



EMERGENCY PROCEDURES AND MANAGEMENT POLICY

West Nipissing Child Care Corporation

Purpose

Clear policies and procedural guidelines assist everyone in managing their response and responsibilities in an emergency, thereby ensuring the safest possible outcome.

In keeping with the obligations outlined in Ontario Regulation 68(1)(2)(3), this policy is intended to provide clear guidelines for staff, providers, students, and volunteers, to follow in the event of an emergency. The procedures outline the steps staff shall take to ensure the safety and well-being of all involved.

Staff, providers, students, and volunteers shall follow the emergency response procedures outlined in this document:

1. Immediate response
2. Next steps
3. Recovery

Staff, providers, students, and volunteers shall ensure that children are safe and supervised at all times during an emergency.

If it is necessary to evacuate the child care centre, **the assembly area** is as designated in *Section E of the Parent Guide Licensed Child-Care Centers*.

If the alert is "not lifted", proceed to the **evacuation location** as directed by the designated staff members.

Note: All instructions given by emergency services personnel shall be followed at all times, including the order to evacuate to a location other than those listed above.

If a child who has an Individual Education Plan is in an emergency, the procedures in the plan shall be followed.

In the event of an emergency not described in this document, the supervisor will advise staff of immediate response actions and steps to be taken. Staff will follow the instructions given to them.

If an emergency results in a serious incident, the serious incident policy and procedures shall also be followed.

All emergencies will be recorded in detail by the supervisor in the daily log.

To ensure that the elements of this policy and its administrative directive are well understood by all, employees, providers, students, and volunteers of the *West Nipissing Child Care Corporation* receive an orientation session upon hiring or placement, before interacting with children. In addition, these statements are reviewed annually, and/or whenever they are changed.

ADMINISTRATIVE GUIDELINES

Procedures

Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<p>Barricaded Containment There is a threat in or near the child care centre (e.g., a suspicious individual in the building who poses a threat).</p>	<ol style="list-style-type: none"> 1. The staff member who becomes aware of the threat shall notify the rest of the staff by the quickest and safest means possible. 2. Staff members who are outside shall ensure that all persons outside go to a safe place. 3. Staff members who are inside the child care centre shall: <ul style="list-style-type: none"> • Remain calm; • Gather children and keep them away from doors and windows; • Call roll to ensure all children are present; • Take cover in closets or under furniture with children, if necessary; • Keep children quiet; • Ensure that children do not leave their shelter; • Turn off all cell phones or put them on silent mode; • Wait for further instructions. 4. If possible, staff members who are inside shall also: <ul style="list-style-type: none"> • Close windows and curtains; • Barricade the door; • Gather emergency medications; • Take cover with the rest of the group.

	<p>5. The designated person shall immediately:</p> <ul style="list-style-type: none"> • Close and lock all doors into and out of the day care centre, if possible; • Take cover. <p>Note: During a barricaded lockdown, only emergency services personnel may enter or exit the custody centre.</p>
<p>Security Lockdown There is a threat in the vicinity of the child care facility, but not inside the facility (e.g., gunshots in a nearby building).</p>	<ol style="list-style-type: none"> 1. The staff member who is informed of the external threat shall notify the rest of the staff by the quickest and safest means possible. 2. Staff members who are outside shall ensure that everyone returns to the interior program space(s). 3. Staff members who are inside the facility shall immediately: <ul style="list-style-type: none"> • Remain calm; • Call roll to ensure that all children are present • Close the windows and curtains of the room; • Continue normal program activities; • Wait for further instructions. 4. The supervisor, assistant supervisor or designated staff member shall immediately: <ul style="list-style-type: none"> • Close and lock all entrance and exit doors to the child care centre; • Close all windows and curtains outside the program premises • Place a note on the exterior doors of the child care centre indicating that no one is to enter or leave. <p>Note: During a safety lockdown, only emergency services personnel may enter or exit the child care centre.</p>
<p>Bomb threats A threat to use an explosive device to cause property damage, death, or injury (e.g., a bomb threat by</p>	<ol style="list-style-type: none"> 1. The staff member who is informed of the threat shall: <ul style="list-style-type: none"> • Remain calm; • Call 9-1-1 if emergency services are not yet aware of the situation;

<p>telephone, receipt of a suspicious package).</p>	<ul style="list-style-type: none"> ● Follow the instructions of emergency services personnel; ● Make the call to ensure that all children are present. <p>2. If the threat is received by telephone, the person receiving the threat shall attempt to keep the suspect on the line as long as possible while someone else calls 9-1-1 to contact emergency services personnel.</p> <p>3. If the threat is in the form of a suspicious package, staff shall ensure that no one touches or approaches it.</p>
<p>Disaster requiring evacuation A serious incident that affects the building and requires everyone to leave (e.g., fire, flood, power failure).</p>	<p>1. The staff member who is informed of the disaster shall notify the rest of the staff by the quickest and safest means possible and inform them that the centre shall be evacuated. In the event of a fire, the fire alarm shall be sounded, and staff members shall follow the appropriate procedures for evacuating the facility.</p> <p>2. Staff members shall immediately :</p> <ul style="list-style-type: none"> ● Remain calm; ● Gather up the children and take the daily attendance book, emergency contact list and emergency medications; ● Exit the building with the children through the nearest safe exit, wearing outerwear (if possible) depending on the weather; ● Escort children to the assembly area; ● Call roll to ensure that all children are present; ● Ensure that children remain calm; ● Wait for further instructions. <p>3. If possible, staff members shall also:</p> <ul style="list-style-type: none"> ● Take a first aid kit; ● Gather all non-emergency medications. <p>4. Designated staff members shall:</p> <ul style="list-style-type: none"> ● Assist persons with special or medical needs to the assembly area, if applicable (e.g., as per Individualized Plan procedure for a child); ● Follow instructions on special needs equipment or assistive devices during the evacuation.

	<ul style="list-style-type: none"> • Escort individuals to the designated alternate site if it is not possible to safely remove them and ensure that their medications are accessible, if applicable; • Wait for further instructions. <p>If possible, the designated person in charge, or the person "on call" as the designated person in charge for the centre goes around to verify that everyone is out of the building and that windows and doors are securely closed, unless otherwise directed by emergency services personnel.</p>
<p>Disaster: external environmental threat An incident occurring outside the child care centre that may adversely affect the people in the centre (e.g., gas leak, oil spill, chemical spill, forest fire, nuclear emergency).</p>	<ol style="list-style-type: none"> 1. The staff member who is informed of the external environmental threat shall notify the rest of the staff by the quickest and safest means possible and, as directed by emergency services personnel, advise them whether to remain on site or evacuate. <p>If the order is to stay on site:</p> <ol style="list-style-type: none"> 2. Staff members who are outside with children shall ensure that everyone returns to their rooms immediately. 3. Staff members shall immediately: <ul style="list-style-type: none"> • Remain calm; • Take roll call to ensure that all children are present; • Close all windows in the facility and all doors to the outside (if applicable); • Seal outdoor air intakes located in the facility (if applicable); • Continue normal program operations; • Wait for further instructions. <p>The supervisor, assistant supervisor or designated staff member shall:</p> <ul style="list-style-type: none"> • Seal outside air intakes located outside the premises (if applicable); • Place a note on the exterior doors of the facility indicating that no one is to enter or leave until further notice;

	<ul style="list-style-type: none"> • Turn off all air handling equipment (heating, ventilation, and air conditioning, if applicable). <p>If emergency services personnel give the order to evacuate the child care centre, follow the procedures in the "<i>Disaster Requiring Evacuation</i>" section of this policy.</p>
<p>Natural Disaster: A tornado or tornado warning</p>	<ol style="list-style-type: none"> 1. The staff member who is informed of the tornado or tornado warning shall notify the rest of the staff by the quickest and safest means possible. 2. Staff members who are outside with children shall ensure that everyone returns to their rooms immediately. 3. Staff members shall immediately: <ul style="list-style-type: none"> • Remain calm; • Gather up the children; • Go to the basement or to small rooms on the first floor (washrooms, closets, hallways); • Call roll to ensure all children are present; • Keep children away from windows, doors and outside walls; • Keep children quiet; • Keep a constant eye on children; • Wait for further instructions.
<p>Natural Disaster : Major earthquake</p>	<ol style="list-style-type: none"> 1. Staff members who are in the facility shall immediately: <ul style="list-style-type: none"> • Remain calm; • Have children take shelter under a sturdy desk or table, away from unstable structures; • Ensure that everyone is well away from windows and exterior walls; • Help children take cover, if necessary; • If necessary, block the wheels of wheelchairs and ask the occupants to bend over as much as possible, protecting their heads and necks with a sturdy object (shelf, large book, etc.); • Take cover themselves; • Check that all children are safe; • Wait for the shaking to stop.

	<ol style="list-style-type: none">2. Staff members who are outside with children shall immediately ensure that everyone moves away from buildings, power lines, trees and any other large structures that could collapse, and wait for the shaking to end.3. Once the shaking is over, staff members shall:<ul style="list-style-type: none">• Gather up the children and take their charts and emergency medications;• Exit the building through the nearest safe exit, if possible, in case an aftershock occurs or the building is damaged.4. If possible, before exiting the building, personnel shall also:<ul style="list-style-type: none">• Take a first aid kit;• Collect all non-emergency medications.5. Persons who have exited the building shall proceed to the assembly area and wait for further instructions.6. Designated staff members shall:<ul style="list-style-type: none">• Assist persons with special or medical needs to the assembly area, if necessary (e.g., as per Individualized Plan procedure for a child);• Follow instructions on special needs equipment or assistive devices during the evacuation;• Escort individuals to the designated alternate site if it is not possible to safely remove them, and ensure that their medications are accessible, if applicable;• Wait for further instructions.7. If possible, the designated staff member in charge, or the person "on call" as the designated person in charge for the centre will go around the premises to ensure that everyone has evacuated.
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Phase 2: Next Steps in the Event of an Emergency

1. If emergency services personnel are not yet aware of the situation, **the supervisor, the assistant supervisor, or the designated person** shall call 9-1-1 as soon as possible.
2. If the child care centre has been evacuated, emergency services shall be advised if any persons are remaining inside the building.
3. If the licensee is not already on site, **the designated person** in charge of the child care centre shall contact the licensee to inform them of the emergency and the current status of the situation as soon as it is safe to do so.

Emergency Contact List:

Police	1-888-310-1122
Ambulance	705-753-5337
Fire Department	705-753-1171
West Nipissing General Hospital	705-753-3110
Health Line (Covid Pandemic)	1-866-797-0000
TrueSteel Security	705-495-4667
Emergency	911
North Bay Parry Sound Health Unit	705-563-2808; 705-474-1400

4. If any staff, students or volunteers are not on-site, **the supervisor, assistant supervisor or designated staff member** shall inform them of the situation and ask them to go directly to the evacuation site if they cannot return to the child care centre.
5. The **supervisor/assistant supervisor/designated staff member** shall wait for further instructions from emergency services personnel and then communicate them to the rest of the staff and ensure that they are followed.
6. Throughout the emergency, **staff** shall:
 - Ensure that children remain calm;
 - Call roll to ensure that all children are present;
 - Keep a constant eye on the children and count them;
 - Constantly supervise them;
 - Involve them in activities, if possible.

7. In the event of an injury, **staff members** who have been trained in first aid will assist in administering first aid. In the event of a serious injury that requires immediate attention, emergency services personnel shall be notified.

8a) When the Alarm is Lifted:

<p>Procedures</p>	<ol style="list-style-type: none"> 1. The person receiving the "alert lifted" signal from an authority shall notify all staff members and tell them it is safe to return to the day care centre. 2. The designated staff members who have assisted persons with medical or special needs out of the building shall assist those same persons back into the day care centre. 3. The staff members shall: <ul style="list-style-type: none"> • Take roll call to verify that all children are present; • Escort children to their room, if applicable; • Take roll call in the room to verify that all children are present, if applicable; • Open curtains and unlock windows and doors. 4. The supervisor, the assistant supervisor or the designated person determines if activities can resume and communicates this decision to staff.
<p>Communication with Parents/Guardians</p>	<ol style="list-style-type: none"> 1. As soon as possible, the supervisor, the assistant supervisor or the designated person shall inform parents and guardians of the emergency and that the alert is lifted. 2. In the event of a disaster that did not require evacuation of the child care centre, the supervisor, the assistant supervisor or the designated person shall notify the parents and guardians within 12 hours. 3. If normal activities do not resume the same day, the supervisor, the assistant supervisor, or the designated person shall notify the parents and guardians as soon as possible when and how they will resume.

8b) Procedures to be Followed When the Alert is Not Lifted

<p>Procedures</p>	<ol style="list-style-type: none">1. The person who receives the signal "alert not lifted" from an authority shall notify all staff and direct them to proceed from the assembly area to the evacuation area, or to the location determined by emergency services personnel.2. The staff members shall call out to verify that all children are present and escort them to the evacuation site.3. The designated staff members who have assisted individuals with medical or special needs to exit the building shall assist those same individuals to the evacuation site.4. The supervisor, the assistant supervisor or the designated person shall post a note on the front door of the child care facility directing parents/guardians to the evacuation site as soon as it is safe to do so.5. When arriving at the evacuation site, staff members shall:<ul style="list-style-type: none">• Remain calm;• Take roll call to ensure that all children are present;• Ensure that children remain calm;• Engage them in activities, if possible;• Keep a constant eye on the children and count them;• Constantly supervising them• Update the list of children present when parents/guardians or authorized persons pick them up;• Remain at the evacuation site until all children have left.
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<p>Communication with Parents/Guardians</p>	<ol style="list-style-type: none"> 1. Once everyone has arrived at the evacuation site, the supervisor, the assistant supervisor, or the designated person will inform parents/guardians of the emergency, the evacuation and where to pick up their child. 2. If possible, the supervisor, the assistant supervisor or the designated person updates the child care centre voice mail to inform parents/guardians that the centre has been evacuated and to provide the location of the evacuation site and contact information.
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Phase 3: Recovery (once the emergency is over)

<p>Procedures for resuming normal operations e.g., if applicable, reopen the child care centre, contact the Ministry of Education Program Advisor, respond to media and public inquiries, contact the insurance company, inform the caterer, or move temporarily.</p>	<p>If necessary, reopen the child care centre, contact the Ministry of Education’s Program Consultant, contact the insurance company or move temporarily. After the situation, educators will conduct a time of gathering with the children. After the emergency, the coordinator will follow up verbally with staff and share best practices for the prevention of future emergencies.</p>
<p>Procedures to assist children and staff in distress</p>	<p>Availability of support services for children and staff.</p>
<p>Procedures for reporting to staff, children, and parents/guardians</p>	<p>Following the emergency, the Executive Director shall debrief staff, children, and parents/guardians.</p>

If an emergency results in a serious incident, this information will be reported as required by *the Child Care Licensing Systems (CCLS)* and the [Child Care and Early Years Act \(CCEYA\)](#).

All emergency situations will be recorded in detail by the Coordinator or Lead Educator in the daily log.

Disclaimer:

Please note that this document is not legal advice and shall not be used for that purpose. The contents of the document do not affect the Department's authority to enforce the [Child Care and Early Years Act \(CCEYA\)](#) and its regulations. Department staff will continue to enforce the legislation based on the facts that come to their attention during any inspection or investigation.

It is the licensee's responsibility to comply with the legislation. If the licensee requires assistance in interpreting the legislation and its application, he or she may consult with legal counsel.

I _____, (employee, provider, student, volunteer) understand and support the *West Nipissing Child Care Corporation's* Emergency Procedures and Management Policy.

Signature: _____ Date: _____