



**DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF EARLY LEARNING**

**EMERGENCY RESPONSE PLAN (ERP) FOR
CENTER-BASED CHILD CARE PROVIDERS**

APPENDIX

TABLE OF APPENDIX

Appendix A:	Applicable 2012 International Fire Code Sections
Appendix B:	Agreements
Appendix C:	Emergency Procedures Quick Sheets
Appendix D:	Evacuation & Assembly Area Maps
Appendix E:	Supply List for Centralized & Transportable First Aid Kit; Shelter-in-Place Kits
Appendix F:	Bomb Threat Form
Appendix G:	Staff & Volunteer Training Record
Appendix H:	Record of Emergency Drills & Exercises
Appendix I:	Medical Emergency & Unusual Incident Report (UIR) Forms
Appendix J:	Staff and Family Emergency Contact Lists

Appendix A:

Applicable 2012 International Fire Code Sections

International Fire Code Sections, 2012

SECTION 401: GENERAL

401.3 Emergency responder notification. Notification of emergency responders shall be in accordance with Sections 401.3.1 through 401.3.3.

1. Fire events. In the event an unwanted fire occurs on a property, the owner or occupant shall immediately report such condition to the fire department.
2. Alarm activations. Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department.
3. Delayed notification. A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

401.4 Required Plan Implementation. In the event an unwanted fire is detected in a building or a fire alarm activates, the emergency plan shall be implemented.

401.7 Unplanned Evacuations. Evacuations made necessary by the unplanned activation of a fire alarm system or by any other emergency shall not be substituted for a required evacuation drills.

SECTION 404: FIRE SAFETY AND EVACUATION PLANS

404.3.1 Fire Evacuation Plans. Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be completed or, *where approved*, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
4. Procedures to account for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsibility for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

404.3.2 First Safety Plans. Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.

2. The life safety strategy and procedures for notifying, relocating, and evacuating occupants, including occupants who need assistance.
3. Site plans indicating the following:
 - 3.1 The occupancy assembly point.
 - 3.2 The locations of fire hydrants.
 - 3.3 The normal routes of fire department vehicles access.
4. Floor plans identifying the locations of the following:
 - 4.1 Exits.
 - 4.2 Primary evacuation routes.
 - 4.3 Secondary evacuation routes.
 - 4.4 Accessible egress routes.
 - 4.5 Areas of refuge.
 - 4.6 Exterior areas for assisted rescue.
 - 4.7 Manual fire alarm boxes.
 - 4.8 Portable fire extinguishers.
 - 4.9 Occupant-use hose stations.
 - 4.10 Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

404.3.3 Lockdown plans. Where facilities develop a lockdown plan, the lockdown plan shall be in accordance with Sections 404.3.3.1 through 404.3.3.3.

3.3.1 Lockdown plan contents. Lockdown plans shall be *approved* by the *fire code official* and shall include the following:

1. Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.
2. Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.
3. Recall. The plan shall include a prearranged signal for returning to normal activity.
4. Communication and coordination. The plan shall include an approved means of two-way communication between a central location and each secured area.

3.3.2 Training frequency. The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the fire and evacuation drills required in Section 405.2.

3.3.3 Lockdown notification. The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.

404.4 Maintenance. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignment occupancy, or the physical arrangement of the building.

404.5 Availability. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

5.1 Distribution. The fire safety and evacuation plans shall be distributed to the tenants and building service employees by the *owner* or *owner’s* agent. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees’ actions in the event of a fire or other emergency.

SECTION 405: EMERGENCY EVACUATION DRILLS

405.1 General. Emergency evacuation drill complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2 or when required by the fire code officials. Drills shall be designed in cooperation with the local authorities.

405.2 Frequency. Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

TABLE 405.2 - FIRE EVACUATION DRILL FREQUENCY AND PARTICIPATION

Group or Occupancy	Frequency	Participation
Group – E: Daycare	Annually	Staff/Employees
Group – E: Daycare	Monthly	All Occupants

405.3 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

405.4 Time. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

405.5 Record keeping. Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.

4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.

405.6 Notification. Where required by the fire code official, prior notification or emergency evacuation drills shall be given to the fire code official.

405.7 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

405.8 Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

405.9 Recall and reentry. An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

SECTION 406: EMPLOYEE TRAINING AND RESPONSE PROCEDURES

406.1 General. Staff/Employees in the occupancies listed in Table 405.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Section 404.3.

406.2 Frequency. Staff/Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.

406.3 Employee training program. Staff/Employees shall be trained in fire prevention, evacuation and fire safety in accordance with Sections **406.3.1** through **406.3.4**.

3.1 Fire prevention training. Staff/Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

3.3 Emergency lockdown training. Where a facility has a lockdown plan, staff/employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.

3.2 Evacuation training. Staff/Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or

emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

- 3.4 Fire safety training.** Staff/Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

Appendix B:

Agreements

INSTRUCTIONS: Insert FACILITY USE Agreement between Childcare Center and designated relocation site or local evacuation site. Also insert Agreement with COOP site if available with alternate site to continue operations, if Center is closed down for an extended period of time.

Appendix C:

Emergency Procedures Quick Sheets