



**Environment of Care
Policies and Procedures**

Policy Number:	5.11	Original Date Issued:	February 12, 2001
Section:	Fire Prevention Management	Date Reviewed:	February 13, 2013
Title:	Interim Life Safety Assessment	Date Revised:	February 13, 2013
Regulatory Agency:	TJC; OSHA		

I. POLICY:

Children’s Healthcare of Atlanta’s Safety Program outlines actions to be taken to temporarily compensate for the hazards posed by Life Safety Code (LSC) deficiencies (incidents) and/or construction related activities. The program consists of actions designed to address deficiencies identified through the Interim Life Safety Assessment (ILSA) included in this policy. The actions are:

1. Assuring that EXITS provide free and unobstructed egress. Personnel receive training from the facility Safety representative and/or the departmental manager if alternative exits are designated. Means of egress in incident/construction areas are visibly inspected daily by the contractor’s superintendent or Safety Manager/designee for incidents and documented on the construction safety checklist if deemed necessary using the assessment form included in this policy. Signage identifying the location of alternative exits will be posted to everyone affected – both inside and outside of the incident/construction/renovation area.
2. Assuring free and unobstructed access to the emergency department/service and for emergency forces (fire department, law enforcement, EMS, etc).
3. When a fire alarm or sprinkler system is out of service more than 4 hours in a 24-hour period in an occupied building, the hospital notifies the fire department and initiates a fire watch. Fire watch activities will be documented by the department, individual, or contractor/vendor during the time frames they are implemented.
4. Temporary but equivalent fire alarm and detection systems are provided when a fire system is impaired. Temporary systems, when in place, are inspected on a monthly basis, with results documented and kept by the facility Safety Officer. The need for equivalent systems is based on criteria in the assessment form included in this policy.
5. Assuring temporary construction partitions are smoke tight and built of non-combustible or limited combustible materials that should not contribute to the development or spread of fire. The need for these partitions is based on criteria in the assessment form included in this policy.
6. Providing additional fire-fighting equipment and training for personnel. The need

for this is based on criteria in the assessment form included in this policy. Conducting education programs to assure awareness of any Life Safety Code (LSC) deficiencies, construction hazards, and Interim Life Safety Measure (ILSM) actions taken to the affected areas/departments.

7. Developing and enforcing storage, housekeeping, and debris-removal practices that reduce the flammable and combustible fire load of the building to the lowest level necessary for daily operations. The need for these practices is based on criteria in the assessment form included in this policy.
8. Conducting one additional fire drill per shift per quarter. The need for additional drills is based on criteria in the assessment form included in this policy.
9. Hazard surveillance of buildings, grounds and equipment with special attention to excavation, construction areas, construction storage, and field offices should be completed on a random basis. The need for these practices is based on criteria in the assessment form included in this policy.
10. Training personnel when structural or compartmental features of fire safety are compromised. This will be conducted and tracked by the Safety Manager/designee. Compartmental features include fire rated walls and doors, smoke barriers, and fire rated floor slabs. The need for these practices is based on criteria in the assessment form included in this policy.
11. The hospital conducts education to promote awareness of building deficiencies, construction hazards, and temporary measures implemented to maintain fire safety. The need for education is based on the assessment included in this policy.

Any items that will require more than 45 days for completion require a Plan for Improvement (PFI) and will be placed on the appropriate e-SOC.

EXCEPTION: Regular, scheduled maintenance and testing does not require ILSA if:

- The area where work is occurring is constantly monitored
- Safety, Engineering, and Security Teams are educated on the scope of the work and response procedures for real incidents
- Vendors are educated on response procedures for real incidents
- Employees in impacted areas are educated by Safety/Engineering on alternate procedures, including alarm and egress, should that be required due to the scope of the work

Hot work and construction are never covered by this exception.

II. SCOPE:

Egleston, Scottish Rite, the Park, the Neighborhood locations and all other Children's Healthcare of Atlanta facilities.

III. PROCEDURE:

During the planning stages of construction and renovation projects at Children's Healthcare of Atlanta, a meeting is held to review the scope of the project and determine its impact on the Life Safety Systems. For unscheduled LSC deficiencies, a meeting is held as soon as the deficiency is discovered (by telephone, if necessary).

The group utilizes the Interim Life Safety Assessment (ILSA) form to identify specific areas the project impacts.

For each question answered "Yes" on the ILSA, an assessment of appropriate measures is determined. Responsibility for each measure is assigned at the time of the assessment.

The individual assigned develops an implementation schedule and a method of documentation.

The contractor's superintendent uses the attached construction safety checklist to document daily inspections of construction areas if deemed necessary based upon the assessment form located in this policy. The ILSA and other appropriate documentation (i.e., weekly inspection sheet) shall be posted at the project site.

IV. REFERENCES:

1. TJC LS.01.02.01
2. Occupational Safety and Health Act of 1970

Interim Life Safety Assessment

Building:	Location:	Name:	Proj #: (if applicable)
Proj Mgr:	Start Date:	Estimated End Date:	Actual End Date:
Scope in Brief:			

ILSM actions required for ALL projects:

- Ensure free and unobstructed access to emergency services and for emergency personnel
- Maintain escape routes for construction workers at all times
- Prohibit smoking
- Develop & enforce storage, housekeeping and debris removal practices
- Ensure contractors provide portable fire extinguishers (functional and inspections are up to date)
- Increase hazard surveillance rounds
- Document temporary construction partitions are smoke tight & built of non-combustible materials when project involves construction to an occupied floor/space (**polyfilm partitions may be used on projects that run <30 days and no fire hazard is present*)
- CHOA fire stopping standards & procedures shall be followed when penetrations are made to compartmentalization features of the building

1. Does/will the project/incident alter or compromise the integrity of exit access?

<input type="checkbox"/>	No	No further action required
<input type="checkbox"/>	Yes	Provide education to staff when re-routing traffic Ensure appropriate signage is used when re-routing traffic

2. Does/will the project/incident block any fire exits?

<input type="checkbox"/>	No	No further action required
<input type="checkbox"/>	Yes	Provide training to staff when alternate exits are designated Remove exit signs that are not applicable during the project

3. Is/will the integrity of the building's "defend in place" compartmentalization features be significantly compromised?

<input type="checkbox"/>	No	No further action required
<input type="checkbox"/>	Yes	Provide education to staff when compartmentalization features are compromised

4. Is/will the fire detection system be impaired?

<input type="checkbox"/>	No	No further action required
<input type="checkbox"/>	Yes	Provide temporary, but equivalent system Inspect and test temporary systems monthly Provide fire watch when system is compromised for >4 hours in a 24-hr period

Interim Life Safety Assessment

5. Is/will the fire alarm/notification system be impaired?

<input type="checkbox"/>	No	No further action required
<input type="checkbox"/>	Yes	Provide temporary, but equivalent system Inspect and test temporary systems monthly Provide fire watch when system is compromised for >4 hours in a 24-hr period

6. Is/will the fire suppression system be impaired?

<input type="checkbox"/>	No	No further action required
<input type="checkbox"/>	Yes	Provide temporary, but equivalent system Inspect and test temporary systems monthly Provide fire watch when system is compromised for >4 hours in a 24-hr period

7. Is/will additional fire drills be required in affected areas?

<input type="checkbox"/>	No	No further action required
<input type="checkbox"/>	Yes	Schedule and conduct drill

8. Is/will the hospital-wide education program* be required to promote awareness of hazards?

<input type="checkbox"/>	No	No further action required
<input type="checkbox"/>	Yes	Determine best method and coordinate with Facilities Communications and/or Internal Communications, if necessary

**ILSM education provided in Mandatory Yearly Review & New Employee Orientation*

In addition to or in place of the above, the following may be utilized at the Safety Manager's discretion in the process of the ILSA/ILSM

- *Document discussion with AHJs regarding the ILSA/ILSM*
- *Document staff training related to other safety hazards/risk*
- *Develop and document alternate safety systems*
- *Document daily inspections of the affected area*

Safety Manager _____

Engineering Manager _____
(as appropriate)

Project Manager _____
(for outside projects)

Date _____

Interim Life Safety Assessment

Post this in visible area at project/incident site.	DAILY INSPECTION OF CONSTRUCTION AREAS CONSTRUCTION AREA:	PM or Foreman must inspect and initial daily!
WEEK OF ___/___/___ THRU ___/___/___		

SAFETY CHECK	MON	TUES	WED	THUR	FRI	SAT	SUN
EDUCATION ON FIRE SAFETY (I.E. EMERGENCY EXIT ETC.)	AM	AM	AM	AM	AM	AM	AM
COVER SMOKE HEADS UNCOVER SMOKE HEADS	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
REMOVAL OF DEBRIS	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
SWEEP AREA	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
FIRE EXTINGUISHER AVAILABLE & TRAINED TO OPERATE	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
SAFETY HAZARDS (PAINT, GLUE, CLEANER)	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
PICK-UP ALL EQUIPMENT AND TOOLS	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
FIRE SPRINKLERS OPERABLE	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
APPROPRIATE BARRIERS SMOKE TIGHT/NON COMBUSTIBLE	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
EXITS OR EGRESS CLEAR	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
NO EVIDENCE OF SMOKING	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM

Safety Manager's Weekly Inspection

Signature

Date