



EMERGENCY PREPAREDNESS REGULATIONS – ASSISTED LIVING

ADULT DAY CARE

ADULT DAY CARE CERTIFICATION STANDARDS CHECKLIST

III.B. Safety

- (5) Each adult day care program shall have a written plan for responding to fires, tornadoes, missing participants, injuries and **other emergencies** which include:
- (a) Posting an evacuation plan;
 - (b) Informing all staff members of their duties during an emergency; and
 - (c) Practicing and recording quarterly fire and annual tornado drills.
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LICENSED ADULT FAMILY HOMES

WISCONSIN ADMINISTRATIVE CODE – Chapter DHS 88, Licensed Adult Family Homes

Wis. Admin. Code § DHS 88.05(4) – Fire Safety

- (d) **Fire safety evacuation plan.**
- 1. The licensee shall have a written plan for the immediate and safe evacuation of all occupants of the home in the event of a fire. The plan shall identify an external meeting place.
 - 2.
 - a. The licensee shall review the fire safety evacuation plan with each new resident immediately following placement and shall evaluate the resident using a form provided by the department to determine whether the resident is able to evacuate the home without any help within two minutes.
 - b. Each resident shall be evaluated annually for evacuation time, using the department's form. All service providers who work on the premises shall be made aware of each resident having an evacuation time of more than two minutes.
 - c. The licensee shall conduct semi-annual fire drills with all household members with written documentation of the date and evacuation time for each drill maintained by the home.
- Note:** Licensees are encouraged to consult with their local fire department in preparing a fire safety evacuation plan.
- (e) **Report of a fire.** The licensee shall report to the licensing agency within 72 hours after the event of the occurrence of a fire in the home which required the assistance of the fire department.
- (f) **Resident incapable of self-evacuation.** If a resident who is incapable of self-evacuation in an emergency is present in the home, the licensee or service provider shall be in the home.
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COMMUNITY-BASED RESIDENTIAL FACILITIES

WISCONSIN STATUTE – Chapter DHS 50, Uniform Licensure

Wis. Stat. § 50.035 – Special provisions relating to regulation of community-based residential facilities

- (1) **Personnel training.** Each employee of a community-based residential facility shall, within 90 days after the beginning date of employment, receive basic first aid training and other safety training. The department shall indicate acceptable sources from which facility employees may receive this training. The department shall

also develop instructional materials for use by facilities concerning acceptable methods of operation and procedures for protecting and serving the needs of facility residents. The department may require that all facility employees complete a program involving these materials and may sell the materials to facilities at cost. In addition, each facility employee shall, within 90 days after the beginning date of employment, receive training in fire prevention and control and evacuation techniques. Each facility shall coordinate its training in fire prevention and control and evacuation techniques with the local fire department.

WISCONSIN ADMINISTRATIVE CODE – Chapter DHS 83, Community-based Residential Facilities

Wis. Admin. Code § DHS 83.47 – Fire safety requirements

(2) Emergency and disaster plan.

- (a) **Written plan.** The CBRF shall have a written plan for responding to emergencies and disasters that is readily available to all employees. The plan shall specify the responsibilities of employees. The plan shall include all of the following:
1. Procedures for orderly evacuation or other department-approved response during an emergency or disaster. The plan shall include procedures for any resident who refuses to follow evacuation or emergency procedures.
 2. The CBRF's response to serious illness or accidents
 3. Procedures to follow when a resident is missing
 4. The CBRF's preparation for and response to severe weather including tornado and flooding
 5. A route to dry land when the CBRF is located in a flood plain
 6. Location of an emergency shelter for the residents
 7. A means of transporting residents to the emergency shelter
 8. How meals and medications will be provided to residents at the emergency shelter
- (b) **Exit diagram.** The disaster plan shall have an exit diagram that shall be posted on each floor of the CBRF used by residents in a conspicuous place where it can be seen by the residents. The diagram shall identify the exit routes from the floor, including internal horizontal exits under par. (f) when applicable, smoke compartments or a designated meeting place outside and away from the building when evacuation to the outside is the planned response to a fire alarm.
- (c) **Emergency and disaster procedures.** Fire, tornado, flooding or other emergency or disaster procedures shall be clearly communicated to a new resident within 72 hours after admission.
- (d) **Fire drills.**
1. Fire evacuation drills shall be conducted at least quarterly with both employees and residents. Drills shall be limited to the employees scheduled to work at that time. Documentation shall include the date and time of the drill and the CBRF's total evacuation time. The CBRF shall record residents having an evacuation time greater than the time allowed under § DHS 83.35(5) and the type of assistance needed for evacuation. Fire evacuation drills may be announced in advance.
 2. At least one fire evacuation drill shall be held annually that simulates the conditions during usual sleeping hours. Fire evacuation drills may be announced in advance. Drills shall be limited to the employees scheduled to work during the residents' normal sleeping hours.
- (e) **Other evacuation drills.** Tornado, flooding, or other emergency or disaster evacuation drills shall be conducted at least semi-annually.
- (f) **Horizontal evacuation.** The CBRF shall have approval from the department before including horizontal evacuation in the emergency and disaster plan. CBRFs using horizontal evacuation shall document the total evacuation time of the fire zone evacuated.
- (g) **Use of area of refuge.** The local fire department shall be made aware of the areas of refuge, if any, and the potential number of residents who would use the areas of refuge. Evacuation procedures involving fire department personnel shall be conducted at the option of the fire department. CBRFs using areas of refuge shall comply with construction requirements under § DHS 83.51.
- (h) **Posting of emergency phone numbers.** The phone numbers for emergency services shall be posted near phones used by CBRF employees.

- (3) **Fire inspection.** The CBRF shall arrange for an annual inspection by the local fire authority or certified fire inspector and shall retain fire inspection reports for two years.

Wis. Admin. Code § DHS 83.12 – Investigation, notification, and reporting requirements

- (4) **Other reporting and notification requirements.** A CBRF shall send a written report to the department within three working days after any of the following occurs:
- (d) A catastrophe occurs resulting in damage to the CBRF.
 - (e) A fire occurs on the premises of the CBRF.
 - (f) Any time the CBRF must evacuate and temporarily relocate residents and employees from the CBRF for reasons other than a fire drill

RESIDENTIAL CARE APARTMENT COMPLEXES

WISCONSIN ADMINISTRATIVE CODE – Chapter DHS 89, Residential Care Apartment Complexes

Wis. Admin. Code § DHS 89.23 – Services

- (2) **Sufficient services.**
- (c) **Emergency assistance.** A residential care apartment complex shall ensure that tenant health and safety are protected in the event of an emergency and shall have the capacity to provide emergency assistance 24 hours a day. A residential care apartment complex shall have a written emergency plan which describes staff responsibilities and procedures to be followed in the event of fire, sudden serious illness, accident, severe weather, or other emergency and is developed in cooperation with local fire and emergency services.