

# Wisconsin Veterans Home at King

## MANDATORY FIRE WATCH

Date of Origin: 2005	No.: 14-00-01L
Last Revision: February 21, 2019	Page 1 of 4
Last Review: February 21, 2019	Maintained By: Administration/Emergency Services

### 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](#)

### 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 Emergency Services @ 2222 immediately.
- Emergency Services will notify the Director of Engineering and Physical Plant, or Maintenance Superintendent (who in turn notifies the alarm or sprinkler company vendor, if indicated).
- The Director of Engineering or Maintenance Superintendent 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, Emergency Services staff notify the following:
  - Emergency Services 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 \(link sends e-mail\)](#) Madison office, 608-266-0224 Sandra Meyers (this satisfies the requirement to notify DHS).
- The Nursing Supervisor, Administration, or Emergency Services 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,

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- 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 Emergency Services @ ext. 2222, and announce in the building using the overhead paging system “Code 2222, (location).”
- Emergency Services 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 Emergency Services 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](mailto: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 ____	

**14-00-05 Attachment A**

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

Check each area that was inspected:

√	<b>Area</b>	<b>Comments</b>
	All resident rooms on Floor ____ Wings ____A ____B ____C ____D	
	Tub rooms and staff bathrooms	
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