

APPENDIX IV

DAY CARE CENTRE

FIRE SAFETY PLAN

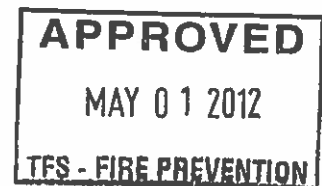
CENTENNIAL INFANT AND CHILD CENTRE

name

1580 Yonge Street, Toronto, ON M4T 1Z8

address

This plan is to be posted on site and accessible to all staff (in accordance with the Fire Code and the Day Nurseries Act).



A handwritten signature in black ink, appearing to be "P. M. M." or similar, located below the stamp.

EVACUATION, FIRE OR FIRE DRILL PROCEDURE

Duties of Staff/Volunteers/Students

Centre Manager

- help with integrated children

Volunteers/Students

- pick up your child and carry out by the appropriate exit. (See next page – Supervisory staff – first item).
- gather at front entrance of Christ Church Deer Park next door and listen for your child's name to be called and report "present"
- proceed into church building if instructed by staff or return to classroom if it is a Fire Drill

Volunteer Coordinator

- help with children as required
- make sure volunteers get their children and leave building
- take attendance list from entrance
- organize people outside at front entrance of Christ Church Deer Park next door
- read list of children and check them off to ensure all are out of the building

Teachers

- announce fire or fire drill and instruct volunteers to leave with their children
 - check that everyone is out of all rooms on your floor
 - close doors to classrooms, halls and offices
 - leave building and gather at front entrance of church next door
- note:**
- most children from 1st floor should be taken out front (east) exit
 - children from 2nd floor should be taken out side (south) exit
 - children in the gym – 3 exits
 - through kitchen door
 - up front stairs
 - up south stairs (side)

Therapists

- ensure that people are out of rooms and doors are closed. Help with children.

Housekeeper

- leave building and gather with others

Office Manager

- hold open the front door and leave building helping with children as necessary

Early Interventionists

- help with children as required, leave building and gather with others

Assistant

- help as required while leaving building

Visitors are the responsibility of nearest staff.

RESPONSIBILITIES

The Centre Manager shall ensure that all staff are fully trained regarding their fire safety responsibilities prior to commencing work for the first time (Day Nurseries Act).

The Centre Manager shall ensure that fire protection features are checked, inspected, tested and maintained in good operating condition (in accordance with the Fire Code). Records of test to be retained for two years.

The Centre Manager shall ensure that where children with disabilities are cared for, sufficient staff are present at all times during the period the children are in the center to escort them to safety in the event of a fire emergency.

The Centre Manager shall ensure that the Fire Department is notified in the event of any shutdown of fire protection equipment (416-392-1600). Notify in writing if shutdown is longer than 24 hours.

The Centre Manager shall ensure that fire drills are conducted at least once a month (records of drills to be kept for two years).

SUPERVISORY STAFF SHALL:

- Be familiar with designated exits including alternate exits. Applicable exits are to be posted in each room.
- Conduct monthly fire drills.
- Keep doors to stairways closed when school is finished.
- Keep stairways, landings, hallways, passageways and exits clear of obstruction at all times.
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress, or in elevator and ventilation shafts.
- Keep access roadways fire routes and Fire Department connections clear and accessible at all times.
- Have a working knowledge of the fire alarm system and how it is reset.
- Ensure that damaged electrical cords and appliances are repaired before being used.
- Ensure that electrical circuits are not over fused or over loaded.
- Ensure that combustible materials are not placed near electrical installations or appliances.

- Ensure that combustible artwork and teaching materials that are attached to walls shall not exceed 20 percent of the area of the walls.
- Ensure that waste receptacles are made of non combustible materials.
- Ensure that flammable and combustible liquids are stored in accordance with the Fire Code and are inaccessible to children.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person (familiar with extinguisher operation) attempt to extinguish a small fire. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

STAFF FIRE PROCEDURES

In the event of Fire:

- Remove children from the fire area (Take attendance list) closing all doors behind you.
- Inform occupants of the building
- activate the fire alarm pull station
- Telephone the Toronto Fire Department (dial 9.1.1.) from a safe location.
- Move children quickly and quietly to a safe designated exit and leave the building.
- Move children well away from the building to the pre-planned designated place of shelter.
- Do not return until it is declared safe to do so by the Fire Official.

If you hear the Fire Alarm:

If you have been alerted to a fire situation:

- Before opening the door, feel the door and doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke or feel air pressure or a hot draft, close the door quickly.
- If the corridor is free of smoke and/or fire, close the door behind you and move the children quickly and quietly to a designated safe exit, leave the building and proceed to the designated place of shelter.
- If you encounter smoke in the corridor or stairwell consider taking an alternate exit or

return to your area/room.

If you cannot leave your area/room or have returned to it because of fire or heavy smoke, remain in the area/room.

- Close the door, but leave it unlocked for possible entry for fire fighters
- Dial 9-1-1 and tell the Fire Department where you are, then signal to fire fighters by waving a sheet/towel
- Seal all cracks where smoke can enter by using wet towels or sheets. Seal mail slots, transoms and air-conditioning outlets as necessary (a roll of wide masking/duct tape may be useful).
- Keep low to the floor if smoke enters the room
- Move to the balcony or the most protected room and partially open the window for air. If smoke comes in, close the window.
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen for instructions or information given by authorized personnel.