



# Oregon

Kate Brown, Governor

**Department of Human Services**

*Safety, Oversight, and Quality*

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## PROVIDER ALERT

March 11, 2019

**To:** Community Based Care Providers:  
Assisted Living, Residential Care, Memory Care Facilities



**Subject:** Fire and Life Safety Inspection Process Change

Effective March 25, 2019 CBC state surveyors will be reviewing Fire Drill and Life Safety documentation to ensure facilities are meeting the rules. The CBC survey process has incorporated a checklist as part of the entrance conference material for the 24-month licensure survey.

Attached are the related [Fire and Life Safety Oregon Administrative Rules \(OARs\) 411-054-0090 Fire and Life Safety \(Amended 1/15/2015\)](#). The OARs specify the Fire and Life Safety requirements state surveyors will be reviewing when surveying CBC facilities.

### Documentation Requirements:

- State surveyors will review facility documentation regarding individual residents who resist or fail to participate in fire drills; *it is essential providers document all specifics* [\(OAR 411-054-0090\(1\), \(D\)\)](#).
- The Office of State Fire Marshal Fire and Life Safety Regulations indicate residents *must be* oriented to fire drill procedures within 24 hours of admission and annually.
- Office of State Fire Marshal Fire and Life Safety Regulations pertaining to fire drill requirements indicates:
  - Employee fire drill training be provided every other month;
  - *Documentation* of every other month fire drills identifying the location of safety areas outside the facility or other areas as determined by the Oregon State Fire Marshal;
  - *Ensure residents and staff know location of safety areas*;
  - Conduct fire drills every other month and stage drills in different parts of the building, *document the drills*.

When state surveyors enter a CBC facility to survey the facility administrator will be provided a check list indicating required documentation [\(sample attached.\)](#)

If you have questions about this change, please contact the Community Based Care Licensing Policy team via email at: [CBC.team@state.or.us](mailto:CBC.team@state.or.us)

**411-054-0090 Fire and Life Safety** *(Amended 1/15/2015)*

- (1) FIRE DRILLS. All fire drills shall be conducted according to the Oregon Fire Code (OFC).
  - (a) Unannounced fire drills must be conducted and recorded every other month at different times of the day, evening, and night shifts.
  - (b) Fire and life safety instruction to staff must be provided on alternate months.
  - (c) The Fire Authority may develop an alternative fire drill plan for the facility. Any such plan must be submitted to the Department.
  - (d) A written fire drill record must be kept to document fire drills that include:
    - (A) Date and time of day;
    - (B) Location of simulated fire origin;
    - (C) The escape route used;
    - (D) Problems encountered and comments relating to residents who resisted or failed to participate in the drills;
    - (E) Evacuation time period needed;
    - (F) Staff members on duty and participating; and
    - (G) Number of occupants evacuated.
  - (e) Alternate exit routes must be used during fire drills to react to varying potential fire origin points.
  - (f) The evacuation capability of the residents and staff is a function of both the ability of the residents to evacuate and the assistance provided by the staff.
  - (g) Staff must provide fire evacuation assistance to residents from the building to a designated point of safety as determined by the Fire Authority having jurisdiction. Points of safety may include, outside the building, through a horizontal exit, or other areas as determined by the Fire Authority having jurisdiction.
  - (h) The fire alarm system shall be activated during each fire drill, unless otherwise directed by the Fire Authority having jurisdiction.
- (2) If the facility is unable to meet the applicable evacuation level, the facility must make an immediate effort to make changes to ensure the evacuation standard is met. Changes must include, but not be limited to:

- (a) Increasing staff levels,
- (b) Changing staff assignments,
- (c) Requesting change in resident rooms, and
- (d) Arranging for special equipment.

After making necessary changes, if the facility fails to meet the applicable evacuation level, the facility must issue an involuntary move-out notice to the residents in accordance with [OAR 411-054-0080](#).

- (3) Fire detection and protection equipment, including visual signals with alarms for hearing-impaired residents, must be maintained in accordance with the OFC and the manufacturer's instructions.

- (a) The facility must provide and maintain one or more 2A:10B:C fire extinguishers on each floor in accordance with the OFC.

- (b) Flammable and combustible liquids and hazardous materials must be safely and properly stored in original containers in accordance with the fire authority having jurisdiction.

- (4) SAFETY PROGRAM. A safety program must be developed and implemented to avoid hazards to residents, such as dangerous substances, sharp objects, unprotected electrical outlets, slippery floors or stairs, exposed heating devices, broken glass, water temperatures, and fire prevention.

- (5) TRAINING FOR RESIDENTS. Residents must be instructed about the facility's fire and life safety procedures per OFC.

- (a) Each resident must be instructed within 24 hours of admission and re-instructed, at least annually, in general safety procedures, evacuation methods, responsibilities during fire drills, and designated meeting places outside the building or within the fire safe area in the event of an actual fire. This requirement does not apply to residents whose mental capability does not allow for following such instruction.

- (b) A written record of fire safety training, including content of the training sessions and the residents attending, must be kept.

- (6) UNOBSTRUCTED EGRESS. Stairways, halls, doorways, passageways, and exits from rooms and the building must be unobstructed.

- (7) FIRST-AID SUPPLIES. First-aid supplies must be provided, properly labeled, and readily accessible.

Stat. Auth.: [ORS 410.070, 443.450](#)

Stats. Implemented: [ORS 443.400 - 443.455, 443.991](#)

## CBC Entrance Conference Checklist

Please provide the following information as soon as possible.

Facility Name:                  Facility #:

Date & time                  Facility Type  RCF  ALF

1. Capacity: Beds

Current census:

2. Facility email address:

3. List of residents by room number

4. Activity calendar (for current month, if available)

5. Menus (for current week)

6. Management-team list giving names and titles

7. List of all facility employees, giving first and last name, position and hire date

8. Resident council and food committee minutes for last 3 months

9. **Fire and Life Safety Records for the past 6 months**

10. RN Licensure documentation

11. Administrator CEUs

12. Policy for Meds

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Memory Care Community Endorsed Facilities Only:

1. Memory Care Community disclosure statement

2. Weekly staffing schedule for the month

3. Memory Care Community activity calendar

*Please return this form to the TC with the required documents*

Rev 1/2018

## **Division 40 FIRE AND LIFE SAFETY REGULATIONS**

### **837-040-0001 Scope**

(1) The International Fire Code and the Oregon amendments represent a total scope of regulation.

(2) None of the individual chapters in the International Fire Code and Oregon amendments are stand-alone requirements. (Referenced publications are available for review at the agency. See agency web site for information on where to purchase publications.)

**Statutory/Other Authority:** ORS 476.030

**Statutes/Other Implemented:** ORS 476.030

#### **History:**

OSFM 10-2008, f. 12-18-09, cert. ef. 12-31-09

OSFM 13-2006, f. 12-1-06, cert. ef. 4-1-07

OSFM 9-2006, f. & cert. ef. 6-12-06

OSFM 1-2006(Temp), f. 1-9-06 cert. ef. 2-1-06 thru 7-28-06

OSFM 4-2004, f. 3-26-04, cert. ef. 10-1-04

FM 6-1992, f. 6-15-92, cert. ef. 7-15-92