



# Home Daycare Facilities

Office of the State Fire Marshal/ 2014

*This information is provided as a quick reference and is not intended to be used in place of state regulations.*

- International Fire Code, 2006 Edition
- Fire Fact 33
- Fire Fact 34

## **Key Fire Concepts:**

- 2 remote exits
- Clear path of egress
- Working smoke detectors
- Proper door locks
- Fire drills and emergency procedures
- Electrical outlets covered
- Heat source protected

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Topeka, KS 66612  
785-296-3401

## Where to get Information

If you would like information such as, general rules, forms, fire facts, and other inspection information, please go to our website:

- 1.) [www.ksfm.ks.gov](http://www.ksfm.ks.gov)
- 2.) *Select Prevention Tab*
- 3.) *Select Facility Information*
- 4.) *Select appropriate facility type*  
*Daycare Home – Licensed & Registered Home Care*

## Provider Responsibilities

As a child care provider, you are responsible for all Fire Life Safety aspects of the home or facility. You must keep records of all inspections/maintenance and have those available for review at any time.

As a start-up provider, you must contact the local fire department to notify that you are opening a daycare and then proceed with your application to the Kansas Department of Health and Environment (KDHE).

In an effort to streamline, your process starts with your application to the KDHE. There is a section within the KDHE application that refers to a State Fire Marshal (OSFM) inspection. If you have not had a fire inspection, you would leave that section blank and OSFM will be notified that an inspection is requested.

The Office of the Kansas State Fire Marshal works closely with the local fire departments to conduct fire inspections throughout the state. However, it's important to be clear that KDHE does NOT require an annual fire inspection to be conducted at home daycares by a fire authority. KDHE requires a fire inspection upon initial licensure only.

- *The Office of the Kansas State Fire Marshal will only conduct an initial licensure inspection or an inspection where a complaint is received by our office.*
- *The local fire departments may choose to only conduct an initial licensure inspection. However, some local fire departments conduct the inspections annually.*

If the local fire official does not conduct annual inspections, it is the provider's responsibility to conduct an annual self-inspection and post the inspection forms.

### Tips for filling out the Fire Life Safety Agreement

- Read the entire agreement. This is a LEGAL DOCUMENT!
- Print your full name
- Provide license number if renewing
- Provide name and phone number of the local fire department
- Sign and date