

**Lord Roberts
Children's
Programs
School Age Site**

**Enhanced
SAFETY PLAN**

2010

Lord Roberts Children's Programs

School Age

Facility 3008

665 Beresford Ave
Winnipeg, Manitoba
R3L1J9

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23 Morningmead Walk
Winnipeg, Manitoba

FACILITY OVERVIEW

Lord Roberts Children's Programs
665 Beresford Ave
Winnipeg, Manitoba
R3L1J9

Date Developed: 2010/02/22

Last Revised: _____

Last Reviewed: __1_____

Reviewed and Approved by:

Fire authority Child care coordinator Board of directors

Copies provided to:

- all supervisory staff and designated alternates
- 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 lock down 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

Delegation of Authority

As LRCP is located in Lord Roberts School during the school year primacy will be given to the schools Safety Plan which has been incorporated into this document for all intents and purposes. In the case of any emergency that is discovered by the centre notification will be given to the school administration either by direct contact or if not possible by the school intercom system or by cell phone. The centre will then follow school procedures. The centre does not have control over inspections, maintenance or use of fire safety systems and is not able to shut-off utilities and these roles fall to the head custodian. During school closures LRCP will follow the plan outlined here.

In either case the Principal/Executive Director or designated alternate maintains the authority to declare an emergency situation, notifying the school office and either following their direction or implementing procedures outlined in this document. This responsibility may include communications with parents and the media.

Communication in the event of an emergency

Staff take cell phones or walkie talkies to communicate on outings. Inside the centre we use face to face communication or walkie talkies. To communicate with the school we use face to face communication, phone system or intercom system.

Communication Procedures

Lord Robert's Children's Programs and Lord Roberts School

In case of an emergency or threat of any kind to Lord Roberts Childrens Programs and Lord Roberts 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 Lord Roberts Children Programs is aware of a threat or in an emergency state, the director (or designated alternate) will:

1. Call the school by telephone at 453-6639 (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 770-6883

Outside the centre's hours of operation, the director will contact the custodian at 770-6883 or principal at 880-6634 or 489-7011

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

1. Call the centre by telephone at 453-3409 (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 453-3409 or school division 775-0231

Outside the centre's hours of operation, the principal will contact the centre director at 668-1932.

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 (appendix 2)

Children

Licensed for maximum of 60 spaces aged 5 years to 12 years including no more than

Lord Roberts Children's Programs-School Age

10 whom are less than 6 years of age.

Staffing

6 full time staff and 7 part time staff including: 1 Executive Director, 1 Assistant Director, 1 Site Supervisor.

Building personnel:

Custodians: 770-6883 or school division 775-0231 will be the contact person for when the Fire Department arrives

Daily:

- 1) They are responsible for checking all areas of the school to ensure a safe and clean environment.
- 2) They are also responsible for ensuring all walkways are clear of snow or ice at the start of each day.
- 3) Inspects and maintains all equipment pertaining to the operation of the school (i.e. Boiler, alarm systems)
- 4) Inspects and maintains all exit areas and all lighting for exits as required.
- 5) Conducts a regular fire drill and checks equipment daily prior to student arrival

Monthly:

- 1) Inspects portable fire extinguishers
- 2) Operates and inspects all doors required for fire separations to ensure proper operation

Annually:

- 1) The division inspects portable extinguishers to ensure they are operating
- 2) The division inspects and services all components of the fire alarm system

Principal 453-6639 or 261-3564 or 792-6485 :

- 1) Ensures that all school staff are informed of the fire safety plan and are fulfilling their duties.
- 2) Hold at least 10 fire drills per year including at least one emergency evacuation to the designated evacuation site.
- 3) The Principal or the head secretary is responsible for calling 911 during an alarm situation.

School number is 453-6639

LRCP Responsibilities:

- 1) Inspect all areas of LRCP space to ensure a safe and clean environment.
- 2) Ensure all walkways are clear of snow or ice at the start of each day.
- 3) Inspects and maintains all exit areas and all lighting for exits as required.

- 4) Conducts a regular fire drill and checks equipment daily prior to student arrival
- 5) Inspects portable fire extinguishers
- 6) Ensures that all LRCP staff are informed of the fire safety plan and are fulfilling their duties.
- 7) Hold monthly fire drills and document as per regulations.
- 8) Participate in the annual emergency evacuation to the designated evacuation site.
- 9) The Executive /Assistant director or Site Supervisor calls 911 in case of emergency

Building Description

LRCP is located in Lord Roberts School which is a brick and wood structure built in 1969.

Spaces Used by Centre

Total number of rooms: 11

Basement level: 1 Lower Gym

Main floor: rms. 33, 34(program area) 34A (office), 67 (nutrition rm), 53 (kitchen), 52 (storage rm), 50 (upper gym), 63, 64 (girls and boys bathroom), 19 (physio. rm.)

Exits

Main room

Exit east side door then proceed to the north side door and assemble at the fence.

Exit south side door of main room, and then proceed through classroom to the east side exit of the building. Proceed to the outside of the north side playground fence

Lunchroom

Exit out the west side door to the east side exit, and then proceed to the outside of the north side playground fence.

Upper Gym

Exit north side door, then proceed out the east side door and proceed to the outside of the north side playground fence

Exit out the south side door to the east side exit, then proceed to the outside of the north side playground fence.

Lower Gym

Exit south side door then proceed up the stairs to the east side door and assemble on the outside of the north side playground fence

Exit North side door then proceed up the stairs to the south side door and assemble

on the outside of the north side playground fence.

Heating, Ventilation and Air Conditioning:

Hot water boiler – located in the basement

Forced air located in the basement

We also have Rooftop units

Fire Safety Equipment and Locations

Fire Alarm System

There is a single stage system which can be activated by the manual pull stations, or the heat and smoke detectors.

Fire Alarm System Control panel

Located: Outside of classroom #27 –Rathgar side of school

Monitored by: Protelec at 949-1415

Fire Alarm Pull Stations located:

Inside the Centre: back of the room near exit doors

Centre's main areas of use: 1 outside boys bathroom

1 outside the Nutrition room by East exit doors

1 at the North and South exits of the upper gym

1 outside the North and South exits of the lower gym

Please see attached Map for the ones located outside of Centre's usage area in the school

Smoke Alarms:

The School Age Centre is equipped with smoke and heat detectors, emergency lighting, exit lighting and fire exits in all rooms and hallways.

Two battery operated smoke detectors in the Centre's room

1 located in the hallway going to the East exit doors (hard wired)

1 located in the Centres storage room (rm.52) (hard wired)

1 located in the upper gym (hard wired)

4 located in the lower gym (hard wired)

Please see attached Map for smoke alarms located outside of Centre's usage area in the school

Portable fire extinguishers:

In total there are eight portable ABC extinguishers available for use throughout the centre's area of the building.

1 in the main room of the Centre

1 in the hallway outside the boys bathroom

1 in the lunch room (rm. 67)

1 in the kitchen (rm. 53)

1 located outside the nutrition rm. by the east side exit

2 in the upper gym

1 located outside the upper gym on the south side by the eastside exit (stairs for lower gym)

Please see attached Map for the ones located outside of Centre's usage area in the school

Carbon Monoxide Detectors

1 CO detector in the main hall entrance

The Carbon monoxide detectors were purchased and installed in December 2011 and will need replacing in December 2018. They require weekly testing to ensure that they are operational.

Utility Shut-off Locations

Shut-off instructions are posted by each utility

Water main: Basement

Main natural gas valve: Basement

Furnace: Basement

Air conditioner: Basement

Water heater: Basement

Electrical panel: Basement

The following are identified on the electrical panel:

- furnace
- air conditioner
- water heater
- clothes dryer
- exhaust fans in kitchens, bathrooms and any other spaces

EMERGENCY FLOOR PLAN

Please see attached floor plan

EMERGENCY EVACUATION PROCEDURES

Evacuation

Means that it is not safe to stay in the building and everyone needs to evacuate.

Emergency evacuation procedures will be used in case of:

- fire
- a chemical or hazardous accident inside the centre or school
- 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

EVACUATION PROCEDURE

All children, staff and visitors should:

1. Stop all activities immediately and assemble all children for evacuation.
2. Leave the area via nearest exit

Director/Assistant Director or site supervisor should:

Assign specific staff to:

- Take the emergency backpack (including first aid kit, child information records, staff emergency information and contact information for others in building, schools/transportation services).
- Check washroom area and lunchroom area
- 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. Director/ assistant director or site supervisor to take Attendance book with floor plan attached and check all spaces to ensure complete evacuation.
4. Meet on the outside of the north side playground fence for attendance and further directions.
5. Close all doors time permitting.
6. Report evacuation status to Director/Assistant Director/ site supervisor.
7. Call 911 to ensure fire department is aware of the situation. (principal's role during school hours)
8. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for.
9. Advise the fire department of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).
10. Take direction from fire department.
11. Direct staff to return inside or proceed to Lord Roberts Children's Programs Preschool site at 725 Kylemore Ave. (**designated place of shelter**) upon direction from fire department.
12. If staff and children proceed to Lord Roberts Children's Programs Preschool site at 725 Kylemore Ave. before the fire department arrives:
 - If possible, assign a staff to remain at main entrance to advise fire department.
 - Call 911 to inform of evacuation status.
13. Post the name, location and contact number of LRCP- Preschool site on the outside door.

Upon arrival at the designated place of shelter:

- 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.
- Assign specific staff to contact parents with prepared statement using centre's cell phone and office phone in designated place of shelter.
- Record an outgoing message on the centre's voice mail system.
- Contact staff on outings to return to designated place of shelter, not the centre.
- Contact schools/transportation services and advise that the children should not be transported to the centre. Make necessary arrangements for children's care.
- Be available to discuss event with parents when they pick up children.

After the event, the director/assistant director or site supervisor 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.

In Case of Fire

- Leave the Fire area immediately
- Close and latch all doors behind you (doors close automatically)
- Activate the fire alarm pull station to notify building occupants
- Leave the building immediately via nearest exit
- Phone the Fire Department DIAL 911

Suspicion of Gas Leak

IMPORTANT - Do NOT pull fire alarm bell

Staff should:

1. Verbally notify the director /assistant director or site supervisor immediately.
2. Follow direction from senior staff to evacuate all children, staff and visitors from building.

Director/Assistant Director or Site Supervisor should:

1. Verbally notify staff to evacuate the building.
2. Direct senior staff to lead Evacuation Procedures.
3. Call 911 for fire department and state nature of emergency and address.

4. Assign staff to verbally notify other occupants of the building.

Upon Hearing Fire Alarm

All children, staff and visitors should:

1. Stop all activities immediately
2. Leave the area via nearest exit

DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE

Lord Roberts Children's Programs Preschool Site

725 Kylemore Ave

453-3409

Contact: Director, Assistant Director or Supervisor

612-8756 (cell-Director)

223-0927 (cell- Assistant Director)

SHELTER-IN-PLACE/LOCK DOWN PROCEDURES

Shelter-in-Place/Lock-down procedures will be used in case of:

- threatening behaviour inside the centre or on property
- a chemical or hazardous materials accident outside the centre or school
- Weather emergencies

Shelter-in-place procedures for weather hazards, chemical or hazardous materials accident:

All children, staff and visitors should:

1. Stop all activities immediately
2. Follow LRS Lockdown procedures as follows:

Director/Assistant Director or Supervisor should:

Assign specific staff to:

- 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.
 - if necessary take the emergency backpack (including first aid, child information records, staff emergency information, and contact information for others in the building and school transportation services)
3. Director/ assistant director or site supervisor to take Attendance book with floor plan attached and check all spaces to ensure complete evacuation.
 4. Close all doors time permitting.
 5. Call 911 to ensure proper authorities are notified
 6. Review attendance record to confirm all staff, visitors and children are accounted for.

7. Advise the authority of the lock-down procedure status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).
8. Take direction from authority involved.
9. Contact staff outside the centre to return inside or proceed to LRCP Preschool site 725 Kylemore Ave. (designated place of shelter) upon direction from authorities.
10. Prepare a written statement to relay to parents by telephone, e-mail to let them know the children are safe, where to pick them up and when they can pick them up
11. Direct staff to return inside or proceed to Lord Roberts Children's Programs Preschool site at 725 Kylemore Ave. (**designated place of shelter**) upon direction from fire department.
12. Record an outgoing message on the centres voice mail system
13. Contact schools/transportation services and advise that the children should not be transported to the centre and ask that children be dropped off at the designated shelter location at 725 Kylemore Ave.
 - Contact staff on outings to return to designated place of shelter, not the centre.
 - Be available to discuss event with parents when they pick up children.
 - **After the event, the Director/Assistant Director or site Supervisor should:**
1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Notify 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.

HOLD AND SECURE

Hold and Secure is used in the case:

- when it is desirable to secure the school due to an emergency situation occurring and not related to the school.
- all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should otherwise remain locked. Classes may continue to function normally.
- Types of events that trigger Hold and Secure: Robbery or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police near a school.

When school is in session:

1. If a situation that requires a Hold and Secure procedure is discovered, the individual making the discovery shall immediately contact the office, Administration will activate the crisis response team and/or contact emergency personnel as required, providing as much information as possible.
2. Administration/designate will announce over the public address system that a Hold and Secure procedure is in effect. The following should be used: "Attention all staff and students, Hold and Secure is in effect." The announcement should be repeated several times, if possible. Staff and students should be reminded that the normal timetable is to be followed, however, staff and students are not allowed to leave the school building or allow anyone into the school.
3. Custodians will immediately lock all exterior doors and post Hold and Secure signage.
4. Adults are to project a calm attitude and remind students that this procedure will ensure the safety of everyone in the school building.
5. As soon as possible, administration/designate will notify the District Superintendent. The District Superintendent will contact other departments (Transportation, Building, and Communications) as required.
6. Administration/designate will inform staff names and/or descriptions of offender(s), if known.
7. Assigned staff will pick up walkie-talkie (if appropriate), and report to their assigned door.
8. Staff assigned to monitor doors will only admit students, staff and/or visitors that belong to the school. If the staff member is unsure of any person(s) at the door, they are not to admit them without first contacting the administration for approval.

9. Administration are reminded to contact the District Superintendent and inform them that the incident is over.

As appropriate, the administration/designate will schedule a meeting after the incident for all staff to debrief.

10. A letter will be sent home with students informing parents of the Hold and Secure incident.

EVACUATION AND LOCK DOWN PRACTICE DRILLS

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

Evacuation, Shelter-in-place and lock down practice drills are documented on the Evacuation and Lockdown 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(also called fire drill)
- 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

Use of Fire Alarm Manual Pull Stations/Smoke Detectors for drills

Custodians or authorized school staff (Manual Pull station drills)

- 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

Smoke Detector Drills:

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

-follow the above emergency evacuation drill procedure

Lock Down Drills

- minimum of one lock down drill every year- this is done in conjunction with the Lord Roberts School

After Evacuation or Lock Down Practice Drills

- Director/Assistant Director or Supervisor 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

Closure of centre for portion of day

Director/Assistant Director or Site Supervisor should:

1. Contact parents by telephone or e-mail. Advise them to pick up their children early at centre or at designated place of shelter. 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. Verbally notify the school administration of the closure if not initiated by the school.
6. Inform schools/transportation services used by school-age or kindergarten children.

Closure of centre for the full day

Director/Assistant Director or Site Supervisor should:

1. Attempt to contact all families and staff the previous evening or early in the morning by telephone or e-mail. Provide staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on CJOB-680 A.M., CBC 89.3 F.M.
3. Record an outgoing message on the centre's voice mail system.
4. Post a note on the outside door, if possible.
5. Verbally notify the school administration of the closure if not initiated by the school.
6. Inform schools/transportation services used by school-age or kindergarten children.

Additional steps to prepare for closure due to indoor flooding

Custodians should:

1. Make sure signs showing the locations of utility shut-offs and instructions are posted.
2. Turn off the basement furnace, main power switch and the outside gas valve, time permitting.
3. Director /Assistant Director or Site Supervisor take important documents such as child and staff information and financial records, time permitting.

Additional steps if our building is flooded

Custodians should:

1. Contact Manitoba Hydro to disconnect power at the pole and make sure it is safe to re-enter the centre/school.
2. Schedule the cleaning, service and replacing of main circuit panels, light switches, electrical sockets, appliances, furnaces, etc by certified technicians.
3. Make arrangements to have all wiring inspected by a qualified electrician before turning power on.
4. Make arrangements for the natural gas to be turned on by a qualified professional.
5. Schedule appropriate cleaning for all flooded areas that effect or fall within LRCP operations.
6. Director /Assistant Director or Site Supervisor will contact parents with an expected reopening date.

After partial or full day closure

Director/Assistant Director or Site Supervisor 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.

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 of LRCP or available from the Custodians for review by the fire inspector.

The Director/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 Division electricians
- heating system annual inspection report by a qualified heating contractor
- fire extinguishers annual inspection report by Ultra-Tech Fire and Safety

- evacuation and Lock down practice drill record in the office.
- Check all CO detectors on a weekly basis and maintain a record of this.

The 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-visually only

1. Fire alarm power indicator and trouble indicator lights are functioning correctly. (Done by the school custodians)
2. Evacuation procedures and floor plans are prominently posted in each room.
3. Exit signs are easy to see and lit, and if not advise custodians.
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.
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.
9. Check all Co detectors on a weekly basis.

Monthly Inspections and Maintenance – in conjunction with school

1. Exterior fire escapes are in good repair (if applicable).
2. Fire department access is unobstructed. Exterior fire department connections are easy to see and unobstructed (if applicable). 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.
3. 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
 - and to advise custodians if they are in need of repair
5. Battery operated smoke alarms are checked to ensure proper function (documented).
 6. Storage areas within LRCP are checked to make sure:
 - combustible materials have not built up in LRCP space.
 - combustible materials are not stored next to water heaters and heating equipment
 - propane cylinders are not stored inside building or in attached garage/shed
 7. Inspection documentation maintained by the custodians for review by fire inspector for:
 - emergency lights inspection to make sure they work if the power fails
 - Follow use of fire alarm manual pull stations for monthly evacuation drills (by Lord Roberts School) – documented on evacuation drill record form.

Annual Inspections and Maintenance– in conjunction with school

The following inspection documentation maintained for review by fire inspector for the following by Lord Roberts School:

1. Fire extinguishers are inspected by certified agency (also documented on tag).
2. Batteries for smoke alarms and CO detectors are replaced at least annually (done by LRCP)
3. Heating system is inspected by qualified heating contractor through the School Division
4. Fire protection systems are inspected by a certified technician: through the School Division
 - emergency lighting
 - fire alarm system
 - standpipes

- emergency generator

WEATHER-RELATED EMERGENCIES

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

- winter storms
- flooding
- tornadoes
- severe thunderstorms
- residual smoke from burning

Preparation

To prepare to care for children outside of regular centre hours or during a utility failure, the Director/Assistant Director or Site Supervisor 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 by Lord Roberts School and reviewed periodically with the Director/Assistant Director or site Supervisor

Winter Storm and Flooding Procedures

Director/Assistant Director or Site Supervisor 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) and local media during the spring runoff period and during other high water advisories for the area
 - Manitoba Conservation Fire Program website (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.

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 due to weather related circumstances. LRCP will close if Lord Roberts School closes due to weather. This decision is made by the Chief Superintendent of the school division.
2. Follow *Emergency Closure Procedures* if required.

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/Assistant Director or Site Supervisor 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 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.

Tornado or Severe Thunderstorm Procedures

In Case Of Warning or Sighting

Staff should:

1. Immediately contact the Director/Assistant Director or Site Supervisor if aware of a severe thunderstorm or tornado warning/sighting in the area.

Director/Assistant Director or Site Supervisor should:

1. Monitor the situation using information from Environment Canada on the weather radio.
2. Make decision to enact *Shelter-in-Place Procedures*. In the event this occurs enact the following steps.
3. Direct senior staff to lead *Shelter-in-Place Procedures*.
4. Notify school office staff of weather threat.
5. Notify staff in playground to return indoors immediately.
6. Notify staff on outings away from centre to immediately seek the closest indoor shelter. Remind them to call back with their location.
7. 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.
8. Bring the weather radio operating on battery backup and cell phone to protective space to monitor when it is safe to leave the protective spaces.
9. Attempt to contact all families and staff by telephone or e-mail. Provide staff with a scripted statement to use if helping notify parents.

Senior staff 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 TVs, radios and toasters.

IN THE EVENT OF A TORNADO Enact Shelter-in place Procedures

1. Direct staff and children to gather in the protective spaces located in the back of main program area and remain there until the risk has passed or Emergency Measures direct otherwise.
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 others in building and schools/transportation services, as well as cell phones and battery operated radios)
 - 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/Assistant Director or Site Supervisor of the status of Shelter-in-Place Procedures.

After the event, Director/Assistant Director or Site Supervisor 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/Assistant Director or Site Supervisor 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 encourage 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/Assistant Director or Site Supervisor 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 public health inspector if directed to do so by the public health nurse.
3. Notify Lord Roberts School office staff of communicable illness outbreak in the centre.
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
 - diapering and toileting procedures
 - cleaning and sanitizing procedures
 - procedures for the proper storage, handling and serving of food
6. Notify parents of illnesses present in the centre and the symptoms to look for in their child.
 7. Share resources and information with parents.
 8. Advise staff of requirements from public health or other authorities and make sure requirements are followed.
 9. Notify school

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, Staff, and Lord Roberts School

1. Parents, staff and school office will be advised of any of the illnesses requiring contact with public health (above) by Director/Assistant Director or Site Supervisor.
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/Assistant Director or Site Supervisor 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.

Serious Injury of a Child

Director/Assistant Director or Site Supervisor 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 designated alternate).
3. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent injuries.

Injury requiring medical attention

Director/Assistant Director or Site Supervisor 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 designated alternate).

After the event, Director/Assistant Director or Site Supervisor 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 if there is cause for a liability claim.
 - the board chair

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/Assistant Director or Site Supervisor 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 call the custodians in Lord Roberts School.
2. Contact the custodians at Lord Roberts School to contact the appropriate utility or repair service immediately to report the problem and get an estimated length of time without service.
3. If the loss of service is for a long period of time 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. If the loss of service is for a long period of time 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.

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/Assistant Director or Site Supervisor 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 Bayshore Home Health @ 943-7124 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.

- Post allergy alert forms with photographs, in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).
- Develop safety procedures for field trips and extra-curricular activities.

10. Director/Assistant Director will:

- 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.

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 auto-injectors are 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/Assistant Director or Site Supervisor should:

1. Enact evacuation procedures immediately.
2. Call 911 for the fire department.
3. Direct staff to follow *Evacuation Procedures*.
4. Notify Lord Roberts School office staff or in times when school is not in session contact the head custodian.

Chemical Accident Outside of Child Care Building

Director/Assistant Director or Site Supervisor should:

1. Call 911 for the Fire Department
2. Enact *Shelter-in-Place Procedures* or *Evacuation Procedures* based on instructions from the emergency response personnel

3. Follow: Evacuation Procedures or Shelter-in-Place Procedures: Chemical Accident Outside of Building
4. Notify Lord Roberts School office staff or in times when school is not in session contact the head custodian.

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

Director/Assistant Director or Site Supervisor should:

1. Verbally direct senior staff 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. Notify Lord Roberts School office staff or in times when school is not in session contact the head custodian.
4. Close and lock all exterior doors.
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..
7. .Inform parents by phone or email 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. .
- 10.. Inform staff and children when emergency response personnel say it is safe to leave the building.

Senior staff 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/Assistant Director or Site Supervisor 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/Assistant Director or Site Supervisor 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/Assistant Director or Site Supervisor immediately to assess the situation.

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/Assistant Director or Site Supervisor 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/Assistant Director or Site Supervisor IMMEDIATELY.

Director/Assistant Director or Site Supervisor should:

1. Determine if there is an immediate threat to safety based on the information available.
2. Notify the school office by landline or intercom system and follow school procedures when school is in session or when school is not in session:.
3. Direct staff NOT to use any form of wireless communication.

4. Call **911** using a land phone. Consult with police/school for further steps. (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.
6. Notify police 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 is available to be interviewed by police.
8. If there is an imminent threat to safety:
 - Enact Evacuation Procedures. Do NOT use fire alarm.
 - Direct senior staff to lead *Evacuation Procedures*.
9. 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..

Senior staff should:

1. Lead *Evacuation Procedures* if enacted.

After the event, the Director/Assistant Director or Site Supervisor 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/Assistant Director or Site Supervisor should:

1. Notify the school office by landline or intercom system and follow school procedures when school is in session or when school is not in session:
2. Advise staff NOT to touch or move it (even if it has already been moved).
3. Evacuate the immediate area and close door.
4. Try to determine if it is suspicious and dangerous or if it is an ordinary item.

5. Call 911 using a land phone and consult with police/school for further steps. (office)
6. In consultation with police, 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/Assistant Director or Site Supervisor should:

1. 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. Notify the office school office by landline or school intercom of the discovery and follow school procedures when school is session otherwise:
4. Enact the *Evacuation Procedures*. Do NOT use fire alarm.
5. Direct senior staff to lead *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.
6. Call **911** using a land phone and state the nature of the emergency. (office)
7. Notify police of the caller's phone number if call display or call trace was successful.
8. 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.

Senior staff 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.
- 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/Assistant Director or Site Supervisor 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

Threatening Behaviour for the purpose of this document is defined as any behaviour that causes a reasonable individual to believe that there is a chance that harm may be caused to any person, place, or thing connected (but not limited to) to LRCP. Protective spaces in LRCP are the far end of the main room leading to the physiotherapy room, under the tables in the lunchroom and remaining in place in the gymnasium. The Director/Assistant Director and Site Supervisor carry keys to lock these doors and will do so in the event of an emergency

The following procedures describe the response to threatening behaviour that would lead to lock-down or lock-in procedures being initiated because of a threat either:

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

When school is in session we follow the procedures below for lockdown/lockin:

LORD ROBERTS SCHOOL LOCKDOWN PROCEDURES

Guidelines for implementing a school-wide lockdown:

Any situation that includes a violent act or poses imminent threat to harm others should be reported immediately to the office.

Communication:

- If a situation that may require an Emergency Lockdown is discovered, the individual making the discovery shall immediately contact the office
- Administration/designate will activate the Crisis Response Team and/or contact the police
- Staff and students will be notified of an Emergency Lockdown by intercom or other voice communication

An administrator or designated adult will make the following announcement to students and staff:

This is a safety alert. We will be implementing a lockdown. Please secure the building

Staff/students will remain in lockdown until you hear an “**All clear**” from administration or designate. Administration/designate will provide an information announcement during and/ or after the lockdown. Following a lockdown information will be shared and supports will be put in place as required. A letter will be sent home to parents/guardians before and/or after a drill or after a real lockdown.

A lockdown supersedes fire alarms. Should the fire alarm sound, do not evacuate the building unless:

- You have first- hand knowledge that there is a fire in the building or;
- You have been advised by Police/Security to evacuate the building.

Lunch time- Students are to remain in their respective locations and follow the instructions of staff. Staff and students in the Lifeskills room will remain in the Lifeskills room. Students in the hallways will move into classrooms. Available staff will open their classrooms and proceed with Emergency Lockdown procedures. Students who are participating in noon hour activities will remain with their noon hour teacher. Students returning to school will be alerted by megaphone to remain outside.

For further details please see attached sheet at the back of the binder.

When school is not in session :

Staff should:

1. Notify the Principal/ Director/Assistant Director or Site Supervisor 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. Enact Lockdown/Lockin Procedures by saying:
This is a safety alert and we will be implementing a lockdown. Please secure the building..
3. Call **911** for the police immediately if there is a threat to safety.

Director/Assistant Director or Site Supervisor should:

1. Tell staff in the daily staff communication log book to contact the Director/Assistant Director or Site Supervisor 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.

Threatening Behaviour Inside Centre or On Property

Director/Assistant Director or Site Supervisor should:

- 1. When school is in session notify office staff by telephone or intercom of the risk and follow school procedures.**
- 2. When school is not in session:**
 1. Make the decision to enact Lock-in Procedures.
 2. Direct senior staff to lead the Lock-in.
 3. Tell senior staff 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 senior staff 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.

Senior staff should:

1. Quietly direct staff to gather with children into the protective spaces as far away from the threatening person as possible. As we are in a square room with only one door we will use furniture to barricade.
 - 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. Staff will determine this based on where the threat is.
 - If the threat is inside the centre, direct staff and children in the playground or on outings 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/Assistant Director or Site Supervisor about the status of Lock-down procedures..

Staff should:

1. Gather children in the nearest protective space away from the threatening person.
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 at the back of the room by the physiotherapy room and craft cupboards that are out of sight from doors and windows.
7. DO NOT leave protective spaces until told by the director (or designated alternate).

After the event, the Director/Assistant Director or Site Supervisor 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 in Neighbourhood

IMPORTANT: In the event of an unsafe situation in the community, we may need to go into a “**LOCKIN**” procedure. Outside doors would be locked and secured. Classrooms would continue to follow regular timetables. Movement in and around the school would remain the same. Outdoor activities would be suspended until the “**ALL CLEAR**” is given. The school would remain in a Lockin situation during the lunch hour and at 3:30 p.m. if the situation has not been resolved. Information will be communicated on a regular basis.

DO NOT leave the centre until the police tell you the situation is safe.

When school is not in session:

Director/Assistant Director or Site Supervisor should:

1. Direct senior staff to lead Lock-in Procedures. Tell them the threat is in the neighbourhood. Notify school.
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 proceed to the designated place of 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 are 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.
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.

Senior 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/Assistant Director or Site Supervisor of status of *Shelter-in-Place Procedures*.

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 designated alternate).

After the event, the Director/Assistant Director or Site Supervisor 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.

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

Controlling and Monitoring Visitor Access:

IMPORTANT:

Lord Roberts School controls visitor access by means of posted signage throughout the school directing visitors to report to the office. All school personnel including all LRCP staff are to direct visitors to the office. The school does not monitor or lock doors with the exception of the west lane entrance . Any

authorized volunteers and tradespeople are to wear identification and if they do not have this should be escorted to the school office.

In regards to LRCP specifically:

Director/Assistant Director, or Supervisor will ensure that:

- there are policies that ask parents to tell staff when someone else will pick up their child. If staff have not previously met 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. The designated pick up list for that child is then updated
- When visitors are expected, it is noted 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 unknown visitors are asked for identification and their purpose for being in the Center.
- Expected visitors are welcomed and escorted to the appropriate area in the centre.
- Staff are vigilant in monitoring children at all times (where they are in the centre and playground) and monitor outside individuals that approach children

Security Procedures

1. When arriving at the centre, all staff, parents and visitors must use the designated entrance (North side) and identify themselves when arriving in the Centre. Staff verify identity through video intercom system prior to releasing door. During non-school hours school doors are locked. During school hours school doors are open. Visitors are to report to office as per signage.
2. During primary parental drop off times parents or designated drop off person inform staff so they are able to sign children in, children with written permission to arrive unescorted must report to a staff upon arrival so they can be accounted for.
3. Staff welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre's activities.
4. Staff are required to sign children in and out on the attendance record.
6. Parents are required to sign out their children and directly tell a staff member when they are leaving the building and playground.

7. When we use the school gym when school is locked, we do a sweep of the gym prior to entering and lock once inside. We do not use gym when school is in session.
8. When we use washrooms in school hallways they will be locked when school is locked but unlocked during school hours. Staff escort children at all times and stand outside washroom while child uses it. Staff do a sweep of the washroom prior to letting children in.

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 designated alternate). 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. Complete the *Daily Safety Checklist – Indoor* and *Daily Safety Checklist – Outdoor*. Visual only.
2. Correct any safety concerns to the best of their abilities and document what was done.
3. Give the checklists to the Director/Assistant Director or Supervisor
4. Make sure the director is aware of any concerns and things that need to be done.
5. 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/Assistant Director or Site Supervisor 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/Assistant Director or Site Supervisor 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 designated alternate).
2. Review the *Daily and Monthly Indoor Safety Checklists* with the Director/Assistant Director or Site Supervisor to learn how to control fire hazards and their responsibility to address any fire safety issues that they see. Staff are 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/Assistant Director or Site Supervisor to learn how to improve their participation and to have their questions answered.

The Director/Assistant Director or Site Supervisor 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/Assistant Director or Site Supervisor 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 designated alternate).
2. The board will review and discuss the enhanced safety plan at board meetings at least annually.
3. Board members will review annual fire, public health and child care centre inspection checklists to ensure that the director (or designated alternate):
 - 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 January 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 January or after revisions have been approved.

The enhanced safety plan will be reviewed with school staff (principal, secretary and custodian) each Sept 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/Assistant Director or Site Supervisor will monitor expiry dates for individual plans/epipens annually or upon enrolment. Medications are monitored on allergy listing.



Lord Roberts School
665 Beresford Avenue
Winnipeg, MB R3L 1J9 - 453-6639

Mrs. R. Moore, Principal

Ms. J. Tourangeau, Vice Principal

January 30, 2013

To: All teaching staff

From: Roz/Jeannette

Re: Safety Plan

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- The front doors to the school will remain open during the school day
 - All other school doors (including bus doors) will be locked at 9:15 & 1:10
 - Custodians will open all doors for morning/afternoon school entry
 - Custodians will open both side doors at the start of the recess period. Doors will be locked immediately following the recess periods
 - School buses arriving during the school day should use the daycare doors for entry. They have a camera and buzzer opener. (eg. Swim program, DLC etc.)
 - All school doors will be locked at 4:00 p.m. except for the side playground door by the daycare. Daycare will be responsible to supervise daycare children and the side door. Daycare staff will secure the door upon re-entry.
 - The above plan is designed to help us monitor students/ adults entering and leaving the building
 - Staff are encouraged to report any situations of concern to the office ASAP.
 - Feel free to offer assistance if you see a person in the building who is unfamiliar to you. In most cases, you will get a respectful response making you aware of their purpose. (Student pickups , special programs, etc.)
 - If you open a locked door for someone, you take the responsibility for allowing that person entry into our building. Please inform them that the front doors are open during our controlled visitor access periods.
 - Division staff wear WSD badges and sign in at the office

