



Fire Response Plan for Child Care Centers

Prepared by Child Care Aware® of North Dakota

Take the following actions in case of fire:

1. Evacuate anyone who is in immediate danger.
2. Pull fire alarm or call out "CODE RED" if alarm does not work.
3. Exit building and use a cell phone to report fire to 911. Tell 911 operator that "There is a fire at _____, _____ is burning.
If the cell phone does not work, 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 adults through the nearest exit away from the fire to an area well way from the building.
 - 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: _____
 - Children in 3 and 4 year old rooms will go out the direct exit in their class and report to: _____
 - Children in the After School Room will go out their direct exit and report to: _____
 - Infants may be placed in one or two evacuation cribs and pushed out of the direct exit in their class and report to: _____
 - If needed, use alternate exits as identified in the Escape Plan.
 - The Director or designee (if absent) checks all bathrooms and other rooms or areas where someone might be.
 - All teachers take attendance log, time sheet, first aid kit, care plans and medications for children with special needs, emergency files, cash, checks, and any other records that can be easily carried.
 - Teachers close all doors as they leave the building.
 - Teachers account for all children by checking attendance log and reporting to the Director or designee as soon as possible.
 - Assistant Director or designee provides first aid as needed.
 - Do not enter building until permission is give by the Fire Officials.
 - Notify parents to pick up children as soon as safety permits.

NOTE:

- A separate plan is needed for each building if your child care center has more than is one building.
- Create a plan to transport children to alternate location if evacuation from fire site is needed.
- Plan weather appropriate shelter (ie: heated in winter) where children wait until their parents arrive

This plan was last reviewed / updated on: _____