

## Hazard/Threat Worksheet

### Hazard/Threat Worksheet

**Use this worksheet to assess the risk level of fire at your childcare site, and to identify steps you can take to minimize your risk and prepare your site.**

#### Hazard/Threat: Fire

**Identify Hazard/Threat Risk Level (circle one):**

**None, Low, Moderate, or High**

#### Steps to reduce my risk:

#### Comments

- Have properly working smoke detectors.
  - Place smoke detectors on every level of your facility and, if possible, in every sleeping area.
  - Test and clean smoke detectors once a month.
  - Replace batteries in your smoke detectors at least once a year. If the alarm chirps, replace the battery immediately.
- Have heating, cooling, gas, and electrical systems checked regularly.
- Use fire-resistant materials.
- Install carbon monoxide detectors.
- Install sprinklers, if possible.
- Install fire extinguishers in each room and check regularly (i.e., charge levels, mounted securely, within easy reach, staff and volunteers know how to use).
- Have plan to evacuate infants and toddlers (using evacuation cribs, wagons, strollers, etc.).
- Have a representative from the fire department visit facility regularly. (Ask about fire codes, regulations, and training for children and staff.)
- Keep portable heaters at least 3 feet away from things that can burn – paper, curtains, furniture, bedding, clothing, etc. Ensure they are turned off when adults are not in the room.

- Keep matches and lighters up high and, if possible, in a locked cabinet.
- Train on STOP, DROP, and ROLL and evacuation procedures.
- Check for overloaded outlets.
- Have a site diagram.
- Clear exits and ensure there are two exits for evacuation, clearly marked.
  - All windows open.
  - Doors are unobstructed.
  - Escape ladders are available for higher floors.
- Have a designated meeting area.
- Cut back bushes and trees.
- Ensure street address is clearly visible.
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