

# ICF/DD Life Safety Code Entrance Conference Checklist



February 5, 2026

- 1. Provide Copies of the Personal Evacuation Score Form for Each Client (**F-1 form**)
- 2. Required Policies for Life Safety
  - a. Fire Response and Evacuation Plan/Written Fire Safety Plan
  - b. Fire Watch Policy and Procedure
  - c. Smoking Policy for STAFF and Residents
- 3. Fire Drills with Fire Alarm System Activation and Evacuation (once per shift per quarter)
- 4. Inspection, Testing, and Maintenance of the Fire Sprinkler System
  - a. Annual, Semi-Annual, and 2 Quarterly Sprinkler System Inspections (total of 4)
  - b. Monthly Inspections of the System Gauges and Valves
  - c. Annual Sprinkler Backflow Preventer Test, if applicable
  - d. 5 Year Internal Pipe Inspection for Metallic Sprinkler Piping Only if applicable
  - e. Results of the Annual Antifreeze Test, if applicable
  - f. Monthly System Pump Inspection, if applicable
- 5. Sprinkler Head Sampling or Replacement
  - a. 5 Years Harsh Environments
  - b. 10 Years for Dry Barrel Pendent Sprinklers
  - c. 20 Years for Quick Response Sprinklers
  - d. 50 Years for Standard Response Sprinklers (allowed in hazardous areas & unheated areas not intended for living purposes).
- 6. Annual & Monthly Fire Extinguisher Inspection and 6 Year Maintenance
- 7. Inspection, Testing, and Maintenance of Fire Alarm System
  - a. Annual Testing and Inspection
  - b. Visual Semi-Annual Inspection
  - c. Sensitivity Testing Once Every Other Year with Factory Range and Results
- 8. Preventative Maintenance of Battery Operated or Hard-Wired Smoke Alarms.
  - a. Weekly or Monthly Testing According to Manufacturer's Instructions
  - b. Monthly, Quarterly, or Annually Cleaning According to Manufacturer's Instructions
  - c. Manufacturer's Date of the Smoke Alarms (cannot exceed 10 years)

- d Battery Replacement Date 9 Volt Batteries
- 9. Flame Spread Rating for Wall Covering and Loose Hanging Fabric.
- 10. Weekly Generator Checks and Monthly Run Under Load if applicable

### **Emergency Preparedness Program (EPP)**

**Please See State Operation Manual Appendix Z for Complete EPP Requirements**

- 1. Provided a Complete Copy of the EPP that is Kept in the Home at all Times
  - a. Documentation Date of Review of the EPP Program once every other year (2 years)
- 2. Hazardous Vulnerability Assessment (HVA)/Risk Assessment
- 3. Policies and Procedures Identified by the HVA
  - a. Substances Needs policies (i.e. emergency food, water, sewer outage)
- 4. All Components of Evacuations and Sheltering in Place
  - a. Including Tracking of Residents/Staff, Medical Documentation, Volunteers, Roll Under the 1135 Waver
- 5. All Components of the Communication Plan
  - a. Emergency Contact numbers
  - b Primary and Alternate Means of Communication
  - c. Methods for Sharing Information and Occupancy Needs
  - d. Sharing EPP Information with Family/Representatives
- 6. Training and Testing Program
  - a. EPP Training initially for New Staff and Once Every Other Year (2 years) for Existing Staff with Staff Demonstration of Knowledge
  - b. Annual Community EPP Exercise, Facility Based Exercise or Actual Emergency Event.
    - After Action Report
  - c. Second EPP Drill of Choice
    - After Action Report

