

## **Fire & Safety Evacuation Plan Casa Vera Montessori School Inc.**

The Principal has to ensure the Fire Plan is approved by the Fire Marshall.

The Principal will ensure that all staff, students and volunteers read the plan and are instructed about their responsibilities in case of fire before starting to work in the daycare centre. There will be monthly fire drills.

### **General rules**

#### **Combustible Materials**

Combustible artwork and teaching materials that are attached to walls shall not exceed 20 percent of the area of the walls, in accordance with Section 2.10.1.1. of the Ontario Fire Code.

#### **Waste receptacles**

Waste receptacles shall be made of noncombustible materials, in accordance with Section 2.10.1.2. of the Ontario Fire Code.

#### **Flammable and combustible liquids**

Flammable and combustible liquids shall be stored in conformance with Part 4 of the Ontario Fire Code and in areas inaccessible to children, in accordance with Section 2.10.1.3. of the Ontario Fire Code.

#### **Safe Refuge Area**

The lobby of Keelgate Tower building, 2050 Keele Street (north from church) has been designated as safe refuge area.

### **In the event of emergency:**

1. Exit the building using the approved procedures
2. Do not silence or shut off smoke and carbon monoxide detectors without permission from the Fire Department
3. Know where the fire extinguishers and fire hose cabinet are and how to use them.

4. If the fire is small, fight the fire with the proper equipment only if you are not putting yourself or anyone else in danger. **DO NOT FIGHT** the fire if it is spreading rapidly or blocking your exit.
5. Close room doors and hallway doors to prevent air movement and spread of smoke.
6. If your first exit is blocked by smoke or fire, use your second exit to escape.
7. **DO NOT PANIC.** Advise children that the fire plan is in operation and remain calm. Your confidence and judgment is extremely important and will prevent panic.
8. Remember the fire rules:
  - If you must escape through smoke, stay low and crawl under the smoke to safety.
  - Feel each door for heat before opening it.
  - If your clothing catches fire, stop, drop to the floor, cover your face with your hands and roll over and over again to put out the flames.
9. Be ready to answer fire department questions:
  - Is anybody still in the building?
  - Has anybody been injured before, during or after the evacuation?
  - Where did the fire start?
  - Is there anything in the building that could be dangerous to firefighters (gasoline, chemicals, propane, paint, etc.)?
  - How long has the fire been going on?
10. Do not enter building until the fire department has approved entry.

## **Supervisor's Responsibilities**

1. Post, maintain, and take charge of the approved Fire & Safety Plan and the specific responsibilities of the personnel.
2. Designate and train sufficient staff to replace the Supervisor in case of absence.
3. Know the exit locations. Ensure all exits are clear of obstructions at all times. Inspect daily.

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4. Conduct fire drills monthly. Ensure all staff, students and volunteers read and understand the fire evacuation plan.
5. Be responsible for ensuring that the maintenance schedules for Fire Protection equipment is carried out.
6. Upon arrival of the Fire Department, provide the Fires Safety Plan and the keys for the building. Meet the Fire Department.

## **Casa classroom**

### **Main Fire Route**

1. Exit the room through exit door in the sound proof partition to the Social hall.
2. Turn left and walk alongside partition to the exit door to playground.
3. Walk across the playground, open the playground gates and exit through them to the sidewalk.
4. Take attendance.
5. Continue to Safe refuge area.

### **Alternative Fire Route**

1. Exit the room through exit door in the sound proof partition to the Social hall.
2. Exit the Social hall through the exit door near the kitchen to the corridor.
3. Turn left in the corridor, go straight and exit the building through the back exit door.
4. Turn left and walk along the church building towards the sidewalk.
5. Take attendance.
6. Continue to Safe refuge area.

## **Toddler classroom**

### **Main Fire Route**

1. Exit the room through exit door to the hallway.
2. Turn right and walk through hallway and turn right to the back exit door.
3. Walk down stairs and exit the building through the back exit door to the sidewalk.
4. Take attendance.
5. Continue to Safe refuge area.

## **Alternative Fire Route**

1. Take the key for the garage door (hanging on the same key chain as key for Toddler room).
2. Exit the room through the garage door.
3. Walk through the garage and open the outside garage door and exit the garage to the sidewalk.
4. Take attendance.
5. Continue to Safe refuge area.

## **Responsibilities**

### **Principal/Supervisor**

- Principal/Supervisor to go to the sidewalk to take charge and account for all children and staff.
- Once everybody is out and accounted for, nobody is let back in.
- Principal/Supervisor to call Fire department (911) - give name, location and nature of the fire.
- Parents will be notified as soon as possible.
- Staff will only let a child leave with his/her parent or another authorized person, as per the usual procedure.
- The name of the child is stricken from the list of present children once he/she leaves with the authorized adult.
- The adult/child ratio is respected at all times.
- Staff will remain on site as long as there are still children who have not yet been picked up by an authorized person.
- Staff will be in charge of the list of present children, which must be retained for center records.

### **Head Teacher**

- Lead children to the sidewalk.
- Take attendance.
- Lead children to Safe refuge area.

### **Assistant teacher**

- Check Washrooms
- Take First Aid/Emergency Bag & Attendance/Emergency Book
- Close room doors
- Help children exit from building

## **Office and Rest/Staff Room**

### **Main Fire Route**

1. Exit the room through the hall into Social hall.
2. Turn left and walk across the Social hall to the exit door to playground.
3. Walk across the playground, open the playground gates and exit through them to the sidewalk.

### **Alternate Fire Route**

1. Exit the room through the hall into Social hall.
  2. Exit room through the exit door near the kitchen to the corridor.
  3. Turn left in the corridor, go straight and exit the building through the back exit door.
  4. Turn left and walk along the church building towards the sidewalk.

Emergency procedure signage will be attached to the wall on each floor area.

## **Fire Drill Procedures**

### **Head teacher:**

- Retrieve emergency telephone list of parents and current attendance record.
- Turn off lights.
- Close windows.
- Turn off any electrical equipment being used.
- Escort children out of the room and through the appropriate fire exit.
- Check number of children against the attendance record.
- Continue with children to Safe refuge area.

### **Assistant teacher:**

- Turn off and unplug all electrical appliances.
- Close drawers and doors.
- Switch off lights then go immediately to assist with the children
- Stay with children at all times until the children are safely back in their room.

### **Administrative staff:**

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- Principal/Supervisor will assist the classroom whose needs are the greatest at the time;
- Principal/Supervisor will wait with children outside the building until the children can return to their rooms;
- During inclement weather, the Principal/Supervisor will endeavour to carry the children's outerwear outside.

## Returning: (to the classrooms)

- Principal/Supervisor will give the "all clear" and make an evaluation of each unit's performance.