


**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; 02/23/23;**

**4/16/24**

<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. Vizena, M.B.A. Executive Director	<b>REVISED BY</b> Jacklyn Shillinger, BA, Quality Improvement Coordinator	<b>AUTHORIZED BY</b>  Brooke Sankiewicz, LMSW, CADC, 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 serves 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 Preparedness and Response Plan, located in the 'Templates Folder.'

CHAPTER Facilities	CHAPTER 08	SECTION 003	SUBJECT 35
SECTION Safety		DESCRIPTION Fire Safety Plan	

- C. Staff 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 and 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 Preparedness and Response Plan

Drill-Emergency Report Form #F235

JS

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