

INSPECTION GUIDE
AIR FORCE CHILD DEVELOPMENT FACILITIES
FIRE PROTECTION/PREVENTION INSPECTION

Revision Date: 31 August 2001

The following items, at a minimum, will be used to determine if an Air Force Child Development Center (CDC) conforms to the operational requirements of the National Fire Protection Association, *Life Safety Code* (NFPA 101, 2000 Edition) and applicable DoD and Air Force criteria. Compliance with NFPA 101 is required by DODI 6060.2, *Child Development Programs*, and AFI 34-248, *Child Development Centers*.

Use this guide during each annual comprehensive fire inspection and annual multi-disciplinary team inspection. Results will be reviewed as part of the headquarters' annual inspection.

The structural requirements of NFPA 101 are to be inspected as part of a fire safety facility certification (FSFC) program. Sections A and B of the checklist verify continued compliance with the certification. Contact HQ AFCESA/CESM (Mr. Ray Hansen/DSN523-6317/ray.hansen@tyndall.af.mil) for guidance on structural certification of existing facilities.

Following each inspection item are the applicable references; however, not all items will have a specific reference.

Rate the CDC being inspected on each item using the following ratings:

- C - Total Compliance with Standard**
- P - Partial Compliance with Standard**
- N - Noncompliance with Standard**
- NA - Not Applicable**

Base: _____ **Building Number:** _____

Children: 0-6 mos ____; 6-12 mos ____; 12-24 mos ____; 2-3 Yrs ____; 3-6 Yrs ____

Staff: _____; _____; _____; _____; _____

Date: _____ **Inspector Signature:** _____

SECTION A: FACILITY

- A-1. _____ Modifications, alterations or occupancy changes have not been made to the facility since the official FSFC evaluation. Renovations that are purely cosmetic (e.g., paint, carpet, wallpaper, or ceiling tiles) do not affect the FSFC. (AFI 34-248: 2.2)
- A-2. _____ All deficiencies identified in past inspections have been corrected.
- A-3. _____ Rooms normally occupied by children have an exit leading directly outside the building. Where this is not possible, the staff-to-child ratios in NFPA 101, A.17.1.1 are followed instead of those in AFI 34-248. (NFPA 101: 17.1.1)
- A-4. _____ Every required exit, exit access, and exit discharge is continuously maintained free of all obstructions or impediments for full instant use in the case of fire or emergency. (NFPA 101: 7.1.10.1)
- A-5. _____ There are no barriers or gates that divide space and prevent rapid exit from areas occupied by children. (NFPA 101: 7.1.10.2.2)
NOTE: This does not include barriers such as infant gates that can be easily pushed aside by adults.
- A-6. _____ Rooms with children 24 months or younger: the primary exit (exterior) has an operable automatic hold-open device and full-width, flush-mounted panic hardware. Ideally, profile of hardware should not exceed two inches (50 mm).
EXCEPTION (temporary only): If the push bar is not full width, the panic hardware is locked in the depressed position during hours of occupancy until replaced with full-width, push-bar-type hardware. (MIL-HDBK 1008C: 4.7)
- A-7. _____ A paved path from every activity room to the evacuation point is available and unobstructed. The evacuation path avoids street crossings to the maximum extent possible. (NFPA 101: 7.1.9, 7.7)
- A-8. _____ There is a personnel gate in the playground fence to allow movement of children away from a hazardous area (i.e., fire, firefighting operations, etc.). (NFPA 101: 7.1.9, 17.2.7)
- A-9. _____ The designated evacuation meeting place is a minimum of 75 feet (23 m) from the building to avoid danger from any fire in the building, interference with fire department operations, and confusion among different classes/groups. The evacuation path is away from firefighting operations or vehicle approaches.
- A-10. _____ There is an immediate means of reentry to each classroom by the individual room's staff members to allow a staff member to retrieve a missed child (intended for use only as a last resort).

- A-11. _____ All doors can be opened with not more than one releasing operation. (NFPA 101: 7.2.1.5.4)
- A-12. _____ There is only one locking or latching device on each door. There are no padlocks, slidebolts, and/or hook-and-eyes on doors in the means of egress. (NFPA 101: 7.2.1.5.4)
- A-13. _____ All closets have a door that can be opened from the inside by children. (NFPA 101: 17.2.2.2.4)
- A-14. _____ All bathroom doors have locks or latches on them that can be opened from the outside. (NFPA 101: 17.2.2.2.5)
- A-15. _____ Hangings or draperies are not placed over exits. (NFPA 101: 7.1.10.2.1)
- A-16. _____ No furnishings, decorations, or other objects are placed to obstruct view or use of exits. (NFPA 101: 7.1.10.2.1)
- A-17. _____ Special protective covers are installed on all electrical receptacles in all areas occupied by children. (NFPA 101: 17.5.1.2)
- A-18. _____ Unvented fuel-fired heating equipment is not used. (NFPA 101: 17.5.2.2)
- A-19. _____ Sleeping mats located in rooms or spaces not protected by an automatic sprinkler system meet the flammability requirements of California Technical Bulletin 117 or 129, or have heat release rates of 250 kW or less when tested IAW NFPA 267 or ASTM E1590. Keep documenting tags (“Do not remove” tags) or paperwork in a fire protection folder. (NFPA 101: 10.3.2, 10.3.4)
- A-20. _____ Upholstered furniture added to the facility after 1 October 2001 is certified as resistant to cigarette ignition by the Upholstered Furniture Action Council (UFAC) or meets the flammability requirements of California Technical Bulletin 116, 117, or 133. Keep documenting tags (“Do not remove” tags) or paperwork in a fire protection folder. (NFPA 101: 10.3.2, 10.3.3)
- A-21. _____ Upholstered furniture located in rooms or spaces not protected by an automatic sprinkler system have heat release rates of 250 kW or less when tested IAW NFPA 267 or ASTM E1590, or meet the flammability requirements of California Technical Bulletin 133. Keep documenting tags (“Do not remove” tags) or paperwork in a fire protection folder. (NFPA 101: 10.3.2, 10.3.3)
- A-22. _____ Clothing and personal items are not stored in hallways or lobbies except in closed metal lockers; or the building is fully sprinklered. (NFPA 101: 17.7.4.2)

A-23. _____ Draperies, curtains, and other loosely hanging furnishings and decorations are flame resistant. Keep documentation on all new furnishings either on the item (“Do not remove” tags) or in a fire protection file folder. (NFPA 101: 17.7.4.1)

SECTION B: SUPPRESSION AND ALARM SYSTEMS

B-1. _____ An audible signal alerts occupants to evacuate the building. The signal type/tone is the same throughout the building. The signal must be heard throughout the building but not be excessively loud (15 dBA above ambient is acceptable). Alarm is either heard or is obvious from the playgrounds. (NFPA 101: 9.6.3 / NFPA 72 (1999): 4-3.2.2)

NOTE: The tone on the playground may be different from inside the building.

B-2. _____ Facilities constructed/modernized/upgraded and alarm systems modernized/replaced since 1994 also have ADA compliant visual notification devices (strobes). (NFPA 101: 9.6.3.2 / NFPA 72 (1999): 4-4)

B-3. _____ The fire alarm system transmits the alarm automatically to the designated fire station or emergency response center. (NFPA 101: 9.6.4)

B-4. _____ The automatic sprinkler system, fire detection and alarm system, smoke control system (if applicable), exit lighting, fire doors, extinguishers, and other items of equipment required to comply with Life Safety Code are continuously maintained in proper operating condition. (NFPA 101: 4.6.12.1, 9.6.1.4, 9.7.5 / AFI 34-248: 2.3.4)

SECTION C: OPERATIONS

C-1. _____ The center director or designee inspects all exits daily to ensure all doors, stairs, and other exits are in proper condition, not obscured, unobstructed, unlocked to egress, and easy to open, and all egress paths are free from debris, ice snow, etc. Problems are remedied immediately. (NFPA 101: 17.7.3.2)

C-2. _____ A trained (task certified) senior member of the CDC staff conducts fire prevention inspections monthly using Sections A and C of this inspection guide. A copy of the latest inspection form is posted in a conspicuous place in the facility. (NFPA 101: 17.7.3.1)

C-3. _____ Flammable and combustible liquids are stored in appropriate containment areas (enclosed and sprinklered closet if inside the building) accessible only to the director and janitor, or their designees. (NFPA 101: 8.4.3.1)

- C-4. _____ Flammable and combustible liquids are limited to those used for cleaning.
- C-5. _____ Flammable and combustible liquids and gases are not stored or handled in areas where egress could be compromised. (NFPA 101: 8.4.3.2)
- C-6. _____ During construction or renovation of CDC, use of flammable or explosive substances/equipment is not permitted when children occupy the building.
- C-7. _____ Each room for children, 24 months or younger, has a crib or other mobile device with a minimum of four-inch (100 mm) diameter wheels, located within easy reach of the primary exit for emergency evacuation.
- C-8. _____ Furnishings or decorations of an explosive or highly flammable nature are not used. (NFPA 101: 10.3.5)
- C-9. _____ Child-prepared artwork and teaching or display materials do not cover more than 20 percent of the wall area in any room. (NFPA 101: 17.7.4.3)
- C-10. _____ During rest or nap time the staff needed to meet the required child to staff ratios are on duty, alert, awake, in the facility, and available to help with an evacuation. (NFPA 101: 17.7.5)

SECTION D: DRILLS

- D-1. _____ A fire evacuation plan approved by the fire department is practiced by the CDC program staff once a month. If drills are missed due to climates with severe weather problems for part of the year, additional drills are held in the other months. At no time should there be more than two months between drills. (AFI 34-248: 2.3.3 / NFPA 101: 17.7.2.2)
- D-2. _____ All persons in the building participate in drills. (NFPA 101: 17.7.2.2)
- D-3. _____ The director, assistant director, or training-and-curriculum specialist (T&C), observes in a different room each month, rotating the responsibility each quarter.
- D-4. _____ Facility fire alarms are sounded for every drill. (NFPA 101: 17.7.2)
- D-5. _____ Drills are executed at different hours of the day and evening, including when children are resting or sleeping. (NFPA 101: 17.7.2, 4.7.5)

D-6. _____ During drills or evacuations, staff and children leave the building in a brisk orderly manner and do not run. (NFPA 101: 17.7.2, 4.7)

NOTE: Desirable evacuation time is two minutes or less when activity rooms have exits directly to the outside. If children are sleeping, evacuation time may be slightly longer. (Evacuation time is measured from alarm signal to arrival of the last group at the area of refuge.) The object of the drill is not to race but to make the actions needed so routine they become automatic. Times will improve with practice. Evacuating in an orderly, safe manner is most important. If evacuation time increases, the root cause should be discovered and corrected. The cause will usually be either new/untrained staff or changed room configurations.

D-7. _____ During a drill or evacuation, children are not allowed to obtain clothing or other personal items before they leave the building. (NFPA 101: 17.7.2)

D-8. _____ During inclement weather, blankets are kept in a specified location. Staff brings the blankets to the evacuation point and distributes them to the children at the evacuation point.

D-9. _____ Staff remains calm during a drill or evacuation. Children are taken to their designated evacuation point; the children and staff remain there until all are accounted for and the fire department representative gives the recall signal. (NFPA 101: 17.7.2)

D-10. _____ During a drill or evacuation, the daily attendance list for each room is taken with the group and used to determine if all children and staff in attendance have been evacuated. The front desk staff crosschecks final numbers. (NFPA 101: 17.7.2)

SECTION E: EMERGENCY PROCEDURES

E-1. _____ Written emergency procedures are posted in a conspicuous location. If exit routes are not immediately obvious, diagrams are posted in the same location. (AFI 34-248: 10.12.1 / NFPA 101: 17.7.1)

E-2. _____ Staff are familiar with emergency procedures, including those for severe storm warnings or other natural disasters. (AFI 34-248: 10.12.1)

E-3. _____ Staff are familiar with primary and secondary evacuation routes. (NFPA 101: 17.7.1)

E-4. _____ All staff are trained in and use proper procedures for contacting the designated fire department and/or emergency services using the fire alarm system and the telephone. (AFI 34-248: 10.12.1 / NFPA 101: 17.7.1)

