



SECTION ONE
AUDIT OF RESOURCES

Father John Kelly Child Care Centre
9350 Keele Street
Maple, Ontario, L6A 1P9
(905) 832-5752

Executive Director: Marilyn Santaguida (905) 832-0199 x 204
Program Director: Nelia Madeira (905) 832-0199 x 203
Centre Supervisor: Krystal Patterson-Hutton (905) 832-5752
Acting Assistant Centre Supervisor: Samantha Stamogiannos (905) 832-5752

BUILDING RESOURCES

This Fire Safety Plan and information contained within, is an amendment to the Fire Safety Plan for Father John Kelly Catholic School, which outlines staff responsibilities and emergency procedures during an emergency.

The Child Care Centre is attached to Father John Kelly Catholic School. The Centre consists of 3 classrooms, 1 kitchen, 2 offices, 1 staff room, 1 laundry room, 1 Custodian Room and 4 washrooms. In addition, the Child Care Program occupies space within the school: Rooms 103 and 104. There are stairs and an elevator in this two story building. At full capacity either 20 Toddlers and 48 Preschool, 132 School Age children, and 25 staff are present. Access to the Child Care Centre is gained through the main entrance (single door) on the east face of the building or through an alternate exit located on the southwest corner of the building.

The fire alarm system is an Edwards 6500 System, which consists of manual pull stations, heat detectors, smoke detectors and duct smoke detectors. The fire alarm system is activated through the manual pull stations or through the detectors. Two smoke detectors are located in the main hallway and one in the staff room. Each Room has fire detectors and access to pull stations located by the exits. Duct type smoke detectors are located within the air-handling units. The kitchen has Dry Chemical Fire Extinguisher wall mounted within the kitchen cooking area. Dry Chemical Fire extinguishers are located within the Electrical Room and the Custodian Room. The Fire Alarm Control Panel is located in the ground floor Custodian's Room in the main school and the annunciation panel is located in the main entrance vestibule of the school. Emergency Electric Power supports the Fire Alarm. It is complete with a Battery starting and recharging unit located in the Custodians Room on the first floor.

Battery Powered Emergency lighting is provided in the main hall with two fixtures. This building has fire extinguishers for fighting A, B, C type fires. Pressurized water "A" type in all hose cabinets. Fire hose cabinets and equipment (valve, one 1 1/2" hose combination nozzle and fire extinguisher. The fire pump and the standpipe shut off valve is located in the mechanical room on the second floor. This system is supervised by a Fire Alarm Panel in the Custodians Room on the main floor. The Siamese Connection is located outside on the north wall. Activation of the Fire Alarm System will sound Fire Bells throughout the building. A detailed Fire Safety Plan for the entire building is located in the Main floor Custodians Office.

HUMAN RESOURCES

APPOINTMENT AND ORGANIZATION OF SUPERVISORY STAFF

Operator

Community of Maple Child Care Services
(Community Based Board of Directors)
President Anna Calafati

**

Executive Director

Marilyn Santaguida
905-832-0199 x 204

**

Program Director

Nelia Madeira
905-832-0199 x 203

Center Supervisor

Krystal Patterson-Hutton
905-832-5752

**

Registered Early Childhood Educator & Early Childhood Educators Assistants

&

Housekeeper/Cook

Staff Duties and Responsibilities

The Centre Supervisor is normally in attendance for 8.5 hours daily. When the Centre Supervisor is not in attendance, the Assistant Centre Supervisor, Team Leader or Designate is in attendance between the hours of 7:00a.m. and 6:00p.m. and assumes the responsibilities of the Centre Supervisor.

Early Childhood Educators and Assistants are in attendance between the hours of 7:00a.m. until 6:00p.m.

Responsibilities of Program Director

- Establishment of emergency procedures to be followed at the time of an emergency
- Organization of Designated supervisory staff to carry out fire safety duties
- Instruction of Supervisory staff and other occupants so that they are aware of their responsibilities for fire safety before they are given any responsibility for fire safety
- Assuring maintenance of building facilities, which are provided for the safety of the occupants, as, required
- Provisions of alternative measures for the safety of the occupants during shutdown of fire protection equipment, as required
- To ensure all children and staff are being removed safely and quickly
- Conduct a final check of all rooms and washrooms (if possible)
- To remove office emergency cards and contact parents if deemed necessary
- Ensure all persons are accounted for
- Perform a check of the building once evacuation is complete
- Turn off lights and close doors; to inform the fire department when they arrive of the location of the fire and its extent
- To indicate whether it is safe to return to the building or to leave the premises for the evacuation site on recommendation of the fire officials

Responsibilities of Centre Supervisor

- Be in complete charge of the accepted Fire Safety Plan and the specific responsibilities of the staff
- Designate and train designated staff to act in this position during absence from the building
- Educate and train all staff in the use of the fire safety equipment and in the action to be taken under the accepted Fire Safety Plan before they are given any responsibility for fire safety
- Ensure that all provisions set out in the plan are carried out
- Hold fire drills at monthly intervals
- Notify the Chief Fire Official of any changes in the Fire Safety Plan
- Keep hallways and exits clear of obstructions at all times
- Do not permit combustible materials to accumulate in any exit or in any quantities, which will constitute a fire hazard
- Promptly remove all combustible waste from all areas where waste is placed for disposal
- In the event of any shutdown of fire protection equipment, notify the fire department and patrol the Child Care Centre
- Participate in fire drills
- Have, know and comply with the Ontario Fire Code

Responsibilities of Early Childhood Educators and Assistants

Responsibilities include:

- Maintaining an up to date attendance record for each child
- Ensuring attendance record is easily accessible
- Upon hearing the fire bell, staff will assist the children to line up and exit the Center by their designated exit, meet on the south side of the school, and ensure all children are accounted for
- Upon discovery of a fire, one staff must activate the alarm, using the pull station and notify the Centre Supervisor/Designate to contact the Fire Department, and then proceed with the Emergency Procedure

Responsibilities of the School Custodian

- Keep access roads, fire routes, and fire pump connections clear and accessible for fire department use
- Have a working knowledge of the fire alarm system and how it is reset
- Maintain the fire alarm system and other fire protection equipment in good operation at all times

Responsibilities of Centre Supervisor/Designate during an emergency situation

- Ensure the fire alarm has been activated
- Notify the Fire Department 911 and inform them of the emergency condition
- Supervise the evacuation of the children and staff
- Secure emergency card index and conduct final check of all rooms and washrooms (if possible)
- Ensure all children and staff are accounted for
- Upon arrival of fire fighters, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of staff with those of the fire department
- Provide access and vital information to fire fighters
- See that the fire alarm system is not silenced until the fire department has responded and the fire department has determined the building to be safe
- To indicate when staff and children may re-enter the building or proceed to the Evacuation Site

Responsibilities of the Cook/Housekeeper during an emergency situation

- Ensure the stove and any other appliances have been turned off if it is safe to do so
- Close the door and the lights
- Assist with the evacuation of the youngest children

Confining, Controlling & Extinguishing the Fire

This is primarily the responsibility of the Fire Department. The production of toxic flames in the building makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that an alarm has been raised and the Fire Department notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operations. If the fire cannot be easily extinguished, leave the area and confine the fire by closing the door.

NOTE: Only persons who are properly trained and feel confident in the use of a fire extinguisher should contemplate their use.

Attempting to extinguish a fire is a voluntary act.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or a fixed extinguishing or if the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area and follow the procedures as outlined in this fire plan.

Control of Fire Hazards

In order to avoid fire hazards in the building, staff is advised:

- Not to put burning material such as cigarettes and ashes directly into garbage containers
- To avoid unsafe cooking practices, deep fat frying, too much heat, unattended stoves, or loosely hanging sleeves
- Not to use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring
- Keep hallways, passageways and exits clear of obstructions and combustible refuse at all times
- No more than 20% of wall surface to covered with combustible materials

Provision for Access for Fire Fighters

Upon arrival of the fire fighters, Centre Supervisor/Designate will inform the fire officer regarding the conditions of the building and provide access (keys or access codes etc.)

Maintenance Procedures for Fire Protection systems

It will be the responsibility of the school board to have performed the following required checks, tests, and inspections. It will be the duty of the school board to perform certain checks, tests, and inspections and have a contractor perform the others.

It is the responsibility of the administrative staff to conduct a daily inspection to ensure exits are clear and exit signs are working

Distribution, Posting, Diagrams and Records

Distribution of the Fire Safety Plan

Vaughan Fire Department	Entire Plan
Administrative Staff	Entire Plan
Host School	Entire Plan (for inclusion in the School Fire Safety Plan)
Staff	Section 2
Housekeeper/Custodian	Section 2

Postings

Fire Safety Plan is to be posted in the main office
Fire Safety Procedures are posted within all the rooms.

Diagrams

A floor plan is enclosed within Section One of the Fire Safety Plan

Records

A written record shall be kept of all tests and corrective measures for a period of two years after they are made and the record shall be made available upon request to the Chief Fire Official.

A permanent record containing the maintenance date, the examiner's date and description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher by the school custodian.

SECTION TWO

EMERGENCY PROCEDURES

IN CASE OF FIRE **UPON DISCOVERY OF FIRE**

LEAVE FIRE AREA
CLOSE DOOR BEHIND YOU
SOUND FIRE ALARM

CALL VAUGHAN FIRE & RESCUE SERVICE

DIAL 9 - 1 - 1
LEAVE THE BUILDING VIA SAFE EXIT

DO NOT USE ELEVATOR

UPON HEARING A FIRE ALARM

LEAVE THE BUILDING VIA SAFE EXIT
CLOSE DOOR BEHIND YOU

FATHER JOHN KELLY CHILD CARE CENTRE
STAFF RESPONSIBILITIES AND PROCEDURES IN AN EMERGENCY
SEPTEMBER TO JUNE

Upon Discovery of Fire:

- 1) Leave the fire area (Ensure all children are safe)
- 2) Activate the fire alarm, using the pull station.
- 3) Advise Centre Supervisor/Designate
- 4) Return to your group and proceed with 'Emergency Fire Procedure.

Emergency Fire Procedure:

- 1) Instruct the children to line up at the room exit, ensuring designated person has attendance record.
- 2) Check washrooms for children.
- 3) Check exits to be sure fire is not in this area (use alternate exit if necessary)
- 4) Exit Building as follows:
 - i) Carebear Room will use CC Exit B (Rear Door of Child Care) or alternate – CC Exit A (Front Door of Child Care)
 - ii) Garfield Room will use CC Exit B (Rear Door of Child Care) or alternate – CC Exit A (Front Door of Child Care).
 - iii) Smurf Room will use CC Exit A (Front Door of Child Care) or alternate – CC Exit B (Rear Door of Child Care).
 - iv) Scooby Doo Room (Room #104) will use Exit C (Rear exit to playground inside classroom) or Alternate – Exit B (Stair Hallway at front of school).
 - v) School Age Kindergarten Room #106 will use Exit D (Rear exit to playground inside classroom) or Alternate – Exit H (Rear exit to school playground beside the Gym).
 - vi) School Age Room #100 will use Exit K (Rear exit to playground inside classroom) or Alternate – Exit A (Front doors of the School).
 - vii) School Age Room #103 will use CC Exit A (Front Door of Child Care) or alternate – Exit B (Stair Hallway at front of school).
 - viii) Head Office #102 will use Exit B (Stair Hallway at front of school) or alternate – CC Exit A (Front Door of Child Care)
 - ix) Program in the Gym will evacuate through the Gym Exit door.
- 5) All groups will meet on the south side of the school on the grass area. Staff will line the children up on the grass facing the childcare center and take attendance. DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY FIRE OFFICIALS.
- 6) Centre Supervisor/Designate will advise staff when to re-enter to the building
- 7) Emergency/Evacuation Site (if necessary)

Evacuation Procedure:

Designated staff in each room takes daily attendance record.

Designated staff will post an evacuation notice on the outside door or window.

Centre Supervisor/ designate will take emergency binder and contact parents or guardians and contact First Student Canada (1-866-652-4352) for Emergency Transportation

Centre Supervisor/Designate will make a final check of all rooms and washrooms (if possible).

All staff will assist the children quickly and quietly outside to the northwest side of the building.

Attendance will be taken.

All Staff will assist children to the evacuation location, at the Maple Community Centre located at 10190 Keele St., Maple Ontario.

FATHER JOHN KELLY CHILD CARE CENTRE
STAFF RESPONSIBILITIES AND PROCEDURES IN AN EMERGENCY
JULY AND AUGUST

Upon Discovery of Fire:

- 1) Leave the fire area (Ensure all children are safe)
- 2) Activate the fire alarm, using the pull station
- 3) Advise Centre Supervisor/Designate
- 4) Return to your group and proceed with 'Emergency Fire Procedure.

Emergency Fire Procedure:

1. Instruct the children to line up at the room exit; ensuring designated person has attendance record
2. Check washrooms for children
3. Check exits to be sure fire is not in this area (use alternate exit if necessary)
4. Exit Building as follows:
 - a) Carebear Room will use CC Exit B (Rear Door of Child Care) or alternate – CC Exit A (Front Door of Child Care)
 - b) Garfield Room will use CC Exit B (Rear Door of Child Care) or alternate – CC Exit A (Front Door of Child Care).
 - c) Smurf Room will use CC Exit A (Front Door of Child Care) or alternate – CC Exit B (Rear Door of Child Care).
 - d) Scooby Doo Room (Room #104) will use Exit C (Rear exit to playground inside classroom) or Alternate – Exit B (Stair Hallway at front of school).
 - e) School Age Room #100 will use Exit K (Rear exit to playground inside classroom) or Alternate – Exit A (Front doors of the School).
 - f) School Age Room #103 will use CC Exit A (Front Door of Child Care) or alternate – Exit B (Stair Hallway at front of school).
 - g) School Age Kindergarten Room #105 will use Exit C (Rear exit to playground inside classroom) or Alternate – Exit B (Stair Hallway at front of school).
 - h) School Age Kindergarten Room #106 will use Exit D (Rear exit to playground inside classroom) or Alternate – Exit H (Doors beside the back entrance of the Gym).
 - i) School Age Room #107 will use Exit L (Rear exit to playground inside classroom) or Alternate – Exit H (Doors beside the back entrance of the Gym).
 - j) Head Office # 102 will use Exit B (Stair Hallway at front of school) or alternate – CC Exit A (Front Door of Child Care)
 - k) Program in the Gym will evacuate through the Gym Exit door.
5. All groups will meet on the south side of the school on the grass area. Staff will line the children up on the grass facing the child care center and take attendance. DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY FIRE OFFICIALS.
6. Centre Supervisor/Designate will advise staff when to re-enter to the building
7. Emergency/Evacuation Site (if necessary)

Evacuation Procedure:

Designated staff in each room takes daily attendance record.

Designated staff will post an evacuation notice on the outside door or window.

Centre Supervisor/ designate will take emergency cards and contact parents or guardians and contact.

First Student Charter Bus (1-800-955-4660) for Emergency Transportation

Centre Supervisor/Designate will make a final check of all rooms and washrooms (if possible)

All staff will assist the children quickly and quietly outside to the northwest side of the building.

Attendance will be taken.

All Staff will assist children to the evacuation location, at the Maple Community Centre located at 10190 Keele St., Maple Ontario.

Evacuating Endangered Occupants

If you cannot leave your room or have returned to it because of fire or heavy smoke, remain in your room and:

1. Close your door.
2. Signal the fire fighter by waving.
3. Crouch low to the floor if smoke enters the room.
4. Move to the most protected area and partially open the window, if possible.
Close the window if smoke comes in.
5. Wait to be rescued. Remain calm. Do not panic.
6. Listen for instructions or information, which may be given by authorized personnel over loud hailers.

Alternative Measures for Safety of Occupants

When any part of the Fire Safety features is shut down, the Centre Supervisor /Designate will:

- Advise staff.
- Post notice by all entrances and exits.
- Notify the Vaughan Fire Department 832-8506 "0" (Non-emergency number only)
- Designated Staff will patrol affected area hourly
- Notify staff when defective system or equipment has been repaired and is operative
- Remove notices posted.
- Notify the Fire Department that repairs have been completed and systems are operational
- If a Fire Extinguisher is not serviceable, it is to be replaced as soon as possible
- If Commercial Cooking Fire Protection System is not serviceable, no cooking is to be done
- School is notify Child Care of shutdown of Fire Alarm or Sprinkler System

Holding of Fire Drills

- Fire Drills are held once per month
- Designated staff person to conduct a drill in conjunction with the Centre Supervisor
- A portable smoke detector is activated by the designated staff person and carried throughout the Centre to alert staff of a fire drill in progress
- Staff is to follow the Emergency Procedures to evacuate the children accordingly
- Difficulties will be documented and corrected
- Fire Drill Outcomes to be reviewed with staff at regular Team Meetings
- Fire Drill records are kept for at least 12 months
- The Fire Dept. is not advised as these drills are held internally

Establishing and implementing the Fire Safety Plan

- All staff will acknowledge having read and understood the Fire Safety Plan as a condition of employment
- A copy of the Fire Safety Plan will be available to staff at all times in the Policy and Procedure Manual
- A written record of all tests and corrective measures will be kept for a period of two years
- A permanent record of fire extinguisher maintenance will be maintained

All staff reviews Fire Safety Procedures on employment with the Corporation.
Fire Safety Procedures are posted in all the rooms.

In the Event of a Bomb Threat

In the event of a Bomb threat, staff and children will follow through with the direction of the principal of the school. The Child Care Centre will evacuate upon his request and either re-enter the building when it has been declared safe to do so or proceed with evacuation and immediately proceed to the evacuation site which is the Maple Community Centre, located at 10190 Keele St., Maple, Ontario.

Lock Down

In situations where the threat is inside the child care centre or school and children are outside in the playground, they will not return into the building but proceed to the following safe space, South side of school, on the grass along the fence to Castlehill Road. Children and staff are to be out of view as much as possible. Supervisor/School Age Lead will contact bus company to pick up the children and staff at the designated safe space below.