



(MINNETONKA SITE)

SAFTEY PLAN

MARCH 2010

Facility #10592

200 Minnetonka Street Room #18
Winnipeg, MB R2M 3Y6

Contact: Dawne Doyle (Executive Director)

Phone: 987-1595
Cell Phone: 479-4883 or

Lisa Smith (Site Manager)

Phone: 257-8109
Cell Phone: 799-2444

e-mail: vcci@mts.net

ENHANCED SAFETY PLAN

FACILITY OVERVIEW

VILLAGE CHILD CARE INC.
200 MINNETONKA STREET
ROOM #18
WINNIPEG, MANITOBA
R2M 3Y6

DATE DEVELOPED: February 20, 2010 LAST REVISED: May 31, 2011 LAST REVIEWED:

REVIEWED & APPROVED BY:

____ Fire Authority ____ Child Care Coordinator ____ Board of Directors

COPIES PROVIDED TO:

____ All Supervisory staff and designated alternates

____ Child Care Coordinator

____ In each program playroom for easy reference by all staff and the fire authority

____ Minnetonka School Principal

PURPOSE

Village Child Care's Enhanced Safety Plan is designed to provide guidance and direction to all staff as well as the Board of Directors. The plan 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 all staff on what to do in the event of various types of emergencies
- To evacuate safely to our designated place of shelter, 1-730 River Road.
- 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 within our child care program and implement evacuation, shelter-in-place or closure procedures outside of regular school operating hours. This responsibility includes communications with the School Custodian, Louis Riel School Division Office, Chairperson, parents and media.

The School Principal, School Office Staff and School Custodian have the authority to declare an emergency situation within the school's operating hours. They will inform the Site Manager/Designated Alternate immediately by phone or the school's intercom system when any emergency situation is declared.

CHILDREN, STAFF AND BUILDING PERSONNEL

Children

Licensed for a maximum of 20 spaces for children aged 2 years to 6 years including:

- A maximum of 20 children aged 2 to 6 years.

Staffing

3 full and part time staff including:

- 1 Director
- 1 Site Manager

Building Personnel

This Site is located in Minnetonka School where there are teachers of Kindergarten to grade 8, students, 2 custodians, Principal, Vice Principal, Support staff and office staff.

BUILDING DESCRIPTION

Minnetonka School is a one storey concrete building with 21 classrooms, a library, staff room, gymnasium, band room, office area, boiler room, storage and supply areas and 6 washrooms.

Spaces Used By Village Child Care Inc.

Total number of rooms: 1

The program is located in one room (#18) off the southeast hall of the school.

Building Exits

- **SOUTHEAST CORNER** can be accessed down the hall from the Preschool room.
- **SOUTHWEST CORNER** can be accessed down the hall (west) of the preschool room.
- **OUTDOOR AREA EXIT** is an exit to outside area in the middle of the school. The exit goes outside but is not accessible to main thoroughfares without exiting back into the school.

Heating, Ventilation and Air Conditioning

This utility equipment is located in the Boiler Room off the West Hallway. For further information please contact Charlie Robert – Supervisor of Maintenance at the Louis Riel School Division @ 253-2685 ext. 301 or 771-6375.

FIRE SAFETY EQUIPMENT & LOCATIONS

Fire Alarm System

The fire alarm system is located in the Electrical Room beside Room #9 off the north hallway. For further information please contact Charlie Robert – Supervisor of Maintenance at the Louis Riel School Division @253-2685 ext. 301 or 771-6375.

Fire Alarm System Control Panel

LOCATED AT: 200 Minnetonka Street in Electrical Room beside Room #9 off the north hallway.

MONITORED BY: **Local Fire Department**

Fire Alarm Pull Stations

LOCATIONS:

- **One located beside the door at the southeast exit at the end of the south hallway.**
- **One located in the south hallway at the fire exit doors.**

Fire Department Connection

LOCATIONS:

Located outdoors on the south wall of the building.

Smoke Alarms

LOCATIONS:

Located on the ceiling of the Preschool Room #18. Smoke Alarm is battery operated.

Portable Fire Extinguishers

LOCATIONS:

- **One located at the exit door from the preschool room #18.**

UTILITY SHUT-OFF LOCATIONS

Utility shut offs are located in both the Boiler and Electrical Rooms of the school. For further information please contact Charlie Robert – Supervisor of Maintenance at the Louis Riel School Division @ 253-2685 ext 301 or 771-6375. It is the responsibility of the School Custodian to initiate and activate any utility shut offs necessary in the case of a relevant emergency and inform our Site Manager/Designated Alternate immediately by phone or school intercom.

The following are identified on the electrical panel:

All required equipment and utilities are identified on the electrical panel. For more information please contact Charlie Robert – Supervisor of Maintenance at the Louis Riel School Division @253-2685 ext 301 or 771-6375.

Communication Procedures

Village Child Care Inc. & Minnetonka School

In case of an emergency or threat of any kind to Village Child Care Inc. and/or Minnetonka 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 Village Child Care Inc. is aware of a threat or in an emergency state, the director (or designated alternate) will:

1. Call the school by telephone at 257-8114. (when safe) or
2. Walk down to school office to communicate (when safe)

Outside of school hours, the centre will contact the custodian by cell phone.

Outside the centre's hours of operation, the director will contact the custodian by cell phone.

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

1. Communicate using announcements over the school intercom or
2. Call the centre by telephone at 257-8109 (when safe) or
3. Walk down to the centre to communicate (when safe)

Outside of school hours, the custodian will contact the centre's Site Manager at 257-8109 or by personal cell.

Outside the centre's hours of operation, the principal will contact the centre director by personal cell phone.

Communication and safety procedures will be reviewed annually by the centre director and school principal and revised as needed.

EMERGENCY EVACUATION PROCEDURES

EMERGENCY EVACUATION PROCEDURES WILL BE USED IN CASE OF:

- FIRE
- A CHEMICAL OR HAZARDOUS MATERIALS ACCIDENT INSIDE THE CENTRE
- A SUSPECTED NATURAL GAS LEAK

EMERGENCY EVACUATION PROCEDURES MAY BE USED ALSO IN SITUATIONS SUCH AS:

- BOMB THREAT
- THREATENING BEHAVIOUR INSIDE THE BUILDING
- A CHEMICAL ACCIDENT IN THE AREA OUTSIDE THE CENTRE
- A HEALTH-RELATED EMERGENCY SUCH AS UTILITY FAILURE, SEWAGE BACK UP OR INSIDE FLOODING

DURING SCHOOL HOURS THE SITE MANAGER/DESIGNATED ALTERNATE WILL CONTACT THE SCHOOL PRINCIPAL/SCHOOL CUSTODIAN IMMEDIATELY IN THE CASE OF ANY EMERGENCY AND FOLLOW INSTRUCTION GIVEN BY THE PRINCIPAL/SCHOOL CUSTODIAN IN RESPONSE TO THE EMERGENCY. IT IS THE RESPONSIBILITY OF THE SCHOOL PRINCIPAL/DESIGNATED ALTERNATE TO INFORM THE SITE MANAGER/DESIGNATED ALTERNATE OF OUR PROGRAM IMMEDIATELY IN THE CASE OF ANY EMERGENCY DURING SCHOOL HOURS AND INFORM THE SITE MANAGER/DESIGNATED ALTERNATE AS TO THE APPROPRIATE RESPONSE.

EMERGENCY EVACUATION PROCEDURES OUTSIDE SCHOOL OPERATING HOURS

IN CASE OF FIRE

Staff should:

1. Ensure everyone evacuates the fire area immediately.
2. Close doors to the fire area.
3. Pull the fire alarm bell.
4. Notify the Custodian immediately if in the building. Notify the Executive Director or Designated Alternate immediately following evacuation of the area.

5. Follow direction from the Senior Staff to evacuate all children, staff and any visitors from the building.

SUSPICION OF GAS LEAK

DURING SCHOOL HOURS THE SITE MANAGER/DESIGNATED ALTERNATE WILL CONTACT THE SCHOOL PRINCIPAL/SCHOOL CUSTODIAN IMMEDIATELY IN THE CASE OF ANY EMERGENCY AND FOLLOW INSTRUCTION GIVEN BY THE PRINCIPAL/SCHOOL CUSTODIAN IN RESPONSE TO THE EMERGENCY. IT IS THE RESPONSIBILITY OF THE SCHOOL PRINCIPAL/DESIGNATED ALTERNATE TO INFORM THE SITE MANAGER/DESIGNATED ALTERNATE OF OUR PROGRAM IMMEDIATELY IN THE CASE OF ANY EMERGENCY DURING SCHOOL HOURS AND INFORM STAFF AS TO THE APPROPRIATE RESPONSE.

IMPORTANT: DO NOT PULL THE FIRE ALARM

OUTSIDE SCHOOL OPERATING HOURS

Staff should:

1. Verbally notify the Director/designated alternate immediately.
2. Follow direction from Senior Staff to evacuate all children, staff and visitors from the building.
3. Notify the School Custodian immediately.

Director/Designated Alternate 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 the nature of emergency and address.
4. Assign staff to verbally notify the School Custodian/Louis Riel School Division.

UPON HEARING FIRE ALARM

All children, staff and visitors should:

1. Stop all activities immediately.
2. Follow directions of Senior Staff to evacuate the building.
3. Meet in the area at the south end of the school building.

Senior Staff should:

1. Direct staff to gather with children by the inside of the safe exit door.
2. Assign specific staff to:
 - Conduct a sweep of the centre looking for any remaining children or adults ensuring to look in “hidden areas”.
 - Lead the evacuation out of the building
 - Bring attendance binder containing attendance records, vital information, floor plan, emergency phone numbers and designated place of shelter signs. Take attendance roll call in the assembly area at the south end of the building.
 - Take the emergency backpack including the first aid kit, child, staff and contact information records and contact information for the School Principal, School Custodian and Louis Riel School Division Office.
 - Help children who require additional assistance.
 - Take required medications and specialized equipment for children with additional support needs if these are essential to their immediate safety and it is safe to do so.
3. Close all doors if time permits.
4. Report evacuation status to the Director/Designated Alternate.

Director/Designated Alternate should:

1. Call 911 to ensure fire department is aware of the situation.

2. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for.
3. Advise the fire department of evacuation status (i.e. evacuation complete with no possibility that any child care staff, children or visitors are unaccounted for).
4. Take direction from the Fire Department.
5. Direct staff to return inside or proceed to designated place of shelter upon direction from the Fire Department.
6. If the staff and children proceed to the designated place of shelter before the fire department arrives:
 - If possible, assign a staff member to remain outside main entrance to advise fire department.
 - Call 911 to inform of evacuation status.
7. Post the name, location and contact number of the designated place of shelter on the outside of the front door of the building.
8. Prepare a written statement to relay to parents by telephone, e-mail or text to let them know the children are safe, where to pick them up and when pick up should take place.
9. Assign specific staff to contact parents with prepared statement using centre's cell phone and office phone in designated place of shelter.
10. Record an outgoing message for parents on the centre's voice mail system.
11. Contact any staff on outings to inform them to return to the designated place of shelter, not the center.
12. Contact schools/transportation services and advise that the children should not be transported to the centre but to the designated place of shelter.
13. Be available to discuss the event with parents when they pick up their children.

After the emergency, the Director/Designated Alternate should:

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

DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE

**Village Child Care Inc.
1-730 River Road
Winnipeg, MB
R2M 5A4**

**987-1595 or
479-4883**

**Contact: Dawne Doyle – Executive Director
Alternate Contact: Natalie Dickens – Site Manager
987-1597**

CENTRE CLOSURE PROCEDURES

The following procedures and communication policies will be used in the event of a 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 outbreak of illness
- Floods
- Emergencies in the immediate area which might compromise the safety of children and staff at the centre

Closure of Centre for a Portion of the Day

The Director/Designated Alternate should:

1. Contact parents by telephone, e-mail or text message to advise them to pick up their children either early at the centre or at the designated place of shelter. Provide staff with a scripted statement to use if helping to notify parents.
2. Contact emergency contacts designated by parents, if parents cannot be reached.
3. Post on notice on the outside of the front door of the building with name, location and phone number of designated place of shelter including the centre's cell number.

4. Advise all staff who are not at the centre.
5. Inform the School Principal/Office Staff.
6. Inform schools and transportation services at LRSD used by kindergarten children.

Closure of Centre for a Full Day

The Director/Designated Alternate should:

1. Attempt to contact all families and staff the previous evening or early in the morning by telephone, e-mail or text message. Provide all staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on **CJOB RADIO**.
3. Record an outgoing message on the centre's voice mail system.
4. Post a sign on the outside front door, informing of closure if possible.
5. Inform the School Principal/Office Staff.
6. Inform schools and transportation services used by the school-age and kindergarten children.

CONTROLLING FIRE HAZARDS and INSPECTION & 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

It is the responsibility of the School Custodian under the direction of the School Principal and the Louis Riel School Division to keep on file the following information for review, if requested, by the fire inspector:

- 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 and cooling system annual inspection report by a qualified heating/cooling contractor.
- Fire extinguishers annual inspection report by a certified agency
- Evacuation and shelter-in-place practice drill record.

It is the responsibility of the Site Manager/Designated Alternate to keep on file for review by the fire inspector:

- Copies of annual maintenance of the fire extinguisher located in the centre's playroom.

Daily Inspections & Maintenance

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

1. Evacuation procedures and floor plans are prominently post in each playroom and designated exits.
2. The Site Manager/Designated Alternate will notify the School Custodian of any Exit signs not lit or any view that is obstructed.
3. The Site Manager/Designated Alternate will notify the School Custodian if any Corridors, stairs and exits are obstructed or not properly lit.
4. The Site Manager/Designated Alternate will notify the School Custodian if any Fire doors are wedged or blocked open.
5. Small electrical appliances are unplugged when not in use (i.e. toaster, microwaves, coffee makers, kettles etc.)
6. All electrical outlets have covers in place.

Monthly Inspections & Maintenance

The Site Manager/Designated Alternate will ensure that the School Custodian/School Principal are aware of the following requirements and will notify the School Custodian if notice is made of any of the following items do not meet required standards. Items that are the sole responsibility of the Site Manager/Designated Alternate of our program are noted:

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). i.e. no vehicles parked in the fire route/lane. Fire lanes and routes are clear of obstructing snow.
4. All fire extinguishers are checked to ensure:
 - Proper type
 - Hung in required locations
 - Clearly labelled
 - Ready for use
 - Tagged by certified fire safety company
 - Properly charged (arrow is in the green zone)
 - Monthly check is documented on the tag and practise drill record

The fire extinguisher located in the centre playroom is the responsibility of the Site Manager/Designated Alternate. It is the responsibility of the Executive Director/Designated Alternate to schedule annual maintenance checks of the program's fire extinguisher. In between the annual checks the Site Manager/Designated Alternate will inform the Executive Director/Designated Alternate of any required maintenance.

5. Battery operated smoke alarms are checked to ensure proper function and this is documented on monthly practise drill. This is the responsibility of the Site Manager/Designated Alternate in regards to the smoke detector located in the centre's playroom.
6. Building areas are checked to ensure:
 - Combustible materials have not built up in storage rooms, service rooms or stairwells.
 - Combustible materials are not stored next to water heaters and heating equipment.
 - Propane cylinders are not stored inside the building or in the attached garage or shed.
 - There is at least 18 inches of clearance between storage and sprinkler heads (if applicable).
7. Inspection documentation (if applicable) maintained for review by fire inspector for:
 - Inspection of emergency lights back -up system for exit signs and outdoor ramp lights to ensure they are in proper working order in the event of a power failure.
 - If manual pull stations are used in evacuation drills that this be documented on evacuation drill record form.

Annual Inspections & Maintenance

Inspection documentation is maintained by the School Custodian/Designated Alternate for review by the fire inspector for the following:

1. Fire extinguishers are inspected by a certified agency and documented on extinguisher tag. It is the responsibility of the Executive Director/Designated Alternate to schedule the annual maintenance of the fire extinguisher located in the playroom.

2. Batteries for smoke alarms are replaced at least annually and replacement/checks documented. It is the responsibility of the Site Manager/Designated Alternate to ensure this is completed for the smoke alarm located in the centre's playroom.
3. Heating/cooling system is inspected by a qualified heating contractor.
4. Fire protection systems are inspected by a certified technician:
 - Emergency lighting
 - Fire alarm system
 - Sprinkler system
 - 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**

Preparation

To prepare to care for children outside of regular centre hours or during a utility failure, the Director/Designated alternate 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 or portable radio.
- The School Custodian/Designated Alternate is contacted in the case of Utility Shut Offs being required.

Winter Storm & Flood Procedures

DURING SCHOOL HOURS THE SITE MANAGER/DESIGNATED ALTERNATE WILL CONTACT THE SCHOOL PRINCIPAL/SCHOOL CUSTODIAN IMMEDIATELY IN THE CASE OF ANY EMERGENCY AND FOLLOW INSTRUCTION GIVEN BY THE PRINCIPAL/SCHOOL CUSTODIAN IN RESPONSE TO THE EMERGENCY. IT IS THE RESPONSIBILITY OF THE SCHOOL PRINCIPAL/DESIGNATED ALTERNATE TO INFORM THE SITE MANAGER/DESIGNATED ALTERNATE OF OUR PROGRAM IMMEDIATELY IN THE CASE OF ANY EMERGENCY DURING SCHOOL HOURS AND INFORM STAFF AS TO THE APPROPRIATE RESPONSE.

Outside School Operating Hours

The Director/Designated Alternate should:

1. Monitor the appropriate source listed below when there is potential for severe weather or flooding:
 - Environment Canada for weather watches & warnings on weather radio or local media.
 - Manitoba Water Stewardship's Hydrologic Forecast Centre website at www.manitoba.ca/waterstewardship/floodinfo and local media during the spring run off period and during other high water advisories for the area.
2. Notify staff in playground to bring the 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.
6. In the case of flooding which may affect school property the Site Manager/Designated Alternate should contact the Louis Riel School Division Office immediately.

Additional Steps for Severe Winter Weather Watch/Warning or Blizzard Warning:

1. The Director, Board Chairperson and School Principal will consult on the need for emergency closure.
2. Emergency Closure Procedures will be followed if required.

Additional Steps when there is Potential for Flooding:

1. The Director, Board Chairperson and School Principal will consult on the need for an emergency closure based on the information available from emergency response officials.
2. The Director/Designated Alternate will:
 - Advise parents if a decision is made to close the centre.
 - Follow all instructions from emergency response officials.
 - Remind parents to listen to local media, CJOB radio and emergency response officials for evacuation orders and assume that the centre will be closed until further notice.
3. Follow Emergency Closure Procedures as required.

Tornado or Severe Thunderstorm Procedures**Staff should:**

1. Immediately contact the Director/Designated Alternate and School Principal/Office Staff if aware of a severe thunderstorm or tornado warning/sighting in the area.

Director/Designated Alternate should:

1. Monitor the situation using information from Environment Canada on the weather radio, television or internet.
2. Make a decision to enact Shelter-In-Place Procedures in consultation with the School Principal/Designated Alternate.
3. Follow any procedures enacted by the School Principal or Louis Riel School Division.

IN THE EVENT OF A TORNADO

1. The Director/Senior Staff is to lead Shelter-In-Place Procedures in consultation with the School Principal/Designated Alternate.
2. Follow any procedures as directed by the School Principal or Louis Riel School Division Office.
3. Notify staff in playground or outdoors to return indoors immediately.

4. Notify staff on outings away from the centre to immediately seek the closest indoor shelter. Remind them to call back with their location.
5. Notify schools/transportation services that the children should not be transported to the centre and that staff cannot pick them up. It is the responsibility of the school to contact parents in this case.
6. 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 land line telephone.
2. Direct staff to move children away from doors and windows. Preschool children should be moved to the lower level (school age room) and moved to the centre of the room.
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 TV's, radios, microwaves, coffee makers, kettles and toasters.

PROCEDURES IN THE EVENT OF A TORNADO

Protective Space: South East Hallway

DURING SCHOOL HOURS THE SITE MANAGER/DESIGNATED ALTERNATE WILL CONTACT THE SCHOOL PRINCIPAL/SCHOOL CUSTODIAN IMMEDIATELY IN THE CASE OF ANY EMERGENCY AND FOLLOW INSTRUCTION GIVEN BY THE PRINCIPAL/SCHOOL CUSTODIAN IN RESPONSE TO THE EMERGENCY. IT IS THE RESPONSIBILITY OF THE SCHOOL PRINCIPAL/DESIGNATED ALTERNATE TO INFORM THE SITE MANAGER/DESIGNATED ALTERNATE OF OUR PROGRAM IMMEDIATELY IN THE CASE OF ANY EMERGENCY DURING SCHOOL HOURS AND INFORM STAFF AS TO THE APPROPRIATE RESPONSE.

Outside School Operating Hours

1. Senior Staff to direct children and staff to gather in their protective spaces as follows:
 - Attendance should be taken to ensure all children are present. Children should then be taken into the south east hallway.
 - Once all children are gathered in the south east hallway, attendance will again be taken to ensure all children/staff are accounted for.

- Contact the School Custodian/Louis Riel School Division Office and the Executive Director/Designated Alternate of the status of the Shelter-In-Place Procedures.
2. A specific staff will be assigned to:
 - Bring the emergency backpack to the designated space including the first aid kit, child information records, staff emergency information, contact information for others in the building and schools/transportation services information.
 - Assist 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 the child.

Staff should:

1. Follow directions from Senior Staff.
2. Guide children and ensure they stay away from windows, doors, stoves, metal pipes, sinks or other electrical charge conductors.

After the emergency the Director/Designated Alternate should:

1. Write and distribute a short letter informing parents about the emergency and any follow-up steps that will be taken.
2. Inform the Child Care Coordinator about the situation and the Louis Riel School Division Office.
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 sewage backup**

A Child's Medical Condition

When a child enrolls with a medical condition or is diagnosed while attending the centre the Director/Designated Alternate should:

1. Make sure Unified Referral Intake System (URIS) applications are submitted.
2. Arrange staff training through URIS 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 copies of the child's/children Individual Health Care Plan/Emergency Response Plan in the attendance binder while considering the importance of confidentiality.
5. Ensure expiration dates of children's URIS plans are monitored and reapplications are made prior to expiration date.
6. Arrange for the plan to be updated and staff to be retrained annually.
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 implemented by staff to prevent outbreaks of communicable or food-borne illness:

- Routine health practices such as regular hand washing as outlined in our Pandemic Plan.
- Clean and sanitizing schedules.
- Safe food handling practices
- Disposable gloves are worn any time staff's hand may come in direct contact with blood, body fluids containing blood or if staff have open cuts or sores on their hands.
- Staff monitor children's health and ask parents about unusual symptoms observed in children.
- 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 day book.
- Children's toileting is monitored to help identify children with diarrhea as a simple warning system of an illness outbreak.

Outbreak of Communicable or Food-Borne Illness in the Centre

The Director/Designated Alternate 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 School Principal/Office Staff to inform them of the outbreak.
3. Contact the Public Health Inspector if directed to do so by the Public Health Nurse.
4. Inform the Child Care Coordinator of the situation and the public health authority's requirements and recommendations.
5. Provide regular updates to the Child Care Coordinator, Public Health Authorities and School Office Staff.
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 proper storage, handling and serving of food.

Please refer to the centre's Pandemic Plan/Policy for specific guidelines in the matter of illness related emergencies.

7. Notify parents of illnesses present in the centre and the symptoms to look for in their child through a letter to parents or verbal communication.
8. Share resources and information with parents through postings in the parent corner or verbal communication.
9. Advise staff of requirements from public health or other authorities and make sure the requirements are followed.

Staff should:

1. Review proper hand washing procedures with children as posted in their respective playroom and as outlined in the centre's pandemic plan/policy.
2. Review with children proper sneezing and coughing techniques with children.
3. Monitor bathroom visits to make sure procedures are followed by children.
4. Clean and sanitize toys, equipment and surfaces as outline in the centre's pandemic plan/policy.
5. Encourage parents to discuss any health concerns, symptoms or diagnosed illnesses.
6. Document health concerns, symptoms or diagnosed illnesses in the day book.

Parents should:

1. Discuss any health concerns or symptoms with staff.
2. Inform staff of 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 as it could be a serious gastrointestinal infection.
- Group A Streptococcus (invasive diseases such as toxic shock syndrome and flesh eating disease).
- Haemophilus influenza Type B (Hib)
- 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

1. Parents, staff and the School Principal will be advised of any of the illnesses requiring contact with public health stated above.
2. The notice will specifically advise parents to talk with their doctor and check their child’s immunizations 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 immunizations status for the following illnesses:
 - Chicken pox
 - Parvovirus B19 (Fifth Disease or “Slapped Cheek” syndrome)
 - Rubella
 - Measles
 - Mumps
 - CMV (Cytomegalo Virus)

Outbreak of Communicable or Food Borne Illness in Larger Community (Additional Steps)

Director/Designated Alternate should:

1. Monitor and respond to warnings from Manitoba Health and Healthy Living, Health Canada or the Canadian Food Inspection Agency through media alerts or their websites.
2. Advise all staff, School Nurse and Principal of recommendations from the above agencies, the Public Health Inspector or the Child Care Coordinator and ensure recommendations are followed.

Serious Injury of a Child

The Director/Designated Alternate should:

1. Help make the decision to provide first aid at the centre or call an ambulance.
2. Contact the parent 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/Designated Alternate.
3. Complete an assessment of the factors related to the incident and make any necessary changes to prevent further injuries.

Injury Requiring Medical Attention

Director/Designated Alternate 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 and child emergency information, 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/Designated Alternate.

After the incident the Director/Designated Alternate should:

1. Complete an assessment of the factors related to the incident and make necessary changes to prevent further injury.
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
 - The Board Chairperson

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**

The Director/Designated Alternate should:

1. In the case of a loss of electrical power determine if the loss is specific to the building or if the area is without power. If specific to the building contact the School Custodian/Designated Alternate immediately to request restoration of power.
2. If power is out in the area, call Manitoba Hydro to report the problem and get an estimated length of time for restoration of power.
3. If power failure is specific to building, report the problem to School Custodian and Office and determine and estimated time without power.
4. 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.

5. Contact the local Fire Authority to determine if the loss of the utility or sewage back-up presents a fire safety risk and if there are alternative requirements during a loss of fire protection. (i.e. fire protection systems/life safety equipment or access to exits is compromised).
6. Advise staff on procedural changes required by Public Health (i.e. the use of hand sanitizers and single-use food handling and service items) or the Fire Authority (i.e. requirement for fire watch).
7. Enact and follow Evacuation Procedures or Emergency Closure Procedures if required by Public Health or Fire Authorities.
8. Inform the Child Care Coordinator and School Principal of situation and the requirements and recommendations from the Public Health and/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.

The Director/Designated Alternate should:

1. Work as closely as possible with the parents of the children with known risk of anaphylaxis and 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 Release of Information form. Remind parents that it will need to be completed every year.
4. Have parents complete an Authorization for Administration of Adrenaline Auto-Injector form.
5. Contact the Public Health Nurse responsible for URIS applications to develop the Individual Health Care Plan/Emergency Response Plan and schedule staff training.
6. Identify a contact person for the URIS Nurse.
7. Inform other parents that a child with a life-threatening allergy is in direct contact with their child (with written parent 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 the child wears it in a fanny pack. An alternative is to keep it in a safe, UNLOCKED location assessable 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/volunteers receive instruction on using an auto-injector.
- Inform all substitutes 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 book for easy access while keeping in mind the important of confidentiality.
- Arrange an annual in-service through the URIS Nurse to train staff and monitor personnel involved with the child with life-threatening allergies.

10. Help with carrying out policies and procedures for reducing risk in the centre by:

- Posting allergy alert forms with photographs in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).
- Developing safety procedures for field trips and activities outside the centre.

11. Ensure there are processes that:

- Monitor when a child's Individual Health Care/Emergency Response Plans will expire.
- Annually review and submit URIS Applications forms to make sure there is an Individual Health Care/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.
- Periodically remind other parents in the centre about the importance of ensuring that the food they send to the centre is 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 centre (with written parental approval).
3. Discuss anaphylaxis with 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 and get input from parents.
6. Instruct children with life-threatening allergies to eat only what they bring from home.
7. Reinforce hand washing to all children before/after eating.
8. Facilitate communication with other parents.
9. Follow policies for reducing risk in eating and common areas.
10. Leave information in an organized, prominent and accessible format for substitute staff.
11. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning a field trip.

Responsibilities of Parents of a Child with Anaphylaxis:

1. Inform 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 or on the person of the adult responsible for the care of the child. The location should be safe, UNLOCKED and accessible only to the adults responsible.
3. Make sure their child has and wears a medical identification bracelet.
4. Submit all necessary documentation as required.
5. Provide the Centre with adrenaline auto-injectors before the expiry date.
6. Participate in the development of a written Individual Health Care/Emergency Response Plan for their child, which is updated every year.
7. Be willing to provide safe foods for their child, including special occasions.
8. Provide support to the facility and staff as required.
9. 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 if appropriate.
 - Not to share snacks, lunches 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 their own safety.

Responsibilities of All Parents:

1. Cooperate with the 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.
4. Refrain from bullying or teasing a child with a known risk of anaphylaxis.

THE ABOVE POLICIES & PROCEDURES WILL BE FOLLOWED AS APPROPRIATE FOR STAFF WITH LIFE-THREATENING ALLERGIES.

CHEMICAL ACCIDENT PROCEDURES

DURING SCHOOL HOURS THE SITE MANAGER/DESIGNATED ALTERNATE WILL CONTACT THE SCHOOL PRINCIPAL/SCHOOL CUSTODIAN IMMEDIATELY IN THE CASE OF ANY EMERGENCY AND FOLLOW INSTRUCTION GIVEN BY THE PRINCIPAL/SCHOOL CUSTODIAN IN RESPONSE TO THE EMERGENCY. IT IS THE RESPONSIBILITY OF THE SCHOOL PRINCIPAL/DESIGNATED ALTERNATE TO INFORM THE SITE MANAGER/DESIGNATED ALTERNATE OF OUR PROGRAM IMMEDIATELY IN THE CASE OF ANY EMERGENCY DURING SCHOOL HOURS AND INFORM STAFF AS TO THE APPROPRIATE RESPONSE.

Outside of School Operating Hours

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 the Child Care Building

The Director/Designated Alternate should:

1. Enact Emergency Evacuation Procedures immediately.
2. Call 911 for the fire department.
3. Direct staff to follow Evacuation Procedures.
4. Notify School Custodian/Louis Riel School Division Office and the Child Care Coordinator.

Chemical Accident Outside of the Child Care Building

The Director/Designated Alternate should:

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

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

The Director/Designated Alternate should:

1. Verbally direct Senior Staff to lead Shelter-in-Place Procedures and close as many internal doors as possible.
2. Notify staff in playground or outside the centre to return indoors immediately.
3. Inform School Custodian immediately and have them turn off breakers that control air flow.
4. Notify staff on outings from the centre to immediately seek the closest indoor shelter and call back to confirm their location.
5. 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, if applicable. Make arrangements for children's care.
6. Inform parents by phone, e-mail or text message as quickly as possible. Use a scripted message if possible.
7. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
8. If time allows, assign specific staff to take additional measures to protect the indoor air such as:
 - Seal any obvious gaps around exterior windows and doors.
 - Place a rolled up damp towel at the floor space at the bottom of doors.
 - Cover and seal bathroom exhaust fans, range vents, dryer vents and other openings to the outdoors as much as possible.
 - Put plastic over the windows to seal.
9. 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/Designated Alternate of the status of Shelter-in-Place Procedures.
5. Assign specific staff to prepare for evacuation by:
 - Having the emergency back-pack (including the first aid kit, child information records, staff emergency information, contact information for others in the building and schools/transportation services) ready to go, should evacuation be ordered.
 - Having required medications and specialized equipment for children with additional support needs ready.

After the emergency the Director/Designated Alternate should:

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

BOMB THREAT PROCEDURES

DURING SCHOOL HOURS THE SITE MANAGER/DESIGNATED ALTERNATE WILL CONTACT THE SCHOOL PRINCIPAL/SCHOOL CUSTODIAN IMMEDIATELY IN THE CASE OF ANY EMERGENCY AND FOLLOW INSTRUCTION GIVEN BY THE PRINCIPAL/SCHOOL CUSTODIAN IN RESPONSE TO THE EMERGENCY. IT IS THE RESPONSIBILITY OF THE SCHOOL PRINCIPAL/DESIGNATED ALTERNATE TO INFORM THE SITE MANAGER/DESIGNATED ALTERNATE OF OUR PROGRAM IMMEDIATELY IN THE CASE OF ANY EMERGENCY DURING SCHOOL HOURS AND INFORM STAFF AS TO THE APPROPRIATE RESPONSE.

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 including pagers, cell phones, Blackberries, two-way radios tec.
- Contact the School Principal/Designated Alternate and the Director/Designated Alternate 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 the Director/Designated Alternate and school office IMMEDIATELY after the call and discuss information on the Threatening Telephone Call form.

Staff Member receiving 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 the Director/Designated Alternate and the School Principal/Office Staff **IMMEDEATELY**.

The Director/Designated Alternate should:

1. Determine if there is an immediate threat to safety based on the information available.
2. Direct staff **NOT** to use any form of wireless communication.
3. Call **911 USING A LAND LINE PHONE**. Consult with police for further steps.
4. In consultation with police and School Principal (during school hours) 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 or call staff in playground to inform them to remain there or proceed to designated place of shelter.
 - Call staff and children on outings away from the centre, **USING A LAND LINE**. Advise staff not to return to the 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 emergency, the Director/Designated Alternate should:

1. Write and distribute a short letter informing parent of the emergency and any follow up steps that will be taken.
2. Inform the Child Care Coordinator and the Louis Riel School Division Office of the emergency.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the emergency for advice, resources or in-person support.

If a suspicious item is found but no bomb threat has been received, the Director/Designated Alternate should:

1. Advise staff not to touch or move the item, even if it has been moved already.
2. Evacuate the immediate area and close the door.
3. Try to determine if the item is suspicious and dangerous or if it is an ordinary item.
4. Call 911 using a LAND LINE 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 in the area to get the appropriate medical assessment and treatment.

Bomb Threat & Suspicious Item

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

The Director/Designated Alternate 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 THE FIRE ALARM.
4. Direct Senior Staff to lead Evacuation Procedures using only exit routes and areas that are free of any suspicious items.
5. Call **911 USING A LAND LINE 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 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 or call the playground and advise staff to remain there or proceed to designated place of shelter.
 - Call staff and children on outings away from the centre USING A LAND LINE PHONE and advise staff not to return to the centre and to proceed to designated place of shelter.
 - Contact any other occupants of the building. **DO NOT USE WIRELESS COMMUNICATION.**

After the emergency the Director/Designated Alternate should:

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

THREATENING BEHAVIOUR PROCEDURES

DURING SCHOOL HOURS THE SITE MANAGER/DESIGNATED ALTERNATE WILL CONTACT THE SCHOOL PRINCIPAL/SCHOOL CUSTODIAN IMMEDIATELY IN THE CASE OF ANY EMERGENCY AND FOLLOW INSTRUCTION GIVEN BY THE PRINCIPAL/SCHOOL CUSTODIAN IN RESPONSE TO THE EMERGENCY. IT IS THE RESPONSIBILITY OF THE SCHOOL PRINCIPAL/DESIGNATED ALTERNATE TO INFORM THE SITE MANAGER/DESIGNATED ALTERNATE OF OUR PROGRAM IMMEDIATELY IN THE CASE OF ANY EMERGENCY DURING SCHOOL HOURS AND INFORM STAFF AS TO THE APPROPRIATE RESPONSE.

The following procedures describe the response to threatening behaviour:

- Inside the centre or on the property
- In the neighbourhood

Staff should:

1. Tell staff in the communication book to contact the Director/Designated Alternate immediately if a person who may become threatening arrives at the centre. For example, is a person has made a threat or is extremely upset such as:
 - A recently fired staff member
 - 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.

SHELTER-IN-PLACE PROCEDURES Threatening Behaviour Inside Centre or On Property

The Director/Designated Alternate should:

1. Make the decision to enact Shelter-In-Place Procedures.
2. Direct Senior Staff to lead the Shelter-In-Place Procedures.
3. Inform 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 and attempt to calm them down.
5. If the person has a weapon:
 - Call 911 for the police immediately.
 - Lock the program door and take cover in the protective space in the change area behind the diapering shelf unit or proceed to nearest exit.
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 located in the building.
8. As soon as possible, notify staff on outings to not return to the centre and go to the closest indoor shelter.
9. As soon as possible, notify schools and transportation services that the children should not be transported back 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 space in the changing area as far away from the threatening person as possible:
 - If possible keep the children inside the classroom with the door locked and gather children to the corner of the room furthest from the door behind shelving.
 - If the threat is inside the classroom, exit with children if possible or gather children to the corner of the room furthest from the threat.

- If the threat is on the property, direct staff and children to move quickly inside, take cover or drop to the ground, depending on the situation.
 - If the threat is inside the centre, direct staff and children who are outdoors to go to the designated place of shelter immediately.
2. Assign specific staff to:
 - Take the attendance binder 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 it is essential to their immediate safety and it is safe to do so.
 3. If safe to do so, advise the Director/Designated Alternate about the status of Shelter-In-Place Procedures.

Staff should:

1. Gather children in the protective space in the changing area away from the threatening person.
2. Lock the door to the room and cover windows and 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 to do so by the Director/Designated Alternate.

After the emergency, the Director/Designated Alternate should:

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

SHELTER-IN-PLACE PROCEDURES

Threatening Behaviour in Neighbourhood

IMPORTANT
DO NOT LEAVE THE CENTRE UNTIL THE POLICE INFORM YOU IT IS SAFE TO DO SO

The Director/Designated Alternate should:

1. Direct Senior Staff to lead Shelter-In-Place Procedures. Tell them the threat is in the neighbourhood.
2. Contact the School Principal/Office Staff immediately.
3. Notify staff and children who are outdoors to come inside immediately.
4. Make sure program door is closed and locked.
5. 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 inform of their location.
6. Look at attendance records provided by staff to ensure all children and staff are accounted for.
7. Notify schools and transportation services that children should not be transported to the centre and staff cannot leave to pick them up. Make plans for the children's care.
8. Call **911** to make sure police know about the situation.
9. Follow directions from the police about what to do next.
10. Tell staff when it is safe to leave the protective spaces as directed by 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 binder to account for all children.
4. Advise Director/Designated Alternate 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 and playroom door.
3. If possible, close blinds or curtains.
4. **DO NOT** leave the centre until advised by the Director/Designated Alternate to do so.

After the emergency, the Director/Designated Alternate should:

1. Write and distribute a short letter informing parents about the emergency and any follow up steps that will be taken.
2. Inform the Child Care Coordinator, Louis Riel School Division Office and Chairperson about the emergency.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the emergency 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.**

PREPARATION

- There are policies in place that require parents to inform staff when someone, other than themselves, are picking up their children. If staff do not know the person they will ask them to produce identification.
- Staff are informed of custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements.
- Parents are informed by policy that they are to inform staff of any changes to who is allowed to pick up their children. Staff then update the designated pick up list for that child.
- When visitors are expected, staff note it in the day book so all staff are aware. This may include a different pick up person, a utility or appliance repair person, ECE student or practicum supervisor.
- If the visitor is unknown to the staff, staff must ask to see identification.
- Expected visitors are welcomed and escorted to the appropriate area in the centre.
- When we learn during the enrolment process, in an Inclusion Support Meeting or through observation, that a child has a tendency to leave areas unescorted or is not fearful of strangers, all staff are informed. Staff are also required to pay particular attention to make sure the child remains safe.

Controlling & Monitoring Visitor Access

1. All outside doors to the school are locked throughout the day by the school custodian with the exception of the school main door beside the school office. Main door is locked until 8:00 am and locked again at 4:00. Visitors to the school are required to report to the office. The designated daycare door is on the south side of the school and remains locked. Parents and visitors to our program must ring the outside bell located above the door of this designated entrance at the southeast corner of the building to request access.
2. When staff are alerted to the door bell, the senior staff member is responsible to go to the door and use the window in the door to verify the identity of the parent/visitor. If the person is not familiar to the staff member, he/she will request picture identification to verify their identity. Once identity is verified the staff will open the door, giving access to the building.
3. Any visitors requesting access at our program's designated entrance who are not parents, guardians or visitors with business directly related to our program will not be granted entry. They will be directed verbally to request access at the school's main entrance located on the northwest corner of the building. At this time the Site Manager/Designated Alternate will call the School Secretary to inform them that this person has requested access at our entrance and have been directed to the school's main entrance.

4. The Secretary/Office staff of Minnetonka School are responsible for the control of visitor access at the main entrance of the school. Once the Secretary/Office staff have granted access all visitors must report to the school office.
5. During “high traffic” times when school children are leaving and re entering the building the Site Manager/Designated Alternate is responsible to ensure the door of our program is closed and locked. This will take place at the following times:
 - 8:45 a.m. to 9:00 a.m. (prior to classes commencing)
 - 10:10 a.m. to 10:30 a.m. (during morning recess)
 - 11:45 a.m. to 12:00 p.m. (lunch time dismissal)
 - 12:45 p.m. to 1:00 p.m. (when children are returning for p.m. classes)
 - 2:10 p.m. to 2:30 p.m. (during afternoon recess)
 - 3:30 p.m. to 3:45 p.m. (afternoon dismissal)

During the times when the door directly to our program is locked any parent/guardian or visitor wishing the gain access must knock on the door. At that time the Site Manager/Designated Alternate will go to the door, verify the identity of the person through the window at the side of the door and will only open the door to allow access once the identity of the person is verified. If the identity of the person cannot be verified the Site Manager/Designated Alternate will call the School Secretary in the office to report the unknown person in the building. If the School Secretary cannot be reached, the School Custodian will be contacted on his cell phone.

6. Staff noticing any suspicious person or a person unknown to staff in the building will report this to the Site Manager/Designated Alternate. The Site Manager/Designated Alternate is responsible to report this immediately by phone to the School Secretary/School Custodian.
7. When arriving at the centre, all staff, parents and visitors must use the designated entrance.
8. Staff are required to welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre’s activities.
9. Staff are required to sign children in and out on the attendance record.
10. Parents are required to directly tell a staff member when they are leaving the building, with or without their children.
11. During holidays and in-services all outside doors of the school are locked.

Controlling Visitor Access Annual Review

Controlling visitor access procedures for the child care centre and school will be reviewed by the centre director and school principal annually by the end of September. It will also be reviewed when there is a change in school principal, custodian or secretary and/or centre director.

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 both indoors and outdoors throughout the day.
- Correct potential safety issues to the best of their ability and document what was done.
- Bring concerns to the attention of the Program Leader/Site Manger and the School Custodian. Make sure action is taken if needed.
- Note any safety concerns and related reminders about appropriate procedures in the Day Book.
- Watch for suspicious activity in the neighbourhood and report it to the Director/Designated Alternate and the police, if necessary.
- Stay alert to their surroundings when in the playground, playroom 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 an opening shift should:

1. Complete the Daily Safety Checklist – Indoor.
2. Correct any safety concerns to the best of their abilities and document what was done.
3. Give the completed checklist to the Site Manager/Designated Alternate who will inform the Director of any concerns and things that need to be done.
4. Note any safety concerns and related reminders about appropriate procedures in the Day Book.

The Site Manager/Designated Alternate should:

1. Complete the Daily Safety Checklist – Outdoor prior to any children going outdoors, correct any safety concerns and document what was done.
2. Make sure the Director/Designated Alternate is informed of any concerns and things that need to be done.
3. Note any safety concerns and related reminders about appropriate procedures in the Day Book.
4. Inform the School Custodian about safety outdoor safety concerns on the property used by the children.
5. Inform the staff to use an alternate space for outdoor play if there are safety issues in the outdoor playground that can't be immediately resolved.

Staff on the Closing Shift should

1. Do a walk-through and make sure all appliances are unplugged, the stove is turned off and follow the duties on the "Closing" list.
2. Note any safety concerns and related reminders about appropriate procedures in the Day Book.

The Director/Designated Alternate 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 Intake and Review Meeting minutes and URIS Individual Health Care/Emergency Response Plans as applicable for any specific requirements for a child with additional support needs.
4. Make any necessary changes to indoor and 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 Day Book
 - Review at staff meetings and, depending on how serious the situation is, share with the Board of Directors by e-mail.
6. Inform and do a Maintenance Request to the School Custodian.

7. Make sure safety concerns that relate directly to parents or require a change in their behaviour are posted in the parent corner. 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/Designated Alternate when a staff member is given responsibilities for fire safety or emergency procedures.

Training for New Staff

New staff are required to:

1. Read the Enhanced Safety Plan and discuss it with the Director/Designated Alternate.
2. Review the Daily and Monthly Indoor Safety Checklists with the Director/Designated Alternate 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 Site Manager. Issues not resolved by the Site Manager can be taken to the Director.
3. Review Individual Health Care/Emergency Response Plans for all children enrolled with anaphylaxis (life threatening allergies) and 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 Site Manager/Designated Alternate to learn how to improve their participation and to have their questions answered.

The Site Manager/Designated Alternate will show new staff the locations of:

- The Daily Communication Book and instruct the new staff to read the book 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 in the building
 - Contact information for schools serviced by the centre including transportation services

- Fire alarm pull stations
- Fire extinguishers
- Emergency back packs that contain child information records and staff emergency information
- First Aid Kits
- A copy of the Enhanced Safety Plan
- Individual Health Care/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 Site Manager/Designated Alternate 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 the use of a fire extinguisher annually.
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 Plans for children with anaphylaxis (life-threatening allergies) at least annually.
4. Be retrained in specific plans detailed in each Individual Health Care/Emergency Response Plans for children with other applicable health conditions at least annually.

BOARD OF DIRECTORS ROLES & 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/Designated Alternate.
2. The Board will review and discuss the Enhanced Safety Plan at a Board Meeting at least annually.
3. Board members will review annual fire, public health and child care centre inspection checklists to ensure that the Director/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 & BOARD ANNUAL REVIEW

The Enhanced Safety Plan will be reviewed annually at the Board Meeting every October by:

- All Supervisory Staff/Designated Alternates
- The Board of Director

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 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 and Fire Safety Specialist for review and approval. If the revisions are related to fire safety 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 & Designated Alternates
- Posted in all programs at all Sites for reference by the Fire Authority
- Kept in the Day Book for easy access and review by child care staff
- Reviewed by the Child Care Coordinator
- Reviewed by the Fire Authority

The Enhanced Safety Plan will be reviewed annually with all staff at January staff meeting or after revisions have been approved.

Individual Health Care/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/Designated Alternate will monitor expiry dates for individual plans.

ENHANCED SAFETY PLAN TASKS & DELEGATIONS

In the approved Safety Plan document all reference to designated alternates to the Executive Director in relation to the Plan will be prioritized as follows except where specifically outlined otherwise:

- 1st Alternate:** Site Manager
- 2nd Alternate:** Program Leader
- 3rd Alternate:** Senior ECE
- 4th Alternate:** CCA in consultation with Board Chairperson/Site Board Rep

Senior Staff: Refers to the staff on the floor at the time of the event who has Seniority as outlined in Centre Policies.

The designated alternate to the Board Chairperson is the appointed Board Rep for each respective Site as outlined on the Board Information Listing.