




# DAY CARE CENTRE FIRE SAFETY REQUIREMENTS

## Whitehorse 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 Whitehorse Fire Department personnel.

Should you have any questions or concerns in meeting compliance requirements, please contact the Fire Prevention Officer at (867) 668-8685 or stop by the Public Safety Building at 305 Range Road, Whitehorse, Yukon.

## Code References

All National Fire Code of Canada (NFC) references are from Division B unless stated otherwise.


All National Building Code of Canada (NBC) 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 shall be kept on the premise for a minimum of two years for examination by the Authority Having Jurisdiction (AHJ). (NFC 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)
  - 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
  
- ★ If the day care is located inside a building larger than 400m<sup>2</sup>, or more than 2 stories in height, service rooms must be separated from the rest of the building by a fire separation having a fire resistance rating of 2 hours. Under 400m<sup>2</sup>, or if the building is 2 storey's or less, the fire resistance rating in service rooms is required to be 1 hour. (3.6.2.1. NBC)

- 
- ★ Service rooms (boiler rooms, furnace rooms, electrical rooms, etc) shall not be used for storage purposes. (3.6.1.4. NBC and 2.4.1.1.(2) NFC)
  - ★ Janitor rooms must be protected by a 1 hour fire separation unless the room is protected by a sprinkler system. (3.3.1.21. NBC)
  - ★ 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)
  - ★ 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)
  - ★ Exits shall be a minimum of 850mm in clear width. (3.4.3.2.(8) NBC)
  - ★ Emergency lighting with battery backup, in the event of a power outage, is required. (3.2.7.3. NBC). 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)
    - 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. (Sec. 28, City of Whitehorse Maintenance Bylaw 2011-03)
  - ★ Combustible materials on day care walls must not exceed 20% of the wall area (art work, decorations, etc). (Sec. 2.10.3.1. NFC)
  - ★ Waste receptacles in day cares must be non-combustible (ie: metal with self-closing lids) (2.10.3.2. NFC)
-

- 
- ★ 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)
  - ★ Fire drills must be conducted and documented monthly. (2.8.3.2.(1)(a)NFC)
  - ★ Fire emergency plans and procedures must be developed, practiced and posted in accordance with the NFC. (2.8.1 NFC)
  - ★ 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 NBC)
  - ★ Electrical rooms shall be secured against unauthorized entry. (3.6.2.7.(9) NBC)
  - ★ Heating appliances that service a day care should be inspected and certified by a certified heating specialist annually and the records of such inspections should be available for inspection. (electric baseboard heat excluded)
  - ★ Electrical panel boxes shall be clearly and legibly marked to indicate which breaker is assigned to which appliance or service. (2-100(3) Canadian Electrical Code) Panel boxes shall be easily accessible and unimpeded by storage or supplies.
  - ★ The Whitehorse Fire Department conducts annual fire safety day care inspections. This inspection is required by Child Care Services. The cost of the fire inspection is \$50.00, payable by cash or cheque made payable to the City of Whitehorse. Please call the Fire Prevention Officer at least 2 weeks in advance of the desired inspection date at (867) 668-8685.

## Frequently Asked Questions

### Who can I contact for more information?

Should you have any questions or concerns in meeting compliance requirements, please contact the Fire Prevention Officer at (867) 668-8685 or stop by the Public Safety Building at 305 Range Road, Whitehorse, Yukon.

### How do I schedule a fire inspection?

Please call the Fire Prevention Officer at least 2 weeks in advance of the desired inspection date at (867) 668-8685.