Bill de Blasio, Mayor
Daniel A. Nigro, Fire Commissioner

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FIRE DEPARTMENT
CITY OF NEW YORK
OFFICE OF FIRE PREVENTION

EMERGENCY? CALL 911 DON'T HESITATE!

FIRE SAFETY IN DAY CARE CENTERS
WHAT PARENTS NEED TO KNOW

Children are the future of New York. The City and the Fire Department share your concern about child safety! This pamphlet contains information to assist parents, families and caregivers in evaluating their day care options. Your decision on the right place for your child will take many factors into account. Most importantly, it will take their physical, emotional and personal development and well being into consideration. The FDNY wants to make it easy for you to add safety and emergency preparedness to your list.

✓ Is the Center licensed?

All Family Day Care and Group Family Day Care Homes must be registered, approved, and licensed by New York State. This license must be displayed in a prominent place in the home. **Ask to see the license**.

A valid NYS LICENSE contains the following:

a. The location of the home that may be used for Day Care.
b. The number and ages of the children approved for Day Care.
c. The effective and expiration dates of the license.
d. Any special services the facility may provide.

✓ We encourage you to ask potential providers what they would do in the event of an emergency. **An approved Emergency Action Plan must be prominently displayed.** This plan will show the two required means of egress that the children will have to use during an emergency. Take time to review the plan.

✓ Is the Center clean and safe? **All Family & Group Family Day Care Homes must have an approved Health Plan** to care for children.

WHAT'S INSIDE

Day Care Center Fire Safety Information:

- FIRE DRILLS
- SMOKE DETECTORS
- FIRE EXTINGUISHERS
- EMERGENCY EVACUATION PLAN
- MEANS OF EGRESS

DAY CARE CENTER FIRE SAFETY CHECKLIST

Fire Prevention In Day Care Facilities

FIRE PROTECTION

The scope of this brochure covers the main Fire Protection requirements for:

1. Family Day Care Homes
2. Group Family Day Care Homes

Please take a moment to review the following Fire Safety requirements before placing your child in a Family Day Care Home, or a Group Family Day Care Home.

(A) FIRE DRILLS must be conducted monthly, and a record kept of each Fire Drill must be maintained. Ask the provider to see the records of such drills.

(B) OPERATING SMOKE DETECTORS must be present on every floor of the facility designated to be used as a Family Day Care Home, or Group Family Day Care Home. Inquire about them, and look to see that they are in good working order.

(C) MULTI-PURPOSE FIRE EXTINGUISHERS must be maintained and in good working order. Check to see if one is in place in the kitchen. A one or two family home requires an approved fire extinguisher in place outside the furnace room.

(D) EMERGENCY EVACUATION PLAN: Primary emphasis must be placed on the immediate evacuation of children. The approved emergency evacuation plan must describe the following:

FDNY

FIRE*CAP
CHILDREN'S ASSISTANCE PROGRAM

PROUDLY SERVING NEW YORK SINCE 1865

LET'S KEEP YOUR CHILDREN FIRE SAFE

(1) How children and adults will be made aware of an emergency;

(2) Primary and secondary evacuation routes;

(3) Methods of evacuation, including where children and adults will meet after evacuating the home, and how attendance will be taken; and

(4) Notification of authorities and the children's parents.

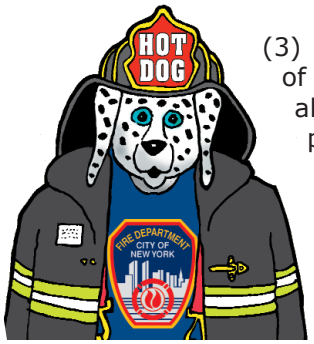
Spend some time reviewing the Emergency Evacuation Plan before there is a real emergency. Evaluate all of the primary and secondary "means of egress" noted in the Emergency Evacuation Plan. Take a walking tour of the Emergency Evacuation Plan. Examine the required "means of egress" to determine if they both lead to a safe area outside the residence. Children develop at different stages. Some children may have special needs, and some may be challenged in various ways. What may work for one child, may not work for another. Ask yourself, "Would my child be able to successfully carry out this evacuation plan in a real emergency?"

(E) CHILDREN CANNOT BE LEFT without competent supervision at any time. Children must be located on the same floor of the facility with a caregiver at all times. A caregiver must have direct visual contact with the children at all times except as follows:

(1) With the prior written permission of the parent, children may nap or sleep in a room where an awake adult is not present. When children are sleeping and during nap times, the doors to all rooms must be open; the caregiver must remain on the same floor as the children; and a functioning electronic monitor must be used in any room where children are sleeping or napping and an awake adult is not present.

(2) Children who are able to toilet independently may use a bathroom on another floor for a short period of time without direct adult supervision.

SMOKE ALARMS SAVE LIVES !



(3) With the written permission of the parents, providers may allow school-aged children to participate in activities outside of the direct supervision of a caregiver. Such activities must occur on the premises. A caregiver must physically check such children every 15 minutes.

F) CHILDREN MUST NOT BE LOCATED above the second floor of a single family home or dwelling. Also, a a general rule, no site located above the 4th floor (5th floor for existing licensed providers) will be approved where a fire escape will be used as a secondary means of egress.

PLEASE NOTE:
Any level in the home used for Family Day Care or Group Family Day Care must provide the following:

1. Two approved means of egress
2. They must be remote from one another

(G) APPROVED FACILITY LOCATIONS: Family Day Care and Group Family Day Care providers may have the day care facilities in their home in any one of the following locations:

1. Entirely on the First Floor
2. Primarily on the First Floor, yet using the Second Floor on a limited basis
3. Primarily on the Second Floor
4. Basement level

DEFINITIONS

FAMILY DAY CARE HOME is a program providing child care on a regular basis in a family residence (other than the children's own home) for 3 to 6 children (ages 6 weeks to 6 years) for more than 3 hours a day. An additional two children who are of school age may be cared for before or after school hours. The maximum number of children that may be cared for will be specified on the license for the **Family Day Care Home**.

GROUP FAMILY DAY CARE HOME is a program providing child care on a regular basis in a family residence (other than the children's own home) for 7 to 12 children (ages 6 weeks to 12 years) for more than 3 hours a day. An additional two children who are of school age may be cared for before or after school hours. The maximum number of children that may be cared for will be specified on the license for the **Group Family Day Care Home**.

Example: Day Care Center Registration/License

New York State Office of Children and Family Services
Group Family Day Care Center License

SAMPLE

This License certifies that
John and Mary Smith

SAMPLE

may provide child care located at
9 METROTECH, 2ND FLOOR – BROOKLYN, NY
On-Site Provider

Effective 12/06/2001, at no time may this provider care for more than:

10 children, ages 6 weeks to 12 year, AND 2 additional school-aged children
(there must be one caregiver for every two children under the age of two years in attendance)

NOTE: The provider's own children who are not yet in Kindergarten must be counted in determining this home's maximum capacity. The provider and an assistant must be present whenever more than 6 children are in care.

This Group Family Day Care must be in compliance with the regulations of the New York State Office of Children and Family Services and all other applicable laws and regulations.

License Effective 12/06/2004 – License Expires 12/05/2006

This facility is NOT approved to administer any medications other than over-the-counter topical ointments.

This license must be displayed in the home. It is the property of the New York State Office of Children and Family Services and must be returned when the license expires or is revoked.

License ID# 12345679

Holden Caulfield
Authorized Signature

Parents/guardians are welcome to contact the New York State Office of Children and Family Services, Bureau of Early Childhood Services at (212) 676-2444 with any concerns or questions about child day care.

All Family Day Care Homes and Group Family Day Care Homes must be registered and licensed by the New York State Office of Children & Family Services.

*The complete list of definitions, fire protection, and health requirements for both Family Day Care Homes and Group Family Day Care Homes may be found in **New York State Social Services Law Section 390, and Title 18 of the New York State Code of Rules and Regulations**, which governs these residences.*

These may be seen on the NYS-OCFS website: www.ocfs.state.ny.us

Complaints:
NYS Office of Children & Family Services: (800) 732-5207
NYC Dep.of Health: (212) 676-2444 or 311

IMPORTANT PHONE NUMBERS

Make sure **YOU HAVE** the following phone numbers:

- ❒ The provider
- ❒ The location where the children will be taken in case of an emergency

Make sure that your **DAY CARE PROVIDER HAS** the following phone Numbers:

- ❒ Your phone number
- ❒ An alternate contact number in case you cannot be reached

CARBON MONOXIDE ALARMS SAVE LIVES !

YOUR DAY CARE CENTER FIRE SAFETY CHECKLIST

Prevention and planning is the key to protecting your children and family.
Use this checklist as a guide to identify possible fire safety problems in your child's day care center.
If you check **NO** to any question, **the potential hazard should be corrected** to reduce your child's risk and increase their preparedness for fire.

YES NO

- ❑ ❑ 1- Is the facility **LICENSED** by the New York State Office of Children and Family Services? Did you inspect the LICENSE?
- ❑ ❑ 2- Is there an **EMERGENCY EVACUATION PLAN** posted in a conspicuous place in the home? Did you review it? Are there two required "means of egress"? Is the plan realistic?
- ❑ ❑ 3- Are there working **SMOKE ALARMS** on each level of the home and outside any area used for napping? Is there a working **CARBON MONOXIDE (CO) DETECTOR**?
- ❑ ❑ 4- Are **FIRE DRILLS** conducted monthly? Are records kept?
- ❑ ❑ 5- Does the home have the required number of Multi-purpose **FIRE EXTINGUISHERS**?
- ❑ ❑ 6- Does your facility use an approved fire escape as a "means of egress" during an emergency? Are both the window and the fire escape clear of all obstructions?
- ❑ ❑ 7- Is there a security gate on the window that leads to the fire escape? Is it Fire Department approved?
- ❑ ❑ 8- Are all windows easily opened from the inside?
- ❑ ❑ 9- Have you inspected the general housekeeping of the facility? Is the home free of clutter and combustible materials that may either contribute to or create a fire hazard?
- ❑ ❑ 10- Space heaters of any kind may not be used in rooms or areas accessible to children. Did you check to see if space heaters were presently being used?
- ❑ ❑ 11- Are emergency phone numbers posted near the telephone?
- ❑ ❑ 12- Are radiators and pipes located in rooms occupied by children covered to protect children from burns?
- ❑ ❑ 13- Are protective caps or covers installed on all electrical outlets accessible to children?
- ❑ ❑ 14- Are all matches and lighters, etc. kept in a place inaccessible to children?
- ❑ ❑ 15- Have the knobs on the stove been made "child-proof" to prevent a child from accidentally turning on the stove?
- ❑ ❑ 16- Are all electrical cords in good condition?
- ❑ ❑ 17- If the facility is in an apartment building, is the apartment door fireproof and self-closing?
- ❑ ❑ 18- Are the apartment building stairway doors fireproof and self-closing?
- ❑ ❑ 19- Are the apartment building stairway doors kept closed?
- ❑ ❑ 20- Are the apartment building stairways free of storage and rubbish?

Issued by FDNY
NYC FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION & OFFICE OF PUBLIC INFORMATION

For more Fire Safety & Fire Prevention info visit the FDNY Website:

www.nyc.gov/fdny
or
www.fdnyfirezone.org

FIRE DEPARTMENT CITY OF NEW YORK
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BROOKLYN, NEW YORK 11201-3857