

CATEGORY: Health and Safety Procedures

DATE: September 2016

SUBJECT: Evacuation, Fire and Fire Drill Procedures

REVIEWED: March 2023

APPROVED BY: Shemina Ladak, Executive Director



Policy Statement

CICC acknowledges and respects the rights of everyone working and participating in the Centre's programs to a safe and healthy environment. We are required to ensure that in the event of fire, that all staff, volunteers and students understand their roles and responsibilities to ensure the safe evacuation of all children, staff, volunteers, students and other occupants.

Purpose

This policy sets out the duties and responsibilities of all staff, volunteers, students and other occupants in the building in the event of a fire and during fire drill procedures. It also sets out the responsibilities of the Fire Department regarding Fire Extinguishment, Control and the role of the staff in the event of Confinement.

Scope

This policy applies to all staff, volunteers, students and other occupants of the building.

EVACUATION, FIRE AND FIRE DRILL PROCEDURES

HUMAN RESOURCES

Owner: Centennial Infant and Child Centre Foundation

Executive Director: Shemina Ladak

Number of Staff: 32

Maximum number of preschool children: 32

Contact Persons/Phone Numbers:

Shemina Ladak 416-935-0200 ext. 235
437-324-3490 (mobile)

Catherine Moher 416-935-0200 ext. 230
416-819-4746 (mobile)

EVACUATION, FIRE OR FIRE DRILL PROCEDURE

Duties of Staff/Volunteers/Students:

Centre Manager or Designate:

- Take Emergency and Medical Binder
- Check all floors to ensure all occupants are out of the building.

Teachers

- Announce fire or fire drill and instruct volunteers to leave with their children.
- Take attendance clipboard from the classroom.
- Check that everyone is out of all rooms on your floor and close doors to classroom, offices, and hallways.
- Leave building by the appropriate nearest exit and gather at front entrance of church next door.

NOTE: Children on **1st floor** should be taken out **front (east) exit**

Children on **2nd floor** should be taken out **side (south) exit**

Children in **the gym** – 3 exits – **through the kitchen door**, up front stairs, and up south stairs

Volunteer Coordinator

- Help with children as required.
- Make sure the volunteers get their children and leave building.
- Take volunteer attendance list from the entrance.
- Organize people outside at the front of entrance of Christ Church Deer Park next door.
- Read list of children and check them off to ensure all are out of the building.

Volunteers/students

- **Pick up your child** and carry out by the nearest exit.
- Gather at the front entrance of Christ Church Deer Park next door and listen for your child's name to be called and report "present".
- Proceed into church building if instructed by staff or return to classroom if it is a Fire Drill

Office Administrator

- Take emergency bag.
- Hold open the front door on the first floor and help with children as necessary.

Executive Director or Designate

- Ensure that all people are out of rooms on the 3rd floor and doors are closed

- Leave the building by nearest exit and gather with others at Christ Church Deer Park

Therapist

- Help with the children and ensure that people are out of rooms and doors are closed

Others in the building (Housekeeper, Early Interventionists, PFCAs)

- Leave the building by the nearest exit and gather with others at Christ Church Deer Park

RESPONSIBILITIES

The Centre Manager or designate:

- Shall ensure that fire protection features are check, inspected, tested and maintained in good operating condition (in accordance with the Fire Code). Record of test to be retained for two years.
- Shall ensure that where children with disabilities are cared for, sufficient staff are present at all times during the period the children are in the centre to escort them to safety in the event of a fire emergency.
- Shall ensure that the Fire Department is notified in the event of any shutdown of fire protection equipment (416-392-1600). Notify in writing if shutdown is longer than 24 hours.
- Shall ensure that fire drills are conducted at least once a month (records of drills to be kept for two years).

Supervisory Staff shall:

- Be familiar with designated exits including alternate exists. Applicable exits are to be posted in each room.
- Conduct **monthly** fire drills.
- Keep doors to stairways closed when school is finished.
- Keep stairways, landings, hallways, passageways and exits clear of obstruction at all times.
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress, or in elevator and ventilation shafts.
- Always keep access roadways fire routes and Fire Department connections clear and accessible.
- Have a working knowledge of the fire alarm system and how it is reset.
- Ensure that damaged electrical cords and appliances are repaired before being used.
- Ensure that electrical circuits are not over fused or over loaded.
- Ensure that combustible materials are not placed near electrical installations or appliances.
- Ensure that combustible artwork and teaching materials that are attached to walls shall not exceed 20% of the area of the walls.
- Ensure that waste receptacles are made of non-combustible materials.
- Ensure that flammable and combustible liquids are stored in accordance with the Fire Code and are inaccessible to children.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department is notified, should an experienced person (family with extinguisher operation) attempt to extinguish a small fire. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

STAFF FIRE PROCEDURES

In the event of Fire:

- Remove children from the fire area closing all doors behind you.
- Inform occupants of the building
- Activate the fire alarm pull station.
- Telephone the Toronto Fire Department (Dial 9.1.1.) from a safe location
- Move children well away from the building to the pre-planned designated place of shelter at Christ Church Deer Park
- Take attendance.
- Do not return until it is declared safe to do so by the Fire Official.

If you hear the Fire Alarm:

If you have been alerted to a Fire situation:

- Before opening the door, feel the door and doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke or feel air pressure or a hot draft, close the door quickly.
- If the corridor is free of smoke and/or fire, close the door behind you and move the children quickly and quietly to a designated safe exit, leave the building and proceed to the designated place of shelter.
- If you encounter smoke in the corridor or stairwell, consider taking an alternate exit or return to your area/room.

If you cannot leave your area/room or have returned to it because of fire or heavy smoke, remain in the area/room.

- Close the door, but leave it unlocked for possible entry for fire fighters.
- Dial 9.1.1. and tell the Fire Department where you, then signal to fire fighters by waving a sheet/towel.
- Seal all cracks where smoke can enter by using wet towels or sheets. Seal mail slots, transoms and air-conditioning outlets as necessary (a roll of wide masking/duct tape may be useful).

- Keep low to the floor if smoke enters the room.
- Move to the balcony or the most protected room and partially open the window for air. If smoke comes in, close the window.
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen for instructions or information given by authorized personnel.

FIRE DRILLS

The purpose of the fire drill is to ensure that the occupants and staff are familiar with emergency evacuation procedures. This will ensure an orderly evacuation should it become necessary.

Ideally, fire drills should begin with practices on each floor or area. Advance notice (at least 48 hours), should be posted advising the occupants of the time and date of these drills. Do not notify the Fire Department as fire drills are to be handled internally. Notify the monitoring agency (if any), just prior to commencement of the fire drill. Give the address of the building, your name and the expected duration of the drill.

If applicable, activate one of the pull stations or detectors and record the actions of the occupants and staff. Ensure that the fire alarm operates as it should and that it is audible in all areas of the building. Note any deficiencies/problems.

Following each drill, all supervisory staff should attend a debriefing to report on their observations. Fire drills must be conducted in accordance with the FIRE CODE. All results must be recorded and kept on site. A sample drill report follows.

Note: **For this childcare facility, the Ontario Fire Code requires that fire drills be conducted monthly.**

Record of Fire Alarm Drill

Date of fire alarm drill _____

Time of fire alarm drill _____

Alarm activated properly _____

Alarm audible _____

Supervisory Staff Present _____

General Comments _____

FLOOR PLANS – (SCHEMATIC DIAGRAMS) KEY

A1	Designates Model WBDL-ABCS portable fire extinguisher (one only)
A2	Model 3-A; 10B, C portable fire extinguisher
HDSD	Heat Detector or Smoke Detector
X	Exit sign (lighted)
EXIT	Actual Exit from floor
P	Manual pull station
CP	Fire alarm control panel
AP	Annunciator panel
WCV	Water control valve
SWCV	Supervisory Water control valve
PC	Pumper connection
B	Fire Bell