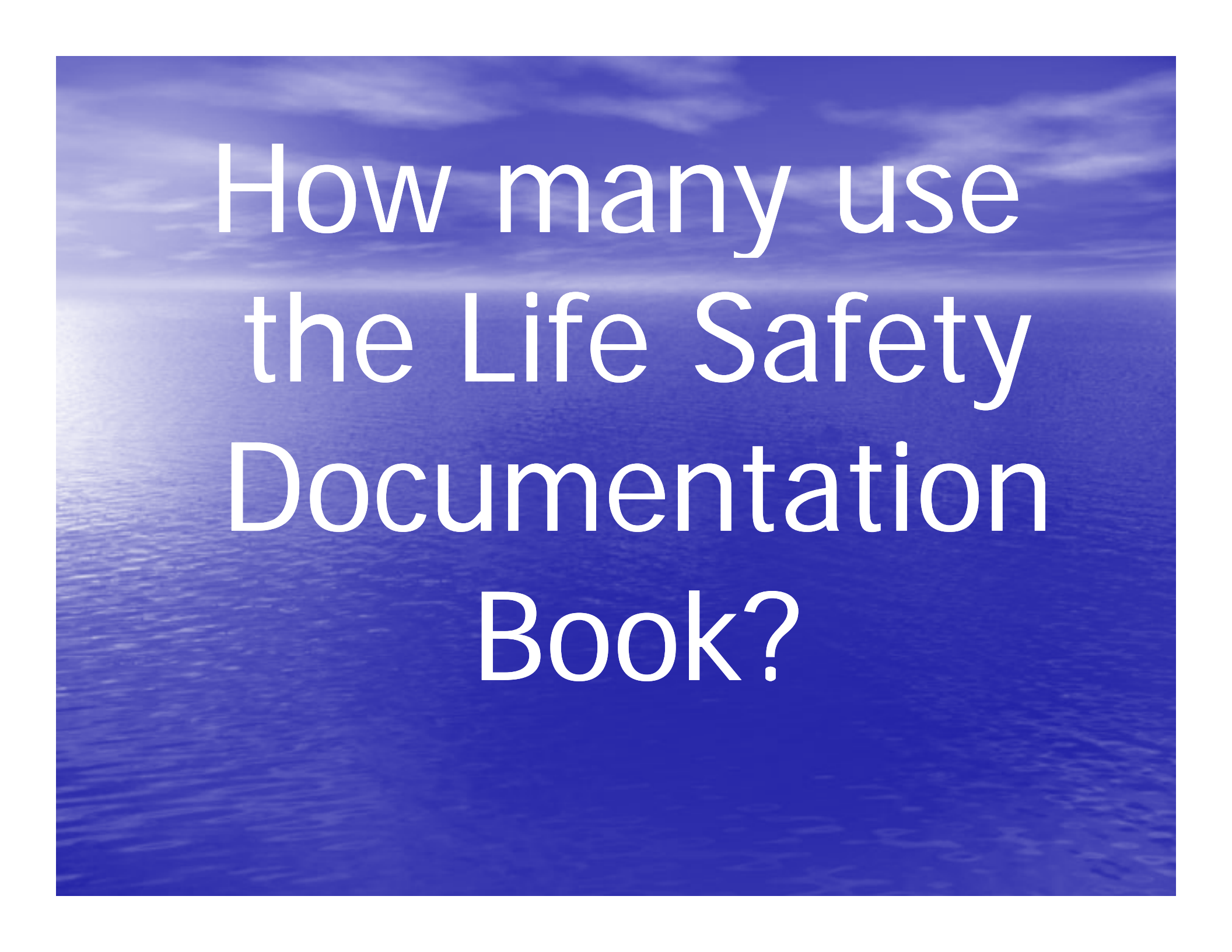


# *Health Care Engineers and Fire Safety*

Minnesota Health Care Engineers Association  
Spring Conference  
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Minnesota State Fire Marshal Division

This presentation will  
review the Life Safety  
Code Documentation in  
health care facilities.



How many use  
the Life Safety  
Documentation  
Book?





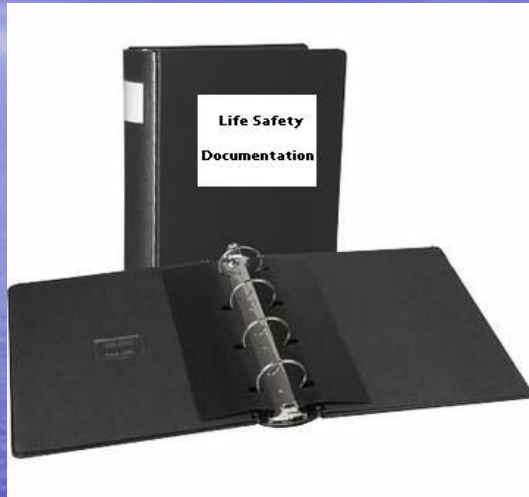
**If you didn't document it.**

**It didn't happen!**

# How Long Do I keep Records

- 2007 MSFC shall be maintained on the premises for a minimum of three years
- CMS surveys, you need to have 2 years on hand
- Then what ever your company policy
- Fire Alarm and Fire Sprinkler initial drawings, test records need to be kept for the life of the system or building which ever comes first

# Fire Life Safety Documentation



- Index Dividers – Min. 17
- Make sure the management staff, facility maintenance staff know where this book it kept

<http://www.health.state.mn.us/divs/fpc/DOCguide4.pdf>



# Index Dividers – Tab 1

- Current building floor plan
- Building year (each addition)
- Construction type (each addition)
- Show smoke barrier walls
- 2 hour fire rated building separations

# Index Dividers – Tab 2

- Facility emergency plan (K048)
  - You may place plan here or indicate where a current plan can be found

2000 NFPA 101 - 18.7.1.1, 19.7.1.1

<http://www.health.state.mn.us/divs/fpc/fireevacplans2.pdf>



# Index Dividers – Tab 2

- Staff properly trained in emergency procedures (K050)
  - You may place the in-service records here or indicate where the in-service records can be found
  - 2000 NFPA 101 – 18.7.2.3, 19.7.2.3

# Index Dividers – Tab 3

- Smoking policy (K066)
  - Smoking regulations shall be adopted and shall include not less than the following provisions:
    - 2000 101 - 18.7.4, 19.7.4

[http://www.health.state.mn.us/divs/fpc/smokingregs2\\_1208.pdf](http://www.health.state.mn.us/divs/fpc/smokingregs2_1208.pdf)

# Index Dividers – Tab 4

- Fire Drills – once per quarter per shift and drills held at varied conditions (K050)
  - You may place the fire drill records here or indicate where the fire drill records can be found
  - 2000 NFPA 101 – 18.7.1.2, 19.7.1.2

<http://www.health.state.mn.us/divs/fpc/fireevacplans2.pdf>



# Index Dividers – Tab 5

- Out of service policy (fire watch) for fire sprinkler and fire alarm systems outages for more than 4 hours in 24 hour period. (K154 & K155)
- Make sure the DSFM inspector name and phone numbers is included

– 2000 NFPA 101 – 9.6.1.8 , 9.7.6.1

<http://www.health.state.mn.us/divs/fpc/systems2.pdf>

# Index Dividers – Tab 6

- Fire alarm system <http://www.health.state.mn.us/divs/fpc/FAtesting2.pdf>
  - Annual testing report (K052) see 1999 NFPA 72 – 7-5.2.2 and figure 7-5.2.2  
<http://www.mhcea.org/98NFPA72Annualtestingform.pdf>
- D.A.C.T monthly testing (K052)
  - You can record this on your fire drill report
  - Have a separate record
  - 2000 NFPA 101 – 9.6.1.4 and 1999 NFPA 72 7-3.2.1

# Index Dividers – Tab 7

- Smoke detector sensitivity testing (K052)
  - Must show the sensitivity range (low and high range), and the actual tested sensitivity for each smoke detector, and test date(s).
  - 2000 NFPA 101 – 9.6.1.4 and 1999 NFPA 72 7-3.2.1



# Index Dividers – Tab 8

- Resident room smoke alarm (single station) weekly or monthly testing per manufacturer instruction (K054)
- See the cut sheet or detector for how often you need to test

# Index Dividers – Tab 9

- Fire sprinkler system (K056 – K062)
  - <http://www.health.state.mn.us/divs/fpc/Firesprinklers2.pdf>
  - Annual test / inspection
  - Quarterly flow alarm test
  - Fire pump – Weekly and annual
    - <http://www.mhcea.org/Firepumpweekly.pdf>
  - 2000 NFPA 101 - 18.7.6, 19.7.6, 4.6.12, 1999 NFPA 13, and 1998 NFPA 25

# Index Dividers – Tab 10

- Range hood system (K069)
  - 6 month inspection report
  - Make sure system activates the building fire alarm system
  - Shuts off the gas or electrical outlet that are located under that hood
  - 2000 NFPA 101 - 9.2.3., 18.3.2.6, 19.3.2.6, 1998 NFPA 96

<http://www.health.state.mn.us/divs/fpc/kitcheneqp.pdf>



# Index Dividers – Tab 11

- Portable fire extinguishers (K064)
  - Monthly in-house inspection
  - Annual vendor service date
  - 6 year maintenance date
  - 12 year Hydrostatic test date
  - 2000 NFPA 101 - 9.7.4.1, 18.3.5.6, 19.3.5.6
  - 1998 NFPA 10

<http://www.health.state.mn.us/divs/fpc/fireext2.pdf>

# Index Dividers – Tab 12

- Generator (K144) <http://www.health.state.mn.us/divs/fpc/Gensets2.pdf>
  - Weekly visual  
[http://www.health.state.mn.us/divs/fpc/Genset\\_inspectlog.doc](http://www.health.state.mn.us/divs/fpc/Genset_inspectlog.doc)
  - Monthly 30 minute load test  
[http://www.health.state.mn.us/divs/fpc/Genset\\_testlog.doc](http://www.health.state.mn.us/divs/fpc/Genset_testlog.doc)
  - 1999 NFPA 99, 3.4.4.1, 1999 NFPA 110, 8.4.2

# Index Dividers – Tab 12

- Insure you document “30” minute run test and “30%” of name plate rating
- If you can not meet the 30% of name plate rating you can do a annual load bank testing 25% for 30 minutes, 50% for 30 minutes, and then 75% for 1 hour for a total of 2 hours



# Index Dividers – Tab 13

- Battery operated emergency lights and exit signage (K046) [http://www.health.state.mn.us/divs/fpc/Battery\\_opliting2.pdf](http://www.health.state.mn.us/divs/fpc/Battery_opliting2.pdf)
  - Monthly (30 seconds)
  - Yearly (90 minutes)  
[http://www.health.state.mn.us/divs/fpc/Battery\\_oplitinglog.doc](http://www.health.state.mn.us/divs/fpc/Battery_oplitinglog.doc)
  - 2000 NFPA 101 - 7.9., 18.2.9.1, 19.2.9.1.

# Index Dividers – Tab 14

- Fire/Smoke Damper (K067)

- Visually inspected

- Tested every 4 years in Nursing Homes

- Tested every 6 years in **Hospitals Only**

- <http://www.fire.state.mn.us/Healthcare/Fire%20Damper%20Requirments%20for%206%20year%20testing.pdf>

- 2000 NFPA 101 – 9.2, 18.5.2.1, 19.5.2.1,, 18.5.2.2, 19.5.2.2, and 1999 NFPA 90A

# Index Dividers – Tab 15

- Flame spread documentation
  - Drape and curtains (K074)
  - Interior walls, ceiling, and floor finishes (K014, K015, and K016)
  - Decorations (K073)

– 2000 NFPA 101 – Chapter 18 – 19

<http://www.health.state.mn.us/divs/fpc/IFfurnishings.pdf>



# Index Dividers – Tab 16

- Upholstered furniture flammability
  - Newly introduce upholstered furniture (K074)  
**Since March 2003**
  - California technical bulletin 133 or 117, NFPA 266

# Index Dividers – Tab 17

- Laboratory
  - Procedure policy reviewed annually  
(K131) 1999 NFPA 99 - 10.2.1.3.2
  - Incident reviewed monthly  
(K132) 1999 NFPA 99 - 10.2.1.4.2



**QUESTIONS ?**



# Unwanted Fire at Your Facility

- What is required when you have a **UNWANTED FIRE** at your facility

# Unwanted Fire - Definition

2007 MN State Fire Code (MSFC) 202

- **UNWANTED FIRE.** A fire not used for cooking, heating or recreational purposes or one not incidental to the normal operations of the property.

# Fire Chief - Definition

- **FIRE CHIEF**. The chief officer of the fire department serving the jurisdiction or the chief's authorized representatives. For purposes of enforcing this code, the term fire chief also includes the state fire marshal and the state fire marshal's representatives.



# Fire Code Official - Definition

- **FIRE CODE OFFICIAL.** The fire chief or other designated authority charged with the administration and enforcement of the code, or a duly authorized representative.

# Reporting a Unwanted Fire

- **401.3 Emergency forces notification.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately report such condition to the fire department.

Building employees and tenants shall implement the appropriate emergency plans and procedures. No person shall, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

# Reporting a Unwanted Fire

- **104.10 Fire investigations.** The fire code official, the fire department or other responsible authority shall have the authority to investigate the cause, origin and circumstances of any fire, explosion or other hazardous condition. Information that could be related to trade secrets or processes shall not be made part of the public record except as directed by a court of law.



# Reporting a Unwanted Fire

- The fire department that is mentioned in 401.3 includes the Fire Chief and the State Fire Marshal
- You will need to report to both as the level of the fire determines
- You shall contact the local fire department and the State Fire Marshal even if the fire is extinguished

# Reporting a Unwanted Fire

- Then finally the requirements of Centers for Medicare and Medicaid Services (CMS), S&C -04-23, dated March 11, 2004, Procedures in the Event of a Fire in a Medicare or Medicaid-Certified Health Care Facility by the CMS website:  
<http://www.cms.hhs.gov/SurveyCertificationGenInfo/downloads/SCletter04-23.pdf>
- You can find the proper form to be use on the Minnesota State Fire Marshal website:  
<http://www.fire.state.mn.us/Healthcare/HealthcareFireReporForm2007.pdf>.

# Reporting a Unwanted Fire

- The procedure to report a fire to the State Fire Marshal is:
- 1. Contact the Deputy State Fire Marshal (DSFM) – listed on your Fire Watch Policy as soon as possible or otherwise stated
- 2. Fill out the Minnesota State Fire Marshal Division Health Care Facility Fire Report and send via email or fax to (DSFM) – listed on your Fire Watch Policy
- 3. The Deputy State Fire Marshal will contact you to review the report over the telephone or by a on-site visit





**QUESTIONS ?**

# Fire Alarm and Fire Sprinkler Out Of Service

What Next

# Out of Service Policy (fire watch)

- Out of service policy (fire watch) for fire sprinkler and fire alarm systems outages for more than 4 hours in 24 hour period.
  - 2000 NFPA 101 – 9.6.1.8 , 9.7.6.1

<http://www.health.state.mn.us/divs/fpc/systems2.pdf>



# QUESTIONS ?

Minnesota State Fire Marshal

<http://www.fire.state.mn.us>

Health Care Fire Safety Inspection Program

<http://www.fire.state.mn.us/Healthcare/HealthCare.htm>