

Emergency Management Policy and Procedures

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Balmy Beach Community Day Care Centre Emergency Management Policy and Procedures

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Purpose

The purpose of this policy is to set out steps for staff to follow in emergency situations.

Telephone Service

As required by the *Child Care and Early Years Act, 2014, Regulation 137/15*, Balmy Beach Community Day Care Centre (the Centre) will ensure that the Centre is equipped with telephone service as a means of obtaining emergency assistance. Telephones provide prompt access to emergency assistance and facilitate communication with parents/guardians and other resources. The Centre has its own telephone number which is 416-698-5668.

Policy

Staff will follow the emergency response procedures outlined in this document. Staff will ensure that children are kept safe, are accounted for, and are supervised during an emergency situation.

Every Supervisor/Assistant Supervisor or employee who is caring for children (counted in ratio) holds a valid Standard First Aid/CPR C certification.

For situations that require evacuation of the Centre, the staff will gather all children to: **the North East corner of Pine Ave. and Balsam Ave. (inside the school yard) (“Meeting Place”)**.

If it is deemed ‘unsafe to return’ to the Centre, the staff will evacuate all children as follows:
During School Year: Williamson Road Public School (24 Williamson Road);
July/August: Beaches Recreation Centre (6 Williamson Road)
(each “Evacuation Site”)

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

If any emergency situations occur that are not described in this Policy, the Supervisor/Assistant Supervisor will provide direction to staff. Staff will follow the directions given.

If any emergency situations result in a serious occurrence, the Serious Occurrence Policy will also be followed.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child’s individualized plan will be followed.

All emergency situations will be documented in detail by the Supervisor/Assistant Supervisor in the daily written record.

Procedures

Phase 1: Emergency Preparedness

Role	Responsibilities
Supervisor	<ol style="list-style-type: none"> 1) Ensure that the Centre complies with the Ontario Fire Code, made under the Fire Protection and Prevention Act, 1997, including requirements such as: <ol style="list-style-type: none"> i. using flame-retardant drapes, curtains and other decorative materials in any lobby or exit area where there are more than 100 children and staff in a child care centre; ii. ensuring that the spaces for storage of hazardous substances are inaccessible to children; iii. not allowing combustible waste materials to accumulate in amounts or locations which would constitute a fire hazard; iv. storing flammable creative materials in metal containers or containers that are approved by the Underwriters Laboratories of Canada; and v. ensuring all waste containers are made of non-combustible materials and have lids, and avoiding the use of plastic. vi. check periodically with the local fire department for additional information or restrictions related to fire safety, and propose updates to procedures (e.g. use of plastic garbage bins, wall posting restrictions, etc.) 2) As required by the Child Care and Early Years Act, 2014, Regulation 137/15, ensure that the Centre has a written procedure for a Fire Safety Plan, approved by the local fire chief. 3) Select a fire alarm signal not used for any other purpose. 4) Perform fire drill with staff and children regularly. 5) Confirm annually that the Evacuation Site is still available for use. 6) Instruct staff as to his/her responsibilities in the event of an emergency situation before commencing work for the first time 7) Ensure that fire, lock down, hold and secure procedures are posted

Emergency	Role and Responsibility
	<p>at the exit of each classroom, and ensure that all staff are familiar with such procedures for all rooms prior to beginning work.</p> <p>8) Advise parents of this Policy in the Parent Manual.</p> <p>9) Ensure that contact information for parents and emergency contacts are kept up to date.</p> <p>10) Ensure that emergency information cards for each group are up to date and readily accessible. Ensure that an emergency bag is prepared in advance and readily accessible (water, activities, blanket etc.)</p> <p>11) If an emergency occurs, contact parents by telephone or email.</p>
Staff	<p>12) Perform fire drills with children on a monthly basis.</p>

Phase 2: Immediate Emergency Response

All staff are to remain calm and keep the children calm. The cook, Supervisor and Assistant Supervisor will support the Preschool Program in an emergency. Staff will follow directions as given by the school principal (during school hours), the Supervisor/Assistant Supervisor (during non-instructional days) and/or the Emergency Services Personal.

<p>Fire Safety/Evacuation Procedure</p>	<ol style="list-style-type: none">1) Staff member who becomes aware of a fire must pull the alarm and inform all other staff of the fire as quickly and safely as possible.2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.3) Staff inside the Centre must:<ul style="list-style-type: none">• remain calm;• assist anyone in immediate danger;• gather all children and exit the building to the meeting place;• check washrooms;• bring children's attendance to confirm all children are accounted for;• bring any medication and emergency bag;• shut classroom doors behind them when exiting;• take TDSB fire folder;• keep children calm;• wait for further instructions <p>Note: only emergency service personnel are allowed to enter or exit the Centre during a fire or fire drill.</p>
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<p>Lockdown When a threat is on, very near, or inside the Centre. E.g. a suspicious individual in the building who is posing a threat.</p>	<ol style="list-style-type: none">1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.3) Staff inside the Centre must:<ul style="list-style-type: none">• remain calm;• gather all children and move them away from doors and windows;• take children's attendance to confirm all children are accounted for;• take shelter in closets and/or under furniture with the children, if appropriate;• keep children calm;• ensure children remain in the sheltered space;• Place on silent/mute all cellular phones; and• wait for further instructions.4) If possible, staff inside the program room(s) should also:<ul style="list-style-type: none">• close all window coverings and doors;• barricade the room door;• gather emergency medication; and• join the rest of the group for shelter.4) The Supervisor/Assistant Supervisor will immediately:<ul style="list-style-type: none">• close and lock all Centre entrance/exit doors, if possible; and• take shelter. <p>Note: only emergency service personnel are allowed to enter or exit the Centre during a lockdown.</p>
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<p>Hold & Secure When a threat is in the general vicinity of the Centre, but not on or inside the Centre premises. E.g. a shooting at a nearby building.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately. 3) Staff in the program room must immediately: <ul style="list-style-type: none"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all window coverings and windows in the program room; • continue normal operations of the program; and • wait for further instructions. 4) The Supervisor/Assistant Supervisor must immediately: <ul style="list-style-type: none"> • close and lock all entrances/exits of the Centre; • close all blinds and windows outside of the program rooms; and • place a note on the external doors with instructions that no one may enter or exit the Centre. <p>Note: only emergency services personnel are allowed to enter or exit the Centre during a hold and secure.</p>
<p>Bomb Threat A threat to detonate an explosive device to cause property damage, death, or injuries; bomb threat, receipt of a suspicious package.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the threat must: <ul style="list-style-type: none"> • remain calm; • call 911 if emergency services is not yet aware of the situation; • follow the directions of emergency services personnel; and • take children’s attendance to confirm all children are accounted for. 2) If the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel. 3) Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.

<p>Disaster Requiring Evacuation A serious incident that affects the physical building and requires everyone to leave the premises. E.g., fire, flood, power failure.</p>	<ol style="list-style-type: none">1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the Centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the Centre's fire evacuation procedures posted at the exit of each room.2) Staff must immediately:<ul style="list-style-type: none">• remain calm;• gather all children, the attendance record, children's emergency contact information and any emergency medication;• exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;• escort children to the meeting place;• take children's attendance to confirm all children are accounted for;• keep children calm; and• wait for further instructions.3) If possible, staff should also:<ul style="list-style-type: none">• take a first aid kit; and• gather all non-emergency medications.4) Designated staff will:<ul style="list-style-type: none">• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the nearest exit and ensure their required medication is accessible, if applicable; and• wait for further instructions.5) If possible, the site designate must conduct a walk-through of the Centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.
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<p>Disaster – External Environmental Threat An incident outside of the building that may have adverse effects on persons in the Centre. Eg. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</p> <p>If remaining on site:</p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none">• remain calm;• take children’s attendance to confirm all children are accounted for;• close all program room windows and all doors that lead outside (where applicable);• seal off external air entryways located in the program rooms (where applicable);• continue with normal operations of the program; and• wait for further instructions. <p>3) The Supervisor/Assistant Supervisor must:</p> <ul style="list-style-type: none">• seal off external air entryways not located in program rooms (where applicable);• place a note on all external doors with instructions that no one may enter or exit the Centre until further notice; and• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable). <p>If emergency services personnel otherwise direct the Centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
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Natural Disaster: Tornado / Tornado Warning	<ol style="list-style-type: none">1) <i>The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</i>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.3) <i>Staff must immediately:</i><ul style="list-style-type: none">• remain calm;• <i>gather all children;</i>• <i>go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</i>• take children's attendance to confirm all children are accounted for;• <i>remain and keep children away from windows, doors and exterior walls;</i>• keep children calm;• conduct ongoing visual checks of the children; and• wait for further instructions.
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Natural Disaster: Major Earthquake	<ol style="list-style-type: none">1) Staff in the program room must immediately:<ul style="list-style-type: none">• remain calm;• instruct children to find shelter under a sturdy desk or table and away from unstable structures;• ensure that everyone is away from windows and outer walls;• help children who require assistance to find shelter;• for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;• find safe shelter for themselves;• visually assess the safety of all children; and• wait for the shaking to stop.2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.3) Once the shaking stops, staff must:<ul style="list-style-type: none">• gather the children, their emergency cards and emergency medication; and• exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.4) If possible, prior to exiting the building, staff should also:<ul style="list-style-type: none">• take a first aid kit; and• gather all non-emergency medications.5) Individuals who have exited the building must gather at the Meeting Place and wait for further instructions.6) Designated staff will:<ul style="list-style-type: none">• help any individuals with medical and/or special needs who need assistance to go to the Meeting Place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the nearest door frame and ensure their required medication is accessible, if applicable; and• wait for further instructions.7) The site designate must conduct a walkthrough of the Centre to ensure all individuals have evacuated, where possible.
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Phase 3: Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, The Supervisor/Assistant Supervisor must notify emergency services personnel (911) of the emergency as soon as possible.

Where the Centre has been evacuated, emergency services must be notified of any individuals remaining inside the building.

- 2) If the Board President is not already on site, the site designate must contact the Board President to inform them of the emergency situation and the current status, once it is possible and safe to do so.

List of Emergency Contact Persons:

Supervisor/Assistant Supervisor: balmybeachcomday@bellnet.ca 416-698-5668, 416-707-7515 (C. Roberts), 416-567-3453 (P. Ryckman)

Local Police Department: 416-808-5500 55 Division

Ambulance: 911

Local Fire Services: 416-392-2489 Station 226

Licensee Contact(s): Chris Jones, President bchrisjones@yahoo.ca 416-278-2975

School Principle: Marc Green, marc.green@tdsb.on.ca 416-393-1565

- 3) Where any staff, students and/or volunteers are not on site, the Supervisor/Assistant Supervisor must notify these individuals of the situation, and instruct them to proceed directly to the Evacuation Site if it is not safe or practical for them return to the Centre.
- 4) The Supervisor/Assistant Supervisor must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 5) Throughout the emergency, staff will:
 - help keep children calm;
 - take attendance to ensure that all children are accounted for;
 - conduct ongoing visual checks and head counts of children;
 - maintain constant supervision of the children; and
 - engage children in activities, where possible.

- 6) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

- 7) If an accident of injury occurs during an emergency, staff will document the accident or injury, will inform parent when possible to do so and a notation will be made in the Daily Written Record.

Phase 4A: Procedures to Follow When “All-Clear” Notification is Given

<p>Return to Centre</p>	<ol style="list-style-type: none"> 1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the Centre. 2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the Centre. 3) Staff must: <ul style="list-style-type: none"> • take attendance to ensure all children are accounted for; • escort children back to their program room(s), where applicable; • take attendance upon returning to the program room(s) to ensure that all children are accounted for; and • re-open closed/sealed blinds, windows and doors. 4) The Supervisor will determine if operations will resume and communicate this decision to staff.
<p>Communication with parents/guardians</p>	<ol style="list-style-type: none"> 1) As soon as possible, the Supervisor/Assistant Supervisor must notify parents/guardians of the emergency situation and that the all-clear has been given. 2) Where disasters have occurred that did not require evacuation of the Centre, the Supervisor must provide a notice of the incident to parents/guardians by the end of the day. 3) If normal operations do not resume the same day, the Supervisor/Assistant Supervisor must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

Phase 4B: Procedures to Follow When “Unsafe to Return” Notification is Given

Transfer to Meeting Place/ Evacuation Site	<ol style="list-style-type: none">1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the Meeting Place to the Evacuation Site, or the site determined by emergency services personnel.2) Staff must take attendance to confirm that all children are accounted for, and escort children to the Evacuation Site.3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the Evacuation Site.4) The Supervisor will post a note for parents/guardians on the Centre entrance with information on the Evacuation Site, where it is possible and safe to do so.5) Upon arrival at the Evacuation Site, staff must:<ul style="list-style-type: none">• remain calm;• take attendance to ensure all children are accounted for;• help keep children calm;• engage children in activities, where possible;• conduct ongoing visual checks and head counts of children;• maintain constant supervision of the children;• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and• remain at the Evacuation Site until all children have been picked up.
Communication with parents/ guardians	<ol style="list-style-type: none">1) Upon arrival at the Evacuation Site, the Supervisor will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.2) 2) Where possible, the Supervisor will update the Centre’s voicemail box as soon as possible to inform parents/guardians that the Centre has been evacuated, and include the details of the Evacuation Site and contact information in the message.

Phase 5: Recovery (After an Emergency Situation has Ended)

<p>Procedures for Resuming Normal Operations</p>	<ol style="list-style-type: none"> 1) When the Centre reopens the Supervisor will inform the Ministry of Education Program Advisor and follow the Serious Occurrence Policy. 2) The Supervisor will respond to media and or community inquiries. 3) The Supervisor will contact the insurance company and any service providers to inform them of the Centre's reopening if applicable.
<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<ol style="list-style-type: none"> 1) The Supervisor/Assistant Supervisor will be available to support staff and children experiencing distress, and will refer them to external supports. 2) Staff will be provided tools to support the children. 3) Staff will consult with parents/guardians of any children exhibiting signs of distress.
<p>Procedures for Debriefing Staff, Children and Parents/ Guardians</p>	<ol style="list-style-type: none"> 1) The Supervisor/Assistant Supervisor must debrief staff, children and parents/guardians after the emergency. 2) Communication regarding the emergency will be sent to all staff and parents/guardians by email. Depending on the nature of the emergency, personal phone calls and or a virtual meeting may be held as soon as possible. Staff will debrief children by facilitating an age-appropriate discussion about the emergency. The use of books or role play may be used if suitable.