

# RULE GUIDANCE

## Fire Safety and Fire Drills

### LICENSE TYPE AND RULES

#### Registered Family Child Care (RF)

OAR 414-205-0035(8)(c); and 0110(1)(h,i,j,n)(2,4,5); and 0130 (1)(e); and 0140(5)

#### Certified Family Child Care (CF)

OAR 414-350-0050(1)(g); and 0170(3)(a)(4-6,14-17); and 0375(5)

### WHY THESE RULES ARE IN PLACE

Studies show that many people believe that, in the event of a fire, they would have 10 minutes or more to get out of their home. In fact, you would only have two to three minutes to evacuate. During a fire, it's important to know how to get out of the house immediately. However, most children don't have the necessary skills and knowledge to escape a fire safely. Emergency drills (fire drills especially) can be scary for preschoolers and many older children. It's loud, sometimes chaotic if it's unannounced, and it interrupts their routine. Adults and children are better able to calm themselves and react quickly during an emergency if practice drills happen regularly.

### HOW THIS MAY LOOK IN YOUR PROGRAM

- **Fire Extinguishers:** at least one 2-A-10 BC-rated fire extinguisher **must be mounted on every floor** along the evacuation route, in an easily accessible and visible location that is out of reach of children. The fire extinguisher may be mounted in a closet/cupboard if there is a sign indicating the location of the extinguisher and access to the closet/cupboard must be unobstructed.
- **Smoke detectors AND a carbon monoxide (CO) detector** must be installed on every floor of the home, including the area(s) where children sleep. For both types of alarms, follow the manufacturer's instructions for placement and mounting height. These may be separate, individual detectors or both combined together in one unit.
- **Fire drills** must be practiced monthly at varying times of day, including in the evening and during overnight hours, for programs that care for children during those hours.
  - a. Fire drills must include:
    1. A drill using an alternate evacuation route at least once per year; and
    2. A drill observed by OCC staff, if requested. This is an opportunity for your licensor to observe and provide feedback to help your program be as safe and prepared as possible in an emergency.
    3. Full evacuation of all adults and children present must be completed within **three minutes**. This timeline was established in consultation with the Oregon State Fire Marshal.
  - b. You must have an **alert method** (for example, a loud bell or whistle) to warn the children and occupants of the home of an emergency or drill.
    - Using a consistent method helps prepare children for the startling reaction of a sudden loud noise. Practicing teaches children what is expected when they hear the sound.
    - The smoke detector can be used as the alert method. However, another alert method (sound) is acceptable, and provides flexibility to develop an emergency plan that fits the needs and sensitivities of the children in care.

### RECORD KEEPING REQUIREMENTS (see optional resources below)

1. Fire extinguishers, smoke detectors and carbon monoxide detectors must be checked monthly to ensure they're in proper working order. A record is kept documenting when the check was completed.
  - Check your fire extinguishers by looking at the gauge, make sure the arrow is pointing to the green section (and if it's not have it recharged, or replace it).
  - Smoke and carbon monoxide alarms typically have a test button. When the button is pushed the alarm will sound to tell you it's working properly. However, it's best to follow the manufacturer's recommendations for your specific device(s).



2. The provider shall maintain a written record of each fire drill showing:
  - a. The date and time;
  - b. The exits used;
  - c. The number and age range of children evacuated;
  - d. The total number of people in the home at the time of the drill;
  - e. The amount of time taken to evacuate the home;
  - f. The name of the person conducting the drill, and
  - g. The alert method used.
3. In addition to fire drills, one other aspect of your emergency plan shall be practiced every two months and must follow the recording requirements listed above for fire drills. These drills do not need to happen on the same day as fire drills. Other aspects of the emergency plan can include, but are not limited to:
  - Acute illness of a child or caregiver
  - Natural disasters like floods, landslides, tsunamis, wildfires, earthquakes, etc.
  - Shelter in place, lockdown or building lockout
  - Gas leak, chemical spill, electricity outage
4. New staff orientations must include a review of the emergency plan and evacuation procedures.
5. All substitute caregivers must be trained on the evacuation procedures.

**IMPORTANT:** Emergency plans must be reviewed at least annually. When revisions are made, remember to share the new or updated emergency plan with families, staff and other adults in the home. Your licensing specialist may ask to see your emergency plan during monitoring or licensing visits.

### OCC LICENSING SPECIALIST MAY REVIEW

- ✓ Do you have floor plan posted in a visible location? Does it show all of the necessary components?
- ✓ Are fire extinguishers, smoke detectors and carbon monoxide detectors on each floor of the home and working properly? Is there written documentation that these are checked/tested monthly?
- ✓ Are fire extinguishers easily accessible, mounted out of reach of children and along the evacuation route(s)?
- ✓ If a fire extinguisher is mounted inside a cupboard or closet, is there a sign? Licensors will be checking that requirements are met on every floor regardless of whether child care children have access to that area or not.
- ✓ The drill record and documentation are reviewed during licensing inspections and unannounced monitor visits.

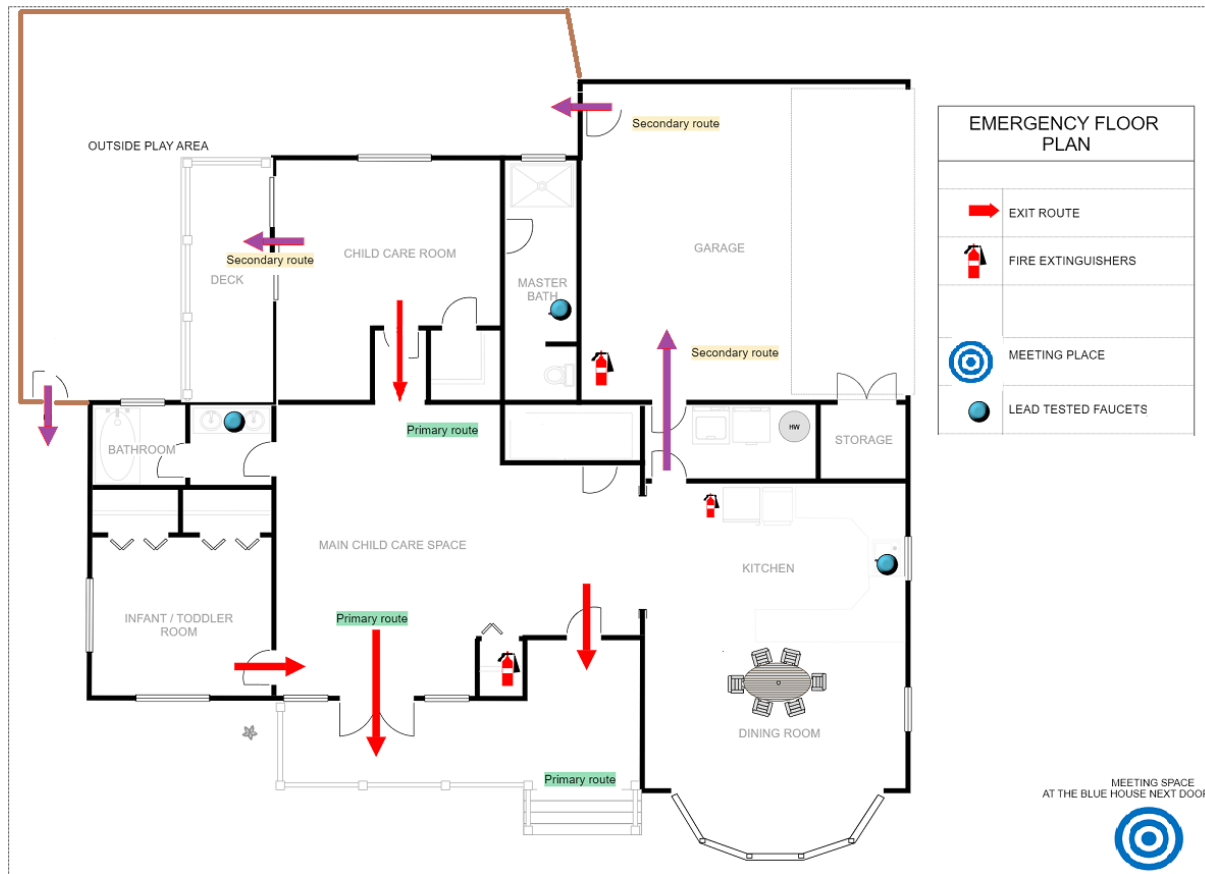
### OPTIONAL RESOURCES

1. **[Fire Safety Emergency Drill Record \(OCC-0489\)](#)**  
An optional tool created by OCC to help you succeed in tracking all of these requirements.
2. **[A School Resource Guide for Safety Planning \(Oregon Office of State Fire Marshal\)](#)**
3. Oregon State Fire Marshal resources, <https://www.oregon.gov/osp/programs/sfm>
4. **[National Fire Prevention Association](#)**: Public Education resources, Lesson plan and teaching tools
  - Safety tip sheets on a variety of fire and life safety topics, [available in different languages](#)
  - Learn Not to Burn program integrates literacy, movement, music, and dramatic play to provide a developmentally appropriate learning experience for preschool-aged children. These five lessons are free to download and available in English and Spanish.
5. **[FEMA: Every Second Counts: Two Ways Out!](#)** and **[FEMA's downloadable information and handouts](#)**
6. **[Sesame Street Fire Safety Program](#)**  
The Sesame Street Fire Safety Program curriculum for preschoolers is available in both English and Spanish. The curriculum includes an educator's guide for teachers, a CD of songs and stories, a family guide, a coloring and activity booklet, and a poster. Information on how to request a free kit for your child care program is on the website.
7. Sparky School House <https://sparkyschoolhouse.org/digital-backpack/>

## ADDITIONAL INFORMATION

- **Night Care:** Evacuation routes must be illuminated if you provide night care. Examples may include: a night light in the hallway or even just leaving the hallway light on. This will make evacuation easier & safer for children who may not be as familiar with the environment.
- **A floor plan must be posted that identifies the locations of the following: exits, primary and secondary evacuation routes, and the location of fire extinguishers. Post the floor plan in a visible location, such as near where parents arrive or where other emergency information is located. If you already have a floor plan posted, you may be able to add the newly required items to your current floor plan.**

SAMPLE Floor plan (hand drawn is acceptable).



- **Smoke alarms** are important because during a fire, you may have less than three minutes to evacuate. Smoke detectors are mounted high up on a wall or on the ceiling since smoke rises. They alert you to the danger and give you and your child care children time to get out. Everyone is more likely to survive a home fire if you have working smoke alarms.
- **Carbon monoxide (CO) detectors** are important because CO is a poisonous, odorless gas that is created when fuels burn. CO poisoning can be fatal at high levels. Dangerous CO emissions can be caused by fireplaces, woodstoves, gas furnaces or other gas appliances, portable generators, or vehicles left running in a garage. CO alarms installed in your home give you early warning of the presence of carbon monoxide. One is required on each floor level of the home, regardless if children have access to all floor levels or not, and even if none of the typical sources of CO are present in the home.

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 205 [Registered Family Child Care Homes](#) and 350 [Certified Family Child Care Homes](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.

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