



# DAY CARE CENTRE FIRE SAFETY REQUIREMENTS

## Morinville Fire Department



The following is a standard guide for day care owners, managers and personnel to ensure safety and compliance with the National Fire Code of Canada within their establishments.

Please follow this guide carefully as these items will be reviewed for compliance during required routine fire inspections conducted by Morinville Fire Department personnel.

Should you have any questions or concerns in meeting compliance requirements, please contact the Fire Prevention Office (780) 939-7642 or stop by Morinville Fire Department at 10021 – 100 Street, Morinville, AB.

## Code References

All National Fire Code of Canada - 2019 Alberta Edition (NFC 2019 (AE)) references are from Division B unless stated otherwise.

All National Building Code of Canada – 2019 Alberta Edition (NBC 2019 (AE)) references are from Division B unless stated otherwise.

All National Fire Protection Association (NFPA) codes are referenced in the National Fire Code of Canada.

Maintenance records for all tests required under the NFC 2019 (AE) shall be kept on the premise for a minimum of two years for examination by the Authority Having Jurisdiction (AHJ). (NFC 2019 (AE). Division C 2.2.1.2.).

## Fire Safety Requirements

- ★ Day cares must be equipped with a ULC certified fire alarm system if the number of occupants (staff and children) exceeds 40. (3.2.4.1 (4)(f) NBC 2019 (AE)).
  - a) A fire alarm system must be certified annually by a professional, ULC certified company.
  - b) Certifications and inspection reports are required to be posted or kept in the day care office and must be available for inspection.
  - c) If the day care is situated inside a larger building that has a ULC certified fire alarm system, the day care operator must ensure that copies of annual ULC certifications are kept on hand in the day care.

- ★ Service rooms (boiler rooms, furnace rooms, electrical rooms, etc) shall not be used for storage purposes. (3.6.1.4. NBC 2019 (AE) and 2.4.1.1.(2) NFC 2019 (AE)).
- ★ Two egress doorways are required if the occupant load exceeds 60, the distance from anywhere inside the daycare to an egress doorway is more than 25m or if the size of the daycare exceeds 200m<sup>2</sup>. (3.3.1.5. NBC 2019 (AE)).
- ★ Exits shall be located so that the travel distance from any place in the occupancy to the exit door is not more than 30m. (3.4.2.5.(1)(f) NBC 2019 (AE))
- ★ Exits shall be a minimum of 850mm in clear width. (3.4.3.2.(8) NBC 2019 (AE)).
- ★ **Emergency lighting with battery backup, in the event of a power outage, is required.** (3.2.7.3.(j) NBC 2019 (AE)). Emergency lighting must be tested monthly and certified annually. Records for monthly tests and annual tests must be kept and produced for inspection.
- ★ **Fire extinguishers are required.** If the day care has a kitchen with heating appliances, a small ABC, dry chemical fire extinguisher, shall be installed in a safe and visible location in the kitchen. Similarly, a 2 to 5 lb ABC dry chemical extinguisher shall be installed at each exit. (NFPA 10/2.1.5.1. NFC 2019 (AE)).
  - a) Extinguishers shall be checked monthly and a record shall be kept of each inspection.
  - b) Extinguishers shall be mounted on a wall so that the top of the extinguisher is no higher than 5' from the floor and no lower than 4" from the floor.
  - c) They shall be mounted so that they are clearly visible to staff and held in place by hook or clasp mounts or in tamper resistant cabinets.
  - d) Extinguishers shall be checked and serviced by a professional extinguisher company annually.
  - e) A professional extinguisher company will provide guidance and advice on the type, number and placement of extinguishers specific to your day care.
- ★ **Day cares must ensure that their street address is conspicuously marked on the exterior of the building,** at the entrance to the day care. (Town of Morinville Bylaw 9/2019).
- ★ Combustible materials on day care walls must not exceed 20% of the wall area (artwork, decorations, etc). (Sec. 2.10.3.1. NFC 2019 (AE)).
- ★ Waste receptacles in day cares must be non-combustible. (2.10.3.2. NFC 2019 (AE)).

- ★ If the day care has 10 or more children, a staff member must conduct a fire prevention inspection, as per their fire safety plan, monthly, that is documented. (2.10.4.1 NFC 2019 (AE)).
- ★ Fire drills must be conducted and documented monthly. (2.8.3.2.(1)(a)NFC 2019 (AE))
- ★ A Fire Safety Plan is required for day cares. This plan will include what to do in the event of a fire. Emergency procedures are to include: sounding of the fire alarm, notifying the fire department, instructing occupants (children and staff) what to do when the fire alarm sounds, evacuation procedures, confining, or extinguishing the fire, holding of fire drills, training of supervisory staff and inspection and maintenance of the building facilities. (2.8.2.1 NFC 2019 (AE)). It is suggested that a binder is used to hold the Fire Safety Plan along with fire drills, and required inspections (fire extinguishers, emergency lights, etc.).
- ★ If the day care contains or shares a wall with a service room that contains a fuel burning appliance, carbon monoxide detectors must be installed within 5m of each sleeping room area and in the service room. (6.9.3.1. NBC 2019 (AE)).
- ★ Electrical rooms shall be secured against unauthorized entry. (3.6.2.7.(9)NBC 2019 (AE)).
- ★ The Morinville Fire Department conducts annual fire safety day care inspections. Please call the Fire Prevention Office to book an inspection at (780) 939-7642.

## Frequently Asked Questions

### Who can I contact for more information or to book a fire inspection?

Should you have any questions or concerns in meeting compliance requirements, please contact the Fire Prevention Office at (780) 939-7642, by email: [fireprevention@morinville.ca](mailto:fireprevention@morinville.ca) or stop by the Morinville Fire Department at 10021 – 100 Street, Morinville, AB.

### What is and how do I get a Fire Safety Plan?

A Fire Safety Plan is a document that is required for all buildings containing an assembly, care, treatment, or detention occupancy and other types of buildings. (2.8.1.1. NFC 2019 (AE)). A day care falls under the 'care' occupancy. You can go the Town of Morinville website and find information about a Fire Safety Plan. There is a template for one under the "Fire Safety Plan Information' tab.

Link: <https://www.morinville.ca/en/living-here/fire-prevention.aspx#Fire-Safety-Plan>