

## HEALTH & SAFETY

### POLICY: EMERGENCY PREPAREDNESS & TRAINING

To ensure educators have emergency protocol for the safety of all, and children and staff have adequate supplies in the event of any emergency, as per BC Child Care Regulations, and the Emergency Preparedness Guide for Child Care, Park Place Daycare follows the procedure below.

#### PROCEDURE

Educators at all Park Place Daycare programs are committed to providing a safe and healthy environment for all children by ensuring prevention and practice strategies are in place:

- Earthquake and fire drill/evacuation procedures (approved by BC Child Care Licensing) are posted in the Child Care Program and are practiced at least once a month.
  - Fire Drill procedure as per BC Child Care Licensing Regulation Section 22 (2), b
  - Keith Road location fire drill:
    1. Educators gather children at the program room door
    2. Educators will take the emergency supplies located in each room at Keith Road.
      - 72 Emergency supplies are located in the storage bins in the parking lot at the back of the building.
    3. Educators proceed and gather at the play yard door
    4. Educators proceed out to the play yard
  - 15<sup>th</sup> Street location fire drill:
    1. Educators gather children at the program room door
    2. Educators will take the supplies carts located outside of each classroom as well as the carts located in the kitchen area.
    3. Educators proceed out to the play yard with their group
    4. Educators proceed down the ramp and meet in the parking lot area as a whole
- Each child enrolled has an emergency comfort kit provided by the family, in compliance with BC Child Care Licensing Regulations.
- Emergency kit as per BC Child Care Licensing regulation, Section 22 b), adequate supplies for 72 hours at center.
- ensuring mandatory and up-to-date First-Aid training for all staff
- being prepared for all types of emergencies, including fire, earthquakes, floods, ice storms, power failure, and lack of heat or water
- Emergency kits and supplies are located in the storage bin in the child care parking lots.

In emergency situations where regular child care buildings are not available (due to not being safe) the following evacuation steps will be followed:

- **1225 East Keith Rd. North Vancouver, program:**
  - Upon deeming evacuation necessary, children will be assembled at the back exit to the playground.
  - Educators will ensure they double check attendance sheets to ensure all children are accounted for.
  - Educators will take the one-day emergency kits, medication and cards, and carts located in the kitchen area.
  - The group will proceed through the back-play area to Public Storage (neighbouring business) located at 600 Brooksbank Ave.
  - Access the emergency supplies bin located in the child care parking lot.
- **124 East 15<sup>th</sup> St. North Vancouver BC, program:**
  - Upon deeming evacuation necessary, children will be assembled at the back exit to the play patio
  - Educators will ensure they double check attendance sheets to ensure children are accounted for
  - Educators will take the one-day emergency kits, medication and cards

- Educators will lead the group down the outside ramp to Loblaws ramp across the alley.

\*Educators/Manager will communicate with families either via phone, email, Whats App, or the Daycare Web Watch system.

**Resource:** An emergency Preparedness Guide for Child Care, prepare to care child care, VCH

<http://www.vch.ca/Documents/Child-care-emergency-preparedness-guide.pdf>

(EMERGENCY PREPAREDNESS & TRAINING CONT.)

As per BC Child Care Licensing Regulations, section 22, the Children's Centre will:

[http://www.bclaws.ca/civix/document/id/loo96/loo96/332\\_2007#section22](http://www.bclaws.ca/civix/document/id/loo96/loo96/332_2007#section22)

### **Emergency training and equipment**

As per CCFL Section 22, at Park Place Daycare we have:

(1)

(a) all of the emergency exits required approved by the local fire and building departments within the meaning of the Fire Services act

(b) we have an emergency plan that sets out procedures to prepare for, mitigate, respond to and recover from any emergency.

(2) At Park Place Daycare we ensure staff are:

(a) trained in the implementation of the fire drill system and emergency plan (including the use of any equipment noted in the fire drill system and emergency plan)

(b) practise implementing the fire drill system at least once each month, and

(c) practise implementing the emergency plan at least once each year.

(3) Park Place Daycare displays a copy of the fire drill system in the facility

(4) Park Place Daycare ensures that all employees have access, in an emergency, to reliable communications equipment.

As per the Emergency Preparedness Guide for Child Care: <http://www.vch.ca/Documents/Child-care-emergency-preparedness-guide.pdf>, each child has an earthquake kit containing the minimum required items provided by the family.

Comfort Kits To assist your facility in gathering essential supplies and to comfort the child, consider asking parents to provide comfort kits. Provide parents with seal-able plastic bag with a list of items to provide, such as:

- A photo or letter from home
- Small toy or book
- Small non-perishable food
- Bottle of water