

# Shadowfax

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Title	Fire Safety
Policy Number	ORG.1006.000.000
Initiating Authority	Policy Committee
Approved By	Compliance Committee 7-14-2021
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Revision Date	
Effective Date	July 2021
Next Review Date	July 2022
Associated Policies	ORG.1005.000.000 Emergency/Disaster Evacuations, ORG.1007.000.000 Incident Management, HR.3000.000.00 Staff Safety, DAY.5000.000.000 Fire Safety, RES.6000.000.000 Fire Safety
Associated Procedures	
Associated Documents	

## I. POLICY STATEMENT

Shadowfax 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 creates guidelines for creating and maintaining fire safety standards that comply with all local, state and federal safety and health regulations, programmatic standards, and special safety concerns identified for use in a particular area or with an individual in a Shadowfax program.

## III. SCOPE

This policy applies to all Shadowfax staff, individuals and locations.

## IV. GENERAL

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Shadowfax facilities shall be operated according to applicable Federal and State laws and regulations. State agencies whose regulations may relate to the operation of a facility include the Department of Environmental Resources, the Department of Labor and Industry, the Department of Health, the Department of Education and the Department of Transportation.

## V. POLICY

**This policy sets forth organization-wide requirements.**

**Each Shadowfax program shall create and maintain additional fire safety policies and procedures specific to any applicable additional regulatory requirements.**

### Insurance

Shadowfax's legal entity shall have comprehensive general liability insurance to cover the persons who are on the premises. Shadowfax maintains a current general liability insurance policy document on file in a centralized location.

### Inspection

Each Shadowfax facility shall have a Fire Safety Inspection procedure to include the requirements specific to the location/program.

Documentation of the date, source and results of the fire safety inspection shall be kept when required per regulation.

### Fire Drills

Shadowfax will maintain a fire drill plan in accordance with specific regulatory provisions, the plan will be adhered to. Staff, individuals and guests in attendance shall participate in fire drills. The following additional guidance shall be included in the plan:

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- a. Shadowfax will maintain a written Fire Drill Log of the fire drill activity.
- b. Fire drills shall be held at different times of the day or night, or both, if applicable.
- c. Fire drills shall be held during various program activity times.
- d. The fire alarm will be activated during fire drills.
- e. Hypothetical locations of the fire shall be changed for each drill.
- f. Evacuation routes shall be posted, see RES.6000.000.000 Fire Safety policy for requirements for Shadowfax Residential homes.
- g. Evacuation plans shall provide for removal of all persons from the facility in a single trip.

## Training

All staff and individuals who are able to participate will 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, and the designated meeting place outside the building in the event of actual fire, and smoking safety procedures. A written record of the date of the training and the participants will be kept. For any individual medically or functionally unable to participate, there shall be documentation specifying why the person could not participate.

## General Facility Requirements

- a. Stairways, halls, doorways, aisles, passageways, and exits from rooms and the building will be unobstructed.
- b. All smoke detectors must be approved by the Department of Labor and Industry or listed by Underwriters Laboratories
- c. Fire extinguishers that meet local fire safety requirements must be accessible to all staff and individuals.
- d. A staff member trained in the operation of the equipment shall check the smoke detectors and fire extinguishers monthly and document the results of the inspection on the Fire Drill Log. If the system is inoperative, notification for repair must be made within 24 hours of the check and repairs completed

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within 48 hours of the check.

- e. Portable space heaters are not permitted.
- f. A fixed space heater shall be insulated or equipped with protective guards and shall be approved for use by a local fire safety professional. Written approval of the installation and written approval for use shall be on file at the facility.
- g. Written smoking safety procedures will be kept in the fire safety log at each program and residential location and must be followed as written.
- h. Weapons, firearms and ammunition are prohibited at facility locations.

## Emergency Plans:

There shall be written emergency evacuation procedures that include individual and staff responsibilities, means of transportation, an emergency shelter location and an evacuation diagram specifying directions for egress in the event of an emergency.

An evacuation diagram shall be posted in all areas of the facility. See policy ORG.1005.000.000 Emergency/Disaster policy for additional requirements, and RES.6000.000.000 Fire Safety policy for requirements for Shadowfax Residential homes.

Each Shadowfax facility shall have a written emergency plan that provides for:

1. Shelter of individuals during an emergency including shelter in place at the facility and shelter at locations away from the facility premises.
2. Evacuation of individuals from the facility building and to a location away from the facility premises. The evacuation routes and evacuation plan to exit the building may be the same as those required relating to fire drills.
3. A method for facility staff to contact emergency contacts for individuals as soon as reasonably possible when an emergency situation arises.
4. A method for facility staff to inform emergency contacts that the emergency has ended and to provide instruction as to how they can safely be reunited, as applicable.
5. Emergency plans shall be reviewed at least annually and updated as necessary. Each review and update of the emergency plan shall be documented in writing and kept on file at the facility location.

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6. Each facility person shall receive training regarding the emergency plan at the time of initial employment, on an annual basis and at the time of each plan update. The date of each training and the name of each facility person who received the training shall be documented in writing and kept on file at the facility.
7. The emergency evacuation plan shall be posted in the facility at a conspicuous location, see RES.6000.000.000 for requirements for Shadowfax Residential homes.
8. A copy of the emergency evacuation plan and subsequent plan updates shall be provided to the county emergency management agency for the facility location.
9. The telephone number of the nearest hospital, police department, fire department, ambulance and poison control center shall be posted by each telephone in the facility.

Evacuation plans shall provide for removal of all persons from the facility in a single trip.

## 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:

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.

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## Revision History

Name	Date	Reason for Changes	Version