



*Trinity Bellwoods Community
Children's Group/C.A.R.E.*

155 Crawford Street, Toronto, Ontario M6J 2V6 ☎ 416-537-9021

EMERGENCY PREPAREDNESS & EVACUATION

Monday, January 28, 2019



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Whenever the child care centre's premises are deemed unsafe and or pose a threat to the health and well being of the participants, children and staff, it must be evacuated. In case of fire, explosions or bomb threats, the threat is evident and the child care centre must immediately evacuate.

In cases of chemical spills or epidemic outbreaks, the threat may not be as apparent and evacuation may or may not be necessary. In such, or other circumstances, directions must be taken from City of Toronto Parks & Recreation- Trinity Recreation Centre staff and coordinators as well as emergency services personnel such as Police or Fire Department.

All staff are advise to err on the side of caution when making this determination.

There will be instances, such as in the case of poor inclement weather, or school/Trinity Recreation Centre closures, where it is in the best interest of the children for our program to close.

In such cases,

- a) A designated staff will arrive at each of the schools and will contact parents to arrange pick up at their child's school; and
- b) Emails will be sent to all parents alerting them of the emergency and requesting that parents pick up their children at their respective schools.

The following is our off-site meeting place in case of evacuation:

☐ **Long Term Evacuation Shelter:**

Cathedral of the Nativity of the Mother of God Church

257 Shaw Street

Contact: Father Marek at rev.marek@yahoo.ca or 416-738-6880

☐ **Short Term Evacuation Shelters:**

- 1) Givins/Shaw Public School: 49 Givins street; 416-393-1240
- 2) Stanley Park (Outhouse) King Street West (south side, 4 blocks west of Bathurst St)
- 3) Trinity Bellwoods skating rink house- at Trinity Bellwoods Park.

Procedures

Roles and Responsibilities of Staff During an Emergency

Senior ECE staff or Supervisor (the supervisors can to delegate these responsibilities if needed)

- 1) Check all rooms for children
- 2) Bring emergency contact cards, cell phone, petty cash, attendance
- 3) Contact emergency personnel if it hasn't already been done (fire, police, ambulance)
- 4) **Contact:**
 - a) Evacuation shelter and let them know of your arrival
 - b) Contact parents via email or telephone to ask them to pick up their children
 - c) Leave voicemail message to parents stating location and phone numbers of how we can be reached.
 - d) When it is safe to do so report incident to board of directors.
 - e) When it is safe to do so report serious occurrence to the Ministry of Education, online
<https://www.earlyyears.edu.gov.on.ca/ChildCareWeb>
- 5) Checks with authorities to ensure program can return
- 6) Assist with supervision of children

ECEs/Artists

- 1) Escort children to the designated evacuation site
- 2) Assist with supervision of children
- 3) Head-counts are imperative
- 4) Facilitate programming to the best of your ability and keep children calm.
- 5) Assist Supervisor/ECE with duties above
- 6) Supervise children until re-entry to centre or until parents arrive
- 7) Conduct fire drill at new location

Providing Additional Support for any Child or Adult who Needs it in Case of an Emergency	1. Staff to retrieve medications or mobility devices as well as Individualized Emergency Plans for children/staff with special needs. 2. Assist children or staff with mobility issues to safety. One on one assistance may be required
Ensuring Children's Safety and Maintaining Appropriate Levels of Supervision During an Emergency	All attendance taking measure and ongoing supervision will continue to apply regardless of the location; 1. Supervise children at all times, particularly during relocation process and/or until re-entry to centre or until parents arrive. 2. Take attendance at all time. 3. Head counts at all times. 4. Sign in/ Sign out children as require. 5. Ensure only authorized persons pick up children. 6. If applicable ensure small adult to child ratios to further increase supervision.
Communication with Parents	Emails OR text messages to parents cell phones will be sent to all parents alerting them of the emergency and requesting that parents pick up their children at their respective school as well as other instructions as needed. ☐ Leave voicemail message to parents stating location and phone numbers of how we can be reached. ☐ Board of Directors to assist with communication with parents during emergencies.
Contacting Appropriate Emergency Response Agencies	Contact appropriate evacuation shelter and let them know of your arrival. 1. Contact parents via email or telephone to ask them to pick up their children. 2. Leave telephone voicemail message for parents on the main line stating location and phone numbers of how we can be reached. 3. Inform City of Toronto Parks & Recreation staff &/or follow their directions.

	4. When it is safe to do so report incident to board of directors. 5. When it is safe to do so report serious occurrence to the Ministry of Education, online at https://www.earlyyears.edu.gov.on.ca/ChildCareWeb
Addressing Recovery from an Emergency	1. Contact insurance company and make them aware of emergency situation and location. 2. Recover software system/back up, so that the child care centre can continue to do business. 3. Restore system to most current date available on backups.
Debriefing Staff, Children and Parents After an Emergency	☐ Board of Directors to email or send notice to parents and staff. ☐ Make staff, parents and children aware any precautionary measures/resolutions taken by Trinity Bellwoods Community Children's Group/CARE in order to minimize future incidents.
Resuming Normal Operations of the Child Care Centre	Returning to the child care premises can only be done when it is legally safe to do so as advised by Police, OR Fire Department, OR, Public Health, OR, city of Toronto Park & Recreation and as approved by the Board of Directors
Supporting Children and Staff Who May Have Experienced Distress During an Emergency	Depending on the nature of the emergency and/or situation, outside agencies may be called upon to provide counselling or support to parents, children and staff experiencing distressed to ensure everyone's well being and mental health such as a crisis support agency. Additional Support can included: 1. Allow children, staff and parents time to discuss and debrief about incident or provide quiet area/time for private discussions. 2. Share with staff, parents and children any precautionary measures Trinity Bellwoods Community Children's Group/CARE <u>Board of Directors</u> has taken in order to minimize future incidents. 3. Offer environmental or physical modifications to further support staff, parents, children upon returning to child care centre

	4. Provide stable and secure predictable routines to contribute to a supportive environment. 5. Whenever possible, encourage staff to take time off and encourage parents/ children to do the same (play, draw pictures, etc.) 6. Talk to children about his/her feelings and your feelings and about what happened, providing factual information that she or he can understand. 7. Reassure children that we are safe and that what happened is not a result of something he/she has done.
BRING AN EVACUATION KIT TO THE EMERGENCY SHELTER IF APPLICABLE.	<u>KIT SHOULD INCLUDE</u> ✓ Emergency numbers ✓ Children's emergency cards ✓ Cell phones ✓ First aid kit ✓ Emergency blankets ✓ Tissue ✓ Toys and games ✓ Paper and crayons ✓ Books ✓ Non perishable foods ✓ Cups and napkins ✓ Flashlights



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EVACUATION PLAN & PROCEDURES

- 1) Do not panic. Stay calm.
- 2) If there is a fire go to the nearest alarm station and pull the alarm.
 - a) The alarm is located on lower level of the Trinity Recreation Centre (south west side)
 - b) The nearest fire extinguisher is located on the lower level of the Trinity Recreation Centre (south west side).
- 3) Staff #1 and #2 (ECE and Artistic Resource Teacher) evacuate the children using the nearest exist. Proceed to outdoor meeting area- volleyball court adjacent to playground, located north of the parking lot and Trinity Recreation Centre.

- 4) Staff #3 and #4 to obtain:
 - a) Emergency cards or school pick up binders
 - b) Current weekly attendance sheet
 - c) First aid kit
 - d) Cell phonesAll items can be found near the 'attendance' shelf as you enter the main CARE room 1.
- 5) Once at outdoor meeting area, staff #2 to take attendance and do a head count.
- 6) Staff #1 or #5 (supervisor) to check with authorities to see if child care can return indoors to continue to operate or what is the expected return time/date.
- 7) Depending on the circumstance, all staff and children are to proceed to the emergency evacuation shelter:
 - a) **Short Term Evacuation Shelter: Givins/Shaw Public School at 180 Shaw Street (416) 393-1240.**
Route: Walk north on Crawford to Lobb Avenue and West on Lobb to the school.
 - b) **Long Term Evacuation Shelter: Cathedral of the Nativity Of The Mother Of God at 257 Shaw Street (416)738- 6880**
Route: Walk north on Crawford to Lobb Avenue. Walk west on Lobb to Shaw Street and north on Shaw to the church.
- 8) Immediately upon arrival to the emergency shelter, staff#1 and or #5 is to contact all the parents to arrange early pick up and file a serious occurrence as soon as it is deemed safe to do so.
- 9) Return to child care premises only when it is legally safe to do so.

BUILDING CLOSURES AND EMERGENCIES

During the winter, should the Trinity Recreation Centre suddenly closes the building because bad weather or another emergency situation, the Trinity Bellwoods Community Children's Group/CARE will also be closed.

This means that child care will not be offered.

When this happens, you will receive an email with specific details of the centre closure.

We will:

- a) Email you via HiMama app
- b) Text your mobile device (SMS) via HiMama app.

If there is an emergency situation at the centre during our afternoon operating hours, you may be contacted immediately via email alerting you of the closure in order for you to make arrangements for you to pick up your child.

- If the emergency means that children must leave (evacuate) the centre, they will be taken to the evacuation site. You will be contacted and asked to pick up your child right away at this location.

Our Short Term Evacuation Shelters:

- 1) Givins/Shaw Public School: 49 Givins street.
- 2) Stanley Park (Outhouse) King Street West (south side, 4 blocks west of Bathurst St)
- 3) Trinity Bellwoods skating rink house- at Trinity Bellwoods Park.

Our Long Term Evacuation Shelter: Cathedral of the Nativity of the Mother of God Church; 257 Shaw Street

- Because we are housed in a City of Toronto building, we required to follow the City of Toronto's emergency procedures, including the lock down procedures.

Emergency Cards & Contact Information

We need to have up-to-date contact information at all times, in case we need to reach you quickly in an emergency situation such as the once described in this document.

You will be asked for this information when you register & at the beginning of each school year in September. We are required by law to keep this information up-to-date. It is very important that you tell us immediately when the contact information changes for you or for anyone else who is authorized to pick up your child.

LOCKDOWN PROCEDURE

Lockdown is a response to an immediate danger; it is NOT preceded by any warning Demands quick action.

This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Imminent danger in the surrounding community

One of the most important actions that must take place in any potential lockdown situation is to ensure the Police have been contacted. This action in addition to information regarding expected activities during the response from Police, Fire and EMS should be integrated into any procedures.

- 1) Requires common sense thinking under duress; do what must be done to best ensure survival of both children and staff
- 2) Requires ALL exterior doors are locked
- 3) Is intended to prevent intruders from entering occupied areas of the building
- 4) Dictates that, once room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or ALL CLEAR is issued by Trinity Recreation personnel.
- 5) Requires that alternate strategies be in place for anyone who is locked out of a secured classroom or office

Trinity Bellwoods is housed in the lower level of the Trinity Recreation Centre and follows the lockdown guidelines of the City of Toronto Parks & Recreation Department as followed:

There are 3 types of lockdown scenarios:

1. Shelter-in-Place

This type of lockdown is normally referred to when an *environmental threat is present outside and it is not possible or advisable to evacuate the facility*. This type of action is normally in response to an air contaminant and involves keeping the air contaminants outside the building and keeping persons from unnecessarily putting themselves in medical danger.

In the case of external health hazard, where it is not possible or advisable to evacuate the building, the following procedures are recommended:

- A Building Manager, Security, or someone in authority making an announcement of a Shelter-in-Place over the facility's public address system or other means of communication. Since some facilities do not have emergency notification systems, other means of communication will need to be developed.
- All interior personnel should be advised to move upwards to an interior room on a higher floor since many agents are heavier than air.
- All interior personnel should close windows and doors.
- Building Operations staff should:
 - b) Ensure exterior doors are locked.
 - c) Turn off heating, air conditioning and ventilation systems.
 - d) Check the inventory of openings to ensure that no openings have been overlooked.
- e) A Building Manager, Security, or someone in authority should monitor radio or television stations for further updates and have occupants remain in the shelter-in-place mode until authorities indicate it is safe to come out.

2. Hold and Secure (Partial Lockdown for danger due to a physical or environmental threat outside the facility or in the neighbourhood)

This type of lockdown is used *when a serious environmental/physical threat is present outside of the facility or in the neighbourhood and prevention measures need to be enacted to:*

- protect individual(s) from leaving the facility and entering into an area of danger; or
- prevent the threat from entering the facility

This scenario involves immediate precautions including:

- A Building Manager, Security, or someone in authority making an announcement to HOLD AND SECURE over the facility's public address system or other means of communication. Since some facilities do not have emergency notification systems, other means of communication will need to be developed.
- This communication should advise individuals inside the building of the threat, not to leave the facility, to control movement inside the facility, and to advise that further updates will be provided. A sample wording for use on a public address system could start with "Attention, this is a security alert. We are implementing "hold and secure" procedures..."
- A designated individual(s) physically securing entrance doors.
- Closing all blinds and drapes.
- Turning off room lights.
- Keeping all persons away from windows.
- All individuals preparing to move into a full/complete lockdown if required.

3. Full Lockdown for danger due to physical threat inside the facility

This type of lockdown is used *when the physical threat is already in the facility and measures need to be enacted to:*

- prevent the threat from accessing areas/assets being threatened;
- To protect assets (individuals) from entering areas where the threat may be present; and,
- To protect assets (individuals) from remaining in areas where the threat may be moving to.

This scenario involves immediate precautions including:

- A Building Manager, Security, or someone in authority making an announcement of a COMPLETE lockdown over the facility's public address system or other means of communication.
- Individuals outside the facility should not enter the facility but instead head away from the building and meet at a pre-arranged evacuation point- Evacuation Shelter at Givins Shaw Public School or The Cathedrawl of the Nativity of the Mother of God.
- Individuals inside the facility should:
 - f) Remain in the room in which they are located.
 - g) If in a hallway, immediately head to the closest room and lock the door.

- h) Supervisory staff should quickly look into the hallways, let non-threatening personnel into the room, and lock the door.
- i) All individuals should move down onto the floor unless they hear otherwise from someone in authority.
- j) All individuals should make as little noise as possible.
- k) Individuals should turn off cell phones, pagers, radios, Blackberries, etc.
- l) Close all windows and curtains.
- m) Turn lights off.
- n) Keeping all persons away from windows



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EMERGENCY/REPORTING PHONE NUMBERS

POLICE DEPARTMENT: 911

FIRE DEPARTMENT: 911

AMBULANCE: 911

**Long Term Evacuation Shelter: Cathedral of the Nativity of the Mother of God Church;
257 Shaw Street; Father Marek at rev.marek@yahoo.ca or 416-738-6880**

Short Term Evacuation Shelters:

- 4) Givins/Shaw Public School: 49 Givins street; 416-393-1240
- 5) Stanley Park (Outhouse) King Street West (south side, 4 blocks west of Bathurst St)
- 6) Trinity Bellwoods skating rink house- at Trinity Bellwoods Park.

<u>Report ALL Serious Occurrences</u>	Identify, Respond & Report within 24 hours to Ministry of Education	647-724-0943 or email to https://www.earlyyears.edu.gov.on.ca/ChildCareWeb Email david.noble@ontario.ca
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Program Consultant: Sandy Mithios -----416-397-7388

Licensing Specialist: David Noble ----- marlene.dasilva@ontario.ca

Trinity Bellwoods Community Children's Group/CARE -----647-518-6138; Cell: 416-407-6138

Trinity Recreation Centre -----416-392-0743

Hospital for Sick Kids -----416-813-1500

***Medical information* -----416-813-5817**

***Poison Control Info*-----416-813-5900**

The Toronto Hospital (Western Division) -----416-603-2581

Police Department 14 Division: Non-Emergencies-----416-808-1400

Vandalism reporting-----416-808-2222

Foot Patrol-----416-808-1500

Catholic Children's Aid Society-----416-395-1690

Jewish Family and Child Services-----416-638-7800

Children's Aid Society-----416-924-4646

Native Child and Family Services-----416-969-8510

Taxi [Diamond] -----416-366-6868