

Life Safety Documentation List

1. Current building floor plan

2. Emergency fire evacuation plan

Reviewed within last 2 years

- (1) Use of alarms
- (2) Transmission of alarms to fire department
- (3) Emergency phone call to fire department
- (4) Response to alarms
- (5) Isolation of fire
- (6) Evacuation of immediate area
- (7) Evacuation of smoke compartment
- (8) Preparation of floors and building for evacuation
- (9) Extinguishment of fire

3. Smoking regulations/policy

Reviewed within last 2 years

4. Fire drill records

Quarterly on each shift
Drills held at varying times/ If NH & Hosp
For example are connected drills must
Be held separately

5. Out-of-service policies

Fire Alarm out of Service 4 hours
Fire Sprinkler put of Service 10 hours
Correct contact information

6. Fire alarm system

Monthly D.A.C.T Tests Annual Inspection
Report/NFPA 72 Form/Equal
Semi-Annual Visual Inspection

7. Smoke detector sensitivity testing

Must show the sensitivity range, and the
actual tested sensitivity for each
smoke detector, and test date(s).

8. Resident room smoke detectors

Tested weekly/monthly per manufacturer
recommendations (If battery operated)

9. Fire sprinkler system

Quarterly test (in house/vendor)
Annual vendor test date
NFPA 25 form(s)
5 year Obstruction/Internal
Piping/gauge replacement
Water supply source
Fire Pump testing- weekly/annual

10. Range hood system inspection

Semi-annual inspection dates
System activates fire alarm system

11. Fire Extinguisher

Monthly in-house inspection date
Annual vendor service date
6 yr. maintenance date
12 yr. hydrostatic test date
Inventory log

12. Generator

Weekly visual
Monthly 30 minute load test
Documented 5 minute Cool down
Annual Load Bank if Diesel
Letter of Reliability if Natural Gas

13. Battery emergency light testing

Monthly 30 second test
Annual 90 minute test

14. Smoke Damper Testing

Every 4 Years Nursing Home
Every 6 Years Hospital

15. Flame spread documentation

Wall, ceiling & floor finishes Drapes,
cubicle curtains decorations

16. Upholstered furniture flammability

California Tech. Bulletin 133 or 117 NFPA
266, Upholstered Furniture Note:
Documentation for numbers 15 & 16
must be kept on file for the life of the items
or material. All other documentation shall
be kept at least two years, or longer when
4, 6, & 12 year intervals apply.

17. Door Inspections

13 point inspection documented on all
Fire doors-Annually

18. Med Gas Training

All personnel in contact with med gas will
have continuing education on handling and
storage of med gas

19. Risk Assessment Documentation

Per NFPA 99 Any changes to facility will
require an update
NFPA 99 Chapter 5, 6, 9, 10 &11

20. Space Heater Policy

If you allow them you MUST have a policy
That states NOT in patient care areas.

21. Lab Procedures/Incidents

22. Electrical Receptacle Testing

Completed Annually

09/29/2021

KJS