



Fire Drill Procedures

Supervising Teacher

- Upon discovery of a fire, activate the fire alarm, or upon hearing the fire alarm, instruct all children to form a line at the designated fire exit door. You may wish to sing the line up song to aid in having children line up as they are familiar with this song. While proceeding to the fire exit, make a quick head count. If a volunteer is available, have them hold the door or ask a child if appropriate.
- Accompany the children into the playground and under the sandbox shelter. Follow ISP plans.
- If you cannot safely evacuate, remain in the area and dial 911 and advise of your location.
- Stay with the children and take attendance. Send an adult volunteer or text a church member to check in at the designated area on the parking lot as indicated on the approved building fire plan to confirm all have safely been evacuated.

Volunteers are reminded to act in a calm and unhurried manner. Volunteers will take the walkie talkie whenever they leave the area so that staff can communicate as needed. There is no rush in either practice or in case of a fire. Children must leave what they are doing and respond promptly. It is important that all children and adults become familiar with this procedure.

Fire drills will be carried out on a monthly basis and documented. Annual orientation and training is to be conducted and signed off on within 30 days of any new approved fire plan by all staff.

Supervising teacher

- Quickly locate and pick up the attendance book, medical supplies, a cell phone and backpack.
- Delegate any tasks needed to an available volunteer. Ensure back up staff know procedures.
- Instruct the children to form a line, and proceed to the exit.
- Prior to exiting the classroom, check all areas of the classroom and the washrooms (closing the doors, turning off lights and closing windows behind you) and close and unlock doors to hallways.
- Walk the children into the sandbox shelter area.
- Take attendance and go back to class once cleared by emergency personnel.
- Proceed to the Waterloo Public Library if it is a true emergency after reporting to the church.
- Contact parents using Emergency Information in attendance binder.

Designated Shelter

Waterloo Public Library, Children's Department
35 Albert Street, Waterloo

Revised: March 2023 by Tracey Marques, Patty Fallis-Robbins and BOD.

Approved By: Britney Stewart (President) on March 30, 2023

Seconded By: Eliane Sabatino (VP) on March 29, 2023