

MEMORANDUM

To: All Fire Inspectors
From: Christian Noles, P.E., Chief Fire Protection Engineer
NC Department of Insurance/OSFM
Date: Tuesday, January 13, 2004
Re: Day Care Training

The purpose of this memo is to address the confusion regarding persons expected to perform fire emergency procedure training in child and adult daycare facilities.

Sections 404.2 and 406.1 of the North Carolina Fire Prevention Code [NCFPC] contain provisions that require employees of day care facilities to be trained in fire emergency procedures. NCFPC Section 401.2 requires the training program to be approved by the Code Official. NCFPC Section 406.3 requires new employees to undergo training in the fire emergency procedures as part of their orientation. NCFPC Section 406.3 also requires all employees to undergo training on an annual basis.

Unfortunately, the NCFPC does not provide clear guidance for who sets up the initial training program. Local Code Officials are encouraged to assist facility(s) representatives in the development of the initial training program. The facility representative(s) are expected to teach the completed program to the other facility employees. The Division of Child Development has identified this facility representative as the "Fire Prevention Superintendent".

The Code Officials assisting the Fire Prevention Superintendent in the development of the program should be sure that the following information is included in the program:

- Fire Evacuation Plan in accordance with NCFPC Section 404.3.1,
- Fire Safety Plan in accordance with NCFPC Section 404.3.2,
- Interior trim and decoration requirements of NCFPC Sections 803, 804 and 805,
- Emergency evacuation drills, in accordance with NCFPC Section 405, which include:
 - 1) Procedures to prevent fires in an individual's assigned duties,
 - 2) Familiarization of all employees with the fire alarm and other evacuation signals, and
 - 3) Familiarization of all employees with fire extinguishers or other manual fire-fighting equipment
- Means for the Fire Prevention Superintendent to update this plan on an annual basis in accordance with NCFPC Section 404.4

Other program issues can include CPR, Fire Extinguisher use, First Aid and Carbon Monoxide awareness at the discretion of the jurisdiction. While the amount of time is not regulated by the code, consideration for the effectiveness of the training needs to be taken into account.

Ultimately, this procedure should eliminate the use of the "N/A" on the providers' inspection checklist. Should there be any question regarding these issues, please feel free to contact me at (919) 661-5880 Extension 223.