

5123:2-3-11

Fire safety and emergency response plans.**(A) Purpose**

The purpose of this rule is to ensure the safety of individuals residing in residential facilities by establishing standards for fire safety, responses to weather emergencies, natural disasters or any emergency that may require the physical evacuation or relocation of individuals in a residential facility. The outcome for each individual would be that he/she would be able to safely respond in the event of fire, weather emergencies, natural disasters, or any other emergency.

(B) Definitions

- (1) "Emergency response plan" means the licensee's written plan to address training and responses to the following:
 - (a) Tornados;
 - (b) Actions to be taken in the event of an emergency or natural disaster that does not require the physical evacuation or relocation of the individuals from the facility;
 - (c) Actions to be taken in the event of an emergency or natural disaster that requires the physical evacuation or relocation of individuals from the facility.
- (2) "Fire safety plan" means the licensee's written plan to address training and response to a fire emergency as referenced in paragraph (D)(1) of this rule.
- (3) "Fire safety drill" means a documented simulation of the actions to be taken in response to a fire emergency.
- (4) "NFPA" means the "National Fire Protection Association."
- (5) "Physical evacuation" means that the individuals residing in the facility physically leave the facility or, in the case of a facility that is classified as I-1 or I-2 occupancy pursuant to section 308 of the Ohio building code, individuals residing in the facility must be moved to a separate fire area within the facility that is separated by a two-hour rated firewall.
- (6) "State/local authority" means for fire safety, the local fire department or the state fire marshal's office; or for emergency response, a chapter of the "American Red Cross" or the county emergency management agency.

(C) General requirements

- (1) A current graphic floor plan shall be posted unobstructed on each floor of the residential facility and in an area most appropriate for the posting of staff

information. The graphic plan shall include, but may not be limited to:

- (a) A primary and secondary means of exit from each floor;
 - (b) The location of pull stations and fire system control panels, where applicable;
 - (c) Fire escapes;
 - (d) The telephone number of the local fire department or 911;
 - (e) Designated tornado shelter/safe area(s); and
 - (f) Designated meeting place(s) in case of fire.
- (2) The licensee shall develop, in writing, and post at the control panel, instructions for operating and resetting fire control panels, where applicable.
- (3) The residential facility shall provide for two means of exit remote from each other for each floor level, except basements, which are not used as activity or program areas and are limited to laundry use and storage.
- (4) No exit, stairway, corridor, ramp, elevator, fire escape or other means of exit from a building shall be used for storage purposes or be otherwise obstructed from use in case of emergency.
- (5) The licensee shall ensure that all sprinkler systems, fire alarms, extinguishing systems, and other safety equipment are properly maintained.
- (6) The department may utilize the NFPA 101, 2000 edition, life safety code, "Fire Safety Evacuation System" to determine if additional life safety requirements are needed.
- (7) The licensee shall report to the department within one working day any fire responded to by a local fire department.
- (8) The licensee shall notify the department within one working day if an emergency requires the licensee to relocate individuals from the residential facility.
- (9) A fire extinguisher approved by the state/local authority shall be located on each floor and in the natural path of escape from a fire, at readily accessible and visible points which are not likely to be obstructed.
- (10) Individuals may be trained to assist one another in case of fire or other emergency to the extent their abilities permit without additional personal risk and as indicated in the individual's plan.

(11) Fire safety and tornado drills are not required to be unannounced.

(D) Fire safety

(1) The licensee shall develop a written fire safety plan that shall include, but is not limited to, the following:

(a) A policy that addresses smoking regulations and the storage of combustible materials.

(b) A fire safety training program that includes provisions for rescue, alarm, contain and evacuate. The training shall be approved by the department or the state/local authority.

(c) Designation of assigned meeting place(s) after a physical evacuation of the residential facility.

(d) A procedure for permitting re-entry to the residential facility following a fire safety drill and/or physical evacuation.

(2) The licensee shall conduct at least six fire safety drills in a twelve-month period with at least:

(a) Two of these drills conducted during the morning;

(b) Two of these drills conducted during the afternoon/evening; and

(c) One drill during the time when individuals are routinely asleep.

(3) The licensee shall complete a written record of each drill within two days of each drill. A written plan of improvement shall be developed within two days when the fire safety drill cannot be completed in three minutes or less for facilities of five beds or less or in thirteen minutes or less for facilities of six beds or more.

(4) A physical evacuation of the residential facility shall occur during at least one fire safety drill for each twelve-month period.

(5) Each residential facility with six or more individuals shall be equipped with the following:

(a) An automatic sprinkler system meeting the requirements of NFPA 13-D, "Sprinkler Systems in One and Two Family Dwellings." The sprinkler system shall be interconnected with the smoke and fire detection and alarm system.

- (b) An automatic sprinkler system meeting the requirements of NFPA 13, "Standard for the Installation of Sprinkler Systems" if a residential facility has seventeen or more individuals, or if a residential facility with six to sixteen individuals is impractical of physical evacuation (thirteen minutes or more). The sprinkler system shall be interconnected with the smoke and fire detection and alarm system. A new residential facility with six to sixteen individuals and classified under the provisions of the Ohio building code as an I-1 use group on or after May 18, 1995, shall be required to have a sprinkler system meeting the requirements of NFPA 13-R, "Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height."
 - (c) A smoke and fire detection and alarm system meeting the requirements of NFPA 72, "National Fire Alarm Code" depending upon the nature of the physical facility involved and such other standards as required by the appropriate building and fire officials.
 - (d) Fire alarm pull stations near each main exit and in the natural path of escape from a fire, are readily accessible and visible from points which are not likely to be obstructed.
- (6) Each residential facility with five or fewer individuals shall be equipped with the following:
- (a) At least a single station smoke detector on each floor of the facility. The smoke detector(s) shall be mounted on the ceiling or wall at a point centrally located in the corridor or area giving access to rooms used for sleeping purposes. Where sleeping rooms are on an upper level, the detector shall be placed at the center of the ceiling directly above the stairway. All detectors shall be installed and maintained in accordance with the manufacturer's recommendations. When the detectors are wall-mounted, they shall be located within twelve inches, but no closer than four inches, of the ceiling. Installation shall not interfere with the operating characteristics of the detector. When activated, the detector shall provide an alarm audible in the residential facility.
 - (b) An approved fire alarm system, which includes bells/sirens/horns/lights or other equipment as may be appropriate, when services are provided to individuals who are visually and/or hearing impaired.
 - (c) An automatic sprinkler system meeting the requirements of NFPA 13-D, "Sprinkler Systems - One and Two Family Dwellings" and a smoke detection system as required in paragraph (D)(6)(a) of this rule if the residential facility is not capable of being physically evacuated in three minutes or less.

(E) Emergency response

- (1) The licensee shall develop a written emergency response plan that shall include, but is not limited to, the following:
 - (a) Designating a tornado shelter or safe area in the residential facility and the procedure for accessing the area;
 - (b) Responses to weather-related emergencies or other disasters when relocation of the individuals is not required;
 - (c) Responses to weather-related emergencies or other disasters when relocation of the individuals is required, including the designation of a pre-arranged evacuation site(s) to be used in the case of a physical evacuation of the residential facility.
- (2) Emergency response plan training shall be approved by the department or the state/local authority.
- (3) The licensee shall conduct and document a tornado drill at least once in a twelve-month period.

(F) Staff training

- (1) Each employee shall participate in a documented training of fire safety and operation of the facility's fire safety equipment and warning systems within thirty days of employment. Each employee must have training specific to each facility in which they work.
- (2) Each employee shall participate in a documented training of fire safety and operation of the facility's fire safety equipment and warning systems at least once during every twelve month period.
- (3) Each employee shall participate in a documented training of the facility's emergency response plan within thirty days of employment. Each employee must have training specific to each facility in which they work.
- (4) Each employee shall participate in a documented training of the emergency response plan at least once during every twelve-month period.
- (5) Employees may work in a facility, prior to meeting the requirements of paragraphs (F)(1) and (F)(3) of this rule, when at least one staff person who has current training in both fire safety and emergency response is present in the facility when individuals are in the facility.

(G) Individual training

- (1) Each individual shall participate in a documented training of the facility's fire safety plan within thirty days of residency.
- (2) Each individual shall participate in a documented training of the facility's fire safety plan at least once during every twelve-month period.
- (3) Each individual shall participate in a documented training of the facility's emergency response plan within thirty days of residency.
- (4) Each individual shall participate in a documented training of the facility's emergency response plan at least once during every twelve-month period.
- (5) Fire safety and emergency response training shall be appropriate to the individual's functioning level and needs based on the results of an assessment and shall be indicated in the individual's plan.

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