

## ALERTING & EXTINGUISHING SYSTEMS

### Policy & Procedure

#### Policy:

It is the policy of this facility that employees be familiar with and competent in the operation of each alerting and extinguishing system within the center.

#### Procedure:

1. The new employee orientation process will include education on the facility emergency alert systems and fire extinguishing systems. Each new employee will be required to return demonstrate their individual ability to perform the appropriate steps in identifying and/or activating an alert system or extinguishing device.
2. Mandatory in-services to reinforce alerting and extinguishing systems operation will be provided on an annual basis and will require return demonstration of each skill by each employee.
3. Mandatory fire/evacuation drills will be conducted quarterly or as defined in state and federal regulations. Employees who are not in attendance for mandatory drills will be provided with appropriate individual training opportunities to reinforce the facility's policy and procedure for emergency response.
4. Fire, tornado (seasonal), hurricane (seasonal), and/or other natural disaster drills will be conducted quarterly (geographically appropriate) on each shift to ensure that all employees have appropriate practice hours to successfully respond to an actual emergency.

I have read, understand and agree to adhere to the requirements outlined in this policy and procedure.

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review Dates: \_\_\_\_\_

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*This policy and procedure is not intended to replace the informed judgment of individual physicians, nurses or other clinicians nor is it intended as a statement of prevailing community standards or minimum standards of practice. It is a suggested method and technique for achieving optimal health care, not a minimum standard below which residents necessarily would be placed at risk.*