

Fire and Emergency Action Plan

[Practice Name]
[Address]
[Telephone Number]

(Note: A written fire & emergency action plan is not required for employers with 10 or fewer employees as long as the employer communicates the plan orally to employees.)

This plan sets out instructions and procedures for employees to follow in the event of fire or emergency evacuation at the dental practice.

1. Fire & Emergency

_____ (insert owner name, employee name or employee job title) is responsible for the development and implementation of this plan.

- In the event of fire, call local fire department (911), notify other employees, patients and visitors, and exit the building (provide route details if needed) _____. All employees at the practice at time of evacuation shall meet at (specify location) _____ to assure others of their safe exit.
- In the event of an earthquake, move safely to areas in the facility that offer protection from or are away from falling items. Employees also may direct patients and visitors to these areas.
- In the event of a power outage and the practice relies on electric illumination, wait until eyes adjust to the low light prior to moving.

2. Fire Prevention

_____ (insert owner name, employee name or employee job title) is responsible for the control of flammable and combustible materials and for the maintenance of portable fire extinguisher(s).

- When utilizing heat producing equipment, make sure that the area is clear of all fire hazards and all sources of potential fires are eliminated.
- Have fire extinguishers available at all times when utilizing heat-producing equipment.
- Know the location of fire fighting equipment in the work area and have knowledge of its use and application. Use these devices only in cases of fire.
- Portable fire extinguishers are inspected, maintained and tested regularly. Records of inspections are maintained.
- Keep all flammables away from ignition sources.
- Maintain sufficient access and working space around electric equipment.

3. Exits

- All exit doors and or openings must be clear and unobstructed at all times.
- All exits are arranged so that it will not be necessary to travel toward any area with hazard in order to reach the nearest emergency and evacuation route.
- Aisles and hallways shall be kept clear at all times.

4. Compressed Gas Cylinders (Oxygen and Nitrous)

- All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- Cylinders must be placed and secured in an upright position, including storage and transfer.
- Cylinder valves must be protected with caps and guards when not in use.
- All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space removed from work area.
- All operators are required to inspect equipment prior to utilization.

5. Regulated waste

- Hazardous waste, universal waste and medical waste are stored in appropriate containers in designated areas. Secondary containment is provided for liquid wastes.

6. Training and Education in Fire and Emergency Safety

- All employees receive education on precautionary measures for fire and emergency as stated above prior to starting work, and whenever procedures are changed.
- All employees are trained on how to make a safe and orderly exit from the facility.
- If employees are expected to use portable fire extinguishers, employees are trained on its use and hazards of extinguishing fire.

Further information or explanation of this plan is available from _____.
(insert owner name, employee name or employee job title)

Training and Information Resources for Dental Office Fire and Emergency Plan

1. Local fire departments may provide training in fire and other emergencies upon request.
2. Contact building manager or landlord regarding existing fire and emergency plans.
3. Refer to California Code of Regulations Title 8:
 - Section 3216 Exit Signs (dir.ca.gov/title8/3216.html)
 - Section 3220 Emergency Action Plan (dir.ca.gov/Title8/3220.html)
 - Section 3221 Fire Prevention Plan (dir.ca.gov/Title8/3221.html)
 - Section 6151 Portable Fire Extinguishers (dir.ca.gov/Title8/6151.html)

Checklist for Dental Office Fire and Emergency Plan

1. Equipment:

- Portable fire extinguishers
- Exit signs
- Compressed gas cylinders identified and labeled
- Pocket masks, resuscitation bags or other ventilation devices (Same as infection control requirements)

2. Employee Training Checklist:

- Shown location of fire alarm, if alarm is available
- Instructed to dial 911 in the event of fire or other emergency and to assist other staff members and patients in evacuation of the office premises when appropriate
- Trained on use of portable fire extinguishers and hazards of extinguishing fire, if employees are expected to use portable fire extinguishers
- Instructed on evacuation plan
- Instructed in use of oxygen equipment for medical emergencies
- Shown location and use of medical emergency kit
- Instructed on procedure to be followed in the event of an earthquake
- Clinical personnel have current BLS certificate

Fire & Emergency Plan Individual Training Documentation

_____ [Practice Name]

Name of Trainer: _____

Training Subject: Fire & Emergency Plan

Training Materials Used: _____

Name of Employee: _____

Date of Hire/Assignment: _____

I, _____ hereby certify that I received training as described above.
I understand this training and agree to comply with the safety procedures for my work area.

Employee Signature

Date

*Copy this blank page for each employee who will be trained. Make additional copies for future employees.
Place a completed copy in employee personnel file or other appropriate employee file.*