



City of Chilliwack
Fire Department

Fire Hall 1
#2 – 45950 Cheam Avenue
Chilliwack, BC
V2P 1N6
Tel: (604) 792-8713

Child Care Fire Safety Plan
Review Checklist

Address: _____ Postal Code: _____
 Business Name: _____ Building Name: _____
 Owner/Occupant: _____ Telephone: _____
 _____ Email: _____

Occupancy Classification: C
 Occupancy Use: Home-Based Daycare (8 or less children)

A fire safety plan is crucial for daycare facilities. It ensures a swift evacuation, provides clear response guidelines, demonstrates commitment to public safety, meets regulatory requirements, and trains staff on fire safety procedures. This plan helps protect the lives and well-being of children, staff, and visitors.

As per BC Fire Code 2.8.2, fire safety plans must be reviewed and practiced regularly to ensure their effectiveness. This includes conducting drills and simulations to familiarize staff with evacuation procedures and emergency response protocols. Additionally, new daycares or those that have changed locations are required to submit a digital copy of their fire safety plans to fpo@chilliwack.com for review. This ensures that the plans meet current regulations and are appropriate for the specific facility.

The following must be indicated on the fire safety plan:

Compliant	
<input type="checkbox"/>	Facility name, address, and contact information
<input type="checkbox"/>	Site & floor (emergency procedures) plan
<input type="checkbox"/>	Emergency contacts
<input type="checkbox"/>	Instructions to occupants in case of fire: <ul style="list-style-type: none"> ○ Sounding the fire alarm, ○ Notifying the fire department, ○ Instructing occupants on the procedures to follow when an alarm sounds, ○ Evacuating occupants – including provisions for how you will assist those unable to self evacuate (infants or those with mobility challenges), ○ Confining, controlling and extinguishing a fire
<input type="checkbox"/>	Responsibilities of staff and occupants
<input type="checkbox"/>	Training of staff on their responsibilities
<input type="checkbox"/>	Type, location, and operation of fire emergency systems, these may not all be applicable: <ul style="list-style-type: none"> ○ Smoke alarms ○ CO alarms ○ Fire alarm system ○ Sprinklers ○ Fire extinguishers ○ Exits
<input type="checkbox"/>	Fire drills – including documentation
<input type="checkbox"/>	Fire prevention, preparedness & control
<input type="checkbox"/>	Inspection & maintenance of building facilities

REVIEWED ON: _____ REVIEWED BY: _____