

Guidelines For a Daycare

FIRE SAFETY PLAN



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SAMPLE DOCUMENT

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Introduction

The attached format is to be used as a guide in establishing a fire safety plan for your daycare facility. The content of the plan may be changed to reflect the actual descriptions of your facility and operation. Please complete the first draft of your plan by making written changes to this format. A floor plan and site plan must be included in your Fire Safety Plan. Put the name and address of your day care on the title page and place the plan in a red binder or duotang. The first draft should then be forwarded to the attention of:

Assistant Chief, Fire Prevention/Investigation
City of Chilliwack Fire Department
45950 Cheam Avenue
Chilliwack, B.C. V2P 1N6

The fire department will review your draft copy and if no changes are required. This final copy must be in a red binder or duotang and is to be kept in the day care facility for review by fire inspectors or supervisory staff. A copy of the finalized plan will be held on file by the Fire Department.

For further information or assistance, please contact:

City of Chilliwack Fire Department
Telephone: 604-792-8713 Fax: 604-393-0822
Email: fpo@chilliwack.com

The Objectives of the Fire Safety Plan

General

A fire safety plan has three primary objectives:

- 1) **Fire Hazard Control:** prevent the incidence of fire by the control of fire hazards in the building.
- 2) **Fire Protection System Maintenance:** maintenance of the building facilities provided for the safety of the occupants; and
- 3) **Emergency Evacuation:** establish a systematic method for a safe and orderly evacuation of an area or building, by its occupants, in case of fire or other emergency.

Emergency Evacuation Concept

Trained supervisory staff can be of great value in directing and assisting the orderly movement of people in the event of a fire. They may also perform fire control until the fire department arrives.

Evacuation procedures relying heavily on supervisory staff can be complex, in that such staff require continued training, frequent drilling, and must be continuously on the premises in order to fulfill their responsibilities during an emergency.

Based on these facts, the evacuation objective outlined in this guide can be met simply and realistically without evacuation control officers or the fire safety director's involvement in evacuation control.

Evacuation Sequence

During an emergency, a fire alarm may sound, and all occupants will exit the building via a safe exit. Handicapped persons should proceed with their assistants (if available) to the nearest safe exit and meet at the designated meeting location.

The instructions for occupants *In Case of Fire*, posted prominently by each exit, provides *quick and easy to read* information on procedures to follow in the event of a fire. Use of this concept should ensure a systematic method of safe and orderly evacuation of the building in the event of fire.

Fire Safety Plan Requirements

The plan must include:

1. Establishing a fire safety director or coordinator and their responsibilities.
2. Sounding the alarm in the event of a fire.
3. Notifying the fire department.
4. Instructing occupants on procedures to be followed when the fire alarm sounds.
5. Evacuating occupants, including special provisions for persons requiring assistance.
6. Conducting fire drills.
7. Controlling or eliminating fire hazards.
8. Maintenance requirements for fire safety equipment and building facilities.
9. Confining, controlling and extinguishing the fire.
10. A copy of all records of inspections, maintenance procedures or tests and fire drills conducted.
11. Site and floor plans.

Daycare Site / Floor Plans

Instructions

A set of floor plans must be included in the master copy of your Fire Safety Plan. Draw a site plan showing the building, street names, location of the gas shut-off and the assembly /meeting area for evacuations.

Draw a floor plan showing the exits, and fire extinguisher locations inside the daycare. If more than one floor is used, then a separate floor plan must be drawn for each floor.

See examples on following two pages

All floor plans must include the following information and a symbol index.

SYMBOLS

↑

N

X



EXIT ⇒ (Red)

G

E

PS



SITE/ FLOOR PLAN

North

Assembly Area or Meeting Place

Portable Fire Extinguishers (black text with red circle)

Directions of Exit Travel from the Building

Location of the Natural Gas Meter (if there is one)

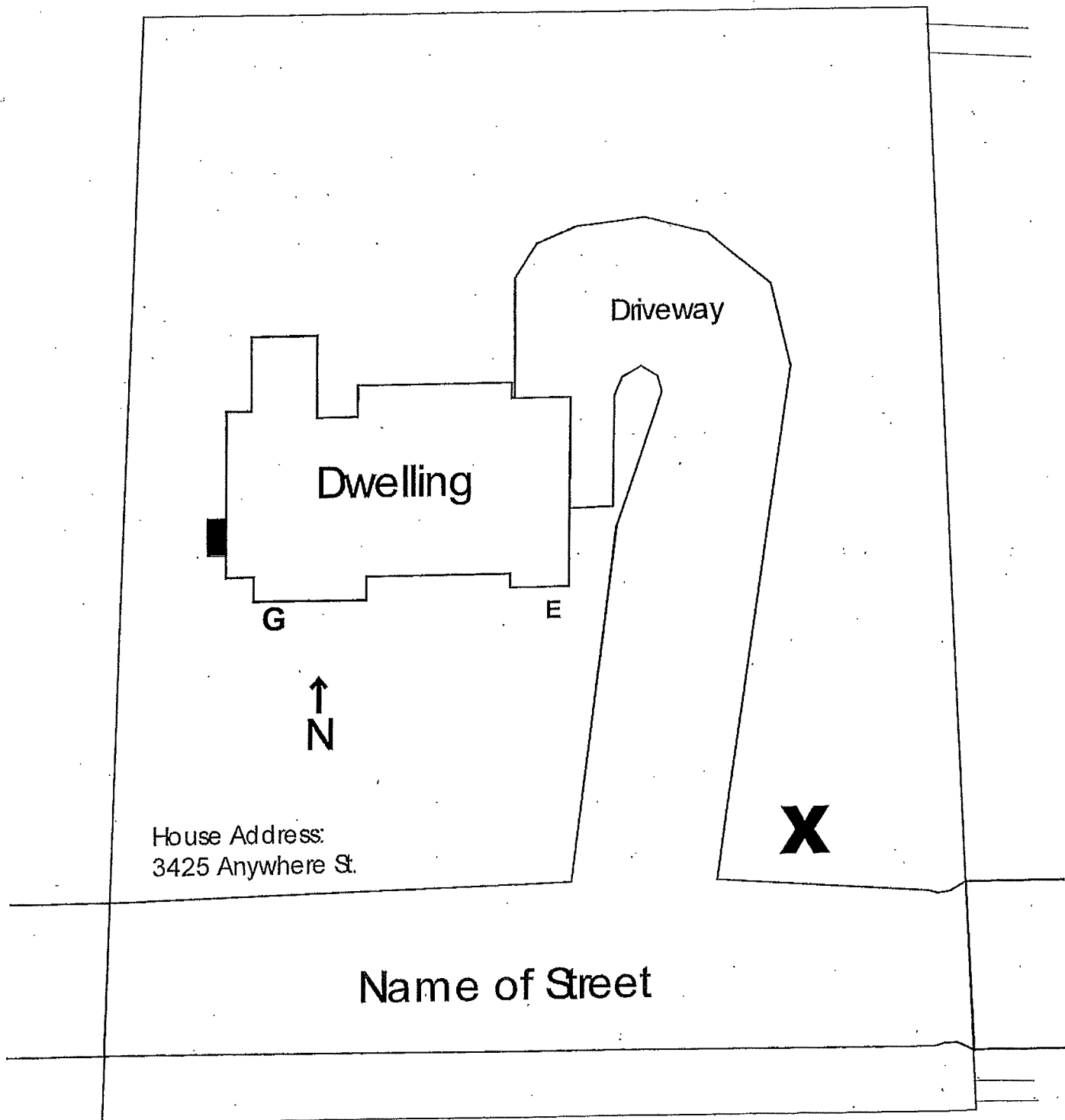
Electrical panel disconnect

Fire Alarm Pull Station (if there is a fire alarm system)

Smoke Alarm (black text with red circle)

Floor Plan with instruction of occupants *"In Case of Fire" is to be posted in clear view at every exit*

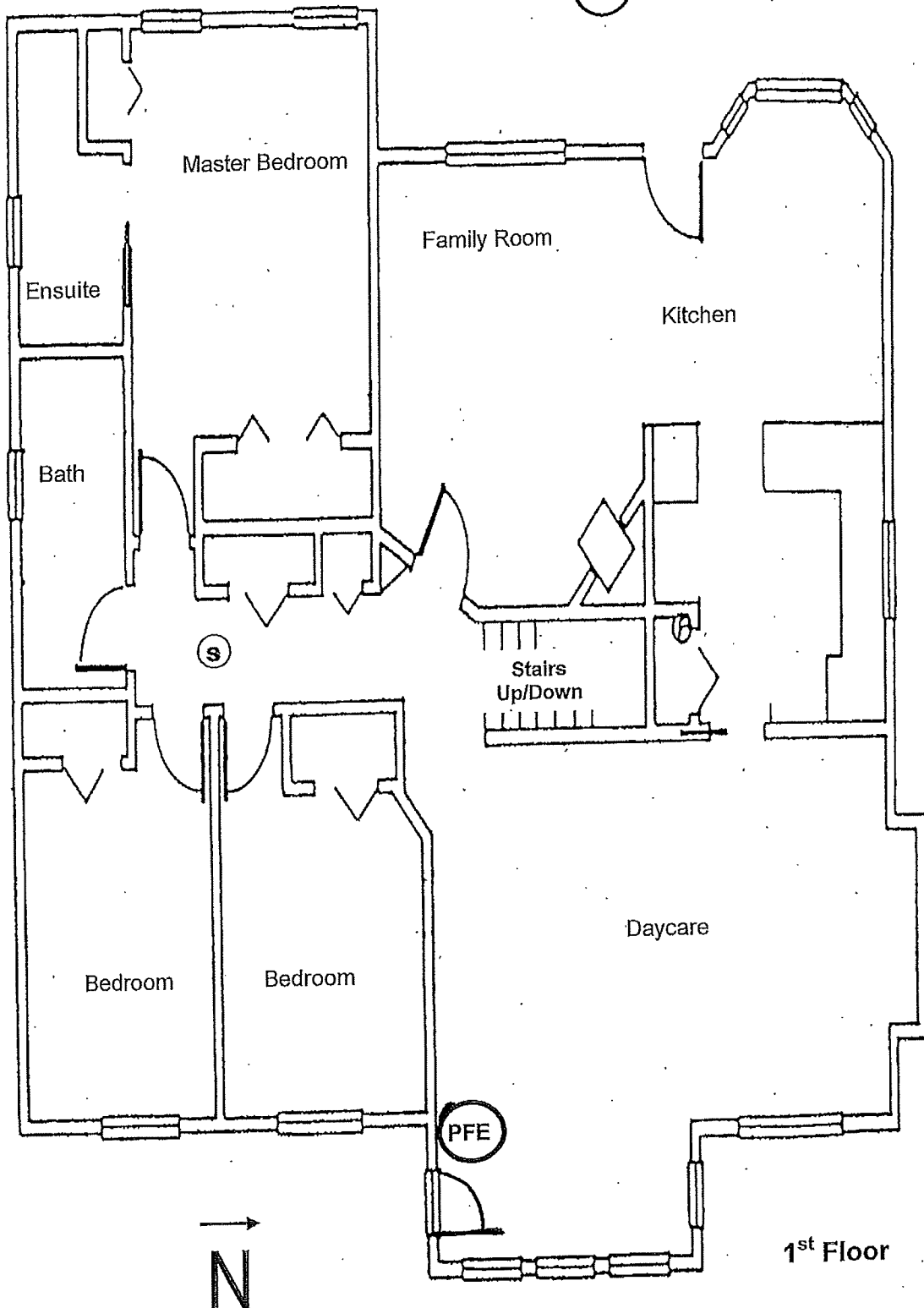
SAMPLE SITE PLAN



G - Gas Meter
X - Meeting Place

SAMPLE FLOOR PLAN
(Complete floor plan for each floor used as daycare)

- (PFE) Portable Fire Extinguisher
(S) Smoke Alarm



FIRE SAFETY PLAN

Daycare

(Please Print Daycare Name & Address Below)

Owner/Operator Name:

Telephone Number:

Date Reviewed by Fire Department:



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Fire & Life Safety Systems

The Fire and Life Safety Systems in this daycare facility consist of the following:

Smoke Alarms:

A smoke alarm is required on each floor and if there are more than one they must be interconnected. Test the alarms monthly and clean them (vacuum) every six months. It is preferred that a smoke alarm be installed in every bedroom. Batteries must be changed at least once per year or as per manufacturer's instructions.

Portable Fire Extinguishers:

Minimum rated 3A10BC (5 lb) extinguishers are placed strategically throughout the building for fire emergency use (eg. near the exits). Extinguishers should be visibly mounted on the wall.

They are maintained and inspected annually by:

(Company) _____ Phone: _____

(See Records)

Fire Alarm System:

If there is a Fire Alarm System in the building it must be tested and inspected annually by a trained professional. All service technicians must be ASTTBC certified.

The fire alarm is maintained by:

(Company) _____ Phone: _____

(See Records)

Records

Records must be kept on all:

- testing or maintenance of smoke alarms (annually);
- testing or maintenance of fire extinguishers (annually);
- fire alarms systems (if the building has a fire alarm system); and
- fire drills completed.

Emergency Procedures

"In case of fire" emergency procedures must be posted in a conspicuous location (i.e. at exits) and explained to all supervisory staff.

Responsibilities of the Fire Safety Director (FSD)

Non-Emergency Duties

The Fire Safety Director (typically the daycare operator or supervisor) supervises and maintains the fire safety plan. They are responsible for the training of all supervisory staff to perform their duties in fire prevention and emergency evacuation of the building.

Records

The Fire Safety Director maintains proper records of the number and quality of fire drills and an up-to-date record of all required tests and maintenance of life safety systems. The fire safety plan must be reviewed annually and all changes must be identified and implemented.

Emergency Duties

In the event of a fire or any situation threatening life safety, the Fire Safety Director is to implement the emergency evacuation procedures by alerting all occupants of the facility (sound the fire alarm if available) and evacuating the building immediately.

In *Case of Fire* in the building the Director will:

1. Immediately sound the fire alarm if there is one available.
2. Evacuate the building and go to a pre-arranged meeting location outside. Conduct a roll call of all occupants.
3. Telephone the Fire Department emergency number....**911**
 - a) State your name.
 - b) State where the fire is located.
 - c) Give any information you have about the emergency.
4. Wait for the arrival of the fire department and provide information as they may require.
5. Do not allow anyone to re-enter the building. See that everyone remains out until the "all-clear" has been announced by the Fire Department.

Daily Fire Prevention Duties

Check the facility daily for:

1. Accumulation of combustible material, garbage, oily rags or flammable liquids in excess of quantities allowed must be removed or stored properly.
2. Dangerous ignition sources, i.e. worn extension cords, overheating equipment, etc. must be removed or repaired.
3. Exit routes unobstructed.
4. Portable extinguishers are not obstructed, in good working order and ready to use.

*All fire hazards that are discovered must be corrected immediately.

Instructions to Occupants "In Case of Fire Emergency"
(To Be Posted At All Exits)

If you discover a fire or other life threatening emergency in the facility:

1. Immediately alert all occupants by shouting ... **Fire! Fire! Fire!** (or sounding the fire alarm system if one exists).
2. Immediately evacuate the children and staff from the building by the nearest exit, shutting all doors behind you.
3. Gather at your predetermined meeting location, well away from the building and conduct a roll call.
4. Notify the Fire Department from this safe location. ***Telephone 9-1-1.***
5. **IF YOU ARE QUALIFIED** – you may attempt to control the fire with a fire extinguisher, but only after initiating evacuation procedures and calling the fire department. If you cannot control the fire try to isolate it by closing all doors.
6. **Do not go back into the building for ANY reason until the “all-clear” has been given by the Fire Department.**
7. Provide information to the fire department on their arrival.

Fire Drills

Fire drills are required by the BC Fire Code to be conducted **monthly** to ensure that all daycare staff and children, are aware of what actions to take in the event of a life-threatening emergency. **Fire drills should be announced to staff and children in advance** of the actual drill. All fire drills should be considered educational training and should include fire safety instruction.

If the daycare facility has a fire alarm system, it is the responsibility of the Fire Safety Director to:

1. Contact the Fire Department at 604-792-8713. This notification will avoid any confusion that may arise should a 9-1-1 call be placed.
2. Arrange for qualified personnel to activate and reset the fire alarm system.
3. Notify fire alarm monitoring agency before and after the drill.

Fire Drill Records

Year: _____

Date of Fire Drill	# of Children	Conducted By:	Comments
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Site Plan

(Insert completed document here)

Floor Plan

(Insert completed document here)

1 page for each floor used for the daycare

Fire and Life Safety Checklist

Do you have the following fire safety precautions in place?

- ☐ Install one 3A10BC (5 lb) portable fire extinguisher for each floor. Fire extinguishers should be visibly placed in a location close to an exit door.
- ☐ Install CSA or ULC approved and interconnected smoke alarms on each floor of the facility and preferably in all bedrooms.
- ☐ Provide a fire safety plan with emergency evacuation procedures posted in conspicuous areas such as exits.
- ☐ Ensure there are two readily accessible and operational exits on each floor that can be used by children. Locking devices must be easy to open from the inside.
- ☐ Post emergency numbers clearly beside each telephone.
- ☐ Limit combustible artwork to 20% of the walls or ceilings. (Do not put any combustible material on or over doors.)
- ☐ Ensure the maximum storage of flammable and combustible liquids in the building does not exceed 10 litres (2 gallons) and are stored in containers approved by Underwriters Laboratories of Canada (ULC). The containers must be stored in areas inaccessible to children, and preferably outside in a well ventilated and secure location.
- ☐ Ensure all waste receptacles are made of non-combustible materials (eg. metal), with automatic, tight fitting lids.
- ☐ Provide safety covers on all accessible electrical outlets.
- ☐ Lock up all poison, cleaning fluids, and powders in cupboards.
- ☐ Ensure all heating appliances such as wood, electric or gas-fired stoves are protected with a permanently mounted and secured metal screen.
- ☐ Ensure all candles or other open flame devices are not used while children are on the premises.
- ☐ Conduct a fire drill each month when the daycare is in operation and maintain adequate records.
- ☐ Store all propane tanks outside in a well-ventilated location.
- ☐ Remove or store all accumulated garbage or combustible material away from the building.
- ☐ Eliminate all electrical hazards (eg. worn extension cords, multiple plug-ins to one outlet, etc.)

Signature: _____

Date: _____

B.C. Fire Code Regulations 2012

Section 2.8 Emergency Planning

Subsection 2.8.2. Fire Safety Plan

2.8.2.1 Measures in a Fire Safety Plan

1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include

- a) the emergency procedures to be used in case of fire, including
 - i) sounding the fire alarm (see Appendix A),
 - ii) notifying the fire department,
 - iii) instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv) evacuating occupants, including special provisions for persons requiring assistance (see Appendix A),
 - v) confining, controlling and extinguishing the fire,
- b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
- c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
- d) documents, including diagrams, showing the type, location and operation of building fire emergency systems,
- e) the holding of fire drills,
- f) the control of fire hazards in the building, and
- g) the inspection and maintenance of building facilities provided for the safety of occupants.

(See Appendix A)

2) The Fire Safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

2.8.2.2. Care or Detention Occupancies

1) A sufficient number of *supervisory staff* shall be on duty in *care or detention occupancies* to perform the tasks outlined in the fire safety plan described in Clause 2.8.2.1. (1)(a).

2.8.2.3. Assembly Occupancies

1) In Group A, Division 1 *assembly occupancies* containing more than 60 occupants, there shall be at least one *supervisory staff* member on duty in the *building* to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1(1)(a) whenever the *building* is open to the public.

2.8.2.4. High Buildings

1) In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1. (1), include a) the training of *supervisory staff* in the use of the voice communication system,

- b) the procedures for the use of elevators,

- c) the action to be taken by *supervisory staff* in initiating any smoke control or other fire emergency systems installed in a *building* in the event of fire until the fire department arrives,
- d) instructions to the *supervisory staff* and fire department for the operation of systems referred to in Clause (c), and
- e) the procedures established to facilitate fire department access to the *building* and fire location within the *building*.

2.8.2.5. Retention of Fire Safety Plans

- 1) The fire safety plan shall be kept in the building for reference by the fire department, *supervisory staff* and other personnel.
- 2) The fire safety plan for *building* within the scope of Subsection 3.2.6. of the British Columbia Building Code shall be kept at the central alarm and control facility.

2.8.2.6. Distribution

- 1) A Copy of the fire emergency procedures and other duties for supervisory staff, as laid down in the fire safety plan, shall be given to all supervisory staff.

2.8.2.7. Posting of Fire Emergency Procedures

- 1) At least one copy of the fire emergency procedures shall be prominently posted on each *floor area*.
- 2) In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing the locations of *exits* and the paths of travel to *exits*.
- 3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signaling box requesting that the fire department be notified, and including the telephone number of that department.
- 4) All *buildings* served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire.
- 4) This symbol shall be at least 100mm in height and width shall be designed in accordance with NFPA 170 "Standard for Fire Safety Symbols."

2.8.3 FIRE DRILLS

2.8.3.1 Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the building, taking into consideration
 - a) The building occupancy and its fire hazards,
 - b) The safety features provided in the building,
 - c) The desirable degree of participation of occupants other than supervisory staff,
 - d) The number and degree of experience of participating supervisory staff,

- e) The features of fire emergency systems installed in buildings within the scope of Subsection 3.2.6. of the British Columbia Building Code, and
- f) The requirements of the fire department.

(See Appendix A.)

2.8.3.2 Fire Drill Frequency

- 1) Fire drills as described in Sentence 2.8.3.1. (1) shall be held at intervals not greater than 12 months for the *supervisory staff*, except that
 - a) In day-care centres and in Group B *major occupancies*, such drills shall be held at intervals not greater than one month,
 - b) In schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
 - c) In *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.

