

# OHIO DEPARTMENT OF HEALTH

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BOB TAFT  
Governor

J. NICK BAIRD, M.D.  
Director of Health

## MEMORANDUM

**To:** Nursing Home Owner/Operators/Administrators  
*RR*

**From:** Russell Roeder, Chief, Bureau of Regulatory Compliance

**Re:** Reporting Incidents of Fire and Incidence of Illness, Injury or Death Due to Fire or Smoke Inhalation (OAC rule 3701-17-12)

**Date:** October 8, 2003

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**Purpose:** The purpose of this memorandum is to establish the procedure for the reporting of incidents of fire and any incidence of illness, injury or death due to fire or smoke inhalation to the Director of Health by nursing home administrators.

**Regulatory Requirement:** Paragraph (C) of Ohio Administrative Code rule 3701-17-12 requires nursing home administrators or the administrator's designee to "[r]eport any incident of fire, damage due to fire and any incidence of illness, injury or death due to fire or smoke inhalation of a resident within twenty-four hours to the office of the state fire marshal and to the director."

**Notification:** To comply with the above-noted reporting requirement, nursing home administrators should notify the Division of Quality Assurance, Bureau of Regulatory Compliance by telephone or FAX. Information reported should include: the home's name and address; an explanation of the cause and circumstances of the fire including any illnesses, injuries or death of a resident; number of sprinkler heads opened and the time the sprinkler was returned to service (if applicable), and the name and telephone number of a contact person. Additional information may be requested by the Bureau of Long Term Care Quality District Office or the Bureau of Regulatory Compliance.

A copy of the Nursing Home Fire Report sent to the state fire marshal will meet this reporting requirement. The form is available on the Ohio Department of Commerce, Division of State Fire Marshal, Code Enforcement Bureau's website <http://www.com.state.oh.us/sfm/fireform.htm#code>.

### Report To:

**Division of Quality Assurance  
Bureau of Regulatory Compliance  
Attention: Safety and Health Consultant  
Telephone: (614) 644-6220  
FAX: (614) 387-2762**