



Date: February 17, 2017

DQA Numbered Memo 17-003
Replaces DQA Memo 15-007

To: [Adult Day Care Centers](#)
[Adult Family Homes](#)
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Bureau of Education Services and Technology

Via: Otis Woods, Administrator
Division of Quality Assurance

Fire Watch, Fire Plan, and Fire Reporting Update

The purpose of this memo is to provide updated information regarding the response to fire-related emergencies in health care facilities. This memo provides regulatory information regarding the development of fire watch procedures, fire planning, and mandated reporting of a fire event.

Due to the recent federal adoption of the 2012 edition of the National Fire Protection Association (NFPA) 101 Life Safety Code (LSC), this memo has been revised to replace DQA Memo 15-007. Federally certified facilities are required to meet the LSC; assisted living facilities are encouraged to review the LSC provisions as guidance.

Details of the applicable regulations, facility expectations, and procedural guidance are provided in the following resources:

- [Fire Procedures for Fire Alarm Systems \(P-01729\)](#)
- [Fire Procedures for Sprinkler Systems \(P-01730\)](#)

If you have questions regarding the information in this document, please contact the DQA Fire Authority at 608-266-8016 or David.Soens@wisconsin.gov.