### Purpose

Good policies and practices are vital for fire prevention. Partnerships will be essential between the families, staff, and fire department to ensure expediency and efficiency in emergencies.

### Policy

The Salvation Army London Village Day Nursery will have a Fire Safety Plan approved by the London Fire Chief.

Staff and volunteers will be aware of their responsibilities in the event of a fire. Fire procedures will be posted in each room.

A fire drill will be conducted at least once a month. Written records will be kept of all fire drills, tests of the fire alarm system and all tests of fire protection equipment, and any fire inspections. All documentation in regards to fire safety records will be kept for three years.

The Day Nursery will have a designated place of shelter in the event the Day Nursery must be evacuated due to an emergency.

The Fire Safety Plan will be available in a lock box for the London Fire Department in our Main Hallway.

### Procedure

1. Fire drills will be practiced monthly. Statistics including time, number of adults, number of children, and response time will be recorded in the log book.
2. Upon orientation, staff and volunteers will be made familiar with the Fire Safety Plan and the fire drill procedures.
3. The Salvation Army London Village is a designated smoke free facility.
4. No flammable or combustible liquids will be stored in areas accessible to children.
5. In the event of a fire, children may be evacuated to the gymnasium.
6. If there is need of a full evacuation, children may be moved to The Salvation Army Westminster Park or The Salvation Army Hillcrest Corps.
7. Once children have been evacuated they will remain away from the buildings until such time that attendance is taken and the building is deemed safest to re-enter.
8. Staff will ensure that sign in sheets, emergency information and medication accompany them outside during a fire drill. Team Leaders will count children and adults. They will explain to children about the fire drill and praise them for exiting in a safe manner.
9. The fire alarm is used to initiate all fire drills. A whistle will be used only if the alarm system is not functioning.
10. All exits will be kept clear and unobstructed at all times.
11. The fire alarm system and buildings will be inspected annually by a qualified inspector and a record is kept of said inspections.
12. Fire extinguishers will be inspected monthly and a record kept of such inspections.