



FIRE DRILLS

Date Policy and Procedures Established: January 2009

Date Policy and Procedures Updated: January 2025

General

A fire drill must be conducted at least once a month, except for school-based licensed programs serving kindergarten children and older (e.g. third party programs). Those programs must conduct a fire drill at least three times per school term. If the program operates during the summer, a fire drill must be conducted at least three times or once a month, whichever is less.

A place of emergency shelter must be designated in case the child care centre is evacuated.

Written records must be kept for all fire drills, and tests of the fire alarm system (e. g. smoke alarms and/or sprinkler systems) and all tests of fire protection equipment (e. g. fire extinguishers). Each record must be retained for at least 12 months from the date of the drill and test.

The exception is for child care centres located in a school, as the school will keep these records.

<https://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/EmergencyPreparedness/index.htm>

Purpose

- In order that the day care centre evacuation procedures may function smoothly, detailed planning is essential. This is accomplished by conducting total evacuation fire drills monthly.

FIRE DRILL PLANNING

- The Management team shall assign exit routes from all activity rooms. These routes may be as short as possible, and consistent will full use of exit facilities. Care must be taken to ensure the exit routes are not overcrowded.
- The Management team shall explain the evacuation procedures to each educators member, pointing out the exit routes from each room to the outside staging area. She shall also discuss the alternative route to be used when the normal route is blocked by the fire or smoke.

- Fire drills are to be held monthly or in conjunction with the building fire drills

CONDUCTING A FIRE DRILL

- The Management team will commence the drill by blowing a whistle or simply saying Fire drill.
- The day care educators in each room will line up the children in an orderly fashion.
- Assistants will gather the attendance list and student emergency information and check the washrooms.
- If there is an assistant, they will take the back of the line and help the Management team evacuate the children.
- When necessary, the Management team will take attendance while the educators keep the children calm and quiet.
- Notations of all fire drills will be documented in the Fire Safety Binder and kept on file for 1 year.
- A meeting will follow the Fire drill to ensure that it went smoothly. If there were any problems, the Management team will meet with the educators to discuss what happened and how to rectify the problem.

RESPONSIBILITIES OF THE DAY CARE CENTRE MANAGEMENT TEAM

- Management team and teaching educators shall be instructed on fire emergency procedures before they are given any responsibility for fire safety.
- Designate your duties to the appropriate educators when you are not available.
- A daily list of all children in the day care centre must be kept in the Day Care office and be readily available in an emergency.
- Be knowledgeable of the fire emergency procedures.
- Conduct monthly fire drills.
- Keep rooms safe from fire hazards and report any potential fire hazards to the office.
- Combustible artwork and teaching materials that are attached to the wall shall not exceed 20 percent of the area of the walls.
- Flammable and combustible liquids shall be stored in an acceptable location and in areas inaccessible to the children.
- Waste receptacles shall be made of noncombustible materials.
- When children with physical disabilities are cared for; sufficient educators shall be present at all time during the period the children are in the centre to escort them to safety in the event of a fire emergency.
- Electrical circuits shall not be over fused or over loaded.
- Damaged electrical cords shall be repaired before being used.
- Devices having open flames shall be securely supported in non-combustible holders and located or protected to prevent accidental contact of the flame with combustible material.

All educators are to be knowledgeable of the following:

- The location of all exits.
- The location of the fire alarm pull stations.
- The fire alarm system is a single stage and the alarm sounding device is horns.
- The designated staging area

- The alternative location-Thorncliffe Park Public School

DUTIES OF THE DAY CARE MANAGEMENT TEAM

ON DISCOVERY OF A FIRE

- Leave the fire area immediately taking any children in the area with you.
- Close all doors behind you.
- Activate the fire alarm by using the closest manual pull station.
- Instruct all educators and children in the centre to evacuate using the nearest safe exit and proceed to the designated staging area.
- Call the Toronto Fire Services from a safe location-Dial 9-1-1. Give the correct address-48 Thorncliffe Park Drive, Toronto-and the location of the fire.
- Do not re-enter the building once you have left it until it is declared safe to do so by a fire official.

UPON THE SOUNDING OF THE FIRE ALARM

- Call the Toronto Fire Services- Dial 9-1-1.
- Assist with the evacuation of the children. Check all rooms to ensure all children have evacuated the building.
- Take the emergency bags containing attendance records, emergency phone numbers for families/guardians and the medication needs for the children.
- Conduct a head count of all children and educators at the staging area and report any unaccounted children or endangered persons to the responding Fire Service Officer.
- Ensure children and educators don not re-enter the building until authorized by the Fire Services.

DUTIES OF THE DAY CARE EDUCATORS

ON DISCOVERY OF A FIRE

- Leave the fire area immediately taking any children in the area with you.
- Close all doors behind you.
- Activate the fire alarm by using the closest manual pull station.
- Instruct all educators and children in the centre to evacuate using the nearest safe exit and proceed to the designated staging area.
- Call the Toronto Fire Services from a safe location-Dial 9-1-1. Give the correct address-48 Thorncliffe Park Drive, Toronto-and the location of the fire.
- Do not re-enter the building once you have left it until it is declared safe to do so by a fire official.

UPON THE SOUNDING OF THE FIRE ALARM:

- Instruct the children on the appropriate exit route to be used to evacuate the building. Children are not to be hampered by getting outdoor clothing or other personal belongings. Children will keep in line, avoid crowding, avoid running and refrain from talking.

- Proceed with the children to the designated staging area.
- Verify that all children are accounted for by referring to the attendance list.
- Report any unaccounted children and endangered persons to the Management team who in turn will inform the responding Fire Service Officer.
- Ensure children do not re-enter the building until authorized by the Fire Services.