

## **Fire Evacuation Plan/Fire Drill Guidelines**

Operators of Day Camps are required to develop a written fire evacuation plan in accordance with 105 CMR 430.210. These guidelines are provided to assist the camp director so that a comprehensive fire safety plan can be written. However, this list is not all inclusive. Each building is unique in character and operation. If there are any special or unique characteristics of a building, they should be included in the fire safety plan. At a minimum, each plan shall contain the following:

1. A fire drill must be conducted within the first 24 hours of camp operation and within the first week of every new month of operation.
2. The plan shall identify an Evacuation Director, Assistant Director(s), number of staff, and number of children. The plan should discuss in detail, which Assistant Director(s) will be in charge of which occupied areas. Areas are: bathrooms, storage rooms, play areas, stairwells, elevators, etc.
3. All means of egress must be identified.
4. All means of notifying occupants to evacuate shall be explained.
5. Identify an outside area so that the Evacuation and Assistant Evacuation Director(s) can account for occupants. The area should be far enough away from the building so as not to interfere with fire department operations.
6. The plan shall include a narrative of occupant response to a fire. How is it envisioned that the Evacuation Directors, Assistant Evacuation Director(s), and occupants will respond in a fire condition?

### ***A General Occupant Response to a Fire Example***

1. Notify anyone in the immediate area of danger.
2. Close doors to confine the fire/smoke, but do not lock them.
3. Activate or request that someone else activate a manual fire alarm station.
4. Call the fire department by dialing 911, and give the following information
  - Building name and address
  - Nearest cross street
  - Location of fire in the building (floor number, room number)
  - Known information about the fire/smoke
  - Caller's call-back telephone number

Do not hang up until the emergency services operator does so.

To evacuate a floor, occupants should proceed immediately to the nearest safe stairwell, and exit the building. Occupants should never use elevators to evacuate.

A fire drill checklist is provided to assist you in documenting your fire drills that have been performed.