

Odyssey Tykes Emergency Evacuation Policy

In the event of an emergency resulting in an emergency evacuation from the Glebe Community Centre, the teachers will direct the children to the nearest exit. Children will be led across the street and guided along the far sidewalk to the designated emergency shelter (Mutchmor Public School Yard). Parents will be notified from the location of the situation.

Procedure

If the fire or life-threatening emergency occurs in the Glebe Community Centre, the teachers will direct the children out of the room and exit the building through either the north-west door or main entrance (south).

They will proceed across the street to the Mutchmor Public School yard where they will remain until the parent or designated caregiver arrive to pick them up.

The Director or Program Supervisor is the last to leave the Preschool facility. They ensure that no child has remained in the room, closes all windows and doors and leaves with the emergency contact information and current attendance record. At the emergency evacuation location, they immediately check the number of children against the attendance record. They will then phone 9-1-1 and then proceed to phone the parents / caregivers. If any parents arrive before an attendance is taken, they must wait for the procedure before their child is released to their care.

Fire Drill

Each staff member is instructed as to his/her responsibilities in the event of a fire before commencing work for the first time. Written fire procedures are posted in a conspicuous place in each room used for the care of children. A fire drill is conducted at least once a month. The purpose of the fire drill is to familiarize the children as to what they should do if there was a real fire. The children are encouraged to remain calm, stop what they are doing and walk to the exit door.

Staff members are to use this time to note particular problems that could arise and keep in mind the solutions or actions that are required to minimize those problems. Staff members are to be aware of where the fire extinguishers, exits, and emergency lights are.

Reviewed - June 21, 2023 - Jason Irvine, Program Supervisor