

DEARNESS HOME POLICIES AND PROCEDURES

MANUAL: Emergency Management Plan	INDEX NO: EMP03-004		
SECTION: Code Red - Fire	PAGE 1 of 2		
SUBJECT: Control of Fire Hazards	Implemented M / D / Y 07 01 22	Reviewed M / D / Y	Revised M / D / Y
APPROVED BY:			
DOCUMENT APPLIES TO: All Staff			
<i>A printed copy of this document may not reflect the current policy. Refer to the electronic version located in the Emergency Management on Surge Learning.</i>			

To ensure a safe environment within the home all staff will assist with the control of fire hazards. The following list of practices will be adhered to by all staff.

PROCEDURES

1. If smoking is permitted, smoke in designated areas only.
2. **Never** empty ashtrays into garbage containers. Ashtrays must be emptied into containers provided for that use.
3. **Do not** use unsafe electrical appliances, frayed extension cords, extension cords or lamp wire for permanent wiring, and overloaded circuits. Report such situations to Maintenance and follow up with a Maintenance Requisition.
4. **Do not** leave articles such as carts, tables, chairs, boxes and other obstructions, in building halls, corridors, exits or stairwells.
5. **Do not** store any items within 18 inches of a ceiling or in a manner that will obstruct the sprinkler system from operating properly.
6. **Do not** store items in any service room for which the room was not intended to contain.
7. **Do not** block, nor obstruct fire protection equipment or exits. If you see this type of situation, correct it immediately and report it to your supervisor/manager.
8. **Do not** prop, wedge or tie fire separation doors open. If you see this type of situation, correct it immediately and report it to your supervisor/manager.

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9. Rubbish and other combustible waste materials should not be allowed to accumulate in any area of the building, other than those specifically designed for that purpose. Particular attention must be paid to exits and corridors and stairwells. If you see this type of situation, correct it immediately and report it to your supervisor/manager.
10. Containers of waste materials shall be removed from the building as required
11. Combustible materials (saw dust, dust bane and other combustible absorbents) shall not be used to absorb spills of flammable or combustible liquids.
12. Greasy and oily rags, subject to spontaneous ignition, shall be deposited in a non-combustible receptacle without openings in the side and bottom and provided with a tightly fitting, self-closing lid.

Notify your Supervisor, Manager, or Administrator immediately when you discover a potential fire hazard.