

Policy & Procedure Manual

FIRE SAFETY/FIRE DRILL – R-VII-3

POLICY:

In order to ensure the safety of everyone, all people supported and support staff will be educated about fire safety, fire safety procedures, the fire plan and the emergency preparedness plan when they first become involved with the organization and annually thereafter.

Each location will be inspected annually by the local Fire Department. Each home will post OPTIONS' Fire and Evacuation plan and, in accordance with Regulation 299/10, the approved Thunder Bay Fire and Rescue Service's Fire Safety Plan.

Fire and life safety systems; fire extinguishers, smoke alarms, carbon monoxide detectors, emergency lights and automatic door closures will be inspected once a year by a certified technician and tested monthly by frontline staff to ensure they are in operating condition. All areas not equipped with wired emergency lighting will use rechargeable flashlights.

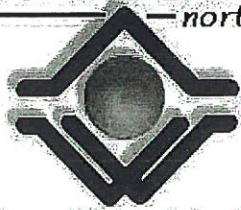
If fire and life safety systems are not working Thunder Bay Fire and Rescue Services will be notified and alternative measures will be initiated as indicated in this policy.

PURPOSE:

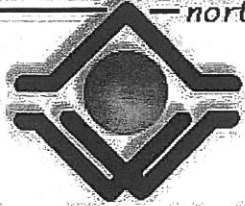
1. To ensure the safety of everyone.
2. To comply with Ministry regulations 299/10 and fire regulations set by provincial and municipal fire authorities.
3. To ensure early fire warning processes and equipment are in good working order.
4. To ensure people supported and staff are aware of fire safety, fire safety procedures, the fire plan and the emergency preparedness plan.

PRINCIPLES:

1. All homes will have a Fire and Evacuation Plan (see Appendix A and Appendix B for Nicholett's) and basic House Plan posted in a prominent location, near each exit, and on every level of the home. The posted Fire and Evacuation Plan will be consistent with principles of fire safety and will be approved by the Fire Marshall.



2. A Special Consideration Evacuation Plan (see Appendix C) will be developed for individuals who experience unique challenges during a fire drill/evacuation. These plans will be attached to the posted Fire and Evacuation Plan and a copy will be placed in the Special Consideration section of the I.S.P. binder.
3. The Thunder Bay Fire and Rescue Service's Fire Safety Plan will be submitted annually for approval by the Fire Marshall. The approved plan will be posted at the main entrance of each location.
4. Fire and evacuation drills will be practiced once a month by people supported and staff. They will allow for and encourage active participation by all individuals in the home. To ensure staff have the opportunity to participate in a drill at least once annually, the supervisor will assign a different staff on each posted schedule to initiate and document the results of the monthly fire drill.
5. Times of fire and evacuation drills will be varied from month to month i.e. days and evenings. Due to the disruption of sleep to individuals supported, Thunder Bay Fire and Rescue Services has approved simulated nighttime fire drills (done during the day or evening but simulating nighttime conditions). Simulated nighttime fire drills will be scheduled and documented at least four times annually.
6. All smoke alarms will be tested during monthly fire drills.
7. All doors are to be kept closed during the day and night whenever possible (i.e. laundry room, storage room, and bedroom doors). Due to the nature and medical conditions of the individuals supported by OPTIONS northwest, bedroom doors may need to be left open during the day and night. This procedure has been approved by Thunder Bay Fire and Rescue Services. The fire safety plan addresses the issue that doors, which are approved to be left open, shall be closed by staff in the event of a fire and evacuation.
8. Keep access to exits clear of obstructions at all times.
9. Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard. Promptly remove and properly dispose of all combustible waste.
10. Keep access roadways, fire routes and fire department connections (fire hydrants) clear and accessible for fire department use.
11. The support staff holding the medication keys will take charge of implementing the fire and evacuation plan and assign duties as required.



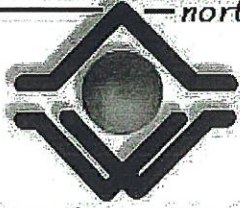
12. In the event of any shutdown of fire and life safety systems, Fire Dispatch at Thunder Bay Fire and Rescue Services will be notified by calling 684-1525. One staff will be assigned fire watch completing a visual inspection of all areas of the location every hour until all equipment is in working order. The time of this hourly inspection will be documented in the communication book. Fire Dispatch will be notified once the equipment is operational.

13. The breaker for interconnected smoke alarms will be identified and a breaker lock installed.

A) FIRE DRILLS:

PROCEDURE:

1. Determine where the fire area will be and set off an interconnected or battery operated smoke alarm as outlined in section B below.
2. Remove or assist evacuation of those individuals in immediate danger and shout warnings to others in the home.
3. Pick up the phone as if to phone 911, identifying yourself, the address of the house, how many people are in the home and the nature of their disabilities.
4. Based on the location of the fire, and the ability of the individuals, start evacuation while closing all doors.
5. During a drill, promote and educate people supported to follow proper procedures in order to become as independent as possible when the alarm sounds. For those who are unable to exit independently, support them to the nearest fire safety zone or exit.
6. For those individuals who are in bed and are non-ambulatory, if time and number of staff on duty does not allow for a quick evacuation, leave them in their bedrooms and close the door. *This is on the advice of the Fire Marshall. Bedroom doors are fire rated and, unless someone is in immediate danger, this is the safest place for the individuals until Fire personnel arrive.
7. The basic house plan, located on the wall by the exit, will be taken with you when you leave the home. The plan is used to inform fire fighters of the location of individuals remaining in the home.
8. Document details of the evacuation drill on the Fire Drill Record (see Appendix D). This will include time the drill was initiated, the number of staff and individuals involved, the time taken to complete the drill, and, most importantly, the difficulties encountered that may jeopardize the safety of anyone involved if there were an actual fire. Any concerns



Personal Support Services

POLICY: R-VII-3

DEPARTMENT: Personal Support Services

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or problems encountered during the drills are to be communicated to the Supervisor via an incident report.

9. The completed Fire Drill Record will be kept in the red fire drill binder for 2 (two) years. Anything older than 2 (two) years can be placed in a file in the group home filing cabinet.

10. The next fire evacuation drill should be carried out at a different time of day.

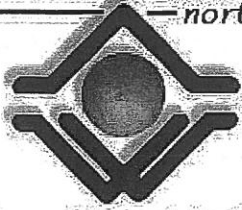
B) SMOKE ALARM TESTING:

Battery Operated Smoke Alarms:

- i. The location of all battery operated smoke alarms will be identified and noted on Side A of the Smoke Alarm Testing Record. (see Appendix E)
- ii. Once a month the staff assigned to the monthly fire drill, using the end of a broom handle, will push the test button on **each battery operated smoke alarm** until the alarm sounds.
- iii. Initial each battery operated smoke alarm tested on Side A of the Smoke Alarm Testing Record.
- iv. Inform the Supervisor of any defective smoke alarms so that an authorized Fire Safety Company can repair the problem, or, as required, replace them.
- v. Replace batteries as needed or at least twice a year – when clocks are changed in April and October.

Interconnected Smoke Alarms: Two staff required:

- i. Identify the location of all smoke alarms that are interconnected. These alarms are interconnected to the electrical panel and when the test button is pushed on one, all of the interconnected alarms will go off. Document the location of each interconnected smoke alarm on Side B of the Smoke Alarm Testing Record (see Appendix E).
- ii. Once a month, the staff assigned to the monthly fire drill will determine from Side B of the Smoke Alarm Testing Record which interconnected smoke alarm was tested the previous month. Use the next smoke alarm location listed to start the drill. This is to ensure a different alarm is tested each month, until all on the list are tested and then start over.



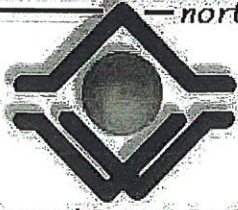
- iii. Using the end of a broom handle, one staff will depress the test button on the smoke alarm until the alarm sounds.
- iv. Continue to hold down the test button with the end of the broom handle. After a second or two, the other interconnected smoke alarms should begin to go off.
- v. The second staff will physically go to all other interconnected smoke alarms identified on side B of the Smoke Alarm Testing Record and listen to ensure that each alarm is working.
- vi. On the Fire Drill Record indicate whether all other alarms mentioned on the form sounded.
- vii. Inform the Supervisor of any defective smoke alarms so that an authorized Fire Safety Company can repair the problem.
- viii. Replace batteries as needed or at least twice a year – when clocks are changed in April and October. Most interconnected smoke alarms have battery backup.

C) CARBON MONOXIDE DETECTORS:

1. Each location will have at least one carbon monoxide detector located adjacent to the sleeping area.
2. The staff assigned to complete the fire drill will test all carbon monoxide detectors by pushing the test button to ensure each is working properly. In the column indicated on the Fire Drill Record, document with a check mark that the carbon Monoxide detectors have been tested.

D) EMERGENCY LIGHTS:

1. In order to ensure that emergency lights function at their optimum, staff completing the monthly fire drill will ensure all emergency lights are depleted of their charge. This can be done by unplugging each emergency light or by turning off the breaker in the fuse box labelled emergency lights. Once all lights go out, indicating batteries are depleted, plug them back in/switch the fuse back on. This procedure should not be done when it is dark to avoid being without lights in the event of a power failure. The lights will take approximately one hour to recharge. Record that emergency lights have been depleted in the appropriate area on the Fire Drill Record.
2. All areas not equipped with wired emergency lighting will use rechargeable flashlights that will be checked monthly.



E) FIRE EXTINGUISHERS:

1. As part of monthly Health and Safety inspections, Health and Safety representatives, and, as required, the Supervisor, will check to ensure the tag on each fire extinguisher is not out of date and that the tank is fully charged.

F) FIRE SAFETY TRAINING:

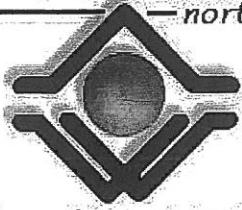
1. During orientation and annually thereafter all residential support staff and people supported will attend a Fire and Safety Review where all items on the Agenda (see Appendix F) are reviewed. Names of staff and people supported in attendance will be added to the Annual Fire Safety Review Completion Sheet (see Appendix G) which will be placed in the Annual Fire and Safety Review section of the Fire Manual. This form will be updated as required.
2. Each support staff attending the Fire and Safety Review will complete a Fire Safety Training Competence Sheet (see Appendix H). Page one of this sheet will be completed by initialing each item reviewed once understood and page two will be completed after viewing the Fire Video. The completed Fire Safety Training Competence Sheet will be forward to the Human Resources & Training Advisor.

G) RECORD OF INSPECTIONS:

1. Each location will have the following annual inspections completed:
 - a) Fire Inspection by the City of Thunder Bay Fire Department or Municipality of Murillo for Nicholett's Road
 - b) Public Health Inspection by the Thunder Bay District Health Unit
 - c) Smoke Alarm, Carbon Monoxide and Fire Extinguisher Inspections by SPI Health and Safety
 - d) Generator (Kenwood and Rosslyn only) by Project Instructor
2. Each location will have the following biannual Inspections completed:
 - a) Furnace, HRV Units, Air Conditioner and Hot Water Tanks inspected by Robert's Plumbing
 - d) Equipment Inspections by Superior Home Health Care
3. Two years of all inspection reports will be kept in the inspection section of the Fire Drill Manual. Anything older than two years can be placed in a file in the group home filing cabinet.

H) NIGHTLY CHECKS:

1. Every day the staff working the night shift will complete the Nightly Fire and Safety Check form (see Appendix I).



Personal Support Services

POLICY: R-VII-3
DEPARTMENT: Personal Support Services
CATEGORY: Environmental
EFFECTIVE DATE: January 2015
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RECOMMENDED BY: Director, Personal Support Services **APPENDICES:** 9

OPERATIONAL ACCOUNTABILITY: Administration, Personal Support Services
Administration, Personal Support Services

ORIGINAL POLICY DATE: March 1995

AUTHORIZED BY: Director, Personal Support Services

SIGNATURE:

Wayne Duce

FIRE AND EVACUATION PLAN

IN ALL CASES OF FIRE:

STAY CALM! DO NOT PANIC!

- Support Staff holding the medication keys will take charge of implementing the fire and evacuation plan and assign duties as required.
- Remove individuals from immediate danger and shout warnings to the other occupants.
- Call 911 regardless of how small the fire is (even if it has been extinguished).
- Identify yourself, the address of the house, how many people are in the home and the nature of their disabilities.
-

EVACUATION (IF REQUIRED)

- Remove individuals from immediate danger using the nearest Fire Safety Zone or available exit.
- If non-ambulatory individuals are not in wheelchairs, lower the individual onto a blanket on the floor and pull them to safety.
- If smoke conditions do not allow the individual to be removed, close all bedroom and hallway doors.

Proceed to the nearest exit and do not re-enter the home.

Staff are to meet the Fire Department to relay the following:

- ▶ **Where fire started**
- ▶ **How many people are inside and where**
- ▶ **Basic house plan**

Contact the Supervisor/Supervisor on Call

NICHOLETT'S FIRE AND EVACUATION PLAN

PLEASE BE ADVISED THAT WHEN ENTERING AND EXITING THE APARTMENT, KEYS ARE REQUIRED AT ALL TIMES.

Spare keys can be found above the apartment front door in the foyer (on the blind) and in the apartment by the television. The key is required to enter and exit the doors in the front foyer which lead into the main house, outside to the driveway and into the apartment. The same key is also required to exit or enter the doors at the back of the apartment, one leading to the back foyer, the other leading outside. Please note that once doors are unlocked the tab can be turned ensuring they remain unlocked.

IN ALL CASES OF FIRE:

STAY CALM! DO NOT PANIC!

- Support Staff holding the medication keys will take charge of implementing the fire and evacuation plan assigning duties as required.
- Remove individuals from immediate danger and shout warnings to the other occupants.
- Call 911 regardless of how small the fire is (even if it has been extinguished).
- Identify yourself, the address of the house, how many people are in the home and the nature of their disabilities.

EVACUATION (IF REQUIRED)

- Remove individuals from immediate danger first, using the nearest Fire Safety Zone or available exit.
- If non-ambulatory individuals are not in wheelchairs, lower the individual onto a blanket on the floor and pull them to safety.
- If smoke conditions do not allow the individuals to be removed, close all bedroom and hallway doors.

Proceed to the nearest exit and do not re-enter the home.

Staff are to meet the Fire Department to relay the following:

- ▶ **Where fire started**
- ▶ **How many people are inside and where**
- ▶ **Basic house plan**

**** Contact the Supervisor/Supervisor on Call**

- OPTIONS northwest -
Special Consideration Evacuation Plan

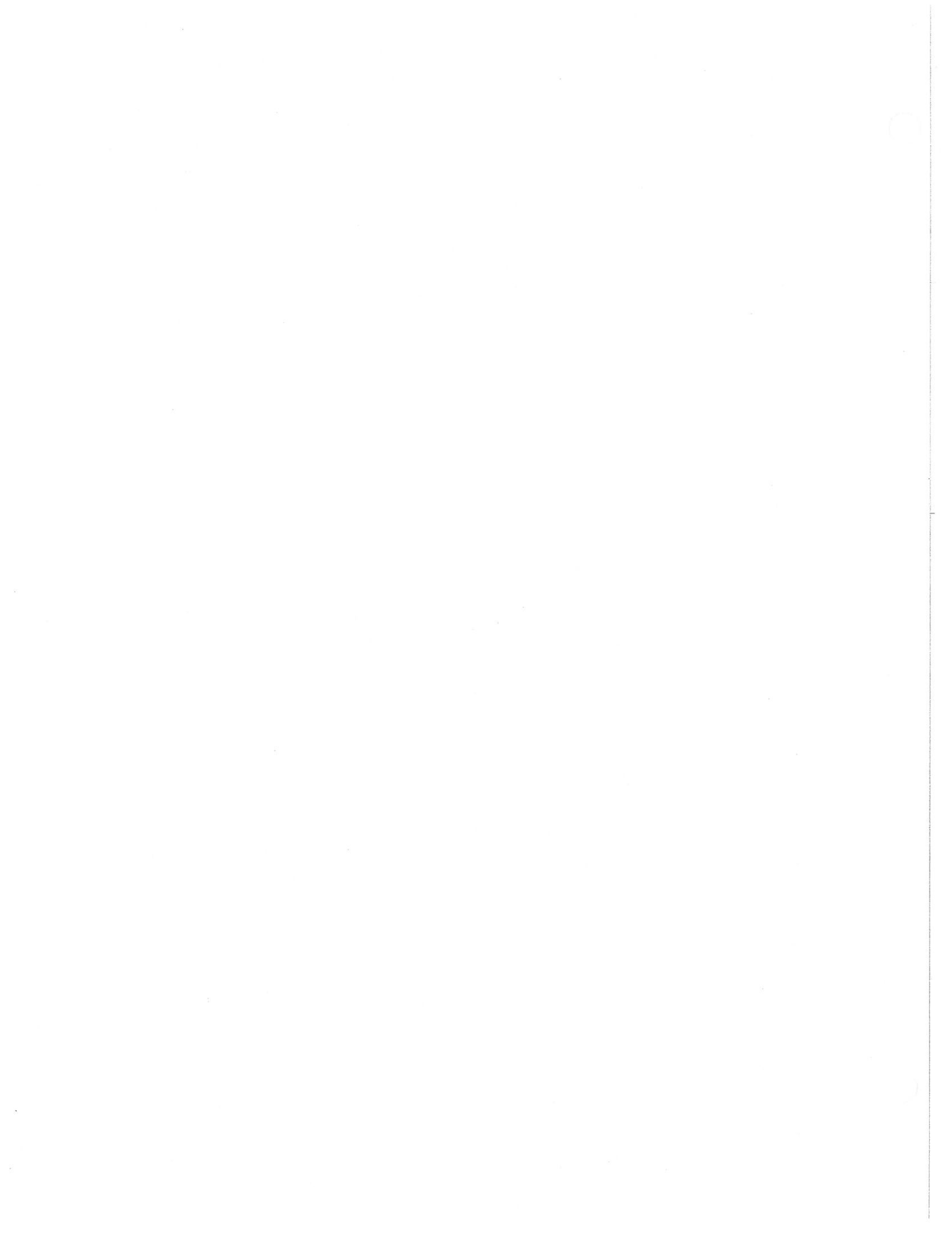
Name: _____

Location: _____ Date: _____

Special Considerations:

Identify What To Do During Fire Drill/Evacuation:

Attach to all posted *Fire & Evacuation Plans*
Place a copy in the *Special Consideration* section of the I.S.P. Binder



**- OPTIONS northwest -
FIRE DRILL RECORD**

POLICY: R-VII-3
APPENDIX D

Year: _____

NOTE: CHANGE BATTERIES IN **APRIL** AND **OCTOBER** - INDICATE THIS IN COMMENT SECTION

DATE	Month	Day	TIME		NUMBER OF AMBULATORY INDIVIDUALS AT HOME	NUMBER OF NON-AMBULATORY INDIVIDUALS AT HOME	FIRE DRILL COMPLETED BY: (INITIAL)	NUMBER OF STAFF PRESENT	INDICATE: <input checked="" type="checkbox"/> ALL INTERCONNECTED ALARMS TESTED (See Side B of Smoke Alarm Testing Record - PSS481)	INDICATE: <input checked="" type="checkbox"/> CO DETECTORS TESTED	INDICATE: <input checked="" type="checkbox"/> FIRE EXITS CHECKED	INDICATE: <input checked="" type="checkbox"/> ALL BATTERY OPERATED ALARMS TESTED (See Side A of Smoke Alarm Testing Record - PSS481)	EMERGENCY LIGHTS/RECHARGEABLE FLASHLIGHTS RECHARGED/CHECKED INITIAL	NIGHTTIME SIMULATION INDICATE: <input checked="" type="checkbox"/>	COMMENTS
			START	END											
January															
February															
March															
April Change Batteries															
May															
June															
July															
August															
September															
October Change Batteries															
November															
December															

**- OPTIONS northwest -
FIRE DRILL RECORD**

Year: _____

NOTE: CHANGE BATTERIES IN **APRIL AND OCTOBER** - INDICATE THIS IN COMMENT SECTION

DATE	TIME		COMMENTS
	Month	Day	
January			
February			
March			
April Change Batteries			
May			
June			
July			
August			
September			
October Change Batteries			
November			
December			

INDICATE: <input type="checkbox"/> NIGHTTIME SIMULATION																				
EMERGENCY LIGHTS/RECHARGEABLE FLASHLIGHTS RECHARGED/CHECKED INITIAL																				
INDICATE: <input type="checkbox"/> ALL BATTERY OPERATED ALARMS TESTED (See Side A of Smoke Alarm Testing Record - PSS481)																				
INDICATE: <input type="checkbox"/> FIRE EXITS CHECKED																				
INDICATE: <input type="checkbox"/> CO DETECTORS TESTED																				
INDICATE: <input type="checkbox"/> ALL INTERCONNECTED ALARMS TESTED (See Side B of Smoke Alarm Testing Record - PSS481)																				
NUMBER OF STAFF PRESENT																				
FIRE DRILL COMPLETED BY: (INITIAL)																				
NUMBER OF NON-AMBULATORY INDIVIDUALS AT HOME																				
NUMBER OF AMBULATORY INDIVIDUALS AT HOME																				

- OPTIONS northwest -
SMOKE ALARM TESTING RECORD

POLICY: R-VII-3 APPENDIX E

SIDE A: BATTERY OPERATED SMOKE ALARM TESTING

Home: _____ Year: _____

NOTE: ALL BATTERY OPERATED SMOKE ALARMS MUST BE TESTED MONTHLY

List location of all battery operated smoke alarms	Initial next to each alarm location once tested												
	Month >	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	Date Tested >												

NOTE: Test all interconnected smoke alarms using SIDE B of this form

- OPTIONS ..orthwest -
SMOKE ALARM TESTING RECORD

SIDE B: INTERCONNECTED SMOKE ALARM TESTING

Home: _____

Year: _____

LOCATIONS OF INTERCONNECTED SMOKE ALARMS:

- | | | | |
|----|-----|-----|-----|
| 1. | 6. | 11. | 16. |
| 2. | 7. | 12. | 17. |
| 3. | 8. | 13. | 18. |
| 4. | 9. | 14. | 19. |
| 5. | 10. | 15. | 20. |

MONTH	DATE TESTED	ALARM NUMBER FROM ABOVE USED TO START DRILL	CHECK ✓ IF ALL ALARMS SOUNDED	SIGNATURE OF PERSON PERFORMING TEST
JAN				
FEB				
MAR				
APRIL				
MAY				
JUNE				
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				

NOTE: Test all battery operated smoke alarms using SIDE A of this form

- OPTIONS northwest -
ANNUAL FIRE SAFETY REVIEW

POLICY: R-VII-3
APPENDIX F

AGENDA

Location: _____ Date: _____

Supervisor: _____

REVIEW OF THE FOLLOWING:

1. Fire Safety Policy R-VII-3
2. Completing Fire Drills – simulation of fire situation, night time simulation 4 times/year, setting off smoke detectors, checking all detectors, completing fire drill and smoke detector documentation
3. Location of posted Fire Plans with attached Special Consideration Evacuation Plans
4. Annual Fire Drill observed by Fire Department- An actual evacuation with worst case scenario (simulating night time conditions with only one staff on)
5. Checking/Recharging Emergency Lighting
6. Proper use of Fire Extinguisher
7. Carbon Monoxide Detector Testing
8. Emergency Preparedness Plan
9. Video
10. Quiz

**- OPTIONS northwest -
ANNUAL FIRE SAFETY REVIEW**

POLICY: R-VII-3
APPENDIX G

COMPLETION SHEET

YEAR: _____

ITEMS REVIEWED:

Fire Safety Policy R-Vii-3	Completing Fire Drills
Night Simulation	Observed Evacuation
Emergency Lighting	Fire Plan
Fire Extinguisher	Carbon Monoxide Detectors
Video	Quiz
Emergency Preparedness Plan	

LOCATION: _____

Please use pen and write or print names legibly below.

NAME	DATE COMPLETED

- OPTIONS northwest -
Fire Safety Training Competence Sheet

POLICY: R-VII-3
 APPENDIX H

NAME OF EMPLOYEE: _____

DATE OF ISSUE: _____

NAME OF SUPERVISOR: _____

WORK AREA: _____

PURPOSE: A RECORD FOR EACH RESIDENTIAL STAFF TO ENSURE THAT ANNUAL FIRE TRAINING NEEDS ARE MET

#	ORIENTATION TO:	DATE	INITIALS
1	Review policy on fire safety, R-VII-3		
2	Fire Drill Procedure – Process for completing a fire drill; location and use of fire plan and house plan; discuss a specific scenario and how to evacuate; explain nighttime simulated drills; discuss annual evacuation observed by fire department; how to use and complete the Fire Drill Record		
3	Smoke Alarm Testing – Procedure and recording for testing interconnected smoke alarms and battery operated smoke alarms using the Smoke Alarm Testing Record		
4	Carbon Monoxide Detector testing – Procedure and Recording		
5	Depleting Emergency Lights and Recharging – Procedure and recording; use of rechargeable flashlights for homes without emergency lights		
6	Location and how to use Fire Extinguishers		
7	Fire Video		
8	Video Quiz – complete on the back of this form		
9	Emergency Preparedness Plan – Discuss any questions staff may have after their annual review of the Emergency Preparedness Plan		

EMPLOYEE IS TO INITIAL EACH ITEM WHEN IT HAS BEEN REVIEWED AND IS UNDERSTOOD, COMPLETE QUIZ ON THE OPPOSITE SIDE OF THE PAGE AND SUBMIT THIS FORM TO THE HRTA.

Signature of Trainer

Signature of Trainee

Date

Date

Fire Safety: Key to Survival QUIZ

NAME: _____

DATE: _____

FILL IN THE BLANKS

<p>1. In order for fire to exist, three elements must be present. They are:</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p>2. Common causes of residential fires are:</p> <ul style="list-style-type: none"> • <u>E</u> _____ • <u>H</u> _____ <u>S</u> _____ • <u>S</u> _____ <u>M</u> _____
<p>3. One of the best warning systems available is a _____.</p>	<p>4. _____ are the most reliable protection devices in fire management.</p>
<p>5. Your priorities during a fire are:</p> <ol style="list-style-type: none"> 1. <u>R</u> _____ anyone in immediate danger. 2. <u>I</u> _____ the fire. 3. Sound the _____. 4. Begin _____. 5. Call the _____. 6. Get _____ out. 	<p>6. When you are using a fire extinguisher, remember the PASS method:</p> <p>P _____</p> <p>A _____</p> <p>S _____</p> <p>S _____</p>
<p>7. Slow the spread of fire by _____.</p>	<p>8. _____ drills are one of the best ways to evaluate how people will respond in a real fire.</p>
<p>9. _____ drills allow you to review or teach fire drill procedures prior to conducting a drill.</p>	<p>10. _____ drills are used to help teach fire drill procedures.</p>
<p>11. During _____ drills, the fire department participates in the drill.</p>	<p>12. Follow these rules when conducting drills;</p> <ul style="list-style-type: none"> • Don't give _____. • Practice exactly what you expect during a fire. • _____ drills during all activities and times of the day. • Block _____. • All alarm warnings are _____.

TRUE OR FALSE

PLEASE CIRCLE THE CORRECT ANSWER

- | |
|--|
| 1. T F The three elements that must be present for fire to exist are heat, fuel, and flame. |
| 2. T F If you find cracks or frays in electrical cords, you should not use them. |
| 3. T F The most common cause of residential fires is smoking materials. |
| 4. T F Smoke detectors need to be tested and cleaned according to the manufacturer's directions. |
| 5. T F Closing doors during a fire will completely stop the fire from spreading. |
| 6. T F The PASS method for using a fire extinguisher means: Pull, Aim, Sweep, and Squeeze. |
| 7. T F Your primary concern during a fire is the safety of everyone in the house. |
| 8. T F When evacuating during a fire, your first priority is to assist the people who cannot get out on their own. |
| 9. T F Prior to conducting a full-response drill, you must notify the fire department. |
| 10. T F When conducting drills, practice exactly what you would expect during a fire. |

**- OPTIONS northwest -
NIGHTLY FIRE SAFETY CHECK**

POLICY: R-VII-3
APPENDIX I

Location: _____

(NOTE: INITIAL BOX WHEN TASK COMPLETED)

MONTH/YEAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
NIGHTLY CHECKS:																																	
DOORS LOCKED																																	
DRYER LINT TRAP EMPTIED																																	
CLEAN TOASTER																																	
ALL EXITS CLEAR OF OBSTRUCTIONS																																	
CHECK FUSE BOX- BREAKER FOR SMOKE ALARMS IN 'ON' POSITION																																	

NOTE: ADDITIONAL DAILY CHECKS MAY BE ADDED AS DEEMED APPROPRIATE TO EACH AREA

**- OPTIONS northwest -
NIGHTLY FIRE SAFETY CHECK**

Location: _____

(NOTE: INITIAL BOX WHEN TASK COMPLETED)

MONTH/YEAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
NIGHTLY CHECKS:																																				
DOORS LOCKED																																				
DRYER LINT TRAP EMPTIED																																				
CLEAN TOASTER																																				
ALL EXITS CLEAR OF OBSTRUCTIONS																																				
CHECK FUSE BOX- BREAKER FOR SMOKE ALARMS IN 'ON' POSITION																																				

NOTE: ADDITIONAL DAILY CHECKS MAY BE ADDED AS DEEMED APPROPRIATE TO EACH AREA