

Emergency Plan

Earthquake Protocol

The centre's Earthquake Policy is a three tiered plan. We will cover the before, during and after components of this safety plan in the following steps:

Before the Shaking

Throughout monthly Earthquake drills the children will be taught the "Drop, Cover and Hold" drill. This drill has proven to be the most effective for minimizing casualties in the event of structural damage caused by Earthquakes. The children will also be taught where a safe spot is in each room (inside walls, under sturdy tables, desks or archways) as well as the danger spots (windows, mirrors and hanging objects).

If the earthquake emergency being announced:

Securely anchor tall furniture and hot water tanks. Hot water tanks can be an emergency source of drinking water.

During the Shaking

Indoors:

We will stay where we are and drop, cover and hold. Get under a desk or table and hang on. Or stand in an archway or corner. If there are hazards such as windows we will move away to a safe space. We will remain in this position till the shaking stops and safety assessment has been done by the teacher.

Outdoors:

We will go into an open space of the parking lot away from the trees and power lines, and will stay away from the walls of the buildings. We will drop, cover and hold. We will remain in this position till the shaking stops and a safety assessment has been done by the teacher.

If we are away from the facility we will go into an open space away from trees, power lines and walls of the buildings. We will drop, cover and hold. We will remain in this position till the shaking stops and a safety assessment has been done by the teacher.

Children aged 0 to 2.5 are assigned into three groups of four and each group is assigned to one teacher. These children will be cared and held by the teachers at all time.

After the Shaking

The teacher will stay calm and check for injuries and hazards. First aid will be administered if needed. Anyone with serious injuries will not be moved unless the area is unsafe. An adult will check for structural damage and assess if the group will leave the room or stay. We will remain in the centre and stay until parents or emergency contacts can arrive to pick the children up. Parents may not send a person who is unknown to the centre as children will not be released. Parents may not phone the centre as phone lines will be tied up. Our out of province emergency phone number is 1-519-641-1469. The centre will phone this number and relay information on the status of each child and the centre. Parents when call must identify themselves to the person answering the phone, give the name of their child and inform if they are able to get to the child or not. We will not leave till every child has been picked up. We will maintain a normal schedule and will follow dinner and bedtime routines if parents are unable to get here. The teachers are required to have First Aid certificate to work at the facility. They will provide first aid if needed. We have food and water on site to accommodate everyone. If the building must be evacuated the children will walk to Westerman Elementary at 7626-122 St Surrey, B.C. V3W 1H4 along with all portable supplies. The next site to go is Strawberry Hill Library at 7399 - 122nd St Surrey, BC V3W 5J2

Parents should call the out of province emergency phone number if possible prior to picking their child up as we will leave information of where we are. WE WILL NOT LEAVE UNLESS THIS BUILDING IS UNSAFE.

Earthquake Evacuation Steps

I. When an earthquake starts:

Stay inside.

Get everyone to 'DROP' under heavy furniture such as a table, desk or solid furniture.

'COVER' head and torso to prevent being hit by falling objects.

'HOLD' onto the object to remain covered.

If there is nothing strong to get under flatten or crouch against an interior wall.

Face and move away from windows.

If Outside: Go to an open area away from buildings, walls, trees and power lines. Avoid the following: Doorways (slamming doors will cause injuries), windows (shattering glass), downed power lines (remain a minimum of 10 meters away) and coastlines (can trigger tsunamis).

II. After the earthquake:

The teachers will:

Check for injuries and begin first aid if necessary. Do not move an injured child/adult unless the area is unsafe.

Check water, gas, and electrical lines. If damaged, shut off at mains. If gas leakage is detected, open windows, and take children out of the building. Report gas leakage to emergency workers.

Do not use candles, matches, or other open flames. Broken gas lines may catch fire or explode.

Turn on your radio (from the emergency supplies bag) and listen to emergency instructions. Use car radio if no other radio is available.

Do not make phone calls unless they are life-saving. Ensure the telephone handsets that have fallen are placed back in their cradle.

Care and maintain supervision of the children (rope the area if necessary). Inside – in the centre of the room away from the windows and not directly under the skylights. Outside – by or under large climbing structures.

Collection of stored supplies is located at the main exit door in I/T and 3-5 room, and at the exit door beside the office in the bins labelled "Emergency Kit".

Set up sign in and out for parents (use regular sign in binders).

Children's emergency cards, earthquake plans and check list for assessing children's needs are located in the red bag inside Emergency Kit.

Deal with out of province information phone call. Garnet Badger at 1-519-641-1469 is our contact in Ontario.

Hand washing and toileting. Plug and fill all sinks for rinsing after urination in buckets. Toilets are not likely to be working. Bags are to be used to line the buckets for bowel movements. Not to use for food preparation or drinking water. The drinking water is located with the earthquake supplies for food preparation and distribution. The centre will ration food items as children may remain at the centre 3-7 days before going home.

Fire Drill Procedure

Fire drills are done randomly every month. They will either occur at 10:30 a.m. or 3:00 p.m. Fire alarms that go off at any time are to be treated as a 'real' emergency. When fire alarm will sound in the facility the teachers will stop what they are doing.

3.5 Room and Preschool/School Age Room:

The supervisor of the shift will lead children to the emergency exit and have the children file in a single line. The second person of the shift will check all areas of the room and both bathrooms to insure

nobody is left behind and shutting the door when checked. She will take the "Children Medication", attendance book, the phone and the first aid kit on the way out of the room. Assistants, volunteers or college students may assist with the children, listening carefully to supervisor's instructions and will follow the directions.

IT Room:

All children in the room will be divided into the even groups or three groups of four when at maximum capacity. It will be done daily for emergency purposes. The information will be posted on Daily Attendance List on the wall in the Sign-In Area. Each group will be assigned to one of the teachers.

Each teacher will collect children assigned to her for the day. The supervisor of the shift will take the Attendance Book on the way out. The second person of the shift will take the "Children Medication" container from the kitchen. .

Teachers of all rooms will proceed with the following steps:

The teachers will ensure that the children file out/carried and being helped (for IT) out of the centre promptly.

If staff entered facility while the rest of the group outside just before the Fire Drill or Fire Emergency, must proceed leaving the facility according to the procedure from the inside of the building and meet the rest of the group at the meeting place. If the group is not at the meeting place, staff will walk to the playground from the outside to help other staff and children leave the playground and come to the meeting place.

Never leave children outside with no staff supervision. The only staff in a group must take the whole group inside.

The group will stay on the side walk at the front of the facility. In the event of real fire the group will move up to the parking area away from the buildings. If fire alarm went off while children are outside, the teachers will lead children to the emergency exit of the playground and out to the parking area in front of the facility.

The teachers will count the children and do a 'roll call'.

911 will be called by the teacher, if this is a real emergency, using the cellular phone or from the other tenancy of the building.

The teachers will discuss recent fire drill with the children, notifying what was done and what can be done better next time. After discussion the teacher will announce it is safe to go back.

The teachers will file in with the children and resume daily activities.

The manager will record the date and time of the drill in the Fire Drill binder.

Training of the staff will be provided before or on the first day of work. Each employee will be trained in the implementation of the fire drill system and emergency plan, including the use of any equipment noted in the fire drill system and emergency plan. The staff will know the locations of the Emergency

Kits, the First Aid Kits, and “Children’s Medication” containers (it will only contain medication in compliance with care plans), as well as what responsibilities they are assigned to.

The portable fire extinguishers are located at the main entrance and exit doors of the facility. Simple instructions “PASS” is posted right beside the fire extinguishers.

The sprinklers system is installed throughout the facility as per fire department regulations.

Any flammable and combustible liquids are to be stored in their original containers in the locked cabinets, away from the children and in accordance with the instructions on the labels.

All cleaning products and toxic article are stored out of children`s reach in the locked staff bathroom or in the kitchen. Ensure children do not get access to the staff bathroom and the kitchen. Disinfectant solution is out away from the children in the cupboards above the sinks in the rooms. Disinfectant solution for the diapering procedure is located in the cabinet of the I/T Bathroom and to be put up on the paper towel dispenser when in use during a diaper change.

All electrical outlets must have safety covers at all times or be tamperproof (“TR” labelled).

There is a land line available at the centre as reliable communication equipment in case of emergency. When out of the facility it is teacher`s responsibility to make sure the cellular phone is available at all times.

Copy of the fire drill system will be posted on the doors of the main exits of each room and one in the office.

Fire Safety education “Eight fire safety rules for preschoolers” will be taught to children as part of the curriculum.

Copy of the fire drill system will be send home for parents to review with the children.

Emergency Kits

Emergency kit for each child must include:

Family photo

Book or small toy.

1 water bottle

1 food supply

Dust mask

Light stick (12-hour life)

Emergency foil blanket

Out of town/province/country contact phone number and address.

Children must wear sturdy shoes at all times inside the facility.