



# PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

**Section - PSYCHIATRIC HEALTH FACILITY**

**Effective: 4/6/2011**

**Policy- FIRE WATCH PROGRAM**

**Revised:**

**PHF CEO's Approval** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Medical Staff Chair's Approval** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Chair's Approval** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form Ref. A - 4.15**

**PURPOSE:** To establish a plan of action should the fire alarm system **or** sprinkler system be out of service for more than 4 hours in a 24-hour period. (Procedures must address both the fire alarm and sprinkler systems.)

**ACCESS:** Available in writing at staff stations and comprehended by training of all facility staff.

**STAFF:** Facility staff trained in Rescue, Alarm, Contain, and Extinguish/ Evacuate (RACE) and the implementation of a facility-wide fire watch.

**DOCUMENTATION:** Each tour is recorded with findings noting date time, and staff initials. A fire watch tour is a periodic walking tour of the entire facility by one or more assigned and trained staff. The tour monitors the facility through direct observation of all rooms for possible signs of fire.

**OCCURANCES:** Fire alarm system outages or sprinkler system outages can occur during construction, maintenance, renovation, electrical storms or other unplanned events which eliminate part or all of the fire alarm system. Sprinkler systems may also be made inoperable by a variety of planned and unplanned events.

1. Contact the facilities manager, nurse director and maintenance manager when any problems are encountered with the fire alarm system or sprinkler system. (Action: staff)
2. Contact the fire alarm or sprinkler contractor should the maintenance manager be unable to correct the problem. (Action: administrator/nurse director/general services). Fire alarm or sprinkler contractor shall be on site or on contract until system is repaired, replaced or reinitialized and working.
3. Notify the fire department at (805) 681-5500 that the sprinkler system or fire alarm system is not working correctly. (Action: facilities manager/nurse director/general services).
4. Fire watch procedure shall designate facility tours designating wing, floor, or building identifier. (Action: Administration)
5. Fire watch tours shall occur at 30 minute intervals, 24 hours a Day. (Action: staff)
6. Notify Department of Mental Health at (916) 445-0315 that the facility is in Fire Watch mode (Action: Administration)