

# Fire and Life Safety for Licensed Home Based Child Care Settings in British Columbia



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This booklet has been prepared by the Community Care Licensing Branch of the British Columbia Ministry of Health. As a caregiver for small children, it is important to be aware of fire and life safety issues. Young children are very vulnerable. The information contained in this booklet will help you provide a safe environment for children in your home based child care setting. A list of suggested fire and life safety precautions will ensure that your home based child care setting provides an acceptable level of fire safety. These precautions will be explained in more detail throughout the booklet, and tips on fire and life safety will also be given. If you have additional questions, please call your local Health Authority and talk to a Licensing Officer.

Thank you to the Office of the Fire Commissioner and the Ministry of Health Emergency Management Branch for their valued input into the update of this booklet.

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## **A. Fire and Life Safety Precautions**

You should not use candles or anything else with an open flame while children are on the premises.

- Do not smoke when you are looking after children.
- If there are matches, lighters, cigarettes, or ashtrays in your home, you must keep them securely stored out of children's reach at all times.
- If you choose to use birthday candles or sparklers for special occasions, treat these items with respect. They are potential fire hazards.
- Do not let children light or handle matches. Sparklers are not recommended for indoor use.
- Dispose of candles and sparklers appropriately. Sparklers are very hot after use. Keep a bucket of water nearby to dispose of sparklers after use. One of the safest ways to extinguish a candle is to use a candle snuffer.

Buy a 2A:10B:C portable fire extinguisher. If you are unsure which model to buy, ask the sales person for assistance in finding or ordering this model.

- Read the instructions and know how to use the extinguisher.
- Install the portable fire extinguisher on a wall close to the means of escape (e.g. door) where it is easy for an adult to reach. Fire extinguishers should be placed close to an escape so that fire cannot block your escape route.

Limit Flammable art work in your home based child care setting

- Limit art work which may catch fire to 20% of the walls.
- Do not put any flammable material on doors.
- One of the nicest ways to decorate a room can be with posters or pictures that the children in your family day centre have made. Unfortunately, paper products sometimes catch fire, so they should not cover too much wall space. Limit art work made of materials such as paper, cardboard, and non-flame retardant cloth. Never put flammable art work or decorations on doors.

Do not store more than 15 litres of flammable and combustible liquids (liquids which can easily catch fire and burn/explode) in your home. No more than 5 litres can be flammable liquid

- Liquids such as paint thinner, oil based paint, lacquer, gasoline and propane catch fire easily and are fire hazards. They must be stored in a locked area. It is best to store them in a garage or shed - not inside your home.
- All flammable and combustible liquids (liquids which easily catch fire and burn/explode) should be stored in certified containers, such as Underwriters Laboratories of Canada (ULC) and stored in areas inaccessible to children. The certification mark (ULC) will be clearly stamped on certified containers.
- If you have liquids such as paint thinner, oil-based paint, lacquer, gasoline, or propane on your property, keep them in your locked storage area, garage, or shed in their original containers. Do not dispense these liquids into uncertified containers as you might create a fire hazard.

All waste receptacles should be made of non-combustible materials.

- Waste baskets and containers must be made of material which will not burn. Waste containers that are made of wicker or plastic, or covered with decorative cloth may be attractive, BUT they are also fire hazards. Use only waste baskets or waste receptacles which are made of metal or other non-combustible materials.

Practise a fire drill system. (Child Care Licensing Regulation, Section 22)

- Practise your fire drill system monthly with the children in your home based child care setting.
- Arrange a safe meeting place outside and have children practise meeting there.
- Consult with your local fire department when developing your fire drill.

Your home based child care setting should have two easy-to-reach means of escape on each floor used by children.

- Make sure that the area in which children are cared for has two easy to reach means of escape such as a window or door. Windows should be low enough for children to escape from in the event of a fire. If there are locking devices on the window or door, they should be easy to open from the inside.

Post emergency numbers beside your telephone.

- Fire department, ambulance, and police phone numbers if there is no 911 number for your area and include the address of the home.

Put safety covers on all electrical outlets

- Small children sometimes try to put small items into electrical outlets. Ensure that safety plugs or protective covers are in place on all outlets.

Toxic articles such as bleach and cleaning products must be stored and out of children's reach.

- Keep poisonous items such as household cleaners, dishwashing detergent, drain cleaners, bleach and laundry products, insecticides, prescription and non-prescription medications, vitamins, skin preparations, cosmetics and nail polish in their original containers out of children's reach.

Heating appliances such as wood, electrical or gas fired stoves must be protected with a permanently mounted and secured metal screen.

- Permanently mounted guards will help to ensure that children are not burned or injured by these hot appliances. Make sure that your chimneys are cleaned at least once a year to prevent build-up of combustible material and a possible chimney fire.

Ensure that working smoke alarms are installed in your home. Smoke alarms must conform to the Underwriters Laboratories of Canada (ULC) standard. If you are unsure which model to buy, ask the sales person for assistance in finding or ordering the correct model.

- You must have at least one smoke alarm for each floor of the home to be adequately protected.

## **B. Portable Fire Extinguishers and Smoke Alarms**

### **1. Portable Fire Extinguishers**

To help ensure the safety of children in your home based child care setting, you must have a portable fire extinguisher and ensure you and anyone else who may care for the children know how to use it. The fire extinguisher you buy should have a rating of 2A:10B:C or higher marked clearly on it. The effectiveness of an extinguisher is not determined by its physical size and weight, but by its rating.

Fire extinguishers with this rating are for general use, and can be used to fight small fires caused by:

**Type A Fires: ordinary combustibles such as trash, wood, and paper (2A)**

**Type B Fires: flammable liquids such as grease (10B)**

**Type C Fires: small appliances (C)**



A portable fire extinguisher can save lives and reduce property damage by putting out a small fire, cannot do everything. They cannot fight large or rapidly spreading fires. They are useful for extinguishing small contained fires such as stove-top or wastebasket fires. Use them only against fires caught in their early stages. They will not be effective against a large or established fire.

***Remember - Get the children and yourself out and stay out!***

#### **Installing and maintaining portable fire extinguishers**

Fire extinguishers should be securely mounted on a wall where they are easy to see. Put it up high, out of the reach of children, but make sure that it is easy for adults to reach. The top of the extinguisher must be no higher than 1.5m (5') off the floor. The most important place to have a fire extinguisher is next to the means of escape. It is also a good idea to have an extinguisher in the kitchen and any room with a fireplace or open-flame heater.

- Keep a portable fire extinguisher in your car if you transport children.
- Check all fire extinguishers at least once a month. ULC extinguishers will have a pressure gauge, if pressure has dropped below the acceptable level indicated on the unit, replace, or recharge the extinguisher.
- Read the instructions that come with the fire extinguisher beforehand and become familiarized with its parts. Recharge the extinguisher immediately after use.

#### **How to use a portable fire extinguisher**

When fighting a fire with portable fire extinguisher, remember the word **PASS**:

1. **PULL the pin:** The pin releases a locking mechanism and will allow you to discharge the extinguisher. Some models require releasing a lock-latch, pressing the lever, or another first step.
2. **AIM low:** Point the fire extinguisher's nozzle, hose, or horn at the base of the fire. This is important - in order to put out the fire, you must extinguish the fuel.
3. **SQUEEZE the handle:** This releases the extinguishing agent. If the handle is released, the discharge will stop.
4. **SWEEP from side to side:** Sweep the extinguisher back and forth, spraying at the base of the fire and working toward the centre until the fire appears to be out. Operate the extinguisher from a safe distance. Remember: Aim at the base of the fire, not at the flames!!!!

Do not expose yourself to extreme heat by standing too close to the flames. Avoid direct exposure to smoke as much as possible. Do not try to fight a fire if you cannot see clearly or if your escape route is in danger. Leave as quickly as possible. Remember that your primary responsibility is to protect the children in your care. Ensure that the children are safely out of the building and the fire department has been called.

***DO NOT RE-ENTER A BURNING BUILDING.***

## **2. Smoke Alarms**

Smoke alarms are one of the most effective and least expensive early warning systems.

### **Testing**

Smoke alarms should be tested monthly by an adult.

- Test your smoke alarm when there are no children present.
- Drift smoke from a just extinguished candle under the smoke alarm.
- The alarm should sound within 20 seconds. Smoke can be fanned away to stop the alarm.
- Mark your calendar to remind you of the next test. Don't just check the "test button" or flashing light as that only proves that the buzzer works or that power is on. Using smoke is the real test.

If the alarm does not sound:

- Check the battery. If the battery is dead, replace it immediately.
- Electricity may be disconnected check the breaker panel or fuse box, if the problem cannot be fixed, refer to a qualified electrician at once.
- The smoke alarm may be dead. If the smoke alarm is dead, replace it immediately.

### **Maintaining**

Dust and dirt can build up and can lead to a false alarm or cause the alarm to malfunction.

- Clean the smoke alarms in your home every six months.
- Remove the cover, carefully wipe it inside and out with a damp cloth, and gently vacuum the interior of the alarm.
- Change the batteries in your smoke alarm when you change to and from daylight savings time, or as needed and mark it on your calendar.
- Never remove the battery for other uses. This would defeat the purpose of your smoke alarm.

### **Do not disconnect**

Humidity from a bathroom or steam or grease from a kitchen can affect the sensitivity of the detecting mechanisms and cause a false alarm. If a smoke alarm goes off "for no reason at all" change the location.

- First, move it to another location.
- If the problem persists, buy a new smoke alarm with a "silencer button" that can be depressed to temporarily silence the unit during a false alarm.
- Dual technology smoke alarms are also available to reduce false alarms.

### **Replace every 10 years (Recommended)**

Underwriters Laboratories of Canada (ULC)

The Office of the Fire Commissioner - Province of British Columbia.

## C. Fire Safety Assessments

As a care provider, you must ensure that the children you care for are safe. A Fire Safety Assessment of your home based child care setting can be arranged in any area of the province. Some assessors may charge a fee for this service. Please contact the Licensing Officer at your local health authority for more information. Your Licensing Officer will help you ensure that your home based child care setting provides a safe environment for children, and will help to arrange for a Fire Safety Assessment of your home if necessary. Although fire departments may not have a mandate to conduct fire inspections for home based child care settings, most fire departments have personnel who are available to consult with on fire safety and fire drills.

### Sample Checklist for Fire and Life Safety

The following is a list of suggested fire safety precautions to assist you in making your home based child care setting a safe place for the children in your care. This sample checklist may be used when a Fire Safety Assessment is done at your home. You may also be asked to complete and sign a similar checklist for the Licensing Officer.

### Home Based Child Care Settings: Fire and Life Safety

Do you have the following fire safety precautions in place?

1	One 2A:10B:C portable fire extinguisher for each floor. Fire extinguishers should be placed in a location close to the means of escape (e.g. door).	YES	NO
2	Combustible art work is limited to 20% of the walls.	YES	NO
3	The maximum quantity of stored flammable liquids (i.e. gasoline) and combustible liquids (i.e. oil) in the building does not exceed a total of 15 litres. (Only 5 litres of the total can be flammable liquids)	YES	NO
4	All flammable liquids and combustible liquids are stored in certified containers (i.e. Underwriters Laboratories of Canada (ULC) and stored in areas inaccessible to children.	YES	NO
5	All waste receptacles are of non-combustible materials (e.g. metal).	YES	NO
6	An emergency escape plan is prepared and practiced.	YES	NO
7	There are two readily accessible and easily means of escape on each floor that are used by children. Locking devices should be easy to open from the inside. <u>MEANS OF ESCAPE:</u> <u>1st escape route:</u> door ___ swing in ___ swing out ___ slide ___ window ___ height from floor ___ swing in ___ swing out ___ slide ___ <u>2nd escape route:</u> door ___ swing in ___ swing out ___ slide ___ window ___ height from floor ___ swing in ___ swing out ___ slide ___	YES	NO
8	Emergency numbers are clearly posted beside each telephone	YES	NO
9	Safety covers are on electrical outlets.	YES	NO
10	Poisonous articles, cleaning fluids, and powders are in locked cupboards.	YES	NO
11	Heating appliances such as wood, electrical or gas fired stoves are protected with a permanently mounted and secured metal screen.	YES	NO
12	A working smoke alarm is installed on each floor of the facility. Smoke alarms must be ULC certified.	YES	NO
13	Candles and anything else with an open flame should not be used while children are on the premises.	YES	NO

I will practise a fire drill system each month while I am looking after children in my home based child care setting. (BCFC Division B, Sub Section 2.8.3) (Child Care Licensing Regulation Section 22)

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **D. Safety Plans and Activities**

Practise a system of fire drills.

Practise fire drills each month while you are looking after children in your home based child care setting.

- Your fire department should be consulted when you are preparing a fire drill system. Children should learn the fire drill system, and must practise fire drills monthly
- Ensure that children wear sturdy shoes at all times. During fire drills or during a fire, children may need to go outdoors in cold weather.
- Send copies of your fire drill system home for parents to review with their children.
- Emergency numbers must be clearly posted beside each telephone.

### **The Getting to Know Fire safety rules for preschool children.**

*Getting to Know Fire* is the fire and life safety curriculum developed and taught in the province of British Columbia. The Preschool/Kindergarten lesson in *Getting to Know Fire* outlines five key fire safety topics, consistent with the National Fire Protection Association's (NFPA) Learn not to Burn Preschool Program emphasizes teaching children what to do in case of a fire. Young children will be better prepared for an emergency if they have been taught basic principles of fire safety. The program has developed eight fire safety rules for preschool children.

### **EIGHT FIRE SAFETY BEHAVIOURS FOR PRESCHOOL CHILDREN**

#### 1. Stay away from hot things that can hurt.

Teach children that hot things can hurt and to identify things that are hot and things that are not through a variety of activities.

Suggested activities:

- Display pictures of things that are hot and things that are not hot. The hot pictures include an iron, stove, campfire, and birthday cake. The not hot pictures include an apple, a doll, a bike, and crayons. Ask the children to identify which items are hot and which are not hot
- Using hot chocolate, show children to look for steam. If there is steam, wait until the drink has cooled off before you drink it.

#### 2. Cool a Burn

Explain to children that if they get burned from something hot they should always tell an adult. Burns should be cooled immediately. Teach children to turn on the cold water tap first, and then the hot tap, to reduce the danger of hot water burns.

Suggested activities:

- Show children the proper procedure for cooling a burn. Teach children to run cool water over a burn and tell an adult.
- Have children pretend that they have a small burn. Teach them to run cold water over the burn.
- Teach children that they should not put ointment or butter on a burn.

3. Tell a grown-up when you find matches or lighters.

Discuss the difference between tools and toys. Explain that matches and lighters are tools for adults to use and not toys to play with. Discuss that matches and lighters make fire. Fire is hot and it can burn and hurt you. Explain that they should tell a grown-up when they find matches and lighters – they should never touch them.

Suggested activities:

- Show a variety of tools and toys such as a hammer, ball, scissors, doll, matches, and a teddy bear. Ask children to identify which are tools and which are toys. Ask children what they should do if they find matches or lighters
- Read children's stories which illustrate the danger of matches, lighters, and cigarettes.
- Talk about the danger of cigarettes, matches, and lighters that may start house and forest fires.

4. Stop, drop, and roll if your clothes catch on fire.

Discuss fire safety and the dangers of being too close to a fire. Explain and demonstrate “stop, drop, and roll”. Explain that rolling smothers the flames. Teach children to cover their face with hands to prevent burns to their face.

Suggested activities:

- Brainstorm with children how their clothes could catch on fire
- Demonstrate “stop, drop, and roll”.
- Give each child a red felt flame and ask the children to place the flame on their clothing and then perform "stop, drop, and roll" to put the flame out.

5. Know the sound of a smoke alarm.

Discuss what a smoke alarm is and what it does. Explain that the smoke alarm will warn them if there is a fire by smelling the smoke and sounding the alarm.

Suggested activities:

- Show children where the smoke alarms are located. Discuss smoke alarms in children's homes. Where are they located? Do the children know what they sound like?
- Press the test button of your smoke alarm so that the children can hear its sound.
- Open the smoke alarm. Identify and explain in very simple terms the various parts of the smoke alarm – the nose, battery, and beeper. Explain the purpose of the test button and prepare children for the loud sound. Sound the alarm by pushing the test button.

6. Get Low and Go under smoke.

Explain to children that if they hear a smoke alarm their job is to get out of the building they are in and stay out. Explain that if there is smoke they must stay low because the bad smelly air is up and the cleaner air is lower.

Suggested activities:

- Demonstrate the *Get Low and Go Under Smoke* procedure. Have the children practise getting low under a blanket or a sheet of pretend smoke while the smoke alarm is sounding

7. Practise an escape plan.

Explain to children the importance of practicing the escape plan so that each person will know exactly what to do. Remind children that when the smoke alarm sounds their job is to get of the building they are in and stay out, and to never hide. Mark the regular and emergency escape routes, as well as windows, doors, stairs, halls.

Suggest activities:

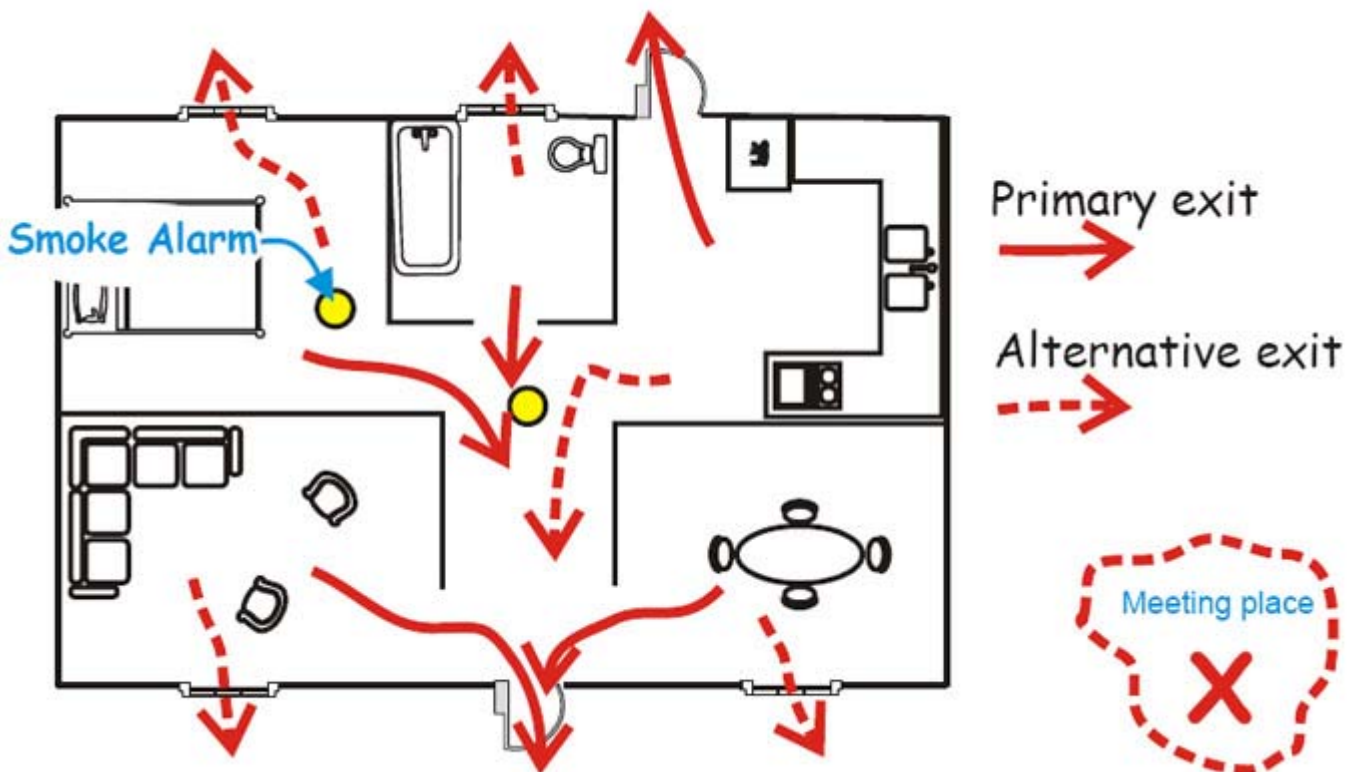
- Photocopy the escape plan for your home based child care setting. Have children practise the escape plan together.
- Pre-arrange a place to meet outside after escaping. Have children practise meeting there. If unsure where to meet, discuss this with the fire department.
- Send a copy of the escape plan home with children.

8. Recognize the fire fighter as a helper.

Suggested activities:

- Invite a fire fighter from your local fire department to speak with the children about fire safety.
- Visit your local fire department.
- Participate in your National Fire Prevention Week activities.
- The Learn Not to Burn Preschool Programs is excellent and is highly recommended. Available through the Canadian Association of Fire Chiefs 1-800-668-2955.

See [Appendix A](#) for more details on this program.



## **E. Emergency Preparedness**

**It is important for child care providers to prepare for emergencies because one could occur while children are in your care.** Emergencies happen anytime, anywhere, without warning, but there are things you can do to make emergency situations a little easier to deal with. Be ready to respond to any emergency situation.

### **Plan Ahead**

- Know the risks to your geographical area (floods, fires, earthquakes etc)
- What will you do if an emergency occurs while children are in your care? How might your response vary depending upon the type of emergency?
- Where will you take the children to minimize the risk of injury?
- In case an emergency requires relocation, do you have secondary sites and emergency transportation lined up? Do you have portable records/supplies?
- What will you say to the children to reduce their fears and increase their safety?
- How will you communicate with parents and local authorities? What will you do if phone lines or cell phone towers are down/circuits are busy?

### **Prepare**

- Identify safe places to take children. Consider locations out in the open, such as a nearby park, that are away from building structures and power lines. When identifying an alternative building as a safe zone, be sure to include personnel from that location in your emergency planning to ensure all parties are aware of the plan.
- Identify safe routes to and from your alternate, safe sites.
- Prepare children for emergencies through informative yet non-threatening activities.
- Practice your emergency plan
- Provide parents with your emergency plan and emergency preparedness materials list for their home.
- An emergency supplies kit

### **Here are some ideas on what to put in your emergency supplies kit:**

#### **Food/water**

- Store at least a three-day supply of non-perishable food. Choose foods that require no refrigeration, cooking, or preparation and are compact and lightweight. Remember the can opener!
- Check your food supply periodically to make sure they haven't expired or aren't leaking or dented. Replace if necessary.
- Plan on four litres of water per person per day. Change the water supply every six months so it stays fresh.

#### **First Aid Kit**

- Keep a complete first aid kit in your home and car.

#### **Miscellaneous**

- Emergency phone numbers. Consider obtaining out of Province contact numbers for family or friends of children in your care. If local phone services are unavailable due to an emergency, you may be able to use long-distance lines to re-connect.
- Blankets, extra clothing and footwear
- Hand sanitizer
- Battery operated or hand crank generator radio and flashlight. Replace batteries often.
- Candles and matches or lighter
- A whistle (in case you need to attract attention)

- Toilet paper and other personal care supplies
- Think about including small games, books, a stuffed animal, paper, and crayons.
- Include things that a child may find comfort in while possibly being separated from family members (i.e. a note from mom & dad, a family photo).

### Storage Suggestions

- Store the supplies in an easy-to-carry object such as a large, covered trash container, camping backpack, or a duffle bag. Seal food in plastic bags and/or tightly lidded containers.
- Store in a safe, convenient place. If possible, it should be a cool, dry, dark location. Keep a smaller version of your emergency supplies kit in the trunk of your car.
- Keep items or groups of items, in water-proof and air tight plastic bags.

### Before an earthquake

- Securely anchor tall furniture and hot water tanks. Hot water tanks can be an emergency source of drinking water.
- Take first aid and CPR training.
- Know where the nearest emergency first aid or emergency facility is located.
- Develop an emergency plan and practise earthquake drills. Children should wear shoes at all times. Shoes help to protect children from broken glass during an emergency such as an earthquake.

### Earthquake drills

Children in your care should know what to do in an earthquake. Practise the following steps monthly.

- Take cover under a heavy table or solid furniture.
- Face away from windows, which can break and shower glass inside.
- Assume crash position on knees, head down, and hands clasped on back of neck. If you can, cover your head with a book or jacket.
- Count aloud to 60. Earthquakes rarely last longer than 60 seconds, and counting may help to calm children.

### During an earthquake

- Take cover under a heavy table or solid furniture.
- Face away from windows, which can break and shower glass inside.
- Assume crash position on knees, head down, and hands clasped on back of neck. If you can, cover your head with a book or jacket.
- Count aloud to 60. Earthquakes rarely last longer than 60 seconds, and counting may help to calm children.
- If you are indoors, stay there. Stay away from glass. Take cover.
- If you are outside, stay away from buildings and power lines.
- If you are in a moving car, stop in a clear, safe place, and stay inside the car.

### After an earthquake

- Check for injuries and give first aid if children are hurt.
- Check water, gas, and electrical lines. If damaged, shut off at mains. If gas leakage is detected, open windows, and take children out of the house. Report gas leakage to emergency workers.
- Do not use candles, matches, or other open flames. Broken gas lines may catch fire or explode.
- Turn on your radio and listen to emergency instructions. Use your car radio if no other radio is available.
- Do not make telephone calls unless they are life-saving. The phone system will be overloaded in an emergency. Ensure telephone handsets that have fallen are placed back in their cradle. This ensures that there are as many free phone lines as possible for emergency calls.

# **Appendices**

## **Appendix A**

### ADDITIONAL READING MATERIAL

#### Rescue Rangers - Video

Traditional safety rules are presented by animated favourites, Chip 'N Dale. Children are taught positive behaviours that can prevent dangerous fires from happening.

Length of video – 15 minutes.

#### Sparky's ABCs of Fire Safety - Video

Presents fire safety behaviours using cartoon characters, music, and songs.

Length of video – 9 minutes.

Fire Marshals Public Fire Safety Council

100 Strowger Blvd.

Brockville, ON,

K6V 5W8

1-866-379-6668

firesafetycouncil.com

#### Fire Safety Fun for Preschoolers

Teach small children fire safety with this fun-filled activity book. Sparky the Fire Dog challenges children to learn important fire safety lessons. (Ages 4-5, package of 30)

Available through the Canadian Association of Fire Chiefs. Phone 1-800-668-2955.

<http://www.nfpa.org/catalog/product.asp?pid=LFUN9&query=lfun9&target%5Fpid=LFUN9&link%5Ftype=search>

#### Sparky's Activity Book

Puzzles to solve and questions to answer about important fire safety basics. (Grades 2-4, package of 30)

Available through the Canadian Association for Fire Chiefs. Phone 1-800-668-2955.

<http://www.nfpa.org/catalog/product.asp?category%5Fname=&pid=SPY29M&target%5Fpid=SPY29M&src%5Fpid=&link%5Ftype=search>

#### Sparky's Fire Safety Colouring Book

This creative booklet provides an easy way to teach young children about fire safety - and keeps them entertained at the same time. (Grades K-3, package of 30)

Available through the Canadian Association for Fire Chiefs Phone 1-800-668-2955.

<http://www.nfpa.org/catalog/product.asp?pid=SPY28W&query=spy28w&target%5Fpid=SPY28W&link%5Ftype=search>

#### Sparky's ABC'S of Fire Safety Comic Book

Fire Safety lessons based on the National Fire Protection Association video/film. (Grades K-3, package of 30)

Available through the Canadian Association for Fire Chiefs. Phone 1-800-668-2955.

<http://www.nfpa.org/catalog/product.asp?category%5Fname=&pid=SPY35A&target%5Fpid=SPY35A&src%5Fpid=&link%5Ftype=search>

Getting to Know Fire available through Queens Printers. If you would like to purchase the Getting to Know Fire curriculum for \$198.50, please visit the following link: <http://www.publications.gov.bc.ca/> at Queen's Printer website, where you can place your order.

#### Learn Not to Burn® Preschool Program

The Learn Not to Burn® Preschool Program is a practical program to teach fire safety awareness and skills to children aged 3-5. The program provides detailed lesson plans for the eight key fire safety behaviours featured.

Song lesson plans for use with the accompanying cassette tape of original fire safety songs. Learn Not to Burn® is a registered trademark of the NFPA.

Available for purchase from the National Fire Protection Association,  
One Battery March Park, Quincy, MA

02269-9101 Telephone: (617) 770-3000

Fax: (617) 770-0700. [www.nfpa.org](http://www.nfpa.org)

and

Annex Bookstore, Education and Training Materials

105 Donly Drive S., Simcoe, ON N3Y 4L2

Telephone: 877-267-3473 Fax: 877-624-1940

[www.annexweb.com/bookstore](http://www.annexweb.com/bookstore)

#### BIC Play Safe - Be Safe

BIC Play Safe - Be Safe is a multimedia fire safety educational program for children ages 3-5. Developed by the BIC Corporation in cooperation with educators and fire safety experts, Play Safe/Be Safe includes a twenty minute video featuring my friend the fire fighter, stop, drop and roll, crawl low under smoke, and match/lighter safety.

Available for purchase from Play Safe/Be Safe,

1 Grove Street, Suite #210, Pittsford, NY 14534

Telephone: (716) 385-3370 Fax: (716) 264-1754

#### IFSTA, Fire and Life Safety Educator Manual and Resource Kit

This is a comprehensive resource for all those interested in public education. The manual highlights planning, delivering and evaluating public education programs. The resource kit provides activities, graphics, and other tools to enhance program delivery.

Available for purchase from the Fire and Safety Training Division, Justice Institute of British Columbia,

715 McBride Blvd., New Westminster, BC V3L 5T4

Telephone: (604) 528-5657 Fax: (604) 528-5660

And

Annex Bookstore, Education, and Training Materials

105 Donly Drive S., Simcoe, ON N3Y 4L2

Telephone: 877-267-3473 Fax: 877-624-1940

[www.annexweb.com/bookstoreSparky's](http://www.annexweb.com/bookstoreSparky's)® ABCs of Fire Safety Video

Children will have a wonderful time with this great educational, fire safety video. Watch as Sparky leads them through the alphabet - where each letter has a different safety tip. At the time of printing, approximately \$9.99 (Canadian Funds). Available through the Canadian Association of Fire Chiefs. Phone 1-800-668-2955.

#### EARTHQUAKE PREPAREDNESS

Earthquake and tsunami Smart Manual a Guide for Protecting Your Family

Your local fire department or emergency planning services

Provincial Emergency Preparedness Programs

#### All Hazards Individual and Neighbourhood Emergency Preparedness Workbook

Identifies many of the hazards in British Columbia and takes you through preparing your family for a variety of disasters such as an earthquake, flood, severe storm, hazardous material spill, forest fire, and landslide.

[http://www.pep.bc.ca/hazard\\_preparedness/general\\_preparedness.html](http://www.pep.bc.ca/hazard_preparedness/general_preparedness.html)

#### General Emergency Preparedness

[informationhttp://www.pep.bc.ca/hazard\\_preparedness/general\\_preparedness.html](http://www.pep.bc.ca/hazard_preparedness/general_preparedness.html)

## **Appendix B**

### CHILD CARE LICENSING REGULATION

Sections pertaining to Fire and Life Safety issues:

#### **Environment**

**13** (1) A licensee must ensure that a healthy and safe environment is provided at all times while children are under the supervision of employees.

(3) A licensee must ensure that, while children are under the supervision of employees, no one smokes on the premises of a community care facility or in any vehicle used by employees to transport children.

#### **Furniture, equipment, and fixtures**

**15** (1) A licensee must supply equipment, furniture, and supplies that are

(a) of sturdy and safe construction, easy to clean and free from hazards, and

(b) located so as not to block or hamper an exit in the case of fire or other emergency.

#### **Hazardous objects and substances**

**17** A licensee must ensure that children do not have access to any object or substance that may be hazardous to the health or safety of a child.

#### **Emergency training and equipment**

**22** (1) A licensee must have all of the following:

(a) emergency exits and a fire drill system approved by a local assistant within the meaning of the *Fire Services Act*;

(b) an emergency plan that sets out procedures to prepare for, mitigate, respond to and recover from any emergency.

(2) A licensee must ensure that each employee

(a) is trained in the implementation of the fire drill system and emergency plan described in subsection (1), including the use of any equipment noted in the fire drill system and emergency plan,

(b) practices implementing the fire drill system at least once each month, and

(c) practices implementing the emergency plan at least once each year.

(3) A licensee must display a copy of the fire drill system in a prominent place in the community care facility.

(4) A licensee must ensure that all employees have access, in an emergency, to reliable communications equipment.

#### **First aid**

**23** (1) A licensee must ensure that children have at all times immediate access to an employee who

(a) holds a valid first aid and CPR certificate, provided on completion of a course that meets the requirements of Schedule C,

(b) is knowledgeable respecting each child's medical condition, if any, and

(c) is capable of effectively communicating with emergency personnel.

(2) A licensee must have first aid kits that are readily accessible to all employees, including while care is provided off the community care facility premises.

## **Appendix C**

### BIBLIOGRAPHY

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Office of the Fire Commissioner of British Columbia. Publications for Fire Prevention Week. Victoria, 1993.

North Carolina Division of Child Development May 2005 Emergency Preparedness Tips For Child Care Providers

Standards for the Maintenance and Testing of Smoke-Alarms: Underwriters' Laboratories of Canada 2002

Provincial Emergency Program of British Columbia

## Appendix D

HOW TO USE A PORTABLE FIRE EXTINGUISHER: Cut out and post for quick reference.

### How to use a portable fire extinguisher

When fighting a fire with portable fire extinguisher, remember the word **PASS**:

5. **PULL the pin:** The pin releases a locking mechanism and will allow you to discharge the extinguisher. Some models require releasing a lock-latch, pressing the lever, or another first step.
6. **AIM low:** Point the fire extinguisher's nozzle, hose, or horn at the base of the fire. This is important - in order to put out the fire, you must extinguish the fuel.
7. **SQUEEZE the handle:** This releases the extinguishing agent. If the handle is released, the discharge will stop.
8. **SWEEP from side to side:** Sweep the extinguisher back and forth, spraying at the base of the fire and working toward the centre until the fire appears to be out. Operate the extinguisher from a safe distance. Remember: Aim at the base of the fire, not at the flames!!!!

Do not expose yourself to extreme heat by standing too close to the flames. Avoid direct exposure to smoke as much as possible. Do not try to fight a fire if you cannot see clearly or if your escape route is in danger. Leave as quickly as possible.

Remember that your primary responsibility is to protect the children in your care. Ensure that the children are safely out of the building and the fire department has been called.

***DO NOT RE-ENTER A BURNING BUILDING.***

Remember the acronym **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep.

