Child Care Centre Record of Fire Drills

**Name of Child Care Centre:** Click here to enter text.

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| --- | --- | --- | --- |
| Date Conducted (dd/mm/yyyy): |  | | |
| Time Conducted (hh:mm, AM/PM): |  | | |
| Program Room Participating in the Drill: |  | | |
| Age Group of Program Room: |  | | |
| Number of Children Present: |  | | |
| Number of Child Care Personnel Present: | Staff: | Students: | Volunteers: |
| Time Taken to Evacuate the Centre: |  | | |
| Person Responsible for Initiating Drill (e.g., school, name of program staff) |  | | |
| Were the written procedures approved by the local fire chief followed during the fire drill? | YesNo  If no, please provide a rationale in the comment section below. | | |
| Additional Comments (e.g., rationale for the time taken to evacuate the centre, observations, issues or concerns, children’s reactions, next steps for improvement, etc.) |  | | |
| Supervisor/Designate Name and Signature: |  | | |

Regulatory Requirements: Ontario Regulation 137/15

Fire safety procedures and drills

68. (1) Every licensee shall ensure that in respect of each child care centre it operates,

(a) a written procedure approved by the local fire chief is established with respect to the duties of each member of the staff of the child care centre in the event of a fire;

(b) each staff member is instructed as to his or her responsibilities in the event of a fire before commencing work for the first time;

(c) the written procedure referred to in clause (a) is posted in a conspicuous place in each room in the child care centre that is used for the care of children;

(d) fire drills are conducted in accordance with subsection (2);

(e) a written record is kept of all fire drills, all tests of the fire alarm system and all tests of fire protection equipment and that each record is kept for at least 12 months from the date of the drill or test; and

(f) there is a designated place of shelter in the event the child care centre must be evacuated due to an emergency.

(2) For the purposes of clause (1) (d), the following rules apply:

1. A fire drill shall be conducted in respect of every child care centre, except a child care centre described in paragraph 2, at least once a month in accordance with Ontario Regulation 213/07 (Fire Code) made under the Fire Protection and Prevention Act, 1997.

2. A total evacuation fire drill shall be conducted in respect of every child care centre or part of every child care centre that is operated in a school and that provides services only to children who are pupils of a school board, including a third party program operated under section 259 of the Education Act, in accordance with Ontario Regulation 213/07,

i. at least three times during each fall and spring term the school is in operation, and

ii. at least three times or at least once a month, whichever is less, during the summer term the program is in operation.

**Disclaimer:** This document is a sample template that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.