

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Inoperable Fire System

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. Inoperable Fire System
 1. If the fire system is inoperable (fails), the Program Coordinator appoints a person or persons to monitor for fire or any emergency event which would require alerting the residents/staff for evacuation.
 2. All staff on duty are informed of the inoperable status and instructed to maintain a continuous alert.
 3. The person who discovers a fire yells “Fire” and continues yelling “Fire” as (s)he proceeds to evacuate all residents from the building.
 4. The Program Coordinator shall be responsible for reporting the malfunction and ensuring repair to the fire system within 24 hours.
 5. Until all repairs are made, all staff will maintain a continual alert for fire.

DISCUSSION: