



FIRE SAFETY & EVACUATION PROCEDURES

Effective Date: October 2005

Revised Date: September 2016
November 2020

If the Centre needs to be evacuated due to fire, bomb threat, flood or any other situation in which there is an immediate danger to being inside the building, staff and children must know the procedures to follow. Depending upon the circumstances, a decision will be made on whether to evacuate to the on-site or the off-site location by the Management Team or designate.

Fire Procedure:

A Fire Safety Plan has been established and approved by the local Fire Chief for the Prophetic Non-Profit Housing Complex. The Fire Safety Plan is updated as needed and outlines the obligations of each Corporation in the event of a fire. Within this document are the duties of the Supervisory staff associated with each organization and the steps to follow in case of a fire.

The Fire Safety Plan, in its entirety, is located in the main office. The portion of the document pertaining to the Centre is copied in the annual Policies & Procedures binder.

All staff, placement students and volunteers are trained on and sign off on these procedures before commencing employment. These procedures are then tested during the monthly fire drill or practiced during the random evacuation test. All policies and procedures are reviewed annually.

Each program has a written Fire Drill Procedure posted at the entrance to the program, with the general procedure posted on the Parent Board on the main floor. Each program has three (3) alternate exits listed should one of the exits be blocked due to fire or hazard. When *monthly fire drills* are conducted, the teachers will use a different exit to ensure that the children are aware of a variety of ways that they can get safely outside. All programs record their monthly drills on a form contained in the classroom.

The main office maintains the Fire Drill binder, which includes recording all classroom drills, the Centre's monthly drills, and the building's monthly testing of the entire system. Further information included in the binder is emergency exit checks to ensure the fire door closures

are working properly, CO2 detector testing and battery changes, as well as fire extinguisher and fire hose checks.

All recordings are kept for a minimum of 12 months, with copies being sent to the Property Management office at PNPB on an annual basis.

Responsibilities of the Staff upon Notice of Fire or Evacuation:

- Quickly scan the space around you, looking for any potential hazards. Report any findings to the Management Team,
- Account for all children. Conduct a headcount and ensure accurate attendance records. Attendance records must be kept with staff.
- Gather all medications and any other essential needs of the children. Take the emergency bag and black evacuation bag.
- Line up the children and move as quickly as possible through one of the three emergency exits listed on the program Fire Drill posting.
- Turn off the lights, close the windows and close all doors upon exiting.
- Any extra staff (cook, Supervisor/Administrator) not on program with the children should go to the infant room to assist with the evacuation or to assist any child or staff needing additional assistance.
- For inclement weather, take appropriate supplies to protect the children if possible (e.g. blankets, coats, etc.)
- Once outside of the building, take the children to the designated area and conduct a headcount matched to the attendance records to ensure that all children are outside.
- Wait for the Management Team or designate to provide further directions.
- Provide activities for the children to reduce their stress (e.g. Songs, games, etc.).

Responsibilities of the Supervisor/Administrator or Designate:

- Before exiting the building, ensure that a full Centre check of every room has been conducted, including all washrooms, staff rooms and classrooms, if it is safe to do so.
- Coordinate all actions with emergency authorities, giving them as much information as possible.
- Notify all staff of the evacuation plan. Depending on the nature of the emergency, notify staff if they should take the children to the on-site evacuation location, the off-site evacuation location or if they will be moving to the out-of-area evacuation location.
- Take the Emergency Card Binder with all the children's information as well as the Emergency Phone List beside any telephone in the Centre.
- Collect any medication from the locked boxes in the refrigerator or cupboard along with the keys located on the red key tag on the wall just inside the kitchen door.
- Designate one staff member to assist with children with special needs if numbers permit.

- Designate one staff member to wait outside and direct emergency vehicles, such as fire trucks and ambulances, to the Centre.
- Notify the PNPB Property Manager or the Superintendent of the circumstances as soon as possible.
- If evacuating to the out-of-area evacuation location, contact the YRT or the bus company to request pick up as well as the evacuation facility with an estimated time of arrival of the children and staff.
- Do a final check to ensure that all children have been removed from the Centre. Check all washrooms, closets/storage areas, cubbies, kitchen, laundry and playground.
- Take directions from Police/Emergency Authorities once they arrive. If requested, stay at the Centre with Police or other Emergency Authorities.

Once Evacuated:

- The Management Team will give directions to staff regarding what information is needed to notify families about the emergency. Only give the information that you have been given and nothing else so everyone is receiving the same information.
- All staff are permitted to use their cell phones to contact the families of their children under the direction of the Management Team. The Management Team will assist where necessary.
- Children are to be immediately picked up at the evacuation site where they are relocating.
- Determine where to set up the different groups of children and define areas if possible.
- Find the nearest washroom facility and notify all staff.
- Document children being picked up and by whom.
- If the parent/guardian cannot be reached, the emergency contact will be called. Should the staff be unable to reach the parent/emergency contact, the child will be supervised at the 'alternate location' until the parents/guardian can be reached.

Assisted Evacuation:

One-on-one or additional help may be required by a staff/child with special needs. You may need to use an alternate evacuation route for wheelchair accessibility when the elevator cannot be accessed.

- The staff member who is most familiar with the child should evacuate with them.
- Speak clearly to them and inform the child of what is happening and what you are going to do.
- Please do not touch, push or pull a child or their assistive device or equipment without telling them you are going to do so first.

- To communicate with a deal-blind person, draw an "X" on the palm of their hand or on their back with your fingers to let them know you are there to help them in this emergency.
- Follow instructions posted on special needs equipment or assistive devices during an emergency.
- Avoid attempts to lift, support or assist in moving someone unless you are familiar with safe techniques.

Evacuation Sites:

1	<p>Richmond Hill Community Church 45 Crosby Avenue Richmond Hill, ON</p>	<ul style="list-style-type: none"> • Evacuate to the church when it is a short-term, temporary evacuation of the Centre with no imminent danger. • Can remain in the building. • 905-884-3005
2	<p>Genesis Place Apartments 39 Crosby Avenue Richmond Hill, ON (McCann Room)</p>	<ul style="list-style-type: none"> • Evacuate to the McCann room for a complete evacuation of the Centre/building is necessary. • Can remain in the neighbourhood. • 905-770-1989
3	<p>Newpark Children's Centre * 81 Industrial Parkway Aurora, ON</p>	<ul style="list-style-type: none"> • Evacuate to Newpark when a complete evacuation of the Centre/neighbourhood is necessary. • Need to leave the area for safety. • Centre: 905-727-8859 • Director: 905-758-2585
<p>* Should it be necessary to relocate to an out-of-neighbourhood location, arrangements can be made through the York Region Transit Commission at 905-762-2100 or Stock Transportation at 1-888-952-0878.</p>		

FIRE DRILL PROCEDURE

1. Stay calm, and don't panic.
2. Tell the children it is a fire drill and do as they have practiced.
3. Have the children line up in their program and do a quick headcount.
4. Teacher 1: Take the emergency bag and attendance board. Lead the children from the building. Children are to be double-checked once they reach a safe location and attendance is taken.
5. Teacher 2: Ensure that all children have left the room and that all windows and doors are closed. Lights are turned off upon exiting the room.
6. A member of the Management Team will ensure that all appliances are turned off and food removed. They will ensure that the classrooms, bathrooms and all other rooms are clear.
7. A child and staff member requiring assistance shall have a designated assistant to assist in their safe removal from the premises.
8. Medicine boxes/bags, along with keys, are to be removed from the kitchen and maintained with the Cook or Management Team.

Exits:

1. *Through the west door to the far side of the playground.*
2. *Through the front door to the front of the playground fence, or*
3. *Through the back stairwell exiting through the north-west door, coming around to the front of the playground fence.*
4. *Through the church building to the front of the playground fence.*

9. **In the case of an evacuation**, the Fire Safety Representative will maintain correspondence between Genesis Place and the childcare. Stay outside until the Fire Department gives the all-clear.

For an Evacuation: Go to 39 Crosby Avenue through the back parking lot. Meet at the McCann Room in the apartment building for further instruction.

Note: When *testing* is done, proceed as above on the first bell only.

Administrator / Supervisor / Designate / Fire Safety Committee Representative are to ensure that the building is vacant and ensure all windows, lights and doors are closed.

Ontario Regulation 137/15

Fire safety procedures and drills

- 68.** (1) Every licensee shall ensure that in respect of each child care centre it operates,
- (a) a written procedure approved by the local fire chief is established with respect to the duties of each member of the staff of the child care centre in the event of a fire;
 - (b) each staff member is instructed as to his or her responsibilities in the event of a fire before commencing work for the first time;
 - (c) the written procedure referred to in clause (a) is posted in a conspicuous place in each room in the child care centre that is used for the care of children;
 - (d) fire drills are conducted in accordance with subsection (2);
 - (e) a written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment and that each record is kept for at least 12 months from the date of the drill or test; and
 - (f) there is a designated place of shelter in the event the child care centre must be evacuated due to an emergency.
- (2) For the purposes of clause (1) (d), the following rules apply:
- 1. A fire drill shall be conducted in respect of every child care centre, except a child care centre described in paragraph 2, at least once a month in accordance with Ontario Regulation 213/07 (Fire Code) made under the *Fire Protection and Prevention Act, 1997*.
- (2) For the purposes of clause (1) (d), the following rules apply:
- 1. A fire drill shall be conducted in respect of every child care centre, except a child care centre described in paragraph 2, at least once a month in accordance with Ontario Regulation 213/07 (Fire Code) made under the *Fire Protection and Prevention Act, 1997*.
 - 2. A total evacuation fire drill shall be conducted in respect of every child care centre or part of every child care centre that is operated in a school and that provides services only to children who are pupils of a school board, including a third party program operated under section 259 or 259.1 of the *Education Act*, in accordance with Ontario Regulation 213/07,
 - 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. O. Reg. 137/15, s. 68 (2); O. Reg. 254/19, s. 16.
- (3) Every licensee shall ensure that a written procedure is established with respect to evacuation in the event of fire for each premises where the licensee oversees the provision of home child care.