

**Lord Roberts  
Children's  
Programs  
Preschool Site**

**Enhanced  
SAFETY PLAN**  
*2010*

Facility number: 1032

725 Kylemore Avenue  
Winnipeg, Manitoba  
R2L 1B8

Executive Director: April Kalyniuk

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23 Morningmead Walk  
Winnipeg, Manitoba

# FACILITY OVERVIEW

Lord Roberts Children's Programs  
725 Kylemore Avenue  
Winnipeg, Manitoba  
R3L 1B8

Date Developed: 2010-02-09

Last Revised: 2019-01-03

Last Reviewed: 2019-01-03

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
- owner/landlord or school principal

## **Purpose**

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

- to prepare staff on what to do in the event of different types of emergencies
- to evacuate safely to our designated place of shelter
- to shelter-in-place when it is safer to remain in the centre
- to close the centre due to severe weather, health-related or other emergencies
- to ensure the safety of children with anaphylaxis (life-threatening allergies)
- to ensure safe indoor and outdoor environments
- to control visitor access

## **Delegation of Authority**

The director or designated alternate maintains the authority to declare an emergency situation and implement evacuation, shelter-in-place or closure procedures. This responsibility includes communications with parents and the media.

## **Children, Staff and Building Personnel**

### **Children**

Licensed for maximum of 59 spaces aged 18 months to 6 years including:

4 Children aged 18 months to 2 years

55 Children aged 2 to 6 years

### **Staffing**

16 plus staff (includes subs) and management positions of any/or all of the following: Director, Assistant Director, Supervisor (**appendix 1**)

### **Building personnel (evenings only)**

**The building has a building manager and is run by a volunteer Board of Directors (appendix 2)**

Lord Roberts Community Club- contact: Ray Eskritt 204-391-0820

alarm monitoring by DSI alarms- 204-985-1800

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## **Building Description**

16,000 square foot, wooden/stucco construction structure, double-occupant, 2-levels including basement A2 occupancy permit ( **appendix 3**)

### **Inside Spaces Used by Centre**

The centre uses the designated space for the child care as shown on the maps. It contains 1 large room divided by sliding doors, into the main room (Sunshine room) and the small room (Rainbow Room) 1 washroom area with fire doors, 1 kitchen area, 1 storage area, 1 locker area, 1 office space.

### **Other space used by centre:**

Basement level: none except in emergency ( ie>Tornado)

Main floor: The other main floor spaces used by LRCP are the main washroom in the community club-by staff only, the staff room in the community club by staff only, the hall space in the community club by children when there is no one else in the building and the gym space in the community club.

### **Exits (appendix 4C&4D)**

Sunshine room: Exit south side of the building onto Kylemore Avenue.

Exit west side of building to the parking lot, then proceed to Kylemore Avenue.

Rainbow Room: Exit south side of building to Kylemore Avenue.

Exit the east side of the building and proceed to Kylemore Avenue.

Gym: Exit north side of the building and proceed to Kylemore Avenue.

Exit south side of building and proceed to Kylemore Avenue

**Communication in the building: The centre has telephones in each area of the programme except the gymnasium where staff are to take cell phones in case of emergencies and outside where staff also take cell phones. In all emergencies communication will occur through the following methods:**

- **Direct face-to face instructions**
- **By landline or cellphone use ( DO NOT USE Cellular Phones IN BOMB THREATS)**
- **Written communications**

### **Heating, Ventilation and Air Conditioning**

The building is forced heat/air and has a gas furnace and air conditioning unit behind the building in a fenced in location. .

### **Fire Safety Equipment and Locations**

#### **Fire Alarm System (appendix 4A&4B)**

There is a single stage system which can be activated by the manual pull stations, or the heat detectors. The centre is equipped with smoke and heat detectors, emergency lighting, exit lighting and fire exits in all rooms.

#### **Fire Alarm System Control panel**

Located: Club entrance by the gym-725 Kylemore Avenue

Monitored by: DSI Security Systems Inc.

1665 Dugald Road,  
Winnipeg, Manitoba  
R2J 0H3 985-1800

**Fire Alarm Pull Stations located: every exit in the building has a fire alarm pull station ( see attached maps- appendix 3)**

Pull stations specific to space used by LRCP

- Front entrance to Lord Roberts Children's Programs ( under the security panel)
- On the wall outside the kitchen area in Lord Roberts Children's Programs
- Beside the west exit door in the main Room.

- In the staff room
- Outside the ladies washroom in the Community Club
- Beside the main exit to the gym beside the Fire Alarm Panel
- At the north exit in the Gym

### **Smoke Alarms**

2 battery operated smoke alarms in the Sunshine Room

1 battery operated smoke alarms in the Rainbow Room

**“Rate of Rise”** heat detectors in every room and hallway of the building that are hard-wired and battery back-up with direct link to fire panel and then to fire department.

### **Carbon Monoxide Detectors**

1 CO detector in the Rainbow Room

2 CO detectors in the Sunshine Room

1 CO detector in the furnace room

1 CO detector in the main hall entrance

The Carbon monoxide detectors were purchased and installed in December 2018 and will need replacing in December 2023. They require weekly testing to ensure that they are operational.

### **Portable fire extinguishers**

Serviced by: ABC Fire and Safety – Unit 9-846 Marion Street, 204-233-6083

There are 11 portable ABC fire extinguishers supplied by the community club throughout the building.

Front entrance to Lord Roberts Children’s Programs

Entrance to Sunshine Room

Exit to west parking lot- Sunshine room

Front entrance by the gym to Lord Roberts Community Club

Staff room

Hallway adjacent to canteen and public washrooms Lord Roberts Community Club

Exit door on west-side of building

At the North exit of the Gym

Hallway outside youth lounge in basement

Inside furnace room

Inside youth lounge

One inside the canteen space

### **Utility Shut-off Locations**

Shut-off instructions are posted by each utility.

Hydro and Water: Basement Furnace Room

Water main: Basement Furnace Room

Main natural gas valve: South side of Building Outside

Furnace and Air conditioner: North side of building in fenced in cage- only fire department access for shut-off in emergency.

Water heater: Basement Utility Room

Electrical panel: 1.) Storage room in LRCP

2.) Basement Furnace Room

The following are identified on the electrical panels:

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

## EMERGENCY FLOOR PLAN (attached Appendix 4a-4d)

### EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures will be used in case of:

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

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

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

#### **Evacuation procedure:**

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

1. Stop all activities immediately

2. Follow directions of senior staff to evacuate building.

**Director/Assistant Director or site supervisor should:**

Assign specific staff to: -

- Call 911 to ensure fire department is aware of the situation
  - Take the emergency backpack (including first aid kit, child information records, staff emergency information and contact information for others in building, schools/transportation services).
  - Take the duffel bag with blankets for protection in cold weather (if it is safe to do so).
  - 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.
- Close all doors and windows, time permitting
3. Director/Assistant Director or site supervisor to take attendance book (with floor plan attached) and check all spaces to ensure complete evacuation.
  4. Everyone to meet in the assembly area outside of the centre located in the front of the building at 725 Kylemore Avenue for attendance, evacuation status and further directions.
  5. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for
  6. Advise the fire department of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).
  7. Take direction from fire department.
  8. Direct staff to return inside or proceed to Lord Roberts Children's Programs School-age site- 665 Beresford Avenue (**designated place of shelter**) upon direction from fire department.
  9. If staff and children proceed to LRCP-school-age site before the fire department arrives:
    - If possible, assign a staff member to remain at main entrance to advise fire department.
    - Call 911 to inform of evacuation status.
  10. Post the name, location and contact number of LRCP-school-age 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.
- Contact LRCC Board President to inform of the situation

**After the event, the director/assistant director or site supervisor may:**

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**

**Staff should:**

1. Ensure everyone evacuates fire area immediately.
2. Close doors to fire area.
3. Pull fire alarm bell.
4. Notify director/assistant director or site supervisor.
5. Follow direction from senior staff to evacuate all children, staff and visitors from building.

**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.
5. Once outside the building contact the president of the community club,

### **Upon Hearing Fire Alarm**

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

1. Stop all activities immediately
2. Follow directions of senior staff to evacuate building.

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

Lord Roberts Children's Programs- school-age site  
665 Beresford Avenue

284-9809

612-8756 (cell- director)

223-0927( cell-assistant director)

Contact: Director, Assistant Director or Supervisor

Lord Roberts School  
Principal/Vice- Principal  
453-6639

## SHELTER-IN-PLACE PROCEDURES

Shelter-in place procedures will be used in case of:

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

These procedures may involve moving to a more secure part of the building if a threat is present within LRCP's space in the community club. In the community club LRCP will move downstairs to the youth lounge in the event of a tornado or if there is a threat to children, staff in the centre space.

### **Shelter-in-place procedure for weather emergencies/chemical or hazardous material accidents**

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

1. Stop all activities immediately
2. Follow directions of senior staff to prepare for shelter-in-place procedures.

**Director/Assistant Director or site supervisor should:**

Assign specific staff to:

- if necessary take the emergency backpack (including first aid kit, child information records, staff emergency information and contact information for others in building, schools/transportation services).
  - 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. Assistant Director or site supervisor to take sign-in sheets( with floor plan attached) and check all spaces to ensure complete evacuation from centre to shelter-in-place location.
  4. Director will notify any other building occupants of situation.
  5. Close all doors and windows, time permitting.
  6. Call 911 to ensure proper authorities are notified.
  7. Review attendance record to confirm that all children, staff and visitors are accounted for.
  8. Advise the relevant authority of the shelter-in-place procedure status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).
  9. Take direction from authority involved.

10. Contact staff outside the centre to return inside or proceed to Lord Roberts Children's Programs School-age site- 665 Beresford Avenue (**designated place of shelter**) upon direction from authorities.

11. Prepare a written statement to relay to parents by telephone or e-mail to let them know the children are safe, where to pick them up and when they can pick children up.

12. Assign specific staff to contact parents with prepared statement using centre's cell phone and office phone in designated place of shelter.

13. Record an outgoing message on the centre's voice mail system.

14. Contact schools/transportation services and advise that the children should not be transported to the centre and ask that children be dropped at our designated shelter location at 665 Beresford Avenue.

15. 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.

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

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

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

### **Emergency Evacuation Drills**

- minimum of one evacuation drill per month ( aka-fire drill)
- using alternate exit routes
- at different times of the day with varying numbers of staff
- a nap-time evacuation at least once annually

- complete evacuation to our designated place of shelter at least once a year

## **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

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

**Director/Assistant Director or Site Supervisor should: (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:**

**-follow the above emergency evacuation drill procedure**

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

- minimum of one shelter-in-place drill every year

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

- director /assistant director or site 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

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| <ul style="list-style-type: none"><li>- health-related emergencies such as a utility failure or the outbreak of illness</li><li>- floods</li></ul> |
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### **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. Notify the president of the community club of the closure.
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, e-mail. Provide staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on CJOB-680 am dial, CBC 89.3 FM.
3. Record an outgoing message on the centre's voice mail system.
4. Post a note on the outside door, if possible.
5. Notify the Board chair of the community club of the closure.
6. Inform schools/transportation services used by school-age or kindergarten children.

### **Additional steps to prepare for closure due to indoor flooding.**

#### **Director/Assistant Director or Site Supervisor should:**

1. Make sure that the signs showing the locations of utility shut-offs and instructions have been posted by Lord Roberts Community Club.

2. Call Lord Roberts Community Club representative to come and turn off heating system, main power switch and the outside gas valve, or have proper authority to come and do so time permitting.
3. Take important documents such as child and staff information and financial records, time permitting.

### **Additional steps if our building is flooded**

#### **Director/Assistant Director or Site Supervisor should:**

1. Contact Manitoba Hydro to disconnect power at the pole and make sure it is safe to re-enter the centre.
2. Ensure the community club has scheduled the cleaning, service and replacing of main circuit panels, light switches, electrical sockets, appliances, furnaces, etc by certified technicians.
3. Ensure the community club has made arrangements to have all wiring inspected by a qualified electrician before turning power on.
4. Ensure the community club has made arrangements for the natural gas to be turned on by a qualified professional.
5. Schedule appropriate cleaning for all flooded areas that effect and fall within LRCP operations.
6. 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 Chair of the Board of Lord Roberts Community Club 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 a qualified technician
- heating system annual inspection report by a qualified heating contractor
- fire extinguishers annual inspection report by a certified agency
- evacuation and shelter-in-place practice drill record
- check all CO detectors are a weekly basis

**These following items have been integrated into our Safety Checklists to document the checks required on a daily, monthly and annual basis. Lord Roberts Community Club as the landlord is solely responsible for maintenance issues regarding monthly/yearly inspections and Lord Roberts Children's Programs follows all relevant licensing requirements outlined by the Province of Manitoba. Any issues in regards to this section are reported to Lord Roberts Community Club upon discovery.**

## **Daily Inspections and Maintenance**

1. Fire alarm power indicator and trouble indicator lights are functioning correctly .
2. Evacuation procedures and floor plans are prominently posted in each room.
3. Ensure that Exit signs are easy to see and lit and that Lord Roberts Community Club is aware of when they are not functioning.
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. Lint traps in laundry equipment are cleaned after each use.
10. Check CO detectors on a weekly basis.

### **Monthly Inspections and Maintenance**

1. Exterior fire escapes are in good repair (if applicable).
2. Exit doors are readily opened from the inside without the use of keys or other locking devices.
3. Fire department access is unobstructed. Exterior fire department connections are easy to see and unobstructed (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.
4. Ensure that all fire extinguishers are checked to make sure that they are:
  - the 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 Lord Roberts Community Club when they are expired or not in proper order.
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 or storage rooms.
  - combustible materials are not stored next to water heaters and heating equipment
  - there is at least 18 inches clearance between storage and sprinkler heads (if applicable)
7. Inspection documentation is maintained by Lord Roberts Community Club for review by fire inspector for:
  - fire panel

- emergency lights inspection to make sure they work if the power fails

## **Annual Inspections and Maintenance**

The following inspection documentation is initiated and maintained for review by fire inspector for the following by Lord Roberts Community Club with the exception of batteries for smoke alarms within the centre which fall to the Director/Assistant Director or site supervisor.

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 (documented).
3. Heating system is inspected by qualified heating contractor.
4. Fire protection systems are inspected by a certified technician: (if applicable)
  - emergency lighting
  - fire alarm system

## **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 Community Club 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](http://manitoba.ca/waterstewardship/floodinfo)) and local media during the spring run off period and during other high water advisories for the area
  - Manitoba Conservation Fire Program website ([manitoba.ca/conservation/fire/](http://manitoba.ca/conservation/fire/)) as well as local media during forest fire season from April to October
2. Notify staff in playground to bring children inside in the event of a severe weather warning.
3. Notify any groups on outings to return or take indoor shelter immediately.
4. Reschedule outdoor play and all outings away from the centre.
5. Post information indicating that there may be a need for closure and reminding parents how the closure will be communicated.

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

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

### 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 staff in playground to return indoors immediately.
5. Notify staff on outings away from centre to immediately seek the closest indoor shelter. Remind them to call back with their location.
6. 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.
7. Bring the weather radio operating on battery back-up and cell phone to protective space to monitor when it is safe to leave the protective spaces.

### 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 move to the basement of the community club and meet outside the youth lounge. Children and staff will stay in this space 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, 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. Inform the child care coordinator of the situation and public health authority's requirements and recommendations.
4. Provide regular updates to the child care coordinator and public health authorities.
5. 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 the President of Lord Roberts Community Club of the issue if there is risk to others in the building.

**Staff should:**

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

**Parents should:**

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

**Contact with Public Health**

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

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

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

### **Notification to Parents and Staff**

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



- parvovirus B19 (fifth disease or “slapped cheek” syndrome)
- rubella
- measles
- mumps
- CMV (cytomegalo virus)

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

#### **Director/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/Assistant director or Site Supervisor.
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/Assistant director or Site Supervisor.

**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 (if applicable)

**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 is specific to the centre, see if it is a breaker that has blown and restore power.
2. Contact the representative of Lord Roberts Community Club 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 Services @ 204-943-7124 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 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 other building occupants.

### 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 other building occupants of situation.

### **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 by centre cellphones located in backpacks.
3. Close and lock all exterior doors.



4. Turn off breakers that control air flow.
5. Notify by centre/personal cell phones 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 e-mail message as quickly as possible. Use a scripted message, if possible.
8. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
9. If there is time and it is needed, assign specific staff to take additional measures to protect indoor air:
  - Seal any obvious gaps around exterior windows and doors.
  - Place a rolled up damp towel at the floor space at bottom of doors.
  - Cover and seal bathroom exhaust and grilles, range vents, dryer vents and other openings to the outdoors as much as possible.
  - Put plastic over the windows to seal.
10. Inform staff and children when emergency response personnel say it is safe to leave the building.

**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
- 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. Verbally direct staff NOT to use any form of wireless communication.
3. Call **911** using a land phone. Consult with police for further steps.

4. 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.
5. Notify police of the caller's phone number if call display or call trace was successful.
6. Make sure the person who answered the threatening phone call or found the written message is available to be interviewed by police.
7. If there is an imminent threat to safety:
  - Enact Evacuation Procedures. Do NOT use fire alarm.
  - Direct senior staff to lead *Evacuation Procedures*.
8. Assign specific staff to:
  - Go to the playground and tell staff to remain there or proceed to designated place of shelter.
  - Call staff and children on outings away from centre (using a land line). Advise staff not to return to centre until further notice or to proceed to designated place of shelter.
  - Contact any other occupants of the building. Do NOT use wireless communication.

**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. Advise staff NOT to touch or move it (even if it has already been moved).
2. Evacuate the immediate area and close door.
3. Try to determine if it is suspicious and dangerous or if it is an ordinary item.
4. Call 911 using a land phone and consult with police for further steps.
5. 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. Enact the *Evacuation Procedures*. Do NOT use fire alarm.
4. Direct senior staff to lead *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.
5. Call **911** using a land phone and state the nature of the emergency.
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) 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.
  - Verbally contact any other occupants of the building. Do NOT use wireless communication.

### 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.

The following procedures describe the response to threatening behaviour:

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

### **Staff should:**

1. Notify the 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 shelter-in-place procedures by use of a password if the threat is imminent.
3. Ensure that all staff have been contacted either verbally, by cell phone or by intercom of the emergency.
3. Call 911 for 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. Contact the Board Chair of the community club and alert to possible situation by telephone. 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. Make the decision to enact Shelter-in-Place Procedures.
2. Direct senior staff to lead the *Shelter-in-Place Procedures*.
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. Staff will determine this based upon where the threat is located.
  - If the threat is on the property, direct staff and children to quickly move inside, take cover or drop to the ground, depending on the situation.
  - If the threat is inside the centre, direct staff and children in the playground or on outings to go to the designated place of shelter immediately.
  - verbally contact any other building occupants of situation
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 *Shelter-in-Place 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 that are out of sight from doors and windows.
7. DO NOT leave protective spaces until told by the Director/Assistant director or Site Supervisor.

**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**

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

**Director/Assistant director or Site Supervisor should:**

1. Direct senior staff to lead *Shelter-in-Place Procedures*. Tell them the threat is in the neighbourhood.
2. Notify staff and children in the playground to come inside immediately or proceed to the designated place of shelter.
3. Make sure exterior doors are closed and locked.

4. Notify staff with children on outings to stay where they are (if safe to do so) or find the closest indoor shelter. Have staff call back to say where they are.
5. Look at attendance records provided by staff to make sure all children and staff 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/Assistant director or Site Supervisor.

**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**

Director, Assistant Director 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 staff designated pick up list for the child will then be 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 centre..
- 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/or in the playground) and monitor outside individuals that approach children.

## **Security Procedures**

1. The entrance to the centre is locked throughout the day. The door between the community club and the centre is kept locked at all times. The community club doors are locked at all times unless there are activities in the club at which time the building is monitored by camera and supervised by club members. When the children are in the gym space the doors are locked to prevent entrance by unwelcome visitors.
2. When arriving at the centre, all staff, parents and visitors must use the designated centre entrance and identify themselves using the intercom system located at this door only. Staff will either buzz the individual in or if unsure as to who it is will go and check the entrance for verification of identity. Parents are required to inform staff when they are leaving the building with or without their children. Parents are not to let any individual into the program without 100% surety that it is a person who is connected to the centre AND notifying staff of the person's entrance into the facility.
3. During the day staff members are all required to monitor the intercoms located in the Sunshine Room and the Rainbow Room and answer as quickly as possible. The management team will take this responsibility during the day when they are in the office and will monitor the entrance through the computer monitor which shows arrivals and departures via satellite image.
4. Staff welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre's activities.
5. Staff are required to ensure that children have been signed 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 the playground.
7. All doors leading into the main entrance are equipped with chimes. Staff are required to visually check when they hear the chime to make sure a child is not leaving without an appropriate adult.
8. The computers in the office area have camera access to the entrance way and this is monitored by the Director/Assistant director/ and Site Supervisor.

## 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/Assistant director or Site Supervisor. 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*.
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 Site 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.
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 will be required to:

1. Read the enhanced safety plan and discuss it with the Director/Assistant director or Site Supervisor.
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)
- 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/Assistant director or Site Supervisor.
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/Assistant director or Site Supervisor:
  - 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.

#### **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.

Plan Review Dates	
2017/01/01	All staff and Board

