106. FIRE AND LIFE SAFETY.

...04. Emergency Plans for Protection and Evacuation of Patients/Residents. In cooperation with the local fire authority, the administrator shall develop a written plan for employee response for protection of patients/residents in case of an emergency. The plan shall include at least the following: (1-1-88)

a. Specific procedures to follow in all potential emergencies (i.e., fire, flooding, bomb threat, explosion, natural disasters). (1-1-88)

b. A basic diagram of the building showing the location of emergency protection equipment and exits. The diagram shall be conspicuously posted throughout the facility. (1-1-88)

c. Written evidence of an arrangement for temporary housing of patients/residents who must be moved in the event of an emergency. (1-1-88)

05. Orientation, Training and Drills. All employees shall be instructed in basic fire and life safety procedures. (1-1-88)

a. All new employees shall be instructed in basic facility fire and life safety procedures during their orientation period. Documentation that such orientation has been completed shall be maintained on file in the facility. (1-1-88)

b. Fire and/or safety classes shall be made available on a quarterly basis. The facility shall make an effort to encourage all staff to attend the classes. Classes shall not be conducted in lieu of drills. (1-1-88)

c. A minimum of one (1) fire drill per shift per quarter shall be held. The drills shall be unannounced, shall include transmission of a fire alarm signal (may be silent during the late night/early morning) and shall be conducted at irregular intervals during the day and night. At least one (1) drill per year shall include at least a partial evacuation of the building. A basic written record of each drill shall be maintained and include at least the following: (1-1-88)

i. Date and time of drill; (1-1-88)

ii. Brief description of the drill, including problems encountered; (1-1-88)

iii. Recommendations for improvement (if any); and (1-1-88)

iv. Signature of employees supervising the drill together with the names of all employees participating in the drill. (1-1-88)