



Title: Policy and Procedure	Page: 1 of 1
Section: 7 Risk Management	Date: June 1, 2018
Policy: HH7-5A.01 Office Safety Program	Replaces: January 31, 2017

Policy: To provide a written policy and procedures that established and implemented to address FFHC fire safety and emergency power systems.

- A. FFHC shares office space with Youngstown-Warren Urban League
 - a. FFHC follow all the Primary Owner Fire Safety Rules and Policies (Located in Urban League Office Area)
 - b. FFHC participate in the buildings Annual Fire Drills and Inspections

- B. All Staff during orientation are educated that the building is a smoke free building
 - a. A “NO Smoking” Sign is posted in the FFHC Work Areas.

- C. Fire Detectors and Fire Extinguishers are checked every quarter and documented on the Fire Safety Check Sheet located in the main office.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 6/1/18
Reviewed by Compliance Officer and approved 6/1/18
All previous versions are obsolete