



CITY AND COUNTY OF DENVER
DEPARTMENT OF SAFETY
FIRE • POLICE • SHERIFF
9-1-1 • COMMUNITY CORRECTIONS
CRIME PREVENTION & CONTROL • SAFE CITY

Office of Fire Prevention
Denver Fire Department
745 W. Colfax Avenue
Denver, CO 80204
Phone: (720) 913-3474
Fax: (720) 913-3596
www.denvergov.org/firedepartment

INFORMATION FOR FIRE SAFETY IN DAYCARE CENTERS

THIS IS A SAMPLE

FIRE EVACUATION PLAN

NAME OF SMALL HOME DAYCARE

Address

Phone

Contact Name

Date of Plan or Revision

In case of fire or disaster, the staff on duty will sound the fire alarm. All persons will leave the house and go to the designated assembly area. Staff on duty will call the Denver Fire Department at 911. All persons will wait at the designated assembly area for the fire department. Account for all persons. When the fire department arrives, staff will report missing persons to the fire department and answer any questions pertaining to the fire.

Never re-enter or allow anyone else to re-enter the house.

Instructions on what to do in case of fire are as follows:

1. Rescue persons in immediate danger by removing them from the area of danger.
2. Sound the fire alarm.
3. Contain the fire by closing doors to the fire area.
4. Evacuate all persons and staff to the designated assembly area.
5. Call 911 from a safe location.
6. Only use a fire extinguisher if you have had training, it is safe to do so, it is a small fire, and all persons have been evacuated.
7. Meet the fire department and explain the situation to them.
8. **DO NOT RE-ENTER THE HOUSE UNTIL THE FIRE DEPARTMENT SAYS IT'S SAFE TO DO SO.**
9. **NEVER RESET OR SILENCE THE FIRE ALARM SYSTEM WITHOUT PERMISSION FROM THE FIRE DEPARTMENT (EXCEPT FOR FIRE DRILLS).**
10. Record details of fire drills so they can be documented. Denver Fire Department Fire Prevention personnel will review logs during inspections.
11. All staff will be trained on procedures of evacuation plan.
12. Fire drills will be conducted monthly.

FLOOR DIAGRAM
(Show exits)

THIS IS A SAMPLE

FIRE DRILL PROCEDURES for DAYCARE FACILITIES

1. **Inform the staff in advance.** The Center Director informs the staff that there will be a fire drill later in the day/week.
2. **Familiarize the children with the fire drill.** Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. **Evacuate the building.** The Director will sound the alarm and the Center will be evacuated.
 - a) Evacuating Infants and Toddlers: The designated member of the management team goes to the infant/toddler area.
 - b) Children in the Infant Nursery are placed in an evacuation crib and the crib is wheeled outside by the Infant Nursery Supervisor to the designated area.
 - c) Toddlers (walkers) proceed immediately with their Group Leader to the outside designated area.
 - d) Group Leaders will count their children and take attendance sheets, emergency information, and cell phones with them.
 - e) The Center Director or designee checks bathrooms, closets, and “hiding places” for “lost children” and for possible sources of smoke or fire during a real alarm.
 - f) The Center Director retrieves the official daily sign-in sheets and cell phone.
4. **Time the drill.** The Center Director times how long it took to vacate the building.
5. **Verify accurate recount of all persons.** The Center Director or designee checks with each group to verify an accurate recount of all persons.
6. **Return to the building.** The Center Director or designee gives approval to reenter the building. The Center Director or designee helps with infants and toddlers.
7. **Document the completed fire drill.** The Center Director completes written documentation that contains the specifics of the drill: date, time, and location of fire, and the length of time required to vacate the building. Denver Fire Department Fire Prevention personnel will review the fire drill log during inspections.

**Note: A fire drill will be practiced at least once a month, at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.*

ADDITIONAL RECOMMENDED ASSIGNMENTS FOR STAFF MEMBERS:

1. **Evacuation Supervisor**—Director
2. **First Aid**—Preschool Aide
3. **Communications**—Infant Nursery Supervisor
4. **Play Space Operations**—Preschool Group Leader
5. **Pick-up Assignments**—Toddler Group Leader

Organization and Responsibility

1. **Evacuation Supervisor:** Director
Alternate—Preschool Teacher
 - a) Make sure all children are accounted for.
 - b) Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there.
 - c) Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space area and first aid station.
 - d) Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point—when possible, be the one to contact the families whose children are injured as a result of the event.

Key Materials: Cell phone, official daily sign-in sheets

2. **First Aid:** Preschool Aide

Administer first aid as necessary

Key Materials—complete first aid kit, flashlights, batteries, and cell phone, all contained in a bright labeled bag.

3. **Communications:** Each Group Leader will contact their own class parents. Communications Coordinator, Infant Nursery Supervisor to give out wording and information to be relayed.
 - a) Check with Evaluation Supervisor about exact information to give to families when calling (emphasis should be placed on the child's condition and the pick-up location).
 - b) Discuss with the Evaluation Supervisor the exact wording to offer families whose children have been injured in some way by the event.
 - c) Relay information to group leaders of each class.
 - d) Confirm all parents/emergency back-up contacts have actually been spoken to.
 - e) Report back to Evacuation Supervisor with updates, needs, and problems during his/her rounds.

4. **Play Space Operations:** Determine where to set up different groups of children.
 - a) If possible, define areas.
 - b) Determine the nearest and safest bathroom and arrange for supervision.
 - c) Report back to the Evacuation Supervisor with update, needs, and problems during his/her rounds.

Key Materials—Prepared Emergency Evacuation Kit, including some play materials.

5. **Pick-up Assignment:** Establish an area away from the primary play area and first aid areas to control access.
 - a) Collect all the sign-in sheets to monitor family pick-ups.
 - b) Select a staff member to collect children and bring them to the pick-up point.
 - c) Report back to the Evacuation Supervisor with updates, needs, and problems during his/her rounds.

**Note: Key Materials—Sign-in sheets; markers/pens; paper; highly visible cap.*

THIS IS A SAMPLE

GROUP FAMILY DAYCARE CENTER

Emergency Preparedness Plan in the event of a Fire

Evacuation Process:

When the decision is made to evacuate the daycare facility, the Director will announce, in the most expeditious way possible, that all persons are to evacuate to their assigned assembly area and await further instructions. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency exists.

In the event of an actual fire, the Director will be responsible to notify the Denver Fire Department at 911 of the emergency from a cell phone outside the building once the evacuation is complete.

Daycare center staff will evacuate their children as follows:

Infants

The Infant Nursery Supervisor shall put infants in an evacuation crib and move to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants must be physically accounted for against the sign-in log and the results reported to the Director immediately.

The Infant Nursery Supervisor is responsible for bringing all attendance sheets, child rosters, and information sheets. For inclement weather, if possible, take appropriate supplies to protect the infants.

Toddlers and Preschoolers

The Toddler Group Leader and Preschool Group Leader shall be responsible for gathering their respective classes in a group and supervising an orderly evacuation to the designated assembly area. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the sign-in log and the results reported to the Director immediately.

The Group Leader is/are responsible for bringing all attendance sheets, child rosters, and information sheets. For inclement weather, if possible, take appropriate supplies to protect the children.

Center Aides and other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

**Note: Under no circumstances are staff to stop for any of their own or the children's personal belongings, including jackets, shoes, purses, toys, etc.*

THIS IS A SAMPLE

EMERGENCY CONTACT NUMBERS

<u>Name/Agency</u>	<u>Telephone Number</u>
Center Director	
Fire	911
Police	911
Ambulance	911
Poison Control.....	
Xcel Energy (gas, electric)	
State Division of Child Care	