

Exploring the Puddle

Early Learning Centre

Policy 27.0

Fire Drills

Fire Drills will be completed on a monthly basis.

Procedure:

1. Fire drills will occur on the last week of each month
2. Staff will choose a time to conduct the drill
3. Staff will have a stop watch to record how long it takes to safely get all the children outside of the building to the “safety spot” located at the City Parking Lot sign.
4. The children will be notified that there is a drill by the educators saying “Fire Drill” and ringing a bell.
 - a. Group Care Under 36 Months
 - i. Educator will conduct head count and place children in stroller
 - ii. Educator will grab emergency kit, attendance list, and walkie talkie (located at exit)
 - iii. Educator will bring all children outside of fence and walk to lot on corner of Third Avenue and Cameron Street
 - iv. Educator will conduct head count and check off on attendance list
 - b. Group Care 30 Months to School Age
 - i. Educator will line children up at exit and conduct head count
 - ii. Educator will grab emergency kit, attendance list, and walkie talkie (located at exit)
 - iii. Educator will bring all children outside of fence and walk to lot on corner of Third Avenue and Cameron Street
 - iv. Educator will conduct head count and check off on attendance list
 - c. Preschool/Summer Camp
 - i. Educator will conduct head count and place children in stroller
 - ii. Educator will grab emergency kit, attendance list, and walkie talkie (located at exit)
 - iii. Educator will bring all children outside of fence and walk to lot on corner of Third Avenue and Cameron Street
 - iv. Educator will conduct head count and check off on attendance list
5. Once everyone is accounted for the staff will bring the children back to the building.

6. Staff will record the time taken by each program on their “fire drill logs” located in each classroom. This will include the date, time and staff signature.
7. The staff will go over the importance of fire drills with the children and discuss how the children felt during the drills and answer any questions the children may have.
8. Later, staff will debrief with each other about the drill if need be

Last Update: March 2013