***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Risk Management **CODE: D-4**

SUBJECT: Fire Response Plan **EFFECTIVE:**

**COORDINATOR: Chief Executive Officer**

Insert a floor plan drawing of the hospital facilities. Identify on the drawing the points of exit in the case of a fire emergency.

[FLOOR PLAN WITH EXITS MARKED]

All fire extinguishers or hoses should be checked regularly to ensure they are in good working order. Training should be conducted as to how to extinguish the flames or contain it to the local area.

Each ward, clinic, or office wing should have an outlined plan for exiting and an established point to meet outside at a safe distance from the building.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_