**SAMPLE**

**FIRE SAFETY PLAN**

**Fire procedure for staff of a child care centre**

**IF A FIRE OCCURS IN THE CHILD CARE**

**STAFF WHO DISCOVERS THE FIRE**

**R** Staff will **remove all children and other staff** from the room or area on fire.

**E**  Ensure the doors are closed to the room on fire. **Contain the fire!**

**A**  Activate the nearest **fire alarm station**.

**C Call 911 and give the exact location of fire.** Stay

on the line to offer further information on the fire situation. **(If calling from a safe**

 **phone**.

**T**  Try to fight fire using proper type of fire extinguisher, **but only if your trained to**

 **do so.**

 Alert all other child care areas of the fire condition and **start a full evacuation of**

 **the Centre.**

Staff notifying other groups should then **return to their own group to ensure they**

 **are evacuated.**

**EMPLOYEES IN EACH AREA** (All Classrooms)

* Will evacuate children to the designated outdoor space or emergency location. (insert name of emergency location);
* Will take attendance sheets and check attendance to ensure all the children are present;
* Will take emergency cards in case families need to be contacted;
* If staff and children are outside of Centre and a fire condition occurs, staff working outside the Centre will meet at the evacuation point;
* Will check all rooms in the area to ensure that all children have been evacuated;
* Will ensure that all doors are closed in Centre area. **Contain the fire!;**
* Will accompany their group to the emergency location.

**FIRE DRILLS**- The Director/Designate of the Child Care Centre will conduct fire drills monthly. Fire drill reports will be filled out by the Director/Designate and retained on file.

**Note: Under the Fire Code any employee, responsible for the care of clients, is considered a Supervisory Staff Member.**