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**FIRE AND LIFE SAFETY REQUIREMENTS
FOR LARGE FAMILY DAYCARE (9-14 CHILDREN)**

Dear Care Provider:

The Sacramento City Fire Department inspects your facility as required by Title 24. The following checklist is the minimum requirements and is supplied to you for your convenience. Large family daycare homes provide family daycare for nine to fourteen children, including children who reside at the home for a period of less than 24 hours per day. Daycare activities shall be confined to the area(s) approved by the Fire Department. If you have any questions, please feel free to call the Sacramento City Fire Department Fire Prevention Division, Monday through Friday, 8am-5pm (excluding holidays). (916) 808-1300.

Once you have met all the following requirements, and would like to schedule the Fire Safety Inspection, please call (916) 808-8061.

1. At least **TWO Approved Exits** are required from the house.
Garages and bedrooms are not considered as exits. The kitchen sliding glass door can be used as an exit. The locking device on the screen must be removed.
Rooms used for daycare purposes shall not be located above the first story.
Every required exit doorway shall not be less than 36 inches in clear width and not less than 6 feet 8 inches in height. Horizontal blinds or curtains shall not obstruct the exiting portion of the sliding glass door used for exiting purposes (During daycare hours).
Remember all exits are always to be kept clear of any storage.
2. **Deadbolts** are not allowed on any **exit** door.
You shall provide a "Single Action, No Knowledge Lock" on the main exit door.
(You should be able to open the door with one single action). Please call if you have questions.
3. Provide **Evacuation Drawing** and post at *both* exits. (See attachment).
 - a. Show both primary and secondary exits in contrasting colors.
 - b. Show the location of the fire extinguisher(s).
 - c. Show the location of the outside meeting place for emergency evacuations / fire drills.
4. Every Large Family Daycare shall purchase a **Manual Fire Alarm** box (Pull Station). The device shall be hardwired, and **not** a plug in. The Fire Alarm box shall be located near the **exit** door. It shall actuate a fire alarm signal, which shall be audible throughout the facility at a minimum level of 15 db. The device **MUST** be listed and **Approved by the Office of the State Fire Marshal**.
5. Fire drills shall be conducted monthly using the Manual Fire Alarm. The drills shall be noted in a log and kept at your facility.
6. Provide a 5lbs Portable **Fire Extinguisher** with a rating of (**2A 10BC**). The extinguisher handle shall be steel and not plastic. Your extinguisher shall be serviced annually and after each use. If you choose to purchase an extinguisher instead of servicing, please attach the receipt on the bottom of the extinguisher. Fire extinguisher shall be readily accessible at all times.
7. Provide residential type **Smoke Alarms** which are **approved and listed by the State Fire Marshal**.

Smoke alarms shall be installed in every bedroom, one in the hallway, one on the top of the stairs (if you have a second story) and any room that the children sleep in.
8. Install **Carbon Monoxide (CO)** detector in the home
9. Provide **Emergency Numbers** including 911, that can be easily read under adverse conditions. These numbers shall be on a separate sheet from any other informational sheet and in large and bold lettering.
10. In the case of the basement being used for daycare purposes, you are required to have at least one of the exits open directly to the exterior without entering the first floor of the home.
11. Drapes, curtains, and all decorative materials shall be made of non-flammable material or shall be treated and maintained flame retardant by means of a flame-retardant solution.

12. Extension cords are not to be used as permanent wiring. Provide strip cords when necessary.
13. A self-closing, solid core door is required between the living area and the garage.
14. The garage or carport must be separated from the home by approved materials: One-hour fire resistive construction (5/8 sheetrock).
15. Every unenclosed gas/fire, water heater or furnace shall be protected in such a way as to protect children from contacting those appliances. Fireplaces, wood burning stoves, and open-faced heaters shall be screened to prevent access by children.

The following items are Department of Social Services policies that are not in the scope of the fire clearance inspection. They are items that affect the safety of the children and thus the Fire Inspector will report these items if it's observed that any of the following are not being complied with:

- A. Where children less than five years old are in care, stairs shall be fenced or barricaded.
- B. Poisons, detergents, cleaning agents, medicines, firearms, and other items which could pose a danger, shall be stored where they are inaccessible to children.
 1. Storage areas for poisons, firearms and other dangerous weapons shall be locked at all times.
 2. Ammunition shall be stored and locked separately from firearms
- C. All swimming pools shall have at least a 5' fence or covering inspected and approved by the licensing agency. Fencing shall be so constructed that it does not obscure the pool from view, cannot be easily climbed by children and is self-latching at the top of the gate. If a pool cover is used, it shall be strong enough to completely support the weight of an adult.
- D. An emergency information card shall be maintained for each child and shall include the child's full name, address, telephone number and location of a parent or other responsible adult to be contacted in an emergency. The name and telephone number of the child's physician and parent's authorization for the licensee or registrant to consent to emergency medical care shall be on file.
- E. For a large family childcare home, the maximum number of children for whom care shall be provided when there is an assistant provider in the home, including children under age 12, who live in the licensee's home shall be:
 1. Fourteen (14) children, no more than four of whom may be infants
 2. The capacity specified on the license shall be the maximum number of children to whom care can be provided

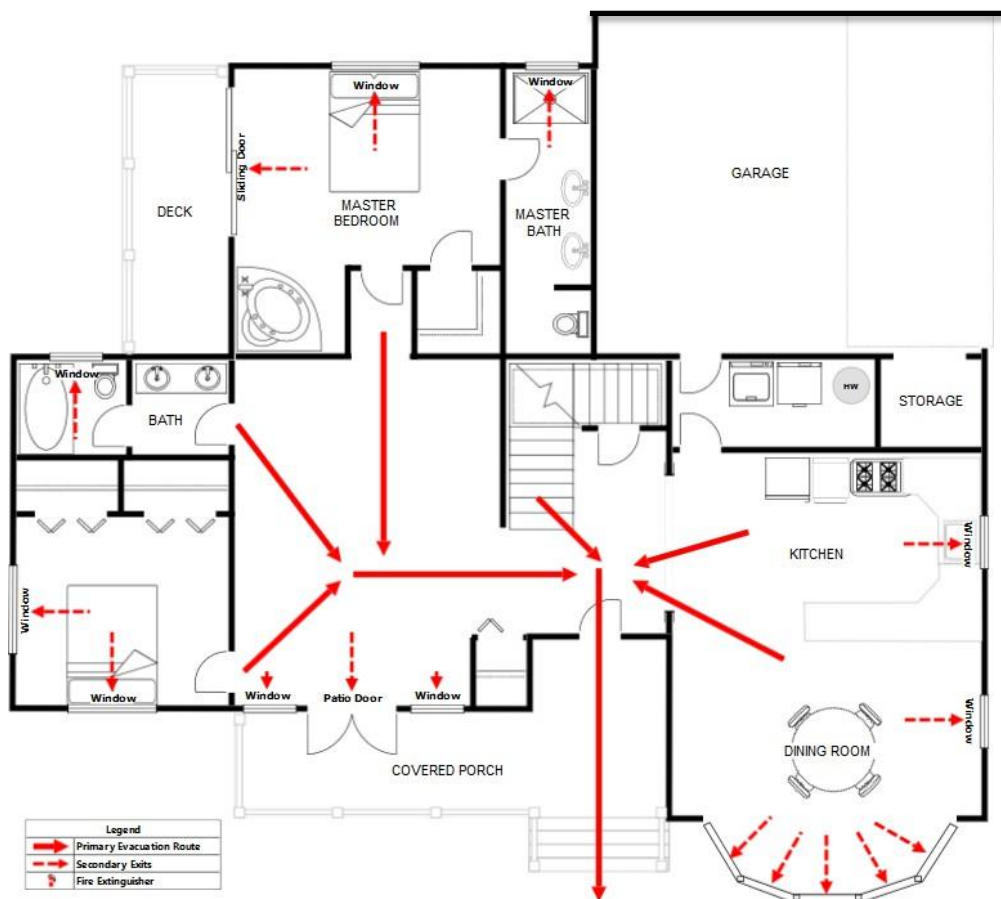
The licensee or registrant shall be present in the home and shall insure that the children are supervised at all times except when circumstances required his/her temporary absence. The licensee or registrant shall arrange for a substitute adult to care for and supervise the children during his/her absence. Temporary absences shall not exceed 20% of the hours that the facility is providing care per day.

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Sample Evacuation Plan



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Examples of “No Knowledge” Hardware

“Knob Release” shall mean the door is openable from the inside,
EVEN WHILE IN THE LOCKED POSITON.



Example of a Manual Fire Alarm box (Pull Station) with horn & strobe

The device shall be listed and approved by the Office of the State Fire Marshal.



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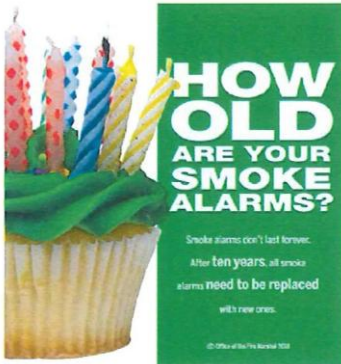
Fire Drill Record

Month	Date	Time of day	Length of Drill (time it took)	Number of Clients	Person in Charge
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

To best protect your home and family, we also suggest ...

Retire your old Smoke Alarms!

Replace your Smoke Alarms with new devices at least every 10 years.

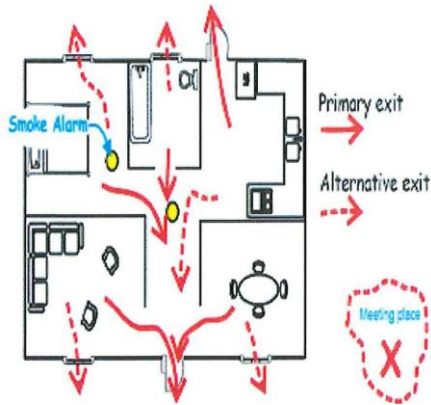


Smoke detectors that are 10 years old are near the end of their service life and should be replaced. A smoke detector constantly monitors the air 24 hours a day.

At the end of 10 years, it has gone through more than 3.5 million monitoring cycles. After this much use, components may become less reliable. This means that as the detector gets older, the potential of failure increases.

Replacing them after 10 years reduces this possibility.

Plan and Practice Your Escape!



Children are at increased risk of dying in a home fire because they often become scared and confused when a fire erupts. Make sure your children recognize the sound of your home's Smoke Alarm and teach them to respond instinctively to its signal.

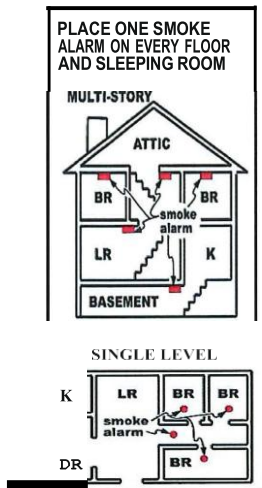
Create at least two different escape routes from every room and practice them with the entire family. Be sure all family members know the lifesaving practice of crawling below the dangerously thick smoke and intense heat of a fire.

All capable members of the family must learn how to open windows and remove screens. Realism is essential in your family's practice, as is your clear designation of a meeting place for everyone to gather outside the home in case of a fire or other emergency. Remember, this may be the only practice and discussion you will have before tragedy strikes!



Check Your Smoke Alarms!

After inserting fresh batteries in your Smoke Alarm, make sure the Alarm is working by activating the safety test button. As Fire Marshal we recommend that you test all your Smoke Alarms at least once each month. If you have any doubt regarding the working condition of a Smoke Alarm, we recommend you replace it.



Count Your Smoke Alarms!

You should have a properly functioning Smoke Alarm in every sleeping room -and- in the hallway directly adjacent to those rooms. If sleeping rooms are on an upper level, a Smoke Alarm needs to be installed in the center of the ceiling directly above the interior stairway. It's best to have at least one working Smoke Alarm on every level of your home, including the basement and family room. To assure optimal protection and avoid false alarms, your Smoke Alarm must be mounted properly. You'll find simple instructions included with every Smoke Alarm you purchase.



Clean Your Smoke Alarms!

Help your Smoke Alarm remain sensitive and ready to protect you by gently using a vacuum cleaner once a month to remove dust and cobwebs. If your Smoke Alarms have been accidentally painted or contaminated, replacement may be necessary.

Fire Prevention is the importance to home fire safety. That's why the Office of the Fire Marshall encourages you to participate in the annual home fire safety program called:

Change Your Clock, Change Your Battery

Change Your Clock



Change Your Battery

The program urges you to adopt a simple lifesaving habit:

Change all your Smoke Alarm batteries when you change your clocks ahead each Spring and back to Standard Time in the Fall.

Residential fire deaths have decreased steadily as the number of homes with smoke detectors increased. Reports from the National Fire Protection Association on residential fire deaths show that people have nearly a 40-50 percent better chance of surviving a fire if their home has the recommended number of smoke detectors.

Protecting your home is simple: Change, Check, Count, Clean!



Change Your Smoke Alarm Batteries!

As Fire Marshal we encourage you to change **Smoke Alarm** batteries at twice each year. An easy way to remember is to change these batteries when you change your clock ahead each Spring and then again when we change back to Standard Time each Fall. Replace old batteries with fresh, high quality batteries to keep your Smoke Alarms ready to protect you and your family all year-long.

When a fire occurs, don't delay! **Get out quick and stay out!**

Escape first, closing doors behind you if possible. Quickly gather at your meeting place and then notify the Fire Department by calling 9-1-1 from a safe location.

Your Firefighters are specially trained and equipped to rescue your family and pets, as well as to protect your possessions. Help your Firefighters by remaining together outside the home and directing them to endangered family or valuables.



Install Fire Extinguishers!

Install at least one fire extinguisher in or near your kitchen and know how to use it. We recommend multi- or all-purpose fire extinguishers that are listed by and carry the mark of an accredited testing agency such as Underwriters Laboratory.

Read all instructions carefully and mount the fire extinguishers for easy access. Make sure adult members of your family know the proper use as well as the limitations of these important fire safety tools.

We hope this simple list of tips from the Office of the Fire Marshall will keep your family safe.

Please remember:

Fire Prevention, it's everyone's job!

If you have any fire safety questions just give us a call:
916-808-8061

Large Family Daycare Check List

- Address posted and visible
- Smoke detectors in every bedroom and all common use areas
- Fire extinguisher mounted and/or signs indicating placement
- Fire alarm (manual pull) provided
- Exits (2) required
- No deadbolts on main exit door (lock shall be single-action)
- Solid core, self-closing door (door leading from home to garage)
- Emergency numbers posted near the phone
- Monthly fire drill log record kept on file for inspector to view
- Gas heaters/ furnaces shall be protected from children
- Fire places, wood stoves, open faced heaters to be screened
- Fire department permit posted
- Assistant for children
- Install Carbon Monoxide Detector

Significant good housekeeping and safety habits will decrease the chance of fire within your facility, but please keep in mind, fire can happen anytime and anywhere to anyone. The more you are aware of any fire and/or life safety hazards, the better chance of your facility surviving any disaster. Know where your electric gas, and water shut-offs are located. Make sure all staff members know how to turn these utilities off. Training for you and your staff is of the utmost importance and emergency training should never be taken lightly.

It is impossible to list every type of fire/life safety hazard. We have only tried to give you a brief overview of some of the common hazards that we have seen in many daycare facilities. It is your responsibility to maintain a safe and comfortable facility for your children and yourself. Life safety violations have cost many daycare providers their license due to pure negligence. We are here to assist you. Again, if you have any questions, please feel free to call our office. (916) 808-8061.

The invoice will be mailed after the inspection. If the payment is not received within the 45 days, there will be a late fee assessed.

Thank you

Sacramento Fire Department
Fire Prevention Division