

**WEST MICHIGAN COMMUNITY MENTAL HEALTH SYSTEM  
ADMINISTRATIVE MANUAL**

		Chapter: 2	Section: 12	Subject: 1
CHAPTER: Board Services and Program Administration				
SECTION: Safety & Therapeutic Environment				
SUBJECT: Fire Safety				
Administrative Approval:		Date of Governing Board Action:		Page 1 of 3
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- I. **PURPOSE:** To establish fire safety policy and procedures that complies with the "Life Safety Code" of the National Fire Protection Association.
- II. **APPLICATION:** All mental health programs and services operated by the West Michigan Community Mental Health Governing Body.
- III. **REQUIRED BY:** Accrediting bodies.
- IV. **DEFINITIONS:**  
  
Life Safety Code: Standards developed by the National Fire Protection Association for the purpose of ensuring that the environment of the physical plant is designed to provide for the physical safety of personnel and consumers.
- V. **POLICY:** It is the policy of the West Michigan Community Mental Health to provide services in an environment which ensures optimal safety for all West Michigan Community Mental Health employees, volunteers and consumers.
- VI. **PROCEDURES:**
  1. Fire Extinguishers: The procedures are implemented in accordance with the Life Safety Management Plan. All West Michigan Community Mental Health sites shall be equipped with fire extinguishers. There shall be bi-annual visual inspections of all fire extinguishers. The fire extinguishers are located in the following board operated facilities: **(See Appendix 2-12-1A)**.
  2. Fire Protection Equipment: The following are the types of fire protection equipment at each CMH site: **(See Appendix 2-12-1A)**.
  3. Fire and Safety Evacuation: Refer to procedures for Fire Safety and Evacuation in the Emergency Preparedness Manual Section 4.
  4. Fire Drills: **(See Appendix 2-12-1A)**.
  5. Maintenance of Equipment: The following fire safety equipment shall be inspected by contracted professionals in his/her area of expertise and monitored by the Safety Officer/Facilities Specialist: **(See Appendix 2-12-1A)**.
  6. Use of Extension Cords: **(See Appendix 2-12-1A)**.

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7. Use of Portable Heating Devices: All portable heaters shall receive prior approval from a Safety Committee member.

**VII. SUPPORTING DOCUMENTS:**

Appendix 2-12-1A: Life Safety Management Plan

Appendix 2-12-1B: Building Sweepers

Please refer to:

Fire Drill Report Form EC004

2-12-1 Fire Safety

Rev: 12/2015 T. Bonstell; 01/17 jva; 04/19 zv

**WEST MICHIGAN COMMUNITY MENTAL HEALTH**

**LIFE SAFETY COMPONENT  
ENVIRONMENT OF CARE MANAGEMENT PLAN**

1. PURPOSE

The Life Safety Program at West Michigan Community Mental Health is designed to protect consumers, staff, visitors, and property from fire, smoke and other products of combustion and comply with the ***Life Safety Code***.

Contracted staffed group homes and their parent organizations will be responsible for quarterly fire drills, inspections and training in their homes. Annual fire marshal inspections shall be conducted in the homes. West Michigan Community Mental Health will assist the staffed group homes in maintaining their ***Statement of Conditions***, which complies with the ***Life Safety Code***.

2. PROCEDURES

1. **Fire Extinguishers:** All West Michigan Community Mental Health sites shall be equipped with fire extinguishers. There shall be bi-annual visual inspections of all fire extinguishers and annual physical inspection and tagging by a licensed professional. The fire extinguishers are located in the following board operated facilities:

a. 920 Diana Street, Ludington

- Southeast corner (HST entrance)
- Southeast corner (hallway leading to HST restroom area)
- East entrance (hallway leading near kitchen area)
- Northeast corner (administration wing)
- Northwest entrance (main reception area)
- Northeast entrance (main reception area)
- Northwest corner (outreach wing)
- Southwest corner (counseling and evaluation wing)
- South one (exit next to Facilities Specialist office, there are two extinguishers in this location)
- South two (hallway heading from East basement stairs)
- Furnace room 600; and
- Furnace room 604

b. 910 Conrad Industrial Drive, Ludington

- Northeast corner
- Northwest corner
- West (next to the truck well door)
- Northeast corner (classroom area)
- Southeast corner (break area); and
- Dimensions Unlimited truck

- c. 101 S. Water St., Hart
    - Progressions Kitchen
    - Shredding room
    - Store Front
    - Rear entrance
    - Storage room
    - Main activity room
  - d. 105 Lincoln, Hart
    - Northeast Corner
    - Northwest Corner
    - East Corner (at top of stairs to the mechanical room)
    - Kitchen Area
  - e. 1090 North Michigan, Baldwin
    - Southeast main entrance
    - Southeast hallway entrance
    - Center hallway
    - Kitchen
    - Clinical Records Room
  - f. 645 Michigan Ave, Baldwin
    - North wall on floor by the microwave in the CES room
2. **Fire Exits:** All West Michigan Community Mental Health sites shall have sufficient exits that will remain unobstructed during working hours and be identified with exit signs. Exits are located in the facilities as follows:
- a. 920 Diana Street, Ludington
    - Southeast corner (HST entrance)
    - Southeast corner (HST bathrooms)
    - East exit (staff entrance, near kitchen area)
    - Northeast corner (administration wing)
    - North exit (main reception area)
    - Northwest corner (outreach wing)
    - Southwest corner (counseling and evaluation wing)
    - South one (exit near Facilities Specialist Office)
    - South two (exit across from East basement stairs)
  - b. 910 Conrad Industrial Drive, Ludington
    - Northeast Corner; and
    - Northwest Corner

- c. 101 S. Water St. Hart
    - West Entrance
    - East Entrance
  - d. 105 Lincoln, Hart
    - Northwest Corner (administration entrance)
    - Southwest Corner (main entrance)
  - e. 645 Michigan Avenue, Baldwin
    - South East Main Entrance
    - North East (CES Entrance)
    - South West Exit
  - f. 1090 North Michigan, Baldwin
    - East Main Entrance
    - North Exit (Employee Entrance)
3. **Fire Protection Equipment:** The following are the types of fire protection equipment at each CMH site:
- a. 920 Diana Street, Ludington
    - Automatic audible alarms
    - Manual pull stations
    - Smoke detectors
    - Sprinkling system in basement and storage area of facility
  - b. 910 Conrad Industrial Drive, Ludington
    - Manual audible alarm
    - Smoke detectors
  - c. 101 S. Water St., Hart
    - Automatic audible alarm
    - Smoke detectors
  - d. 105 Lincoln Street, Hart
    - Automatic audible alarm
    - Manual pull stations
    - Smoke detectors
    - Sprinkler system in storage areas
  - e. 645 Michigan, Baldwin
    - Automatic audible alarm
    - Smoke detectors

- f. 1090 North Michigan, Baldwin
- Automatic Audible Alarm
  - Manual Pull Stations
  - Smoke detectors
  - Sprinkler System in Mechanical and Janitor room
4. **Fire Safety and Evacuation:** Upon hire, new employees receive extensive inservice as to the Life Safety Procedures at their assigned facility and other facilities as appropriate. Staff knowledge shall be assessed through the life safety inservice quiz and fire drill performance.
- a. Following are guidelines that shall be implemented in order to reduce obstruction when evacuating a building.
- All exit doors shall remain unlocked during times of consumer occupancy or equipped with panic hardware.
  - All corridors shall be free of obstruction such as de-icing salt, shovels, boots, furniture, etc.
  - During a fire emergency and at the end of each workday, all doors and windows shall be closed.
- b. Following are the procedures that CMH staff members shall implement in the event of a fire at **920 Diana Street, Ludington.**
- The person discovering the fire shall pull the nearest fire alarm.
  - After waiting 60 seconds, to ensure that there has not been a false alarm, the facilities specialist or receptionist at the front entrance shall contact 911.
  - Staff members, consumers, and visitors shall evacuate the building according to the posted evacuation routes for the section of the building.
    - Staff members, consumers and visitors shall meet at the north parking lot.
    - Assigned staff members from each section of the building shall be responsible for “sweeping” through their section of the building, checking each office, bathroom and any other rooms where people are likely to be working. The responsible staff person shall also close the doors behind them after “sweeping out” occupants.
    - The responsible staff shall join the rest of the employees in the north parking lot. They will report to the fire officials, any known missing persons.
    - No staff person or consumer shall re-enter the building until the “all clear” signal has been given by the fire department.
    - In the event staff persons and consumers cannot return to the building, arrangements shall be made to have consumers transported home.
- c. Following are the procedures for CMH staff persons to implement in the event of a fire at **910 Conrad Industrial Drive, Ludington.**
- The person discovering the fire shall notify any Dimensions Unlimited staff member on the premise or contact 911.
  - The Community and Employment Services Team Leader or his/her designate shall contact 911 if this was not done as stated in the section above. In addition, the Community and Employment Services Team Leader shall contact the Facilities Specialist of the fire emergency or the Executive

- Director or his/her designee in the absence of the Facilities Specialist.
- Dimensions Unlimited staff members shall immediately begin to evacuate all persons from the building to a predetermined location.
    - Once everyone has been evacuated from the building; the Community and Employment Services Team Leader shall take roll call to ensure that everyone has evacuated the building. Fire officials shall immediately be informed of missing persons.
    - After roll call has been taken, consumers and staff shall move in a northerly direction up Conrad Industrial Drive.
    - No staff member or consumer shall re-enter the building until an “all clear” signal is given by the fire department.
    - In the event staff members and consumers are unable to return to the building, the Executive Director, Facilities Specialist or designee shall assign available CMH staff members to transport consumers and Dimensions Unlimited staff member to the 920 Diana Street site for temporary shelter. Arrangements for consumers to be transported home will be made at this time.
  - d. Following are the procedures that CMH staff members shall implement in the event of a fire at **105 Lincoln Street, Hart**.
    - The person discovering the fire shall pull the nearest fire alarm and call 911.
    - Staff members, consumers and visitors shall evacuate the building according to the posted evacuation routes for the section of the building they are in.
      - Staff members, consumers and visitors shall meet in the parking lot at the southwest entrance of the building (main entrance).
      - Assigned staff members from each section of the building shall be responsible for “sweeping” through their section of the building, checking each office, bathroom and any other rooms where people are likely to be working. The responsible staff person shall also close the doors behind them after “sweeping out” occupants.
      - The responsible staff shall join the other employees in the southwest parking lot. They will report to the fire officials any known missing persons.
      - No staff member or consumer shall re-enter or “return to” the building until an “all clear” signal has been given by the fire department.
      - In the event staff members and consumers cannot return to the building, arrangements shall be made to have consumers transported home.
  - e. Following are the procedures for CMH staff members to implement in the event of a fire at **101 S. Water St., Hart**
    - The person discovering the fire shall pull the nearest fire alarm and request that another staff person calls 911.
    - The staff person closest to the electrical box, located in the Storage Room shall shut off the electricity.
    - Staff persons shall immediately begin to evacuate all persons from the building to the parking lot adjacent to the Center.
    - Once everyone has been evacuated from the building, the Team Leader shall take roll call to ensure that everyone has evacuated the building. Fire officials shall immediately be informed of missing persons.
    - The Team Leader shall contact the Facilities Specialist regarding the fire emergency, the Executive Director, or his/her designee in the absence of the Facilities Specialist after everyone has evacuated the building.

- No staff member or consumer shall re-enter the building until the “all clear” signal has been given by the fire department.
  - In the event staff members and consumers are unable to return to the building within ½ hour, arrangements shall be made to transport the consumer’s home.
    - The Team Leader or his/her designee shall be responsible for ensuring all consumers have adequate transportation home and for those consumers who reside in AFC or Staffed Group Homes that the care providers are home.
    - The Team Leader or his/her designee shall remain at the program site until all consumers and program staff have safely evacuated.
- f. Following are the procedures for CMH staff members to implement in the event of a fire **645 North Michigan Avenue Baldwin**.
- The person discovering the fire shall pull the nearest fire alarm and request that another staff person calls 911.
  - The staff person closest to the electrical box, located in the Furnace Room shall shut off the electricity.
  - Staff persons shall immediately begin to evacuate all persons from the building to the parking lot adjacent to the Center.
  - Once everyone has been evacuated from the building, the Team Leader shall take roll call to ensure that everyone has evacuated the building. Fire officials shall immediately be informed of missing persons.
  - The Team Leader shall contact the Facilities Specialist regarding the fire emergency, the Executive Director, or his/her designee in the absence of the Facilities Specialist after everyone has evacuated the building.
  - No staff member or consumer shall re-enter the building until the “all clear” signal has been given by the fire department.
  - In the event staff members and consumers are unable to return to the building within ½ hour, arrangements shall be made to transport the consumer’s home.
    - The Team Leader or his/her designee shall be responsible for ensuring all consumers have adequate transportation home and for those consumers who reside in AFC or Staffed Group Homes that the care providers are home.
    - The Team Leader or his/her designee shall remain at the program site until all consumers and program staff have safely evacuated.
- g. Following are the procedures for CMH staff members to implement in the event of a fire **1090 North Michigan Avenue Baldwin**.
- The person discovering the fire shall pull the nearest fire alarm and call 911.
  - Staff members, consumers and visitors shall evacuate the building according to the posted evacuation routes for the section of the building they are in.
  - Assigned staff members from each section of the building shall be responsible for “sweeping” through their section of the building, checking each office, bathroom and any other rooms where people are likely to be working. The responsible staff person shall also close the doors behind them after “sweeping out” occupants.
  - The responsible staff shall join the rest of the employees in the north parking lot. They will report to the fire officials any known missing persons.
  - Staff members, consumers and visitors shall meet at the north entrance of the building.



- No staff member or consumer shall re-enter the building until the “all clear” signal has been given by the fire department.
- In the event staff members and consumers cannot return to the building, arrangements shall be made to have consumers transported home.

## 5. Fire Drills

- a. All West Michigan Community Mental Health outpatient facilities shall conduct fire drills annually at a minimum for all shifts.
- b. The Facilities Specialist shall maintain a record of fire drills and fire safety training. Staffed Group Homes and Specialized Residential Contract homes shall submit a copy of the evacuation scores to WMCMH on an annual basis.

## 6. Maintenance of Equipment: The following fire safety equipment shall be inspected by contracted professionals in his/her area of expertise and monitored by the Facilities Specialist.

- a. Annual preventive maintenance of fire alarms and fire detection systems for all CMH facilities so equipped and all contracted residential service providers.
- b. Annual testing of automatic fire extinguishers.
- c. Annual testing of smoke detection equipment for all CMH facilities and contracted residential providers so equipped.
- d. Annual inspections of clearly identified portable fire extinguishers along with a regular maintenance program for all CMH facilities and contracted residential providers.
- e. Fire inspections by local authorities per attached procedure for each WMCMH operated facility.

## 7. Use of Extensions Cords:

- a. Extensions Cords shall be:
  - Three wire grounded
  - A minimum of 16 gauge; and
  - SO/SJ/SBT/SJT hard usage cords.
- b. Extension cords shall not be used:
  - Where they present a hazard to tripping or being stepped on
  - Through windows or doorways
  - When coiled in use.

## 8. Use of Ceramic Heating Devices: All portable heaters shall be ceramic in nature and receive prior approval from a Safety Committee Member.

## 9. Use of any Heat Sources: Any source of heat or flame, other than approved ceramic heaters, are prohibited in all WMCMH sites.

**10. Life Safety Provisions:** Contracted residential service providers shall make policy and provisions for the life safety of residents related but not limited to the following areas:

- Reviewing purchases of bedding, draperies and furnishings for fireretardedness
- Storage of combustible items in the facility
- Smoke detection equipment in each bedroom
- Home maintenance issues related to life safety, i.e., operating bedroom doors.
- Access to a second means of escape.

**12. Procedures For WMCMH Fire Inspections By Local Authorities:**

WMCMH shall obtain facility fire inspections from local Fire Department Inspection Officer following all new WMCMH building construction; major building alterations/ renovations creating a significant increase in building occupancy; and at other times deemed necessary by the WMCMH Executive Director or designee. A copy of the official fire inspection form shall be retained on file with the WMCMH Facilities Specialist. It shall be the duty of the Safety Office and Safety Committee to review and implement, as feasible and following proper channels of WMCMH authority, improvements recommended from official fire inspection.

**WEST MICHIGAN COMMUNITY MENTAL HEALTH  
BUILDING SWEEPERS**

The following people will be responsible for clearing their assigned portions of the building during any emergency requiring evacuation. All offices, bathrooms and meeting rooms will be checked, and they will assist anyone still in the building to evacuate to their proper location.

**920 DIANA STREET**

**Administrative Wing:**

Kim Goodrich  
Bobbijo McNeilly

**Counseling/Service Entry Wing:**

Lori Schummer  
Rick Smith

**ACT / MIA / DBT Hallway:**

Kara Hayes  
James Snell

**Kitchen Hallway/Front Desk/Clerical Area:**

Tracy Bonstell  
Zack VanderWall

**HST Hallway:**

Toni Alway  
Laura Freese

**105 LINCOLN STREET**

**Boardroom and North Hallway:**

Lisa Nordman

**Records room, cubicles, staff bathroom, kitchen:**

Kris Trygstad

**OP hallway, client bathrooms:**

Brenda VanZoeren

**1090 N. MICHIGAN AVENUE**

**Lobby and Boardroom:**

Judy Skiera

**CSM offices and kitchen area:**

Stasi Berndt  
Judy Skiera

**OP offices, records room and client bathrooms:**

Stasi Berndt