

## Emergency Planning Policy

### **Note: See Administrative Policy 200.1.22**

- 1 When a required fire alarm system or sprinkler system is out of service for more than four hours, in a twenty-four hour period, the fire department shall be notified and the facility will be put on Fire-Watch until the system has been returned to service.
- 2 When a Fire Watch is placed into effect and the sprinkler system is out of service for more than four hours, the facility will notify the authority having jurisdiction over the facility. If the facility is an ICF-ID/H home, OPTIONS staff will notify the Licensing and Certification division of the California Department of Public Health.
- 3 The fire watch shall consist of a dedicated staff person walking through the facility every 30 minutes. They will visually check all rooms for any signs of smoke or fire hazards. The fire watch will continue until the fire system is returned to service.
  - 3.1 Staff will document their observations on a *Fire Watch Observation Log*.
- 4 If there are any signs of fire or smoke during a fire watch, the building will be evacuated and the fire department will be contacted to assess the site before persons are allowed to return to the home.

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Fire Watch

Policy No. 400.1

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