



PLEASE POST

Upon discovering a fire

- Activate fire alarm
- Assist anyone in immediate danger if safe to do so
- Try to isolate any burning area by closing the door if safe to do so
- Call 911

Upon hearing fire alarm

- Remain calm
- Gather all children, attendance, emergency contact information, emergency medication and evacuation kit
- Conduct head count and roll call before leaving
- Leave fire area and direct children to the designated meeting area outside with one adult leading, other adults placed throughout the group and one adult at the end where possible
- Last adult to leave will search the premises, if safe to do so, including washroom areas, closets and other hiding places for children, to ensure that all persons have left the building
- Close doors behind you
- Conduct head count and roll call
- Do not return until it is declared safe to do so by a Fire Official

Fire drill practice

- Each child care centre including before & after school programs must conduct a fire drill practice at least once a month. Details are to be recorded on the Fire Drill Record Form.
- Ensure that you are aware of your emergency evacuation site.

In the case of an emergency evacuation:

- The Supervisor or Designate must alert all individuals in the building.
- Gather all children and others on site.
- Supervisor or an identified Educator from each room shall take the Emergency Information Profiles binder, Daily Attendance Record, emergency medication and emergency evacuation kit
- Leave the building. Supervisor or Educator in charge will be the last person to leave the premises.
- Educators will facilitate roll call and head count. All children must be accounted for, before proceeding to the designated emergency evacuation site.
- Call all parents from the evacuation site and have them come and pick up their children.
- The Supervisor will then inform the Program Manager/ Assistant Program Manager and Ministry of Education Program Advisor.
- Supervisor/Educators will complete a Serious Occurrence Report.