

STANDARD OPERATING PROCEDURE

Atlanta Regional Office

Final

TITLE: **Region IV Fire Reporting Procedure**

OBJECTIVE: To ensure that State Agency reports all minor and major fires in Medicare/Medicaid certified health care facilities to Region IV for review and evaluation.

REFERENCES: Nursing home life safety from fire requirements are found at 42 CFR 483.70(a).
Hospital requirements are found at 42 CFR 482.41(b)
S&C-04-23: Procedures in the Event of a Fire in a Medicare-Medicaid-Certified Health Care Facility

SCOPE: This SOP applies to all Medicare/Medicaid certified health care facilities

BACKGROUND: The Regional Office has not established a uniform system of reporting fires that occur in Medicare/Medicaid certified facilities. On March 11, 2004, CMS provided guidance in S&C Letter -04-23 on the roles of CMS, the RO and the SSA in the event of a fire resulting in serious injury or death in a Medicare/Medicaid certified facility. The RO has inconsistently received reports related to various types of fires that did not meet the serious injury classification outlined in the S&C Letter above.

This SOP outlines the new process for reporting all fires to Regional Office for review and evaluation of all fires in the region that will assist the Region to identify areas for improvement.

We recognize that the SA may have certain responsibilities under state law related to health facility fires and this SOP is not meant to alter or supersede any of these responsibilities.

Procedure

The RO has determined two levels of fires and the reporting requirement for each category.

Major Fires:

Major Fires are classified as fires that result in death, injury, major facility damage and/or full evacuations.

- The SA should report fire to RO ASAP *or within 4 hours of SA knowledge of the fire.*
- The fire report should be sent by email to the Regional Safety Engineer (RSE) and copied to the Survey Branch Manager and the appropriate State Representative in the Long Term Care Certification and Enforcement Branch (LTCCEB) and Non- Long Term Care Certification and Enforcement Branch (NLTCCEB).
- *The SA must indicate if the nursing home has an open enforcement cycle at time of the report.*
- The SA may call the report ASAP to RSE or appropriate staff in RSE absence, and follow with written communication within the four (4) hour timeframe.
- The SA must follow guidance in S&C-04-23 as required

- The SA submits all written reports, including any survey documents, within designated timeframes.

Minor Fires:

Minor fires are classified as fires that do not result in death or injury and that result in only minor facility damage and/or evacuations between smoke compartments only.

- The SA should send report of fire to Regional Safety Engineer (RSE), either through email or written documentation, not later than 30 days after the incident.
- RSE will review fire reports and will contact the SA to discuss fire incident(s), as deemed appropriate
- The RSE will share reports, as appropriate, with respective State Representative LTCCEB and NLTCCEB.
- The SA submits all written reports, including any survey documents, within designated timeframes.

Reporting Format:

The SA may use any current method of documenting fires. There is no uniform reporting form and Email communications are acceptable.

Procedure History:

| Date of Revision | Change Description | Author/Reviewer | Manager |
|------------------|--|-----------------|-------------|
| 3/4/09 | Initial Region IV Fire Reporting Procedure | Alfreda Walker | Sandra Pace |
| 5/26/09 | Final Revised Fire Reporting Procedure | Alfreda Walker | Sandra Pace |