



**EMERGENCY
MANAGEMENT
POLICY AND
PROCEDURES
ALL SITES**

WATERLOO INFANT TODDLER DAYCARE ASSOCIATION

EMERGENCY MANAGEMENT POLICY AND PROCEDURES

Building 1 & Building 2

Intent

These policies and procedures are intended to help Educators and staff to keep all the children and themselves safe in the event of a fire, tornado, severe storm or power outage, an intruder, or any other unexpected and unforeseen emergency. It is important that everyone is familiar with this document and knows what their role is if an emergency situation does happen. Being prepared for anything will make the situation easier to handle and for all involved.

DEFINITIONS:

“Supervisor Pedagogical Leader” from here on forward in this document will be written as Supervisor PL.

“Supervisor(s)” will mean both the Supervisor and the Supervisor PL

“Waterloo Infant Toddler Daycare Association” from here on forward in this document will be written as WITDA

“Waterloo Infant Toddler Daycare Association-KW Bilingual School site” from here on forward in this document will be written as WITDA-KW Bilingual School.

All-Clear: A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the childcare premises and/or resume normal operations.

Authority: A person or entity responsible for providing direction during an emergency situation (e.g., emergency services personnel, the licensee).

Emergency: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole childcare centre (e.g., child-specific incidents) and where 911 is called.

Emergency Services Personnel: persons responsible for ensuring public safety and mitigating activities in an emergency (e.g., law enforcement, fire departments, emergency medical services, rescue services).

Evacuation Site: the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or to return to the childcare centre. We have a secondary site when it is deemed that our evacuation site is no longer safe.

Meeting Place: the designated safe place near the childcare centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the childcare centre if evacuation is not necessary.

Staff: Individual employed by the licensee (e.g., program staff, Supervisor).

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each childcare centre it operates (e.g., the operator).

Unsafe to Return: A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the childcare premises.

EVACUATION PROCEDURE

If we need to evacuate staff and children from our centre in the event of a fire, flood, or any other situation in which there is immediate danger to being inside the building. Depending on circumstances, we will need to evacuate to one of our off-site locations. Following the steps below will ensure everyone is safe and will enable everyone to get to a safe place.

For any child or individual with medical or special needs, a support Educator will help or assist them through all transitions. Check to see that all children or individuals with medical or special needs have everything they need in order to assist the person or child. If a child has an individual support plan, a copy of any critical medical information or steps to ensure safety will be kept in the child's classroom backpack.

Purpose

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

The following is our off-site meeting place in case of an evacuation: main site Building 1 & 2- First Baptist Church, 306 Erb Street West.

RESPONSIBILITIES OF STAFF UPON NOTICE OF EVACUATION

1. Quickly scan the space around you looking for any potential hazards. At Buildings 1 & 2 report any findings to the Supervisor(s) and/or Director.
2. Account for all children in your room or group. Conduct a head count and ensure accurate attendance. Attendance sheets/clipboards must be kept with the Educators at all times. Ensure you take the classroom's backpack with you when evacuating the building. (Backpacks hold emergency cards, first aid kits, looped rope etc.)
3. Supervisor(s) will gather all medications and any other essential needs of children (e.g, asthma inhaler) – if accessible.
4. Supervisor(s) will do a walk through, if possible, to ensure all children, parents, students, and staff have left the building.
5. Any extra staff at Building 1 (Cooks, Floaters) will go to the Infant rooms, or if the Infants are adequately accompanied, they will assist with the Toddlers in the evacuation.
6. For inclement weather, take appropriate supplies to protect the children if possible (e.g., coats, shoes, blankets, etc.)
7. Once outside the building, take the children to the designated area and conduct another head count matching to the attendance records to ensure all children are outside.
8. Wait for the Supervisor(s) and/or Director to provide further direction. Attend to any child's urgent needs while waiting.
9. Provide activities to reduce stress to children (e.g., holding circle, songs, games).

RESPONSIBILITIES OF SUPERVISOR(S) & DIRECTOR/OR DESIGNATE

1. Coordinate all actions with emergency authorities, giving them as much information as possible.
2. Notify all Educators and staff of the evacuation plan. Depending on the nature of the emergency, notify staff which off-site emergency location they should go to: For Building 1, My Owen Place the senior's residence next door if it is safe to do so, or the First Baptist Church located at 306 Erb Street West. For Building 2, My Owen Place and Building 1 if it is safe to do so, or the First Baptist Church.

3. The Supervisor(s) will take the Emergency Contact Binders with all the children's emergency contact information, as well as all other emergency phone numbers such as the Church info. They will also bring their phone, keys, fob etc.
4. The Supervisor(s) and/or Director will do a final walk through to ensure all children, parents, and staff have been evacuated from the centre (check all washrooms, closets, storage areas, kitchen, laundry rooms, playgrounds, and structures etc.).
5. The Supervisor PL at Building 1 will go wait outside and direct emergency vehicles such as fire trucks and ambulances to your location (if applicable). At Building 2 the Cook's Assistant will go wait outside to direct emergency vehicles.
6. If we are evacuating to the off-site location, the Supervisor(s) and/or Director will contact the facility with an estimated time of arrival of children and staff.
7. For Building 1 the Supervisor PL will transport all necessary medications to children if needed. For Building 2 the Supervisor will transport all necessary medications.
8. One of the Supervisors will take direction from Police/Emergency authorities once they arrive. If requested, stay at the centre with Police or other Emergency authority.
9. The Supervisor(s) and/or the Director will notify families of the situation and the evacuation location for immediate pick-up of the children. (The Supervisor(s) and/or Director may designate an Educator to help with the responsibility of calling families etc.) Make sure you are clear on what information is being given to families and that staff are relaying the same messages. This will happen once you have safely evacuated the building to the off-site location and everyone is settled.
10. Determine where to set up different groups of children and define areas if possible.
11. Find the nearest washroom facilities and notify all staff.
12. Educators must sign out children as they are being picked up.
13. Any child or children with specific needs, has to stay closely with a familiar Educator in their room so they can meet the child's specific needs. (e.g., children with Autism, flight risk, and other known issues)

SHELTERING

The purpose of this policy is to provide clear direction for staff to follow to deal with emergency situations. The procedures set out steps for staff to take to support the safety and well-being of everyone involved. Sheltering involves keeping all windows and

doors closed and covering air intake vents to provide protection from airborne hazardous materials. You would normally take shelter in the event of tornadoes, hazardous materials accidents, etc.

1. Ensure all centre staff and children are in the building, evacuate from outside if an incident happens while outside.
2. Ensure all classroom doors and windows are closed.
3. If necessary, the Supervisor(s) will shut down all furnaces and fans in rooms to isolate the outside air from the building.
4. Turn off all exhaust fans in kitchens, washrooms, and any other spaces. This is done by turning off the exhaust breaker in the electrical room.
5. Use tape and plastic food wrapping to cover and seal any exposed vents that cannot be turned off, washroom exhaust fans, for dryer vents keep dryer doors closed, air vents, and other openings to the outdoors. Seal any obvious gaps around external windows and doors. Then stay away from all vents, windows, doors, etc.
6. Close the drapes, curtains, or shades for additional protection.
7. If the vapors begin to bother the Educators, staff, and children, hold wet cloths over the nose and mouth. These are located in each classroom and laundry room.
8. Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

FIRE DRILL AND/OR EVACUATION PROCEDURE IF HEARING THE FIRE ALARM

BUILDING 1- EDUCATOR'S ROLE

1. Upon hearing the fire alarm educators will immediately stop what they are doing and help the children leave the building safely.
2. Two educators (if there are 3 educators) will collect the children and lead them out of the nearest EXIT. When leaving the room an educator will be taking a head count.
3. The third educator will close all open windows, shut all doors, turn off lights, and take the attendance sheet and exit the building and meet up with his or her class. If there are only 2 educators, one will do step 2 and the other will complete step 3.
4. Infant staff upon hearing the alarm will gather children and carry them out the front door of room and out the playground door to the right or the front door if clear. An

emergency crib can be used if necessary. Program time staff and kitchen employees will go to the Infant rooms and help carry infants outside. Once outside, infants will be transported in strollers for the rest of the evacuation if we are able to access the stroller shed to retrieve them, otherwise they will be carried.

5. When outside the children will walk down the sidewalk path and congregate on the sidewalk down by the road and city sidewalk. Attendance and head count will be taken by each room and wait for the supervisor to give further instructions.

6. Attendance of each child will be taken by one educator calling out children's names from the attendance sheet while the other educators look for the children and call HERE for them if they cannot respond to their name. Remember to account for children, staff, volunteers, students and parents.

7. Notify the Supervisor or Director or person in charge immediately if anyone is missing. Remain on the sidewalk until the Supervisor or Director gives further direction to return to the centre or to go elsewhere.

8. If the Fire Alarm sounds when outside go directly to safe area at the end of the sidewalk while doing a head count and taking attendance. **DO NOT ENTER BUILDING.**

BUILDING 2- EDUCATOR'S ROLE

1. Upon hearing the fire alarm educators will immediately stop what they are doing and help the children leave the building safely.

2. Two educators (if there are 3 educators) will collect the children and lead them out of the nearest EXIT. When leaving the room an educator will be taking a head count.

3. The third educator will close all open windows, shut all doors, turn off lights, and take the attendance sheet and exit the building and meet up with his or her class. If there are only 2 educators, one will do step 2 and the other will complete step 3.

4. When outside the children will walk along the front of the building towards the path that connects to Building 1. From there they will walk down the sidewalk path and congregate on the sidewalk down by the road and city sidewalk. Attendance and head count will be taken by each room and wait for the supervisor to give further instructions.

5. Attendance of each child will be taken by one educator calling out children's names from the attendance sheet while the other educators look for the children and call HERE for them if they cannot respond to their name. Remember to account for children, staff, volunteers, students and parents.

6. Notify the Supervisor or Director or person in charge immediately if anyone is missing. Remain on the sidewalk until the Supervisor or Director gives further direction to return to the centre or to go elsewhere.

7. If the Fire Alarm sounds when outside go directly to safe area at the end of the sidewalk while doing a head count and taking attendance. **DO NOT ENTER BUILDING.**

COOK(S) & COOK'S ASSISTANT AT BUILDING 1 & 2 UPON HEARING THE FIRE ALARM

1. The Cooks and/or Cook's Assistant will turn off dishwasher, appliances, close door and exit the kitchen.

2. They will then divide up and go to the two Infant rooms and help remove children from the classroom. The Cook's Assistant will help out if he or she is at Building 1 at that time.

SUPERVISOR AND SUPERVISOR PL AT BUILDING 1 UPON HEARING THE FIRE ALARM

1. The Supervisor will take the fire binder, medication box, cell phone, keys, and fob and go and do a sweep check of the main floor offices, washroom, and Infant 1 on the main floor. Then move to the upper floor to check staff room and all classrooms. When that is complete the Supervisor will help any remaining children to exit the building.

2. The Supervisor PL will take children and staff's emergency cards, cell phone, keys, and fob and get the refrigerated medication, and do a sweep check of the kitchen and Infant 2 on the main floor. Then move to the lower level to check gross motor room and washroom, all the classrooms and washrooms and the laundry room. Leave by the closest exit.

3. Once outside the building the Supervisor PL will check to ensure everyone is accounted for and report any missing people or injuries to the Supervisor. The Supervisor is ensuring 911 has been called and is coming. Then inform the Director of the situation.

4. Give direction to the staff on what to do next.

5. After re-entering record all fire drills. Write a report if necessary to the Ministry of Education of any serious occurrences.

SUPERVISOR AT BUILDING 2 UPON HEARING THE FIRE ALARM

1. The Supervisor will take fire binder, children and staff's emergency cards, medication box, cell phone, keys, and fob and go and do a sweep check of all rooms on the upper floor including, the staff room and all classrooms and washrooms. When that is complete the Supervisor will exit through the upstairs emergency door and help any remaining children to exit the building.
2. The Cook's Assistant will take cell phone, keys, and fob, and get the refrigerated medication and do a sweep check of the kitchen and main floor classrooms and washrooms. Then move to the lower level to do a sweep check of the basement and leave by the basement exit.
3. Once outside the building the assistant cook will follow the last group to the designed area. On the way by they will run to the main site and shout through the vestibular window there is an emergency and then proceed to the designed area to ensure all groups have arrived and all children and staff are accounted for. The Supervisor will be on the phone calling 911 and connecting with the cook assistant on head count.
4. The Supervisor will give directions to staff on what to do next.
5. After re-entering record all fire drills. Write a report if necessary to the Ministry of Education of any serious occurrences.

If doing a fire drill, all staff and children at Buildings 1 & 2 will follow their designated fire drill route posted in each classroom. Once everyone is accounted for, then the Supervisor(s) will give the go ahead to return to the building. The Supervisor(s) will follow the same steps as listed above from 1-3. After returning to the building, the Supervisor(s) would then fill out the necessary paperwork to record the fire drills.

If evacuating due to the fire alarm going off, then Supervisor(s) would follow all instructions given by Emergency personnel. Once Emergency personnel deem the building is safe then everyone would return. If the building is unsafe, parents would be called to pick up their children at the designated evacuation site. The Supervisor(s) would fill out any necessary paperwork once they have returned to the building.

DIRECTOR UPON HEARING FIRE ALARM

The Director will help where needed depending on which site they are at. If they are needed at a different site due to an emergency then they will go there.

****FIRE ALARM NOT WORKING RIGHT NOW****

For Buildings 1 & 2, and WITDA St. John's Summer Camp, if the building's smoke detectors or fire alarm system are not functioning properly or functioning at all, we will comply with the following protocol:

- If the alarm will be disabled for one day or less, the Director will designate a staff member to walk around the hallways and classrooms to smell and look for signs of a fire such as smelling smoke or seeing smoke. A log of the checks will be kept and signed off on every 30 minutes.
- If the alarm will be disabled for more than one day, the Director will purchase battery operated smoke detectors for each classroom and the main areas of the center. Each classroom, and the office will record this information in their logbook.

For WITDA-KW Bilingual School, if and when the school notifies us that the fire alarm system is disabled or not functioning properly, we will comply with the following protocol:

- If the alarm will be disabled for one day or less, the Supervisor will patrol and check WITDA-KW Bilingual School's designated space and electrical room, and log each check every 30 mins.
- We will follow any other protocols that the school instructs us to follow.

PREPARING FOR SPECIFIC TYPES OF WEATHER OR DISASTERS

In the Region of Waterloo, many different types of natural disasters can occur such as hazardous materials, flooding, lightning, hurricanes, tornadoes, and winter storms. There could also be technical failures such as utility disruptions, fires, and also human threats including potentially violent situations, etc. You will need to take specific precautions and actions which may lead to sheltering, evacuating or other types of emergency activities in order to protect the safety and well-being of the children, staff and others in our facility. Environment Canada and The Weather Network are the official source for weather and information and public forecasts in the Region of Waterloo. They are both responsible for issuing severe weather watches and warnings in Canada. We use both sites to help us make informed decisions on severe weather and how we proceed if the centre needs to close or be on alert.

https://weather.gc.ca/city/pages/on-82_metric_e.html

or <https://www.theweathernetwork.com/ca/weather/ontario/waterloo>

TORNADO OR SEVERE STORMS

Hot, humid weather combined with a cold front could be a sign that a tornado is developing and may be accompanied by lightning, high winds, and hail. Boiling green-tinged clouds overhead are an indicator of possible tornado activity nearby. A tornado watch is issued when weather conditions are favourable for the development of severe thunderstorms that are capable of producing tornadoes. Remain alert for approaching storms when on field trips. Observe the area around you whether inside or outside, look for the safest areas that you could take the children if need be. When on field trips check local weather reports on social media and/or call the centre for updated information. A tornado warning is an alert to warn that a tornado is imminent. Take the children to the safest place possible immediately.

PROCEDURE

If a tornado is approaching, the Supervisor(s) at both Buildings 1 & 2 will blow a whistle and everyone will follow the emergency evacuation policy but will go to the gross motor room (Building 1) and the basement (Building 2) instead of outside. Each classroom will bring with them the classroom backpack, their attendance, a cell phone if you have one and your jug of water.

EDUCATORS:

1. Upon hearing the WHISTLE Educators at Building 1 will immediately stop what they are doing and help the children to the Gross Motor Room (gym). At Building 2 Educators will help the children down to the lower level.
2. If there are 3 or more Educators, two Educators will collect the children and lead them out of the nearest EXIT. When leaving the room both Educators will be taking a head count.
3. While two of the Educators are gathering all the children, the third Educator will grab the attendance clipboard, the backpack, the water jug, and EpiPens, and close all windows, doors and shut off all lights and follow the group out of the classroom. In the case of the Infant rooms at Building 1, the third Educator will be checking the sleep rooms while the other Educators are collecting all the children. If there are only 2 Educators in a classroom, one will do step 2 and the other will complete step 3.
4. At Building 1, Infant staff upon hearing the alarm will gather children and carry them down to the gross motor room. Program staff and Cook(s) will go to the Infant rooms upon hearing the alarm to help carry the infants downstairs. The Cook's Assistant will help where needed depending on which location he or she is at, at that moment.

5. When in the gross motor room (Building 1) or down in the basement (Building 2), the children will sit in class groups. A head count will be done and attendance will be taken by each room while waiting for the Supervisors to give further instructions.

6. Attendance of each child will be taken by one Educator by calling out the children's names from the attendance sheet while the other Educators look for the children and call "Here" for them if they cannot respond. Remember to account for children, staff, volunteers, students, and parents (if necessary).

7. Notify the Supervisor(s) immediately if anyone is missing. Remain seated in the gross motor room (Building 1) and in the basement (Building 2) until the Supervisor(s) gives further direction to return to the classrooms or to go elsewhere.

8. If the whistle blows when you are outside, go directly indoors to the gross motor room (Building 1) and the basement (Building 2).

COOK(S) AND COOK'S ASSISTANT UPON HEARING STORM WHISTLE

1. The Cook(s) and the Cook's Assistant will turn off the dishwasher, appliances, close the door and exit the kitchen and grab any water on the cart and take it with them.

2. They would then go to the Infant rooms and help remove children from the classroom to the Gross Motor room.

SUPERVISOR(S) UPON HEARING STORM WHISTLE

1. The Supervisor (Building 1) will take the children's Emergency Cards Binder, their cell phone and Fob and check Infant 1 on the main floor to make sure everyone is out. They will then go check all rooms on the upstairs floor and when that is complete, they will help any children on the stairs and assist them into the Gross Motor Room.

2. The Supervisor PL (Building 1) will take the medication box, their cell phone, a water jug and Fob and check the kitchen and Infant 2 on the main floor to make sure everyone is out. They will then go check all rooms on the bottom level and when that is complete, they will go to the Gross Motor Room.

DIRECTOR UPON HEARING STORM WHISTLE

1. If the Director is on site during a tornado or severe storms they will take on the supervisor job if they are not there. Or will assist in getting all the children to safety. They will ensure they have their keys and cellphone with them.

WHAT TO DO WHEN ON A FIELD TRIP IN CASE OF A TORNADO

1. If on a field trip seek protection where the guide tells you or an area you feel safest in such as under equipment like tables. If outdoors, seek shelter in a low-lying area (a culvert or ditch). Have children use their arms to protect their head and neck.
2. When in place, take a head count and attendance then call the centre Supervisor and/or the Director immediately after everyone is secure and inform them of your location.
3. The Director and/or Supervisor will inform you when it is clear to leave the secure area.

UTILITY DISRUPTION (water, heat, gas, electricity, telephones, computers)

If the utilities at WITDA become disrupted, we will make every effort to keep the facility open. The decision to close or remain open rests with the Director and/or the Supervisor(s) in the absence of the Director (at WITDA-KW Bilingual School it will be the Principal and/or Vice Principal's decision). If the facility must close, the Supervisor(s) should begin calling parents/guardians to come pick up their child(ren) if we know the centre cannot be running to its fullest safe potential within two hours and/or depending on the outage and time of year. (at WITDA-KW Bilingual School the Director of WITDA will help with these types of situations)

The facility may close or delay opening based on the decision of the Director's approval (at WITDA-KW Bilingual School it will be the Principal). They will take into consideration these factors:

1. The temperature is 18°C (64.4°F) or below, 30°C (86°F) degrees or higher for one hour, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
2. The natural light in the centre is diminished to the point that children and staff are at risk.
3. The main phone line will be inoperable for more than one hour, and no auxiliary cellular phones are available for call out in an emergency.
4. The nutritional needs of the children cannot be met (e.g. Infant bottles cannot be warmed up, serving or preparing food cannot be done without hot water to wash hands or electricity to cook or keep food safe.)
5. Loss of water that disrupts appropriate diapering, hand washing, food preparation and toileting with clean running water for more than two hours. The use of approved hand sanitizer to clean Educator's and children's hands must be used. Educators will

use packaged diaper wipes in the event of no water to change a child's diaper and can use them for face washing if necessary. In the event utilities are disrupted, the Director and/or Supervisor(s) will call the appropriate authorities to find out how long the projected disruption will be. If there is a disruption to the water supply the centre has enough filtered water for the centre to function for drinking and until parents/guardians can pick up their children. For any major break in utilities a Serious Occurrence Report must be filed with the Ministry of Education.

POWER OUTAGES

In the event of a power outage:

1. The Director and/or Supervisor(s) will not call 911. A call will be made to the local electrical utility to see what the issue is.
2. The Director and/or Supervisor(s) will check neighbours to see if they are without power. If there are power lines down in your neighborhood, call 911 and call your utility company. Do not go near downed power lines.
3. Check the breaker panel to see if anything has been tripped.
4. If the Director or Supervisor(s) determine that a circuit breaker needs to be replaced, turn off all large appliances and call WITDA's approved electrical company to fix the issue.
5. Leave one light on so that you know when the power has been turned back on.
6. If a power outage happens, the refrigerator and freezer doors are not to be opened until the power returns. The Director, with the assistance of the cooks, will make the call whether any food needs to be discarded or kept. WITDA will follow all policies set out by the Region of Waterloo Health department on food safety in power outages.
7. The Supervisor PL will ensure the centre has adequate and ready to use flashlights in case of a power outage.

DISRUPTION OF WATER SUPPLY OR BOIL WATER ADVISORY

If any WITDA location receives a notice, or has a disruption to the water supply that lasts less than 2 hours, the Director or Supervisor(s) will purchase bottled water to be used for drinking, cooking, washing hands, and flushing toilets. If advance notice is given about a disruption in service, water will be collected in appropriate containers for use. If the disruption is longer than 2 hours the parents must be contacted to come and pick up their child as the centre must close under Ministry of Education guidelines. If this

happens a serious occurrence will be submitted to the Ministry of Education as outlined in the CCEYA.

If a boil water and/or drinking water advisory, or possible microbiological contamination that would warrant a BWA (Boil Water Advisory) is in effect for any of our locations, including possible chemical contamination that would warrant a DWA (Drinking Water Advisory) and typically boiling does not correct the problem, the affected WITDA location(s) will first stop the use of any water from our taps and will purchase bottled water for the centre. Secondly, we will contact The Region of Waterloo Public Health and follow any recommendations, as well as contact parents/guardians of the affected centre(s).

Boil Water Advisory:

1. Post notices that state – “DO NOT DRINK OR USE TAP WATER”, at entrance doors and at ALL water taps.
2. The Director and Supervisor(s) will ensure Educators and Kitchen staff will not use any water from the taps and remind them of the policy for not using water for drinking. They will also help them to follow the advisory and any directions from The Region of Waterloo Public Health Unit.
3. The Director will go to the local grocery store and purchase water for the centre for the day. The Supervisor will turn off all water at the children’s sinks and will give each room hand sanitizer to use for washing hands.
4. Parents/guardians will be told verbally and a written notice will go home of the advisory and the procedures being taken by the childcare facility. Families may be asked to bring in bottled water if the advisory continues for a long period of time.
5. Review the method for washing dishes. WITDA uses a high temperature dishwasher so the temperature will be checked to verify adequate disinfection and recorded in the office logbook. (The temperature must reach 82°C (180°F) for 10 seconds). Dishes of any kind that are used will only be rinsed and then must go through the high temperature dishwasher. Any dish that cannot go through the dishwasher cannot be used until the DWA has been lifted.
6. In a DWA Educators and kitchen will use Oxivir and/or Virox as the disinfectant.
7. A Boil Water Advisory, if issued by the Medical Officer of Health, can ONLY be lifted by the Medical Officer of Health. A drinking water utility can also issue a Boil Water or Drinking Water Advisory when warranted. If you have any questions about boiling water or drinking water advisories, call Waterloo Region Public Health.

HOLD AND SECURE

Hold and secure is when a threat is in the general vicinity of WITDA, but not on or inside the childcare premises. E.g. A violent outburst, shooting or other form of violence from a nearby building or residence that could impose a danger to the children.

In the case of a Hold and secure:

1. An Educator or staff member who becomes aware of the external threat must inform the Director and/or Supervisor(s) of the issue at hand immediately.
2. The Supervisor(s) will put the centre's Fob system on lock out so no one can enter the main area of the centre and go report the incident to any groups outside and help them enter the building. Once everyone is inside, proceed to lock the playground door.
3. The Director or Supervisor PL will inform all classrooms of the imminent danger by placing a centre wide call through the phone system. (WITDA-KW Bilingual School- The Principal or Secretary will inform all classrooms of the imminent danger by placing the school on Hold and Secure through the PA system)
4. Upon hearing this, the Educators will close all windows and blinds and move any children away from the windows and take attendance. They will then continue normal operations of the program; and wait for further instructions.
5. Any group of children outside will come in and take shelter away from windows in their rooms.
6. Only Emergency services personnel are allowed to enter or exit the centre during a hold and secure which will be done by the Director and/or Supervisor(s) (WITDA-KW Bilingual School- Principal or Secretary).
7. Parents will be informed of the hold and secure via an email from the office and through our virtual classroom.

LOCKDOWN

A lockdown is when a threat is on, or very near or inside the childcare centre. E.g. a suspicious individual in or around the building who is posing a threat. These lockdown procedures describe the steps that you should take to ensure the safety and security of staff and children.

In case of a Lockdown:

- 1.** The person reporting the Lockdown will call 911 immediately if able to do so. Otherwise, another office staff will make the call from another location.
- 2.** The Supervisor will put the centre's fob system on lock out so no one can enter the main area of the centre if the incident is outside. If the situation is on the inside do not put the fob system on lock out. If possible, go report the incident to any groups outside and help them enter the building. Once everyone is inside, proceed to lock the playground door.
- 3.** Alert the Director and/or Supervisor(s) of the situation. The Director and/or Supervisor(s) will decide how the situation needs to be handled.
- 4.** If appropriate the Director or Supervisor PL will inform all classrooms of the imminent danger by placing a centre wide call through the phone system. If not possible and one of the office staff is able to slip away, they will go room to room through the back hallway to inform the classrooms of the danger.
- 5.** Once Educators are informed of the situation, they will gather the children and take attendance and then close all windows and blinds. Turn off lights and move everyone to a location away from the door.
- 6.** Two Educators will work at moving furniture to barricade the classroom and emergency doors if necessary. Educators will work at staying calm as well as keeping the children quiet and calm.
- 7.** If groups are outside and the situation is inside, the Educators will quickly and quietly take the children to the closest emergency shelter and call 911 to let them know your location and what is happening at the centre. You will wait there until emergency service personnel inform you that you are safe to return to the centre.
- 8.** Do not respond to anyone at the door or outside. Only respond to police officials.
- 9.** If the fire alarm is sounded, wait for further instruction before evacuating. Do not evacuate based upon the fire alarm alone.
- 10.** Do not go in the hallway until authorities have given the "ALL CLEAR" signal.
- 11.** After the "ALL CLEAR," the Supervisor(s) and/or Director will contact parents/guardians to inform them of the situation that occurred, otherwise, parent/guardians will be informed upon arrival at the centre both verbally and/or through written notification.

12. Follow directions from Waterloo Regional Police when they arrive.

EMERGENCY RESPONSE POLICY

Educators and staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;

2. Next Steps during an Emergency; and

3. Recovery.

Phase 1: Immediate Emergency Response

Educators and staff will ensure that the children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the childcare centre, the **meeting place** to gather immediately will be located at **the end of the sidewalk on the childcare's property.**

If it is deemed **"unsafe to return"** to the childcare centre and is safe to be close to the building, a temporary evacuation site will be next door at My Owen Place, which is the senior's residence next door. The Supervisor(s) will inform you if this temporary location is adequate to go to.

If it is deemed **"unsafe to return"** to the childcare centre, the **evacuation site** to proceed to is located at **The First Baptist Church at 306 Erb Street West.**

Note: all directions given by Emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the Director, (WITDA-KW Bilingual School- The Principal), Supervisor or emergency service personnel will provide direction to Educators and staff for the immediate response and next steps. Educators and staff will follow the directions given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed. This will be done by the Director and/or Supervisor(s).

All emergency situations will be documented in detail by each classroom, by one or more Educators and/or staff members and will be recorded in the classroom's daily logbook.

Phase 2: Next Steps during the Emergency

1) Where emergency services personnel are not already aware of the situation, Supervisor(s) will notify emergency services personnel by calling 911 and notifying them of the emergency as soon as possible using theirs or another person's cell phone.

2) Where the childcare centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.

(WITDA-KW Bilingual School- If the Principal or Vice Principal is not already on site, the Supervisor must contact the Director to inform them of the emergency situation and the current status, once it is possible and safe to do so.)

3) If the Director is not already on site, the Supervisor(s) must contact the Director to inform them of the emergency situation and the current status, once it is possible and safe to do so.

4) Where any staff or groups are out on a field trip, any students or volunteers are not on site, the Supervisor(s) will notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them to return to the childcare centre.

5) The Director (WITDA-KW Bilingual School- The Principal) must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to all staff and ensure they are followed.

6) Throughout the emergency, staff will:

- help keep children calm;
- take attendance to ensure that all children are accounted for;
- conduct ongoing visual checks and head counts of children;
- maintain constant supervision of the children; and

- engage children in activities, where possible.

7) In situations where injuries have been sustained, Educators and Staff will attend to the injured and will seek assistance from others who are with you. Anyone dealing with injured children or people must inform emergency personnel of severe injuries requiring immediate attention and assistance.

List of Emergency Contact Persons:

Waterloo Infant Toddler Daycare Association info:

368 & 372 Erb Street W. Waterloo 519-746-7510

Local Police Department: 911

Ambulance: 911

Local Fire Services: 911 or for Dispatch in case of false alarm: 519-741-2494

Emergency Shelter: First Baptist Church 306 Erb Street W. Office 519-886-6530

Director: Bonnie Aultman Cell: 519-574-1999 Home: 519-725-3899

Supervisor (Building 1): Jessica Forler Cell: 519-404-7731 Home: 519-662-3045

Supervisor (Building 2): Jennifer Braden Cell: 226-339-4651

Supervisor PL Cindy Walsh- Cell: 519-573-1779 Home: 519- 880-1979

Board Chair: Breanna MacLeod- Cell: 519-500-3540 Home: 519-747-3540

Board Vice Chair: Jenna Stephens-Wells- Cell: 647-926-1326

Next Door: My Owen Place Terry Superintendent Cell: 519-489-4897

Next Door: WITDA Building 2- 368 Erb Street W 519-746-7510

ADT Security: Office 1-800-567-9472 System number U08053e053 or password "Jean"

Richardson Fire System: Office 519-571-0255

Insurance company: Encore Insurance Services 519-579-9478 Ashley Eagle

Kitchener Waterloo Bilingual School Info: 600 Erb St. West, Waterloo, 519-886-6510

KWBS Emergency Shelter: KW Chinese Alliance Church, 612 Erb St. West, Waterloo, Office 519-746-7693

WITDA St. John's Summer Camp Emergency Shelter: Luther Manor, 200 Allen St. East, Waterloo (across the parking lot of the church)

Director of St. John's Nursery School: Christine Helgerman Cell: 519-504-8695

Second Emergency Shelter: Region of Waterloo, 99 Regina Street- you just show up with the children

"ALL CLEAR" Notification Procedures

1) When the Director (WITDA-KW Bilingual School- Principal) or Supervisor(s) receive the **"ALL CLEAR"** from an authority person, she/he must inform all Educators and staff that the **"ALL CLEAR"** has been given and that it is safe to return to the childcare centre.

2) Educators who have been assigned or are helping individual children with medical and/or special needs will assist them to return back into the childcare centre.

3) Each group of Educators must:

- Keep all their children together, take a head count and attendance to ensure all children are accounted for before leaving to go back into the childcare centre
- Escort children back to their classrooms
- Take attendance upon returning to the centre and classroom to ensure that all children are accounted for and
- Re-open closed blinds, windows, and doors.

4) The Director (WITDA-KW Bilingual School- Principal) will determine once back at the centre if operations will resume as normal or if parents will be contacted to pick up their child. Once the decision has been made the Director and Supervisor(s) will communicate this decision to the Educator and staff.

Communication with Parents

- 1) As soon as possible the Director and Supervisor(s) will notify parents/guardians of the emergency situation that has occurred and that the **“ALL CLEAR”** has been given. Depending on the level of emergency, parents will be called, issued a letter at pick-up time or they will just be given a verbal update. The Director will make the decision on how the parents will be informed of the emergency.
- 2) Where disasters have occurred that did not require evacuation of the childcare centre, the Director will write a letter to parents and inform them of the incident that has happened that day.
- 3) If normal operations do not resume within two hours of the situation happening, the Director will make the decision to call all the parents/guardians to pick up their child at the emergency shelter location.

Unsafe to Return Notification Procedures & Communication with Parents

- 1) If the Director (WITDA-KW Bilingual School- Principal) receives the **“unsafe to return”** notification from an authority, they will inform all the Educators and staff of this direction and instruct them to proceed to the Emergency shelter.
- 2) Educators will take attendance to confirm that all children are accounted for. The Supervisor(s) will help each room to place children on the ropes before they start to walk to the Emergency Shelter. All extra staff will help everyone to make their way to the Church.
- 3) Educators who have been assigned or are helping individual children with medical and/or special needs will assist them to return back into the childcare centre. The Educator(s) will do what needs to be done to support the child or children who are having difficulty with the emergency that is unfolding. At any time, the Educator may call for assistance from the Supervisor(s), school teachers or principal if they need assistance.
- 4) (WITDA-KW Bilingual School- In the playground shed there is an emergency wagon if needed to transport a child to the emergency shelter. This stroller is available to use for a child with medical and/or special needs to move them easier to the emergency shelter if needed. The wagon is easily accessible to anyone who needs it.
- 5) The Director (WITDA-KW Bilingual School- Principal) will post a note for parents/guardians on the childcare centre entrance with information on the emergency shelter site, if it is safe to post. This will be done for any parents we were not able to get a hold of to pick up their child.

6) Upon arrival at the evacuation site, Educators must:

- Remain calm;
- Take attendance to ensure all children are accounted for;
- Help keep children calm;
- Engage children in activities where possible;
- Conduct ongoing visual checks and head counts of children;
- Maintain constant supervision of the children;
- Keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; Educators will maintain proper ratios while everyone is at the Church and staff will be able to go when ratios are safe and the Director and/or Supervisor(s) have dismissed them. The Director (WITDA-KW Bilingual School- Principal) and/or Supervisor(s) will be the last ones to leave to ensure all the children have been picked up.

Upon arrival at the Church the Director and Supervisor(s) and any extra staff will start the process of calling each child's parents and informing them of the situation that has happened and will ask them to pick up their child(ren) up at the Emergency Shelter.

Phase 3: Recovery (After an Emergency Situation has Ended)

Procedures for Resuming Normal Operations

If and when everyone is able to return to the centre, these are the things that need to be accomplished or followed up with. From the Educators to the office responsibilities.

1. The Director (WITDA-KW Bilingual School- Principal) or Supervisor(s) will have entered the building first and will do a walk through to ensure every room is ready to receive children.
2. When the children arrive back, depending on the time of day, we will ensure the necessary needs of the children and if needed a snack and water will be served upon returning.
3. Educators will ensure they jump into the best possible routine for the children depending on the time of day that they return. E.g. Washroom routine, snack, getting ready for nap etc.

4. All Educators will address any child's distress over the situation and report any problems to the Director or Supervisor(s). Any child or individual with medical or special needs will have their support Educator help or assist them through all transitions. If extra help is needed there will be someone who will be able to assist them if it is necessary. E.g. volunteers or students.

5. If a child has an individual support plan a copy of any critical medical information or steps to ensure safety will be kept in the child's classroom backpack.

Office duties to do upon return

All these duties listed below will be divided between the Supervisor(s) and Director, everyone will work together to ensure the children, staff and families are cared for during the return.

1. Check with Educators to ensure if any of them or the children need anything. Check to see that all children or individuals with medical or special needs have everything they need, in order to assist the person or child.

2. Write a letter to parents on the situation listing all the details if time allows for this. One office staff will greet each family when they arrive and tell them of the situation if the letter is not ready.

3. Contact the Board of Directors to give an update on the situation and/or set up a meeting to go over the day.

4. If necessary, contact the insurance company and inform them of the situation.

5. Start a SO if the situation requires it. Contact the centre's program Advisor.

6. Call ADT to reset the alarm if necessary.

WITDA-KW BILINGUAL SCHOOL

EMERGENCY CODE SYSTEM

Kitchener Waterloo Bilingual School has an emergency code system that the school and childcare centre will follow when an emergency arises. The emergency code system chart will be posted in the classroom, washroom, hallway, and playground shed for reference. It will be the responsibility of all the Educators to know what each colour code means if it is announced over the PA system.

KW BILINGUAL SCHOOL EMERGENCY CODE SYSTEM



RED - Fire/Explosion



VIOLET - Medical Emergency



BLACK - Power Blackout



ORANGE - Take Shelter



YELLOW - Fight/ Assault



INDIGO - Trespasser/ Intruder



PINK - Armed Intruder



BLUE - Bomb Threat

RESPONSIBILITIES OF STAFF UPON NOTICE OF EVACUATION

1. Quickly scan the space around you looking for any potential hazards. Report any findings to the Principal.
2. Account for all children in your room or group. Conduct a head count and ensure accurate attendance. Attendance sheets/clipboards must always be kept with the Educators. Ensure you take the classroom's backpack with you when evacuating the building. (Backpacks hold emergency cards, first aid kits, looped rope etc.)
3. The Supervisor will collect the Emergency Contact Binder (holds all children, staff, and other emergency numbers), keys, and any other necessary equipment or special devices and shut all doors, turn off lights and exit the building and meet up with the preschool class.
4. The Supervisor will be the last person in line as she/he will do a check of the classroom to ensure all children, parents, and staff have left the room, before joining the class to go to the safe area. The Supervisor will report to the designated teacher in charge that all children and staff are accounted for and the designated teacher will report to the office.
5. For inclement weather, take appropriate supplies to protect the children if possible (e.g. coats, shoes, blankets, etc).
6. Once outside the building, take children to the designated area and conduct a head count matching to the attendance records to ensure all children are outside.
7. Wait for the Principal/Vice Principal to provide further direction. Attend to any child's urgent needs while waiting.
8. Provide activities to reduce stress to children (e.g. holding circle, songs, games).

RESPONSIBILITIES OF THE PRINCIPAL UPON NOTICE OF EVACUATION

1. Coordinate all actions with emergency authorities, giving them as much information as possible.
2. Notify staff to go to the off-site emergency location at the KW Chinese Alliance Church across the street at 612 Erb Street West.
3. If we are evacuating to the off-site location, the Secretary will contact the facility with an estimated time of arrival of children and staff.
4. The Principal will take direction from Police/Emergency Authorities once they arrive. If requested, they will stay at the centre with the Police or other Emergency Authority.

RESPONSIBILITIES OF THE SUPERVISOR UPON NOTICE OF EVACUATION

1. While the Educators are lining up the children and taking a headcount, the Supervisor will bring the Emergency Contact Binder from the office (holds all children, staff, and other emergency numbers), keys, and any other necessary equipment or special devices. He/she will do a quick check of the classroom and washroom, shut all doors, turn off lights and exit the building and meet up with the classroom.
2. The Supervisor will notify families of the situation and the evacuation location for immediate pick-up of the children. The Supervisor may designate an Educator to help with the responsibility of calling families etc. This will happen once you have safely evacuated the building to the off-site location and everyone is settled.
3. Make sure you are clear on what information is being given to families and that staff are relaying the same messages.
4. Determine where to set up your group of children and define areas if possible.
5. Find the nearest washroom facilities and notify all staff.

FIRE DRILL AND/OR EVACUATION PROCEDURE

EDUCATOR'S ROLE

1. The Educators will collect the children, take their backpack, the attendance, and any medication needed, and line them up at the classroom door. They will then take a headcount before leaving the room and lead the children out of the nearest EXIT.
2. When outside the children will walk to the back of the field past the track where the large stones are and sit down there where attendance will be taken and they will wait for the Principal to give further instructions.
3. Attendance of each child will be taken by one Educator calling out children's names from the attendance sheet while the other Educator looks for the children and calls "Here" for them if they cannot respond to their name. Remember to account for children, staff, volunteers, students, and parents.
4. The Supervisor or one of the Educators will report to the designated teacher in charge and inform them of any issues or that all children and staff are accounted for and the designated teacher will report to the office any deficiencies.
5. Educators must sign out all children being picked up.
6. Any child or children with specific needs, needs to stay closely with a familiar Educator from their room so they can meet the child's specific needs. (e.g. children with Autism, flight risk, and other known issues)

PRINCIPAL UPON HEARING FIRE ALARM

1. Attempt to determine the nature of the emergency and ensure that the building has been evacuated.
2. Determine where the alarm originated and visit the site.
3. If a sprinkler has been activated, the Principal or Vice-Principal should determine if it is a false alarm or an emergency. If it is a false alarm, the water must be turned off and the affected area closed for clean-up.
4. Upon arrival of the fire department, inform the fire fighters of the conditions.
5. Ensure that the fire alarm is not silenced until the cause of the alarm has been determined.
6. The fire alarm is to be reset by the Principal and the fire marshal.
7. Determine when and if it is safe to allow staff and students to return to the building

SECRETARY UPON HEARING FIRE ALARM

1. Call the fire department using 9-1-1.
2. In the event of failure of the alarm system, use the PA system to evacuate the school using Emergency Code System Red- Fire/Explosion
3. Take the file with all student health information

SHELTERING

SUPERVISOR & EDUCATORS:

1. Upon hearing the Emergency Code System announced, the Educators will immediately stop what they are doing and help the children into the hallway outside of the classroom and sit against the wall away from the outside doors.
2. The Educators will collect the children, classroom backpack, attendance sheets and any Epi-Pens and line the children up at the classroom door and take a headcount before leaving the room and into the hallway. While this is happening the Supervisor will check the room and washroom for any hiding children and follow the group into the hallway.
3. The Supervisor will collect the Emergency Cards Binder, medication box, bring their cell phone, keys and any other necessary equipment or special devices and shut all doors, turn off lights and exit to the hallway outside the classroom and sit against the wall away from the outside doors.

4. Attendance of each child will be taken by one Educator calling out the children's names from the attendance sheet while the other Educators look for the children and call "Here" for them if they cannot respond to their name. Remember to account for children, staff, volunteers, students and parents (if necessary).

5. The Supervisor will call the Principal's cell phone to report they are in a secure position and report any deficiencies. The number is located on the Emergency contact list located in the Emergency binder.

6. If the Emergency Code System is announced when outside, go directly indoors to the hallway outside the classroom while doing a headcount and taking attendance. If time does not warrant moving the children then lay flat in the lowest area of the playground.

7. When in the hallway where the cubbies are located, the children will sit along the inside wall away from the door and a head count and attendance will be taken by an Educator and wait for the Principal to give further instructions.

8. When everyone is accounted for and all is calm, then the Supervisor will contact the Director if she or he is not there and inform them of the situation and keep them updated.

PRINCIPAL UPON ACTIVATING THE TAKE SHELTER CODE

1. The Principal will take the children and staff's emergency binder, keys and cell phone when leaving the office.

2. Will seek shelter on the main floor with the rest of the children and help with any issues.

3. When the Principal feels the emergency is over she/he will inspect the school before asking teachers and students to return to their classrooms.

4. When the emergency is over the Principal will notify the teachers and students to return to their classrooms.

5. If issues arise from the school inspection the Principal will or the designate will call 911 and report any issues.

HOLD AND SECURE

Hold and secure is when a threat is in the general vicinity of WITDA-KW Bilingual School, but not on or inside the childcare premises. E.g. A violent outburst, shooting or other form of violence from a nearby building or residence that could impose a danger to the children.

In the case of a Hold and secure:

1. An Educator or staff member who becomes aware of the external threat must inform the Principal of the issue at hand immediately.

2. The Supervisor(s) will lock the double doors to the back of the school and dog the preschool entrance door. If children are out on the playground the supervisor will call them in and lock the doors behind them.
3. The Principal or Secretary will inform all classrooms of the imminent danger by placing the school on Hold and Secure through the PA system.
4. Upon hearing this, the Educators will close all windows and blinds and move any children away from the windows and take attendance. They will then continue normal operations of the program; and wait for further instructions.
5. Any group of children outside will come in and take shelter away from windows in their rooms.
6. Only Emergency services personnel are allowed to enter or exit the centre during a hold and secure which will be done by the Principal or Secretary.
7. Parents will be informed of the hold and secure via an email from the office and through the virtual classroom app.

LOCKDOWN

A lockdown is when a threat is on, or very near or inside the child care centre. E.g. a suspicious individual in or around the building who is posing a threat. These lockdown procedures describe the steps that you should take to ensure the safety and security of staff and children. (WITDA-KW Bilingual School- If there is a reason for a lockdown to happen the Emergency Code system will be activated by the Principal for either a: **INDIGO** – Trespasser/Intruder or **PINK** – Armed Intruder)

IN CASE OF A LOCKDOWN:

1. The Principal or Secretary will activate the Emergency Code System over the PA system. The person reporting the Lockdown, which will likely be the Secretary, will call 911 immediately if able to do so. Otherwise, another office staff will make the call from another location.
2. If the children are outside and the situation is occurring inside, the Educators will quickly and quietly take the children to the emergency shelter and call 911 to let them know your location and what is happening at the school. You will remain there until emergency service personnel inform you that you are safe to return to the centre. Once the situation is secure, the Supervisor will contact the Director, if he or she is not on site.
3. The Director will decide how the situation needs to be handled.
4. If the situation happens within the building one person will alert the Principal and/or Supervisor of the situation. The Principal and/or Supervisor will decide how the situation needs to be handled.

5. Once Educators are informed of the situation they will lock the classroom door, gather the children, take attendance, and close all the blinds. They will then turn off the lights and move everyone inside the washroom towards the back.
6. The Educators will work at moving furniture to barricade the classroom and emergency doors if necessary. Educators will work at staying calm as well as keeping the children quiet and calm.
7. Do not respond to anyone at the door or outside. Only respond to police officials.
8. If the fire alarm is sounded, wait for further instruction before evacuating. Do not evacuate based upon the fire alarm alone.
9. Do not go in the hallway until authorities have given the **“ALL CLEAR”** signal.
10. After the **“ALL CLEAR”**, the Director and/or Supervisor will contact parents/guardians to inform them of the situation that occurred; otherwise parent/guardians will be informed upon arrival at the centre both verbally and/or through written notification.
11. Follow directions from Waterloo Regional Police when they arrive.

EMERGENCY RESPONSE POLICY

Educators and staff will follow the emergency response procedures outlined in this document by following these three phases:

1. **Immediate Emergency Response;**
2. **Next Steps during an Emergency; and**
3. **Recovery.**

Phase 1: Immediate Emergency Response

Educators and staff will ensure that the children are kept safe, are accounted for and are supervised at all times during an emergency situation. For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at the Preschool playground fence located in the school playground.

If it is deemed “unsafe to return” to the child care centre, the temporary evacuation site will be across the street to the KW Chinese Alliance Church at 612 Erb Street West. The Principal will inform you if this temporary location is adequate to go to.

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the Principal or emergency service personnel will provide direction to Educators and staff for the immediate response and next steps. Educators and staff will follow the directions given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed. This will be done by the Director and/or Supervisor(s).

All emergency situations will be documented in detail, by one or more Educators and/or staff members and will be recorded in the classroom's daily logbook.

Phase 2: Next Steps during the Emergency

- 1)** Where emergency services personnel are not already aware of the situation, the Principal or Secretary will notify emergency services personnel by calling 911 and notifying them of the emergency as soon as possible using theirs or another person's cell phone.
- 2)** Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable. If the Principal or Vice Principal is not already on site, the Supervisor must contact the Director to inform them of the emergency situation and the current status, once it is possible and safe to do so.
- 3)** Where any staff or children are out on a field trip, any students or volunteers are not on site, the Supervisor will notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them to return to the child care centre.
- 4)** The Principal must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to all staff and ensure they are followed.
- 5)** Throughout the emergency, staff will:
 - help keep children calm;
 - take attendance to ensure that all children are accounted for;

- conduct ongoing visual checks and head counts of children;
- maintain constant supervision of the children; and
- engage children in activities, where possible.

6) In situations where injuries have been sustained, Educators and Staff will attend to the injured and will seek assistance from others who are with you. Anyone dealing with injured children or people must inform emergency personnel of severe injuries requiring immediate attention and assistance.

“ALL CLEAR” Notification Procedures

1) When the Principal receives the **“ALL CLEAR”** from an authority person, she/he must inform all Educators and staff that the **“ALL CLEAR”** has been given and that it is safe to return to the child care centre.

2) Educators who have been assigned or are helping individual children with medical and/or special needs will assist them to return back into the child care centre.

3) Each Educator must:

- Keep all the children together, take a head count and attendance to ensure all children are accounted for before leaving to go back into the childcare centre
- Escort children back to the classroom
- Take attendance upon returning to the classroom to ensure that all children are accounted for and
- Re-open closed blinds, windows and doors.

4) The Principal will determine once back at the centre if operations will resume as normal or if parents will be contacted to pick up their child. Once the decision has been made the Director and Supervisor will communicate this decision to the Educators and staff.

Communication with Parents

1) As soon as possible the Director and Supervisor(s) will notify parents/guardians of the emergency situation that has occurred and that the **“ALL CLEAR”** has been given. Depending on the level of emergency, parents will be called, issued a letter at pick-up

time or they will just be given a verbal update. The Director will make the decision on how the parents will be informed of the emergency.

2) Where disasters have occurred that did not require evacuation of the child care centre, the Director will write a letter to parents and inform them of the incident that has happened that day.

3) If normal operations do not resume within two hours of the situation happening, the Director will make the decision to call all the parents/guardians to pick up their child at the emergency shelter location.

Unsafe to Return Notification Procedures & Communication with Parents

1) If the Principal receives the “**unsafe to return**” notification from an authority, they will inform all the Educators and staff of this direction and instruct them to proceed to the emergency shelter.

2) Educators will take attendance to confirm that all children are accounted for. The Supervisor will help to place all children on the rope before they start to walk to the Emergency Shelter.

3) Educators who have been assigned or are helping individual children with medical and/or special needs will assist them to return back into the child care centre. The Educator(s) will do what needs to be done to support the child or children who are having difficulty with the emergency that is unfolding. At any time, the Educator may call for assistance from the Supervisor, school teachers or principal if they need assistance. In the playground shed there is an emergency umbrella stroller if needed to transport a child to the emergency shelter. This stroller is available to use for a child with medical and/or special needs to move them easier to the emergency shelter if needed. The stroller is easily accessible to anyone who needs it.

4) The Principal will post a note for parents/guardians on the child care centre entrance with information on the emergency shelter site, if it is safe to post. This will be done for any parents we were not able to get a hold of to pick up their child.

5) Upon arrival at the evacuation site, Educators must:

- Remain calm;
- Take attendance to ensure all children are accounted for;

- Help keep children calm;
- Engage children in activities where possible;
- Conduct ongoing visual checks and head counts of children;
- Maintain constant supervision of the children;
- Upon arrival at the Church, the Director and Supervisor will start the process of calling each child's parent and informing them of the situation that has happened and will ask them to pick up their child(ren) at the Emergency Shelter.
- Keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; Educators will maintain proper ratios while everyone is at the Church and staff will be able to go when ratios are safe and the Director and/or Supervisor have dismissed them. The Director and/or Supervisor will be the last ones to leave to ensure all the daycare children have been picked up.

Phase 3: Recovery (After an Emergency Situation has Ended)

Procedures for Resuming Normal Operations

If and when everyone is able to return to the centre, these are the things that need to be accomplished or followed up with. From the Educators to the office responsibilities.

1. The Principal will have entered the building first and will do a walk through to ensure every room is ready to receive children.
2. When the children arrive back, depending on the time of day, we will ensure the necessary needs of the children and if needed a snack and water will be served upon returning.
3. Educators will ensure they jump into the best possible routine for the children depending on the time of day that they return. E.g. Washroom routine, snack, getting ready for nap etc.
4. All Educators will address any child's distress over the situation and report any problems to the Director or Supervisor(s). Any child or individual with medical or special needs will have their support Educator help or assist them through all transitions. If extra help is needed there may be someone who will be able to assist them if it is necessary. E.g. volunteers or students.
5. If a child has an individual support plan a copy of any critical medical information or steps to ensure safety will be kept in the child's classroom backpack.

Office duties to do upon return

All these duties listed below will be divided between the Supervisor(s) and Director, everyone will work together to ensure the children, staff and families are cared for during the return.

1. Check with Educators to ensure if any of them or the children need anything. Check to see that all children or individuals with medical or special needs have everything they need, in order to assist the person or child.
2. Write a letter to parents on the situation listing all the details if time allows for this. One office staff will greet each family when they arrive and tell them of the situation if the letter is not ready.
3. Contact the Board of Directors to give an update on the situation and/or set up a meeting to go over the day.
4. If necessary, contact the insurance company and inform them of the situation.
5. Start a SO report if the situation requires it. Contact the centre's program Advisor.

WITDA St. John's Summer Camp

FIRE DRILLS

Fire drills will be held monthly by the on-site Supervisor and a Fire drill report will be filled out and filed in the Fire Safety Plan binder. All procedures are posted in each office and play areas. The first responsibility is to ensure the safety of the children and to evacuate the building as quickly and safely as possible.

FIRE DRILLS AND EMERGENCY EVACUATIONS

Educators and children practice fire drills at least once monthly to ensure everyone is familiar with the evacuation procedure involved in the event of a fire.

In the event of emergency where the centre must remain vacant, there is a designated place of shelter. This provides a point of assembly where staff, children, and parents if they are in the building at the time, can be accounted for and temporary care can be given if needed.

Practice Alarm:

- A smoke detector will be used by the Supervisor to signal a fire drill.
- The children line up at the door of the room they are in and follow the teacher's instructions to exit the building according to the fire drill procedure.
- Practice fire drills are performed monthly and are timed and documented.
- The practice alarm will be timed from when the alarm is sounded until everyone is outside.
- The fire drill will be recorded in the fire drill log.

FIRE DRILL PROCEDURE

Preschool & JK/SK Groups

- The children stop what they are doing; eating, playing, etc. and line up at the door
- All emergency medication will go with Educators
- One Educator ensures they have their attendance binders and emergency information before leading the children to the appropriate exit door.

- The Educator at the front of the group will determine the safest point of exit and lead the children downstairs where a second head count is performed.
- Should the Nursery School stairs be inaccessible, the main stairs and entrance/exit to the Church will be used.
- Enhanced staff will stay with the child(ren) he/she is there to support. Any extra staff (lunch coverage, staff bringing lunch over) will go to the Pre-K classroom to help out.
- Once outside, or at the designated emergency shelter (Luther Manor), a third head count is performed and attendance will be taken.

Supervisor

- The Supervisor will scan all rooms, close all windows, turn off all lights, close all doors, and take the emergency binder with her.
 - All rooms will be checked including washrooms, gym, classrooms, and office.
 - All doors and windows in the above listed rooms closed.
 - Hallway entrance doors (at the end of the upstairs hallway and downstairs at the Church hallway) will be opened to ensure emergency exits are accessible.
 - Meet everyone outside or at the emergency location (Luther Manor).
 - When it is confirmed that all children are accounted for and the building deemed safe, only then will the Supervisor lead staff and children back into the centre to return to program.
 - If it is not safe to go back into the building, then parents would be called to pick up their children. The Supervisor would fill out any necessary paperwork afterwards.
 - This policy will be clearly posted in all classrooms and records of fire drills will be kept on site for two years

Emergency Evacuation:

- Follow the above Fire Drill Procedure with the exception of returning to the program.
- After attendance has been taken all parents will be called and notified of the emergency.

- Children will be picked up from Luther Manor.
- A serious occurrence report will follow.

Secondary Emergency Evacuation:

- If an emergency evacuation occurs, and Luther Manor is not a safe distance from the emergency, Educators will take the children to our Secondary Emergency Location at: 99 Regina Street (Region of Waterloo Public Health Building)
- Steps involved in the Fire Drill Procedure and Emergency Evacuation will be followed.

Emergency Management Policy and Procedures

Name of Child Care centre: WITDA St. John's Summer Camp

RESPONSIBILITIES OF STAFF UPON NOTICE OF EVACUATION

1. Quickly scan the space around you looking for any potential hazards. Report any findings to the Supervisor.
2. Account for all children in your room or group. Conduct a head count and ensure accurate attendance. Attendance sheets/clipboards must be kept with the Educators at all times. Ensure you take the classroom's backpack with you when evacuating the building. (Backpacks hold emergency cards, first aid kits, looped rope etc.)
3. The Supervisor will gather all medications and any other essential needs of children (e.g. asthma inhaler) – if accessible.
4. The Supervisor will do a walk through if possible to ensure all children, parents and staff have left the building.
5. Once outside the building, take children to the designated area and conduct a head count matching to the attendance records to ensure all children are outside.
6. Wait for the Supervisor to provide further direction. Attend to any child's urgent needs while waiting.

HOLD AND SECURE

Hold and secure is when a threat is in the general vicinity of WITDA-St. John's Summer Camp, but not on or inside the camp premises. E.g. A violent outburst, shooting or other form of violence from a nearby building or residence that could impose a danger to the children.

In the case of a Hold and secure:

1. An Educator or staff member who becomes aware of the external threat must inform the Supervisor of the issue at hand immediately.
2. The Supervisor(s) will go report to staff not to let anyone in the doors and then go tell the Church Secretary of the issue so they can lock the door.
3. Upon hearing this, the Educators will close all windows and blinds and move any children away from the windows and take attendance. They will then continue normal operations of the program; and wait for further instructions.
4. Any group of children outside will come in and take shelter away from windows in their rooms.
5. Only Emergency services personnel are allowed to enter or exit the centre during a hold and secure which will be done by the Supervisor.
6. Parents will be informed of the hold and secure via an email from the office and through the classroom virtual app.

Procedures for Providing Support to Children, Staff and anyone who is experiencing Distress & Debriefing of Staff and Children if the Emergency situation is stressful.

In all serious emergency situations WITDA may encounter, we will hire a counselor or any other services if necessary for any staff or WITDA family members and/or children who attend the centre. This will be done if it's needed for them in order to understand, or recover from the unforeseen experience or situation.

Depending on what type of emergency situation it was will determine what kind of debriefing that will happen at the centre with the children or families. The different forms of debriefing for staff and parents may be in the form of a letter, an e-mail, or a separate meeting set up for staff and/or families to attend shortly after the emergency situation has settled slightly. For children, debriefing will happen when a child or children show signs of distress. This could be in the form of excessive crying, acting out, asking questions or not being themselves. At that point, Educators will do their best to answer the child's questions or to seek help to settle the child if they are unable to. Educators will work to ensure they meet every child's needs during and after the situation.

For parents, we will debrief them by the proper means depending on the severity of the emergency situation. Some of the forms may be, but not limited to, a letter, an e-mail, phone calls, or a parent meeting.