

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Fire Equipment Safety

Chapter:

Effective Date:
7/1/1992

Revision Date:
11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. Fire equipment must be checked periodically to make sure that everything is in working order.
2. Inspection of the fire system, including smoke detectors, interconnected alarm system, fire extinguishers and emergency lighting occurs monthly by the maintenance staff and inspection is documented on the Fire Equipment Check Form. Weekly checks are conducted by the Residential Manager in each home and documentation kept on site in the Fire/Safety Record Book. If equipment is faulty, corrective action will be made within 24 Hours. All employees have responsibility for practicing prevention and reporting unsafe conditions to their supervisor.
3. Smoke detectors are located throughout each building. A flashing red light indicates the Smoke detector is functioning properly. A solid red light indicates “alarm status” and will cause the alarm to sound.

DISCUSSION: