



South Carolina DSS

Child Care Services
Child Care Licensing & Regulatory
Fire & Life Safety Office
“Records and Reports”
Questions 1 - 6
For Educational Child Care Facilities



Presentation is designed to:

- Review the questions answered by inspectors in the “Records and Reports” section of the DSS Child Care Inspection Reports.
- cover typical application of code requirements for child care.



Presentation is not designed to:

- cover all aspects of each code requirement.
- cover Child Care Licensing regulations.
- provide case by case interpretations



Preparing for Fire Inspections

- Review all required paperwork. For example: inspection reports, fire plans, fire drills, etc.
- Follow-up on the deficiencies identified and document that the deficiencies are corrected.
- Do a WALK THROUGH
- Check fire extinguishers, dietary hoods, emergency lights, etc.
- If you have questions, ASK!



Preparing for Fire Inspections

- Is the staff encouraged to look for fire and life safety problems?
- Does the staff know how to report problems?
- Safety is everyone's job!
- Who is responsible for having records available? Do you have more than one person who knows where the records are?
- Who will walk with the fire inspector?

Inspection Reports

- DSS Fire and Life Safety reports are provided to the inspected facility.
- Inspection reports contain questions that the fire inspector will answer.
- Inspector answers the questions that apply to your specific facility; therefore not all questions will be on every report.
- This module relates to the questions listed under Records and Reports 1 - 6.



Inspection Report

Child Care - Educational

South Carolina DSS
 Child Care Licensing and Regulatory Services
 2638 Two Notch Road, Suite 200
 Columbia, SC 29204
 Phone: 803-898-9020
 Fax: 803-898-9029

Activity Date: 03/13/2009 12:00:00AM
 Activity Number: I-Bridwell-09-0003
 Activity Cause: Complaint
 Inspector Name:
 Inspector Phone:

Occupancy Type: Educational
 Property Use: Child Care - Educational
 Total Violation: 0
 Corrected Violation: 0
 Hours: 2.00

Party:

West Child Care
 (0000000)
 Daisywood Ln. Main Bld.
 SC ;
 803-898-9020

YOU ARE HEREBY NOTIFIED that this is an official Fire and Life Safety REPORT of the SC DSS Child Care Regulatory Services, in accordance with SC 23 9 30, stating the defects found to exist in the herein referenced structure or building, and further requiring that you as owner, agent, or person in control of said structure or building have 30 days, unless other wise stated below, to complete the specified repairs or improvements. If corrections are not completed within the time set above, both this REPORT and a SUPPLEMENTAL REPORT detailing the failure to comply with the Fire codes will be provided to the licensing department which requested this inspection.

You are further notified that the owner, agent, or party in control of said building or structure may request "Administrative Reconsideration" for finding/s of this REPORT within fourteen (14) days of receipt, by writing to the SC DSS CCL Director at the address above and stating the specified ground for reconsideration.

Director:

Name::

Violations Corrected.

Are all violations corrected?: No

Rooms for 30 months old and younger

Rooms approved for 30 mths.: 1
 Number of children 30 mths.: 20

Records and Reports

1. Is written "Fire Evacuation Plan" available in accordance with the International Fire Code?
 Yes
 Ref. Number: IFC (2006) 404.3.1 Fire evacuation plans....
2. Is "Fire Safety Plan" posted to include Site and Floor Plan?
 Yes
 Ref. Number: IFC (2006) 404.3.2 Fire safety plans....
3. Is the "Fire Evacuation Plan" and "Fire Safety Plan" maintained and reviewed annually?
 Yes
 Ref. Number: IFC (2006) 404.4 Maintenance....
4. Are employees trained in the contents of the Fire Evacuation and Safety Plan and documented at least annually?
 Yes
 Ref. Number: IFC (2006) 406.2 Frequency....
5. Are monthly fire drills conducted in accordance with the International Fire Code?
 Yes
 Ref. Number: IFC (2006) 405.2 (Table E) Frequency....
6. Are fire drills documented in accordance with the International Fire Code?
 Yes
 Ref. Number: IFC (2006) 405.5 Record keeping....

7. Is Fire Alarm Inspected, Tested, Maintained and Documented per NFPA 72 by a SC Licensed person?
 Yes
 Ref. Number: IFC (2006) 907.20 Inspection, testing and...
8. Are deficiencies noted on Fire Alarm Inspection report/s corrected?
 Yes
 Ref. Number: IFC (2006) 907.20.5 Maintenance, inspecti...
9. Is Sprinkler System Inspected, Tested, Maintained and Documented per NFPA 25 by a SC Licensed person?
 Yes
 Ref. Number: IFC (2006) 901.6.1 Standards....
10. Are deficiencies noted on Sprinkler System Inspection report/s corrected?
 Yes
 Ref. Number: IFC (2006) 901.6 Inspection, testing and ...
11. Is hood suppression system serviced and maintained every 6 months by a SC licensed Company?
 Yes
 Ref. Number: IFC (2006) 904.11.6.4 Extinguishing syste...
12. Are deficiencies noted on Hood Suppression Inspection report/s corrected?
 Yes
 Ref. Number: IFC (2006) 901.6 Inspection, testing and ...

DSS Fire & Life Safety "Periodic" Inspection Report.

**This module is addressing
 Records and Reports.**

Questions Addressed under “Records and Reports”

(Click on the question you wish to review or you may review the full session)

1. [Is a written “Fire Evacuation Plan” available in accordance with the International Fire Code?](#)
2. [Is a “Fire Safety Plan” posted to include Site and Floor Plan?](#)
3. [Is the “Fire Evacuation Plan” and “Fire Safety Plan” maintained and reviewed annually?](#)

“Records and Reports”

Questions Cont.

(Click on the question you wish to review or you may review the full session)

4. [Are employees trained in the contents of the Fire Evacuation and Safety Plan and documented at least annually?](#)
5. [Are monthly fire drills conducted in accordance with the International Fire Code?](#)
6. [Are fire drills documented in accordance with the International Fire Code?](#)

1. Is a written “Fire Evacuation Plan” available in accordance with the International Fire Code?

- International Fire Code (06) 404.3.1 lists (8) requirements for the written plan:
 - 1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.**
 - Description is based on size and need of the facility. Some plans are more complex than others.
 - An example is shown on the next slide.

[FIRE PLAN EXAMPLE]
(Child Care Name Here)
(Address Here)
Fire Plan

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. **Evacuate anyone in immediate danger!**
2. **PULL FIRE ALARM** or call out **“CODE RED”** if alarm does not work.
3. **Report Fire to 911** once outside using cell phone. Tell 911 **“There is a fire at (place your facility address here). _____ is burning. If cell phone does not work, the director will assign someone to call from _____ to report fire to 911.**
4. **Use portable fire extinguisher** if it is safe to do so.
5. **Evacuate ALL children and ALL adults** through the nearest exit away from the fire to an area well away from the building.
 - A. **As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children in 1 and 2 year old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.**
 - B. **The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be.**
 - C. **All teachers will take attendance log, time sheet, first aid kit, emergency files, cash, checks, and any other record easily carried.**
 - D. **Teachers will close all doors as they leave the building.**
6. **Teachers will account for all children by checking attendance log and reporting to the director or designee as soon as possible.**
7. **Assistant director or designee will provide first aid as needed.**
8. **Do not reenter the building until permission is given by the Fire Officials.**
9. **Notify parents to pick up children as soon as safety permits.**

1. Evacuation is to be complete

1. Egress & Escape Routes

This Plan was last reviewed/updated on _____

[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]

1. Is a written “Fire Evacuation Plan” available in accordance with the International Fire Code?

- International Fire Code (06) 404.3.1 lists (8) requirements for the written plan:

2. Procedures for employees who must remain to operate critical equipment before evacuating.

- * The code applies to many occupancies. Item 2 requirement typically does not apply to child care facilities.

1. Is a written Fire Evacuation Plan available in accordance with the International Fire Code?

- International Fire Code (06) 404.3.1 lists (8) requirements for the written plan:

3. Procedures for accounting for employees and occupants after evacuation has been completed.

- Be as specific as needed for your facility.
- Completed attendance logs are important to verify if children are there that day or if they have already left; because a person's memory may not be accurate during an emergency.
- An example is shown on the next slide.

[FIRE PLAN EXAMPLE]
(Child Care Name Here)
(Address Here)
Fire Plan

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. Evacuate anyone in immediate danger!
2. PULL FIRE ALARM or call out "CODE RED" if alarm does not work.
3. Report Fire to 911 once outside using cell phone. Tell 911 "There is a fire at (place your facility address here). _____ is burning. If cell phone does not work, the director will assign someone to call from _____ to report fire to 911.
4. Use portable fire extinguisher if it is safe to do so.
5. Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building.
 - A. As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children in 1 and 2 year old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.
 - B. The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be
 - C. All teachers will take attendance log, time sheet, first aid kit, emergency files, cash, checks, and any other record easily carried.
 - D. Teachers will close all doors as they leave the building.
6. Teachers will account for all children by checking attendance log and reporting to the director or designee as soon as possible.
7. Assistant director or designee will provide first aid as needed.
8. Do not reenter the building until permission is given by the Fire Officials.
9. Notify parents to pick up children as soon as safety permits.

3. Attendance log taken



3. Accountability of Children



This Plan was last reviewed/updated on _____

[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]

1. Is a written Fire Evacuation Plan available in accordance with the International Fire Code?

- International Fire Code (06) 404.3.1 lists (8) requirements for the written plan:

4. Identification and assignment of personnel responsible for rescue or emergency medical aid.

- The number of persons assigned to first aid may be based on the size and needs of the facility and the number of children.
- An example is shown on the next slide.

[FIRE PLAN EXAMPLE]
(Child Care Name Here)
(Address Here)
Fire Plan

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. **Evacuate anyone in immediate danger!**
2. **PULL FIRE ALARM or call out "CODE RED" if alarm does not work.**
3. **Report Fire to 911 once outside using cell phone. Tell 911 "There is a fire at (place your facility address here). _____ is burning. If cell phone does not work, the director will assign someone to call from _____ to report fire to 911.**
4. **Use portable fire extinguisher if it is safe to do so.**
5. **Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building.**
 - A. **As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children in 1 and 2 year old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.**
 - B. **The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be.**
 - C. **All teachers will take attendance log, time sheet, first aid kit, emergency files, cash, checks, and any other record easily carried.**
 - D. **Teachers will close all doors as they leave the building.**
6. **Teachers will account for all children by checking attendance log and reporting to the director or designee as soon as possible.**
7. **Assistant director or designee will provide first aid as needed.**
8. **Do not reenter the building until permission is given by the Fire Officials.**
9. **Notify parents to pick up children as soon as safety permits.**

4. First Aid Kit taken



This Plan was last reviewed/updated on _____

[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]

4. First Aid Assigned



1. Is a written Fire Evacuation Plan available in accordance with the International Fire Code?

- International Fire Code (06) 404.3.1 lists (8) requirements for the written plan:
 5. **The preferred and any alternative means of notifying occupants of a fire or emergency.**
 - Primary means of notification is usually a fire alarm. If the building does not have a fire alarm then another primary means will be needed. Some ideas include a whistle or canned horn assigned to staff.
 - A secondary means is also needed. Some ideas include a code word, whistle, or canned horn if not used as primary means.
 - An example is shown on the next slide.

[FIRE PLAN EXAMPLE]
(Child Care Name Here)
(Address Here)
Fire Plan

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. Evacuate anyone in immediate danger!
2. PULL FIRE ALARM or call out "CODE RED" if alarm does not work.
3. Report Fire to 911 once outside using cell phone. Tell 911 "There is a fire at (place your facility address here). _____ is burning. If cell phone does not work, the director will assign someone to call from _____ to report fire to 911.
4. Use portable fire extinguisher if it is safe to do so.
5. Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building.
 - A. As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children in 1 and 2 year old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.
 - B. The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be.
 - C. All teachers will take attendance log, time sheet, first aid kit, emergency files, cash, checks, and any other record easily carried.
 - D. Teachers will close all doors as they leave the building.
6. Teachers will account for all children by checking attendance log and reporting to the director or designee as soon as possible.
7. Assistant director or designee will provide first aid as needed.
8. Do not reenter the building until permission is given by the Fire Officials.
9. Notify parents to pick up children as soon as safety permits.

This Plan was last reviewed/updated on _____

[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]

5. Primary and Secondary means of notification planned.



1. Is a written Fire Evacuation Plan available in accordance with the International Fire Code?

- International Fire Code (06) 404.3.1 lists (8) requirements for the written plan:
 6. **The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.**
 - Primary means of notifying 911 is usually a fire alarm that is monitored. If the building does not have a fire alarm, or the fire alarm is not monitored, then another primary means will need to be determined. Some ideas include assigning someone with a cell phone to call 911 after leaving the building.
 - A secondary means is also needed. Some ideas include assigning someone to call from a neighboring location to report the fire.
 - An example is shown on the next slide.

[FIRE PLAN EXAMPLE]
(Child Care Name Here)
(Address Here)
Fire Plan

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. **Evacuate anyone in immediate danger!**
2. **PULL FIRE ALARM or call out “CODE RED” if alarm does not work.**
3. **Report Fire to 911 once outside using cell phone. Tell 911 “There is a fire at (place your facility address here). _____ is burning. If cell phone does not work, the director will assign someone to call from _____ to report fire to 911.**
4. **Use portable fire extinguisher if it is safe to do so.**
5. **Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building.**
 - A. **As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children in 1 and 2 year old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.**
 - B. **The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be.**
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7. **Assistant director or designee will provide first aid as needed.**
8. **Do not reenter the building until permission is given by the Fire Officials.**
9. **Notify parents to pick up children as soon as safety permits.**

This Plan was last reviewed/updated on _____

[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]

6. Primary and Secondary
Method of reporting fire



1. Is a written "Fire Evacuation Plan" available in accordance with the International Fire Code?

- International Fire Code (06) 404.3.1 lists (8) requirements for the written plan:

7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

- Staff are to be trained on the fire plan and the plan is to be posted so staff may review at any time. This requirement tells staff who to contact if they have a question about the plan.
- An example is shown on the next slide.

[FIRE PLAN EXAMPLE]
(Child Care Name Here)
(Address Here)
Fire Plan

7. Contact person

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. Evacuate anyone in immediate danger!
2. PULL FIRE ALARM or call out "CODE RED" if alarm does not work.
3. Report Fire to 911 once outside using cell phone. Tell 911 "There is a fire at (place your facility address here). _____ is burning. If cell phone does not work, the director will assign someone to call from _____ to report fire to 911.
4. Use portable fire extinguisher if it is safe to do so.
5. Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building.
 - A. As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children in 1 and 2 year old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.
 - B. The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be.
 - C. All teachers will take attendance log, time sheet, first aid kit, emergency files, cash, checks, and any other record easily carried.
 - D. Teachers will close all doors as they leave the building.
6. Teachers will account for all children by checking attendance log and reporting to the director or designee as soon as possible.
7. Assistant director or designee will provide first aid as needed.
8. Do not reenter the building until permission is given by the Fire Officials.
9. Notify parents to pick up children as soon as safety permits.

This Plan was last reviewed/updated on _____

[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]

1. Is a written “Fire Evacuation Plan” available in accordance with the International Fire Code?

- International Fire Code (06) 404.3.1 lists (8) requirements for the written plan:

8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

- * Item 8 requirement only applies when emergency voice/alarm communication system is used or required. These systems are not typical required for child care facilities. If you have a building connected with your child care that has this system you may contact the Fire & and Life Safety inspector for assistance. An example is not provided.

[Click here to return to questions.](#)

2. Is a Fire Safety Plan posted to include a Site and Floor Plan?

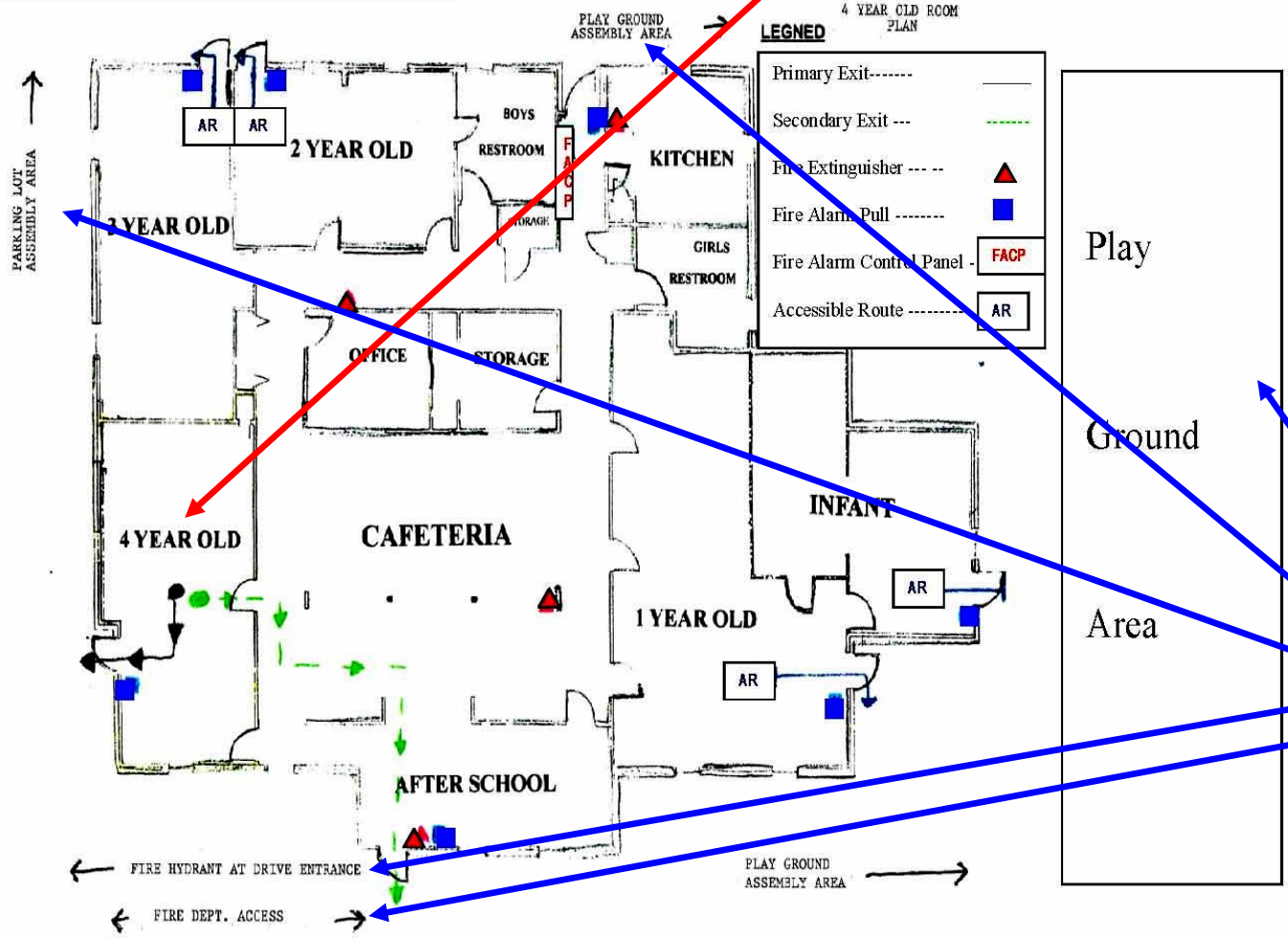
- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**
 - For smaller facilities the site plan may be part of the floor plan (escape plan).
 - The plan needs to be posted for each class room.
 - The plan acts as a visual instruction of the actions the center has planned to take in case of fire and serves as a training and evaluation tool.
 - The plan may also be used as a tool to teach children what to do and where to go in the event of a fire or other emergency.

Fire Safety Plan

Designed for each class

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



Play
Ground
Area

Site information

2. Is a Fire Safety Plan posted to include a Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 3. Site Plan:

3.1 – The occupancy assembly point.

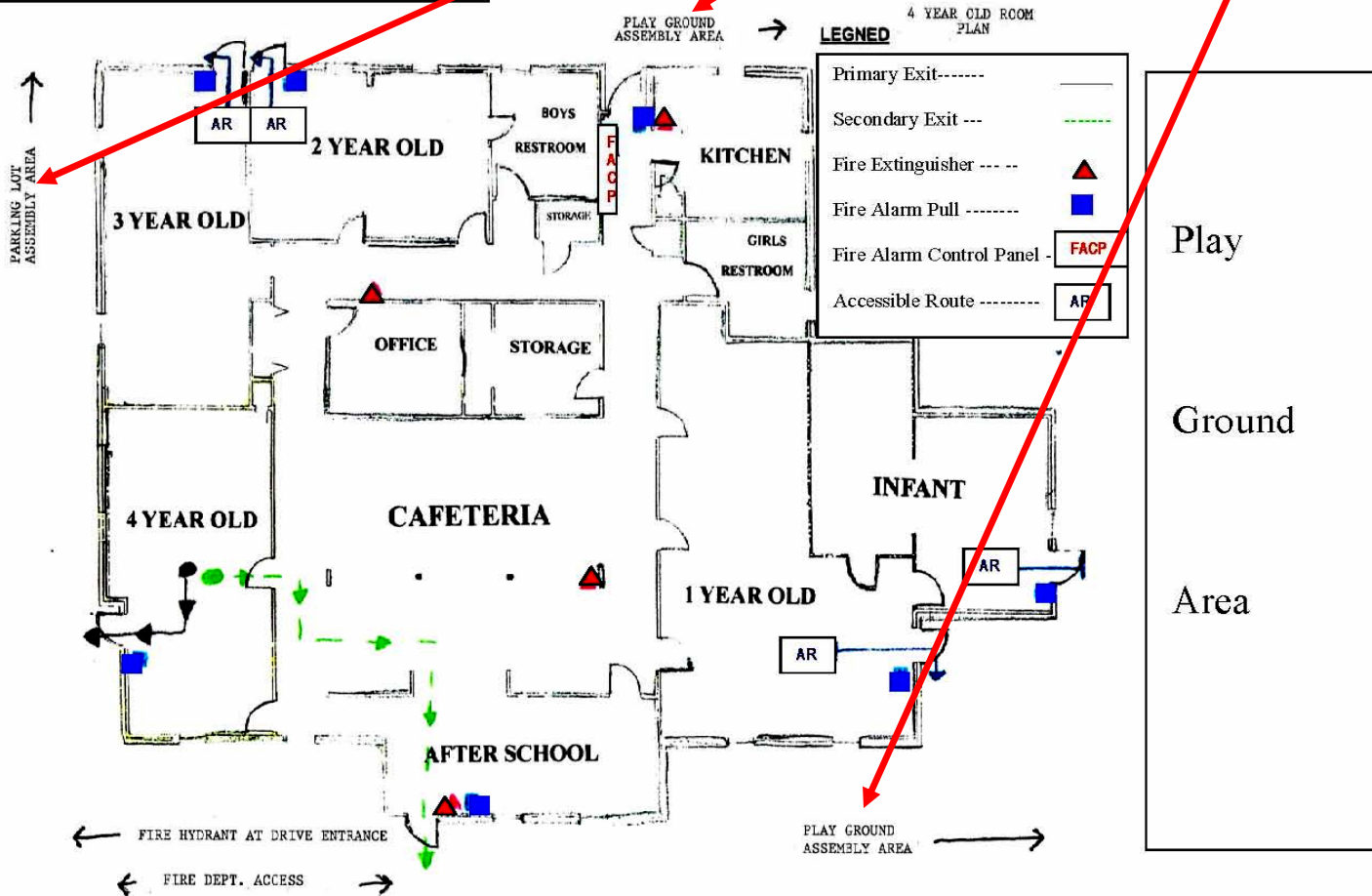
- A child care facility may have one or more assembly points depending on the lay out and number of children. If the assembly point is in a fence, there needs to be 5 square ft. per child; at least 50 ft from the building.
- An example is shown on the next slide.

Fire Safety Plan

3.1 – Assembly Info

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



2. Is a "Fire Safety Plan" posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 3. Site Plan:

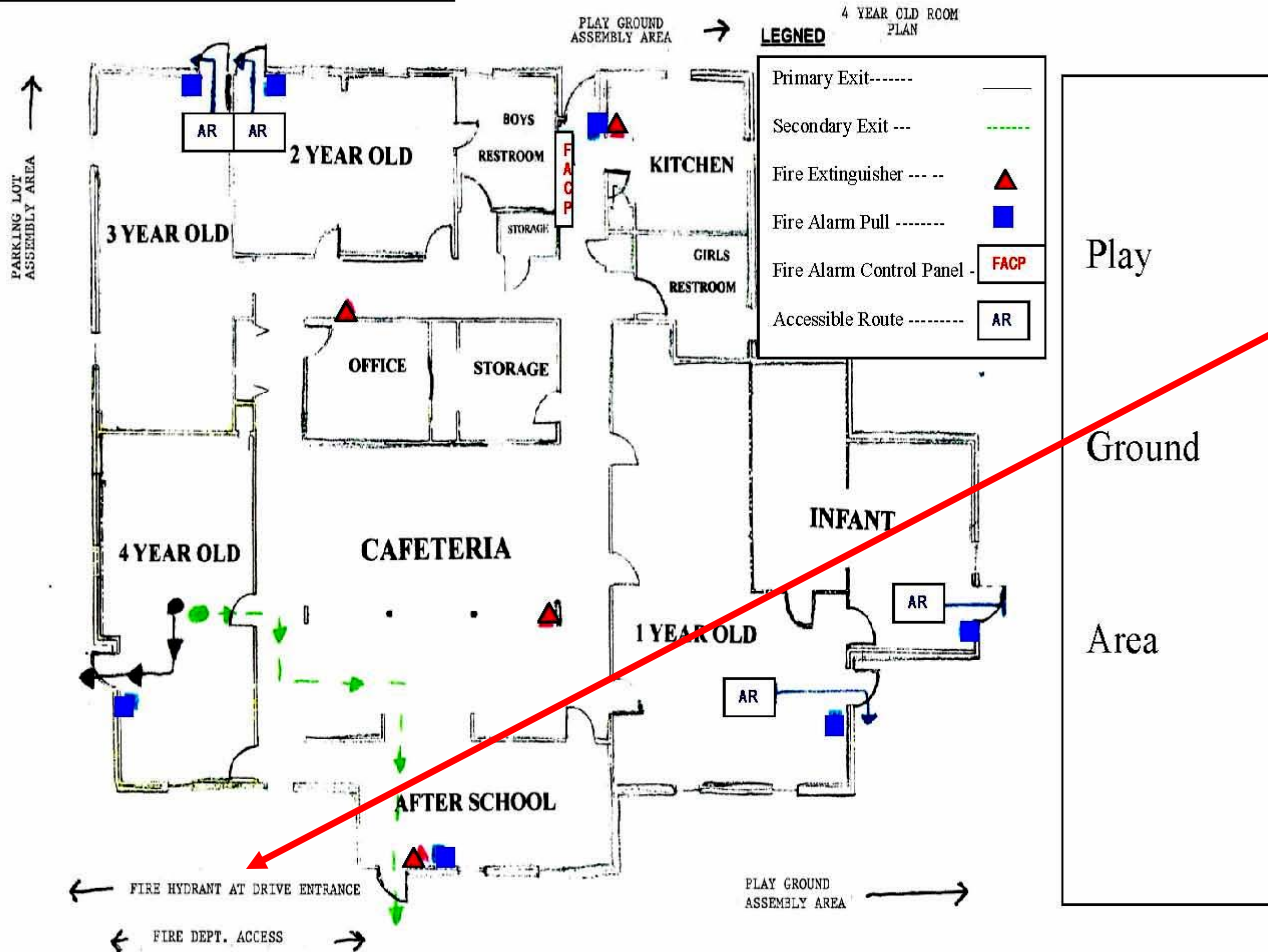
3.2 – The location of fire hydrants.

- General location of the closest fire hydrant needs to be located and described on the plan. In some cases a small rural facility may not have a fire hydrant. In those cases the fire department may have verified that they are capable of hauling the needed water or the fire department may assign an area for water drop.
- An example is shown on the next slide.

Fire Safety Plan

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



3.2 Fire Hydrant Location

Play
Ground
Area

2. Is a "Fire Safety Plan" posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 3. Site Plan:

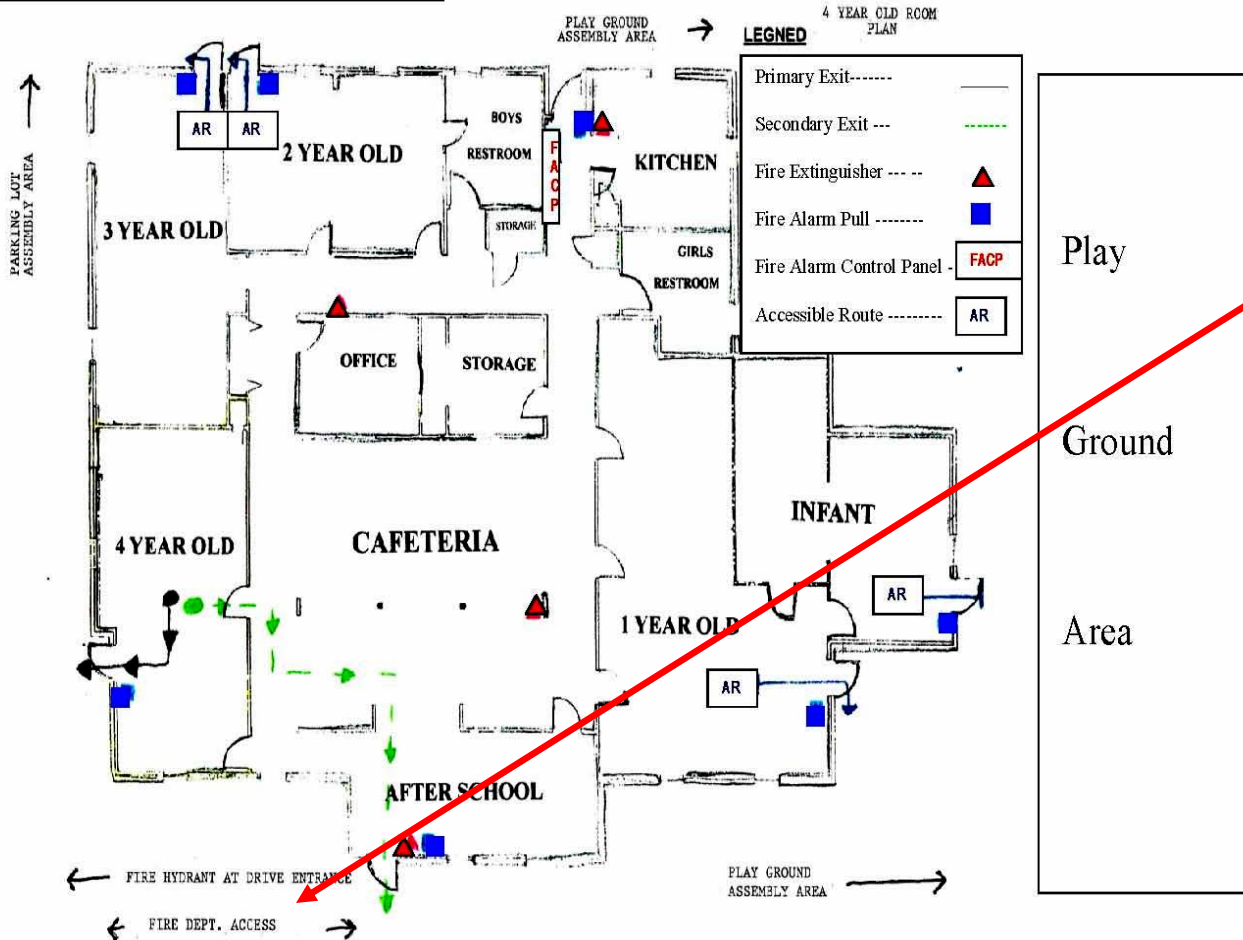
3.3 – The normal routes of Fire Department vehicle access.

- Normal fire department routes are important to note so that the facility has a constant reminder of the access areas or the assembly points for children that should be kept clear of parking vehicles.
- Contact your local fire department for assistance with this location.
- An example is shown on the next slide.

Fire Safety Plan

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



3.3 - Fire Department Access

2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

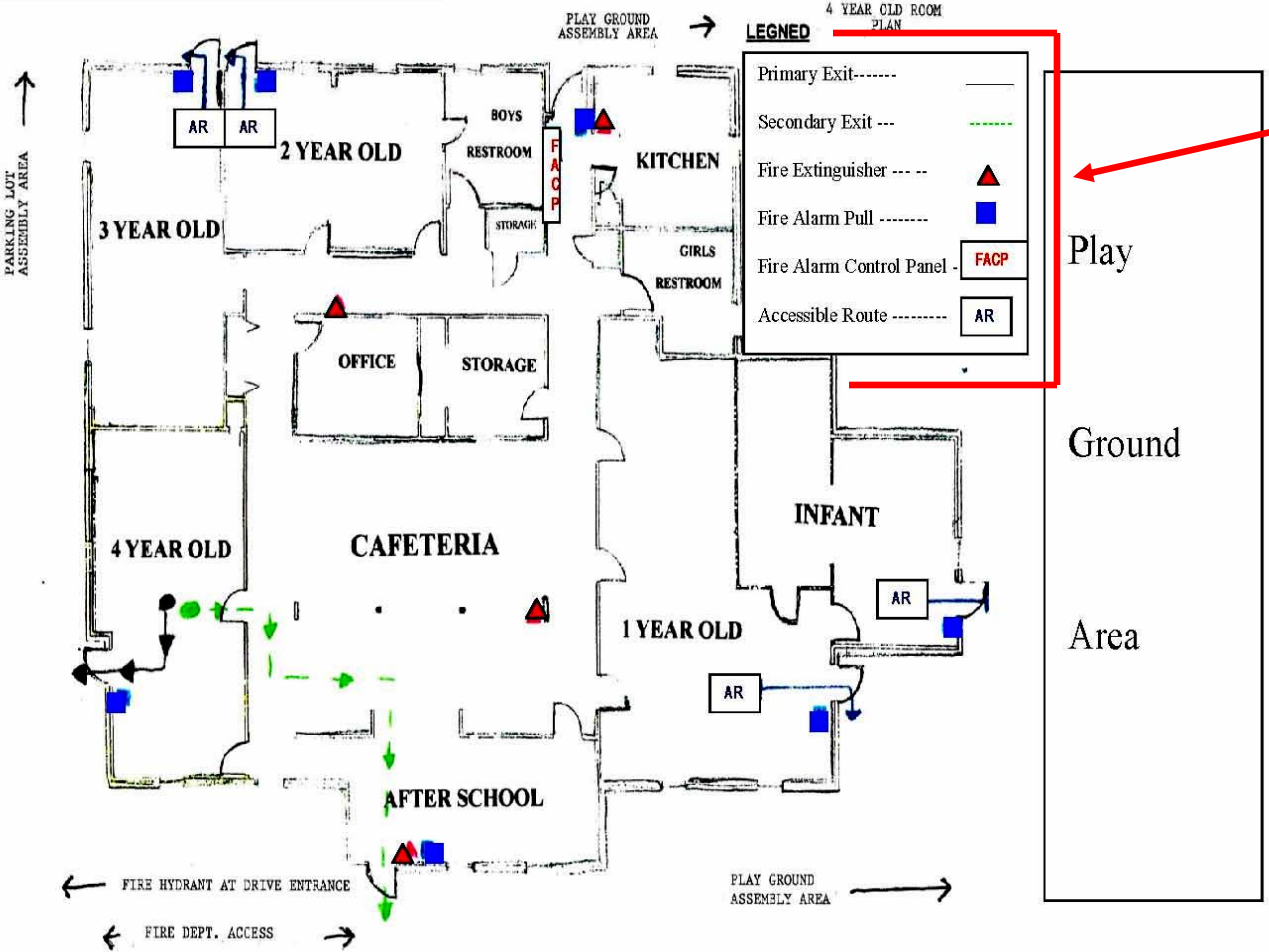
The floor plan is a drawing showing the layout of the facility. All of the applicable elements listed in part 4 will need to be indicated on the Floor Plan.

- The floor plan is an oriented drawing showing the layout of the facility.
- The plan needs to show reasonable dimensions but is not required to be to scale.
- The elements required for the floor plan are normally shown by symbols that are identified by a “Legend” on the plan. Use of colors for the legend is also helpful.
- Depending on the size of the facility you may have the full facility on one plan or you may need multiple plans for specific areas of the facility. Normally when specific area plans are needed then the site plan is a separate plan as well.

Fire Safety Plan

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



Legend

Play
Ground
Area

2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.1 – Exits

- All exits are required to be shown and indicated on the plan.
- Example is shown on the next slide.

2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.2 – Primary evacuation routes

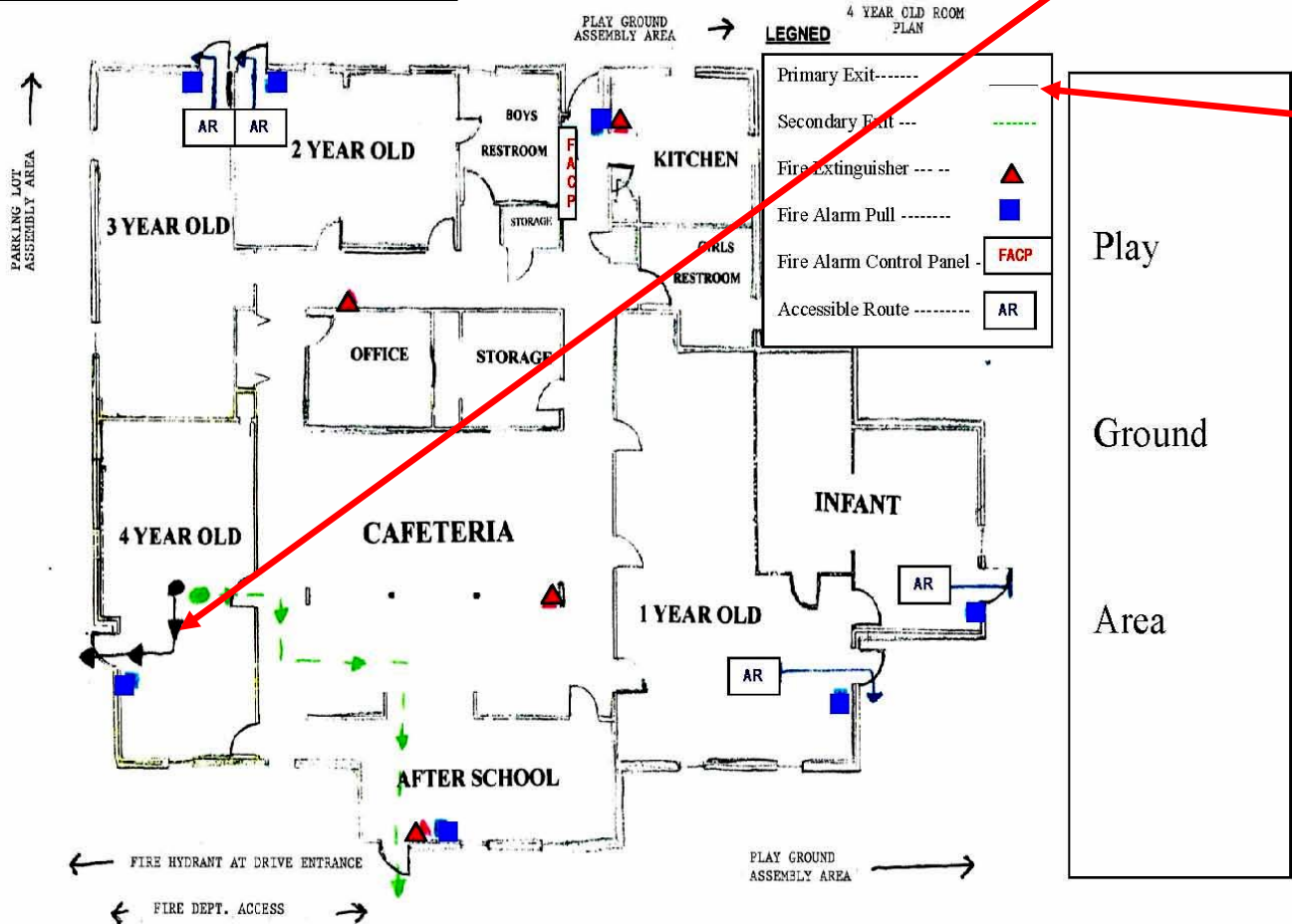
- Primary evacuation routes are the routes used first in case of fire or emergency.
- It is normally the closest exit from the room. If a room has an exterior door to the outside, it typically is the primary exit or through a corridor.
- Primary exit should not be to and through other rooms.
- Example is shown on the next slide.

Fire Safety Plan

4.2 Primary Routes

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



Legend

Play
Ground
Area

2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.3 – Secondary evacuation routes

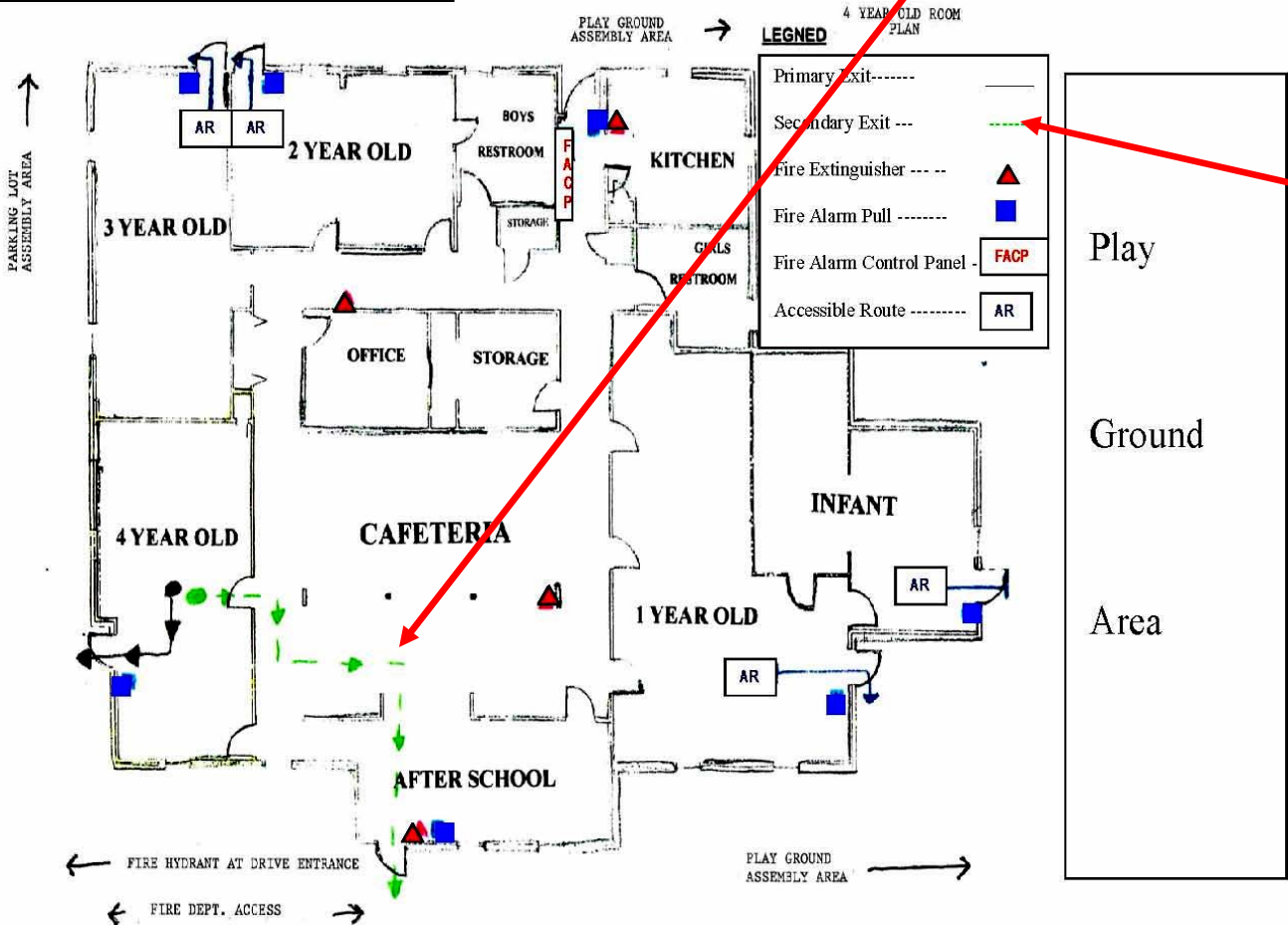
- Secondary evacuation routes are the routes used if the primary route is blocked.
- It is normally the next closest exit from the room and typically it is through a corridor.
- A secondary exit should not be to and through other rooms if possible. The most direct routes are preferred.
- You may discuss these routes with your fire inspector or local fire official.
- Example is shown on the next slide.

Fire Safety Plan

4.3 Secondary Routes

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



Legend

Play
Ground
Area

2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.4 – Accessible egress routes

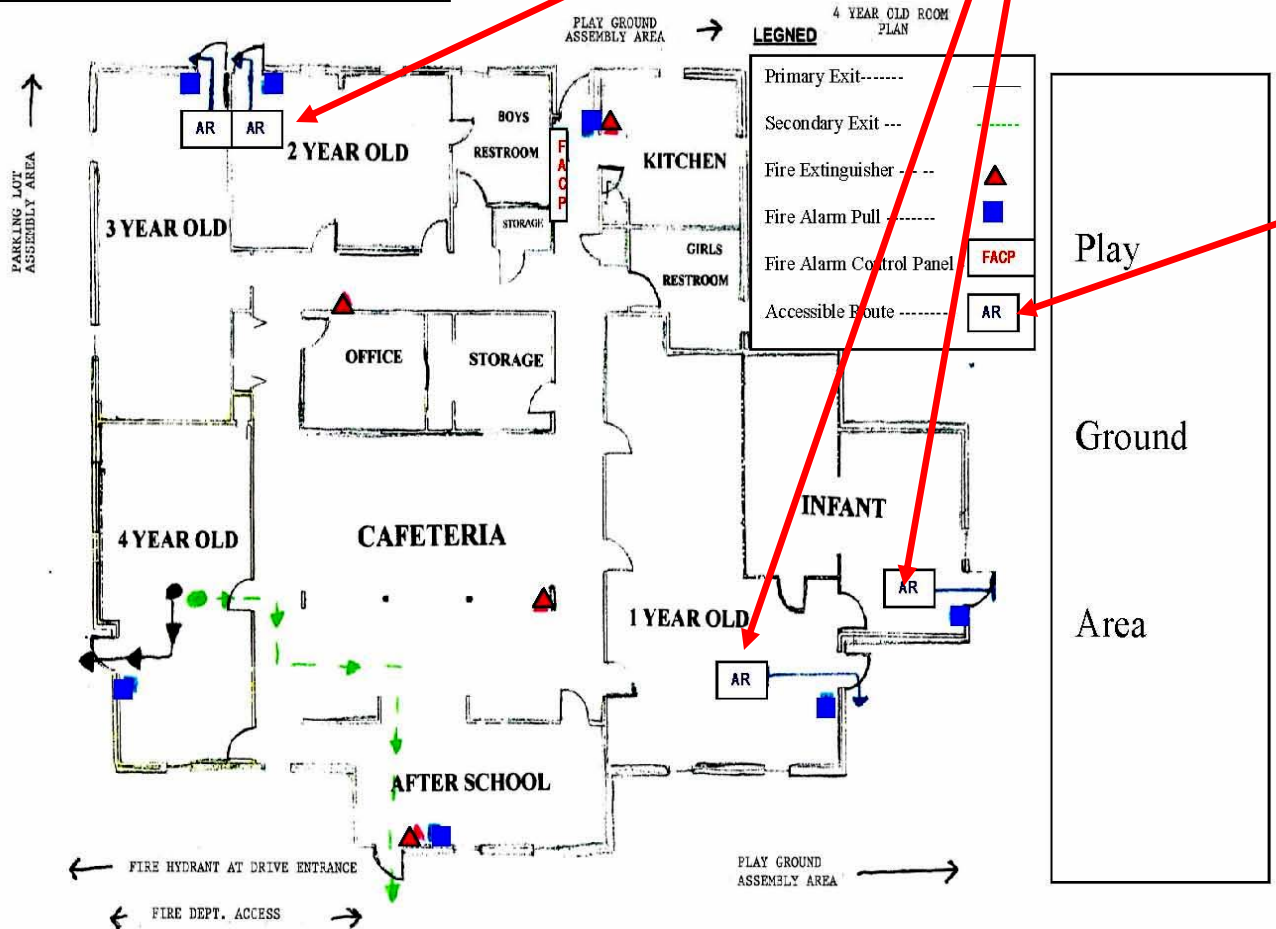
- Accessible routes need to be identified. If main accessible route is blocked then adults or children with special needs may find an alternate route.
- Fire plan should take in consideration the actions and/or assistance needed for any children with special needs.
- Example is shown on the next slide.

Fire Safety Plan

4.4 Accessible Routes

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



Legend

Play
Ground
Area

2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.5 – Areas of Refuge

- If provided these areas are required to be indicated on the floor plan. Typically a facility will have an area of refuge if the building is more than one story.
- There is not an example on this presentation.

2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.6 – Manual fire alarm boxes

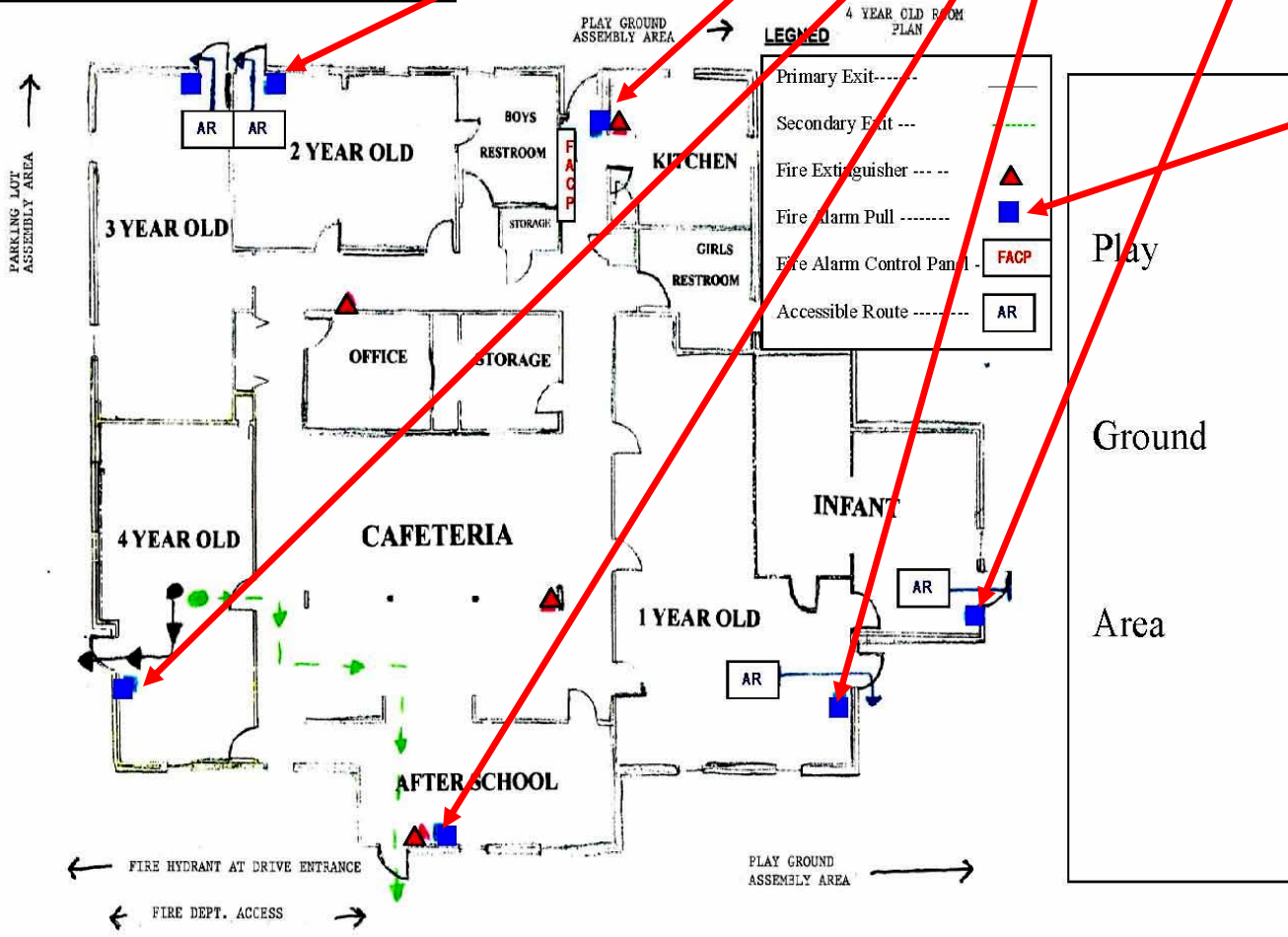
- If provided, manual fire alarm pull box locations are required to be indicated on the floor plan.
- Example is shown on the next slide.

Fire Safety Plan

4.6 Manual Fire Alarm Box

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



Legend

Play
Ground
Area

4.6 – Manual fire alarm boxes



2. Is a "Fire Safety Plan" posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.7 – Portable Fire Extinguishers

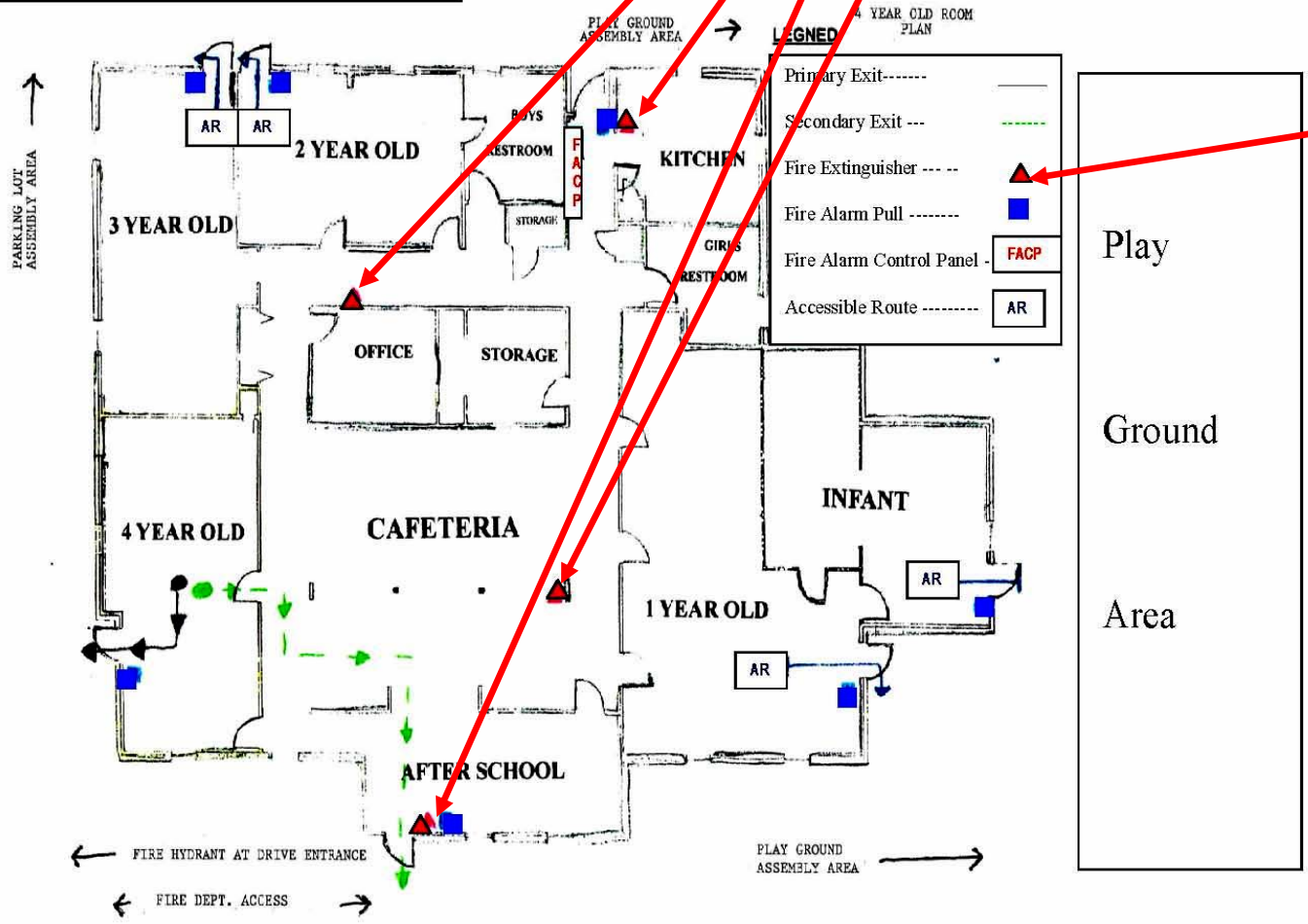
- The location of all fire extinguishers are required to be indicated on the floor plan.
- Example is shown on the next slide.

Fire Safety Plan

4.7 Portable Fire Extinguishers

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



Legend

Play
Ground
Area

2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.8 – Occupant use hose stations

- If provided, the location of all (standpipe) hose stations are required to be indicated on the floor plan.
- There is not an example on this presentation.

4.8 – Occupant use hose stations



2. Is a “Fire Safety Plan” posted to include Site and Floor Plan?

- **International Fire Code (06) 404.3.2 lists requirements for the Site and Floor plan:**

Part 4. Floor Plan:

4.9 – Fire alarm annunciators and controls.

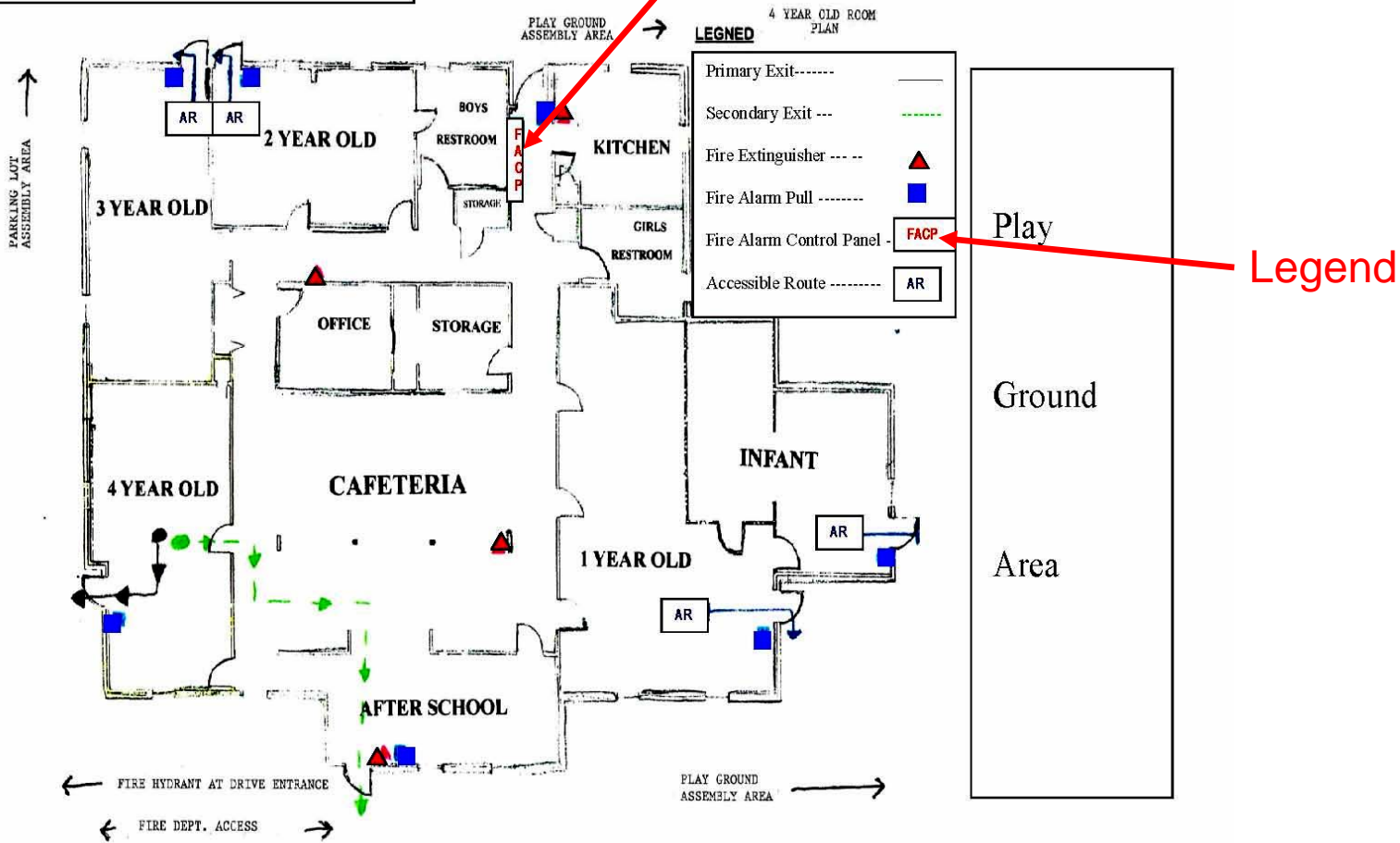
- Fire alarm typically has a fire alarm control panel and in some cases an annunciator panel near the office or front door.
- The fire alarm control panel is the “brain” of the fire alarm and the annunciator tells the fire department where the cause of the alarm is located. Some systems only have a fire alarm control panel which is located to serve both purposes.
- When provided the location of the fire alarm control panel and the annunciator panels are required to be indicated on the floor plan.
- Example is shown on the next slide.

Fire Safety Plan

4.9 Fire alarm annunciators and controls

Parking Lot Area

Example of Escape Plan Only
(Site Plan / Floor Plan)



4.9 – Fire alarm annunciators and controls.



[Click here to return to questions.](#)

3. Is the “Fire Evacuation Plan” and “Fire Safety” Plan maintained and reviewed annually?

- **International Fire Code 404.4 Maintenance.** Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.
 - The fire plan and escape plan must be reviewed and updated when any changes are made.
 - The fire plan must be reviewed at least annually.
 - Document review by penciling review date on the fire plan.

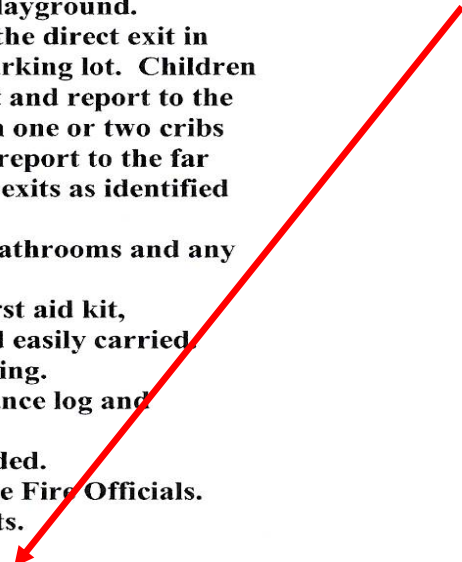
[FIRE PLAN EXAMPLE]
(Child Care Name Here)
(Address Here)
Fire Plan

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. **Evacuate anyone in immediate danger!**
2. **PULL FIRE ALARM or call out “CODE RED” if alarm does not work.**
3. **Report Fire to 911 once outside using cell phone. Tell 911 “There is a fire at (place your facility address here). _____ is burning. If cell phone does not work, the director will assign someone to call from _____ to report fire to 911.**
4. **Use portable fire extinguisher if it is safe to do so.**
5. **Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building.**
 - A. **As soon as the fire is discovered, start an orderly evacuation as during a fire drill. Children in 1 and 2 year old rooms will go out the direct exit in their class and report to the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.**
 - B. **The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be.**
 - C. **All teachers will take attendance log, time sheet, first aid kit, emergency files, cash, checks, and any other record easily carried.**
 - D. **Teachers will close all doors as they leave the building.**
6. **Teachers will account for all children by checking attendance log and reporting to the director or designee as soon as possible.**
7. **Assistant director or designee will provide first aid as needed.**
8. **Do not reenter the building until permission is given by the Fire Officials.**
9. **Notify parents to pick up children as soon as safety permits.**

Example of providing record of review date on the Fire Plan



This Plan was last reviewed/updated on _____

[Click here to return to questions.](#)

[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]

4. Are the employees trained in the contents of the Fire Evacuation and Safety Plan and documented at least annually?

- **International Fire Code 406.2 Frequency.**
Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.
 - Documentation is required.
 - Proper documentation contains:
 - a) Description of what is taught
 - b) Outline (usually the plan itself)
 - c) Date and time of training
 - d) Printed name and signature of instructor
 - e) Printed name and signature of employees attending

**(Name of Child Care Here)
TRAINING SIGN – IN SHEET**

Title of Training:		
Agency, Name and Signature of Instructor:		
Date of Training:		
Time Start:	Time End:	Total Hours:

PARTICIPANTS:

	Name (Print)	Title	Department	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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20				

Example of one method to document training on the Child Care Fire Safety and Evacuation Plan.

Description of what is taught

Printed name and signature of instructor

Date and time of training

Printed name and signature of employee attending

Outline can be attached

[Click here to return to questions.](#)

5. Are monthly fire drills conducted in accordance with the International Fire Code?

- **International Fire Code 405.2 Frequency.** Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.
 - IFC Table 405.2 requires Educational Occupancies to conduct a fire drill at least monthly with all the occupants evacuating the building.
 - If a child care center is closed for the summer months then the fire drills are required to begin within 10 days of the beginning of classes.
 - Fire drills are required to be conducted at different times of the day; as to involve different conditions of the day and different staff.

6. Are fire drills documented in accordance with the International Fire Code?

- **International Fire Code 405.5 Record keeping.**
Records shall be maintained of required emergency evacuation drills and include the following information:
 - 1. Identity of the person conducting the drill.
 - 2. Date and time of the drill.
 - 3. Notification method used.
 - 4. Staff members on duty and participating.
 - 5. Number of occupants evacuated.
 - 6. Special conditions simulated.
 - 7. Problems encountered.
 - 8. Weather conditions when occupants were evacuated.
 - 9. Time required to complete evacuation.

SC DSS Child Care Licensing

- Central Office 800-556-7445
803-898-9020
- Region I – Greenville 800-637-8550
864-250-5576
- Region II – Columbia 888-202-1469
803-898-9001
- Region III- Charleston 800-260-0211
843-953-9780
- Region IV – Florence 800-464-9138
843-661-6623

Fire Code Questions

- Contact SCDSS CCL Fire & Life Safety Office @ (803) 898-9020 or 800-556-7445
 - You may ask for a Fire & Life Safety Inspector for code questions.



Resources

- <http://www.nfpa.org>
National Fire Protection Association
- <http://www.iccsafe.org>
International Code Council

[Restart Program](#)