

Brandon Fire and Emergency Services



Licensed Early Childcare Facility Policy – “P8”

The following Policy is in accordance with the City of Brandon’s Fire Prevention By-Law #7200

Licensed child care homes, where overnight (24 hour) care is not provided and care is for not more than 12 children, must be inspected by the Brandon Fire Department prior to approval. A re-inspection will be required annually to ensure that all safety measures are maintained.

1st Contact - Zoning Department

- ❑ Zoning Department to be contacted @729-2110 to apply for permit.
- ❑ Zoning Department to confirm Zoning compliance.
- ❑ Zoning issues to be completed within 90 days of first inspection.(see note)

2nd Contact - Planning, Property and Buildings Department

- ❑ Building Department to be contacted @729-2110 to establish a Property Development Permit.
- ❑ Building Department Orders to be completed within 90 days of first inspection. (see note)

3rd Contact – Brandon Fire and Emergency Services

- ❑ Fire Department to be contacted @ 729-2409 to request a Property Fire Inspection
- ❑ Fire Department Orders to be completed within 30 days of first inspection. (see note)

Means of Egress Requirements

- ❑ Daycare is restricted to FLOOR AREAS with 2 approved Exits.
- ❑ Napping is restricted to ROOMS with 2 approved Exits.
- ❑ The Means of Egress shall meet the original requirements of the Property Development Permit.

Floor Plan

- ❑ A floor plan shall be developed for all levels of the property. This floor plan shall include diagrams showing the location of each room, the location of windows within each room, as well as labeling for the intended use of each room.

Letters of Agreement

- ❑ A letter, signed by the Daycare Operator, that states there will be no increase in the number of children while the Daycare is.
- ❑ A floor plan, signed by the Daycare Operator, that indicates the areas of the home the children will be using and/or napping in, while the Daycare is.

- ❑ A floor plan, signed by the Daycare Operator, that indicates the areas of the home the children will be using and/or napping in, after the Daycare has been Approved.

Smoke Alarms

- ❑ A smoke alarm must be installed on each level of the home.
- ❑ All smoke alarms must be interconnected so that the actuation of one smoke alarm will cause all smoke alarms within the dwelling to sound.
- ❑ All smoke alarms must be installed by permanent connections to an electrical circuit and must not have a disconnect switches between the overcurrent device and the smoke alarm.
- ❑ In existing buildings where a permanently wired smoke detector is not available a battery operated smoke alarm is acceptable
- ❑ All smoke alarms must be inspected and tested monthly and a written record of tests shall be retained for examination by the Brandon Fire and Emergency Services for a period of 3 years.

Carbon Monoxide Alarm

If a property has a fuel fired heating system the following are the requirements:

- ❑ In new construction or where a building is being renovated all carbon monoxide detector / alarm must be installed as per the current building / fire code.
- ❑ In existing buildings you must have at least one carbon monoxide detector / alarm on the property in a common area.
- ❑ In existing buildings battery operated / plugin carbon monoxide detector / alarms are acceptable

Fire Extinguishers

- ❑ A minimum 5lb. ABC fire extinguisher shall be mounted to a wall in proximity to an egress door.
- ❑ Fire extinguishers must be inspected annually by a qualified service company.

Emergency Travel Bag

- ❑ An Emergency Travel Bag is required. This bag shall contain the following:
 - ❑ Current phone lists of parents work, home, cell
 - ❑ Children's medical conditions – listed
 - ❑ Children's Doctor's name and contact numbers
 - ❑ First Aid Kit
 - ❑ Second copy of facilities floor plan (for Fire Department use)

The Emergency Travel Bag shall be kept in close proximity to an egress door.

Home Escape Plan / Procedure

- ❑ A Home Escape Plan must be developed and shall include:
 - ❑ A floor plan of the facility that includes the location of 2 exits from each room.
 - ❑ Identifies a safe meeting place outside of the home as well as arrangements made for a location of a secondary evacuation site.
 - ❑ The floor plan must be posted.

Fire Drills

- ❑ Fire drills must be conducted on a monthly basis and recorded as per licensing standards.

Clothes Dryers

- ❑ Rigid metal 100 mm (4 in.) in diameter ductwork is required for exhausting to the outdoors.
- ❑ Ductwork must be cleaned annually.
- ❑ Lint traps must be cleaned on a regular basis.

Door Locks:

- ❑ Locking, latching and other fastening devices on the principal entrance door as well as every exit door/window shall permit the door/window to be readily opened from the inside window without requiring keys, special devices or specialized knowledge of the door opening mechanism.

Basement for Sleeping:

- ❑ Where the basement is used for sleeping / napping, a minimum of two remotely placed means of egress shall be provided. The means of egress shall meet the requirements of the Brandon Fire and Emergency Services.

Means of Egress Requirements:

- ❑ When the number of children is 12 or less, two means of egress are required from any floor level where children will be napping/sleeping.
- ❑ When the number of children exceeds 12, two means of egress are required from any floor level where children receive care or supervision in the facility.
- ❑ Fire Escapes shall exit onto ground level.
- ❑ Access to the secondary means of egress may be through a bedroom (provided no locking devices).
- ❑ Means of egress shall be maintained in good repair and free of obstructions (interior and exterior) at all times.

Heating Systems:

- ❑ Fuel fires appliances (gas, oil, and wood), chimneys, and flue pipes shall be in good repair and inspected annually by a licensed contractor.
- ❑ All service equipment shall be enclosed in a room with a door.
- ❑ Service equipment (i.e furnace, electrical panel, hot water tank, etc.) shall not be located within the sleeping / napping area.

NOTE: Childcare regulations may exceed this policy. Please check with Manitoba Early Learning and Child Care (MELCC).