



Fire Safety Policy and Procedure

Fire Safety Policy

As outlined in the Child Care and Early Years Act, we are required to implement and uphold the following:

- a) each staff member is instructed as to his or her responsibilities in the event of a fire before commencing work for the first time;
- (b) a written procedure is posted in a conspicuous place in each room in the child care centre that is used for the care of children
- (c) fire drills are conducted monthly
- (d) a written record is kept of all fire drills, and all tests of the fire alarm system and that each record is kept for at least 12 months from the date of the drill or test;
- (e) there is a designated place of shelter in the event the child care centre must be evacuated due to an emergency, which is **Edinburgh Optometry Clinic at 262 Edinburgh Rd S, Guelph ON N1G 2J8 · 519-822-8124**

Fire Safety Procedure

In the event of a fire or need to evacuate the building the teachers will initiate the following procedure.

1. Teacher rings bell and indicates which exit to use.
2. Teacher takes down fire rope and proceeds with 8 children outside (each child holding a knot on the rope) via the exit indicated by the teacher.
3. Teacher takes remaining children on a second rope outside via the same exit.
4. Teacher in the block room takes down rope and proceeds with children in the Block Room (each child holding a knot on the rope) via the same exit.
5. Teacher takes attendance clip board and emergency bag (back pack hanging at the main door in the main classroom).

- Checks classroom areas
 - Closes classroom windows and doors
 - Checks bathroom and favourite hiding spaces and closes doors
 - Then proceeds to exit indicated
6. Teacher takes attendance making sure all children are accounted for.
 7. If real fire or smoke or other danger to the children and staff has been observed then the teacher will pull the real fire alarm in the church and then call 911
 8. If unable to return back to preschool then the group will move to the designated Emergency Shelter which is Edinburgh Optometry Clinic
Address: 262 Edinburgh Rd S, Guelph ON N1G 2J8 · 519-822-8124
 9. All parents will be notified to come and pick their child up the emergency shelter as soon as possible.
 10. After the event is over, the event needs to reported as a Serious Occurrence to the Ministry of Education through CCLS within 24 hours of the licensee or supervisor becoming aware of the occurrence.