



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### Door Stop Usage

**Effective Date:** December 11, 2015

**Policy #:** SF-09

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**I. PURPOSE:** To outline the use of door stops in patient occupied areas of Montana State Hospital (MSH).

**II. POLICY:**

A. It is the policy of MSH to provide a safe environment for all patients, staff and visitors.

B. It is also the policy of MSH to comply with all applicable fire and safety codes as published by the national Fire Protection Association (NFPA).

**III. DEFINITIONS:**

Fire Door – for the purpose of this policy a fire door is defined as a door which has an automatic closure and has a fire door rating.

Door Stop – any mechanical or non-mechanical device designed for the purpose of holding doors open without a human act.

Designated Patient Occupied Area – patient occupied areas are the main hospital building, Spratt building, Transitional Care Units and Pintlar Lodge Group Home.

**IV. RESPONSIBILITIES:**

A. The Safety Officer will enforce this policy through MSH security officers and by conducting periodic inspections of all offices and rooms in patient occupied buildings. The Safety Officer will communicate to Management all repeat offenses to this policy and submit copies of all inspections to the Management Team and to the Quality Improvement Committee.

B. All supervisory personnel will be responsible for disciplinary action for employees who do not follow this policy.

C. The Housekeeping Supervisor will conduct training to all custodians on proper use of a portable door stop and procedures to be followed during fire emergencies.

D. The Maintenance department shall maintain the integrity and proper functioning of all fire doors.

**V. PROCEDURE:**

A. All fire doors with automatic closures on them shall be maintained in a condition that if fully opened and released the door will automatically close and latch without assistance.



Hospital Administrator

Director of Quality Improvement