

**INSPECTION GUIDE**  
**AIR FORCE SCHOOL AGE PROGRAM FACILITIES**  
**FIRE PROTECTION/PREVENTION INSPECTION**

**Revision Date: 31 August 2001**

The following items, at a minimum, should be used to determine if an Air Force School Age Program Facility 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*, AFI 34-249, *Youth Programs*, and AFMAN 34-251, *Air Force School Age Programs*.

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 AFCEA/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 facility 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:** 3-6 yrs \_\_\_\_; 6-8 yrs \_\_\_\_; 8+ yrs \_\_\_\_; **Special needs** \_\_\_\_

**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 34-249: 2.2.1 / AFMAN 34-251: 11.2)

A-2. \_\_\_\_\_ All deficiencies identified in past inspections have been corrected.

A-3. \_\_\_\_\_ Rooms normally occupied by children have either an exit leading directly outside the building, or an openable window with a clear opening of 5.7 ft<sup>2</sup> (0.53 m<sup>2</sup>) (including a 20-inch (508 mm) minimum width and 24-inch (610 mm) minimum height) with a bottom sill height of 44 inches (1118 mm) or less above finished floor. (NFPA 101: 15.2.11.1)

NOTE: Fully sprinklered facilities are exempt from this requirement.

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 for first graders, kindergartners, or preschoolers are located on the ground floor. Second graders are located no more than one floor above ground. (NFPA 101: 15.2.1.2)

A-7. \_\_\_\_\_ The path from each exit 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, 15.2.7)

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. \_\_\_\_\_ All doors can be opened with not more than one releasing operation. (NFPA 101: 7.2.1.5.4)

A-11. \_\_\_\_\_ 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-12. \_\_\_\_\_ All doors can be opened from the inside by children. (NFPA 101: 7.2.1.5.4)

A-13. \_\_\_\_\_ All interior doors with self-closers are closed (not propped open). (NFPA 101: 7.2.1.8)

A-14. \_\_\_\_\_ Hangings or draperies are not placed over exits. (NFPA 101: 7.1.10.2.1)

A-15. \_\_\_\_\_ No furnishings, decorations, or other objects are placed to obstruct view or use of exits. (NFPA 101: 7.1.10.2.1)

A-16. \_\_\_\_\_ Unvented fuel-fired heating equipment is not used. (NFPA 101: 15.5.2.2)

A-17. \_\_\_\_\_ 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-18. \_\_\_\_\_ 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-19. \_\_\_\_\_ 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-20. \_\_\_\_\_ Clothing and personal items are not stored in hallways or lobbies except in closed metal lockers; or the building is fully sprinklered. (NFPA 101: 15.7.3.2)

A-21. \_\_\_\_\_ 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: 15.7.3.1)

## **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 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, 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 34-249: 2.2.2.6)

## **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: 15.7.2.1)

C-2. \_\_\_\_\_ A trained (task certified) senior member of the 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. (AFMAN 34-251: 11.4)

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 liquids or 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 Center, use of flammable or explosive substances/equipment is not permitted when children occupy the building.

C-7. \_\_\_\_\_ Child-prepared artwork and teaching or display materials do not cover more than 20 percent of the wall area in any room. (NFPA 101: 15.7.3.3)

C-8. \_\_\_\_\_ Furnishings or decorations of an explosive or highly flammable nature are not used. (NFPA 101: 10.3.5)

## **SECTION D: DRILLS**

D-1. \_\_\_\_\_ A fire evacuation plan, approved by the fire department, is practiced by the program staff once a month (12 per year). One additional drill is held within the first week of each program session (school year and summer session). If drills are missed due to severe weather conditions during part of the year, additional drills may be held in the other months. At no time should there be more than two months between drills. (AFMAN 34-251: 11.4 / AFI 34-249: 2.2.2.3 / NFPA 101: 15.7.1)

D-2. \_\_\_\_\_ All persons in the building participate in drills. (NFPA 101: 15.7.1)

D-3. \_\_\_\_\_ Facility fire alarms are sounded for every drill. (NFPA 101: 15.7.1)

D-4. \_\_\_\_\_ Drills are executed at different hours of the day when the school age program is in session. (NFPA 101: 15.7.1)

D-5. \_\_\_\_\_ During drills or evacuations, staff and children leave the building in a brisk orderly manner and do not run. (NFPA 101: 15.7.1)

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 longer. (Evacuation time is measured from alarm signal to arrival 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-6. \_\_\_\_\_ Children and staff are not allowed to obtain clothing or other personal items before they leave the building during a drill or evacuation. (NFPA 101: 15.7.1)

D-7. \_\_\_\_\_ 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: 15.7.1)

D-8. \_\_\_\_\_ 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: 15.7.1)

D-9. \_\_\_\_\_ In multi-room centers where children may move from area to area, children will evacuate directly from the room they are occupying at the time of alarm. Once at the evacuation/meeting point, each child reports to the staff member to whom they are assigned on AF Form 1930, *Youth Flight Daily Attendance Record*. (NFPA 101: 15.7.1)

## **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 34-249: 2.2.2.1)

E-2. \_\_\_\_\_ Staff are familiar with emergency procedures, including those for severe storm warnings. (AFI 34-249: 2.2)

E-3. \_\_\_\_\_ Staff are familiar with primary and secondary evacuation routes. (NFPA 101: 15.7.1)

E-4. \_\_\_\_\_ 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. (NFPA 101: 15.7.1)

E-5. \_\_\_\_\_ Staff are assigned for each shift to close doors where necessary to prevent the spread of fire and smoke, during drills and evacuations.

E-6. \_\_\_\_\_ Staff are assigned for each shift to search toilets and other areas for children under their supervision prior to departing the area during a drill or evacuation.

E-7. \_\_\_\_\_ When an alarm system is out of service for more than four hours, the Center is closed or alternate fire watch measures are taken. (NFPA 101: 9.6.1.8)

