

Home Child Care Policies and Procedures

Section: Health and Safety

Policy No: 2251847

Policy Title: Fire Drill Procedure

Revision Date: October 2016

Authority:

- Child Care and Early Years Act, 2014
- Manager, Home Child Care
- Fire Departments in Waterloo Region

Policy Statement:

- Fire Department regulations require that Home Child Caregivers practice fire drills once a month with children in their care and maintain a written record of all drills.

Policy Intent:

- A written fire evacuation procedure is established for caregiver homes and the fire evacuation procedure is being implemented at each caregiver home during monthly fire drill practices.

Definitions:

- Escape plan – A plan that shows 2 routes out of the premises and location of meeting place outside of the premises.
- Fire Drill – A monthly practice with the children in care of 1 of the routes out of the house.

Procedures:

- Caregiver must make a plan of where children will meet outside if a fire should occur. Discuss the pre-arranged meeting place with the children and family members where everyone must meet to assure that all are safe.
- Caregiver will make an escape plan for the premises.
- Special attention must be given to babies and young children. How the caregiver can get them all out safely.
- For those premises in an apartment the escape route must use stairs, never an elevator.
- Every home should have an approved portable fire extinguisher (Minimum 2A-10BC). Only try to extinguish small fires. Make sure everyone is out of the house safely, and then call the fire department.
- A fire drill must be completed monthly.
 1. Review the escape route with the children and the meeting place.
 2. Use smoke alarm to demonstrate to the children the sound they will hear when it is a fire or a fire drill.
 3. Take the route out of the house and go to the pre-arranged meeting place.

4. Record the monthly drill on the Monthly Record of Fire Drills as well as in your daily log. Please include any comments about the drill.
- Smoke Alarms and CO Detectors
 1. Batteries must be changed every six months and recorded on the Monthly Record of Fire Drills
 2. Smoke Alarms shall be located on every floor of the dwelling. Smoke alarms shall be either electrically operated or battery operated, but must be C.S.A. approved and installed according to manufacturer's instructions.
 3. All smoke alarms must be visually checked and must be tested monthly. Batteries, in battery operated alarms shall be changed every six months.
 4. CO Detectors must be installed on the sleeping level of every home which has a fuel burning appliance. Must be installed according to manufacturer's instructions.
 - Fire Extinguisher Inspection and Tests
 1. Must be tagged and inspected annually and date recorded on the Monthly Record of Fire Drills
 2. Extinguisher must be mounted in an accessible location to the kitchen. This must be a visible location between the appliance and the exit OR can be placed in a cupboard and must be accessible at all times with a visible fire extinguisher sign.
 3. Extinguisher must be visibly checked monthly by the caregiver and inspected annually by qualified personnel.