

Scheduling an Inspection

New Home Day Care:

1. Call the State Fire Marshal's Office-334-241-4166.
2. Request a "Fire Marshal Inspection for a NEW family day care".

Note: *There has been a change in the requirements due to a new fire code (IFC 2009 Edition) adopted by the State Fire Marshal November 22, 2010. Home Daycares are now limited to 5 or fewer kids unless the homeowner chooses to install a fire sprinkler system then it will be acceptable to increase the numbers.*

3. Inspection information will be taken and then a Deputy will call to discuss a time that will work for you and them to make. Exact time and date cannot be provided at the time of your call.
4. A Deputy will call and schedule an inspection. Usually it will take up to 30 working days before an inspection will be conducted. In limited circumstances the deputy may show up unscheduled during normal business hours.

Existing Home Day Care:

1. A list of day care facilities needing a Fire Marshal inspection is received from DHR or from the daycare itself.

Note: *No change in the way existing daycare homes have been classified only those that become new due to a change in address.*

2. A Deputy will call and schedule an inspection. Usually it **will** take up to 30 working days before an inspection will be conducted. In limited circumstances the deputy may show up unscheduled during normal business hours.

*****All inspectors will be in some type of uniform.*****

*****You can request identification before letting them into your house or place of business.*****

FIRE SAFETY CHECK LIST

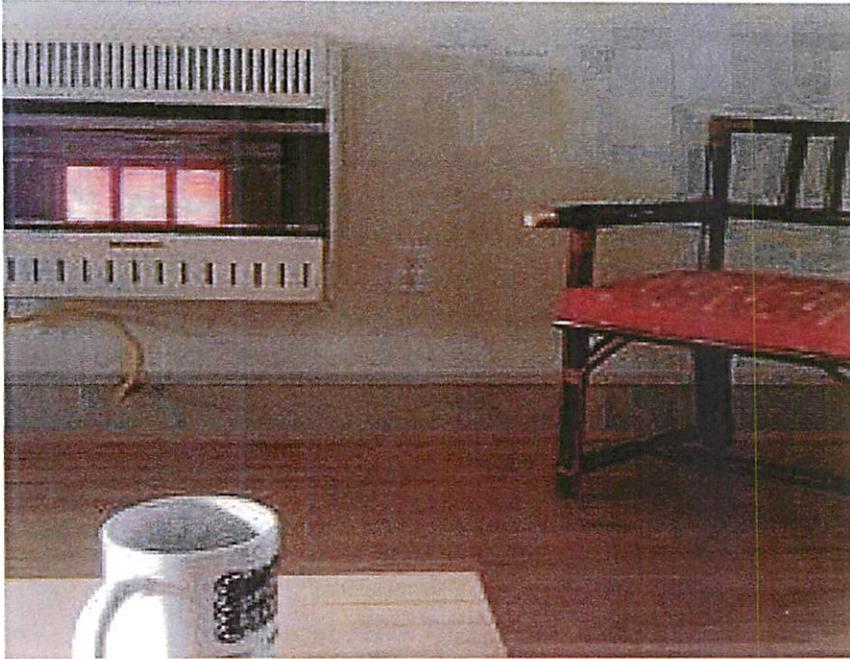
The checklist below contains the minimum fire code requirements that must be in place for any home operating as a family daycare in Alabama:

- | | YES | NO. | N/A |
|---|-----|-----|-----|
| 1. Are house address numbers a minimum 5" in height?
And visible to the street? | [] | [] | [] |
| 2. Is illumination (light fixture) provided outside of all exit doors? | [] | [] | [] |
| 3. Does your home have a pre-arranged plan of escape in case of fire or other emergency? Does the plan include a means to alert all occupants of an emergency and show 2 exits from all areas? Have you practiced your escape plan? Had a fire drill every 30 days? Have you logged all of your drills? | [] | [] | [] |
| 4. Is each room used for sleeping, living, or dining purposes provided with at least two means of escape? At least one of these means shall be a door that allows unlocking from the inside without the use of a key or an unobstructed stairway allowing travel to the outside of the home at street or ground level? | [] | [] | [] |
| 5. If a window is utilized as a second means of escape, can the daycare provider demonstrate that the window opens to a clear opening of not less than 20" in width, not less than 24" in height and 5.7 square feet (821 sq. in.) in total open area? Is the bottom of the window opening not more than 44" above the floor? | [] | [] | [] |
| 6. Are special protective covers provided for all electrical receptacles in all areas occupied by children under 6 years of age? | [] | [] | [] |
| 7. If clients are located in a basement, does at least one door open directly to the outside. If outside stairs are used is it no further than 8 ft. to ground level? | [] | [] | [] |
| 8. Are all rooms/areas intended for napping equipped with hardwired A/C powered smoke detectors with battery back-up installed in that room/area? | [] | [] | [] |
| 9. Is each closet door latch arranged so that children can open the door from inside the closet? | [] | [] | [] |

	<u>YES</u>	NO	<u>N/A</u>
10. Can each bathroom/bedroom door lock be unlocked from the outside in an emergency?	[]	[]	[]
11. If the family day care home is located in an apartment building with enclosed corridors, are the common hallway and stairs protected with an approved smoke, detection system with detectors in the hallway installed in compliance with manufacturer instructions?	[]	[]	[]
12. Is all electrical wiring installed and maintained in accordance with the National Electrical Code? Are extension cords used on a temporary basis and only and rated for the device being served?	[]	[]	[]
13. Is all heating, ventilating and air conditioning equipment installed and maintained in accordance with all applicable codes and manufacturers requirements?	[]	[]	[]
14. Are unvented fuel-fired (kerosene/propane) room heaters prohibited from use during operating hours?	[X]	[]	[]
15. Is all approved heating equipment in spaces occupied by children provided with partitions, screens or other physical barriers to protect children from hot surfaces or open flame?	[]	[]	[]
16. Is at least one operable flashlight provided in a location accessible to the staff for use in the event of power failure?	[]	[]	[]
17. Is good general housekeeping maintained throughout all areas?	[]	[]	[]

Code references are from the current adopted version of the Life Safety Code NFPA 101 & International Fire Code. Local Laws may include additional requirements.

SPACE HEATERS



A vented gas heater disperses harmful gas into the air outside your home.

Carbon Monoxide

- One of the byproducts of gas heat is carbon monoxide. This colorless, odorless gas can be deadly in high concentrations.

Vented Heaters

- Vented gas heaters require an exhaust vent of some sort, to channel carbon monoxide out of living areas. Consequently, these heaters are usually permanently installed in a single spot and tend to be more expensive.

Non-Vented Heaters

- Non-vented heaters are portable and more versatile, but require adequate ventilation to ensure no harmful buildup of carbon monoxide gas can take place.

SPACE HEATERS

Safety

IFC 2009 Edition Section 603.4 Portable unvented heaters.

Portable unvented fuel fired heating equipment shall be prohibited in occupancies in **Groups A, E, I, R-1, R-2, R-3 and R-4.**

Exceptions:

1. *Listed* and *approved* unvented fuel-fired heaters, including portable outdoor gas-fired heating appliances, in one- and two-family *dwelling*s.

IFC 2009 Edition Section 603.4.1 Prohibited locations.

Unvented fuel-fired heating equipment ***shall not be located in***, or ***obtain combustion air from***, any of the following rooms or spaces: ***sleeping rooms***, ***bathrooms***, ***toilet rooms*** or ***storage closets***.

IFC 2009 Edition Section 603.5 Heating appliances.

Heating appliances shall be *listed* and shall comply with this section.

IFC 2009 Edition Section 603.5.1 Guard against contact.

The heating element or combustion chamber shall be permanently guarded so as to prevent accidental contact by *persons* or material.

IFC 2009 Edition Section 603.5.2 Heating appliance installation and maintenance.

Heating appliances shall be installed and maintained in accordance with the manufacturer's instructions, the *International Building Code*, the *International Mechanical Code*, the *International Fuel Gas Code* and NFPA 70.

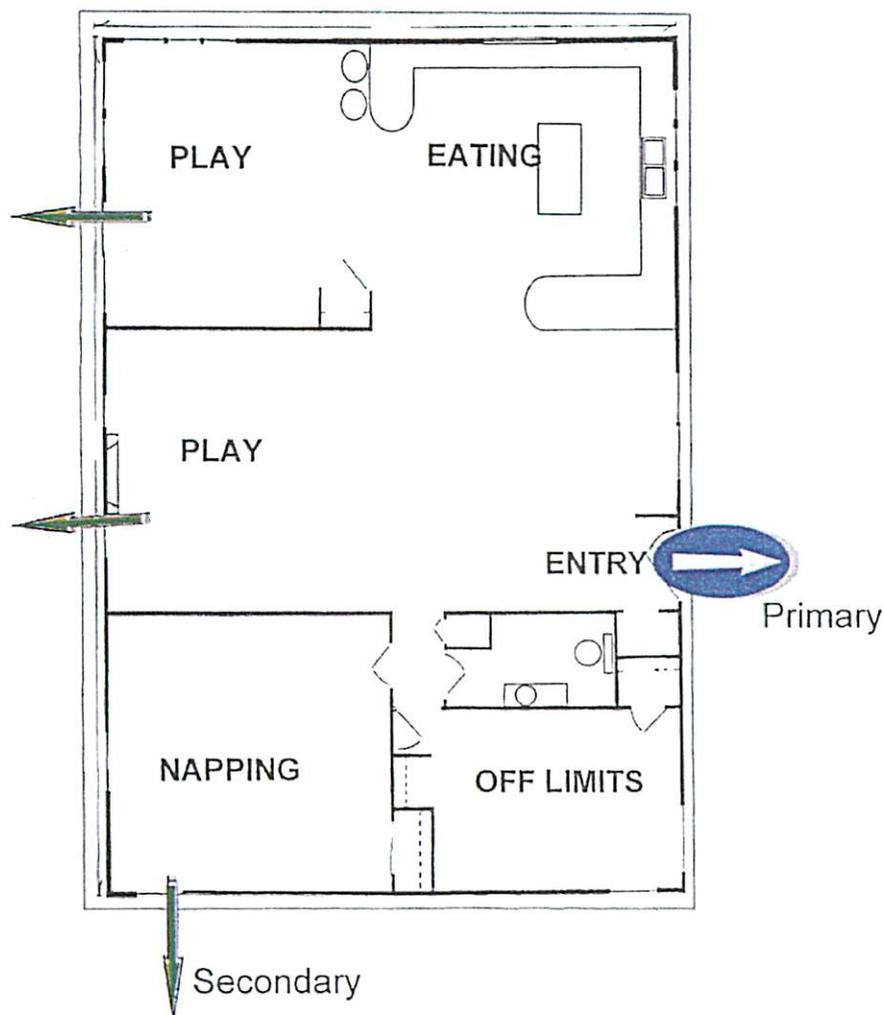
If the heating appliances have not been professionally installed in your home this office may request that the gas company in your area inspect for approval.

EMERGENCY ESCAPE PLAN

EXAMPLE



Meeting Spot

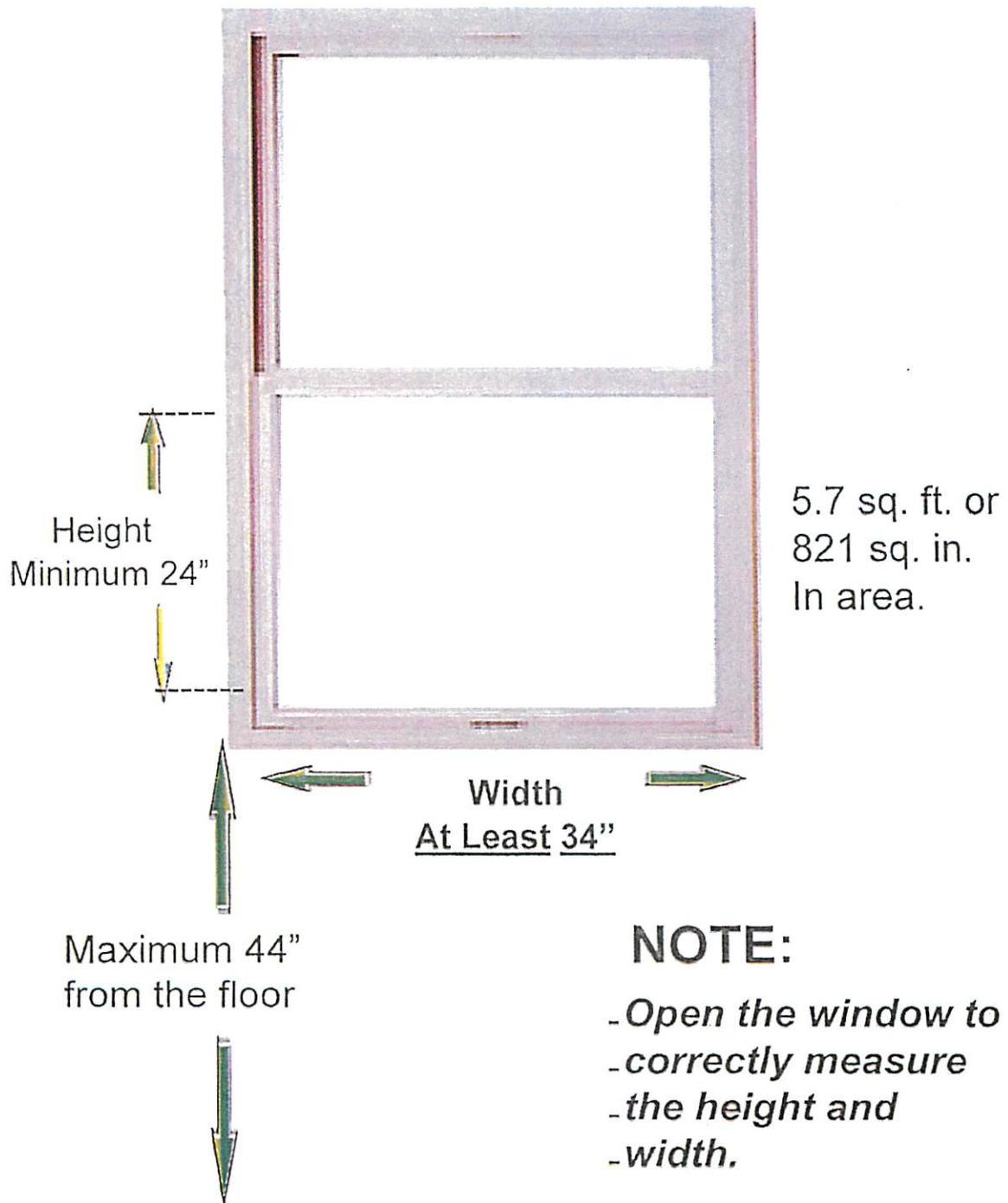


Meeting spot

Draw your floor plan listing the rooms as you intend to use them for daycare. Designate your primary and secondary exits. Post this plan in the daycare area and provide a copy to your fire inspector and licensing specialist.

WINDOW SIZE REQUIREMENTS

Minimum Height Example

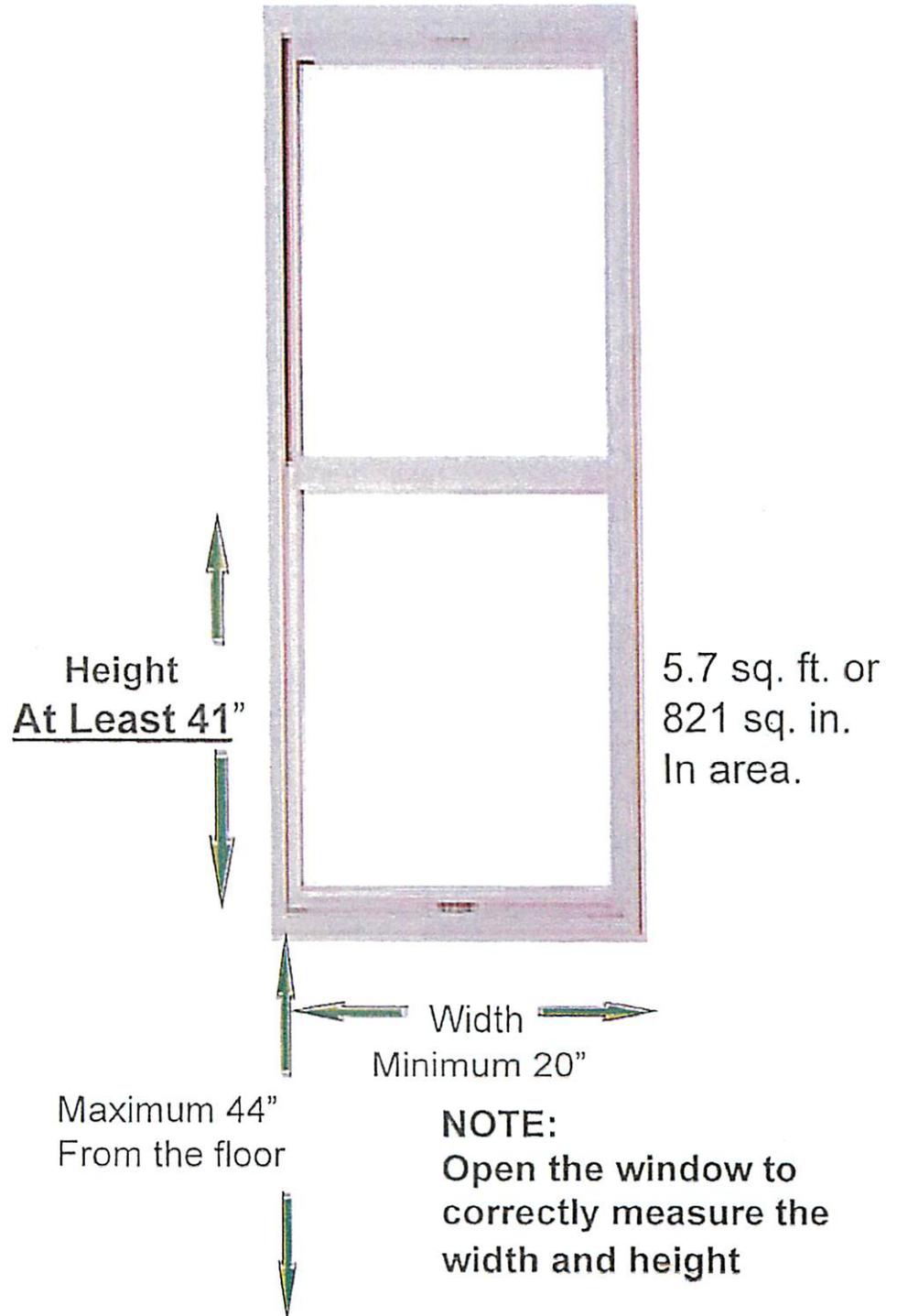


NOTE:

- *Open the window to*
- *correctly measure*
- *the height and*
- *width.*

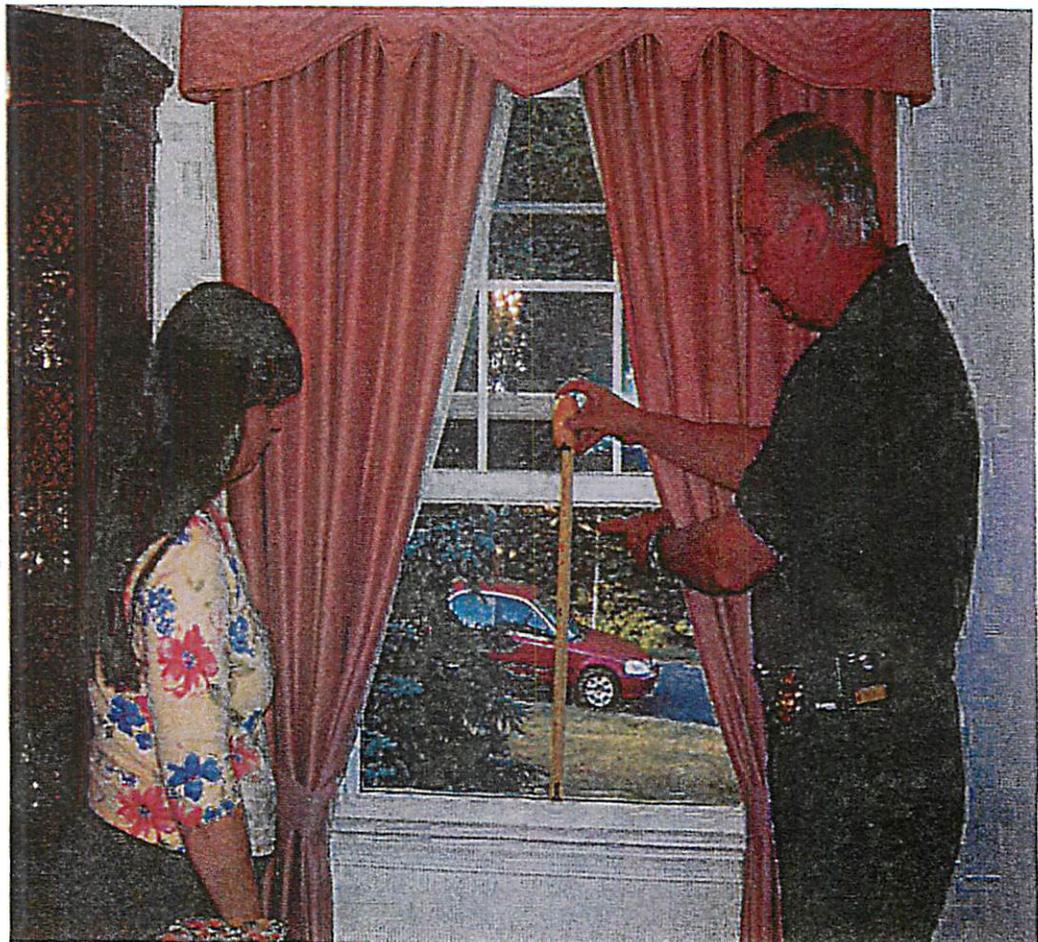
WINDOW SIZE REQUIREMENTS

Minimum Width Example



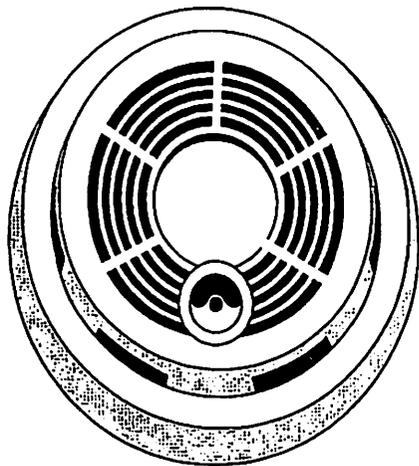
WINDOW SIZE REQUIREMENTS

- Any room used for daycare that does not have a door going directly to the outside must have a window that meets the following:
The opening must be at least 20 inches in width, 24 inches in height and have an open area of at least 821 square inches. (5.7 sq. ft.)
- To find this total area you simply multiply the width X the height of the opening. For example:
- A window that is only 20 inches in width must have an opening height of at least 41 inches. ($20 \times 41 = 821$ sq. inches)
- A window that is only 24 inches in height must have an opening width of at least 34 inches. ($24 \times 34 = 821$ sq. inches)



SMOKE ALARMS

- Smoke alarms that are required for the daycare must be hardwired into the house electrical system and be provided with a battery back-up.
- All areas designated as “napping areas” must have a smoke alarm mounted in that area.
- The smoke alarm must be tested weekly and be used to initiate the required monthly fire evacuation drill.



Push button weekly

SAFETY WEEK!



Test your
Smoke
Detectors

Every Week!

Fire Extinguishers

- A fire extinguisher is required to be located in the general area & kitchen/cooking area of your daycare.

- The extinguisher shall be a dry chemical 2A10BC 10 lbs general area this is the minimum size req. & class K for kitchen can be found at most home centers or fire equipt.companies found in phone bk.

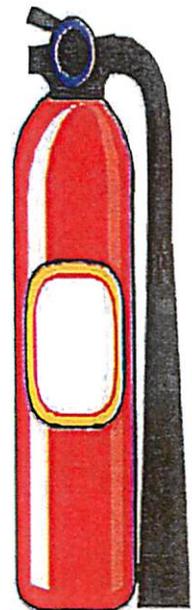
GAUGE



- Sign, date and secure the tag found in the box attached to the instructions.

- Check your extinguisher monthly by making sure it is not obstructed, the arrow in the gauge is in the green and the safety pin is attached and secure. Document this monthly inspection.

Extinguisher



IMPORTANT!! You are required to have a fire extinguisher but you are not required to use it. If you have a fire your first priority is to evacuate the children using your escape plan. Do not go back into the home as the children may follow you. Stay out and call 911.

I. General Maintenance Requirement:

A. Fire extinguishers shall be subject to maintenance by a fire extinguisher company **annually**, or sooner if the extinguisher has been either full or partially discharged, or as indicated by a deficiency found during inspection. At the time of the annual inspection, an "Annual Maintenance" tag shall be affixed at the time indicating the month, day and year that the maintenance was performed. (Example below)



B. Fire extinguishers shall be inspected at least **monthly** by the building owner, occupant, or their designee. Records of such inspection shall be kept on the reverse side of the annual service tag. (Example below)



C. Monthly inspection of the extinguisher (**performed by owner or occupant**) shall include a check of at least the following items:

1. Located in the designated place.
2. No obstructions to access or visibility.
3. Operating instructions on nameplate legible and facing forward.
4. Safety seals and tamper indicators not broken or missing.

5. Examine for obvious physical damage, corrosion, leakage or clogged nozzle.
6. Pressure gage reading or indicator in the operable range or position.
7. Determine fullness by hefting and, if needed, by weighting.

D. Fire extinguishers shall be subject to a breakdown and internal examination by a fire extinguisher company properly trained as noted in NFPA 10, **once every six years** unless need is indicated by a deficiency found during monthly inspection or annual maintenance. A "Verification of Service" collar shall be affixed at this time indicating the month, day and year that the breakdown and internal examination was performed.

E. Fire extinguishers shall be subject to Hydrostatic Testing based on the brand type

The Following two pages show the K fire extinguisher and proper tag placed on extinguisher after annual service.

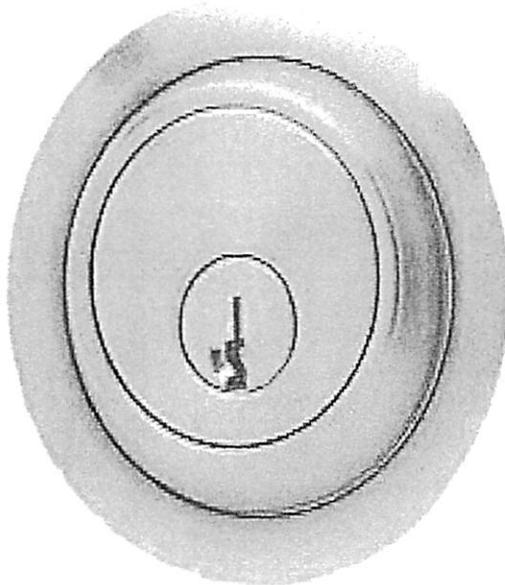




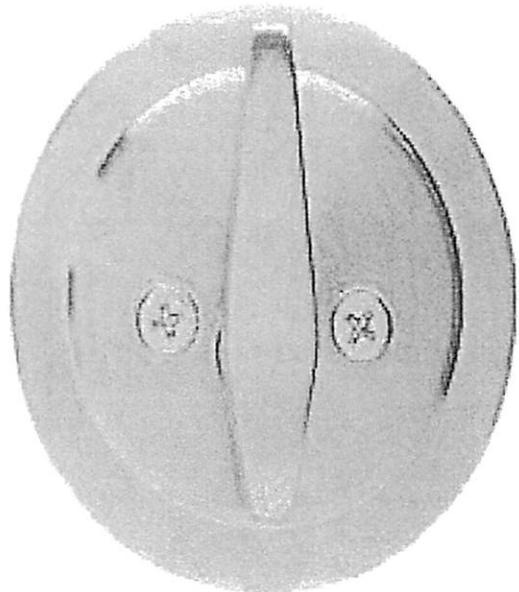
DOOR LOCKS

- Any door used as an exit for family daycare must be openable without the use of a key.
- A double key cylinder has a key slot on both the outside and inside to unlock the door. A door that has this type of lock installed may not be used as an exit for daycare.

Double Key



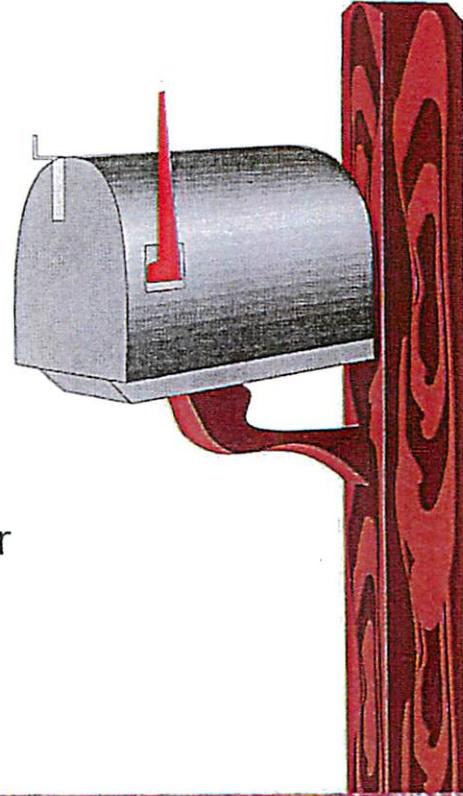
Thumb Turn



ADDRESS NUMBERS

- All address numbers are required to be a minimum of 5 inches in height and visible to the street.

- The numerals may be attached to your house or, if your house cannot be easily seen, located on your mailbox or some other post that can be seen from the road that your home is addressed from.



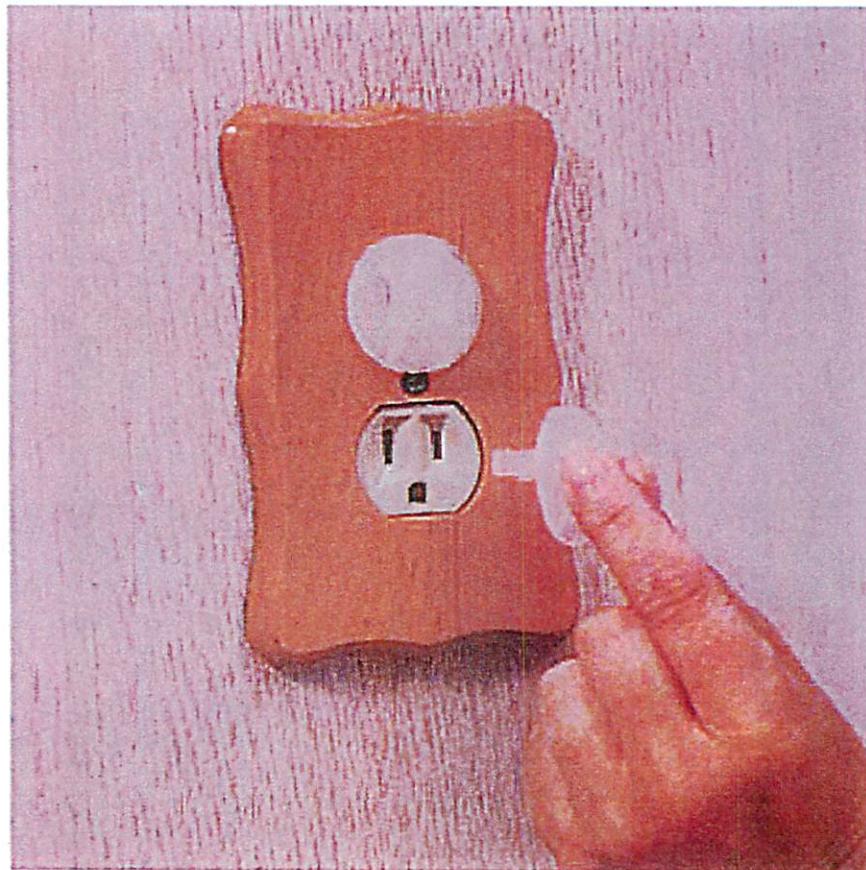
3
8
2
5

5"
Tall
Min.



OUTLET COVERS

- All electrical outlets must have protective covers inserted when the outlet is not in use.
- After an appliance, such as a vacuum is used, remember to replace the cover when you are finished.



THE INSPECTION

- A fire inspection is required for all new family daycare homes.
- A fire inspection is required for all existing family daycare homes either by a local authority that routinely inspects home daycares or when DHR feels it is necessary that an inspection is needed you may be required to contact this office or local fire department.
- All fire inspections start at the main entrance door to the daycare.

THE INSPECTION

- All deputies will have a badge located on their belt and wearing a firearm. You may always request to see our Fire Marshal photo identification.
- Make sure we can see your address numbers and that your porch light is operating. (Fire Checklist)



THE INSPECTION

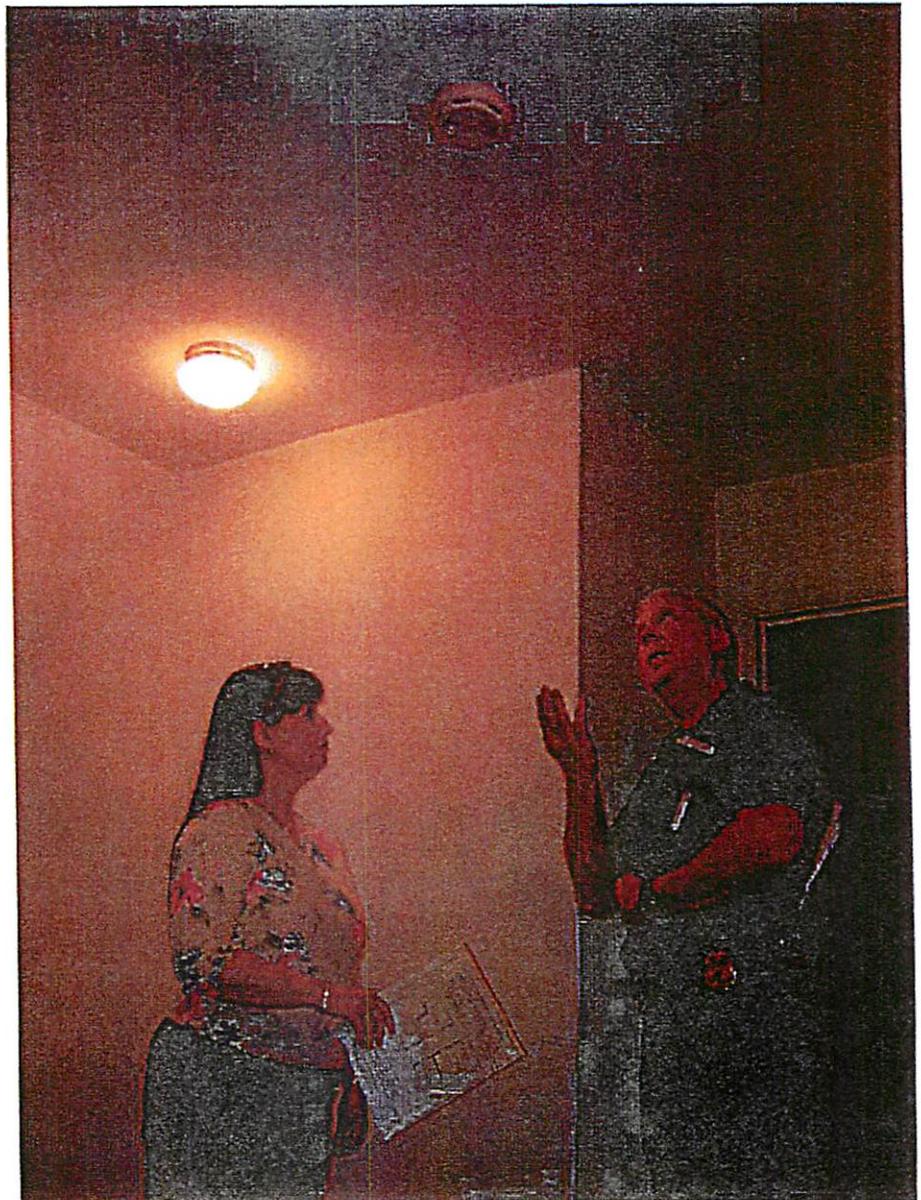
- Provide a copy of your “Emergency Escape Plan” to the Deputy. The Plan should denote which rooms are used for play and napping as well as the areas that are off limits.



THE INSPECTION

- Test all of your smoke detectors weekly, and use them when you conduct your fire drill.
- Note that the day care provider is demonstrating that the “Fire Plan” matches how the rooms are being used.

The smoke
alarm



THE INSPECTION

- Check your windows to see that they meet the size requirement.



Holiday Trees

- Trees and decorations are a part of many holidays and festivals.
- Artificial trees or trees with the root still attached that are watered, are safer to use since they won't dry out and become a fire hazard.



Tree with ball root attached

Holiday Trees

- Without water, a cut tree can catch fire and destroy a home in seconds

*(Photo courtesy of
National Fire
Protection
Association)*



Dried tree 5 seconds after ignition

Holiday Decorations

- Care must be used when displaying holiday decorations. Follow all manufacturer requirements including distance from materials that may burn. Even very small lights can generate enough heat to start a fire.
- Extension cords must be correctly sized for the use intended for and used on a temporary basis only.



If you follow your fire
safety checklist you
should never have a
problem passing a fire
inspection.

THANK-YOU

