



Fire/Evacuation Procedure

If a fire or evacuation emergency is identified, the Educators primary concern is ensuring children's safety, the following procedure outlines expectations during a fire/evacuation:

1. Educators will CALMLY communicate over the 2-way radio that there is a fire, with exact location, while pulling the fire alarm pull station located in each room.
2. Educators will grab the emergency bag and iPad, while designating another Educator to call 911.
3. Educators will escort children to the nearest safety exit (green signs above door) and to the muster point located on the east side of the parking lot, in front of the garbage compound.
4. Educators will complete attendance, to ensure all checked in children are present.
5. Educators will communicate with Director/License Holder and contact all parents/guardians to pick up, if required.
6. Educators will not re-enter the building unless cleared to do so, by Fire Department.
7. Children will only move away from the muster point if shelter is needed. Short term evacuation site, Alliance Church.

Director/Licence Holder Responsibilities:

1. Confirm 911 has been called, call if needed.
2. Communicate with License Holder and/or Licensing Officer regarding incidents.
3. Complete Incident Reporting.
4. Communicate with families about the incident and any further alternatives, as needed.