



Date: April 22, 2015

DQA Memo 15-007
Replaces DQA Memo 12-013

To: [Adult Day Care Centers](#)
[Adult Family Homes](#)
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Office of Plan Review & Inspection

Via: Otis Woods, Administrator
Division of Quality Assurance

Fire Watch, Fire Plan, and Fire Reporting Update

The purpose of this memo is to provide information regarding the response to fire related emergencies in health care facilities. This memo provides regulatory information regarding the development of a fire watch system, fire plan and mandated reporting of a fire event. A Fire Watch Procedure and Fire Report form approved by the Division of Quality Assurance (DQA) is available for use by facilities with links included in this memo. This memo replaces DQA Memo 12-013.

Fire Watch

Fire watch procedures involve the assignment of a dedicated person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.

The requirement for a "fire watch" appears in the 2000 edition of National Fire Protection Association (NFPA) 101 Life Safety Code as:

- Where a required fire alarm system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service. LSC § 9.6.1.8.
- Where a required automatic sprinkler system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified and the building shall be evacuated or an approved fire

watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service. LSC § 9.7.6.1

Listed below are DQA recommended Fire Watch Procedure templates that should be modified to fit each facilities unique operational needs. These templates are attached to this memorandum to assist implementation:

- [DQA Memo 15-007 Rounds](#)
- [DQA Memo 15-007 Alarms](#)
- [DQA Memo 15-007 Sprinklers](#)

Fire Plan

Life Safety Code § 18.7.2.2 and 19.7.2.2 require facilities to have a written fire safety plan that outlines the minimal actions required by facility personnel upon discovery of fire. The written fire safety plan shall include the following elements:

- (1) Use of alarms
- (2) Transmission of alarm to fire department
- (3) Response to alarms
- (4) Isolation of fire
- (5) Evacuation of immediate area
- (6) Evacuation of smoke compartment
- (7) Preparation for floors and building for evacuation
- (8) Extinguishment of fire

Facilities are required to personalize their fire safety plan to make it relevant to their specific facility.

Fire Reporting

Certain health care facilities, listed below, are required to report a fire event to the Division of Quality Assurance within the time specified in Wisconsin Administrative Code. Examples of reportable fire events may include: smoke from an oven, electrical fires, strange burning odors, fire alarm activation, etc.

- **Adult Family Homes:** DHS 88.05(4)(e), within 72 hours
- **Community Based Residential Facilities:** DHS 83.12(4)(e), within 3 working days
- **Facilities for the Developmentally Disabled:** DHS 134.82(4)(e), within 72 hours
- **Hospitals:** DHS 124.36(11), within 72 hours
- **Nursing Homes:** DHS 132.82(3)(e), within 72 hours

An approved Fire Report form is available online at: <http://www.dhs.wisconsin.gov/forms1/f6/f62500.pdf>. Reporting may also be done by other means such as forwarding a copy of a fire department report or a facility letter describing the event and signed by a facility representative.

Contact Information

If you have any questions regarding the information in the memo, please contact David Soens, Division of Quality Assurance Fire Authority, at (608) 266-8016 or at David.Soens@wisconsin.gov.