

CHAPTER NINE: EMERGENCY PREPAREDNESS

Emergency Preparedness	Fire Safety Procedures and Drills
Revised: July 11, 2016 Revised: September 2017 Revised: June 2021 December 2022	Policy Number: 9.2 (replaces policy 1.38)

Procedure: ALL PERSONS IN THE BUILDING MUST PARTICIPATE IN THE DRILLS

1. The method of alerting the children in the event of fire is to activate the nearest pull station.
2. Children shall be instructed to keep in line, to crawl or walk following the teacher, and to the best of their ability to refrain from talking.
3. Staff members will ensure that their respective areas are clear of all children, employees, and visitors.
4. As rooms are cleared, doors must be closed.
5. Children are to be assembled at the emergency locations.
6. Call the fire department from an area of safety- DO NOT ASSUME THAT THIS HAS ALREADY BEEN DONE- know and give the correct address and location of the fire in the building.
7. A current attendance record is to be kept, removed during evacuation, and along with the fire safety plan and building keys.
8. Do not return to the building until it is declared safe to do so by the Fire Chief or in the event of a drill, the Coordinator.
9. Where special needs are cared for, sufficient staff shall be present during the period when the children are in the Centre to escort them to safety.

THE EMERGENCY LOCATION IS;

Main Site – 168 Hastings St. North – go across bridge through park
 Preschool Site – 20 Hastings Heritage Way – go across bridge through park
 York River – North Hastings Community Centre
 Birds Creek – Birds Creek Community Centre
 Maynooth – Maynooth General Store

Child Care Centre Fire Drills;

The Child Care Coordinator is responsible for the Fire Drills. In Centre drills must occur once a month. Lockdown, Hold and Secure or Shelter in Place drills must occur once per quarter.

School Age Program Fire Drills must occur;

- i. at least three times during each fall and spring term the school is in operation, and
- ii. at least three times or at least once a month, whichever is less, during the summer term the program is in operation.

The Coordinator shall ensure that this policy and procedures as well as the duties are reviewed as follows at the child care centre:

1. With employees, before they begin their employment.
2. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.
3. With each person described in paragraph 1 or 2, at least annually after the first review and at any other time when changes are made to the policy or a procedure.