

Shadowfax

Title	Residential Fire Safety
Policy Number	RES.6000.000.000
Initiating Authority	Executive Director, Residential
Approved By	Compliance Committee 12-1-21
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Revision Date	
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Next Review Date	July 2022
Associated Policies	RES.6002.000.000 Physical Site, ORG.1006.000.000 Fire Safety
Associated Procedures	
Associated Documents	

I. POLICY STATEMENT

Shadowfax Corporation's Residential program (RES) is committed to the safety of our staff and the individuals we serve and will maintain a fire safety program that protects our staff, our property and the public from fire incidents.

II. PURPOSE

This policy sets RES guidelines for fire prevention and fire safety in RES homes and is a companion to policy ORG.1006.000.000, Fire Safety, which sets forth organization-wide requirements.

III. SCOPE

This policy applies to all individuals, locations, and staff within the RES program.

IV. GENERAL

This policy is based on the standards set by PA Code Title 55 Chapters 6100 and 6400.

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Note: The term "Individual" is synonymous with resident, client, patient, consumer, or participant.

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V. POLICY

In addition to this policy, see policy ORG.1006.000.000, Fire Safety, which sets forth organization-wide requirements.

Notification to Local Fire Department

Each home shall notify the local fire department in writing of the address of the home and the exact location of the bedrooms of individuals who need assistance evacuating in the event of an actual fire. The Associate Directors are responsible for keeping the notification current and providing updated notifications to the local fire department if and when affected individuals change bedroom locations.

Evacuation Procedures

Each RES home shall have written emergency evacuation procedures that include individual and staff responsibilities, means of transportation and an emergency shelter location.

Smoking Safety Procedures

If smoking is permitted at the facility, there shall be written smoking safety procedures which shall be followed.

Fire Safety Training for Individuals

- An individual, including an individual 17 years of age or younger, shall be instructed in the individual's primary language or mode of communication, upon initial admission and reinstructed annually in general fire safety, evacuation procedures, responsibilities during fire drills, the designated meeting place outside the building or within the fire safe area in the event of an actual fire and smoking safety procedures if individuals smoke at the home.
- If an individual is medically or functionally unable to participate in the fire safety training, documentation shall be kept specifying why the individual could not participate.

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- A written record of fire safety training, including the content of the training and a list of the individuals attending, shall be kept.

Fire Drills

- An unannounced fire drill shall be held at least once a month.
- Fire drills shall be held during normal staffing conditions and not when additional staff persons are present.
- A written fire drill record shall be kept of the date, time, the amount of time it took for evacuation, the exit route used, problems encountered and whether the fire alarm or smoke detector was operative.
- Individuals shall be able to evacuate the entire building, or to a fire safe area designated in writing within the past year by a fire safety expert, within two and one-half (2 ½) minutes or within the period of time specified in writing within the past year by a fire safety expert. The fire safety expert may not be an employee of the home or agency. Staff assistance shall be provided to an individual only if staff persons are always present at the home while the individual is at the home.
- A fire drill shall be held during sleeping hours at least every six (6) months.
- Alternate exit routes shall be used during fire drills.
- Fire drills shall be held on different days of the week and at different times of the day and night.
- Individuals shall evacuate to a designated meeting place outside the building or within the fire safe area during each fire drill.
- A fire alarm or smoke detector shall be set off during each fire drill.

Flammable Items, Furnaces and Fireplaces

- Flammable and combustible supplies and equipment shall be utilized safely and stored away from heat sources.
- Furnaces shall be inspected and cleaned at least annually by a professional furnace cleaning company. Written documentation of the inspection and cleaning shall be kept.

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- The use of wood and coal burning stoves is permitted only if the stove is inspected and approved for safe installation by a fire safety expert. Written documentation of the inspection and approval shall be kept.
- Wood and coal burning stoves, including chimneys and flues, shall be cleaned at least every year if used more frequently than once per week during the winter season. Written documentation of the cleaning shall be kept.
- Portable space heaters, defined as heaters that are not permanently mounted or installed, are not permitted in any room including staff rooms or offices.
- Any fireplace in a home shall be securely screened or equipped with protective guards while in use.
- Any homes with a fireplace shall have the chimney and flue cleaned at least once a year if used more frequently than once per week during the winter season. Written documentation of the cleaning shall be kept.

Smoke Detectors and Fire Alarms

- Each home shall have a minimum of one operable automatic smoke detector located in common areas or hallways on each floor, including the basement and attic.
- There shall be an operable automatic smoke detector located in common areas or hallways within 15 feet of each individual and staff bedroom door,
- Smoke detectors and fire alarms shall be of a type approved by the Department of Labor and Industry or listed by Underwriters Laboratories.
- If the home serves four or more individuals or if the home has three or more stories including the basement and attic, there shall be at least one smoke detector on each floor interconnected and audible throughout the home or an automatic fire alarm system that is audible throughout the home. The requirement for homes with three or more stories does not apply to homes licensed in accordance with PA Code Title 55 chapter 6400 prior to November 8, 1991.
- If one or more individuals or staff persons are not able to hear the smoke detector or fire alarm system, all smoke detectors and fire alarms shall be equipped so that each person with a hearing impairment will be alerted in the event of a fire.

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- If a smoke detector or fire alarm is inoperative, notification for repair shall be made within 24 hours and repairs completed within 48 hours of the time the detector or alarm was found to be inoperative. There shall be a written procedure for fire safety monitoring in the event the smoke detector or fire alarm is inoperative.

Fire Extinguishers

- There shall be at least one operable fire extinguisher with a minimum 2-A rating for each floor, including the basement and attic.
- If the indoor floor area on a floor including the basement or attic is more than 3,000 square feet, there shall be an additional fire extinguisher with a minimum 2-A rating for each additional 3,000 square feet of indoor floor space.
- A fire extinguisher with a minimum 2A-10BC rating shall be located in each kitchen. The kitchen extinguisher meets the requirements for one floor as described above and must have its own extinguisher.
- A fire extinguisher shall be listed by Underwriters Laboratories or approved by Factory Mutual Systems.
- A fire extinguisher shall be accessible to staff persons and individuals.
- A fire extinguisher shall be inspected and approved annually by a fire safety expert. The date of the inspection shall be on the extinguisher.

Exits and Egress

If four or more individuals sleep above the ground floor, there shall be a minimum of two interior or exterior exits from each floor. If a fire escape is used as an exit, it shall be permanently installed.

Stairways, halls, doorways, aisles, passageways and exits from rooms and from the building shall be unobstructed.

VI. **OVERSIGHT**

Shadowfax's Compliance Committee or their designee(s) (the "Approved By") shall be in charge of the administration of this Policy. The Approved By responsibilities include:

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- 1. Identifying the action steps to come into compliance and directives to maintain compliance and implement the action steps.
- 2. Periodically reviewing this Policy and monitoring compliance to it.
- 3. Training responsible parties on their obligations under the Policy.

Revision History

Name	Date	Reason for Changes	Version