**STRONACH TOWNSHIP FIRE DEPARTMENT**
Fire Chief / Paramedic Fred R. LaPoint

MANISTEE FAMILY CHILD CARE NETWORK · OCTOBER 28, 2026

# TWO MINUTES TO GET OUT

## HOME DAYCARE EVACUATION WORKSHEET

**Provider / home** _____

**Date completed** _____

In a typical home fire you may have as little as two minutes to get out after the smoke alarm sounds, and most of the children in your care can't get themselves out. This packet turns your written emergency plan into one you can actually run in that time.

Work through it at home, one step per sitting if that's easier. Each step starts on its own page, with the instructions at the top and the space to answer below them. Walk every room as you go, open every window you list, and try your stairs with a child-sized load. When you're done, post the floor plan and the assignments where your staff and parents can see them, and keep the drill log with your licensing records.

### WHAT'S IN THIS PACKET


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Questions, or want a walk-through of your home? Fred R. LaPoint, Fire Chief / Paramedic, Stronach Township Fire Department · 231-454-2184 · stronachfiredept@gmail.com

# DRAW YOUR FLOOR PLAN

Sketch the floor where children spend most of the day. Each square is about one to two feet, so don't worry about exact sizes. Mark every room, door, window and staircase. Then draw Way 1 for each room as a solid line (the door you use every day) and Way 2 as a dashed line (a different door, or a window that children and adults can reach, that is clearly marked, that opens easily, and that everyone fits through). Put a star at your outside meeting place.

——— Way 1, everyday door  - - - - - - Way 2, other door or window  ★ Meeting place

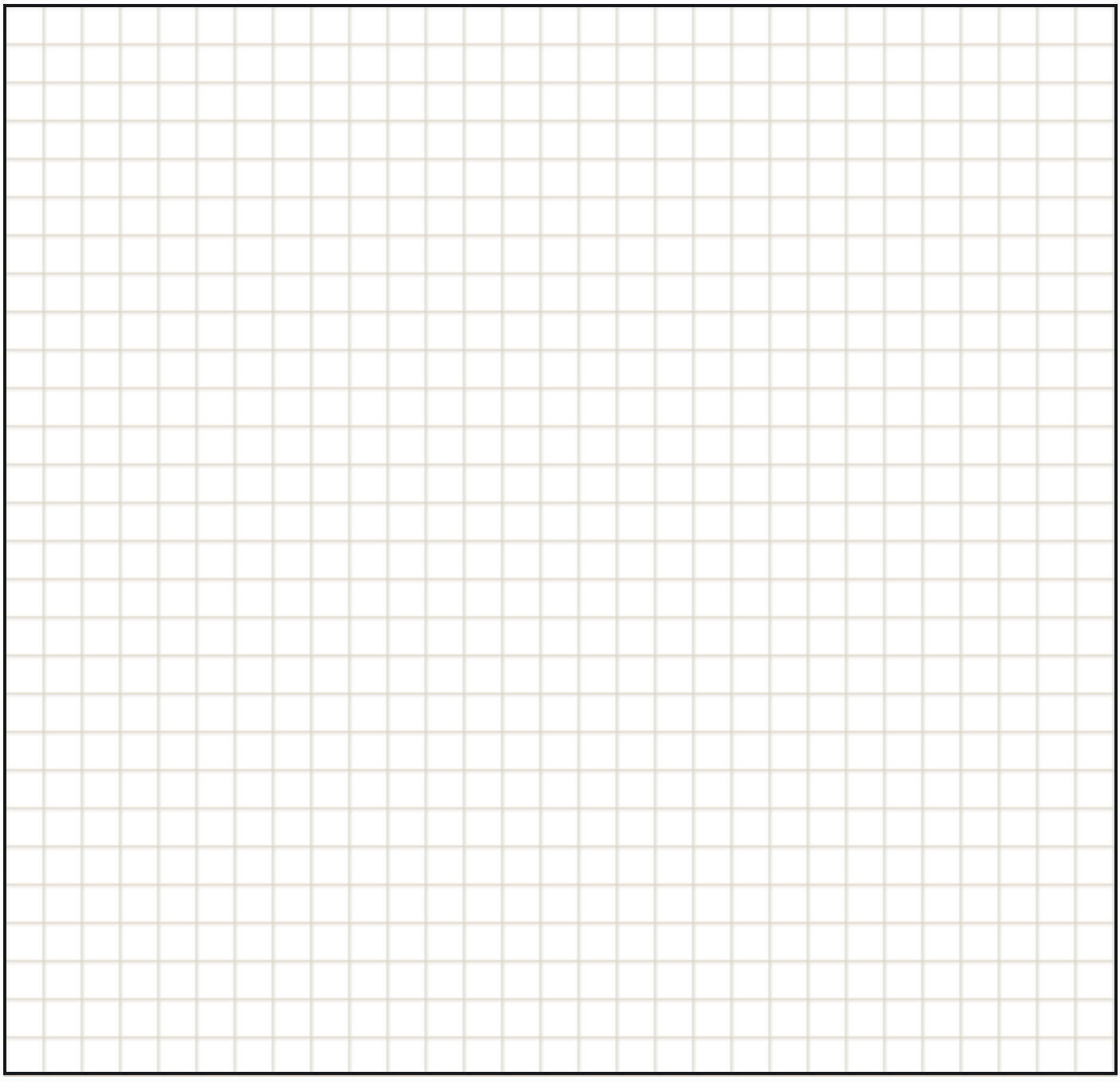
**Floor:** _____

# SECOND FLOOR OR BASEMENT

Use this page for any other floor children use: an upstairs nap room or a basement playroom. Michigan requires two exits, far apart, on every floor children use, with one of them straight out to the ground. Draw both. If children use only one floor in your home, skip this page.

——— Way 1, everyday door  - - - - - - Way 2, other door or window  ★ Meeting place

**Floor:** _____



# EVERY ROOM, TWO WAYS OUT

List every room and play area children use, including the bathroom, a basement playroom and any upstairs nap room. A window only counts as Way 2 if you have opened it with one hand while holding a child, and you know who would take that child on the outside. Write the date you checked it.

> **Basement escape windows** (basements approved for child use after January 1, 2006): the opening must be at least 20 inches wide and 24 inches high, with at least 5 square feet of open area, and the sill no more than 44 inches above the floor.

| ROOM | FLOOR | WAY 1 (EVERYDAY DOOR) | WAY 2 (OTHER DOOR OR WINDOW) | WAY 2 CHECKED (DATE) | WHO IS HERE AT NAP TIME |
|---|---|---|---|---|---|
| Nap room | | | | | |
| Play room | | | | | |
| Kitchen / eating area | | | | | |
| Bathroom | | | | | |
| Basement play area | | | | | |
| Upstairs room | | | | | |
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# WHO CARRIES WHOM

Write every child's name next to an adult. Michigan's ratio rules allow each adult up to four children under 24 months, two of them under 12 months, and every adult has only two arms. Give the count and the 9-1-1 call to different people so both happen at once. Fill in the "Alone" row honestly, because it is your plan for the part of the day you have no help.

| ADULT | CHILDREN THEY TAKE (BY NAME) | EQUIPMENT (EVACUATION CRIB, APRON) | ROUTE (WAY 1 / WAY 2) | JOB AT THE MEETING PLACE |
|---|---|---|---|---|
| **Provider** | | | | Count against the attendance sheet |
| **Assistant / staff** | | | | Call 9-1-1 |
| **Second adult at nap time** | | | | |
| **Alone (everyone, one trip)** | | | | Count, then call |

## ONE-TRIP CHECK

- [ ] Every child leaves in one trip, at nap time, with only the adults who are actually there at nap time.
- [ ] The evacuation crib or apron fits through every doorway and hallway turn on the route.
- [ ] The bathroom is the first stop on the sweep, and the unlock tool hangs on the door frame.
- [ ] Each child who hides has their favorite hiding spots written on the line below.

> If the plan needs two trips, change the plan before a fire does: add equipment, add an adult at nap time, or move the youngest nappers to the floor with a door straight outside. Once you're out, you stay out.

# MEETING PLACE AND WARM RELOCATION SITE

Pick something that doesn't move, a safe distance from the house: a tree, a light pole, a mailbox. Keep it out of the driveway, because that's where the fire engine needs to be, and away from anywhere children might wander back toward the house.

Then line up a warm place for winter. A child pulled out of a nap in February is in socks and a T-shirt, and can't wait outside for long. Michigan's rules already require a plan for moving children to a relocation site and for reaching parents and reuniting families. Make both real now: ask a neighbor, and tell parents where they'll find their children.

**Our outside meeting place**

_____

**Warm relocation site (neighbor's name and address)**

_____

_____

**Neighbor's phone**

_____

**Date the neighbor agreed**

_____

**Date parents were told**

_____

**How parents will be contacted**

_____

**Backup relocation site if the neighbor isn't home**

_____

**Notes**

# THE GRAB-AND-GO SPOT AT YOUR MAIN EXIT

Two things leave the house with you: today's attendance sheet, because it's how you'll know who is out, and the phone, because you need it outside to call 9-1-1 and the parents. Michigan already requires both: a daily attendance record with each child's name and arrival time, and a phone staff can reach immediately. The trick is where they live. Keep them together on a hook at your main exit so you can take them without a detour. Grab them only if they're on your way out. Never go back in for them.

## SET IT UP

- [ ] A clipboard with today's attendance sheet hangs at the main exit.
- [ ] The child information cards, with parent phone numbers, are on the same clipboard.
- [ ] The phone lives at that spot during care hours, charged.
- [ ] Allergy action plans and rescue medications are in a bag at the same spot.
- [ ] Every adult in the home knows where the clipboard and phone are.

**Where our grab-and-go spot is**

Cut out the sign below and post it at the spot.

# GRAB AND GO

**Attendance sheet · Child information cards · Phone**

Only if it's on your way out. Never go back in.

# COUNT FIRST. THEN CALL 9-1-1 FROM OUTSIDE.

At the meeting place, count first: by name, out loud, against the attendance sheet. Counting heads from memory is how one child gets counted twice and another gets missed. Then call 9-1-1 from outside, never from inside the house. Every minute on the phone inside is a minute in smoke.

When the first firefighter arrives, give them your count. “Everyone’s out” lets the crew go straight to fighting the fire. If a child is missing, their name, age, the room they were last in and their favorite hiding spots tell the crew exactly where to search. Stay at the meeting place, and never go back inside.

Fill in the card below now, while you’re calm, then cut it out and post it by the grab-and-go spot.

CUT OUT AND POST AT YOUR GRAB-AND-GO SPOT

## OUR 9-1-1 CALL

“There is a fire at _____ (address).

The nearest crossroad is _____.

It’s a home daycare. I have _____ children with me.

**Everyone is out.**

— or —

**One child is missing:** _____, age _____, last seen in _____.”

Stay on the line. Stay at the meeting place. Meet the first firefighter with your count.

**After a real evacuation:** Michigan requires you to report it to child care licensing within 24 hours, followed by a written report within 72 hours.

# RUN DRILLS THAT TEST THE PLAN

Michigan's minimum is a fire drill at least every three months while children are in care, using the smoke detector as the alarm, with a written log of the date, time and evacuation time. Everyone working that day takes part. That minimum checks a box. The drills below show you whether the plan actually works, and a drill that goes perfectly the first time probably wasn't hard enough.

## MAKE EACH DRILL HARDER THAN THE LAST

- [ ] Run it during nap time, when everyone is lying down and the lights are low.
- [ ] Tell one adult "this door is on fire," and watch whether they go straight to Way 2.
- [ ] Send a child to the bathroom just before you set off the alarm.
- [ ] Hide a doll under a bed as the "missing child," and see whether the count catches it.
- [ ] Bring out the attendance sheet and the phone, and practice the 9-1-1 call at the meeting place.
- [ ] Write down what broke, fix it, and run it again.

## HOW TO TIME IT

**2:00**
your target

1. Start a stopwatch at the first beep of the smoke detector.
2. Note the time when the last child is outside. That is the evacuation time the rule asks you to log.
3. Note the time when the last name is checked off at the meeting place.
4. If everyone isn't out and counted inside two minutes, find the slow part and fix it.

The two-minute target comes from NFPA's warning that a home fire may leave as little as two minutes to escape after the alarm. It is a goal, not a licensing requirement.

# DRILL LOG

One line per drill. Keep this page on file with your licensing records; Michigan requires drill records to be kept on file at the home.

| DATE | TIME | SCENARIO (NAP, BLOCKED EXIT, BATHROOM, MISSING DOLL) | ALARM TO ALL OUT (MIN:SEC) | ALARM TO COUNTED (MIN:SEC) | 9-1-1 CALL PRACTICED? | WHAT BROKE, AND THE FIX | RUN BY |
|---|---|---|---|---|---|---|---|
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# MICHIGAN RULE QUICK REFERENCE

From the Licensing Rules for Family and Group Child Care Homes filed April 27, 2026, in plain words. Read the rule itself before relying on it for a licensing question.

| RULE | WHAT IT SAYS |
|---|---|
| R 400.1907(3) | Keep a daily attendance record with each child's name and arrival and departure times. |
| R 400.1910(8) | No soft objects, blankets or stuffed toys with or within reach of a sleeping infant. |
| R 400.1911(1) | Staff must have immediate access to an operable telephone. |
| R 400.1927(3), R 400.1928(4) | Per staff member, no more than 4 children under 24 months, and no more than 2 of them under 12 months. |
| R 400.1929(4) | Staff must know where each child is at all times. |
| R 400.1939(1)–(3) | A written emergency plan covering fire and other emergencies, including evacuation, a relocation site, contacting parents and reuniting families, and how infants, toddlers and children with a disability or chronic medical condition are accommodated. The fire plan is posted where staff, volunteers and parents can see it. |
| R 400.1939(6), (7), (10) | Everyone present takes part in drills. Fire drills at least every 3 months while children are in care, using the smoke detector as the alarm. A written log of each drill's date, time and evacuation time. |
| R 400.1941(1)(e), (4) | Report any evacuation of the home to the department within 24 hours, with a written report within 72 hours. |
| R 400.1947(1)–(3) | At least 2 remotely located exits on every floor children use, with 1 straight to the outside at ground level. A window may be the second exit only if it is accessible to children and adults, clearly identified, readily opened, and big enough for everyone. |
| R 400.1947(8), (9) | Interior doors must open from outside in an emergency, even when locked. Closet latches must open from inside. |
| R 400.1947(12) | Basement escape window (basements approved after January 1, 2006): opening at least 20 inches wide and 24 inches high, at least 5 square feet, sill no more than 44 inches above the floor. |
| R 400.1948(1) | Smoke detectors on every floor, including the basement, and in every room children sleep in. |

# SOURCES


- Michigan Department of Lifelong Education, Advancement, and Potential, Child Care Licensing Bureau. *Licensing Rules for Family and Group Child Care Homes*, filed with the Secretary of State April 27, 2026. michigan.gov/michildcare
- UL Fire Safety Research Institute. “New Comparison of Natural and Synthetic Home Furnishings,” September 30, 2020. fsri.org
- National Fire Protection Association. Home escape planning guidance: as little as two minutes to escape after the smoke alarm sounds; two ways out of every room; an outside meeting place; call 9-1-1 from outside. nfpa.org
- D. Bruck and I. R. Thomas. “Community-based research on the effectiveness of the home smoke alarm in waking up children.” *Fire and Materials*, 2011.
- Nationwide Children’s Hospital, Center for Injury Research and Policy. “Fire Safety for Children.” nationwidechildrens.org


Prepared for the Manistee Family Child Care Network, October 28, 2026, by Fred R. LaPoint, Fire Chief / Paramedic, Stronach Township Fire Department · 231-454-2184 · stronachfiredept@gmail.com