

**FIRE SAFETY AND EMERGENCY RESPONSE DOCUMENTATION  
RESIDENTIAL CARE CENTERS FOR CHILDREN AND YOUTH**

**Use of form:** Use of this form is voluntary; however, completion of this form will meet the requirements of DCF 52.13(1)(p) and (q), 52.55(2)(b), 52.55(4)(a) and 52.56(23)(c) 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 requested information upon completing each item. The licensing specialist will review this form during the monitoring visit(s).

Name – Facility	Year
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**A. EMERGENCY SAFETY DRILLS**

Enter the date and time of each drill and the time required to evacuate the building. Enter any problems associated with the evacuation in the comments section. Note: An announced drill shall be conducted at least once every 2 months; an unannounced drill 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:

**B. 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 maintain on file a copy of the inspection report.

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

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

Enter the time and date of the inspection. Note: Individual smoke detectors shall be tested at least once per month; interconnected smoke detector systems shall be tested at least once every three months.

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

**D. SPRINKLER SYSTEM INSPECTION**

Sprinkler systems shall meet the requirements of chs. Comm 61 to 65, the Wisconsin Commercial Building Code and any applicable local ordinances and shall be inspected and tested in accordance with NFPA Code 25. The center shall keep a copy of the certification of inspection on file.

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

**E. HEATING SYSTEM INSPECTION**

The center's heating system shall be maintained in a safe condition as determined through an annual inspection by a certified heating system specialist, installer or contractor. The center shall keep on file copies of annual heating system inspection and service reports.

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