



## The Lee Wiggins Childcare Centre FIRE DRILL AND EVACUATION PROCEDURE

- Alarm sound (REAL FIRE) or practice bell (PRACTICE DRILL)
- **Staff A or B** takes attendance and emergency bag. If A is unavailable B will do this duty
- **Staff B, C, D**, as well as students and volunteers, assist children to the nearest fire exit.
- If inside, exit down the inner stairway
- Do not dress the children (coats, boots, etc.)
- Fire drill practice - Once the children are out of the building, gather them along the benches on the west side of the Student Centre (winter or rain enter the BSB building) for a Real fire or evacuation, **Lassonde Building** (Formally The Computer Science and Engineering Building) will be the primary evacuation site.
- Security will be called at **33333** if evacuation is needed
- **Staff A** will leave the building last close all doors and windows (If **staff A** unavailable **staff B** will do this duty. If time allows a note will be posted.
- All staff and children will remain in the designated area until the Coordinator or staff B return.
- You may re-enter the building once the Coordinator, staff B or Fire Marshall deems it safe
- Staff will count children and check attendance
- Fire drills will be conducted each month

Procedures are posted in the childcare, review frequently and know your duty

- **Staff A Michelle/Carm**
  - **Staff B Hala**
  - **Staff C Rita**
  - **Staff D Jasmine/Arianne**
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- For a real fire or evacuation for any reason, the Computer Science & Engineering Building will be the safe site. Should this area be deemed unsafe, security will advise us the next step.
  - If the emergency warrants it, parents will be contacted to pick up their children, by cell phone.
  - Security will notify the Childcare if the safe site is off limits and designate an alternative area.
  - If there is a Campus wide alert and an evacuation needs to take place the children will be relocated by York Transportation Services to **Black Creek Pioneer Village**.
  - Parents will be contacted by cell phone to pick up their children
  - **STAY CALM.** Children will remain calm if you do!

Saved as: Fire drill and Evacuation Procedure

Revised: May 17, 2016



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### Evacuation Procedure

Follow the fire drill instructions and wait for further instructions.

Our Fire drill practice evacuation location is the East stair well of the B.S.B. Building. In the event of a real fire or evacuation we will use the Lassonde Building as our safe site. If this is deemed unsafe we will be advised by security. If there is a campus wide evacuation we will be bused to Pioneer Village, York Security will advise us in this situation.

In case of evacuation, there will be an immediate meeting of the police, York University security and the Fire Department \ Emergency Response Team.

Once the team has made a decision on the Security Control Centre will immediately notify the Childcare Coordinator of the safest place of shelter.

### Security #33333

#### Emergency Response Team

Office of Emergency Preparedness (Katherine Branton)	_____	55258
Samina Sami, Executive Director	_____	55336
Security Services (Aldo Altomare, Director of Security Services)	_____	22158
Security Services (Dragan Spasojevic, Manager Community Relations and Crime Prevention)	_____	55931
Security Services (Hanna George, Manager Operations Security)	_____	58103
Security Services (Tapley Ronald, Manager Investigations and Threat Assessment)	_____	416 736 5361
Transportaion Services, goSAFE (Daniel Smith, Coordinator)	_____	5537
VP Finance and Administration, CSBO (Richard Francki, Assistant Vice-President)	_____	55789

#### Health, Safety and Employee Well-Being

Human Resources (Robert Oliver, Advisor) 55725

Human Resources (Karen Drysdale-Chung, Manager, Employee Well-Being) 44747 or [4162064169](tel:4162064169)

The Childcare Emergency Shelter will be different according to the emergency.

The Emergency Response team will notify security that will then in turn notify the Childcare Coordinator!

REMEMBER THE CHILDREN WILL STAY CALM IF YOU DO!

Emergency files and evacuation bag will be taken for practices and real emergencies.

Revised: June 2016