


**LAPEER COUNTY COMMUNITY MENTAL HEALTH****Date Issued 05/12/2008****Date Revised 03/20/12; 03/15/13; 04/30/15, 10/23/20/ 06/21/22**

<b>CHAPTER</b> Facilities	<b>CHAPTER</b> 08	<b>SECTION</b> 003	<b>SUBJECT</b> 35
<b>SECTION</b> Safety		<b>DESCRIPTION</b> Fire Safety	
<b>WRITTEN BY</b> Michael K. Vizona, M.B.A. Executive Director	<b>REVISED BY</b> Lisa Ruddy, MPH Health & Safety Officer		<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) provides an office atmosphere maintaining the highest possible standards relating to fire safety.

**STANDARDS:**

- A. The Health and Safety Committee, unless otherwise specified, is responsible for the functions described in this policy.
- B. The Health and Safety Officer or designee will serve as the Fire Safety Coordinator.

**PROCEDURES:**

- A. Fire drills are performed at a minimum of one time per year on every shift at every location.
- B. Staff are trained in fire safety (including how to use a hand-held fire extinguisher) during New Hire Orientation and provided with the agency's Emergency All Hazards Response Plan, located in the 'Templates Folder.'

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SECTION Safety		DESCRIPTION Fire Safety Plan	

- C. Staff will be complete a yearly fire safety training online.
- D. All fire extinguishers are inspected annually by a licensed company.
- E. A member of the Health and Safety Committee inspects the fire extinguishers monthly, documents and reports the interim checks through the Health and Safety Committee meeting minutes.
- F. Fire drills are documented on the Drill-Emergency Report Form #F235 and reported in the Health and Safety Meeting Minutes.
- G. The County maintenance staff completes routine checks on the fire alarm system with a licensed company as mandated by state, local and accrediting bodies.

**REFERENCES/EXHIBITS:**

Emergency All Hazards Response Plan  
Drill-Emergency Report Form #F235

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This policy supersedes  
#05/08026 dated 05/12/2008.  
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