



FIRE SAFETY AND Emergency measures plan

Childcare Services

2nd edition

**Research and writing:**

Marie-Pierre Blais, ministère de la Sécurité publique
Stéphanie Gendron, ministère de la Sécurité publique

Collaboration:

Simon Bolduc, Service de la protection contre l'incendie de la Ville de Québec, ACSIQ
Jean-François Bouchard, ministère de la Sécurité publique
Marc Céré, Service de sécurité incendie de la Ville de Valleyfield, ACSIQ
Raynald Chassé, ministère de la Sécurité publique
Robert Laroche, ministère de la Sécurité publique
Richard Leclerc, ministère de la Famille
Fides Paulin Nteziryayo, ministère de la Famille
Cynthia Richard, ministère de la Famille
André St-Hilaire, Service de sécurité incendie de la Ville de Laval, ACSIQ

Editing:

Josée Roy, ministère de la Sécurité publique

Graphic design and page layout:

Matteau Parent graphisme et communication

In the interests of stylistic simplicity, the masculine form of pronouns is used in this document and is taken to include without discrimination both women and men.

TABLE OF CONTENTS

INTRODUCTION

INFORMATION SHEET 1

Updates

INFORMATION SHEET 2

Specific measures to facilitate evacuation

INFORMATION SHEET 3

List of all staff assigned to the evacuation

INFORMATION SHEET 4

Agreement to obtain assistance

INFORMATION SHEET 5

Individuals to be notified in the event of an emergency

INFORMATION SHEET 6

Evacuation instructions

INFORMATION SHEET 6.1

Instructions to the official on duty: the director or his replacement

INFORMATION SHEET 6.2

Instructions to the staff: educators

INFORMATION SHEET 7

Instructions in the event of a fire

INFORMATION SHEET 8

Inventory of functional fire protection equipment

INFORMATION SHEET 9

Monitoring fire hazards

INFORMATION SHEET 10

Important telephone numbers

INFORMATION SHEET 11

History of evacuation drills

INFORMATION SHEET 12

Floor plan and locator map

APPENDIX 1

Fire drill

APPENDIX 2

Fire drill check list

APPENDIX 3a

Fire prevention tips to be taught to the children

APPENDIX 3b

Instructions to be carried out to ensure fire prevention on the childcare service's premises

APPENDIX 4

Examples of disasters with which your childcare service might have to cope

APPENDIX 5

Instructions concerning confinement

APPENDIX 6

Instructions concerning an injured individual



INTRODUCTION

Safety is everyone's responsibility. Indeed, poor practices and a lack of emergency planning can have especially serious repercussions. For this reason, childcare services must comply with a number of rules and standards to ensure the protection, health and well-being of children and adapt emergency measures to their specific conditions. Childcare services have a clientele comprising thousands of young children and assume considerable responsibility.

Under the circumstances, no manager can overlook the question of risk in day-to-day management and decision-making. Unfortunately, we have no control over disasters and other events. The best way to react is, therefore, prevention and public education, from a very early age.

In the event of a disaster, to ensure the safety of the children attending your childcare service, you must plan the measures to be adopted to ensure that all of the children are efficiently, safely evacuated. Such planning is carried out using a fire safety and emergency measures plan.

Not all situations afford the same reaction or preparation time, although the methods and emergency measures to be implemented are more or less the same. What is important is to be fully prepared to react when a disaster is imminent or actually occurs.

● A plan specific to childcare services

The plan must be elaborated meticulously bearing in mind all of the aspects that can affect the progress of an evacuation. Indeed, the evacuation of a childcare service can be problematical because of the children's behaviour or their limited ability to move in an

emergency. Specific intervention is required to cope with a disaster in the presence of children under 5 years of age and babies under 18 months of age. Evacuation is considerably facilitated when the individuals concerned have been prepared to leave the premises promptly. This condition also assumes that the staff are thoroughly familiar with the instructions and quickly apply them as soon as the alarm sounds.

The fire safety and emergency measures plan is a detailed document that covers all facets of fire safety pertaining to a given building or establishment. Furthermore, it serves as a reference manual that specifies the safety precautions to be followed to prevent emergency situations and to react appropriately to them.

● The fire safety and emergency measures plan is intended to:

- ensure the occupants' safety;
- enhance intervention during an emergency;
- promote the identification and elimination of fire hazards;
- coordinate the staff in the childcare service and firefighters;
- reduce the possible repercussions of a fire on the childcare service's activities (injuries, property loss, civil liability, and so on);
- establish the procedures to be followed when a childcare service is faced with a disaster.

● Use of the plan

The elaboration of a fire safety and emergency measures plan is a complex undertaking that covers an orderly series of operations intended to foster the efficient, safe evacuation of all children and staff. The operations are recorded on a series of information sheets that you must fill out. They summarize what must be done, by whom, how and when. The information sheets must be elaborated bearing in mind all of the aspects that can affect the outcome of an evacuation. To facilitate an understanding of the information sheets, this document is designed in such a way that each information sheet is accompanied by explanations that establish each step's importance.

We recommend that you keep the completed information sheets at hand. It is also recommended that you have two copies of the plan. One copy should be kept in the childcare service in a visible, readily accessible place near the main entrance so that the official on site, the staff and emergency services can quickly gain access to it.

A second copy should be kept in a safe place. Some individuals may deem it relevant to keep it in their vehicle while others will prefer to keep it in the home. Regardless of where the copy is kept, it is absolutely essential that the copy be updated at the same time as the official copy kept in the childcare service. This is a safety precaution in the event that a fire occurs during the night in your childcare service, in which case the official copy of the plan inside the building is of no use.

You must attach to the fire safety and emergency measures plan a copy of the keys to the mechanical rooms in your childcare service, e.g. the electrical supply room and the furnace room. To do so, you may use the key ring provided with the plan. The fire department will ask for the keys if it must intervene on the premises. A copy of the keys should also be appended to the second copy of the plan.

● Other disasters

This document is an effective tool since it examines concerns related to all of the emergency situations with which your childcare service is likely to contend. It is open-ended in that you can add tabs concerning other disasters, depending on local conditions, in particular floods, power outages, carbon monoxide emanations, hazardous materials spills, suspicious package or bomb scares, and so on.

Notwithstanding the diversity of disasters that can occur, what is important is to be well prepared and aware of the threats to which you may be exposed. As we noted earlier, this plan cannot anticipate and provide information on all possible situations, but an awareness of different possibilities can help you to prepare for all contingencies. For example, Appendix 4 lists several types of disasters that your childcare service might face.

When the staff fully understands, practises and implements the plan, you will be able to adequately respond to the emergencies that are likely to endanger the children and your staff.

Legal frame of reference

Building Act, R.S.Q., c. B-1.1

Fire Safety Act, R.S.Q., c. S-3.4

Civil Protection Act, R.S.Q., c. S-2.3

Act respecting occupational health and safety, R.S.Q., c. S-2.1

Educational Childcare Act, R.S.Q., c. S-4.1.1

1

UPDATES

The fire safety and emergency measures plan must be updated regularly to reflect changes in your childcare service, e.g. changes in the employees' duties, the addition or modification of emergency measures equipment, the hiring of new employees, or staff movements. Information sheet 1 enables the official responsible for the plan to keep a record of updates.

If no change is made, it is important to review the plan at least once a year.

It is very important to inform all employees of updates to the plan.



UPDATES

Update and review of the plan

DATE	INFORMATION SHEET	MODIFICATION MADE	NAME OF THE OFFICIAL

This plan must be updated before:

This plan must be updated when major changes occur or when a new employee is hired. Even if there is no change, the fire safety and emergency measures plan must be reviewed every **12 months**.

2

SPECIFIC MEASURES TO FACILITATE EVACUATION

Information sheet 2 indicates the special measures that are planned in the event of an emergency to move children with mobility problems, e.g. babies under 18 months of age or disabled children, to a safe place.

The “**Evacuation assistance measures**” column calls upon your imagination to devise an evacuation assistance measure for each child who, in your view, has a mobility problem. For example, mention should be made of the use of a wheelchair, a trolley or a baby changing apron. You can also lay the children on nap mats and pull the mats outside the childcare service. However, when the nurseries are not located on the ground floor, additional problems arise from the standpoint of the means to be used to evacuate the premises. If such is the case, it is essential to make provision for measures that allow for rapid evacuation bearing in mind this constraint.

During an emergency, it is important for an employee of the childcare service such as the caretaker, the cook or a member of the administrative staff to be designated to assist the educators responsible for children with reduced mobility and babies under 18 months of age.

3

LIST OF ALL STAFF ASSIGNED TO THE EVACUATION

Information sheet 3 lists the employees who can offer assistance during an evacuation along with their respective tasks at that time. For example, it is important to appoint someone who is responsible for:

- calling 911;
- the evacuation;
- helping babies under 18 months of age and children with reduced mobility;
- ensuring that each floor is completely evacuated;
- counting the children.

It is also important for **all of the staff** in your childcare service to take part during an evacuation to reduce to a minimum the evacuation time.

Once you have elaborated your fire safety and emergency measures plan, you must ensure that all of the staff receives training on the plan's contents and the tasks to be performed in an emergency. Each employee must fully understand the task assigned to him in the event of an evacuation.

The date of the most recent information session on the contents of the fire safety and emergency measures plan that each employee has attended must be indicated in the "**Training on the fire safety and emergency measures plan received on**" column.

All **new employees** must read the fire safety and emergency measures plan within several days of beginning their employment.

When the plan is elaborated or updated, the person in charge of the establishment must assign the following tasks and record them on information sheet 3:

- the 911 call;
- the person responsible for the evacuation;
- assistance for babies under 18 months of age;
- assistance for children with reduced mobility;
- verification of the floors;
- counting the children;
- other specific tasks.

4

AGREEMENT TO OBTAIN ASSISTANCE

During a disaster, your childcare service may need assistance to evacuate the premises or to shelter the children evacuated. Information sheet 4 is designed to record the agreements concluded with organizations, establishments, institutions or individuals to obtain assistance. It is recommended that the agreements be concluded in writing and that they stipulate the scope and conditions applicable to the two parties.

For example, your childcare service may agree with a school bus transportation company that a bus will be sent to the childcare service in the event of a disaster to pick up the children and staff evacuated and transport them to a safe location.

Your childcare service must reach an agreement to make provision for a refuge in case of an evacuation, especially during cold weather, to temporarily assemble the children in a safe place such as a community hall or school gymnasium.

The agreements should also make provision for the assistance necessary to reestablish operations.



INDIVIDUALS TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY

Record on information sheet 5 the names and telephone numbers of the individuals to be notified in an emergency for each child attending your childcare service. It must be updated regularly to reflect changing enrolment in the service.

Information sheet 5 is only a model. If you so desire, you can simply attach the parents' registration forms or use your accounting software to draw up the list.

In an emergency, the official on duty must designate an individual who will communicate with the parents, employees and the public. The priority is obviously the children's evacuation and safety but it is also essential to ensure that precise, consistent information is transmitted both internally and externally. What is important is to clearly define the tasks of the individual responsible for communications and provide him with the tools and means necessary to perform this task.

6

EVACUATION INSTRUCTIONS

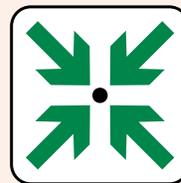
Information sheet 6 summarizes the evacuation instructions, which focus on the steps to be taken to safely evacuate the premises and reach the assembly point or to make known your presence if it is impossible to evacuate. **It is important to explain this information sheet to the staff when they receive training in respect of the fire safety and emergency measures plan.**

The evacuation may be preventive if it is intended to protect individuals from a potential threat but in respect of which there is not an urgent need to act. In such a situation, you are advised to follow the same procedures.

The educational staff in your childcare service should teach the children what they must do when they hear the alarm signal. You should also make the children aware of the safe behaviour described in Appendix 3a), **“Fire prevention tips to be taught to the children.”**

It is important to make provision for an assembly point

Your childcare service must determine beforehand an assembly point located outside the building to shelter the children evacuated and enable you to count them. The assembly point must be far enough away from the childcare service that it does not impede the work of the first response team (firefighters, ambulance attendants and police officers) and hinder traffic, but near enough that the children can reach it quickly and easily. If possible, the assembly point must be visible from the main entrance to your childcare service. The staff must be informed of the location of the assembly point.



ASSEMBLY POINT

Note: As there are several types of alarms, the childcare service must define the sound of the alarm (single- or two-stage alarm), inform the staff and children of it and indicate the specific procedures pertaining to the building, as the case may be.

6.1

INSTRUCTIONS TO THE OFFICIAL ON DUTY: the director or his replacement

When the alarm sounds

- 1 Call 911 and bring with you the fire safety and emergency measures plan and the keys.
- 2 Ensure that the evacuation is under way.
- 3 Check the source of the alarm. If possible, isolate the fire by closing the door of the room where it has broken out, without endangering yourself.
- 4 Help with the evacuation if necessary.
- 5 Go to the main entrance to meet the firefighters. While you are awaiting their arrival, obtain from the educators information on the count of the children evacuated.
- 6 When the firefighters arrive, inform them where the fire has broken out, the count of the children evacuated and, as the case may be, the presence of children inside the building. Give the firefighters the building keys.
- 7 Designate an individual who will communicate with the parents and emergency responders. As for requests from the media or for a progress report, refer such requests directly to the emergency services on site (firefighters and police officers).
- 8 Re-enter the building only with the firefighters' permission.

Note: In most instances, childcare services have a single-stage fire alarm system. However, if your childcare service is located in a big building, the latter may be equipped with a two-stage fire alarm system. If so, check with the official responsible for the building to ensure that your childcare service is included in the building's fire safety plan.

6.2

INSTRUCTIONS TO THE STAFF: educators

The employees of your childcare service must be familiar with the role and tasks that they must assume during an evacuation. Information sheet 6.2 indicates their respective roles.

The use of coloured cards to count the children

To quickly count the children evacuated, we suggest using coloured cards. Simply give the educational staff responsible for a group of children two cards, one **green** and one **red**. The educators must keep the cards and the lists of the names of the children in their groups in their rooms in a readily accessible place.

In the event of an evacuation, the educators must bring the cards and the lists and guide their groups to the assembly point outside the childcare service, where they will count the children. If all of the **children** are **present**, the educators show the official on site the **green** card. If, on the other hand, a **child is missing**, the educators will quickly indicate the absence by showing the **red** card. This procedure enables:

- the educators to indicate the count to the official on duty on site (the director or his replacement) without having to leave their groups;
- the official on site to establish at a glance through the colour of the cards whether all of the children have exited the childcare service or if some of them are missing and to promptly transmit the information to the emergency responders (firefighters, police officers and ambulance attendants).

INSTRUCTIONS TO THE STAFF: educators

When the alarm sounds

- 1** Take the list of children (see information sheet 5) and the cards for counting the children.
- 2** Assemble the children near the room exit.
- 3** Evacuate the premises in an orderly manner through the designated exits and staircases, not the elevators.
- 4** Close all doors behind you as you leave the premises.
- 5** Go with your group to the assembly point outside the childcare service and count the children evacuated.
- 6** Use the cards to indicate to the person in charge of the count whether or not all of the children in your group are present.
- 7** Ensure order in and the safety of your group.



INSTRUCTIONS IN THE EVENT OF A FIRE

Information sheet 7 indicates the essential factors that must be planned when fire breaks out in the childcare service. It lists the main tasks that the staff must perform to request assistance to safely, promptly evacuate the premises.

As for the use of fire extinguishers, ensure that at least one person present on site has been trained to use the equipment in the safest, most effective manner possible.

INSTRUCTIONS IN THE EVENT OF A FIRE

In the event of a fire

- Set off the fire alarm system by activating a manual fire alarm box.
- Close doors behind you to slow the fire's progress. Leave closed all exit and staircase doors.

When the alarm sounds, **IMMEDIATELY BEGIN THE EVACUATION**

- Do not look for your personal belongings.
- Open the door of your room cautiously and check the situation in the hallway.

If there is **NO SMOKE OR LITTLE SMOKE**

- Leave your room.
- Encourage the children to evacuate calmly.
- Use evacuation routes (staircases, hallways and exit doors) and go to the assembly point outside the childcare service (see the box on the preceding page).
- Indicate your presence to the person in charge of the count (the official on duty).

If there are **FLAMES, HEAT or THICK SMOKE**

- Use a different exit door. If there is no other exit, remain in your room, close the door and **indicate your presence** by dialling 911 or waving a sheet or towel in the window.

While the evacuation of the children is the priority, you can use a portable fire extinguisher to control and extinguish an incipient fire (use the fire extinguisher if you are certain that you can control the fire).

Important reminder: Go to the predetermined assembly point. In the event of an evacuation, the roof of the building may not and must not be used as a refuge since it is not safe. Once the building has been evacuated, never return inside without the fire safety service's permission.

Note: In the event of any other situation requiring an evacuation, activate the alarm and go to the assembly point.

8

INVENTORY OF FUNCTIONAL EVACUATION AND FIRE PROTECTION EQUIPMENT

Information sheet 8 has been designed to help you take stock of the evacuation and fire protection equipment in your building. Simply check yes or no to indicate whether the fire protection equipment and carbon monoxide detection equipment is found in the building.

The building housing your childcare service should have at the very least the following evacuation and fire protection equipment:

- a functional fire detection and alarm system (usually for childcare services with over 40 people);
- A functional carbon monoxide detector on each floor;
- two exits per floor leading outside. All exits must be unlocked, unobstructed and clear of snow up to the public road. “Unlocked exits” means exits that the occupants inside the childcare service can use at all times to evacuate the building without a locking mechanism such as a door latch impeding their exit. This requirement does not prevent the presence of a locking mechanism on exterior exit doors to prevent anyone from entering the childcare service;
- unobstructed evacuation routes such as hallways, the main entrance, exit doors and staircases;
- an emergency lighting system in the emergency stairs, exits and hallways;
- at least one portable fire extinguisher per floor (category 2-A 10-BC is the minimum recommended).

This information sheet must be included in the plan. When a disaster occurs, it will quickly inform the first response team (firefighters, police officers and ambulance attendants) of the fire protection equipment in the building.

To ensure your building's compliance with respect to fire safety, contact your fire safety service or the Régie du bâtiment du Québec, which are the competent authorities in the field.

Note: Information sheet 8 is intended solely to draw up an inventory of the evacuation and fire protection equipment and carbon monoxide detection equipment in your building. The absence of one of the items listed in the information sheet does not mean that your building is not compliant.

INVENTORY OF EMERGENCY AND FIRE PROTECTION EQUIPMENT

Protection equipment	Layout	Yes	No
Detection and alarm	• The building is equipped with a fire detection and alarm system that is functioning.		
	• The system is connected to a private remote surveillance centre.		
	• A functional carbon monoxide detector is installed on each floor.		
Emergency equipment	• The first aid kit is complete.		
	• The 72-hour emergency kit is complete ¹ . *Add any other emergency equipment according to the specific threats identified in respect of your childcare service.		
Exits	• The building has two or more exits.		
	• The exterior exit doors are unlocked, unobstructed and clear of snow.		
	• Evacuation routes such as hallways, the main entrance, exit doors and staircases are unobstructed.		
	• The exits are identified by an illuminated "Exit" sign.		
	• Access ramps for mobility-impaired individuals are unobstructed and clear of snow.		
Emergency lighting	• There is emergency lighting in the:		
	• hallways; • fire escape stairs; • exits.		
Portable fire extinguisher	• There is at least one portable fire extinguisher per floor (category 2-A 10-BC is the minimum recommended).		
Fire separation doors	• The staircase doors are closed at all times.		
	• The doors of service rooms such as the furnace room, the electrical supply room and the laundry are closed and locked at all times.		
Sprinkler system	• The building is partially equipped with sprinklers.		
	• The building is fully equipped with sprinklers.		
	• The sprinkler heads are completely unobstructed within a minimum radius of 46 cm (18 inches).		
Other equipment	• The building is equipped with conduits or a fire-hose cabinet.		
	• The building possesses a special extinguisher system for the kitchen.		
	• The building is equipped with a carbon monoxide detector.		
	• The building possesses another type of equipment: (specify).....		
	• The equipment needed to transport babies under 18 months of age and children with reduced mobility is functional and available in sufficient quantity.		

Date of the last update:

¹ Information available on the MSP website <http://www.securitepublique.gouv.qc.ca/index.php?id=476>



MONITORING FIRE HAZARDS

Information sheet 9 lists several instructions to follow to ensure fire prevention on the premises of your childcare service. All of your staff should be familiar with the instructions. Appendix 3b) provides additional information on other fire prevention instructions.

MONITORING FIRE HAZARDS

Instructions to be followed to ensure fire prevention in your childcare service

- 1 Limit displays of combustible materials such as cardboard and paper used for the plastic arts and teaching that are attached to the walls and ceilings. According to the *National Fire Code of Canada 2005*, the wall surface covered must not exceed 20%.
- 2 Limit the storage of combustible or hazardous materials.
- 3 Do not store combustible materials in service rooms such as the electrical supply room, the laundry or the furnace room.
- 4 Store toys far away from heat sources.
- 5 Do not use extension cords permanently.
- 6 Replace damaged extension cords.
- 7 Keep items for smokers out of the children's reach.
- 8 Choose decorations that limit fire hazards.
- 9 Keep exits completely unobstructed.

*Depending on the types of hazards in your territory, other preventive measures can be implemented to avoid situations such as floods, earthquakes, high winds, and so on. As noted in the introduction, it is preferable to **contact your municipality to ascertain the hazards specific to your environment.**



IMPORTANT TELEPHONE NUMBERS

Information sheet 10 assembles the telephone numbers of the suppliers of public and private emergency services, e.g. health, equipment maintenance or repair, remote surveillance or assistance for disaster victims.

It is recommended that you plan a periodic inspection of all equipment in respect of which your childcare service has an agreement with a service provider.

You can include in this plan photocopies of the proof of inspection of your service providers.

IMPORTANT TELEPHONE NUMBERS AND SERVICE PROVIDERS

	Telephone	Date of the last inspection
Emergency services: fire department – police – ambulance	9-1-1	
Remote surveillance centre		
Centre antipoison du Québec	1 800 463-5060	
Red Cross		
Hospital		
CLSC		
Municipal fire safety service		
Régie du bâtiment du Québec		
Service suppliers		
Detection and alarm system maintenance		
Sprinkler system maintenance		
Fire extinguisher maintenance		
Commercial exhaust hood		
Fixed extinguishing system		
Emergency lighting		
Hydro-Québec		
Gas utility		
Electrician		
Plumber		
Heating		
Other		

Date of the last update:



HISTORY OF EVACUATION DRILLS

Information sheet 11 is used to record evacuation drills that take place in your childcare service. For each drill carried out, the shortcomings noted, as the case may be, and the remedial measures adopted, as needed, should be recorded in the fire safety and emergency measures plan. Feedback is essential to assess the efficacy of the approaches applied and allows the necessary adjustments to be made.

Your childcare service must engage in periodic evacuation drills in order to evaluate the fire safety and emergency measures plan when it is carried out in real time. Refer to Appendix 1 in this guide, devoted to the fire drill, for more information on the preparation and organization of an evacuation drill.

12

FLOOR PLAN AND LOCATOR MAP

Floor plan

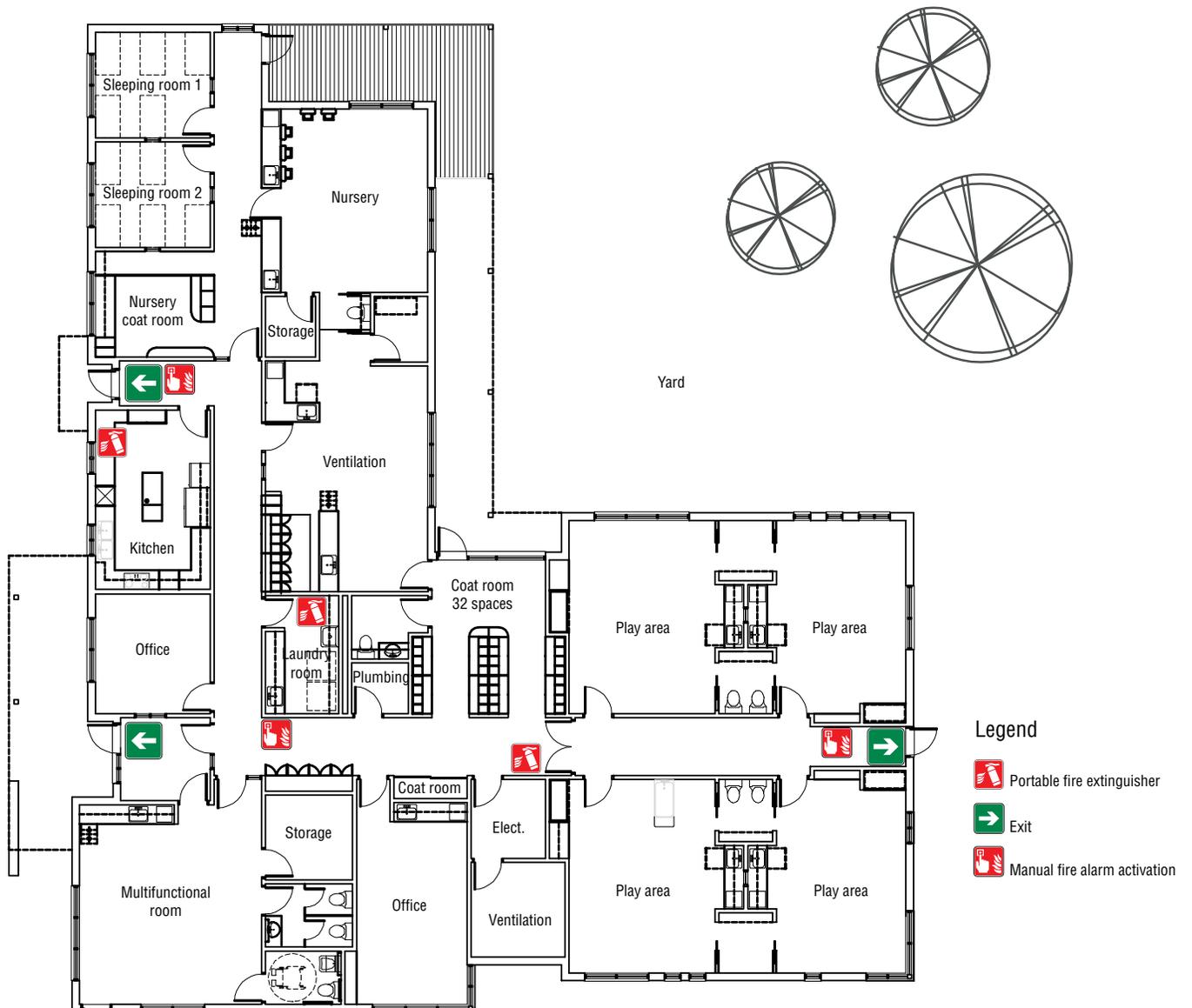
The floor plan (see example 1) is a sketch of the plan of each floor of your childcare service that shows all of the rooms, emergency exits and the location of fire protection equipment. When emergency services consult this information sheet, they must be able to locate the rooms in your childcare service, in particular the electrical supply room and the kitchen. We suggest that pictograms be used to represent certain fire protection equipment, in particular the location of portable fire extinguishers, manual fire alarm call points, fire equipment cabinets and emergency exits. Other emergency equipment can be indicated on the floor plan, such as first aid kits.

Locator map

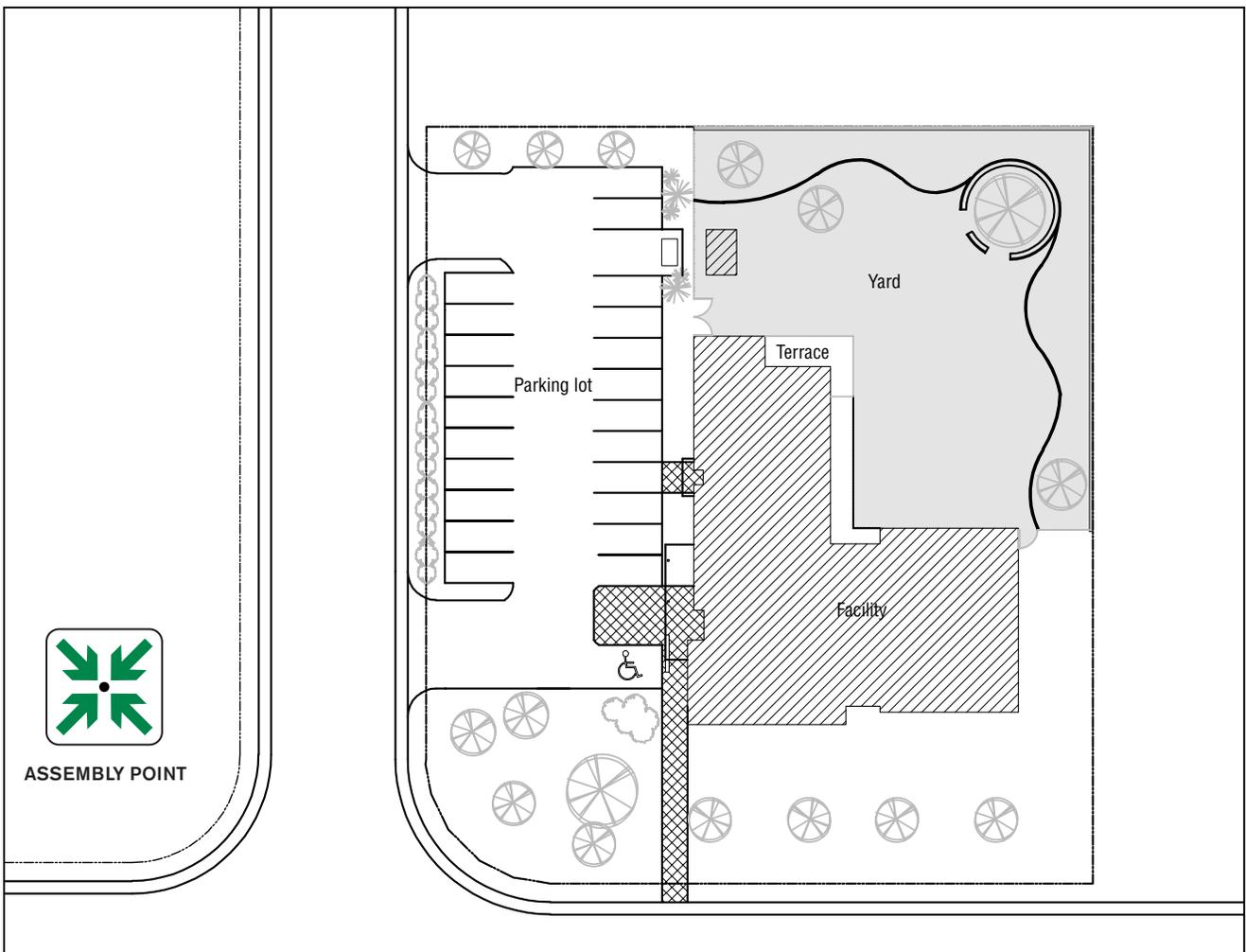
The locator map (see example 2) indicates the assembly point outside your childcare service.

The floor plan and the locator map can be hand drawn. What is important is that they are easy to understand and sufficiently big to be legible. If the evacuation route is displayed on each floor of your childcare service, you could simply make a copy of the documents for information sheet 12.

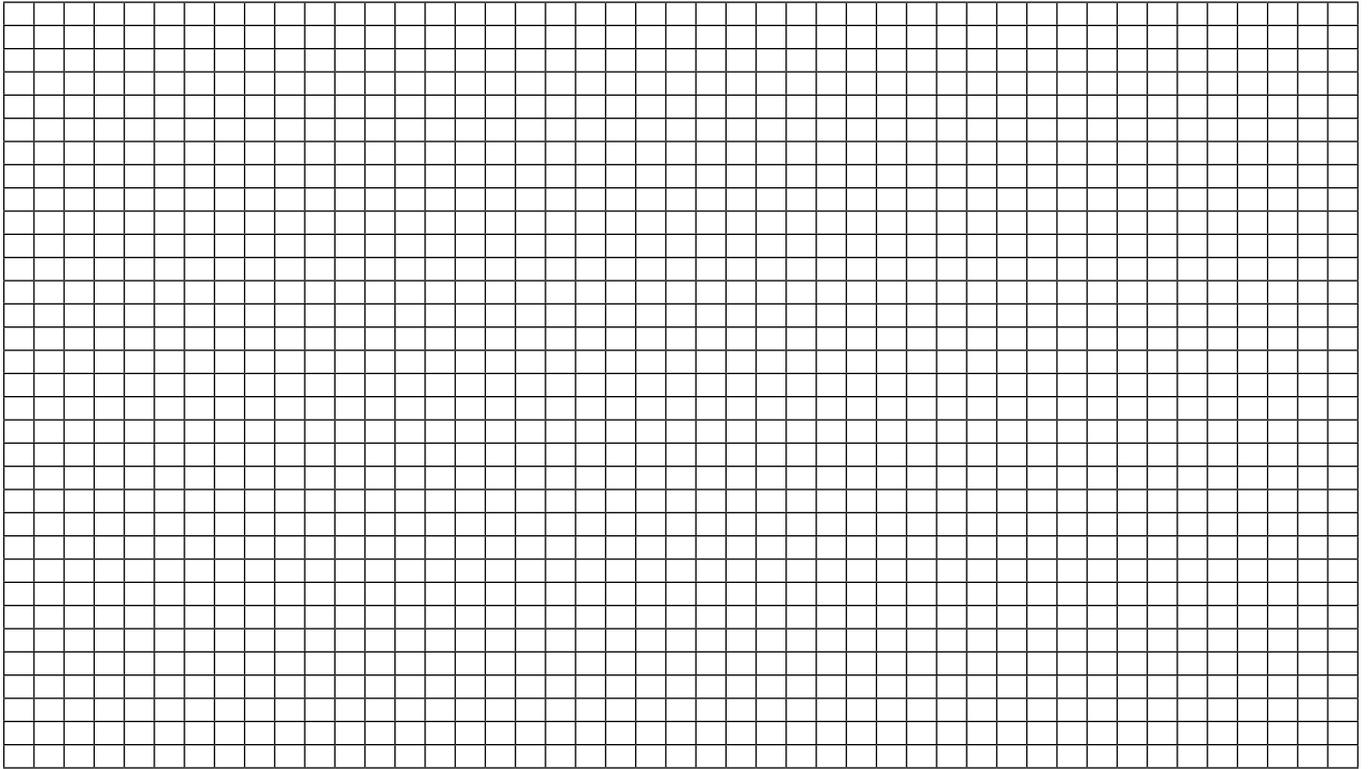
EXAMPLE 1: FLOOR PLAN



EXAMPLE 2: LOCATOR MAP



FLOOR PLAN



PORTABLE FIRE EXTINGUISHER



MANUAL FIRE ALARM CALL POINT



EQUIPMENT CABINET



EXIT



ASSEMBLY POINT



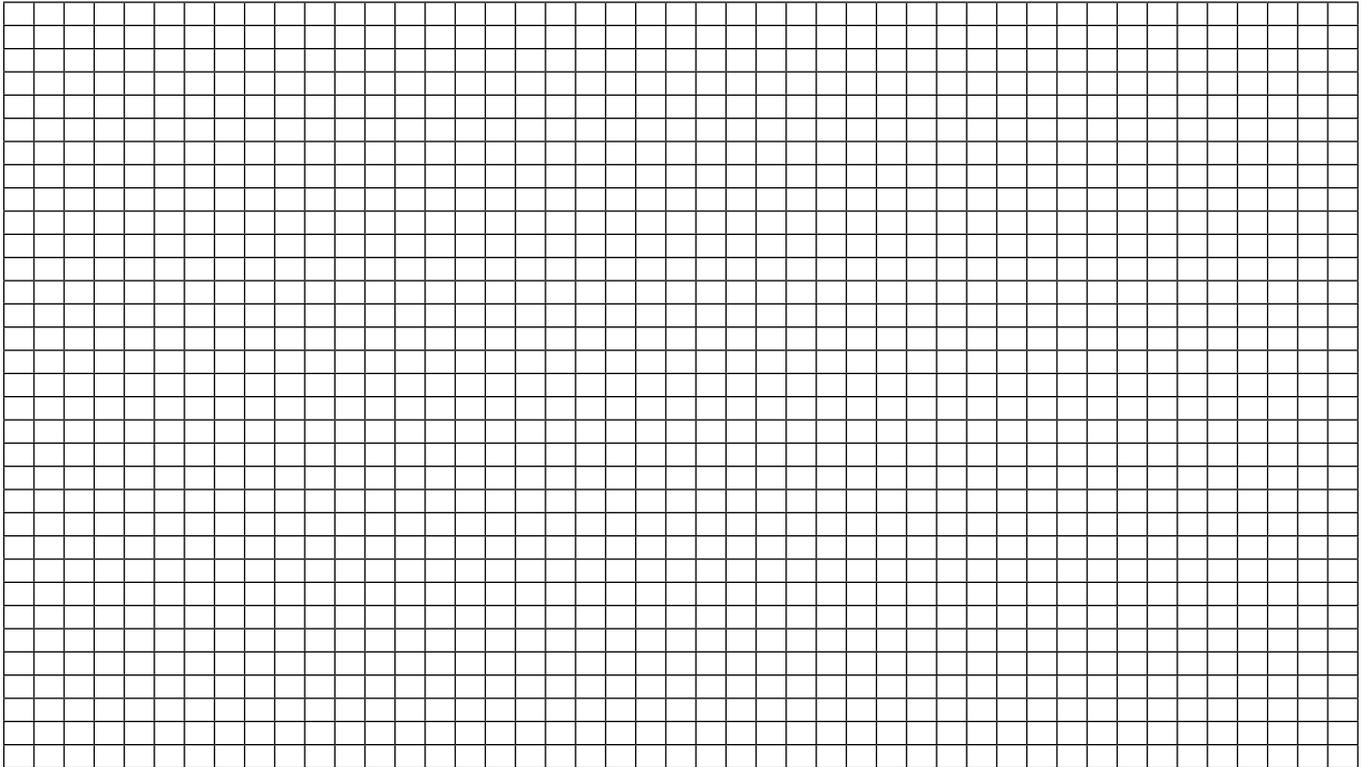
FIRST AID KIT



ELECTRICAL SUPPLY ROOM

Date of the last update:

LOCATOR MAP



PORTABLE FIRE EXTINGUISHER



MANUAL FIRE ALARM CALL POINT



EQUIPMENT CABINET



EXIT



ASSEMBLY POINT



FIRST AID KIT



ELECTRICAL SUPPLY ROOM

Date of the last update:

FIRE DRILL

The fire drill, commonly called an evacuation drill, is a training activity through which the occupants, including the supervisory staff, familiarize themselves with the fire safety and emergency measures plan, procedures, alarm and return to normal. Moreover, the drill is intended to assess the efficacy of your fire safety and emergency measures plan when it is carried out in real time.

In fact, the drills will enable you to target the components of your plan that need improvement but also to familiarize yourself with the means of evacuation. At the conclusion of the drills, your staff will be better equipped to ensure the children's safe evacuation.

Each childcare service must periodically conduct evacuation drills in accordance with the municipal by-laws in force. In the absence of such by-laws, evacuation drills should be conducted at least twice a year, including one time with the participation of the municipal fire safety service.

● Advice on preparing for a fire drill

A check list has been elaborated to help you prepare for and organize a fire drill. We suggest that you fill out and keep an information sheet for each fire drill. The check list appears in Appendix 2 of the plan.

Before you organize a fire drill, you must ensure, once you have implemented the fire safety and emergency measures plan in your childcare service, that all of the staff receive training on the plan's contents and on the tasks to be performed in an emergency.

- For an evacuation drill **in which the municipal fire safety service participates**, determine with the fire department the date of the drill.
- For an evacuation drill **in which the municipal fire safety service does not participate**, notify, if need be, the private remote surveillance centre of the date of the drill.
- Inform in advance the staff and children of the drill (it is recommended that you conduct at least one unannounced fire drill a year).
- To heighten the children's awareness of the drill, it is recommended that the educational staff refer to the fire prevention tips in Appendix 3a) of this guide.
- Note which resources must or may be notified of the drill, such as the remote surveillance centre, the municipal fire safety service, the parents, and so on.
- Indicate the equipment required for the evacuation, e.g. the baby changing apron, the trolley, the wheelchair, the nap mat.

● **During the drill, make note of:**

- the evacuation time;
- the number of children who were not evacuated or who needed assistance in addition to what was anticipated and the reasons for this situation;
- whether or not the staff and children are thoroughly familiar with the evacuation instructions, the emergency exits and the assembly point;
- the condition of the emergency exits;
- the operation of the alarm system (rapidity and detection);
- the validity of the telephone numbers of emergency services and the organizations with which an agreement has been concluded;
- the efficacy of internal communications.

● **After each evacuation drill:**

- record the observations of the municipal fire safety service, as the case may be;
- organize as soon as possible a discussion with the employees on the progress of the drill and what can be learned from the experience. Following the discussion and depending on the outcome of the drill, update the plan, if necessary;
- inform the children as soon as possible of your assessment of the progress of the drill;
- record follow-up concerning the adjustments to be made in respect of the building or the fire protection and emergency equipment.

Main causes of a failed evacuation

- The delayed reaction of the occupants
- The delayed discovery of the source of the fire (or the delayed identification of the source of the hazard)
- An unusable evacuation route
- An insufficient knowledge of alternative exits
- Inadequate emergency exits (number, dimension, design)
- Closed, blocked or locked exits
- An assembly point too close to the childcare service

APPENDIX
2

FIRE DRILL CHECK LIST

PRE-DRILL INFORMATION

1. Is the plan up to date? Yes No (Update the plan before planning a drill)

2. Date of the drill:

Time of the drill:

3. Is the municipal fire department participating in the drill?

Yes No

If yes, indicate the name of the official with whom you spoke:

Date on which the fire department was notified:

4. Is the fire alarm system linked to a private remote surveillance centre?

Yes No

If yes, notify the centre of the drill.

Indicate the name of the official with whom you spoke:

Date on which the centre was notified:

5. Have the staff and children been notified? Yes No

6. Number of people (staff and children) on the childcare service's premises prior to the evacuation:

PROGRESS OF THE DRILL

7. Time that the drill began:

Time that the drill ended:

8. Was the general alarm audible?

Yes Duration: No

9. Did all of the staff and the children go to the assembly point outside the childcare centre?

Yes No Reason:

10. Were the evacuation assistance measures applied?

Oui Non Reason:

N/A

VÉRIFICATIONS POSTEXERCICE

11. Remote surveillance centre notified of the conclusion of the drill

Date:
Time:

N/A

12. Time required to evacuate the childcare centre:

13. Condition of the exits:

14. Was communication between the official on duty and staff effective?

15. Was the fire alarm system reactivated?

Yes No Reason:

16. Other points to be noted:

17. Comments by the fire department, as the case may be:

FOLLOW-UP TO BE CARRIED OUT

18. Children notified of the assessment of the progress of the drill:

Date:

19. Does the fire alarm system require repairs or maintenance?

Yes If **yes**, record
The name of the service provider :
The date on which you reached the provider:

No

20. Are other repairs or maintenance required?

Yes If **yes**, record
The name of the service provider :
The date on which you reached the provider:

No

21. Debriefing with the staff

Date:

Comments and suggestions: The staff's knowledge of the plan – Exits unobstructed and operational – The doors of rooms in the childcare service were closed without being locked – The evacuation was quick and safe – Staff complied with instructions – The staff and children assembled at the designated place – Roll call – Tasks and responsibilities carried out, and so on

Signature of the official:

Date:

FIRE PREVENTION TIPS TO BE TAUGHT TO THE CHILDREN

Before the children participate in a drill, you must explain to them its organization (how to leave the building, where to assemble, and so on) and what they must do. You must explain to them the instructions to be followed in the event of an evacuation.

Instructions to be followed in the event of an evacuation

- Stay calm.
- Leave the building as instructed by the educator (the children must understand that they must act quickly without taking the time to get dressed or bring their favourite toy).
- If there is smoke, crawl on all fours under the smoke along the walls with your head raised. Do not crawl on your stomach since certain toxic gases tend to accumulate on the ground.
- Go to the assembly point outside the building. Stay with your educator.
- Never go back into the building without your educator's permission.

Safe behaviour to be adopted

Take advantage of the opportunity to remind the children of the safe behaviour to be adopted in an emergency, for example in the event of a fire. To avoid such a situation, adopt the following behaviour:

- Stay far from hot objects that can hurt you such as pots on the stove, cigarette lighters, matches and candles.
- Tell an adult if you find matches or a cigarette lighter.
- Store your toys far from the radiator.
- Remind your father or mother to frequently check the smoke detectors in the home.
- Properly recognize the sound of a smoke detector and a carbon monoxide detector.
- Ask your father or mother to prepare an evacuation plan at home and practise following the plan with your parents.
- If your clothing catches fire, first stop, then drop to the ground while covering your face with your hands and roll on the ground to put out the fire (the stop, drop and roll technique).
- Cool a burn with cold water and notify an adult.
- Never take refuge in a cupboard or under a piece of furniture (this advice is important since children tend to hide when they are afraid).
- Remember that firefighters, police officers and ambulance attendants are your friends.

An array of documents and awareness-raising tools can help you to broach the topic of fire prevention among the children attending your childcare service. Some of the documents are indicated in the following list:

List of fire prevention awareness-raising tools for children attending childcare services

***Flash junior* newsletter and educator's handbook for children 3 to 5 years of age**

The newsletter is designed to educate children 3 to 5 years of age about fire safety and is accompanied by an educator's handbook.

It is available on the ministère de la Sécurité publique website (<http://www.securitepublique.gouv.qc.ca/en/securete-incendie/prevention-securete-incendie/materiel-education/jeunes.html>).

The “Au feu!” episode from the *Cornemuse* television series for children 3 to 5 years of age

Téléfiction has produced the 27-minute videocassette devoted to fire prevention.

To order:

Telephone : 514 251-3904

Fax : 514 251-3714

Email : collection@grics.qc.ca

Website : www.collectionvideo.qc.ca

Cost: \$39 per videocassette plus taxes

The *Play safe! Be safe! Program* for children 3 to 5 years of age

The fire prevention kit includes a videocassette and educational games.

To order: Bic inc.

Telephone : 450 681-6757

Site Web : www.jsuisprudentjsuiscontent.com

Cost: \$19 per videocassette plus taxes

La sécurité des enfants en services de garde éducatifs, 3rd edition

La sécurité des enfants en services de garde éducatifs is a practical, well documented tool concerning injury prevention and emergency first aid. One chapter is devoted to fires, in particular prevention and the evacuation plan.

To order:

Author: Ministère de la Famille et des Aînés

Collection Petite enfance

Publisher: Les Publications du Québec

Year of publication: 2015

Cost: \$34.95 plus taxes

http://www.pubgouv.com/garderies/sec_enf.htm

INSTRUCTIONS TO BE CARRIED OUT TO ENSURE FIRE PREVENTION ON THE CHILDCARE SERVICE'S PREMISES

● Smoke detectors

- Depending on the building's status from the standpoint of the regulations in force, a childcare service may be equipped with smoke detectors or a fire alarm system.
 - If there is a **fire alarm system**, it is recommended that a recognized specialized company carry out the maintenance and annual verification.
 - If there are **electric smoke detectors**, it is recommended that they be permanently connected to an electrical circuit and interconnected such that they all sound simultaneously when one of them is activated.
 - If the **smoke detectors** are **battery operated**, replace the batteries periodically. It is recommended that the batteries be changed in the spring and fall when the time changes and as soon as the smoke detector emits an intermittent audible warning signal that indicates that the battery is low. **Never install rechargeable batteries.**

Note: These instructions are also valid for carbon monoxide detectors.

- Ensure that the smoke detectors are in good operating order and have been verified in accordance with municipal by-laws or the regulations of the Régie du bâtiment du Québec and the manufacturer's standards.
- Make sure that smoke detectors are installed on each floor, including the basement.
- Opt for a fire alarm system linked to a private remote surveillance centre. In this way, the activation of the detectors will transmit a signal to the remote surveillance centre. The latter will then call the fire department, which can intervene more rapidly, especially if the fire breaks out in the childcare service when the staff are absent.

● Exits

- Keep hallways and exits unobstructed at all times. Remember to remove snow around the exits during the winter.
- Keep the exits unlocked from the inside so that they open easily in the event of an evacuation.

● **Flammable and combustible materials and products**

- Limit the storage of flammable and combustible products such as paint. Store them in a dry, ventilated, locked place out of the children's reach.
- Do not store such products near a heat source.
- Never store propane tanks inside the building.

● **Emergency lighting equipment**

- Place emergency lighting equipment in the staircases, hallways and exits and make sure that it is operating properly.

● **Portable fire extinguishers**

- Install at least one portable fire extinguisher on each floor and in places such as the kitchen where there is a specific fire hazard.
- Install the portable fire extinguishers in a clearly visible location within reach and near an exit.
- Choose a portable extinguisher in the minimum recommended category 2-A 10-BC.
- Inform the staff how to use the portable fire extinguisher.
- Use the extinguisher to control a small fire and only if you are certain that you can do so. Do not put your life at risk. Only use the extinguisher once you have ensured that all of the occupants are safe.
- When you use the extinguisher, stand with your back to an unobstructed exit in case a quick evacuation should be necessary. Even if the fire is under control, call the fire department.
- Have a recognized specialized firm check the portable fire extinguishers annually.
- Have the portable fire extinguisher refilled, as directed by the manufacturer, immediately after use (even if it has been used only briefly).

● **Extension cords**

- Avoid overloading electrical circuits.
- Do not use nails or metallic objects to hang extension cords and do not make knots in the cords.
- Do not conceal extension cords under carpets.
- Use extension cords and power bars (with circuit breakers if possible) certified by a recognized organization such as the Canadian Standards Association (CSA) and the Underwriters' Laboratories of Canada (ULC).

EXAMPLES OF DISASTERS WITH WHICH YOUR CHILDCARE SERVICE MIGHT HAVE TO COPE

● **Flooding:**

A word of warning: Even if you are not located near a watercourse, you may be the victim of flooding stemming from a broken water main or a sewer back-up.

What to do: If a group of children is in the basement, the educator in charge of them must lead them to the main floor. When the water level compels you to do so, evacuate according to the fire safety and emergency measures plan. Note that certain water-related damage can be avoided or limited by means of a backwater valve².

● **Power failures:**

Evacuation may be necessary during a lengthy power failure in the winter.

A word of warning: Several backup heating devices increase the risk of fire and can release carbon monoxide (a colourless, odourless, potentially lethal gas).

What to do: Each educator must keep within easy reach the necessary equipment such as candles, a flashlight, a battery-operated radio, matches, and so on. If an evacuation is necessary, follow the procedures in information sheet 6 in this plan.

● **Earthquakes:**

A word of warning: If the building has equipment that uses natural gas or is connected to an outdoor propane tank, make sure that the equipment is solidly anchored and that the conduits cannot break.

What to do: The educators must move the children away from windows and high objects. They must have the children take shelter under a solid piece of furniture or in a doorway. Once the earthquake is over, check the building for damage. Evacuate the building if the damage is serious and await safety instructions from experts before your re-enter the building.

● **High winds:**

A word of warning: If someone must go outside the childcare service, make the person aware of hazards stemming from debris such as sheet metal, glass or any other object that the wind can carry.

What to do: Assemble the children and the staff in a safe place, for example in the basement.

2. A backwater valve is a device that prevents wastewater from flowing into the basement. The valve closes automatically when wastewater backs up.

● Carbon monoxide poisoning

Pursuant to the *Educational Childcare Regulation*, it is mandatory to install a carbon monoxide detector on each floor of the facility.

A word of warning: Several fuel-powered devices and vehicles such as wood-burning fireplaces, slow-burning stoves, gasoline-powered lawnmowers, gas stoves, automobiles and generators can release carbon monoxide.

What to do: If the carbon monoxide detector goes off or should signs of poisoning such as headaches, nausea, dizziness, weakness or unexpected falls and fainting be apparent, immediately evacuate the facility in accordance with the evacuation instructions and request medical assistance by dialling 911. Wait for safety experts to give the all-clear before re-entering the building.

If the carbon monoxide detector goes off but there are no signs or symptoms of poisoning, call 911, open the doors and windows and, if possible, shut off the fuel supply and evacuate the facility. Wait for safety experts to give the all-clear before re-entering the building.

● Oil spills

If your facility is located near an oil pipeline, your fire safety and emergency measures plan must make provision for evacuation measures in the event of a spill. Your municipal fire safety service can help you to elaborate and update your plan. In the event of a spill, you must move the children away from the source of the spill and call 911.

To obtain additional information, visit the ministère de la Sécurité publique's website www.securitepublique.gouv.qc.ca. Follow the links "Civil Protection" and "Preparing for Disasters." You will find detailed information on how to react to different emergencies, which you can adapt to your needs. As applicable, you can incorporate these measures into information sheet 7 in your plan.

INSTRUCTIONS CONCERNING CONFINEMENT

Evacuation is the first protective measure learned to escape a disaster, a shooting or a terrorist attack. However, in the presence of technological hazards originating outside our environment, public authorities may order confinement and sheltering measures.

● Intervention principles

When an accident occurs in an establishment that uses chemical products, toxic gas may be released into the atmosphere. Depending on wind speed and direction, the toxic cloud can travel toward your childcare service. In view of the users' limited mobility and the limited time before the cloud arrives, evacuation is sometimes impossible. You must then rely on the protection that the building affords in order to protect the users and implement a confinement procedure.

● When should the confinement procedure be implemented?

- When you observe an unusual cloud that is level with adjacent buildings.
- When you observe unusual odours that suggest a hazardous materials leak. However, since many hazardous materials are odourless, you must not rely on the absence of an odour to conclude that hazardous materials are not present.
- When you hear the petrochemical plant's alarm siren.
- When an emergency services representative or public authority notifies the childcare service.

● What to do

- Have users who are outside the building enter it.
- Close all of the exterior doors and windows.
- Close all of the room doors.
- Close the fire doors in the hallway to prevent possible air circulation.
- Turn off the ventilation system (indicate on the floor plan where the switch is located).
- Turn off the range hood in the kitchen and avoid cooking.
- Avoid opening the exterior doors unnecessarily.
- Contact the municipality to ascertain the likely duration of the event.
- If the event risks lasting long enough to allow for toxic concentrations to accumulate in the building, make provision for the establishment of a transportation system to rehouse the users.
- Prepare to evacuate the building.

INSTRUCTIONS CONCERNING AN INJURED INDIVIDUAL

PURPOSE:

Make provision for the procedures to follow when someone is injured or experiences a serious malaise.

● **IF YOU WITNESS AN INJURY OR SERIOUS MALAISE**

When you must assist someone who is injured or has experienced a serious malaise:

- stay calm and reassure the injured person;
- notify a staff member who has received first-aid training;
- at the first-aid attendant's request or if need be call 911 and watch for the ambulance attendants in order to promptly direct them to the right place;
- follow the first-aid attendant's recommendations and assist him;
- move bystanders along.

● **A REMINDER OF BASIC FIRST AID RULES**

- Make sure that the accident site is safe for yourself and the injured person.
- Never give a seriously injured person anything to drink or eat.
- Turn onto his side a person who is unconscious but not suffering from a spinal injury until help arrives, to prevent the obstruction of the respiratory tract.
- Immobilize anyone who is suffering from a spinal injury and warn the person not to move.
- Calmly wait for help to arrive.