

CHAPTER NINE: EMERGENCY PREPAREDNESS

Emergency Preparedness	Fire Safety Procedures and Drills - Duties of the Coordinator
Revised November 19, 2014	Policy Number: 9.2B (replaces policy 1.39)

The Coordinator Shall:

1. Post, maintain and be in complete charge of the approved Fire Safety Plan and the Specific responsibilities of the personnel.
2. Designate and train sufficient assistants to act in this position during any absence of the coordinator from the Child Care Centre.
3. Determine the location and number of exits and ensure that they are inspected daily, and that no exit is blocked or obstructed.
4. Assign exit routes from all rooms. These routes should be as short as possible, consistent with full use of exit facilities available.
5. Explain the evacuation procedures to each staff member and to all children, pointing out the exit routes from each room to the outside assembly point.
6. Point out alternate routes for use when the normal routes are blocked by fire. To familiarize children with alternate exits, routes shall be varied from drill to drill.
7. Conduct a fire drill monthly.
8. Be responsible for ensuring that the maintenance schedules for Fire Protection Equipment are completed.
9. Establish alternate procedures for the protection of the building occupants if the Fire Alarm or any fire safety device is out of service for any reason. Notify the Fire Department of any shutdown of fire protection equipment.
10. Have schematic diagrams showing location of the building, fire emergency systems and exits available for Fire Department use in an emergency.
11. Ensure that all locked rooms are labeled FOR STORAGE ONLY.
12. During Fire and/or Drill Coordinator goes upstairs to Preschool Room to ensure alarm has been heard.