**Applies To:**

* All Wisconsin Veterans Home at King (WVH-K) Staff.

**Purpose:**

* To identify responsibilities of individuals and departments in the event of a mandatory fire watch.

**Related Documents:**

* [DQA memo 17-003](https://www.dhs.wisconsin.gov/dqa/memos/17-003.pdf)

**Summary Information:**

* Fire Alarm or Sprinkler system outages can occur during construction, renovation, electrical storms, or planned maintenance on the alarm systems which render them inoperable.

### Procedures:

* If you notice any of the fire suppression systems or notification systems are inoperable, call Security/Fire/Safety @ 2222 immediately.
* Security/Fire/Safety will notify the Director of Engineering and Physical Plant, or Maintenance Supervisor (who in turn notifies the alarm or sprinkler company vendor, if indicated).
* The Director of Engineering or Maintenance Supervisor will attempt to bring the inoperable system back into working order as soon as possible.
* If the Fire Sprinkler system is inoperable for a time period of (10) hours or more in a 24 hour period, the fire watch must be established, and must continue until the system is restored to working order.
* If the Fire Alarm system is inoperable for a time period of (4) hours or more in a 24 hour period, the fire watch must be established, and must continue until the system is restored to working order.
* Assigned staff shall receive information and training regarding the fire watch tasks.
* When a fire watch is established, Security/Fire/Safety staff notify the following:
  + Security/Fire/Safety Chief.
  + The building Executive Director and/or Director of Nursing for the affected building, Shift Supervisor.
  + Commandant or Deputy Commandant.
  + Wisconsin DHS Division of Quality Assurance, [Division of Quality Assurance(link sends e-mail)](mailto:DHS%20WebmailDQA) Madison office, 608-266-0224 Sandra Meyers (this satisfies the requirement to notify DHS).
* The Nursing Supervisor, Administration, or Security/Fire/Safety arranges for staff to work the fire watch tours.
  + Each fire watch tour must be an area that can be completely walked in 30 minutes. If the affected area is larger than that, smaller areas must be arranged, each of which can be walked within 30 minutes by an individual staff member.
  + Staff assigned to fire watch duties must not be assigned any other duties.
* Staff performing the fire watch tour, shall physically walk the entire affected area (area that does not have alarm protection), checking rooms, hallways, and stairwells for possible signs of fire.
  + Observation should include member rooms,
    - Smoking materials and extension cords in member rooms;
    - Remove lint from dryers and soiled linen from dietary and laundry rooms;
    - Removed combustible/flammable materials from mechanical and electrical rooms;
    - Remove snow and ice when applicable to make clear access for the fire department;
    - Clear access to hydrants, sprinkler connections, standpipes, and fire extinguishers for the fire department;
    - Ensure exit access corridors, exits, and exit discharges are unobstructed.
    - Storage of combustible or flammable materials shall be in approved containers or designated storage areas.
    - Identify temporary heating devices and have them removed.
    - Ensure fire and smoke doors close properly.
    - Ensure unnecessary machinery which is running continuously is turned off;
    - Sprinkler valves shall be open and sealed; gauges should indicate normal pressure and sprinkler heads shall be unobstructed;
    - Ensure construction or renovation work areas have no hot work operations.
* A written notation is made on the fire watch log at the end of each 30 minute walking tour, and must identify any findings, the date, time, and initials of the person performing the tour, please see Attachment A: Fire Watch Tour Sheet/Verification of Fire Rounds or form on page 4 of <https://www.dhs.wisconsin.gov/publications/p01730.pdf> .
* Fire watch tours are ongoing, with each area re-checked within a 30 minute period, 24 hours a day, until the alarm system is restored.
* If a person performing fire watch discovers a concern:
  + They immediately contact the Security/Fire/Safety @ ext. 2222, and announce in the building using the overhead paging system “Code 2222, (location).”
* Security/Fire/Safety is notified immediately when the system is restored and notifies those listed as needing to be notified initially. Fire watch rounds are discontinued at that time.
* Completed fire watch logs are turned into Security/Fire/Safety for filing. Logs are kept for a 12-month period.
* WVH-K is required to report a fire event to the Division of Quality Assurance within 72 hours, as specified in the Wisconsin Administrative Code § 132.82 (3) (e). Reportable fire events may include: smoke from an oven, electrical fires, fire alarm activation, etc.
* The following form shall be used <https://www.dhs.wisconsin.gov/forms1/f6/f62500.pdf> or reporting may also be completed by forwarding a signed facility letter describing the event and impact.
* Questions about completion of this form may be directed to DHSDQAPlanReview@wi.gov or 608-264-7748.

**FIRE WATCH TOUR SHEET/VERIFICATION OF FIRE ROUNDS**

Performed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

System not functioning: Fire Alarm System: \_\_\_\_\_\_ Sprinkler System: \_\_\_\_\_\_

INSTRUCTIONS: You must physically walk all of your assigned area, check each of the areas listed below on each round, and note that by filling in the blanks provided. A tour area should be no larger than can be completely checked in 30 minutes. Use additional copies of the second page of Attachment A as necessary to record all tours and all affected areas.

Tour started: \_\_\_\_:\_\_\_\_ Tour Ended: \_\_\_\_:\_\_\_\_ (Use Military time and do not exceed 30 minutes)

Check each area that was inspected:

|  |  |  |
| --- | --- | --- |
| **√** | **Area** | **Comments** |
|  | All resident rooms on Floor \_\_\_ Wings \_\_\_A \_\_\_B \_\_\_C \_\_\_D |  |
|  | Tub rooms and staff bathrooms |  |
|  | Diet Kitchen and Laundry Chutes on Floor \_\_\_ |  |
|  | Mechanical and electrical rooms on Floor \_\_\_ |  |
|  | Nothing blocking fire equipment cabinets or extinguishers on Floor \_\_\_ |  |
|  | Hallways and exits are not blocked on Floor \_\_\_ |  |
|  | All offices and other common areas |  |
|  | Any construction areas on Floor \_\_\_ |  |

Tour started: \_\_\_\_:\_\_\_\_ Tour Ended: \_\_\_\_:\_\_\_\_ (Use Military time and do not exceed 30 minutes)

Check each area that was inspected:

|  |  |  |
| --- | --- | --- |
| **√** | **Area** | **Comments** |
|  | All resident rooms on Floor \_\_\_ Wings \_\_\_A \_\_\_B \_\_\_C \_\_\_D |  |
|  | Tub rooms and staff bathrooms |  |
|  | Diet Kitchen and Laundry Chutes on Floor \_\_\_ |  |
|  | Mechanical and electrical rooms on Floor \_\_\_ |  |
|  | Nothing blocking fire equipment cabinets or extinguishers on Floor \_\_\_ |  |
|  | Hallways and exits are not blocked on Floor \_\_\_ |  |
|  | All offices and other common areas |  |
|  | Any construction areas on Floor \_\_\_ |  |

Tour started: \_\_\_\_:\_\_\_\_ Tour Ended: \_\_\_\_:\_\_\_\_ (Use Military time and do not exceed 30 minutes)

Check each area that was inspected:

|  |  |  |
| --- | --- | --- |
| **√** | **Area** | **Comments** |
|  | All resident rooms on Floor \_\_\_ Wings \_\_\_A \_\_\_B \_\_\_C \_\_\_D |  |
|  | Tub rooms and staff bathrooms |  |
|  | Diet Kitchen and Laundry Chutes on Floor \_\_\_ |  |
|  | Mechanical and electrical rooms on Floor \_\_\_ |  |
|  | Nothing blocking fire equipment cabinets or extinguishers on Floor \_\_\_ |  |
|  | Hallways and exits are not blocked on Floor \_\_\_ |  |
|  | All offices and other common areas |  |
|  | Any construction areas on Floor \_\_\_ |  |

Tour started: \_\_\_\_:\_\_\_\_ Tour Ended: \_\_\_\_:\_\_\_\_ (Use Military time and do not exceed 30 minutes)

Check each area that was inspected:

|  |  |  |
| --- | --- | --- |
| **√** | **Area** | **Comments** |
|  | All resident rooms on Floor \_\_\_ Wings \_\_\_A \_\_\_B \_\_\_C \_\_\_D |  |
|  | Tub rooms and staff bathrooms |  |
|  | Diet Kitchen and Laundry Chutes on Floor \_\_\_ |  |
|  | Mechanical and electrical rooms on Floor \_\_\_ |  |
|  | Nothing blocking fire equipment cabinets or extinguishers on Floor \_\_\_ |  |
|  | Hallways and exits are not blocked on Floor \_\_\_ |  |
|  | All offices and other common areas |  |
|  | Any construction areas on Floor \_\_\_ |  |

Tour started: \_\_\_\_:\_\_\_\_ Tour Ended: \_\_\_\_:\_\_\_\_ (Use Military time and do not exceed 30 minutes)

Check each area that was inspected:

|  |  |  |
| --- | --- | --- |
| **√** | **Area** | **Comments** |
|  | All resident rooms on Floor \_\_\_ Wings \_\_\_A \_\_\_B \_\_\_C \_\_\_D |  |
|  | Tub rooms and staff bathrooms |  |
|  | Diet Kitchen and Laundry Chutes on Floor \_\_\_ |  |
|  | Mechanical and electrical rooms on Floor \_\_\_ |  |
|  | Nothing blocking fire equipment cabinets or extinguishers on Floor \_\_\_ |  |
|  | Hallways and exits are not blocked on Floor \_\_\_ |  |
|  | All offices and other common areas |  |
|  | Any construction areas on Floor \_\_\_ |  |