



Upon discovering a fire

- Sound fire alarm

Upon hearing fire alarm

- leave fire area immediately
- close windows and doors behind you
- collect all the children and conduct a roll call
- take the Emergency Profile Binder and Daily Attendance Record
- leave building
- lead children to your designated meeting space, as per your site plan
- conduct a head count and roll call procedure

Fire drill practice

- Each centre must do a practice fire drill at least once a month. Details are to be recorded on the Fire Drill Record Form.
- Ensure that you are aware of your alternate plan.

In the case of an emergency evacuation:

- Supervisor or designate must alert all individuals in the building.
- Gather all children and others on site.
- Supervisor or an identified teacher from each room shall take the Emergency Information Profiles binder and Daily Attendance Record.
- Leave building. Supervisor or teacher in charge will be the last person to leave the premises.
- Staff will facilitate roll call and head count procedure. All children must be accounted for, before proceeding to the designated place of shelter.
- Call all parents from shelter and have them come and pick up their children.
- Supervisor will then inform the program manager and Ministry of Education Licensing Specialist.
- Supervisor/staff will complete a Serious Occurrence Report.

Signature

I have read, reviewed and understand the Fire Safety and Emergency Evacuation Procedure– *Child Care Centre*.

Staff Name (please print)

Staff Signature

Supervisor Signature

Date

Staff Signature

Supervisor Signature

Date

Staff Signature

Supervisor Signature

Date

Staff Signature

Supervisor Signature

Date

Staff Signature

Supervisor Signature

Date

Staff Signature

Supervisor Signature

Date