

[FIRE PLAN EXAMPLE]
(Child Care Name Here)
(Address Here)
Fire Plan

The director may be contacted for further information or explanation of this plan.

Take the following actions in case of fire.

1. Evacuate anyone in immediate danger!
2. PULL FIRE ALARM or call out "CODE RED" if alarm does not work.
3. Report Fire to 911 once outside using cell phone. Tell 911 "There is a fire at (place your facility address here). _____ is burning. If cell phone does not work, the director will 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 ALL adults through the nearest exit away from the fire to an area well away from the building.
 - A. 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 the far end of the playground. Children in the 3 and 4 year old rooms will go out the direct exit in their classes and report to the far left side of the parking lot. Children in the after school room will go out their direct exit and report to the far left of the parking lot. Infants may be placed in one or two cribs and pushed out of the direct exit in their class and report to the far end of the playground. If needed use the alternate exits as identified on the Escape Plan.
 - B. The director or designee (if absent) will check all bathrooms and any other room or areas where someone may be.
 - C. All teachers will take attendance log, time sheet, first aid kit, emergency files, cash, checks, and any other record easily carried.
 - D. Teachers will close all doors as they leave the building.
6. Teachers will account for all children by checking attendance log and reporting to the director or designee as soon as possible.
7. Assistant director or designee will provide first aid as needed.
8. Do not reenter the building until permission is given by the Fire Officials.
9. Notify parents to pick up children as soon as safety permits.

This Plan was last reviewed/updated on _____

[Notes for example: (1) A separate plan is needed for each building if more than one building. (2) There is to be another plan to cover alternate location and method to transport children to the alternate location if evacuation from the site is needed. (3) Consider where to take the children for shelter if fire occurs during bad weather for the parents to pick them up.]