

LAC+USC FACILITIES MANAGEMENT POLICY & PROCEDURE

Subject Protecting Patients, Staff and Others		Original Issue Date: 4/5/06	Policy # 413
		Supersedes: 8/24/2017	Effective Date: 1/12/2021
Departments Consulted: Facilities Management	Reviewed & Approved by: Facilities Management	Approved by: Facilities Management Director	

PURPOSE:

To ensure LAC+USC Medical Center patients, employees, visitors, and property are protected from fire, smoke, and other products combustion.

POLICY:

It is the policy of LAC+USC Medical Center to protect patients, employees, visitors, and property from fire, smoke, and other products combustion.

PROCEDURE:

1. LAC+USC Medical Center written fire plan covers all aspects of fire protection and prevention. The plan is a comprehensive guide for actions to be taken by building occupants in a fire emergency. The plan is approved by and reviewed annually by the Los Angeles City or County fire department.
2. All new employees, volunteers, and contract employees receive orientation training in fire safety. After on year of employment, all employees must attend the Emergency Preparedness Training class.
3. Fire service equipment is inspected and maintained by the use of a computer maintenance management program. All required inspections and tests are based on the NFPA and Joint Commission standards.
4. The acquisitions of items like bedding, window draperies, decorations, gowns, and wastebaskets must meet national standards for materials fire safety. Materials Management and Facilities Management review all material for fire safety.

RESPONSIBILITY:

The responsibility for the development of the fire safety program rests with the Director of Facilities Management or designee and the Safety Officer. The responsibility for implementation of the program is shared equally by all employees of the healthcare medical center.

REVISION DATES:

2/24/09, 1/24/2012, 3/18/16, 8/24/2017