

# EARL GREY CHILDREN'S CENTRE (#3012)

## ENHANCED SAFETY PLAN

**EARL GREY CHILDREN'S CENTRE**

**FACILITY NUMBER: #3012**

**LOCATION ADDRESS:**

**340 COCKBURN STREET NORTH**

**WINNIPEG, MANITOBA**

**R3M 2P5**

**CONTACT PERSON:**

**LYNDA RAIBLE**

**EXECUTIVE DIRECTOR**

**PHONE NUMBER:**

**204-453-7387 (CENTRE OFFICE)**

**204-453-6566 (DAYCARE CENTRE)**

**EMAIL ADDRESS:**

**[EARLG@MTS.NET](mailto:EARLG@MTS.NET)**



**FACILITY OVERVIEW**

***EARL GREY CHILDREN'S CENTRE***

**340 Cockburn Street North**

**Winnipeg, Manitoba**

**R3M 2P5**

**Date Developed: February  
2010**

**Last Revised:  
October 2018**

**Last Reviewed:  
September 22, 2022**

**Reviewed and Approved by:**

**Fire authority  Child care coordinator  Board of directors**

**Copies provided to:**

- all supervisory staff and Director and Assistant Director**
- child care coordinator**
- posted in each separate area for easy reference by all staff and the fire authority**
- landlord or school principal**

**Purpose**

**This safety plan is designed to provide guidance and direction to staff and the board of directors. This will help ensure the safety of the children, families, staff and visitors to our child care centre. It establishes clear and concise policy and procedures:**

- to prepare staff on what to do in the event of different types of emergencies**
- to evacuate safely to our designated place of shelter**
- to shelter-in-place when it is safer to remain in the centre**

- to close the centre due to severe weather, health-related or other emergencies
- to ensure the safety of children with anaphylaxis (life-threatening allergies)
- to ensure safe indoor and outdoor environments
- to control visitor access

### **Delegation of Authority**

**The Principal/Director or Assistant Director maintains the authority to declare an emergency situation and implement evacuation, shelter-in-place or closure procedures. This responsibility includes communications with parents and the media.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

### **Communication in the event of an emergency**

**Staff take personal cell phones and/or walkie talkies to communicate on outings. Inside the center the staff use the phone system, walkie talkies or face to face communication. When we need to communicate with the school we can use the intercom system, phone system or face to face communication.**

### **Communication Procedures**

**Earl Grey Children's Centre and  
Earl Grey School**

**In case of an emergency or threat of any kind to Earl Grey Children's Centre and Earl Grey School, immediate communication must be ensured between the centre and the school.**

**Ongoing communication and updates are continued until the emergency or threat is over.**

**When Earl Grey Children's Centre is aware of a threat or in an emergency state, the director (or designated alternate) will:**

- 1. Call the school by telephone at 204-474-1441 (when safe) or**
- 2. Communicate with the school office by intercom or**
- 3. Walk down to school office to communicate (when safe)**

**Outside of school hours, the director will contact the school Custodian at 204-770-6885.**

**Outside the centre's hours of operation, the director will contact the custodian at 204-770-6885.**

**When Earl Grey School is aware of a threat or in an emergency state, the principal (or designated alternate) will:**

- 1. Call the centre by telephone at 204-453-7387 or 204-453-6566 (when safe) or**
- 2. Communicate using announcements over the school intercom or**
- 3. Walk down to the centre to communicate (when safe)**

**Outside of school hours, the custodian will contact the centre director at 204-453-7387 or 204-453-6566.**

**Outside the centre's hours of operation, the principal/custodian will contact the centre director.**

**Communication and safety procedures will be reviewed annually by the centre director and school principal and revised as needed. This posting will be posted in the day care, school office and custodian's office.**

**Children, Staff and Building Personnel**

**Children**

**Licensed for maximum of 71 spaces aged 2 years to 12 years including:**

**0 children aged 12 weeks to 2 years**

**24 children aged 2 to 5 years**

**47 children aged 6 to 12 years**

**Staffing**

**9 total number of staff including: 1 Director, 1 Assistant Director, 7 Full Time ECE's and 3 part time staff**

**Building personnel:**

**Principal Earl Grey School 204-474-1441**

**Vice Principal 204- 474-1441**

**Head Custodian (maintains all heat,light,furnace, electrical, fire, health concerns and equipment)204- 770-6885 (caretaker's cell)**

**Secretary-204- 474-1441**

**Building Description**

**4-levels brick school including basement**

**Day Care Centre located in basement**

**Daycare located in Rooms 2, 7 and 8 (basement)**

***A2occupancy***

**Spaces Used by Centre**

**Total number of rooms: 5**

**Basement level: Preschool Room: Room 8**

**School Age Room: Room 7**

**School Age Room 2**

**Open Area Room 6**

**Lower floor: Director's Office: Room 1**

**Exits**

***Fleet Entrance Door or Cockburn Street doors used to exit and enter.***

**Heating, Ventilation and Air Conditioning**

***Accessible only by caretaker/landlord of the building. Natural Gas radiant heat.***

***Caretaker on duty at all times that the centre is in operation and is responsible for all mechanical issues.***

**Fire Safety Equipment and Locations**

**Fire Alarm System: Signal sent directly to fire department**

**Fire Alarm System Control panel**

**Located: main entrance of Fleet Street entrance.**

**Monitored by:**

**ULTRA-TECH FIRE AND SAFETY LTD.**

**951 THOMAS AVENUE**

**WINNIPEG, MB.**

**R2L 2C6**

**PHONE: 204-668-1594**

**Fire Alarm Pull Stations located:**

**Main Floor:**

***Located on wall outside of Room 17***

***Located on main floor hallway across from Rm 12***

***Gym Hallway main floor near playground exit***

***Outside Gym doors main floor near Fleet entrance***

***Located in hallway by gym doors***

**Basement:**

***Located on wall across from room 7***

***Located on wall across from room 2***

***Open Area: West wall exit door***

***Girl's washroom: on wall across from girl's bathroom***

***2<sup>nd</sup> and 3<sup>rd</sup> floor of school not used by childcare centre***

**Fire Department Connection:**

**Fleet Street entrance/exit doors**

**Smoke Alarms:**



**Battery Operated: Basement (on ceiling) Room 7**

**Battery Operated Basement (on ceiling): Room 8**

**Hard Wired Basement (on ceiling) room 7**

**Hard Wired Basement (on ceiling) Room 8**

**Battery Operated on wall by entrance/exit door to Room 2**

**Open Area in Basement (on ceiling): Hard Wired**

**Lower floor Room 1 (located on ceiling): Hard Wired**

**Portable fire extinguishers (UN-1044 Multipurpose dry chemical fire extinguishers)**

**Main Floor:**

***Located on wall outside of Room 17***

***Gym Hallway main floor near playground exit***

***Outside Gym doors main floor near Fleet entrance***

**Basement:**

***Room 7 on entrance/exit wall by door***

***Room 8 behind door on wall***

***Room 2 behind door on wall***

***Located on wall across from room 7***

***Open Area: West wall exit door***

***Girl's washroom: On wall across from girl's bathroom***

***2<sup>nd</sup> and 3<sup>rd</sup> floor not used by childcare centre***

***Carbon Monoxide Detector***

**Battery operated – by door in all 3 classrooms (room 2, 7 and 8)**

**Utility Shut-off Locations**

**(Not accessible to anyone except utility departments/caretaker)**

**Contact caretakers ph #204- 770-6885**

**Shut-off instructions are posted by each utility**

**Water main Responsibility of caretaker and not accessible to centre**

**Main natural gas valve: Responsibility of caretaker and not accessible to centre**

**Furnace: Responsibility of caretaker and not accessible to centre**

**Water heater: Responsibility of caretaker and not accessible to centre**

**Electrical panel: Responsibility of caretaker and not accessible to centre**

**The following are identified on the electrical panel: maintained by caretaker**

- Furnace**
- Water heater**
- exhaust fans in kitchens, bathrooms and any other spaces**

**EMERGENCY FLOOR PLAN**

## **EMERGENCY EVACUATION PROCEDURES**

**Emergency evacuation procedures will be used in case of:**

- fire
- a chemical or hazardous materials accident inside of the centre
- a suspected natural gas leak

**Emergency evacuation procedures may be also used in situations such as:**

- bomb threat
- threatening behaviour inside the building
- a chemical accident in the area outside of the centre
- a health-related emergency such as utility failure or sewage back up

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**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally 2 way radio or personal cell phone**

### **In Case of Fire**

**Staff should:**

- 1. Ensure everyone evacuates fire area immediately.**

- 2. Close doors to fire area.**
- 3. Pull fire alarm bell.**
- 4. Notify director (or assistant director).**
- 5. Follow direction from trained Early Childhood Educator to evacuate all children, staff and visitors from building.**
- 6. Evacuate to the place in shelter which is Ecole Laverendrye located at 290 Lilac Street**

**Suspicion of Gas Leak**

**IMPORTANT - Do NOT pull fire alarm bell**

**Staff should:**

- 1. Verbally notify the director (or Assistant Director) immediately.**
- 2. Follow direction from trained Early Childhood Educator to evacuate all children, staff and visitors from building.**

**Director (or assistant director) should:**

- 1. Verbally notify staff to evacuate the building.**
- 2. Direct trained ECE to lead Evacuation Procedures.**
- 3. Call 911 for fire department and state nature of emergency and address.**
- 4. Verbally notify Principal. 204- 474-1441**

### **Upon Hearing Fire Alarm**

**All children, staff and visitors should:**

- 1. Stop all activities immediately**
- 2. Follow directions of trained ECE to evacuate building.**
- 3. Meet in the assembly area which is the far end of the field in the playground**

**Trained Early Childhood Educator should:**

- 1. Direct staff to gather with children and visitors by the inside of exit door.**
- 2. Assign specific staff to:**
  - Conduct a sweep of the centre looking for any remaining children or adults.**
  - Lead evacuation out of the building.**
  - Bring the attendance record (with floor plan attached) and take attendance in the assembly area.(Ecole Laverendrye)**
  - Take the emergency backpack (including first aid kit, child information records, staff emergency information and contact information for others in building, schools/transportation services). Take Safety Binder with you if possible.**
  - Help children who require additional assistance.**
  - Take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.**
- 3. Close all doors and windows, time permitting.**
- 4. Report evacuation status to director (or assistant director).**

**Director (or Assistant Director) should:**

- 1. Call 911 (or Principal will) to ensure fire department is aware of the situation.**
- 2. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for.**
- 3. Advise the fire department (or Principal) of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).**
- 4. Take direction from fire department (or Principal).**
- 5. Direct staff to return inside or proceed to designated place of shelter upon direction from fire department.**
- 6. If staff and children proceed to designated place of shelter before fire department arrives:**
  - If possible, assign a staff member to remain at main entrance to advise fire department.**
  - Call 911 to inform of evacuation status.**
- 7. Post the name, location and contact number of the designated place of shelter on the outside door. (use poster)**
- 8. Prepare a written statement to relay to parents by telephone, e-mail or text to let them know the children are safe, where to pick them up and whether they need to come early.**
- 9. Assign specific staff to contact parents with prepared statement using centre's cell phone and office phone in designated place of shelter.**
- 10. Record an outgoing message on the centre's voice mail system.**
- 11. Contact staff on outings to return to designated place of shelter, not the centre.**
- 12. Contact schools/transportation services and advise that the children should not be transported to the centre. Make necessary arrangements for children's care.**

- 13. Be available to discuss event with parents when they pick up children.**

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**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally 2 way radio or personal cell phone**

**After the event, the Director (or Assistant Director) should:**

- 1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.**
- 2. Tell the Child Care Coordinator about the event.**
- 3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.**

### **Utility Failure or Sewage Back up**

**The following procedures will be used in the event of sewage back-up or the loss of one of the following utilities:**

- heat**
- water**
- hot water**



- electricity
- natural gas

**Director (or assistant director) should:**

- 1. In the case of a loss of electrical power, figure out if it is specific to the centre or if the area is without power. If it specific to the centre, see if it is a breaker that has blown and restore power. Contact Caretaker immediately 204-770-6885**
- 2. Contact the appropriate utility or repair service immediately to report the problem and get an estimated length of time without service. Contact the School Caretaker: 204-770-6885**
- 3. Contact the public health inspector to complete a risk assessment. The loss of any utility or sewage back-up may present a health risk to the children, staff and families.**
- 4. Contact the local fire authority to determine if the loss of the utility or sewage back-up presents a fire safety risk (for example, fire protection systems/life safety equipment or access to exits is compromised) and if there are alternative requirements during a loss of fire protection.**
- 5. Advise staff on procedural changes required by public health (for example, the use of hand sanitizers and single-use food handling and service items) or the fire authority (such as the requirement for a fire watch).**
- 6. Enact *Evacuation Procedures or Emergency Closure Procedures* if required by the public health authority or fire authority.**
- 7. Follow *Evacuation Procedures or Emergency Closure Procedures*, if required.**
- 8. Inform the child care coordinator of situation and the requirements and recommendations from public health or fire authority.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will**

**be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

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**DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE**

**Ecole Laverendrye**

***290 Lilac Street***

***Winnipeg, Manitoba***

***R3M 2T5***

**204-452-5015**

***-Principal***

***Contact person***

## **EVACUATION AND SHELTER-IN-PLACE PRACTICE DRILLS**

**The following procedures are used to ensure the safety of children and adults in our centre.**

**Evacuation and shelter-in-place practice drills are documented on the Evacuation and Shelter-in-Place Drill Record form and maintained on file for at least one year. Staff and children are not told in advance of the drills. Parents and visitors are required to participate in the drill when in the centre and follow the direction of staff.**

### **Emergency Evacuation Drills**

- Minimum of one evacuation drill per month**
- using alternate exit routes**
- at different times of the day with varying numbers of staff**
- complete evacuation to our designated place of shelter at least once a year**

**Evacuate to the place in shelter which is is Ecole Laverendrye located at 290 Lilac Street**

### **Use of Fire Alarm Manual Pull Stations**

**Principal should:**

- notify fire department of the drill so they will not respond**
- notify alarm company of the drill and that a pull station will be used**

- **make sure the alarm is reset immediately after the drill (see caretaker)**

**When the day care conducts a drill we will use battery operated smoke alarms to conduct a drill.**

### **Shelter-in-Place Drills**

- **Minimum of one shelter-in-place drill every year**

**Evacuate to the place in shelter which is is Ecole Laverendrye located at 290 Lilac Street**

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### **After Evacuation or Shelter-in-Place Practice Drills**

- **Director (or assistant director) will post this information for families**
- **Staff will try to discuss the drill with each family at departure time, particularly if their child found it interesting or upsetting**

## **CENTRE CLOSURE PROCEDURES**

**The following procedures and communication policies will be used in the event of partial or full day closure of the centre due to:**

- weather-related emergencies such as a severe winter storm**
- health-related emergencies such as a utility failure or the outbreak of illness**
- floods**
- forest fires**

### **Closure of centre for portion of day**

**Director (or assistant director) should:**

- 1. Consult with Principal regarding closure. Contact parents by telephone, e-mail. Advise them to pick up their children early at centre or at designated place of shelter (Earl Grey Community Club). Provide staff with a scripted statement to use if helping notify parents.**
- 2. Contact emergency contacts designated by parents, if parents cannot be reached.**
- 3. Post a note on the outside door with the name, location and phone number for the designated place of shelter. Include the centre's cell number.**
- 4. Advise all staff not there at the time.**
- 5. Inform schools/transportation services used by school-age or kindergarten children.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact**

**emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**Closure of centre for the full day**

**Director (or assistant director) should:**

- 1. Consult with school Principal regarding closure. Attempt to contact all families and staff the previous evening or early in the morning by telephone, e-mail. Provide staff with a scripted statement to use if helping notify parents.**
- 2. Arrange to have the closure announced on CJOB (local radio station). (news@cjob.com)**
- 3. Record an outgoing message on the centre's voice mail system.**
- 4. Post a note on the outside door, if possible.**
- 5. Inform schools/transportation services used by school-age or kindergarten children. King's Transportation: 204-586-8800**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

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**Additional steps to prepare for closure due to flooding or forest fire**

**Director (or assistant director) should:**

- 1. Make sure signs showing the locations of utility shut-offs and instructions are posted. Periodically review with designated alternate. : Caretaker is Responsible**
- 2. Turn off the basement furnace, main power switch and the outside gas valve, time permitting. Caretaker is Responsible**
- 3. Take important documents such as child and staff information and financial records, time permitting.**

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**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**Additional steps if our building is flooded**

**Director (or assistant director) should:**

- 1. Contact Manitoba Hydro to disconnect power at the pole and make sure it is safe to re-enter the centre. Caretaker will also be responsible**
- 2. Schedule the cleaning, service and replacing of main circuit panels, light switches, electrical sockets, appliances, furnaces, etc by certified technicians done by Caretaker**
- 3. Make arrangements to have all wiring inspected by a qualified electrician before turning power on done by Caretaker.**
- 4. Make arrangements for the natural gas to be turned on by a qualified professional done by Caretaker.**
- 5. Schedule appropriate cleaning for all flooded areas done by Caretakers.**
- 6. Contact parents with an expected reopening date.**

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**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**After partial or full day closure**

**Director (or assistant director) should:**

- 1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.**
- 2. Tell the Child Care Coordinator about the event.**



- 3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.**
- 4. Contact fire and public health inspectors and the child care coordinator. Depending on the reason for closure, there may be requirements or recommendations to reopen centre.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

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**CONTROLLING FIRE HAZARDS and  
INSPECTION AND MAINTENANCE OF  
FIRE SAFETY EQUIPMENT**

**The following procedures will be used to ensure requirements under the Manitoba Fire Code are met to reduce and prevent the risk of fire by:**

- controlling fire hazards**
- inspecting and maintaining fire safety equipment**

**Documentation File**

**The following documentation will be maintained by the director for review by the fire inspector.**

**The assistant director will know the location of this file, which will contain:**

- copies of safety checklists used to document daily, monthly and annual checks to control fire hazards and inspect and maintain fire safety equipment**
- fire protection system annual inspection report by a qualified technician**
- heating system annual inspection report by a qualified heating contractor: done through the school caretaker**
- fire extinguishers annual inspection report by a certified agency**
- evacuation and shelter-in-place practice drill record**

**These following items have been integrated into our Safety Checklists to document the checks required on a daily, monthly and annual basis.**

**Daily Inspections and Maintenance- Visual only.**

- 1. Fire alarm power indicator and trouble indicator lights are functioning correctly : maintained by caretakers**

- 2. Evacuation procedures and floor plans are prominently posted in each room.**
- 3. Exit signs are easy to see and lit.**
- 4. Corridors, stairs and exits are unobstructed and properly lit.**
- 5. Exits and exterior fire escapes are free of snow and ice. There is a minimum of three meters (about 10 feet) cleared of snow outside of exit. There is a cleared path so that everyone can move further away from the building. Done by Caretakers**
- 6. Fire doors and stairway doors are NOT wedged or blocked open.**
- 7. Electrical appliances are unplugged when not in use (toaster, coffee maker, etc.)**
- 8. All electrical outlets have covers in place.**

**Monthly Inspections and Maintenance – in conjunction with school**

- 1. Exterior fire escapes are in good repair.**
- 2. Exit doors are readily opened from the inside without the use of keys or other locking devices.**
- 3. Fire department access is unobstructed. Exterior fire department connections are easy to see and unobstructed. For example, no vehicles may be parked in a fire route/lane. There is no excessive vegetation, snow or other obstructions to access routes, fire hydrant and fire department connections. Area is cleaned by caretakers**
- 4. All fire extinguishers are checked to make sure:**
  - proper type**
  - hung in required locations**
  - labelled**
  - ready for use**
  - tagged**

- properly charged (arrow in green zone)
  - monthly check documented on tag and on practise drill record
- 5. Battery operated smoke alarms are checked to ensure proper function (documented monthly through evacuation/fire drills).**
- 6. Storage are checked to make sure: This area is completed by caretakers**
- combustible materials have not built up in basements, storage rooms, service rooms or stairwells
  - combustible materials are not stored next to water heaters and heating equipment
  - propane cylinders are not stored inside building or in attached garage/shed
  - there is at least 18 inches clearance between storage and sprinkler heads (if applicable)
- 7. Inspection documentation maintained for review by fire inspector for: Done by caretakers in the school**
- fire hose cabinet inspection
  - emergency lights inspection to make sure they work if the power fails
  - rotating use of fire alarm manual pull stations for monthly evacuation drills– documented on evacuation drill record form (Done through the school)

**Annual Inspections and Maintenance- in conjunction with school**

**Inspection documentation maintained for review by fire inspector for the following:**

- 1. Fire extinguishers are inspected by certified agency (also documented on tag).**

- 2. Batteries for smoke alarms are replaced at least annually (documented).**
- 3. Heating system is inspected by qualified heating contractor.  
Responsibility of the caretakers**
- 4. Fire protection systems are inspected by a certified technician:  
Responsibility of the school caretakers**
  - emergency lighting**
  - fire alarm system**
  - sprinkler system**
  - standpipes**
  - fire hose**
  - emergency generator**
  - fire pump**

### **CONTROLLING FIRE HAZARDS**

- 1. ALL ROOMS OCCUPIED BY THE CENTRE WILL HAVE A LIMITED AMOUNT OF PAPER DISPLAYED ON THE WALLS.**
- 2. CHILDREN'S LOCKERS WILL BE CLEANED REGULARLY AND ART PROJECTS SENT HOME EVERY FRIDAY.**
- 3. COUCHES, ROOM DIVIDERS AND OTHER SIMILAR FURNISHINGS WILL BE SPRAYED WITH A FIRE RESISTANT PRODUCT.**
- 4. ALL ELECTRICAL OUTLETS WILL BE COVERED WITH CHILD PROOF COVERS.**
- 5. STAFF WILL UNPLUG ALL APPLIANCES NOT IN USE AT THE END OF EACH DAY.**
- 6. ALL STAFF WILL KNOW THE EXACT LOCATION OF FIRE EXTINGUISHERS AND HOW TO USE THEM.**
- 7. THERE IS, OF COURSE, NO SMOKING PERMITTED IN THE CENTRE AT ANY TIME, WHETHER CHILDREN ARE IN ATTENDANCE OR NOT.**
- 8. STAFF COATS AND ACCESSORIES WILL BE STORED IN THE CLOSET AREAS PROVIDED.**

**9. ALL AREAS WILL BE MAINTAINED REGULARLY AND EQUIPMENT CHECKED TO MEET STANDARDS AND REPLACED WHEN NECESSARY.**

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## **WEATHER-RELATED EMERGENCIES**

**The following procedures will be used in the event of the following in our area:**

- winter storms**
- flooding**
- forest fires**
- tornadoes**
- severe thunderstorms**

### **Preparation**

**To prepare to care for children outside of regular centre hours or during a utility failure, the director (or assistant director) will ensure that:**

- non-perishable food and water is stored and replenished at least annually**
- flashlights and battery operated lights with fresh batteries are available in all areas of the centre**
- fresh batteries are available for the weather radio or portable radio**
- signs indicating locations of utility shut-offs and instructions are posted and reviewed periodically with designated alternate. Staff would contact Caretakers**

## **Winter Storm, Flood and Forest Fire Procedures**

**Director (or assistant director) should:**



**1. Monitor appropriate source listed below when there is potential for severe weather, flooding or forest fires:**

- **Environment Canada for weather watches and warnings on weather radio or local media**
- **Manitoba Water Stewardship's Hydrologic Forecast Centre website ([manitoba.ca/waterstewardship/floodinfo](http://manitoba.ca/waterstewardship/floodinfo)) and local media during the spring run off period and during other high water advisories for the area**
- **Manitoba Conservation Fire Program website ([manitoba.ca/conservation/fire/](http://manitoba.ca/conservation/fire/)) as well as local media during forest fire season from April to October**

**2. Notify staff in playground to bring children inside in the event of a severe weather warning.**

**3. Notify any groups on outings to return or take indoor shelter immediately.**

**4. Reschedule outdoor play and all outings away from the centre.**

**5. Post information indicating that there may be a need for closure and reminding parents how the closure will be communicated.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**Additional steps for severe winter weather watch/warning or a blizzard warning**

- 1. Director and the board chair will consult on the need for emergency closure.**
- 2. Follow *Emergency Closure Procedures* if required.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**Additional steps when there is potential for flooding or forest fire**

- 1. Director and the board chairperson will consult on the need for an emergency closure based on the information available from emergency response officials.**
- 2. Director (or assistant director) will:**
  - advise parents if a decision is made to close the centre**
  - follow all instructions from emergency response officials**
  - remind parents to listen to local media (CJOB) and emergency response officials for evacuation orders and assume that the centre will be closed until further notice**
- 3. Follow *Emergency Closure Procedures* if required.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact**

**emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

## **Tornado or Severe Thunderstorm Procedures**

### **Staff should:**

- 1. Immediately contact the director (or assistant director) if aware of a severe thunderstorm or tornado warning/sighting in the area.**

### **Director (or assistant director) should:**

- 1. Monitor the situation using information from Environment Canada on the weather radio.**
- 2. Make decision to enact *Shelter-in-Place Procedures*.**

**Place of shelter in the case of tornado or severe thunderstorm is the northwest corner of the school under a stairwell when possible located in the basement of the school away from the windows.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will**

**be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**Trained ECE should:**

- 1. Remind staff not to use electrical equipment and avoid using the telephone.**
- 2. Direct staff to move children away from doors and windows.**
- 3. Make sure flashlights and battery operated lights with fresh batteries are available in all areas of the centre.**
- 4. unplug all electrical appliances such as radios, coffee makers, computers, toasters etc.**

**Staff should:**

- 1. Follow directions from trained ECE**
- 2. Guide children to stay away from windows, doors, stoves, radiators, metal pipes, sinks and other electrical charge conductors.**

**SHELTER – IN – PLACE PROCEDURES: TORNADO**

**Indoor Place of Shelter for Tornadoes or severe thunderstorm is the northwest corner of the school under a stairwell when possible located in the basement of the school away from the windows.**

- 1. Direct trained ECE to lead *Shelter-in-Place Procedures*.**

- 2. Notify staff in playground to return indoors immediately.**
- 3. Notify staff on outings away from centre to immediately seek the closest indoor shelter. Remind them to call back with their location.**
- 4. Notify schools/transportation services that the children should not be transported to the centre and that staff cannot leave to pick them up. Make arrangements for the children's care.**
- 5. Bring the weather radio operating on battery back up and cell phone to protective space to monitor when it is safe to leave the protective spaces.**

**Trained ECE should:**

- 1. Direct staff and children to gather in protective spaces.**
- 2. Assign specific staff to :**
  - Bring the emergency backpack into the protective spaces (including the first aid kit, child information records, staff emergency information, contact information for other in building and schools/transportation services.)**
  - Take attendance to make sure all children and staff are accounted for**
  - Help children who require additional assistance**
  - Take required medications and specialized equipment for children with additional support needs if it is possible to do so safely and if essential for the immediate safety of a child.**
- 3. Advise director (or assistant director) of the status of Shelter - In - Place- Procedures: Tornado**

**Indoor Place of Shelter for Tornadoes is Place of shelter in the case of tornado or severe thunderstorm is the northwest corner of the school under a stairwell when possible located in the basement of the school away from the windows.**

- Staff should**

**1. Follow directions from trained ECE.**

**After the event, director (or assistant director) should:**

- 1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.**
- 2. Tell the Child Care Coordinator about the event.**
- 3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.**

## HEALTH-RELATED EMERGENCIES

The following procedures and communication policies will be used in the event of an emergency due to:

- a child's medical condition
- communicable or food-borne illness in the centre or larger community
- serious injury of a child
- utility failure or sewage backup

## A Child's Medical Condition

When a child enrolls with a medical condition or is diagnosed while attending the centre the director (or assistant director) should:

1. Make sure Unified Referral Intake System (URIS) applications are submitted.
2. Arrange staff training by a registered nurse related to the URIS *Individual Health Care Plan/Emergency Response Plan*.
3. Update the centre's safety plan with any special considerations required for the child.
4. Store *Individual Health Care Plan/Emergency Response Plans* in the appropriate staff communication area while considering the importance of confidentiality.
5. Make sure there are processes to monitor when a child's URIS plan will expire.
6. Arrange for plan to be updated and staff retraining to be conducted every year.
7. See the Anaphylaxis section for additional policies and procedures related specifically to life-threatening allergies.

## **Communicable or Food-Borne Illness**

### **Prevention**

**The following procedures are used to prevent outbreaks of communicable or food-borne illness:**

- **Routine health practices**
- **cleaning and sanitizing schedules**
- **Safe food handling practices**
- **Disposable gloves are worn any time staff's hands may come in direct contact with blood (or body fluids containing blood) or staff have open cuts or sores on their hands**
- **staff monitor children's health and ask parents about unusual symptoms observed in children (diarrhea, vomiting, abdominal pain, etc.)**
- **Staff encourages parents to inform the centre of diagnosed illness after a visit to the doctor**
- **Staff document symptoms, diagnosed illnesses or absences due to illness in the daily incident record**
- **A toileting log book is maintained to help identify children with diarrhea as a simple warning system of an illness outbreak**

### **Outbreak of communicable or food-borne illness in centre**

**Director (or assistant director) should:**

- 1. Contact the public health nurse for requirements for specific illnesses. Be sure to ask about any special precautions for non-immunized children or pregnant staff/family members.**
- 2. Contact the principal/school secretaries as to the nature of the communicable outbreak and that public health has been notified**
- 3. Contact the public health inspector if directed to do so by the public health nurse.**



- 4. Inform the child care coordinator of the situation and public health authority's requirements and recommendations.**
- 5. Provide regular updates to the child care coordinator and public health authorities.**
- 6. Review the following procedures with all staff and make sure procedures are diligently followed:**
  - proper sneezing and coughing etiquette**
  - adult hand washing procedures**
  - children's hand washing procedures**
  - toileting procedures**
  - cleaning and sanitizing procedures**
  - procedures for the proper storage, handling and serving of food**
- 7. Notify parents of illnesses present in the centre and the symptoms to look for in their child.**
- 8. Share resources and information with parents.**
- 9. Advise staff of requirements from public health or other authorities and make sure requirements are followed.**

**Staff should:**

- 1. Review proper hand washing procedures with the children.**
- 2. Go over sneezing and coughing techniques with the children.**
- 3. Monitor bathroom visits to make sure procedures are followed.**
- 4. Clean and sanitize toys, equipment and surfaces.**
- 5. Encourage parents to discuss any health concerns, symptoms or diagnosed illnesses.**

**6. Document health concerns, symptoms or diagnosed illnesses in the daily incident record.**

**Parents should:**

- 1. Discuss any health concerns or symptoms with staff.**
- 2. Tell staff about any diagnosed illnesses.**

**Contact with Public Health**

**The public health authority will be contacted for advice and direction if any of the following illnesses are present in the centre:**

- any illness prevented by routine immunizations: diphtheria, measles, mumps, pertussis (whooping cough), polio and rubella**
- gastrointestinal infections such as a diagnosed case of campylobacter, E. coli, giardia, rotavirus, typhoid fever, salmonella gastroenteritis, shigella gastroenteritis and yersinia gastroenteritis**
- diarrhea, if there are 2 to 3 or more children within 48 hours, because it could be a serious gastrointestinal infection**
- group A streptococcus (invasive diseases such as toxic shock syndrome and flesh-eating disease)**
- haemophilus influenzae type b (Hib)**
- hepatitis A virus (HAV)**
- impetigo, if there is more than one diagnosed case in the same room within a month**
- meningitis**
- meningococcal disease**
- strep throat and scarlet fever, if there are more than two diagnosed cases within a month**

- tuberculosis

**Public health will also be contacted about any bite that breaks the skin as blood tests may be required.**

**Notification to Parents and Staff**

- 1. Parents and staff will be advised of any of the illnesses requiring contact with public health (above).**
- 2. The notice will specifically advise parents to talk to their doctor and check their own child's immunization records about the following illnesses prevented by routine immunizations:**
  - diphtheria
  - measles
  - mumps
  - pertussis (whooping cough)
  - polio
  - rubella
- 3. The notice will specifically advise staff or family members who are or may become pregnant that they should talk to their doctor and check their immunization status for the following illnesses:**
  - chicken pox
  - parvovirus B19 (fifth disease or "slapped cheek" syndrome)
  - rubella
  - measles
  - mumps
  - CMV (cytomegalo virus)

**Additional steps: Outbreak of communicable or food borne illness in larger community**

**Director (or assistant director) should:**

- 1. Monitor and respond to warnings from Manitoba Health and Healthy Living, Health Canada or the Canadian Food Inspection Agency. Be sure to visit their websites for additional information.**
- 2. Advise all staff of recommendations from Manitoba Health, Health Canada, the Food Inspection Agency, the public health inspector or the child care coordinator. Make sure staff follow recommendations.**
- . Contact the principal/school secretaries as to the nature of the communicable outbreak and that public health has been notified**

## **Serious Injury of a Child**

**Director (or assistant director or trained ECE on site) should:**

- 1. Help make the decision to provide first aid at the centre or call an ambulance.**
- 2. Contact the parents or emergency contacts (if parents cannot be reached).**

### **Injury requiring first aid**

**Staff should:**

- 1. Provide first aid according to the principles learned in their first aid training.**
- 2. Document the incident as quickly as possible and provide an incident report to the parents and director (or assistant director).**
- 3. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent injuries.**

### **Injury requiring medical attention**

**Director (or assistant director) should:**

- 1. Call 911 for an ambulance.**
- 2. Provide a copy of the parent's permission for emergency medical treatment.**
- 3. Accompany the child to the hospital with a copy of the parent's permission for emergency medical treatment, if parents are not at the centre.**

**Staff should:**

- 1. Attend to the child according to the principles learned in their first aid training until paramedics arrive.**
- 2. Document the incident as quickly as possible.**
- 3. Provide an incident report to the parents and director (or assistant director).**

**After the event, director (or assistant director) should:**

- 1. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent future injuries.**
- 2. Notify:**
  - the child care coordinator within 24 hours by submitting a Serious Injury Notification on-line or by telephone**
  - the centre's insurance provider ( Morris Insurance: 204-885-7582)**
  - the board chair.**

### **ANAPHYLAXIS (LIFE-THREATENING ALLERGIES)**

**The following roles and responsibilities outline the procedures that will be followed if:**

- a child currently in the centre has been diagnosed with a life-threatening allergy**
- a child about to enrol in the centre has been diagnosed with a life-threatening allergy**

### **IMPORTANT**

**Call an ambulance immediately to take the child to the hospital when an adrenaline auto-injector is used.**

**The entire community has a role to play in ensuring the safety of children with a known risk of anaphylaxis in a community setting. To minimize risk of exposure and to ensure rapid response to an emergency, parents, children and centre staff must all understand and fulfill their responsibilities.**

**Director (or assistant director) should:**

- 1. Work as closely as possible with the parents of the child with a known risk of anaphylaxis. Regularly update emergency contacts and telephone numbers.**
- 2. Immediately start appropriate planning for an *Individual Health Care Plan/Emergency Response Plan* that considers the age and maturity level of the child, the specific allergen and the centre's circumstances.**
- 3. Submit a URIS application with parents, including *An Authorization for the Release of Information* form. Remind parents that it will need to be completed every year.**
- 4. Have parents complete an *Authorization for Administration of Adrenaline Auto-Injector* form.**
- 5. Contact the public health nurse (or contracted nursing agency if the public health nurse is not available) to develop the *Individual Health Care Plan/Emergency Response Plan* and schedule staff training.**
- 6. Identify a contact person for the nurse.**
- 7. Inform other parents that a child with a life-threatening allergy is in direct contact with their child (with written parental approval). Ask parents for their support and cooperation.**
- 8. If it is not developmentally appropriate for the child to carry an auto-injector, make sure the adult responsible for that child wears it in a fanny pack. An alternative is to keep it in a safe, UNLOCKED location accessible only to the adults responsible.**
- 9. Staff Training**
  - Notify staff / school, if necessary, of the child with a known risk of anaphylaxis, the allergens and the treatment.**

- **Have all staff (and possibly volunteers) receive instruction on using an auto-injector.**
  - **Inform all substitute staff about the presence of a child with a known risk of anaphylaxis. Be sure to advise them of the appropriate support and response, should an emergency occur.**
  - **Store the *Individual Health Care Plan/Emergency Response Plan* in the staff communication areas for easy access while keeping in mind the importance of confidentiality.**
  - **Arrange an annual in-service through the nursing service to train staff and monitor personnel involved with the child with life-threatening allergies.**
- 10. Help with carrying out policies and procedures for reducing risk in the centre.**
- **Post allergy alert forms with photographs, kitchen, eating area and other appropriate locations (with written parental approval).**
  - **Develop safety procedures for field trips and extra-curricular activities.**
- 11. Make sure there are processes to:**
- **Monitor when a child's *Individual Health Care Plan/Emergency Response Plans* will expire.**
  - **Annually review and submit a URIS Application form to make sure there is an *Individual Health Care Plan/Emergency Response Plan* for each child with a life-threatening allergy.**
  - **Monitor the expiry dates for children's adrenaline auto-injectors. Remind parents about expiry as needed.**
  - **From time to time, remind other parents in the centre how important it is to make sure packed lunches and snacks are allergen-free.**

**Responsibilities of all staff:**

- 1. Receive annual URIS training in caring for a child with anaphylaxis.**



- 2. Display a photo-poster in the child care centre (with written parental approval).**
- 3. Discuss anaphylaxis with the other children, in age-appropriate terms.**
- 4. Encourage children not to share lunches or trade snacks.**
- 5. Choose products that are safe for all children in the centre (parental input is recommended).**
- 6. Instruct children with life threatening allergies to eat only what they bring from home, if applicable.**
- 7. Reinforce hand washing to all children before and after eating.**
- 8. Facilitate communication with other parents.**
- 9. Follow policies for reducing risk in eating and common areas.**
- 10. Enforce rules about bullying and threats.**
- 11. Leave information in an organized, prominent and accessible format for substitute staff.**
- 12. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning the trip.**
- 13. Make sure that auto-injectors are taken on field trips**

**Responsibilities of the parents of a child with anaphylaxis:**

- 1. Tell the centre director about the child's allergies and needs.**
- 2. Provide their child with an up-to-date auto-injector. If it is not developmentally appropriate for the child to carry it, parents should confirm the auto-injector is in a specified location (safe, UNLOCKED location accessible only to the adults responsible), or on the person of the adult responsible for the care of the child.**
- 3. Make sure their child has and wears a medical identification bracelet.**
- 4. Submit all necessary documentation as required.**

- 5. Provide the child care centre with adrenaline auto-injectors before the expiry date.**
- 6. Make sure that staff are aware that auto-injectors are to be taken on field trips.**
- 7. Participate in the development of a written *Individual Health Care/Emergency Response Plan* for their child, which is updated every year.**
- 8. Be willing to provide safe foods for their child, including special occasions.**
- 9. Provide support to the facility and staff as required.**
- 10. Teach their child (as developmentally appropriate):**
  - to recognize the first signs of an anaphylactic reaction**
  - to know where their medication is kept and who can get it**
  - to communicate clearly when he or she feels a reaction starting**
  - to carry his or her own auto-injector on their person (for example, in a fanny pack)**
  - not to share snacks, lunch or drinks**
  - to understand the importance of hand washing**
  - to report bullying and threats to an adult in authority**
  - to take as much responsibility as possible for his or her own safety**

**Responsibilities of all parents:**

- 1. Cooperate with the child care centre to eliminate allergens from packed lunches and snacks.**
- 2. Participate in parent information sessions.**
- 3. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.**

- 4. Inform the staff before food products are distributed to any children in the centre.**

**Responsibilities of the child with anaphylaxis:**

- 1. Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (as developmentally appropriate).**
- 2. Eat only foods brought from home, if applicable.**
- 3. Wash hands before and after eating.**
- 4. Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate).**
- 5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear (as developmentally appropriate).**
- 6. Wear a medical identification bracelet.**
- 7. Keep an auto-injector on their person at all times, such as in a fanny pack (as developmentally appropriate).**
- 8. Know how to use the auto-injector (as developmentally appropriate).**

**Responsibilities of all children (as developmentally appropriate):**

- 1. Learn to recognize symptoms of anaphylactic reaction.**
- 2. Avoid sharing food, especially with children with a known risk of anaphylaxis.**
- 3. Follow rules about keeping allergens out of the centre and washing hands (as developmentally appropriate).**
- 4. Refrain from bullying or teasing a child with a known risk of anaphylaxis.**

## **CHEMICAL ACCIDENT PROCEDURES**

**The following procedures will be used in the event of a chemical accident:**

- inside of the centre (for example, the inappropriate mix of household cleaners)**
- in the area outside of the centre**

### **Chemical Accident Inside of Child Care Building**

**Director (or assistant director) should:**

- 1. Enact evacuation procedures immediately.**
- 2. Call 911 for the fire department.**
- 3. Direct staff to follow *Evacuation Procedures*.**
- 3. Notify custodian 204- 770-6885**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

### **Chemical Accident Outside of Child Care Building**

**Director (or assistant director) should:**

- 1. Enact *Shelter-in-Place Procedures* or *Evacuation Procedures* based on instructions from the emergency response personnel**
- 2. Follow: Evacuation Procedures or Shelter-in-Place Procedures: Chemical Accident Outside of Building**

**Shelter-in-Place Procedures: Chemical Accident Outside of Building**

**Director (or assistant director) should:**

- 1. Verbally direct trained ECE to lead Shelter-in-Place Procedures and close windows and as many internal doors as possible.**
- 2. Notify staff in playground to return indoors immediately.**
- 3. Close and lock all exterior doors.**
- 4. Turn off breakers that control air flow. Contact Caretaker immediately. 204- 770-6885**
- 5. Notify staff on outings away from centre to immediately seek the closest indoor shelter and call back with their location.**
- 6. Notify schools and transportation services that the children should not be transported to the centre and that staff cannot leave to pick them up until further notice. Make arrangements for the children's care. King's Transportation: 204- 257-0696**
- 7. Inform parents by phone, e-mail as quickly as possible. Use a scripted message, if possible.**
- 8. Direct parents to stay away from the area and listen to the local media for further updates on the situation.**
- 9. If there is time and it is needed, assign specific staff to take additional measures to protect indoor air:**
  - Seal any obvious gaps around exterior windows and doors.**
  - Place a rolled up damp towel at the floor space at bottom of doors.**
  - Cover and seal bathroom exhaust and grilles, range vents, dryer vents and other openings to the outdoors as much as possible.**

- Put plastic over the windows to seal.

10. Inform staff and children when emergency response personnel say it is safe to leave the building.

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**Trained ECE should:**

1. Lead Shelter-in-Place Procedures.
2. Direct specific staff to close and lock exterior windows and to close as many internal doors as possible.
3. Take attendance to account for all children, staff and visitors.
4. Advise the director (or assistant director) of the status of Shelter-in-Place Procedures.
5. Assign specific staff to prepare for evacuation by:
  - Having the emergency backpack (including the first aid kit, child information records, staff emergency information, contact information for others in building and schools/transportation services) ready to go, should evacuation be ordered
  - Having required medications and specialized equipment for individual children with additional support needs ready.

**After the event, director (or assistant director) should:**

- 1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.**
- 2. Tell the Child Care Coordinator about the event.**
- 3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.**

## **BOMB THREAT PROCEDURES**

**The following procedures describe how we will respond to:**

- a bomb threat received by telephone or in writing or from information from school
- a bomb threat received and suspicious item found

### **IMPORTANT**

**If a bomb threat is received and/or a suspicious package is found:**

- **DO NOT** use any form of wireless communication (pagers, cell phones, Blackberries, two-way radios, etc.).
- **Contact the director (or assistant director) immediately to assess the situation.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

### **Bomb Threat Received by Telephone or in Writing**

**Staff member receiving a bomb threat by telephone should:**



- 1. Use the *Threatening Telephone Call* form to record as much information as possible.**
- 2. Notify director (or assistant director) IMMEDIATELY after the call and discuss information on the *Threatening Telephone Call* form.**

**Staff member finding a bomb threat in writing should:**

- 1. Leave the note where it is and do NOT touch or move it (even if it has already been moved).**
- 2. Notify director (or assistant director) IMMEDIATELY.**

**Director (or assistant director) should:**

- 1. Consult with Principal and together determine if there is an immediate threat to safety based on the information available.**
- 2. Direct staff NOT to use any form of wireless communication.**
- 3. Call 911 using a land phone. Consult with police for further steps. (school office)**
- 4. In consultation with police/school, determine if there is an immediate threat to safety based on the information available and decide whether or not to evacuate.**
- 5. Notify police of the caller's phone number if call display or call trace was successful.**
- 6. Make sure the person who answered the threatening phone call or found the written message is available to be interviewed by police.**
- 7. If there is an imminent threat to safety:**
  - Enact Evacuation Procedures. Do NOT use fire alarm.**
  - Direct trained ECE to lead *Evacuation Procedures*.**
- 8. Assign specific staff to:**

- **Go to the playground and tell staff to remain there or proceed to designated place of shelter.**
- **Call staff and children on outings away from centre (using a land line). Advise staff not to return to centre until further notice or to proceed to designated place of shelter.**

**Trained ECE staff should:**

- 1. Lead *Evacuation Procedures* if enacted.**

**After the event, the director (or assistant director) should:**

- 1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.**
- 2. Tell the Child Care Coordinator about the event.**
- 3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.**

**If suspicious item is found but no bomb threat has been received, the director (or assistant director) should:**

- 1. Advise staff NOT to touch or move it (even if it has already been moved).**
- 2. Evacuate the immediate area and close door.**
- 3. With the Principal try to determine if it is suspicious and dangerous or if it is an ordinary item.**
- 4. Call 911 using a land phone and consult with police for further steps. (school office)**
- 5. In consultation with police/school, determine if there is an immediate threat to safety based on the information available and decide whether or not to evacuate.**

**In the case of a suspicious powdery substance, all persons believed to have had contact with it must:**

- 1. Gather together in a separate area away from those who did not have contact.**

- 2. Stay to get the appropriate medical assessment and treatment.**

### **Bomb Threat and Suspicious Item**

**If a bomb threat is received and suspicious package, letter or object is found, there is an immediate threat to safety.**

**Director (or assistant director) should:**

- 1. Notify Principal. Evacuate the immediate area where the suspicious item was found. Close the door to the area.**
- 2. Direct staff not to use any form of wireless communication.**
- 3. Enact the *Evacuation Procedures*. Do NOT use fire alarm.**
- 4. Direct trained ECE to lead *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.**
- 5. Call 911 using a land phone and state the nature of the emergency. (school office)**
- 6. Notify police/school of the caller's phone number if call display or call trace was successful.**
- 7. Make sure the person who answered the threatening phone call (or found the written message) and found the suspicious package is available to be interviewed by police.**

**Trained ECE should:**

- 1. Lead the Evacuation Procedures.**
- 2. Assign specific staff to:**
  - Go to playground and advise staff to remain there or proceed to designated place of shelter which is Ecole Laverendrye located at 290 Lilac Street**

- **Call staff and children on outings away from centre using a land line and advise staff not to return to centre and to proceed to designated place of shelter.**

**After the event, the director (or assistant director) should:**

- 1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.**
- 2. Tell the Child Care Coordinator about the event.**
- 3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.**

## **THREATENING BEHAVIOUR PROCEDURES**

**The following procedures describe the response to threatening behaviour:**

- inside the centre or on the property**
- in the neighbourhood**

### **Staff should:**

**1. Notify the principal/director (or assistant director) immediately when aware of:**

- threatening behaviour inside the centre or on the property**
- threatening behaviour in the neighbourhood (either by seeing it or being told by the police)**
- a threat made in writing or received by telephone (do not move, touch or delete the evidence)**

**2. Call 911 for the police immediately if there is a threat to safety.**

### **Director (or assistant director) should:**

**1. Tell staff in the daily staff communication log book to contact the director (or assistant director) immediately if a person who may become threatening arrives at the centre. Tell school, if necessary. For example, if a person has made a threat or is extremely upset such as:**

- a recently fired staff person**
- a parent concerned about a situation at the centre**
- a parent who has become angry, violent or made threats to take a child with respect to a custody dispute**

**2. If the threat is received in writing, by telephone or voice mail:**

- **Call the police immediately. The police can help assess the level of risk to your safety and help you decide on next steps.**
- **Do not touch, move or delete the threat or evidence so the police can investigate properly.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

## **SHELTER-IN-PLACE PROCEDURES**

### **Threatening Behaviour Inside Centre or On Property**

**Director (or assistant director) should:**

- 1. Make the decision to enact Shelter-in-Place Procedures.**
- 2. Direct trained ECE to lead the *Shelter-in-Place Procedures*.**
- 3. Tell trained ECE where the threatening person is and whether they seem to have a weapon or not.**
- 4. If the person does not have a weapon:**
  - **Direct a trained ECE member to call 911 for the police.**
  - **Talk to the person. Try to calm them down.**
- 5. If the person has a weapon:**

- **Call 911 for the police immediately.**
- **Take cover in the closest protective space.**

- 6. Follow directions from the police about what to do next.**
- 7. Give the police floor plans and information about the number of children and staff and where they are.**
- 8. As soon as possible, notify staff on outings to stay where they are or to look for indoor shelter.**
- 9. As soon as possible, notify schools and transportation services that the children should not be transported to the centre and that staff cannot leave to pick them up. Make plans for the children's care.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**Trained ECE staff should:**

- 1. Quietly direct staff to gather with children into the protective spaces as far away from the threatening person as possible.**
  - **If the threat is on the property, direct staff and children to quickly move inside, take cover or drop to the ground, depending on the situation.**
  - **If the threat is inside the centre, direct staff and children in the playground to go to the designated place of shelter immediately.**

**2. Assign specific staff to:**

- **take attendance to account for all children and staff**
- **help children who need additional assistance**
- **take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so**

**3. If safe to do so, advise director (or assistant director) about the status of *Shelter-in-Place Procedures*.**

**Staff should:**

- 1. Gather children in the nearest protective space away from the threatening person. As we are in square rooms with only one door, we would have to use furniture to barricade. If we are in the open areas we could go into first available room with a door and barricade or lock.**
- 2. Lock the door to the room and cover door windows.**
- 3. Turn off lights.**
- 4. Close and lock exterior windows.**
- 5. If the threat is inside the centre, DO NOT close exterior blinds or curtains. Police need to see inside the centre.**
- 6. Stay in protective spaces that are out of sight from doors and windows.**
- 7. DO NOT leave protective spaces until told by the director (or assistant director).**

**After the event, the director (or assistant director) should:**

- 1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.**
- 2. Tell the Child Care Coordinator about the event.**



- 3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.**

**SHELTER-IN-PLACE PROCEDURES**  
**Threatening Behaviour in Neighbourhood**

**IMPORTANT**

**DO NOT** leave the centre until the police tell you it's okay.

**Director (or assistant director) should:**

- 1. Direct trained ECE staff to lead *Shelter-in-Place Procedures*. Tell them the threat is in the neighbourhood.**
- 2. Notify staff and children in the playground to come inside immediately.**
- 3. Make sure exterior doors are closed and locked.**
- 4. Notify staff with children on outings to stay where they are (if safe to do so) or find the closest indoor shelter. Have staff call back to say where they are.**
- 5. Look at attendance records provided by staff to make sure all children and staff is accounted for.**
- 6. Notify schools and transportation services that the children should not be transported to the centre and staff cannot leave to pick them up. Make plans for the children's care. King's Transportation: 204-257-0696**
- 7. Call 911 to make sure police know about the situation.**
- 8. Follow directions from the police about what to do next.**
- 9. Tell staff when it is safe to leave the protective spaces as directed by the police.**

**During School hours, the director will not make the decision to enact emergency procedures. The school principal/head custodian will enact emergency procedure. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will**

**be broadcast by the school through the intercom or telephoned or e-mailed to the Director/Assistant Director to enact the school's plan of action.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

**Trained ECE staff should:**

- 1. Direct staff to gather with children away from exterior windows and doors.**
- 2. Assign specific staff to help children who need additional assistance.**
- 3. Take attendance to account for all children.**
- 4. Advise director (or assistant director) of status of *Shelter-in-Place Procedures*.which is Ecole Laverendrye located at 290 Lilac Street**

**Staff should:**

- 1. Gather with children in areas away from exterior doors and windows.**
- 2. Close and lock exterior windows.**
- 3. If possible, close blinds or curtains.**
- 4. DO NOT leave centre until advised by the director (or assistant director).**

**After the event, the director (or assistant director) should:**

- 1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.**

- 2. Tell the Child Care Coordinator about the event.**
- 3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.**

**School lock down procedure-announcement over intercom alerting of lock down status. Staff and children will shelter in place as above until notified of safety by school officials or police.**

## **CONTROLLING VISITOR ACCESS**

**The following procedures describe how we control and monitor visitor access to ensure:**

- staff are aware when parents and children arrive or depart**
- staff are aware of expected or unexpected visitors**
- people who do not belong in the centre are prevented from entering unnoticed**

### **Preparation**

**The following procedures describe how we control and monitor visitor access to ensure:**

- staff are aware when parents and children arrive or depart**
- staff are aware of expected or unexpected visitors**
- people who do not belong in the centre are prevented from entering unnoticed**

### **Preparation**

**There are policies that ask parents to tell staff when someone else will pick up their child. If staff don't know the person, they will ask for ID.**

**Staff are told about custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements. Custody papers are located in the emergency backpacks located in each classroom in a locked area.**

**Parents are informed in the parent policy manual that staff need to be told when there are changes to who is allowed to pick up their child. Staff then update the designated pick up list for that child.**

**Changes in Information is given to the Director/Assistant Director immediately so the office and classroom remain consistent with information. New forms are made and the old ones destroyed so information is current.**

**Parents and staff are informed in the parent and staff manuals to be cautious and not allow other people to enter the centre as they are entering or exiting the centre.**

**When visitors are expected, staff note it in the staff log book so all staff are aware. For example, this may include a different pick-up person, a utility repair person or practicum supervisor for an early childhood education student.**

**All staff and authorized persons in the school are to wear ID tags approved by the school/Daycare and must be visible and available at all times. Temporary visitor ID tags are given to practicum students, substitutes etc. and are recorded and returned to the Director/Assistant Director.**

**If the visitor is unknown to the staff, staff must ask to see identification.**

**Expected visitors are welcomed and escorted to the appropriate area in the centre.**

**When we learn during the enrolment process, in an Inclusion Support Program meeting or through observation, that a child has a tendency to leave areas unescorted or is not fearful of strangers, all staff are informed. Staff are also required to pay particular attention to make sure the child remains safe.**

**The Role of the Licensee (Executive Director or Assistant Director) in the event of an emergency is as follows:**

**The Executive Director (or Assistant Director) will notify by telephone, e-mail or in person the school principal, school secretary and custodian as to the nature of the emergency. Director will inform by cell phone the employees of the centre and give direction as to the direction to be taken (ie) lockdown, place of shelter, evacuation) etc.if emergency is noticed by Director. If emergency occurs through the school then:**

**During School hours, the director will not make the decision to enact emergency procedures. The Director will physically meet with the Principal as office is located within steps of the Director's Office, communication will be broadcast by the school through the intercom or telephoned to the Director/Assistant Director/e-mail school's plan of action.**

**Backpacks with information of children will be taken upon evacuation of the centre to the place of shelter. Children with additional support needs will be assisted by trained staff.**

**Communication to the different rooms the daycare uses will be through school intercom, telephone, verbally, 2 way radio or personal cell phone**

#### **Controlling and Monitoring Visitor Access-joint protocol**

- **The school doors are locked between the hours of 9:00 AM and 3:30 PM and parents/visitors must enter and exit through the Cockburn Street Doors (front doors). Between the hours of 7:00 AM – 9:00 AM parents must enter/exit through the Fleet Street Doors (known as the daycare doors) and between the hours of 3:30 PM – 6:00 PM they must also enter/exit through the Fleet Street Doors.**
- **A security camera is mounted above the Fleet entrance to monitor visitor access.**

#### **Preschool Room 7 and School Age Room 8 and School Age Room 2: The following procedures control visitor access:**

- 1. Doors to each classroom are locked during the day. (Rm 2,Rm 7 and Rm 8).**
- 2. Visitors/Parents must knock at the door and a staff closest to the door will visually see the person and confirm their identity through the glass window on the door.**
- 3. Once confirmed the door will be opened to allow them into the area.**
- 4. No one is able to enter the classroom without authorization from a staff member. The door is locked on the outside but not locked on the inside to allow exiting from the room in case of emergency.**
- 5. If they are not authorized to enter, then entry is denied. If the person does not exit the area, a phone call made from the telephone in each classroom to the school/caretaker/Director/Assistant Director is immediately made and they will assist in removal of the person. Door would remain locked. For extreme situations, 911 would be immediately called then the school/director notified by phone.**
- 6. Staff are required to welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre's activities.**
- 7. Staff are required to sign children in and out on the attendance record. Face to name attendance is taken upon all transitions and sporadically in the classroom to ensure accurate attendance/monitoring of children.**
- 8. Parents are required to directly tell a staff member when they are leaving the building, with or without their children and to not allow other people into the centre when entering or leaving the centre.**

**The following Controls visitor access to the Open Area (Rm6):**



- 1. The school will not allow at this point the locking of the doors to the Open area as it is used continuously through the day for access to the girl's washroom and classrooms.**
- 2. Open Area doors are closed at all times**
- 3. Senior staff are positioned in the Open Area to allow them to be able to visually see who enters and exits the area.**
- 4. Staff are equipped with a cell phone/walkie talkies to be able to contact the school/director/assistant director immediate should there be an unauthorized person in the area.**
- 5. Exits are readily available to remove the children immediately if safely able to do so and return to the locked classroom.**
- 6. Only the 2 end doors are accessible for visitors/children to enter / exit.**
- 7. An attendance list of children is always with a staff member and face/name attendance is taken while in the area as well as in any transition time to allow staff to monitor the children in attendance.**
- 8. If a child is escorted away from the area by an unauthorized person, staff are equipped with a cell phone/walkie talkies to contact the director/assistant director immediately to assist. If the situation is of a more serious nature, 911 would be called first then the director/assistant director and children would be gathered up and if able to do so safely, taken back to the locked classroom.**
- 9. Children with additional support needs are always under the guidance of an inclusion staff who does not count in ratio and therefore be able to assist as needed without jeopardizing the staff/child ratio. They would also contact the Director/Assistant Director as required to inform them of the situation.**

## **DROPPING OFF AND PICKING UP CHILDREN**

**Parents are responsible for dropping off and picking up their children.**

**Parents are required to identify for the centre other persons who may from time to time pick up their child/ren and whether notification to the centre is required each time these people pick up the child. *(Photo identification is required at all times from these persons or any other person who is not the regular daily parent pick up person)*. This information form is part of your enrolment package. It is the responsibility of the parent to keep the Centre up to date on any changes in pick-up persons. Children will not be released, regardless of age unescorted from the centre. Anyone picking up a child must be 12 years of age or older and not in the care of the centre.**

## **INFLUENCE OF DRUGS OR ALCOHOL**

**The Earl Grey Children's Centre will not release a child to anyone under the influence of drugs or alcohol. In the event that a person arrives to pick up a child who is in our opinion under the influence of either drugs or alcohol we will contact the alternate pick up person, Child and Family Services or the Police Department.**

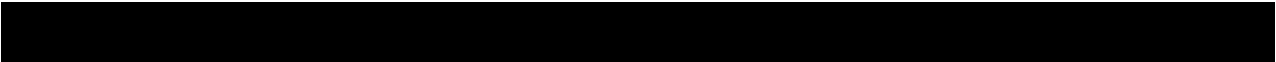
## **RUNAWAY POLICY**

**If your child runs away from the centre you will be contacted immediately by the staff person on duty in order to notify you that you are required to accept responsibility for the search of your child. It is the responsibility of the centre to provide for the care and safety of the entire group, and the centre staff members cannot leave the group to chase/find a child who leaves/runs from the centre. Please ensure your child understands that leaving the centre or playground alone is not an acceptable option.**

## **CUSTODY**

**If there is any custodial agreement, court or government order in effect, a copy of these papers must be placed on file with the centre at the time of enrolment. If there is a restraining order in place which will affect access to the children by an individual, it must also be placed on file with the centre. The centre will abide by the custody instructions and or restraining orders in all cases. If any changes in orders or custody instructions during the period of enrolment, it is the parent's responsibility to notify the centre in writing and provide a new copy of the arrangement/agreement.**

**If custody papers are not filed at the centre and a non-custodial parent arrives at the centre to pick up their child, the centre will release the child to this parent.**

- 
- There are policies that ask parents to tell staff when someone else will pick up their child. If staff doesn't know the person, they will ask for ID.**
  - Staff are told about custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements.**
  - Parents are informed in the parent policy manual that staff need to be told when there are changes to who is allowed to pick up their child. Staff then update the designated pick up list for that child.**
  - When visitors are expected, staff note it in the staff log book so all staff are aware. For example, this may include a different pick-up person, a utility repair person or practicum supervisor for an early childhood education student.**
  - If the visitor is unknown to the staff, staff must ask to see identification.**
  - Expected visitors are welcomed and escorted to the appropriate area in the centre.**

- **When we learn during the enrolment process, in an Inclusion Support Program meeting or through observation, that a child has a tendency to leave areas unescorted or is not fearful of strangers, all staff are informed. Staff are also required to pay particular attention to make sure the child remains safe.**

## **SAFE INDOOR AND OUTDOOR SPACE PROCEDURES**

**The following procedures describe how we ensure:**

- safe indoor spaces**
- safe outdoor spaces**

**Staff should:**

- Watch for any safety concerns throughout the day.**
- Correct the situation to the best of their abilities and document what was done.**
- Bring concerns to the attention of the director (or assistant director). Make sure action is taken, if needed.**
- Note any safety concerns and related reminders about appropriate procedures in daily staff communication log book.**
- Watch for suspicious activity in the neighbourhood and report it to the director and the police, if necessary.**
- Stay alert to their surroundings when in the playground or on outings.**
- Trust their instincts and, if they feel uncomfortable in a place or situation, to gather the children and leave immediately.**

**Staff on opening shift should:**

- 1. Correct any safety concerns to the best of their abilities and document what was done.**
- 2. Give the checklists to the director (or assistant director).**
- 3. Make sure the director (or assistant director) is aware of any concerns and things that need to be done.**
- 4. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.**

**Staff on the closing shift should:**

- 1. Do a walk-through and make sure all appliances are unplugged; the stove is turned off, etc.**
- 2. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.**

**Director (or assistant director) should:**

- 1. Make sure monthly and annual inspections are completed and documented on the appropriate checklists. In conjunction with school.**
- 2. Complete and document any required repairs or actions.**
- 3. Review enrolment forms, Inclusion Support Program intake and review meeting minutes and URIS *Individual Health Care/Emergency Response Plan* as applicable for any specific requirements for a child with additional support needs.**
- 4. Make any necessary changes to indoor or outdoor spaces to make sure children with additional support needs are safe.**
- 5. Communicate safety concerns or changes to procedures to all staff:**
  - Note concerns in the daily communication log book.**
  - Review at a staff meeting and, depending on how serious the situation is, share with the board of directors.**
- 6. Make sure safety concerns that relate directly to parents or require a change in their behaviour are posted in a prominent area. If the concern is serious, write a letter to each parent.**

## **STAFF TRAINING**

**The enhanced safety plan will be reviewed and specific responsibilities will be discussed with the director (or assistant director) when a staff member is given responsibilities for fire safety or emergency response procedures.**

### **Training for New Staff**

**New staff are required to:**

- 1. Read the enhanced safety plan and discuss it with the director (or assistant director).**
- 2. Review the *Daily and Monthly Indoor Safety Checklists* with the director (or assistant director) to learn how to control fire hazards and their responsibility to address any fire safety issues that they see. Staff is instructed to bring fire safety issues to the attention of the director. Issues not resolved by the director can be taken to the board.**
- 3. Review *Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies). Be trained in the use of a child's auto-injector and child-specific avoidance strategies detailed in each individual plan.**
- 4. Review several practice drills with the director (or assistant director) to learn how to improve their participation and to have their questions answered.**

**The director (or assistant director) will show new staff the locations of:**

- staff communication log book (containing important information to read daily and a list of code words for emergency procedures found in the front cover)**
- emergency phone number list including:
  - > the centre's location address**
  - > designated place of shelter****

- > **contact information for other occupants of the building**
- > **contact information for schools serviced by the centre**
- **fire alarm pull stations**
- **fire extinguishers**
- **emergency backpacks that contain child information records and staff emergency information**
- **first aid kits**
- **a copy of the enhanced safety plan**
- ***Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions**
- **adrenaline auto-injectors for children with anaphylaxis**

**The director (or assistant director) will discuss and demonstrate to new staff:**

- **when to use a fire extinguisher**
- **what type of fire extinguisher to use**
- **how to use the PASS method in the use of a fire extinguisher**

### **Training for All Staff**

**All staff will:**

- 1. Review their actions, as well as the actions of the children, after each practice evacuation or shelter-in-place drill and discuss ways for improvement.**
- 2. Review how to use a fire extinguisher at least once a year.**
- 3. Be retrained in the use of a child's auto-injector and child-specific avoidance strategies detailed in each *Individual Health Care/Emergency***



***Response Plan* for children with anaphylaxis (life-threatening allergies) at least annually.**

- 4. Be retrained in specific plans detailed in each *Individual Health Care/Emergency Response Plan* for children with other applicable health conditions at least annually.**

## **BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES**

**The roles and responsibilities of board members are outlined in our board orientation package indicating:**

- 1. New board members are required to read the enhanced safety plan and to discuss it with the director (or assistant director).**
- 2. The board will review and discuss the enhanced safety plan at board meetings at least annually (in October)**
- 3. Board members will review annual fire, public health and child care centre inspection checklists to ensure that the director (or assistant director):**
  - addresses any fire safety issues**
  - monitors that all procedures to control fire hazards are completed**
  - makes sure all required inspections and maintenance of fire safety equipment are completed and documented as required**
  - addresses any public health concerns**
  - addresses any child care licensing non-compliance issues or other concerns**
- 4. The board will encourage staff to bring fire safety or other safety issues to their attention as stated in personnel policies, during employment orientations and during annual reviews of enhanced safety plan with all staff.**

## **STAFF AND BOARD ANNUAL REVIEW**

**The enhanced safety plan will be reviewed annually at the board meeting in *October* by:**

- **all supervisory staff and designated alternates**
- **the board of directors**

**Any necessary changes or revisions will be made including:**

- **increases or decreases in staffing levels**
- **increases or decreases of licensed number of children**
- **changes to rooms or floor spaces occupied by the child care centre**
- **changes to emergency procedures**

**If revisions are made, new copies will be printed with the revision date and submitted to the child care coordinator for review and approval. If the revisions are related to fire safety or fire evacuation procedures, a copy will also be submitted to the fire inspector for review and approval.**

**The revised enhanced safety plan will be:**

- **distributed to all supervisory staff and designated alternates**
- **posted in the child care centre for reference by the fire authority**
- **kept in the staff communication area for easy access and review by child care staff**
- **reviewed by child care coordinator**
- **reviewed by the fire authority**

**The enhanced safety plan will be reviewed annually with all staff at the staff meeting in *May* or after revisions have been approved.**

**The enhanced safety plan will be reviewed with school staff (principal, secretary and custodian) each Sept/Oct or upon changes in school staffing or safety plan.**

**Individual Health Care Plan/Emergency Response Plans**

**Plans will be reviewed every year for each child enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions.**

**The director (or assistant director) will monitor expiry dates for individual plans/epipens on allergy listing as well as annual review.**