

Huron Playschool Co-operative Inc.

Fire/Evacuation Procedures

The role of the Playschool staff is to ensure that all children in their care evacuate the premises as quickly as possible and to be accountable for the whereabouts of all children in their care.

Therefore:

- All children must wear shoes at all times in case of a real or practiced emergency.
- Attendance must be up-to-date and taken with staff.
- Emergency information and backpack (with first aid) and emergency medication must also be taken (e.g. Epi-pens) by staff.

Fire drills are held approximately once a month. Drills may be stopped at the emergency exit by the Teacher/Director only in the case of inclement weather. Drills are recorded and timed by the Teacher/Director for inspection by the Ministry of Children and Youth Services.

Procedure

Direct children to safety. With attendance record and emergency backpack the Teacher will lead the group out. One parent will accompany the group.

One parent will check the washrooms, closets and other hiding places for children. Then proceed towards the rest of the group ensuring that nobody goes the wrong way, and closing all doors.

Proceed upstairs to the exit.

Once outside, complete attendance by counting and calling out names.

Note: If parents arrive in the middle of a drill, they must wait with their child until this procedure is complete. Everyone must evacuate during a drill.

IN CASE OF FIRE, CALL 911. Never assume that this has been done.

IN CASE OF EVACUATION: The group will proceed to University of Toronto Schools, at the corner of Huron and Bloor (entrance on Bloor Street), through the front doors, down the stairs to The Commons. Once in the room attendance will be confirmed again and all parents will be contacted by phone for pickup.

Revised: May 2010