



## **Policy # 14**

**Revision date: January 2020  
September 2022**

### **Whitestone After-School Program**

## **Fire Safety/Evacuation Procedures**

### **Purpose**

This policy is intended to give Parents and Guardians an understanding of the commitment that the Municipality of Whitestone has in ensuring that the Program Coordinators for the After-School Program have the necessary qualifications and training to be prepared for Fire and Evacuation Drills under the direction of the Fire Chief.

This policy is intended to comply with requirements under the Child Care and Early Years Act, 2014 (CCEYA) and O. Reg. 137/15 and also to comply to the Ontario Fire Code, made under the Fire Protection and Prevention Act, 1997.

### **Policy**

The Fire Chief of the Whitestone Fire Department approves this Policy on an annual basis and is required to be notified of a fire and evacuation drill to document the procedure if available. The Fire Chief or designate ensures that the child care centre complies with the Ontario Fire Code made under the Fire Protection and Prevention Act, 1997.

Program Coordinators are required on an annual basis to:

- The Program Coordinators are provided with annual training on safe evacuation procedures.
- Prior to school commencing, review registrations for each child to become familiar with the needs of the children who will be attending the After-School Program including all parental/guardian preferences and requirements, medical needs and any other special needs identified and ensure that these needs are met during a fire and evacuation drill or event.
- The Program Coordinator's primary duty during an evacuation is to ensure the safety of the children. An attendance list and an evacuation emergency bag are taken with the Program Coordinator to the designated meeting place during a drill to ensure that everyone is accounted for and any child's special needs are met.

Fire and Evacuation Drills are completed monthly (except during the months of January and February) to ensure that each staff is instructed as to his or her responsibility in the event of a fire before commencing an evacuation. The fire drills are conducted regularly in order to ensure that children and staff are familiar with the process and to ensure that they are prepared in the event of a real emergency. The children will have practices and drills during different times of the day and including evacuation from all areas of the centre.

## Glossary

**All-Clear:** A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

**Authority:** A person or entity responsible for providing direction during an **Emergency** situation (e.g. emergency services personnel).

**Emergency:** An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance, including but not limited to fires, power outages, sewage backup, interruptions in heat or water. These include situations that may not affect the after-school program (e.g. child-specific incidents) and where 911 is called.

**Meeting Place:** The designated safe place on school grounds is at the baseball diamond out of way of smoke and the fire trucks and emergency vehicles. If the emergency is real, the Program Coordinator will then move the children to the Dunchurch Community Centre for pick up by the parents, or returning to the after-school program if evacuation is not necessary.

**Program Coordinator:** For the purposes of this policy “Program Coordinator” is used to refer to the contracted personnel who provide oversight of the program and students at the Whitestone Lake Central School. It could refer to either the Primary or Alternate Program Coordinator.

## Fire Evacuation Procedure:

Upon hearing a fire alarm signal, Program Coordinator should take the following steps:

- Program Coordinator must ensure all children are present and arranged in a line.
- Program Coordinator must collect attendance sheet, parent information, cell phone and Emergency Bag.
- The Program Coordinator must move the children towards the nearest and safest exit and proceed towards the designated outdoor meeting area. Do not panic.
- Close all doors behind you.
- Use the exit to leave the building immediately.
- If you encounter smoke, consider using an alternative exit.

- Telephone the local fire department from a safe location by dialing 9-1-1. Never assume this has been completed. Know the correct building address (9 Moore Drive) and the location of the fire.
- Wait in the designated meeting area located at the baseball diamond, away from the building (30 metres), upwind to Fire/smoke conditions and away from incoming fire equipment. If a real emergency, then walk towards the Dunchurch Community Centre to wait for parents to pick up children. Remain calm.
- Take attendance and notify families of the situation via a phone call.
- Program Coordinator and children must not return into the building until the Fire Chief or designate or the Authority in charge has provided an **All-Clear** for them to return to the building.

Fire Drill Policy Approved by:

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Fire Chief Bob Whitman

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Date