

COMMUNITY LIVING

Thunder Bay



Number: WJG 3.0
Date: June 30, 2009
Supersedes: April 30, 2003

GENERAL MANUAL POLICY

APPROVED BY:

K. J. Richard
Executive Director

CATEGORY: W.J. Griffis Children's Centre

TOPIC: Fire Evacuation

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POLICY

It is the policy of the W.J. Griffis Centre that all staff follows the Fire Evacuation Procedure to ensure their safety and well being.

PURPOSE

The purpose of the fire evacuation policy is to ensure the safety and well being of all staff and children in the care of the Centre in case of a fire.

Initial: KJP

GENERAL MANUAL PROCEDURE

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PROCEDURE:

- If a fire is discovered, any staff member will sound the alarm.
- The program staff are to get the children to the nearest exit as described on their posted fire evacuation plans.
- Everyone is to close their playroom doors after exiting the rooms.
- Program staff are to take the children's attendance lists and take attendance once the group has arrived at the designated gathering spot. (Sidewalk facing John St.)
- Program staff will begin walking toward E.Q. Jennings School, which is our Emergency Shelter. Staff will contact parents at this time.
- No one is to return to the building. The Supervisor will do one final check before exiting the building. The Fire Department will do the rest.

During the winter months staff are to take the emergency blankets with them. One is located in each of the playrooms with the first aid kits.