



**Umbrella Family and
Child Centres of Hamilton**

6.1 FIRE DRILL POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	6- Emergencies
POLICY	6.1 Fire Drill Policy
LAST REVISED	June 19, 2024

RATIONALE

The well-being of children in our care is of primary importance to UFCC. Children and staff members participate in regular fire drills to ensure that they are familiar with Fire Drill and Emergency Evacuation Procedures in case of emergency.

RESPONSIBILITY

All staff, volunteers and students on placement.

PROCEDURE

Written Fire Drill Procedure

- Each centre/program will have a written procedure for fire drills that is site-specific and consistent with the procedure of the school in which it is located.
- The Fire Drill Procedure and Emergency Evacuation Plan Form is to be completed and posted in a conspicuous place in all rooms used for the child care program and on the Parent Board.

On-Site Exterior Assembly Point

The Fire Drill Procedure and Emergency Evacuation Plan Form will identify an on-site exterior assembly point location. A site plan should be included that clearly identifies the on-site exterior assembly point location.

Off-Site Emergency Evacuation Location

The Fire Drill Procedure and Emergency Evacuation Plan Form will identify an Off-Site Emergency Evacuation Location to be used in the event that the Child Care premises are not available due to emergency circumstances. The site name, address, phone number and contact person should be identified.



Fire Drills

Fire Drills will be completed monthly in each program component and the date and time of fire drills must be recorded and documented in the log book. The Record of Fire Drills Form is completed after each Fire Drill and is kept in the license binder.

Emergency Evacuation

In the event of a fire emergency, the following steps will be taken:

1. Occupants (including staff, children, volunteers, etc.) shall adhere to the approved HWDSB Fire Safety Plan.
2. Staff shall execute their assigned fire safety duties. Assigned staff or designates shall assist any child(ren) or staff with special or medical needs.
3. Occupants shall evacuate the building using the nearest safe exit and proceed directly to the on-site exterior assembly point.
4. Director/Senior Supervisor or designate shall dial 9-1-1 from a safe location.
5. Staff will take attendance at the on-site exterior assembly point.
6. Director/Senior Supervisor or designate shall meet with responding Hamilton Fire Department emergency personnel, provide a status update and keys as required.
7. Occupants shall re-enter the building only upon approval from the Hamilton Fire Department or proceed to the off-site emergency evacuation location as required.

Staff Responsibilities

All UFCC staff shall:

- Acknowledge and adhere to the specific transfer of duties from one classroom supervisor on break, to the staff member who will assume their responsibilities for fire safety. This also includes assigning a staff or designate to assist any child(ren) or staff with special or medical needs.
- Activate the fire alarm system audible signal during each monthly fire drill.
- Confirm responding Hamilton Fire Department emergency personnel have been advised of any missing occupants in the event of a fire emergency.
- Ensure that 9-1-1 has been called, in the event of a fire emergency.
- Evacuate children accordingly, whenever the fire alarm system audible signal is heard.
- Exclude actual real time emergency evacuations from the site's required monthly fire drills.
- Evacuate infants using the evacuation crib; this will be practiced at each monthly fire drill.
- Know the nearest exit and alternate exit from their building occupancy locations.
- Maintain accurate fire drill records that include the date, time of day, time to complete the evacuation, brief detailed fire drill comments and are accessible for review on-site.

All policies and procedures are reviewed regularly to reflect Umbrella's most current practice.



- Provide any new information of changes in the use and other characteristics of the building, if applicable, to the HWDSB.
- Participate in all required fire drills.
- Participate in training and receive instruction in their responsibilities for fire safety.
- Practice their assigned fire safety duties.
- Remain on-site, in the premise and accessible when they are designated to assume the fire safety responsibilities for staff colleagues on break, so reductions in staffing ratios do not occur.
- Review the approved HWDSB Fire Safety Plan and the addendum Fire Drill Procedure and Emergency Evacuation Plan as often as necessary, but at intervals not greater than 12 months.
- Understand and be able to fulfill their responsibilities per the HWDSB Fire Safety Plan and the addendum Fire Drill Procedure and Emergency Evacuation Plan.

* Note: Any changes to the addendum Fire Drill Procedure and Emergency Evacuation Plan will require resubmission to the Hamilton Fire Department for review and approval prior to implementation.

Review and Annual Signing of the Policy

UFCC Supervisor or Program Leader will review the contents of the approved Hamilton Wentworth District School Board Fire Safety Plan and this Fire Drill and Emergency Evacuation Procedure with:

- All employees who will be interacting with children before they begin their employment.
- Volunteers or students on placement who will be interacting with children in UFCC programs, before they begin to volunteer or before they begin their education placement; and
- Employees, volunteers and students on placement who will be interacting with children in UFCC programs at least annually after the first review and at any other time when changes are made to the policy and related procedures.

On an annual basis, it is the responsibility of UFCC program staff, volunteers and students on placement to:

- Review the approved Hamilton Wentworth District School Board Fire Safety Plan and the Fire Drill Procedure and Emergency Evacuation Plan as often as necessary, but at intervals not greater than 12 months.
- Understand and be able to fulfill their responsibilities per the approved Fire Drill Procedure and Emergency Evacuation Plan.
- Sign the Annual Review of UFCC Policies and Procedures page to indicate that they understand their responsibilities in the event of a fire emergency during program time.

It is the responsibility of the UFCC Supervisor or Program Leader to ensure that a copy of the approved Hamilton Wentworth District School Board Fire Safety Plan and this Fire Drill Procedure and Emergency Evacuation Plan is kept in the Ministry Binder and the Sign Off Binder.



Policy Attachments: Fire Drill Procedure and Emergency Evacuation Plan Form, Record of Fire Drills Form