

## Fire Safety and Emergency Response Documentation Group Homes

**Use of form:** Use of this form is voluntary; however, completion of this form will meet the requirements of DCF 57.42(1)(c) and 57.42(2)(b) of the Wisconsin Administrative Codes. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

**Instructions:** The facility representative shall enter the date(s) and time(s) upon completing each item. The licensing specialist will review this form during the monitoring visit(s).

Name – Facility	Year
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**A. FACILITY FIRE INSPECTION**

A center shall arrange for the local fire department to conduct a fire inspection of the center each year. The center shall submit the results of the annual fire safety inspection to the department.

Date of the annual inspection: \_\_\_\_\_

**B. HEATING SYSTEM INSPECTION**

The center's heating system shall be maintained in a safe condition as determined through an annual inspection by an individual professionally qualified to conduct such inspections.

Date of the annual inspection: \_\_\_\_\_

**C. SMOKE DETECTOR / FIRE ALARM TESTS**

Enter the results of the monthly inspection.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Results												

**D. EMERGENCY SAFETY DRILLS**

Enter the date and time of each drill and the time required to complete the drill. Enter any problems associated with the evacuation in the comments section. Note: An evacuation drill during sleeping hours (or that simulates sleeping hours) shall be conducted at least once every 6 months.

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fire	Date												
	Time												
	Time Required												
Tornado	Date												
	Time												
	Time Required												
Other	Date												
	Time												
	Time Required												

COMMENTS:

**E. FIRE EXTINGUISHERS**

Each extinguisher shall be inspected at least once a year by a qualified fire safety expert and have a label indicating its present condition and date of its last inspection.

**F. CARBON MONOXIDE DETECTORS**

A group home in a one-unit or two-unit building shall have a functional carbon monoxide detector installed in the basement and on each floor level, except the attic, garage, or storage area of each unit in accordance with the requirements s. 101.647, Stats.