Med Room						
10 Seclusion						
11 Left						
11 Right						
Day Room						
Dining Room						
Patio						
Staff Off. 3						
Break Room						
Lobby						

I VERIFY THAT I HAVE INSPECTED THE FACILITY LOCATION ABOVE:

Printed Staff Name:	Initials:	Printed Staff Name:	Initials:	Printed Staff Name:	Initials: