

## **Aurora Children's Centre, Cardinal Carter & East Gwillimbury Children's Centre**

### **Fire Safety/Evacuation Procedures**

All new employees, students and volunteers are given training upon employment, placements/volunteering with the organization. Fire Procedures will be reviewed yearly at our first fall meeting. (Usually September). All staff will sign off upon this review and the Supervisor will keep this documentation in her office.

Staff, students and volunteers will be informed of any revisions to this procedure.

1. Fire drills will take place once a month in accordance with Ontario Regulation 213/07 (Fire Code) (made under the Fire Protection Act 1997).
2. Fire Procedures are posted in all classrooms, offices, and general purpose rooms. 3. Fire Drills will be recorded immediately following the drill by the Assistant Supervisor or Supervisor and kept in a binder in the office.
4. Fire routes are clearly marked throughout the Centre and kept free of obstructions. This will be frequently monitored by the Health & Safety Rep.
5. Regular fire inspections are required for the licensing of the Centres and are done yearly. Certificates of Inspections are posted outside the main office.
6. A written record of all fire drills, test of fire alarm system and fire protective equipment are kept for at least 12 months of the fire drill or test and will be kept in a binder in the office. The Assistant Supervisor is responsible for ensuring daily, weekly, monthly maintenance and recording in the Fire Protection Equipment maintenance Log.
7. Designated place of shelter in the event that the child care centre must be evacuated is located on the Fire Drill Procedure posting and in the Parent Handbook.
8. In the event of an actual evacuation and relocation, the Supervisor/designate will contact all families using children's emergency contact numbers.
9. Staff responsibilities are clearly outlined on the Fire Drill Procedure postings. **August 2016**