

(c) The shelter care facility shall be equipped with a water heater adequate to meet the needs of all residents.

(d) All spoiled and deteriorated food products shall be disposed of immediately. All garbage while in the home shall be kept in non-combustible, watertight containers. Garbage shall be removed from the living quarters at least daily, except for those facilities using a garbage compactor, which shall establish a regular schedule for the removal of garbage.

(18) LIGHT AND VENTILATION. (a) All habitable rooms shall be provided with adequate light and ventilation.

(b) All sleeping rooms occupied by children shall be rooms with an outside wall and an openable window.

(c) All bath and toilet rooms shall be provided with an openable window or exhaust ventilation.

(19) FIRE PREVENTION AND SAFETY. (a) Habitable rooms on the second floor shall be provided with access to 2 exits, at least one of which shall be a stairway exit.

Note: A window shall be considered an "exit" if it and its screen or storm window is openable from the inside without the use of tools, not less than 22 inches in the smallest dimension, at least 5 square feet in area and with a lower sill not more than 4 feet from the floor.

(b) Passageways leading to exits shall be clear and unobstructed. One exit door shall be at least 3 feet in width.

(c) All stairs serving 3 or more levels shall have a door at either the bottom or top of the stairs and the door shall be kept closed.

(d) Shelter care facilities shall have a sprinkler system or a smoke detection system listed by the underwriter's laboratory on each floor located near the vicinity of the stairs and installed and regularly tested according to the manufacturer's instruction. *ern*
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(e) There shall be a written posted plan for emergency evacuation of the facility and at the time of placement each resident shall be instructed in the use of the plan. Evacuation procedures shall include provisions for handling residents with limited mobility and shall be reviewed with the staff every 2 months. Large group shelter facilities shall conduct fire drills at least every 2 months.

(f) A charged fire extinguisher acceptable to the local fire department shall be provided in the kitchen and on each floor of the facility. Staff shall be instructed in its use.

(g) Smoking in bedrooms shall not be permitted.

(h) The licensee shall demonstrate that the facility has passed an annual fire safety inspection acceptable to the licensing agency.

Note: The licensing agency is the department of health and social services.

(i) All interior doors shall be openable from both sides in case of emergency.

(j) All exterior doors shall be openable from the inside at all times without the use of a key.

(20) **SAFETY MEASURES.** (a) Tubs and showers shall have safety strips applied or other provisions shall be made to prevent slipping.

(b) Stairways, halls and aisles shall be maintained in good repair, adequately lighted and free from obstacles.

(c) Each stairway shall be provided with a handrail and steps shall have a non-slip surface.

(d) Each facility shall have a written plan on file which specifies action and procedures for meeting emergency situations including serious illness, severe weather and missing children.

History: Cr. Register, June, 1978, No. 270, eff. 7-1-78; renum. from PW-CY 45.05, Register, December, 1982, No. 324, eff. 1-1-83.

HSS 59.07 Records and reporting. (1) **RECORDS ON CHILDREN IN SHELTER CARE.** During the time a child is in care the licensee shall maintain a record on forms provided by the department. Such records shall contain the following information and they shall be kept current and in the shelter care facility:

(a) Child's name, alias, and sex.

(b) Child's birth date.

(c) Name of person or agency to be notified in an emergency.

(d) Placement date.

(e) Person, agency, or legal custodian responsible for the child.

(f) Alleged offense.

(g) Name of physician to be called in an emergency.

(h) Current medical information about the child while in care including allergies and special care requirements.

(i) Name and address of parent or guardian.

(j) Immediate previous living arrangement.

(k) Name of school and current grade.

(l) Date of release and destination.

(2) **CONFIDENTIALITY.** Shelter care facility staff and volunteers shall maintain in a locked file and in confidence all information and records on children. Children shall have the right to examine their own records.

(3) **DEPARTMENT ACCESS TO RECORDS.** (a) At the request of the department, shelter care workers shall make available for inspection all records on children received by them.

(b) Records shall be held only until the child's 21st birthday and then destroyed, except that a permanent register shall be kept listing the names of the children received for care and the dates of their admission and release.

(4) **RESPONSIBILITY TO THE DEPARTMENT AND THE SUPERINTENDENT.** The licensee shall report to the department and the superintendent of shelter care as soon as possible:

(a) The death of any child in care or any serious illness or injury suffered by a child.

(b) Any fire on the premises which required the services of the fire department.

(c) Any intention to terminate the shelter care facility. Notification shall be at least 30 days in advance of the termination.

(d) Any change in the name of the unit supervisor of any shelter care facility, or a change in the name of the executive, or chairman of the board, or any change in the corporate structure of a corporation operating a shelter care facility.

History: Cr. Register, June, 1978, No. 270, eff. 7-1-7; renum. from PW-CY 45.06, Register, December, 1982, No. 324, eff. 1-1-83.