



**WASHINGTON STATE PATROL – FIRE PROTECTION BUREAU  
INSPECTION SECTION**

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## Practice Fire Safety

Help increase fire safety in Licensed Care Facilities by watching out for these common fire safety deficiencies.

<b>Violation – If you see this,</b>	<b>Remedy – Take this action.</b>
<b>Fire Drills</b> - Not held regularly, records not in order.	Twelve planned fire drills shall be held each year. The drills shall be conducted quarterly on each shift. A detailed written record of all fire drills shall be maintained and available for inspection at all times.
<b>Blocking of Doors</b> - Doors held open by wedges, large rocks, etc. Doors not closing correctly, not operating properly.	Remove items being used to hold doors open such as wedges, rocks, coffee cans, etc from the facility. If a door is not operating properly report it to your supervisor or maintenance for immediate repair.
<b>Smoking Policy Violations</b> – Smoking in resident rooms, smoking in non-smoking areas.	Repeat violators of the facility's smoking policy should be written up and appropriate action taken including eviction if necessary.
<b>Resident Rooms</b> – laundry near heaters, smoking in rooms, portable heaters, extension cords, multi-plug devices.	Rooms should be neat and orderly. Remove accumulation of combustible materials such as newspapers, laundry or clothing. Remove extension cords or multi-plug devices. Move any items 36" from heaters. Refer to the facility smoking policy for proper action.
<b>Improper Storage of Combustibles</b>	Remove combustibles, such as, laundry, papers, blankets, bedding or trash in boiler rooms, electrical rooms, or materials stored near any type of heating device. Close storage room doors when not in use and be sure materials are stored in a neat and orderly manner.
<b>Electrical Wiring and Equipment</b> – use of power strips or extension cords in lieu of permanent wiring.	Make sure all electrical appliances and equipment are in good repair. Remove extension cords, power strips or multiple plug devices. Remove electrical cords attached or affixed to structure surfaces. Move items obstructing electrical panels.
<b>Combustible Decorative Materials</b>	Remove any decorative materials that are not flame resistant.
<b>Testing and inspections of fire protection systems</b> – records not in order, some items missed during servicing,	Fire alarms – To be inspected, tested and documented. Sprinklers – Items stored within 18 inches must be moved. System requires annual servicing. Fire extinguishers –Check to be sure none are missed during annual servicing. Generators –Must be tested regularly and documentation maintained. Hoods – Cleaned to prevent accumulation of grease, records of cleaning shall be maintained.
<b>Portable Heaters</b>	Remove all portable heaters from the facility.
<b>Exiting</b> , items stored in hallways, exit lighting not working.	Report burned out exit lights for immediate repair. Every required exit access, exit, or exit discharge shall be maintained free of obstructions at all times. Items in use, such as laundry carts, cleaning carts shall not be stored in an exit way for more than 30 minutes.
<b>If you SEE IT, FIX IT or REPORT IT!</b> <i>Don't disregard or ignore deficiencies in fire safety, if you can't fix it, report it to you supervisor or maintenance staff.</i>	