

# **UNIVERSAL DAY CARE CENTRE INC. SAFETY PLAN**

**Facility Number 1060**

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# UNIVERSAL DAY CARE CENTRE SAFETY PLAN

Date Developed: February 2010

Last Reviewed by Director (to ensure plan is current): \_\_\_\_\_

Last Revised: \_\_\_\_\_

Last Reviewed with Staff: \_\_\_\_\_

Reviewed and Approved by:

Fire authority \_\_\_\_\_ Child care coordinator \_\_\_\_\_ Board of Directors \_\_\_\_\_

Copies provided to:

- \_\_\_ all supervisory staff and designated alternates
- \_\_\_ child care coordinator
- \_\_\_ posted in each separate area for easy reference by all staff and the fire authority
- \_\_\_ school principal

## **Purpose**

This safety plan is designed to provide guidance and direction to staff and the board of directors. This will help ensure the safety of the children, families, staff and visitors to our child care centre. It establishes clear and concise policy and procedures to:

- prepare staff on what to do in the event of different types of emergencies
- evacuate safely to our designated place of shelter
- Shelter-in-place when it is safer to remain in the centre
- close the centre due to severe weather, health-related or other emergencies
- ensure the safety of children with anaphylaxis (life-threatening allergies)
- ensure safe indoor and outdoor environments
- control visitor access

## **Delegation of Authority**

The director or designated alternate maintains the authority to declare an emergency situation and implement evacuation, shelter-in-place or closure procedures. This responsibility includes communications with parents and the media.

## **Children, Staff and Building Personnel**

### ***Children***

Licensed for maximum of 44 spaces aged 18 months to six years, including:

- Room 24: 4 children aged 18 months to 2 years
- Room 24: 6 children aged 2 years
- Room 25: 16 children aged 2½ to 4 years
- Room 26 & 27: 18 children aged 4 to 6 years

## **Staffing**

The total number of staff varies in accordance with the number of substitutes and inclusion workers required. In general, staffing is as follows:

- Director (ECE III)
- Assistant Director/Supervisor (ECE II)
- Five additional ECE II/III staff
- Three CCA/CCA in training staff
- Approximately four inclusion workers
- Approximately five substitutes

## **Building Personnel**

School Principal: Andrea Loepp 453-4631 (Ralph Maybank School); Email: [aloep@pembinatrails.ca](mailto:aloep@pembinatrails.ca)

School Head Custodian: 453-4631, ext. 5623

Pembina Trails School Division Offices: 488-1767

Extensions for Facilities and Operations Department Staff:

Gord Howe, Director	Ext 1244 cell 204-226-2346
Brent Vandenbosch, Utilities Supervisor	Ext 1193 cell 204-471-7985
Leon Prevost, Maintenance Supervisor	Ext 1245 cell 204-981-9163
Barry Hamilton, Custodial Coordinator	Ext 1196 cell 204-612-5910 (Contact if School custodian is unavailable and an urgent maintenance issue arises)
Terri Salt, Custodial Supervisor	Ext. 1237 cell 204-981-4215

Little Years Nursery School: Olga Wiebe (489-0303)

# **BUILDING DESCRIPTION & FIRE SAFETY EQUIPMENT/SYSTEMS**

This section details our building's systems and fire safety features.

## **Building Description**

Ralph Maybank School is located at 20 Donnelly Street, Winnipeg, Manitoba. The school was built in 1955. The total building area is 30,000 square feet (23,000 square feet excluding the daycare/nursery school area). The Ralph Maybank School building is of single story construction, built in an L shape, with four exits/entrances that are used regularly, and an exit door off the gymnasium (see *Appendix A: Ralph Maybank School Floor Plan*). Three double doors are presently held open by wedges. There is a shallow crawl space under the building, but no basement. Room partitions are of concrete block construction.

The Facilities and Operations Department of the Pembina Trails school Division inspects all new electrical and plumbing added to the building (currently Brent Vandenbosch, 488-1767 ext. 1193 or cell 471-7985).

The fire department response point for the school is at the front of the school.

## **Spaces Used by Centre**

Total number of rooms: 4

Room numbers: 24, 25, 26 & 27 (see *Appendix A: Universal Day Care Floor Plan*)

Occasionally, the school gymnasium and library are also utilized (more common during school breaks)

## **Exits**

Universal Day Care Inc. uses the back door of the school (faces east, toward the community centre). This is the exit that would be used during an emergency, provided it is safe to do so. See *Appendix C: Evacuation Path*.

The building has four other exits: Front entrance (faces west onto Donnelly Street), two south-facing exits (one in the hallway that runs north/south, and one in the hallway that runs east/west), and an exit door off of the gymnasium.

## **Heating, Air Conditioning and Ventilation**

The older section of the building, consisting of the south wing and the office/staffroom area, is heated by eight forced air, gas fired furnaces. The west wing, which includes the gymnasium, is heated by a gas fired steam boiler.

The Head Care Taker of Ralph Maybank School ensures that heaters in each room are cleaned and oiled twice per year, and that daily inspections of the boiler are completed.

The air conditioners in rooms 24, 25, 26 and 27 are owned by Universal Day Care. Each of these air conditioners can be controlled individually with remotes, or the breakers can be turned off (breakers are located in the hallway outside of Universal Day Care's rooms).

Air flow is controlled with fans that suck in fresh air from outside (the heating system then warms the air when the outdoor temperature is cool). Only the school caretaker can control these vents.

## **Fire Safety Equipment and Locations**

### **Fire Alarm System**

The school is equipped with a single-stage fire detection and signalling system. The main fire alarm control panel is located in the Electrical Room. Manual fire alarm pull stations are located at all exits (See *Appendix D: Fire Safety Equipment and Locations*). Automatic smoke and heat detectors are located in all main corridors, unsupervised areas and other high hazard areas (see *Appendix D: Fire Safety Equipment and Locations*). Audible alarms are located throughout the school and can be heard in all areas of the school when the alarm is activated.

The fire alarm system is equipped with standby batteries. In the event of a normal power outage, all fire detection and signaling devices will continue to operate. The standby batteries will automatically recharge when normal power is restored.

The fire alarm panel is equipped with a service label that indicates the date of the most current inspection and test. A full report listing all devices and their test results is maintained by the school custodian.

Refer to *Appendix D: Fire Safety Equipment and Locations* for locations and types of fire alarm devices.

Operation of any manual station or automatic detector within the school will:

- Sound the fire alarm signal throughout the school.
- Transmit the alarm signal to the Winnipeg Fire Paramedics Services Department.
- Indicate the zone or area of the alarm on the main fire alarm

The system is electronically supervised. Removal of any fire alarm device from the system, will cause an audible and visual signal to sound at the fire alarm panel.

Ralph Maybank School is responsible for the testing, inspection and maintenance of the complete fire alarm system (see "Fire Prevention" for further details).

### **Portable Fire Extinguishers: Locations & Use**

Portable fire extinguishers are located throughout the school. Refer *Appendix D: Fire Safety Equipment and Locations* for locations and types of portable fire extinguishers.

fires. Instead, leave the area immediately, activate the building fire alarm system, confine the fire by

Portable fire extinguishers are designed to fight small fires only (i.e. in a wastebasket) and only if the fire is discovered in its early stage. Portable extinguishers are not suitable for large, spreading or established closing doors to slow the spread of the fire and smoke, and wait for the fire department to arrive.

Before you begin to fight a fire, be sure of the following:

- Everyone has left, or is leaving, the building.
- The fire alarm system has been activated and **911** has been called.
- There is minimal smoke in the room or area of the fire.
- The fire is small and not rapidly spreading.
- You have the correct extinguisher for the type of fire you intend to put out.

Do not attempt to use an extinguisher if:

- You are not sure if you have the right extinguisher.
- The fire is spreading beyond the immediate area where it started.
- You are unsure of the proper operation of the extinguisher.

The type of extinguisher used depends on the Class (type) of fire you are trying to extinguish. Using the wrong extinguisher will not allow you to extinguish the fire, and may actually increase the danger. For example, using a water extinguisher on an electrical fire may result in electrocution.

Fires are classified according to the type of material this is burning. The most common types of fires are:

- Class 'A': Ordinary combustibles (wood, cloth, paper, rubber, plastic)
- Class 'B': Flammable liquid (gasoline, oil, cooking grease, oil-based paint, flammable gas)
- Class 'C': Electrical equipment (wiring, fuse boxes, computer monitors, circuit breakers, machinery, appliances)

### **Things to Remember When Using An Extinguisher**

- Begin fighting the fire from a safe distance. Exposing yourself to extreme heat by being too close to the fire is dangerous and the pressure from the extinguisher may cause the fire to spread. Avoid direct exposure to smoke as much as possible.
- If smoke obstructs your vision or threatens to engulf your escape route, do not attempt to fight the fire.
- Ensure your back is toward an unobstructed exit through which you can escape easily. You must always assume that you may not be able to extinguish the fire you are fighting.
- If the fire does not diminish with your first attack or if anything goes wrong, leave the building immediately and do not return.

**CAUTION:** Even if you think you have extinguished the fire, it could flare up again. Ensure that the fire department inspects all fire scenes.

There are 3 types of portable fire extinguishers available for small fires.

#### Stored-Pressure Water Extinguishers:

- Rating: Class 'A' fires only
- Weight: Approximately 25 pounds
- Contents: 2 1/2 gallons of ordinary tap water
- Range: 15-30 feet
- Discharge Time: 30-60 seconds.

**CAUTION:** DO NOT USE a pressurized water extinguisher on Class 'B', 'C' or 'D' fires.



#### Carbon Dioxide Extinguishers:

- Rating: Class 'B' and Class 'C' fires only
- Weight: Approximately 15 pounds
- Contents: 5 pounds of Carbon Dioxide under pressure
- Range: 6-8 feet
- Discharge Time: 8 to 10 seconds

**CAUTION:** Carbon Dioxide is discharged at -70 deg C. Skin contact may cause frostbite. Use in a confined space use may cause asphyxiation



#### Dry Chemical Extinguishers: (most common)

- Rating: Class 'A', Class 'B' and Class 'C' fire (multipurpose)
- Weight: Approximately 7 pounds
- Contents: 5 pounds of dry chemical
- Range: 5-20 feet
- Discharge Time: 10 to 15 seconds

**CAUTION:** These extinguishers will produce an opaque cloud of fine powder which may obscure vision. Although the powder may cause slight throat irritation when discharged, it is non-toxic and will not cause any permanent damage to your throat or lungs.



#### Using A Fire Extinguisher

Remember the word **PASS**:

- **PULL** the safety pin.
- **AIM** the nozzle, hose or horn at the base of the fire.
- **SQUEEZE** the handle sections together.
- **SWEEP** the extinguishing material across the fire.

#### **Carbon Monoxide Detectors**

Each of the four rooms occupied by Universal Day Care has a carbon monoxide detector that plugs into a wall outlet and has a battery back-up in case of a power outage.



## Utility Shut-off Locations

Ralph Maybank School is responsible for ensuring that shut-off instructions are posted by each utility.

Air conditioners: Each of the four rooms' air conditioners can be controlled individually with remotes, or the breakers can be turned off (breakers are located in the hallway outside of Universal Day Care's rooms).

Electrical panel: There is an electrical fuse box in the hall just outside the day Care. The shut off for the entire school is in a small room by the school office, and is only passable to the school maintenance staff.

## **Communication Procedure: Universal Day Care Centre and Ralph Maybank School**

In case of emergency or threat of any kind to Universal Day Care Centre and Ralph Maybank School, immediate communication must be ensured between the centre and the school. Ongoing communication and updates are continued until the emergency or threat is over.

When Universal Day Care Centre is aware of a threat or in an emergency state, the director (or designated alternate) will:

1. Call the school by telephone at 453-4631 (when safe);
2. Communicate with the school office by intercom (when safe); or
3. Walk down to the school office to communicate (when safe).

Outside of the school's hours of operation the director (or designated alternate) will contact the principal by email at: [dvaile@pembinatrails.ca](mailto:dvaile@pembinatrails.ca)

The school's Head Custodian may be contacted at: 453-4631, ext. 5623

When Ralph Maybank School is aware of a threat or in an emergency state, the principal (or designated alternate) will:

1. Call the centre by telephone at 453-7607 (when safe);
2. Communicate using announcements over the school intercom (when safe); or
3. Walk down to the centre to communicate (when safe).

Outside of centre hours of operation, the principal, custodian or designated alternate will contact the centre's director at home at: 204-470-8748 and/or by email at [univers2@mymts.net](mailto:univers2@mymts.net)

Communication and safety procedures will be reviewed annually by the centre director and the school principal and revised as needed.



# EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures will be used in case of:

- fire
- a chemical or hazardous materials accident inside of the centre
- a suspected natural gas leak

Emergency evacuation procedures may be also used in situations such as:

- bomb threat
- threatening behaviour inside the building
- a chemical accident in the area outside of the centre
- a health-related emergency such as utility failure or sewage back up

## In Case of Fire

### **Staff should:**

1. Remain calm
2. Ensure everyone evacuates fire area immediately (see *Appendix C: Evacuation Path*).
3. Close doors to fire areas.
4. Call 911 and pull the alarm bell
5. Notify Director (or designated alternate)
6. Follow direction from senior staff to evacuate all children, staff and visitors from the day care (see *Emergency Evacuation Procedure* below).

## Emergency Evacuation Procedure

### **All children, staff and visitors should:**

1. Stop all activities immediately
2. Follow directions of senior staff to evacuate building (see *Appendix C: Evacuation Path*).
3. Meet in the assembly area outside of the centre (in the asphalt area between the day care and the large colourful metal play structure, at the nearest basketball hoop pole)
4. Conduct a roll call- face to name attendance touching each child's head

### **Senior staff in each classroom should:**

1. Remain calm and act in an orderly fashion
2. Direct other staff to gather all children and any visitors at the classroom door- the senior staff will assign instructions to other staff working in the room
3. Conduct or assign another staff, to do a sweep of their classroom checking for any remaining children or adults. (Checking means to physically touch items such as opening the doors to each toilet stall in the washrooms, bending to look under tables, moving blankets from beds and touching beds, moving large objects out of the way to look behind etc. to make sure no one is hiding. Physically lay your hands and touch items to check in case of low visibility conditions)

4. Do a verbal check with other staff to make sure you both have counted the correct number of children in attendance
5. Make sure you have the attendance record (IPad) the emergency backpack and medication bag (including floor plan, first aid kit, child information records, staff emergency information and contact information for others in building, schools/transportation services).
6. Conduct a roll call- face to name attendance touching each child's head
7. Close all doors and windows, time permitting.
8. Assign one staff to each child with additional support to be solely responsible for the evacuation and whereabouts of that child at all times during the procedure
  - Take specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
9. Lead evacuation out of the building following evacuation path (see appendix C)
10. Report evacuation status to director (or designated alternate).

**Director (or designated alternate) should:**

1. Assist any staff/ children who may need assistance
2. Once everyone has left the centre conduct or assign another staff to conduct a sweep of the entire centre to double check for any children or adult who may have been missed
3. Grab the centre key chain and unlock the back door of the school with the Allen key on the way out
4. Proceed to assembly area
5. Call 911 to ensure fire department is aware of the situation.
6. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for.
7. Advise the fire department of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for), and cause and location of fire, if known.
8. Take direction from fire department.
9. Communicate any relevant information regarding the situation to the Principal (or designate) of Ralph Maybank School and the Director (or designate) of Little Years Nursery School (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).
10. Direct staff to return inside or proceed to designated place of shelter upon direction from fire department.
11. If staff and children proceed to designated place of shelter before fire department arrives:
  - If possible, assign a staff member to remain at main entrance to advise fire department.
  - Call 911 to inform of evacuation status.
12. Prepare a written statement to post on the outside door of the centre to advise parents that the children are safe, where to pick them up. Include the name, location and contact number of the designated place of shelter. This message should also be broadcasted through FASTOCHE
13. Assign specific staff to contact parents with prepared statement using centre's cell phone and office phone in designated place of shelter (see *Appendix K: Emergency Notification System*).
14. Record an outgoing message on the centre's voice mail system.
15. Contact staff on outings to return to designated place of shelter, not the centre.
16. Contact schools/transportation services and advise that the children should not be transported to the centre. Make necessary arrangements for children's care.
17. Be available to discuss event with parents when they pick up children.

**After the event, the director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

**Suspicion of Gas Leak / If Carbon Monoxide Alarm Sounds**

**IMPORTANT - Do NOT pull fire alarm bell**

**Staff should:**

1. Verbally notify the director (or designated alternate) immediately.
2. Follow direction from senior staff to evacuate all children, staff and visitors from the day care.

**Director (or designated alternate) should:**

1. Verbally notify staff in each room of Universal Day Care Centre to evacuate the building.
2. Direct senior staff to lead evacuation (see *Appendix C: Evacuation path*) following *Emergency Evacuation Procedure*.
3. Call 911 for fire department and state nature of emergency and address.
4. Assign staff to verbally notify the Director of Little Years Nursery School and either the Principal or Custodian of Ralph Maybank School (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).

**DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE**

James Child Care Inc./Winnipeg Korean Seventh-day Adventist Church

1226 Waller Avenue

Contacts:

James Child Care: Marilyn Catellier (452-5282)

Church: Pastor Dae Suk SEO (Cell #294-8868), or his brother Ben 736-2329

# EVACUATION AND SHELTER-IN-PLACE PRACTICE DRILLS

The following procedures are used to ensure the safety of children and adults in our centre.

Evacuation and shelter-in-place practice drills are documented on the Evacuation Drill Record form (see Appendix E) and Shelter-in-Place Drill Record form (Appendix F) and maintained on file for at least one year.

Staff and children are not told in advance of the drills. Parents and visitors are required to participate in the drill when in the centre and follow the direction of staff. Universal Day Care participates in all evacuation drills and shelter-in-place drills with Ralph Maybank School. In situations where the school does not hold a drill during the month (e.g., summer break), Universal Day Care will simulate a drill (see below)

## **Emergency Evacuation Drills**

- minimum of one evacuation drill per month
- practice using alternate exit routes at least twice annually
- at different times of the day with varying numbers of staff
- a nap-time evacuation at least once annually
- complete evacuation to our designated place of shelter at least once annually
- Smoke alarms and carbon monoxide detectors are checked by the Universal Day Care Director or designate after each evacuation drill to make sure that they are in working order

If the school does not hold a drill during the month, Universal Day Care will conduct a drill as follows:

- director/designated alternate will ring a hand-held bell, and will go to each room to ensure all staff and children have heard the bell. Universal Day Care does not use the pull stations for evacuation drills.

Once a year Universal Day Care schedules a presentation from the fire department, during which a fire fighter comes to speak to the children about fire safety.

## **Shelter-in-Place Drills**

- minimum of one shelter-in-place drill per month
- practice shelter-in-place drills for lockdowns (in classrooms) and tornado drills (in hallway)

If the school does not hold a drill during the month, Universal Day Care will conduct a drill as follows:

- director/designated alternate will verbally inform each room that a lockdown or tornado drill is taking place.

## **After Evacuation or Shelter-in-Place Practice Drills**

- director (or designated alternate) will post this information for families
- staff will try to discuss the drill with each family at departure time, particularly if their child found it interesting or upsetting

## CENTRE CLOSURE PROCEDURES

The following procedures and communication policies will be used in the event of partial or full day closure of the centre due to:

- weather-related emergencies such as a severe winter storm
- health-related emergencies such as a utility failure or the outbreak of illness
- floods
- forest fires

### Closure of Centre for Portion of Day

**Director (or designated alternate) should:**

1. Contact parents by telephone (see *Appendix K: Emergency Notification System*). Advise them to pick up their children early at centre or at designated place of shelter. Provide staff with a scripted statement to use if helping notify parents.
2. Contact emergency contacts designated by parents, if parents cannot be reached. Also, if parents cannot be reached, staff may wish to attempt to contact them via email.
3. Post a note on the outside door with the name, location and phone number for the designated place of shelter. Include the centre's cell number.
4. Advise all staff not there at the time of the incident/closure.
5. Tell the Director of Little Years Nursery School and the Principal of Ralph Maybank School (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*). Ensure that arrangements have been made for children who attend Universal Day Care that are in kindergarten at Ralph Maybank School or attending Little Years Nursery School at the time of the incident/closure.
6. Inform other schools/transportation services used by kindergarten children, and ensure that arrangements are made for these children.

### Closure of Centre for a Full Day or More

**Director (or designated alternate) should:**

1. Attempt to contact all families and staff the previous evening or early in the morning by telephone (see *Appendix K: Emergency Notification System*). Provide staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on the radio – call CJOB at 786-2471.
3. Record an outgoing message on the centre's voice mail system.
4. Post a note on the outside door, if possible.
5. Tell the Director of Little Years Nursery School and the Principal of Ralph Maybank School (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).
6. Inform other schools/transportation services used by kindergarten children, and ensure that arrangements are made for these children.

### **Additional Steps to Prepare for Closure Due to Flooding**

Ralph Maybank School is responsible for ensuring that signs showing the locations of utility shut-offs and instructions are posted, and that those responsible are aware. The school is also responsible for turning off utilities, furnaces, etc, time permitting.

#### **Director (or designated alternate) should:**

1. Take important documents such as child and staff information and financial records, time permitting.

### **Additional Steps if our Building is Flooded**

Ralph Maybank School is responsible for restoration of the building, and ensuring that the building is safe for use. The School or School Division will inform Universal Day Care when it is safe to resume services.

#### **Director (or designated alternate) should:**

1. Contact Universal Day Care Centre's current insurer if there is damage to the contents.
2. Work with the school regarding the restoration work, as it pertains to Universal Day Care Centre.
3. Contact parents with an expected reopening date.

### **After Partial or Full Day Closure**

#### **Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
4. Contact fire and public health inspectors and the child care coordinator. Depending on the reason for closure, there may be requirements or recommendations to reopen centre.

# FIRE PREVENTION

The following procedures will be used to ensure requirements under the Manitoba Fire Code are met to reduce and prevent the risk of fire by:

- controlling fire hazards
- inspecting and maintaining fire safety equipment

## **Documentation File**

The following documentation will be maintained by the director for review by the fire inspector, and will ensure that the designated alternate knows the location of this file:

- copies of safety checklists (see Appendix G)
- evacuation and shelter-in-place practice drill record

## **Inspections and Maintenance – Ralph Maybank School**

Ralph Maybank School is responsible for inspecting, testing and maintaining the building's fire safety equipment, including but not limited to the fire alarm system, exit signs and fire suppression systems. The Head Care Taker checks all fire extinguishers and fire alarms in the building on a monthly basis. The School is also responsible for ensuring that:

1. Corridors, stairs and exits are unobstructed and properly lit.
2. Exits and exterior fire escapes are free of snow and ice. There is a minimum of three meters (about 10 feet) cleared of snow outside of exit. There is a cleared path so that everyone can move further away from the building.
3. Fire doors and stairway doors are not wedged or blocked open.
4. Fire department access is unobstructed. For example, no vehicles may be parked in a fire route/lane. Exterior fire department connections are easy to see and unobstructed (if applicable). There is no excessive vegetation, snow or other obstructions to access routes, fire hydrant and fire department connections.
5. All fire extinguishers are checked to make sure the proper type, hung in required locations, labelled, ready for use, tagged, and properly charged (arrow in green zone).
6. Storage areas checked to make sure that they comply with fire codes, and any reports issued by fire inspectors.
7. Inspection documentation (if applicable) maintained for review by fire inspector for:
  - fire hose cabinet inspection
  - emergency lights inspection to make sure they work if the power fails
  - rotating use of fire alarm manual pull stations for monthly evacuation drills
8. Proper inspection documentation is maintained for review by fire inspector as requested.

## **Daily Inspections and Maintenance – Universal Day Care**

Universal Day Care Centre is responsible for ensuring that:

1. Corridors, stairs and exits in the immediate vicinity of the day care are unobstructed.
2. Evacuation procedures and floor plans are prominently posted in each room.

3. Electrical appliances are unplugged when not in use (toaster, coffee maker, etc.).
4. All electrical outlets have covers in place.
5. Lint traps in laundry equipment are cleaned after each use.

### **Monthly Inspections and Maintenance – Universal Day Care**

1. Visual Inspection of Fire Extinguisher
2. Exit doors are readily opened from the inside without the use of keys or other locking devices.
2. Fire department access is unobstructed. For example, no vehicles may be parked in a fire route/lane. There is no excessive vegetation, snow or other obstructions to access routes, fire hydrant and fire department connections.
3. Carbon monoxide detectors and battery operated smoke alarms are checked to ensure proper function (documented on drill record – see Appendix E).

### **Annual Inspections and Maintenance – Universal Day Care Centre**

As part of the licensing requirements from the Manitoba Child Care Program, Universal Day Care undergoes an annual fire inspection.



# WEATHER-RELATED EMERGENCIES

The following procedures will be used in the event of the following in our area:

- winter storms
- flooding
- tornadoes
- severe thunderstorms

## Preparation

To prepare to care for children outside of regular centre hours or during a utility failure, the director (or designated alternate) will ensure that:

- non-perishable food and water is stored and replenished at least annually
- flashlights and battery operated lights with fresh batteries are available in each room of the centre
- fresh batteries are available for the weather radio or portable radio
- they are aware of the contacts to have utilities shut-off:

During school hours: Custodian 453-4631, ext. 5623

If Custodian unavailable (e.g., during school breaks): Maintenance department at the school Board (Bob Ennis) 488 1767, ext. 1251

## Severe Weather Procedure

**Director (or designated alternate) should:**

1. Monitor appropriate source listed below when there is potential for severe weather or flooding:
  - Environment Canada for weather watches and warnings on weather radio or local media (e.g., CJOB radio station).
  - Manitoba Water Stewardship's Hydrologic Forecast Centre website ([manitoba.ca/waterstewardship/floodinfo](http://manitoba.ca/waterstewardship/floodinfo)) and local media during the spring run off period and during other high water advisories for the area.
2. Notify staff in playground to bring children inside in the event of a severe weather warning or severe weather sighting.
3. Notify any groups on outings to return or take indoor shelter immediately.
4. Reschedule outdoor play and all outings away from the centre.
5. Make decision to enact shelter-in-place procedure based on the information available from emergency response officials (see *Shelter-in-Place Procedure for Tornadoes / Severe Thunderstorms* below).
6. When deemed appropriate, director (or designated alternate) and the board chair will consult on the need for emergency closure based on the information available from emergency response officials. If applicable, director will post information indicating that there may be a need for closure and reminding parents how the closure will be communicated.

7. Follow *Emergency Closure Procedures* if required.
8. Follow all instructions from emergency response officials
9. Remind parents to listen to local media and emergency response officials for evacuation orders and assume that the centre will be closed until further notice

**Staff should:**

1. Immediately contact the director (or designated alternate) if aware of a severe thunderstorm or tornado warning/sighting in the area.

### **Shelter-in-Place Procedure for Tornadoes / Severe Thunderstorms**

**Director (or designated alternate) should:**

1. Direct senior staff in each room of the centre to lead shelter-in-place action. Assign specific staff to:
  - **TORNADO:** gather children and shelter-in-place in the hallway
  - **THUNDERSTORM:** gather children and shelter-in-place in their respective classroom, away from doors and windows
  - bring the emergency backpack, if going into the hallway (including the first aid kit, child information records, staff emergency information, contact information for others in building and schools/transportation services)
  - take attendance to make sure all children and staff are accounted for
  - help children who require additional assistance
  - take required medications and specialized equipment for children with additional support needs if it is possible to do so safely and if essential for the immediate safety of a child
2. Notify staff in playground to return indoors immediately.
3. Notify staff on outings away from centre to immediately seek the closest indoor shelter. Remind them to call back with their location.
4. Notify schools/transportation services that the children should not be transported to the centre and that staff cannot leave to pick them up. Make arrangements for the children's care.
5. Bring the weather radio operating on battery back up and cell phone to the hallway to monitor when it is safe to return to the classrooms.

**Senior staff should:**

1. Remind staff not to use electrical equipment and avoid using the telephone.
2. Direct staff to move children away from doors and windows. If necessary (i.e., in the case of a tornado), direct staff and children to gather in the hallway. Staff will direct children to take appropriate cover (e.g., sit in their lockers).
3. Make sure flashlights and battery operated lights with fresh batteries are available in all areas of the centre.
4. Unplug all electrical appliances such as TVs, radios and toasters.
5. Advise director (or designated alternate) of the status of shelter-in-place action.

**Staff should:**

1. Follow directions from senior staff.
2. Guide children to stay away from windows, doors, radiators, stoves, metal pipes, sinks or other electrical charge conductors.

**After the event, director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

# HEALTH-RELATED EMERGENCIES

The following procedures and communication policies will be used in the event of an emergency due to:

- a child's medical condition
- communicable or food-borne illness in the centre or larger community
- serious injury of a child
- utility failure or sewage backup

## **A Child's Medical Condition**

When a child enrolls with a medical condition or is diagnosed while attending the centre the director (or designated alternate) should:

1. Make sure Unified Referral Intake System (URIS) applications are submitted.
2. Arrange staff training by a registered nurse related to the URIS *Individual Health Care Plan/Emergency Response Plan*.
3. Update the centre's safety plan with any special considerations required for the child.
4. Store *Individual Health Care Plan/Emergency Response Plans* in the appropriate staff communication area while considering the importance of confidentiality.
5. Make sure there are processes to monitor when a child's URIS plan will expire.
6. Arrange for plan to be updated and staff retraining to be conducted every year.
7. See the Anaphylaxis section for additional policies and procedures related specifically to life-threatening allergies.

## **Communicable or Food-Borne Illness**

### ***Prevention***

The following procedures are used to prevent outbreaks of communicable or food-borne illness:

- routine health practices
- cleaning and sanitizing schedules
- safe food handling practices
- disposable gloves are worn any time staff's hands may come in direct contact with blood (or body fluids containing blood) or staff have open cuts or sores on their hands
- staff monitor children's health and ask parents about unusual symptoms observed in children (diarrhea, vomiting, abdominal pain, etc.)
- staff encourage parents to inform the centre of diagnosed illness after a visit to the doctor
- staff document symptoms, diagnosed illnesses or absences due to illness in the daily incident record
- a toileting log book is maintained to help identify children with diarrhea as a simple warning system of an illness outbreak

## **Outbreak**

### **Director (or designated alternate) should:**

1. Contact the public health nurse for requirements for specific illnesses. Be sure to ask about any special precautions for non-immunized children or pregnant staff/family members.
2. Contact the public health inspector if directed to do so by the public health nurse.
3. Inform the child care coordinator of the situation and public health authority's requirements and recommendations.
4. Provide regular updates to the child care coordinator and public health authorities.
5. Review the following procedures with all staff and make sure procedures are diligently followed:
  - proper sneezing and coughing etiquette
  - adult hand washing procedures
  - children's hand washing procedures
  - diapering and toileting procedures
  - cleaning and sanitizing procedures
  - procedures for the proper storage, handling and serving of food
6. Notify parents of illnesses present in the centre and the symptoms to look for in their child. (Reminder: no personal health information including names can be released)
7. Share resources and information with parents.
8. Advise staff of requirements from public health or other authorities and make sure requirements are followed.

### **Staff should:**

1. Review proper hand washing procedures with the children.
2. Go over sneezing and coughing techniques with the children.
3. Monitor bathroom visits to make sure procedures are followed.
4. Clean and sanitize toys, equipment and surfaces.
5. Encourage parents to discuss any health concerns, symptoms or diagnosed illnesses.
6. Document health concerns, symptoms or diagnosed illnesses in the daily incident record.

### **Parents should:**

1. Discuss any health concerns or symptoms with staff.
2. Tell staff about any diagnosed illnesses.

## **Outbreak in Larger Community (Additional Steps)**

### **Director (or designated alternate) should:**

1. Monitor and respond to warnings from Manitoba Health, Health Canada or the Canadian Food Inspection Agency. Be sure to visit their websites for additional information.
2. Advise all staff of recommendations from Manitoba Health, Health Canada, the Food Inspection Agency, the public health inspector or the child care coordinator. Make sure staff follow recommendations.

## **Contact with Public Health**

The public health authority will be contacted for advice and direction if any of the following illnesses are present in the centre:

- any illness prevented by routine immunizations: diphtheria, measles, mumps, pertussis (whooping cough), polio and rubella
- gastrointestinal infections such as a diagnosed case of campylobacter, E. coli, giardia, rotavirus, typhoid fever, salmonella gastroenteritis, shigella gastroenteritis and yersinia gastroenteritis
- diarrhea, if there are 2 to 3 or more children within 48 hours, because it could be a serious gastrointestinal infection
- group A streptococcus (invasive diseases such as toxic shock syndrome and flesh-eating disease)
- haemophilus influenzae type b (Hib)
- hepatitis A virus (HAV)
- impetigo, if there is more than one diagnosed case in the same room within a month
- meningitis
- meningococcal disease
- strep throat and scarlet fever, if there are more than two diagnosed cases within a month
- tuberculosis

Public health will also be contacted about any bite that breaks the skin as blood tests may be required.

## **Notification to Parents and Staff**

1. Parents and staff will be advised of any of the illnesses requiring contact with public health (above). Reminder: no personal health information including names can be released.
2. The notice will specifically advise parents to talk to their doctor and check their own child's immunization records about the following illnesses prevented by routine immunizations: diphtheria, measles, mumps, pertussis (whooping cough), polio and rubella.
3. The notice will specifically advise staff or family members who are or may become pregnant that they should talk to their doctor and check their immunization status for the following illnesses: chicken pox, parvovirus B19 (fifth disease or "slapped cheek" syndrome), rubella, measles, mumps and CMV (cytomegalo virus).

## **Serious injury of a Child**

**Director (or designated alternate) should:**

1. Help make the decision to provide first aid at the centre or call an ambulance.
2. Contact the parents or emergency contacts if parents cannot be reached.

### ***Injury Requiring First Aid***

**Staff should:**

1. Provide first aid according to the principles learned in their first aid training.
2. Document the incident as quickly as possible and provide an incident report to the parents and director (or designated alternate).

3. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent injuries.

### ***Injury Requiring Medical Attention***

#### **Director (or designated alternate) should:**

1. Call 911 for an ambulance.
2. Provide a copy of the parent's permission for emergency medical treatment.
3. Accompany the child to the hospital with a copy of the parent's permission for emergency medical treatment, if parents are not at the centre.
4. Inform parents of the incident (or assign staff to do so) as soon as possible.

#### **Staff should:**

1. Attend to the child according to the principles learned in their first aid training until paramedics arrive.
2. Document the incident as quickly as possible.
3. Provide an incident report to the parents and director (or designated alternate).

#### **After the event, director (or designated alternate) should:**

1. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent future injuries.
2. Notify:
  - the child care coordinator within 24 hours by submitting a Serious Injury Notification on-line or by telephone
  - the centre's insurance provider
  - the board chair

### **Utility Failure or Sewage Back-up**

The following procedures will be used in the event of sewage back-up or the loss of one of the following utilities: heat, water, hot water, electricity or natural gas.

#### **Director (or designated alternate) should:**

1. In the case of a loss of electrical power, determine if it is specific to the centre/building or if the area is without power. If it specific to the centre/building, ask the custodian to check the breakers/fuses to determine if power can be restored.
2. Ask the school to contact the appropriate utility or repair service (if not already done) to report the problem and get an estimated length of time without service.
3. Contact the public health inspector to complete a risk assessment. The loss of any utility or sewage back-up may present a health risk to the children, staff and families.
4. Contact the local fire authority to determine if the loss of the utility or sewage back-up presents a fire safety risk (for example, fire protection systems/life safety equipment or access to exits is compromised) and if there are alternative requirements during a loss of fire protection.
5. Advise staff on procedural changes required by public health (for example, the use of hand sanitizers and single-use food handling and service items) or the fire authority (such as the requirement for a fire watch).

6. Enact *Emergency Evacuation Procedure* or *Centre Closure Procedures* if required by the public health authority or fire authority.
7. Inform the child care coordinator of situation and the requirements and recommendations from public health or fire authority.



## ANAPHYLAXIS (LIFE-THREATENING ALLERGIES)

The following roles and responsibilities outline the procedures that will be followed if:

- a child currently in the centre has been diagnosed with a life-threatening allergy
- a child about to enrol in the centre has been diagnosed with a life-threatening allergy

### IMPORTANT

**Call 911 for an ambulance immediately to take the child to the hospital when an adrenaline auto-injector is used.**

The entire community has a role to play in ensuring the safety of children with a known risk of anaphylaxis in a community setting. To minimize risk of exposure and to ensure rapid response to an emergency, parents, children and centre staff must all understand and fulfill their responsibilities.

### Director (or designated alternate) should:

1. Work as closely as possible with the parents of the child with a known risk of anaphylaxis. Regularly update emergency contacts and telephone numbers.
2. Immediately start appropriate planning for an *Individual Health Care Plan/Emergency Response Plan* that considers the age and maturity level of the child, the specific allergen and the centre's circumstances.
3. Submit a URIS application with parents, including *An Authorization for the Release of Information* form. Remind parents that it will need to be completed every year.
4. Have parents complete an *Authorization for Administration of Adrenaline Auto-Injector* form.
5. Contact the public health nurse (or contracted nursing agency if the public health nurse is not available) to develop the *Individual Health Care Plan/Emergency Response Plan* and schedule staff training.
6. Identify a contact person for the nurse.
7. Inform other parents that a child with a life-threatening allergy is in direct contact with their child (with written parental approval from parents of the child with anaphylaxis). Ask parents for their support and cooperation.
8. If it is not developmentally appropriate for the child to carry an auto-injector, make sure the adult responsible for that child wears it in a fanny pack. When indoors, the adult may keep the auto-injector in a safe, UNLOCKED location accessible only to the adults responsible.
9. Staff Training
  - Notify staff of the child with a known risk of anaphylaxis, the allergens and the treatment.
  - Have all staff (and possibly volunteers) receive instruction on using an auto-injector.
  - Inform all substitute staff about the presence of a child with a known risk of anaphylaxis. Be sure to advise them of the appropriate support and response, should an emergency occur.
  - Store the *Individual Health Care Plan/Emergency Response Plan* in the staff communication areas for easy access while keeping in mind the importance of confidentiality.
  - Arrange an annual in-service through the nursing service to train staff and monitor personnel involved with the child with life-threatening allergies.
10. Help with carrying out policies and procedures for reducing risk in the centre.
  - Post allergy alert forms with photographs, in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).

- Develop safety procedures for field trips and extra-curricular activities.

11. Make sure there are processes to:

- Monitor when a child's *Individual Health Care Plan/Emergency Response Plans* will expire.
- Annually review and submit a URIS Application form to make sure there is an *Individual Health Care Plan/Emergency Response Plan* for each child with a life-threatening allergy.
- Monitor the expiry dates for children's adrenaline auto-injectors. Remind parents about expiry as needed.
- From time to time, remind other parents in the centre how important it is to make sure packed lunches and snacks are allergen-free.

#### **Responsibilities of all staff:**

1. Receive annual URIS training in caring for a child with anaphylaxis.
2. Display a photo-poster in the child care centre (with written parental approval).
3. Discuss anaphylaxis with the other children, in age-appropriate terms.
4. Encourage children not to share lunches or trade snacks.
5. Choose products that are safe for all children in the centre (parental input is recommended).
6. Instruct children with life threatening allergies to eat only what they bring from home, if applicable.
7. Reinforce hand washing to all children before and after eating.
8. Facilitate communication with other parents.
9. Follow policies for reducing risk in eating and common areas.
10. Enforce rules about bullying and threats.
11. Leave information in an organized, prominent and accessible format for substitute staff.
12. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning the trip.

#### **Responsibilities of the parents of a child with anaphylaxis:**

1. Tell the centre director about the child's allergies and needs.
2. Provide their child with an up-to-date auto-injector. If it is not developmentally appropriate for the child to carry it, parents should confirm the auto-injector is in a specified location (safe, UNLOCKED location accessible only to the adults responsible), or on the person of the adult responsible for the care of the child.
3. Make sure their child has and wears a medical identification bracelet.
4. Submit all necessary documentation as required.
5. Provide the child care centre with adrenaline auto-injectors before the expiry date.
6. Make sure that auto-injectors are taken on field trips.
7. Participate in the development of a written *Individual Health Care/Emergency Response Plan* for their child, which is updated every year.
8. Be willing to provide safe foods for their child, including special occasions.
9. Provide support to the facility and staff as required.
10. Teach their child (as developmentally appropriate):
  - to recognize the first signs of an anaphylactic reaction

- to know where their medication is kept and who can get it
- to communicate clearly when he or she feels a reaction starting
- to carry his or her own auto-injector on their person (for example, in a fanny pack)
- not to share snacks, lunch or drinks
- to understand the importance of hand washing
- to report bullying and threats to an adult in authority
- to take as much responsibility as possible for his or her own safety

**Responsibilities of all parents:**

1. Cooperate with the child care centre to eliminate allergens from packed lunches and snacks.
2. Participate in parent information sessions.
3. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.
4. Inform the staff before food products are distributed to any children in the centre.

**Responsibilities of the child with anaphylaxis:**

1. Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (as developmentally appropriate).
2. Eat only foods brought from home, if applicable.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate).
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear (as developmentally appropriate).
6. Wear a medical identification bracelet.
7. Keep an auto-injector on their person at all times, such as in a fanny pack (as developmentally appropriate).
8. Know how to use the auto-injector (as developmentally appropriate).

**Responsibilities of all children (as developmentally appropriate):**

1. Learn to recognize symptoms of anaphylactic reaction.
2. Avoid sharing food, especially with children with a known risk of anaphylaxis.
3. Follow rules about keeping allergens out of the centre and washing hands (as developmentally appropriate).
4. Refrain from bullying or teasing a child with a known risk of anaphylaxis.

# CHEMICAL ACCIDENT PROCEDURES

The following procedures will be used in the event of a chemical accident:

- inside of the centre (for example, the inappropriate mix of household cleaners)
- in the area outside of the centre

## **Chemical Accident Inside of Child Care Building**

**Director (or designated alternate) should:**

1. Enact *Emergency Evacuation Procedure* immediately.
2. Call 911 for the fire department.
3. Direct staff in each room of the centre to follow *Emergency Evacuation Procedure*.
4. Contact the Director of Little Years Nursery School and the Principal of Ralph Maybank School to inform them of the situation (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).

## **Chemical Accident Outside of Child Care Building**

**Director (or designated alternate) should:**

1. Enact *Shelter-in-Place Procedure* or *Evacuation Procedure* based on instructions from the emergency response personnel
2. Contact the Director of Little Years Nursery School and the Principal of Ralph Maybank School to inform them of the situation (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).

## ***Shelter-in-Place Procedure: Chemical Accident Outside of Building***

**Director (or designated alternate) should:**

1. Verbally direct senior staff in each room of the centre to lead Shelter-in-Place Procedures and close windows and as many internal doors as possible.
2. Notify staff in playground to return indoors immediately.
3. Close and lock all exterior doors.
4. Contact school caretaker to advise that he/she must turn off breakers that control air flow. If staff are unable to reach the caretaker, place wet towels over the air vents until help arrives.
5. If there is time and it is needed, assign specific staff to take additional measures to protect indoor air:
  - Seal any obvious gaps around exterior windows and doors.
  - Place a rolled up damp towel at the floor space at bottom of doors.
  - Cover and seal bathroom exhaust and grilles, range vents, dryer vents and other openings to the outdoors as much as possible.
  - Put plastic over the windows to seal.
6. Notify staff on outings away from centre, but in the vicinity of the chemical accident, to immediately seek the closest indoor shelter and call back with their location. Advise those who are far enough

away that they are definitely safe, not to return to the centre; discuss possible plan of action (e.g., staying where they are and advising parents to pick up children there; making bussing arrangements).

7. Notify schools and transportation services that the children should not be transported to the centre and that staff cannot leave to pick them up until further notice. Make arrangements for the children's care.
8. Inform parents by phone, e-mail or text message as quickly as possible (see *Appendix K: Emergency Notification System*). Use a scripted message, if possible.
9. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
10. Inform staff and children when emergency response personnel say it is safe to leave the building.

**Senior staff should:**

1. Lead Shelter-in-Place Procedures.
2. Direct specific staff to close and lock exterior windows and to close as many internal doors as possible.
3. Take attendance to account for all children, staff and visitors.
4. Advise the director (or designated alternate) of the status of Shelter-in-Place Procedures.
5. Assign specific staff to prepare for evacuation by:
  - Having the emergency backpack (including the first aid kit, child information records, staff emergency information, contact information for others in building and schools/transportation services) ready to go, should evacuation be ordered
  - Having required medications and specialized equipment for individual children with additional support needs ready.

**After the event, director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

# BOMB THREAT PROCEDURES

The following procedures describe how we will respond to:

- a bomb threat received by telephone or in writing
- a bomb threat received and suspicious item found

## IMPORTANT

If a bomb threat is received and/or a suspicious package is found:

- DO NOT use any form of wireless communication (pagers, cell phones, Blackberries, two-way radios, etc.).
- Contact the director (or designated alternate) immediately to assess the situation.

### **Bomb Threat Received by Telephone or in Writing**

**Staff member receiving a bomb threat by telephone should:**

1. Use the *Threatening Telephone Call Form* (Appendix I) to record as much information as possible.
2. Attempt call trace as per *Threatening Telephone Call Form* (Appendix I).
3. Notify director (or designated alternate) IMMEDIATELY after the call and discuss information on the *Threatening Telephone Call form*.

**Staff member finding a bomb threat in writing should:**

1. Leave the note where it is and do NOT touch or move it (even if it has already been moved).
2. Notify director (or designated alternate) IMMEDIATELY.

**Director (or designated alternate) should:**

1. Determine if there is an immediate threat to safety based on the information available.
2. Direct staff in each room of the centre NOT to use any form of wireless communication.
3. Call **911** using a land phone. Consult with police for further steps.
4. In consultation with police, determine if there is an immediate threat to safety based on the information available and decide whether or not to evacuate.
5. Notify police of the caller's phone number if call display or call trace was successful.
6. Contact the Director of Little Years Nursery School and the Principal of Ralph Maybank School (or direct staff to do so) to inform them of the situation and the action recommended by police. Do NOT use wireless communication. See *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*.
7. Make sure the person who answered the threatening phone call or found the written message is available to be interviewed by police.
8. If there is an imminent threat to safety:
  - Enact *Emergency Evacuation Procedure*. Do NOT use fire alarm.
  - Direct senior staff in each room of the centre to lead *Emergency Evacuation Procedures*.

9. Assign specific staff to:
  - Go to the playground and tell staff to remain there or proceed to designated place of shelter.
  - Call staff and children on outings away from centre (using a land line). Advise staff not to return to centre until further notice or to proceed to designated place of shelter.

**Senior staff should:**

1. Lead *Emergency Evacuation Procedures* if enacted.

**After the event, the director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

### **Suspicious Item Found (but no Bomb Threat Received)**

**Director (or designated alternate) should:**

1. Advise staff NOT to touch or move it (even if it has already been moved).
2. Evacuate the immediate area and close door.
3. Try to determine if it is suspicious and dangerous or if it is an ordinary item (based on criteria in *Appendix J: Bomb Threats – Characteristics of a Suspicious Package, Letter or Object*), if safe to do so.
4. Call 911 using a land phone and consult with police for further steps.
5. In consultation with police, determine if there is an immediate threat to safety based on the information available and decide whether or not to evacuate.
6. Contact senior staff in each room of the centre, as well as the Director of Little Years Nursery School and the Principal of Ralph Maybank School (or direct staff to do so) to inform them of the situation and the action recommended by police (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).

In the case of a suspicious powdery substance, all persons believed to have had contact with it must:

1. Gather together in a separate area away from those who did not have contact.
2. Stay to get the appropriate medical assessment and treatment.

### **Bomb Threat and Suspicious Item**

If a bomb threat is received and suspicious package, letter or object is found, there is an immediate threat to safety.

**Director (or designated alternate) should:**

1. Evacuate the immediate area where the suspicious item was found. Close the door to the area.
2. Direct staff not to use any form of wireless communication.
3. Enact the *Emergency Evacuation Procedure*. Do NOT use fire alarm.

4. Direct senior staff in each room of the centre to lead *Emergency Evacuation Procedure* using only exits routes and areas that are free of suspicious items.
5. Call 911 using a land phone and state the nature of the emergency.
6. Notify police of the caller's phone number if call display or call trace was successful.
7. Contact the Director of Little Years Nursery School and the Principal of Ralph Maybank School (or direct staff to do so) to inform them of the situation and the action recommended by police (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).
8. Make sure the person who answered the threatening phone call (or found the written message) and found the suspicious package is available to be interviewed by police.

**Senior staff should:**

1. Lead the *Emergency Evacuation Procedure*.
2. Assign specific staff to:
  - Go to playground and advise staff to remain there or proceed to designated place of shelter.
  - Call staff and children on outings away from centre using a land line and advise staff not to return to centre and to proceed to designated place of shelter.

**After the event, the director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.



# THREATENING BEHAVIOUR PROCEDURES

The following procedures describe the response to threatening behaviour:

- inside the centre or on the property
- in the neighbourhood

## **Staff should:**

1. Notify the director (or designated alternate) immediately when aware of:
  - threatening behaviour inside the centre or on the property
  - threatening behaviour in the neighbourhood (either by seeing it or being told by the police or others such as neighbours)
  - a threat made in writing or received by telephone (do not move, touch or delete the evidence)
2. Call 911 for the police immediately if there is a threat to safety.

## **Director (or designated alternate) should:**

1. Tell staff in the daily staff communication log book to contact the director (or designated alternate) immediately if a person who may become threatening arrives at the centre. For example, if a person has made a threat or is extremely upset such as:
  - a recently fired staff person
  - a parent concerned about a situation at the centre
  - a parent who has become angry, violent or made threats to take a child with respect to a custody dispute
2. If the threat is received in writing, by telephone or voice mail:
  - Call the police immediately. The police can help assess the level of risk to your safety and help you decide on next steps.
  - Do not touch, move or delete the threat or evidence so the police can investigate properly.
  - Contact senior staff in each room of the centre, as well as the Director of Little Years Nursery School and the Principal of Ralph Maybank School to inform them of the situation (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).
  - In consultation with police, make decision to enact Shelter-in-Place Procedure: Threatening Behaviour Inside Centre or on Property.

## **Shelter-in-Place Procedure: Threatening Behaviour Inside Centre or on Property**

### **Director (or designated alternate) should:**

1. Make the decision to enact Shelter-in-Place Procedures.
2. Direct senior staff in each room of the centre to lead the *Shelter-in-Place Procedures*.
3. Tell senior staff where the threatening person is and whether they seem to have a weapon or not.
4. Direct another staff to inform the principal of Ralph Maybank School and the director of Little Years Nursery School of the situation (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).

5. If the person does not have a weapon:
  - Direct a senior staff member to call 911 for the police.
  - Talk to the person. Try to calm them down.
 If the person has a weapon:
  - Call 911 for the police immediately.
  - Take cover in the closest protective space.
6. Follow directions from the police about what to do next.
7. Give the police floor plans and information about the number of children and staff and where they are.
8. As soon as possible, notify staff on outings to stay where they are or to look for indoor shelter.
9. As soon as possible, notify schools and transportation services that the children should not be transported to the centre and that staff cannot leave to pick them up. Make plans for the children's care.
10. As soon as possible, notify parents of situation (see *Appendix K: Emergency Notification System*) and direct parents to stay away from the area.

**Senior staff should:**

1. Quietly direct staff to gather with children into the protective spaces (see *Appendix B: Universal Day Care Centre Floor Plan*) as far away from the threatening person as possible.

**THREAT ON PROPERTY:**

- direct staff and children outdoors to quickly move inside, take cover or drop to the ground, depending on the situation. If staff and children are outdoors, assess whether escape with all children is possible.
- Once all staff and children are indoors (or all those who will be sheltering in the building), close and lock exterior doors).
- if no staff or children are outdoors, close and lock doors leading outside (Universal Day Care main exit/entrance).

**THREAT INSIDE CENTRE:**

- If the threat is inside the centre, direct staff and children in the playground to go to the designated place of shelter immediately.

2. Assign specific staff to:
  - take attendance to account for all children and staff
  - help children who need additional assistance
  - take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so
3. If safe to do so, advise director (or designated alternate) about the status of *Shelter-in-Place Procedures*.

**Staff should:**

**THREAT ON PROPERTY:**

1. Ensure exterior doors for the day care have been closed and locked, once all staff and children who will be sheltering in the building are inside.
2. Close and lock exterior windows, then close blinds or curtains.

3. Close and lock interior doors to the room.
4. Turn off lights.
5. Stay in protective spaces (see *Appendix B: Universal Day Care Centre Floor Plan*) that are out of sight from doors and windows.
6. DO NOT leave protective spaces until told by the director (or designated alternate).

**THREAT INSIDE CENTRE:**

1. Gather children in the nearest protective space (see *Appendix B: Universal Day Care Centre Floor Plan*) away from the threatening person. If possible, remove all children from the room where the threat is.
2. Lock both interior doors to the room and cover door windows beside door leading into hallway.
3. Turn off lights.
4. If the threat is inside the centre, DO NOT close exterior blinds or curtains. Police need to see inside the centre.
6. Stay in protective spaces that are out of sight from doors and windows.
7. DO NOT leave protective spaces until told by the director (or designated alternate).

**After the event, the director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

**Shelter-in-Place Procedure: Threatening Behaviour in Neighbourhood**

**IMPORTANT**

DO NOT leave the centre until the police tell you it is safe to do so.

**Director (or designated alternate) should:**

1. Direct senior staff in each room of the centre to lead *Shelter-in-Place Procedure* (same as *Threatening Behaviour on Property*). Tell them the threat is in the neighbourhood.
2. Notify staff and children in the playground to come inside immediately.
3. Make sure exterior doors are closed and locked.
4. Contact the Director of Little Years Nursery School and the Principal of Ralph Maybank School to inform them of the situation (see *Appendix K: Emergency Notification System – Communication Procedure: Universal Day Care Centre and Ralph Maybank School*).
5. Notify staff with children on outings to stay where they are (if safe to do so) or find the closest indoor shelter. Have staff call back to say where they are.
6. Look at attendance records provided by staff to make sure all children and staff are accounted for.
7. Notify schools and transportation services that the children should not be transported to the centre and staff cannot leave to pick them up. Make plans for the children's care.
8. Call 911 to make sure police know about the situation.

9. Follow directions from the police about what to do next.
10. If deemed necessary, notify parents of the situation (see *Appendix K: Emergency Notification System*) and direct parents to stay away from the area.
11. Tell staff when it is safe to leave the protective spaces as directed by the police.
12. Advise parents when it is safe to return to the centre (if advised to stay away, as per point 10). See *Appendix K: Emergency Notification System*.

**Senior staff should:**

1. Direct staff to gather with children away from exterior windows and doors.
2. Assign specific staff to help children who need additional assistance.
3. Take attendance to account for all children.
4. Advise director (or designated alternate) of status of *Shelter-in-Place Procedures*.

**Staff should:**

1. Gather with children in areas away from exterior doors and windows.
2. Close and lock exterior windows.
3. Close blinds or curtains.
4. DO NOT leave centre until advised by the director (or designated alternate).

**After the event, the director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## **CONTROLLING VISITOR ACCESS**

The following procedures describe how we control and monitor visitor access to ensure:

- staff are aware when parents and children arrive or depart
- staff are aware of expected or unexpected visitors
- people who do not belong in the centre are prevented from entering unnoticed

### **Preparation**

- All staff are aware of how to use the centre's video intercom system.
- As required by policy, parents are to tell staff when someone else will pick up their child. If staff don't know the person, they will ask for identification that includes a picture.
- Staff are told about custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements.
- Parents are informed in the parent policy manual that staff need to be told when there are changes to who is allowed to pick up their child. Staff then update the designated pick up list for that child.
- When visitors are expected, staff note it in the staff log book so all staff are aware. For example, this may include a different pick-up person, a utility repair person or practicum supervisor for an early childhood education student.
- If the visitor is unknown to the staff, staff must ask to see identification.
- Expected visitors are welcomed and escorted to the appropriate area in the centre.
- When we learn during the enrolment process, in an Inclusion Support Program meeting or through observation, that a child has a tendency to leave areas unescorted or is not fearful of strangers, all staff are informed. Staff are also required to pay particular attention to make sure the child remains safe. Outdoors, one staff person is assigned to monitor the child, although all staff should remain vigilant.

### **Controlling and Monitoring Visitor Access**

1. When arriving at the centre, all staff, parents and visitors must use the designated entrance (the east facing door).

The Daycare's main entrance/exit is locked at all times. The centre has a video intercom system, which was installed by Stanley Security Solutions. The system includes three video monitors (one in each of the following rooms: Room 24, 25 and 26). The camera and button for requesting entrance are located at the centre's designated entrance (the east facing door).

2. All staff, parents and visitors must use the intercom system to notify staff that they wish to enter the building.
  - Staff will visually check the video monitor each time a person requests admittance by pressing the intercom button. If the staff recognizes the person as someone known to them (e.g., a parent dropping off their child, a staff person), they will allow the person to enter. If the person is unknown to staff, they will use the intercom to ask the person's name and reason for requesting entrance. Only those with a legitimate reason for requesting to enter will be admitted (e.g., an alternate caregiver for a child; a courier delivering documents to the centre, other visitors with a scheduled appointment that has been noted in the log book)

- Parents are not to allow others to enter the building when entering or leaving. All persons requesting access must use the intercom system and be let in by staff.
  - When all staff and children are outside (e.g., in the playground or on an outing), the designated entrance will remain locked. Staff have an Allen key to unlock the door when re-entering the building.
3. Staff are required to welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre's activities.
  4. Staff are required to sign children in and out on the attendance record.
  5. Children are never to be in the hallway or near the entrance/exit doors unsupervised. Whenever children move between rooms or are in the hallway for any reason, they are constantly in view of staff and are monitored.
  6. Ralph Maybank School keeps the two south facing doors of the building, and the exit from the gymnasium locked at all times. However, the school does not currently lock the front door (west facing). The School's secretary is responsible for monitoring incoming visitors, and there is prominent signage stating that all visitors are required to report to the school office. This school main door is locked after school instructional hours and during holidays.

### **Controlling Visitor Access Annual Review**

Controlling visitor access procedures for the child care centre and school will be reviewed by the centre director and school principal annually in September. It will also be reviewed when there is a change in school principal, custodian or secretary and/or centre director.

# SAFE INDOOR AND OUTDOOR SPACE PROCEDURES

The following procedures describe how we ensure:

- safe indoor spaces
- safe outdoor spaces

## **Staff should:**

1. Watch for any safety concerns throughout the day. If any are noticed, correct the situation to the best of their abilities and document what was done
2. Stay alert to their surroundings when in the playground or on outings.
3. Perform a head count at least every 10 minutes when outdoors or outings.
4. Bring safety concerns to the attention of the director (or designated alternate). Make sure action is taken, if needed. If not resolved by the director (or designated alternate) bring to the attention of the board of directors.
5. Note any safety concerns and related reminders about appropriate procedures in daily staff communication log book.
6. Watch for suspicious activity in the neighbourhood and report it to the director and the police, if necessary.
7. Trust their instincts and, if they feel uncomfortable in a place or situation, to gather the children and leave immediately.

## **Staff on opening shift should:**

1. Complete the *Daily Safety Checklist – Indoor* and *Daily Safety Checklist – Outdoor* (see Appendix G).
2. Correct any safety concerns to the best of their abilities and document what was done.
3. Give the checklists to the director (or designated alternate).
4. Make sure the director is aware of any concerns and things that need to be done.
5. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.

## **Staff on the closing shift should:**

1. Do a walk-through and make sure all appliances are unplugged, the stove is turned off, etc.
2. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.

## **Director (or designated alternate) should:**

1. Make sure daily, monthly and annual inspections are completed and documented on the appropriate checklists (see Appendix G).
2. Complete and document any required repairs or actions.
3. Review enrolment forms (see Appendix H), Inclusion Support Program intake and review meeting minutes and URIS *Individual Health Care/Emergency Response Plan* as applicable for any specific requirements for a child with additional support needs.

4. Ensure that recommended supports are provided children with additional support needs to ensure that they are safe, and when deemed appropriate, make changes to indoor or outdoor spaces to facilitate their safety.
5. Communicate safety concerns or changes to procedures to all staff:
  - Note concerns in the daily communication log book.
  - Review at a staff meeting and, depending on how serious the situation is, share with the board of directors.
  - Ensure staff are aware of any persons/places within the vicinity that the day care is aware of as being unsafe.
6. Make sure safety concerns that relate directly to parents or require a change in their behaviour are posted in a prominent area. If the concern is serious, write a letter to each parent.



# TRAGIC EVENTS RESPONSE PLAN

This section identifies the appropriate response to tragic events that occur either at the day care/school, or outside of the daycare/school environment to a staff or child attending the day care.

## **Director (or designated alternate) should:**

1. Establish a crisis committee, which would include the director (or designated alternate), senior staff, board chairperson and others as deemed necessary. This committee will convene as soon as possible after a traumatic event to review facts, decide upon resources that need to be accessed, divide contact responsibilities and to establish a specific course of action.
2. Convene an emergency meeting of the entire staff as soon as possible to present the facts and outline the plan as established by the crisis committee. The director (or designated alternate) will advise the staff of which method of communicating the situation to the children is recommended and the parameters of the communication, as determined by the crisis committee, at the emergency meeting.
3. Assign additional staff to the classroom, if a specific classroom is the focus of a crisis, in order to support the children and permit the regular classroom staff to counsel/meet with individuals or small groups as needed.
4. Make initial family contact, if a specific family/child is the focus of the crisis.
5. Be responsible for the process of notifying families.
  - Assign staff to assist with notifying families, if immediate verbal notification of the incident is deemed necessary by the crisis committee (see *Appendix K: Emergency Notification System*).
  - Prepare a letter informing parents of the incident, if written notification of families is deemed appropriate by the crisis committee.
  - Other options as deemed appropriate by the crisis committee.
6. Ensure all board members are aware of the incident.
7. Ensure that the day care's insurance company is informed of the incident, if necessary.
8. Be responsible for informing staff and board members if a tragedy occurs outside of day care hours (may call each individually, or assign senior staff and/or board members to assist in this process).

## **Media**

1. All requests for media contact should be referred to the director (or designated alternate).
2. Staff are advised not to make statements.
3. Media should not enter the school grounds without approval of the Ralph Maybank School Principal and Universal Day Care director (or designated alternate). A plan regarding the release of information to the press and television media will be developed by the crisis committee. As a general rule, release of information will occur, if required, through formal written statements. It is important to ensure that all the media receives exactly the same information.
4. Subsequent staff meetings are advisable to permit discussion/sharing with colleagues and to keep personnel abreast of new information.

**Local Resources**

Child & Family Services	944-4360 or 944-4200 (Head Office)
Clinical Student Support Team (Psychological assistance)	488-1757 (Pembina Trails School Division)
Great West Life – Employee and Family Assistance Program (EAP)	946-8180 (Hershey Martin)
Winnipeg City Police Victim Services Department	986-6350
Winnipeg Regional Health Authority Mobile Crisis Services	940-1781

# STAFF TRAINING

The safety plan will be reviewed and specific responsibilities will be discussed with the director (or designated alternate) when a staff member is given responsibilities for fire safety or emergency response procedures.

## Training for New Staff

### **New staff are required to:**

1. Read the safety plan and discuss it with the director (or designated alternate).
2. Review the *Daily and Monthly Indoor Safety Checklists* with the director (or designated alternate) to learn how to control fire hazards and their responsibility to address any fire safety issues that they see. Staff are instructed to bring fire safety issues to the attention of the director. Issues not resolved by the director can be taken to the board.
3. Review *Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies). Be trained in the use of a child's auto-injector and child-specific avoidance strategies detailed in each individual plan.
4. Review several practice drills with the director (or designated alternate) to learn how to improve their participation and to have their questions answered.

### **The director (or designated alternate) will show new staff the locations of:**

- staff communication log book (containing important information to read daily and a list of code words for emergency procedures found in the front cover)
- emergency phone number list including:
  - > the centre's address
  - > designated place of shelter
  - > contact information for other occupants of the building
  - > contact information for schools serviced by the centre
- fire alarm pull stations
- fire extinguishers
- emergency backpacks that contain child information records and staff emergency information
- first aid kits
- a copy of the safety plan
- *Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions
- adrenaline auto-injectors for children with anaphylaxis

### **The director (or designated alternate) will discuss and demonstrate to new staff:**

- when to use a fire extinguisher
- what type of fire extinguisher to use

- how to use the PASS method in the use of a fire extinguisher

### **Training for All Staff**

#### **The director (or designated alternate) will:**

1. Review the Safety Plan with staff at a staff meeting at least once annually.
2. Present any changes to the Safety Plan suggested by staff to the board of directors.
3. Review the Safety Plan with staff following any revisions made to the plan.
4. Reviewed plans for each child enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions at least once per year.

#### **All staff will:**

1. Review their actions, as well as the actions of the children, after each practice evacuation or shelter-in-place drill and discuss ways for improvement.
2. Review the Safety Plan at least once per year, including how to use a fire extinguisher.
3. Be retrained in the use of a child's auto-injector and child-specific avoidance strategies detailed in each *Individual Health Care/Emergency Response Plan* for children with anaphylaxis (life-threatening allergies) at least annually.
4. Be retrained in specific plans detailed in each *Individual Health Care/Emergency Response Plan* for children with other applicable health conditions at least annually.

### **Board of Directors Roles and Responsibilities**

1. New board members are required to read the safety plan will discuss any questions, concerns or suggestions with the director (or designated alternate).
2. At least annually, the director and board will review the plan, and then discuss it at a board meeting. This will occur at the board meeting following the staff meeting where the Safety Plan is reviewed with staff. The director will advise the board of any changes suggested by staff. Any changes required (e.g., number of licensed spaces, changes to rooms or floor spaces, changes to emergency procedures) will be made.
3. Board members will review annual fire, public health and child care centre inspection checklists to ensure that the director (or designated alternate):
  - addresses any fire safety issues
  - addresses any public health concerns
  - addresses any child care licensing non-compliance issues or other concerns
4. The board will encourage staff to bring fire safety or other safety issues that are not resolved by the director to their attention.

If revisions are made, new copies of the plan will be printed with the revision date and submitted to the child care coordinator for review and approval. If the revisions are related to fire safety or fire evacuation procedures, a copy will also be submitted to the fire inspector for review and approval.

#### **The revised Safety Plan will be:**

- distributed to all supervisory staff and designated alternates
- posted in each room of the child care centre

# Appendix A: Ralph Maybank School Floor Plan

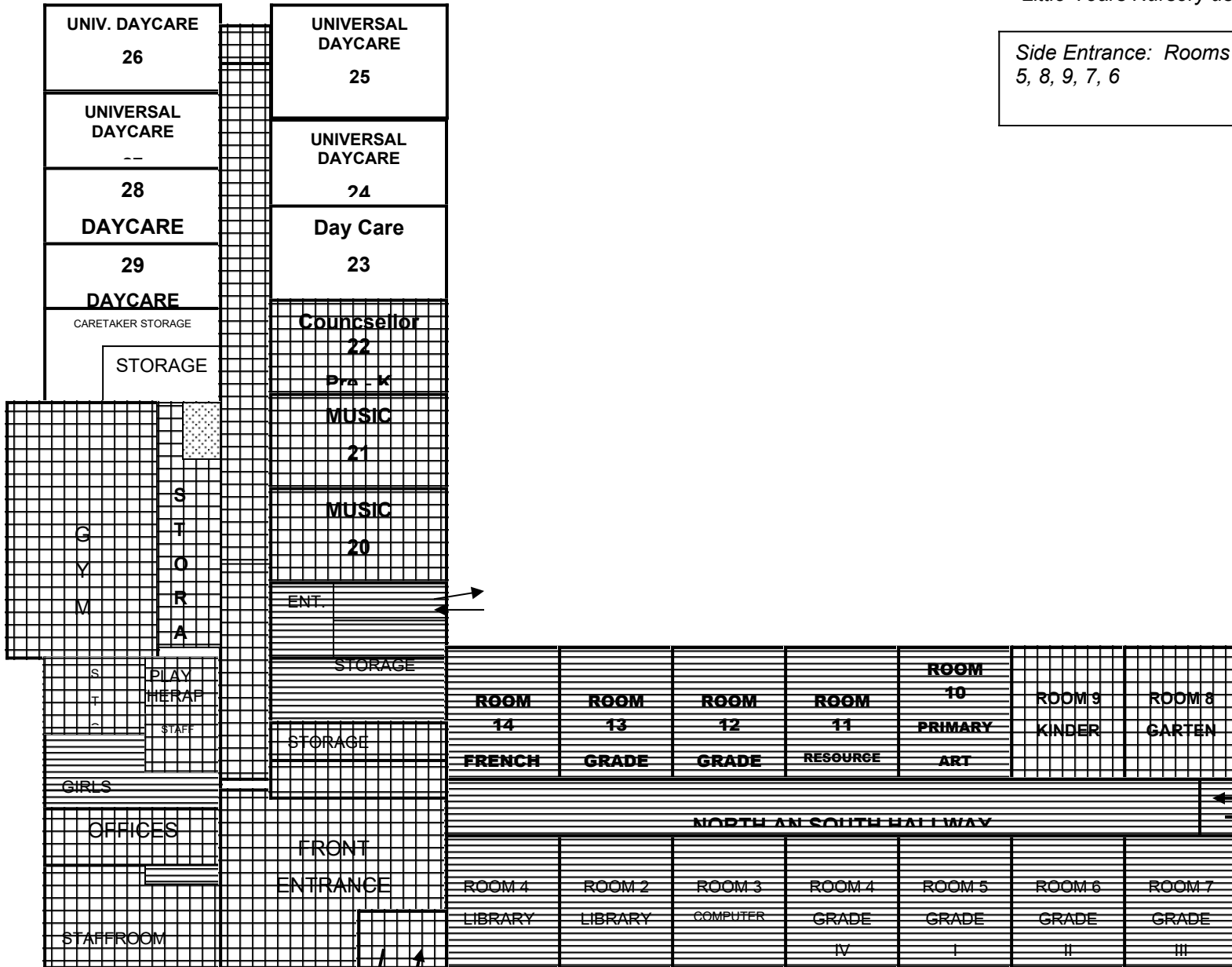
Back Entrance

*EMERGENCY EXITS*

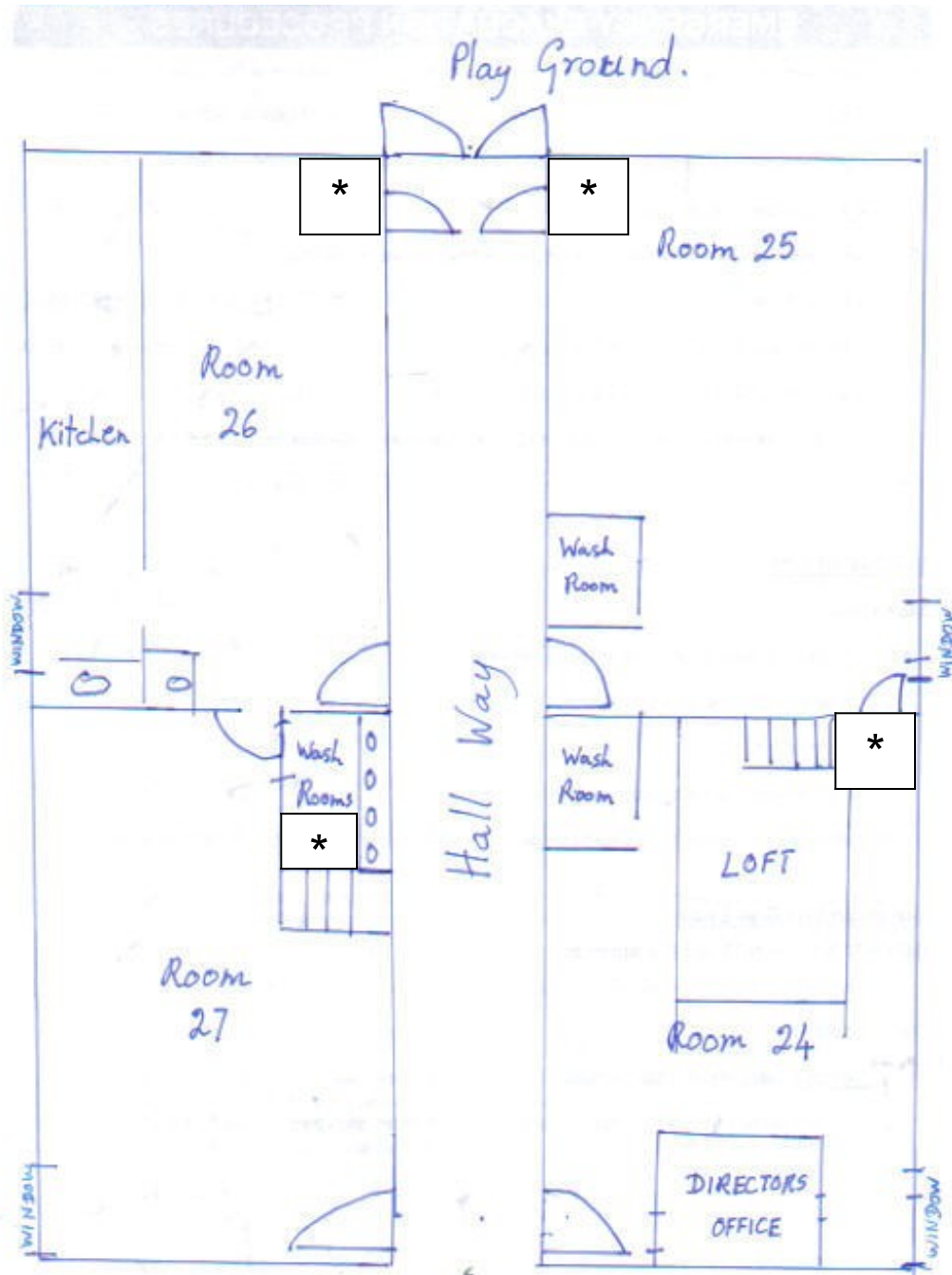
*Universal Day Care,*

*Little Years Nursery use Back Entrance*

*Side Entrance: Rooms 10, 5, 8, 9, 7, 6*



Appendix B: Universal Day Care Centre Floor Plan



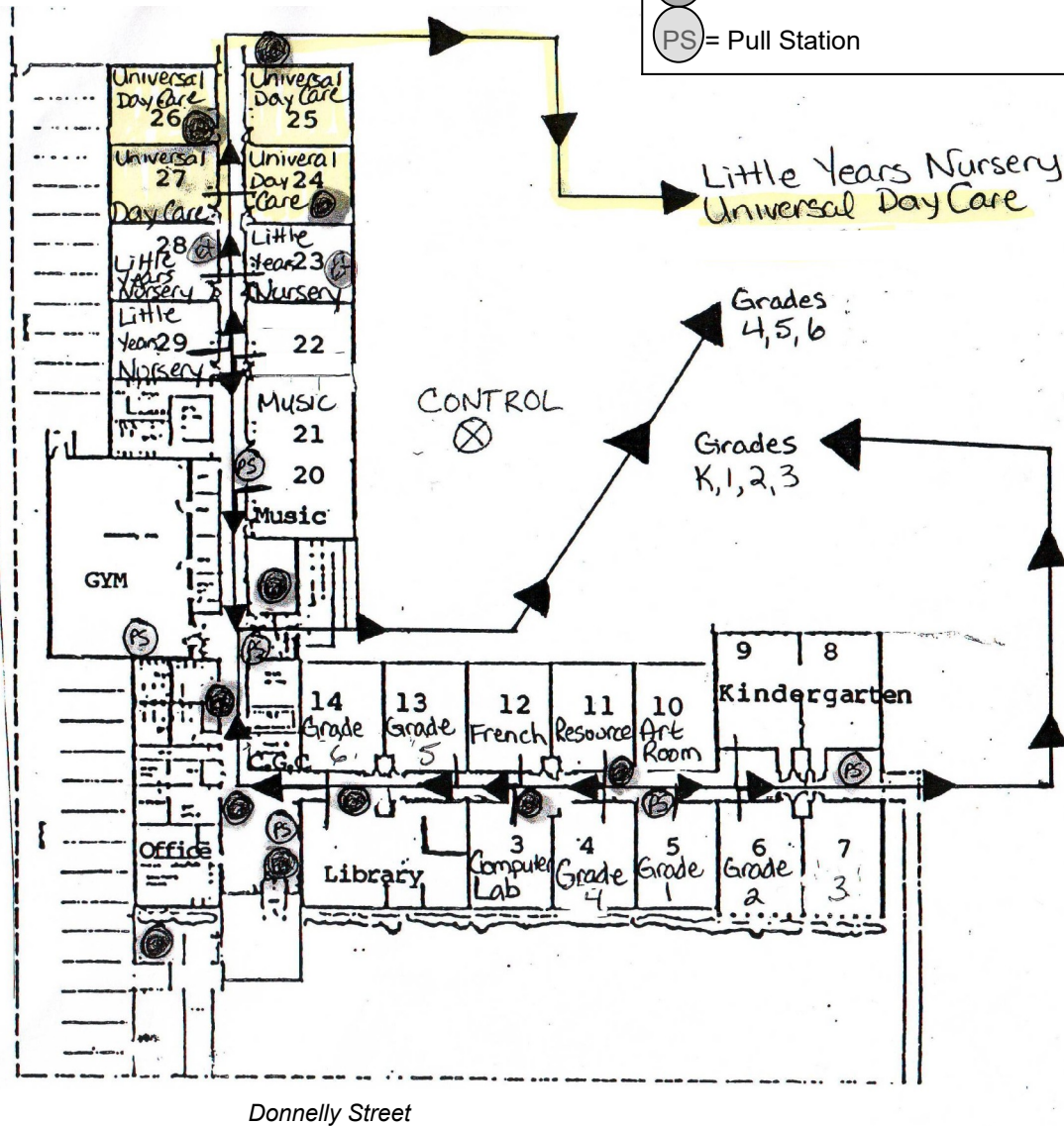
\* = Protective spaces for shelter-in-place

### Appendix C: Evacuation Path

Ex = Fire Extinguisher  
PS = Pull Station

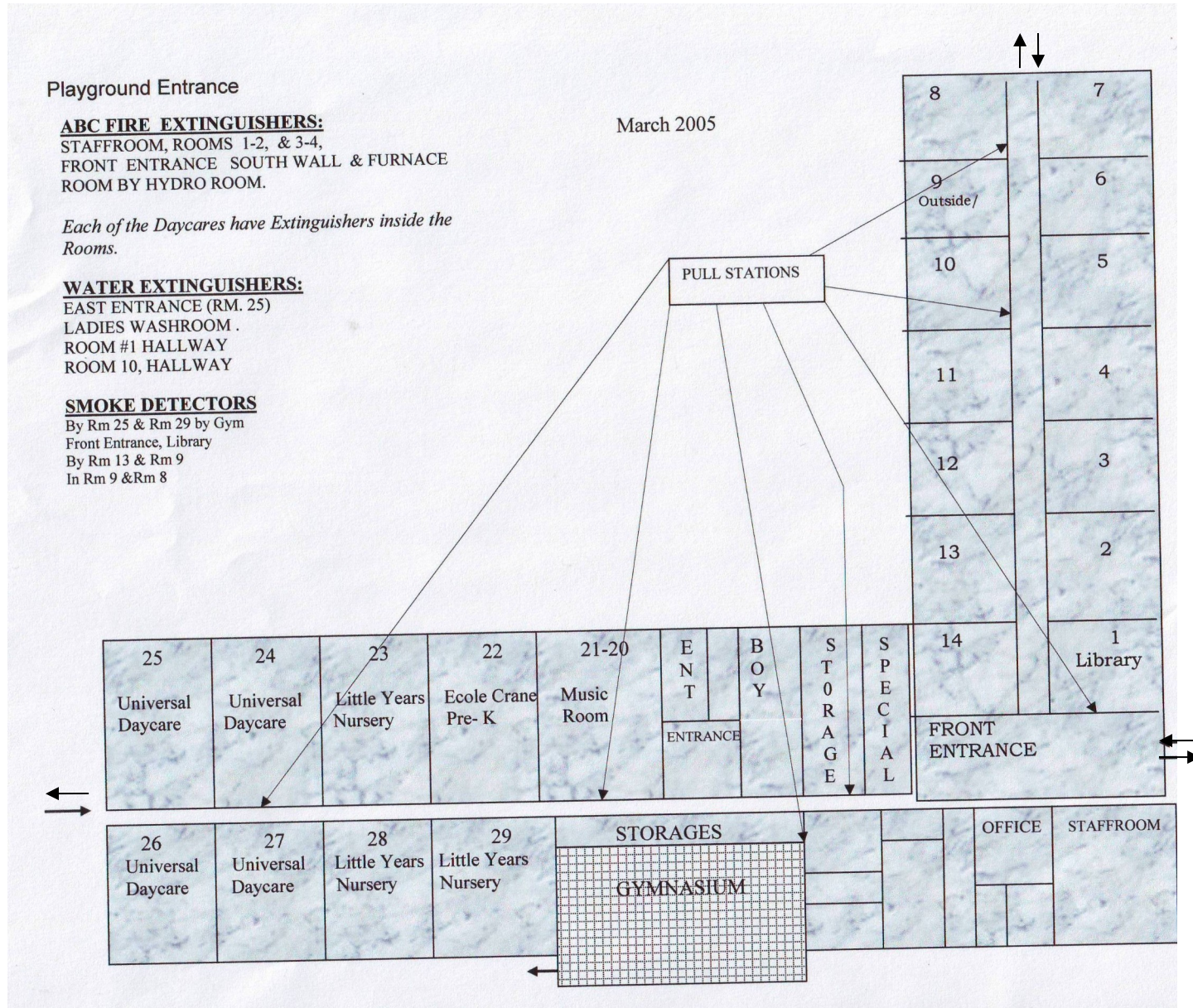
#### Procedures for Emergency Evacuations (Fire Drills, Etc.)

- When alarm sounds proceed immediately to exit indicated on plan
- Ensure children remain orderly (no running or noise)
- Close ALL doors behind you.
- Assemble at location indicated on the playground
- Check your children to ensure they are all present. Inform "Control" (see X on plan) ASAP whether all are present. If a child is missing inform "control" immediately
- Classroom teachers will join their class at the assigned spots if they have been evacuated by specialists
- "Control" (Principal & Secretary) will indicate when it is safe to reenter the building



\*In the case of foul weather, Universal Day Care Centre would evacuate to James Child Care Inc./Winnipeg Korean Seventh-day Adventist Church.

## Appendix D: Fire Safety Equipment and Locations Map





### Appendix E: Evacuation Drill Record

YEAR 20__ TO 20__	EVACUATION DRILL RECORD						
DATE & TIME	ACTIVITIES ( eg. snack, free play, nap)	NUMBER OF CHILDREN	NUMBER OF STAFF	LENGTH OF EVACUATION	EXIT USED	SMOKE ALARM/ FIRE EXTINGUISHER/ CO2 TESTS	ANNUAL EVACUATION TO PLACE OF SHELTER?
APRIL ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
MAY ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
JUNE ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
JULY ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
AUGUST ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
SEPTEMBER _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
OCTOBER ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
NOVEMBER ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
DECEMBER ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
JANUARY ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
FEBRUARY ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
MARCH ____ TIME _____					<input type="checkbox"/> MAIN <input type="checkbox"/> ALTERNATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Appendix F: Shelter-in-Place Drill Record**

YEAR 20__ TO 20__	SHELTER-IN-PLACE DRILL RECORD			
DATE & TIME	ACTIVITIES ( eg. snack, free play, nap)	NUMBER OF CHILDREN	NUMBER OF STAFF	LENGTH OF EVACUATION
APRIL ____ TIME _____				
MAY ____ TIME _____				
JUNE ____ TIME _____				
JULY ____ TIME _____				
AUGUST ____ TIME _____				
SEPTEMBER ____ TIME _____				
OCTOBER ____ TIME _____				
NOVEMBER ____ TIME _____				
DECEMBER ____ TIME _____				
JANUARY ____ TIME _____				
FEBRUARY ____ TIME _____				
MARCH ____ TIME _____				

## Appendix G: Safety Checklists

### DAILY SAFETY CHECKLIST - INDOOR

DAILY SAFETY CHECKLIST - INDOOR						
Year: _____ Week of: _____	Mon	Tues	Wed	Thurs	Fri	Specify action if required, date action completed and initials
<b>Fire Safety and Prevention</b>	<b>✓ = OK   * = Action required</b>					
Evacuation plans and procedures prominently posted in each room						
Enough space between cots or cribs to evacuate children easily						
Fire alarm power indicator and trouble indicator lights working correctly						
Exit signs readily visible and properly lit						
Corridors, stairs and exits unobstructed and properly lit (no play areas in front of doors; halls and stairs not used for storage, etc.)						
Exits and exterior fire escapes free of snow and ice (open door and look - minimum of 3 meters cleared of snow outside of exit and clear path to move further away from the building)						
Fire doors and stairway doors NOT wedged or blocked open						
All electrical outlets (walls, power bars and extension cords) have safety covers in place						
Electrical cords out of children's reach or secured so item cannot be pulled down by the cord						
If used for a temporary purpose, extension cords run behind furniture and not under carpeting or in front of doorways						
Unused extension cords unplugged and out of children's reach						
Electric fans and portable heaters out of children's reach						

**DAILY SAFETY CHECKLIST - INDOOR**

Year: _____ Week of: _____	Mon	Tues	Wed	Thurs	Fri	Specify action if required, date action completed and initials
Electrical appliances (hot plates, toasters, coffee makers, etc.) unplugged when not in use <input type="checkbox"/> Reminder sign is posted						
Reminder sign posted to clean lint traps in laundry equipment after each use						
<b>Public Health</b>	<b>✓ = OK   * = Action required</b>					
Sanitizing spray bottles refilled daily and tested with PH strips for correct concentration						
Sanitizing spray bottles labelled and out of children's reach						
Separate sanitizing spray bottles labelled for bathroom/diapering area, eating area, kitchen and general play areas						
Reminder sign posted not to spray sanitizing solution near children						
Medications, cleaning products and tools out of children's reach						
Water table cleaned, sanitized and filled with fresh water daily						
<b>Other Safety Items</b>	<b>✓ = OK   * = Action required</b>					
Drapery and blind cords tied up and secured out of children's reach						
Kitchen door (or gate) working properly so children cannot enter on their own						
Reminder sign posted to not use microwave to heat bottles or baby foods						
Hardware mounted safety gates at top and bottom of all stairs secure and working properly						
All other safety gates working properly						
Toxic or unsafe materials (shaving cream, glitter, Styrofoam objects, thumbtacks, staples, plastic bags, balloons, etc.) out of children's reach (particularly infants and toddlers)						

**DAILY SAFETY CHECKLIST - INDOOR**

Year: _____ Week of: _____	Mon	Tues	Wed	Thurs	Fri	Specify action if required, date action completed and initials
Small, sharp or otherwise hazardous objects out of children's reach						
No heavy objects located where they could be knocked or pulled down						
No equipment or furniture in a place that could be climbed putting dangerous items within children's reach						
Protective mats around all climbing structures over 45 cm or 18 inches						
Fall zone of 180 cm (6 feet) around all sides of climbing structures						
No containers of water within children's reach						

**MONTHLY SAFETY CHECKLIST - INDOOR**

Year: _____	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Specify action if required, date action completed and initials
<b>Fire Safety and Prevention</b> ✓ = OK ✖ = Action required													
Exit doors open easily from the inside													
All fire extinguishers are the right type, hung in required locations, labelled, tagged and properly charged (arrow in green zone)													
Battery operated smoke alarms tested and functioning properly													
<b>Public Health</b> ✓ = OK ✖ = Action required													
Hand railings on stairs secure													
No cracked or broken plaster or peeling or badly chipped paint on ceilings and walls													
Rooms well lit													
All light fixtures have covers													
Hot water temperature less than 52° C (125° F)													
Thermometer in refrigerator and temperature less than 5° C (41° F)													
Diaper change pad smooth and non-absorbent with no cracks													

## ANNUAL SAFETY CHECKLIST - INDOOR

Year: _____	Records maintained by: _____	Specify action if required, date action completed and initials
Fire Protection Systems and Equipment	Date	
Fire extinguishers inspected by certified agency <input type="checkbox"/> Documentation maintained for fire inspector <input type="checkbox"/> Documented on extinguisher tags	Annual Inspection:	
Battery operated smoke alarm batteries replaced		
Other Safety Items	✓ = OK   * = Action required	
Fabrics (drapes, etc.) and upholstered furniture retreated with fire retardant after washing or cleaning		
All children's furniture, equipment and accessories checked for product recalls (thrown out and replaced as necessary)		
Crib or play pen slats or mesh sides no more than 6 cm ( 2 3/8 in) apart		
Locks on collapsible sides of playpens working properly		
Diapering table has 15 cm (6 in) raised edge		
Firmly anchored mat or non-slip flooring at each entrance		
Floors in good condition and clean with non-slip surfaces		

**DAILY SAFETY CHECKLIST - OUTDOOR**

Year: _____ Week of: _____	Mon	Tues	Wed	Thurs	Fri	Specify action if required, date action completed and initials
<b>Playground Equipment</b>	-	✓ = OK	✗ = Action required			-
Protective surface material (sand, pea gravel, etc.) swept off smooth surfaces (hardtop, rubber matting, stairs, etc.)						
Protective surface material raked to prevent compacting and to find hidden objects (at least weekly)						
Heavy use areas at end of slide, under swings, etc. refilled with additional protective surface material						
Garbage can emptied and placed away from play areas						
Loose garbage, debris, broken glass and animal droppings, etc. removed (daily and as required)						
No obvious signs of damage or vandalism to equipment, play structure, etc.						
Steps, guardrails, etc. secure						
No missing parts or components on any equipment and structures						
No skipping ropes, ropes, wires, etc. attached that are not part of equipment or play structure						
No pools of water lying on protective surface or play structures						
Fence is in good repair without breaks, sharp or protruding pieces						
Gates and gate locking devices working properly						



## MONTHLY SAFETY CHECKLIST - OUTDOOR

Year: _____	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Specify action if required, date action completed and initials
<b>Playground Equipment</b> ✓ = OK    ✖ = Action required													
Protective surfacing at least 25-30 cm (10-12 in) deep around all equipment													
No equipment bent or improperly anchored													
Equipment free of sharp edges, cracks and protrusions													
No dangerous hardware (open "S" hooks, protruding bolt ends, etc.)													
No tripping hazards (exposed concrete footings, tree stumps, rocks, etc.)													
No splinters, cracks or breaks in wooden equipment													
No parts of equipment missing													
All pinch or crush-point covers and protective covers from moving parts intact													
Platforms and stairs clear of snow and ice (clean as required)													
<b>Fire Prevention and Safety</b> ✓ = OK    ✖ = Action required													
"No parking" signs visible on fire lanes													

## ANNUAL SAFETY CHECKLIST – OUTDOORS

*All equipment should be tested physically. For example, use tools to make sure bolts are completely fastened and a ruler to measure the depth of the protective surfacing material.*

Year: _____ Records maintained by: _____	Specify action if required, date action completed and initials	
- Playground Equipment	- ✓ = OK	-
	- ✕ = Action Required	
All play equipment is developmentally appropriate. Height of platforms from the ground are no more than: <ul style="list-style-type: none"> <li><input type="checkbox"/> 45 cm (18 in) for infants/toddlers</li> <li><input type="checkbox"/> 1.5 m (5 ft) for preschool children</li> <li><input type="checkbox"/> 2.1 m (7 ft) for school-age children</li> </ul>		
All play equipment is: <ul style="list-style-type: none"> <li><input type="checkbox"/> properly installed</li> <li><input type="checkbox"/> safely positioned away from other play equipment, walk ways or fencing</li> <li><input type="checkbox"/> it is properly anchored to the ground</li> <li><input type="checkbox"/> stairs/steps/hand rails stable and secure</li> <li><input type="checkbox"/> protective barriers on platforms complete and secure</li> </ul>		
Separate outdoor space for infants/toddlers		
Playground easily and safely accessible from inside centre		
Fastening, connecting, and covering devices (nuts, bolts, protective caps or plugs, chain covers, etc.) not loose, worn or missing		
No dangerous hardware (open “S” hooks, protruding bolt ends, etc.)		
Overhead hardware not loose, worn or missing (use ladder to check)		
No rust or rot		
No corrosion particularly where structures come into contact with the ground		
- Playground Equipment (continued)	- ✓ = OK	-

- * = Action Required		
No bent or missing parts		
No sharp edges, cracks and protrusions		
No splinters, cracks or breaks (wooden equipment)		
No signs of wear on any moving parts (grease fittings)		
All pinch or crush-point covers and protective covers from moving parts are intact		
No tripping hazards (exposed concrete footings, tree stumps, rocks, etc.)		
All fencing is complete and in good repair		
All gates and gate locking devices are working properly		
Additional items such as benches and signs are in good condition		
Extra protection (cement barriers, etc) is in place and undamaged in areas beside parking lots or roadways		
- ✓ = OK - * = Action required -		
- Protective Surfacing Material		
Protective surfacing material extends 1.8 m (6 ft) beyond each piece of equipment (including under and around climbing rocks and trees in nature playgrounds)		
Depth of protective surfacing material at least 25 to 30 cm (10 to 12 in) deep around each piece of play equipment higher than 30 cm (12 in) above the ground (add more when needed)		
Protective surfacing materials not compacted (dig up to loosen materials)		

## Appendix H: CHILD INFORMATION RECORD FORM

**Child's legal name:** \_\_\_\_\_  
 Name commonly known as: \_\_\_\_\_  
 Male  Female Date of birth: \_\_\_\_\_  
 Languages known/spoken: \_\_\_\_\_

Family health number: \_\_\_\_\_  
 Personal health number: \_\_\_\_\_  
 Doctor's name: \_\_\_\_\_  
 Doctor's phone number: \_\_\_\_\_

### Mother/Guardian

Name: \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_  Text?  
 Home e-mail: \_\_\_\_\_  
 Work/school name: \_\_\_\_\_  
 Work/school address: \_\_\_\_\_  
 Work/school phone: \_\_\_\_\_  
 Work/school e-mail: \_\_\_\_\_

### Father/Guardian

Name: \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_  Text?  
 Home e-mail: \_\_\_\_\_  
 Work/ school name: \_\_\_\_\_  
 Work/school address: \_\_\_\_\_  
 Work/school phone: \_\_\_\_\_  
 Work/school e-mail: \_\_\_\_\_

### Designated Emergency Contacts

**Designate 2 people we can contact and release your child to in case of illness or an emergency if you are not available**

Name: \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_  Text?  
 Home e-mail: \_\_\_\_\_  
 Work/school e-mail: \_\_\_\_\_  
 Work/school name: \_\_\_\_\_  
 Work/school address: \_\_\_\_\_  
 Work/school phone number: \_\_\_\_\_

Name: \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_  Text?  
 Home e-mail: \_\_\_\_\_  
 Work/school e-mail: \_\_\_\_\_  
 Work/school name: \_\_\_\_\_  
 Work/school address: \_\_\_\_\_  
 Work/school phone number: \_\_\_\_\_

### List other people who have permission to pick up your child from the child care facility

_____ _____	_____ _____
----------------	----------------

### LIVING AND CUSTODY ARRANGEMENTS

Child lives with:  Mother  Father  Both  Other (describe: \_\_\_\_\_)

If applicable, are there any separation agreements, court orders or other documents setting out custody arrangements for the child?  Yes  No

Have copies been provided to the child care facility?  Yes  No  Will be provided  Will not be provided

Are you aware that the child care facility cannot ask the police to enforce custody arrangements if documents are not provided?  Yes  No

If applicable, are there any informal custody arrangements? Please describe: \_\_\_\_\_

### SCHOOL INFORMATION (if applicable)

Name of school: _____	Method of transportation: _____
School phone number: _____	If applicable, transportation company: _____
Name of teacher: _____ Grade: _____	Transportation phone number: _____

**Describe any physical, developmental, emotional or medical conditions relevant to the care of your child.  
Please be specific and give suggestions about how we can best accommodate these needs.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have allergies to food, animals, medication, etc.?  Yes  No Describe:

\_\_\_\_\_

If so, are the allergies life-threatening (anaphylaxis)?  Yes  No Describe:

\_\_\_\_\_

Are there any cultural, religious or personal requirements or restrictions that we should be aware of?  Yes  No Describe:

\_\_\_\_\_

**Toilet Learning** Please check all that apply to your child's present stage.

- |  |  |
|--|--|
| <input type="radio"/> completely capable of using toilet | <input type="radio"/> asks to use the toilet       |
| <input type="radio"/> in diapers at all times            | <input type="radio"/> will use the toilet if taken |
| <input type="radio"/> in underwear during day            | <input type="radio"/> will not use the toilet yet  |

**Nap** Children who do not nap rest on a cot for 30 minutes

- I want my child to nap:  Yes  No
- My child usually naps from \_\_\_\_\_ to \_\_\_\_\_
- I want my child to rest on a cot each day:  Yes  No

Is there any other information that may help us facilitate your child's transition into the child care facility? (Special interests, specific likes/dislikes, major changes with in family, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WRITTEN PERMISSION**

I have read the parent policy manual. I understand and agree to abide by these policies.	<input type="radio"/> Yes <input type="radio"/> No
I will notify the facility immediately of any changes to the information provided on this form.	<input type="radio"/> Yes <input type="radio"/> No
I give permission for outings (not requiring transportation in private or public vehicle).	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable
I give permission for indirect supervision as described in the parent manual.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable
I give permission for photographing and videotaping for purposes described in the parent manual.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable
I give permission to discuss relevant information about my child's day with school staff.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable

If applicable, describe any arrangements for school-aged children to attend activities away from the child care facility at your request:

\_\_\_\_\_

\_\_\_\_\_

**Emergency Medical Transportation and Treatment**

If, at any time, medical treatment is necessary due to a serious injury or sudden illness, I authorize the child care facility to take whatever emergency measures deemed necessary for the protection of my child while in the care of the child care facility. I give permission for my child to receive medical attention deemed necessary by my child's doctor or other medical personnel. I understand that this may involve transportation to the hospital in a private vehicle or ambulance. I understand that the facility will make every attempt to contact me and that any expense incurred for such treatment, including ambulance fees, is my responsibility.

_____ Date	_____ Date
_____ Signature	_____ Signature
_____ Parent name (please print)	_____ Parent name (please print)
For facility use: Date of enrolment: _____ Date of Withdrawal: _____	

## Appendix I: Threatening Telephone Call Form

# Threatening Telephone Call Form

**Be Calm**

**Be Courteous**

**Listen Carefully**

**Don't Interrupt**

### Record exact wording of the caller

Questions to ask: Where are you calling from? What is your name?

### IF BOMB THREAT – try to ask these questions to gain as much information as possible

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> When is the bomb going to explode? | <input type="checkbox"/> What does it look like?  | <input type="checkbox"/> Why did you place the bomb? |
| <input type="checkbox"/> Where is the bomb right now?       | <input type="checkbox"/> What kind of bomb is it? |  |

### CALLER INFORMATION – check appropriate description

<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Age</b> <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile Estimated Age: _____	<b>Accent</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify region or country of origin if possible: _____
---	---	--

Was the voice familiar?  Yes  No If yes, specify: \_\_\_\_\_

Voice	Speech	Manner
<input type="checkbox"/> Loud <input type="checkbox"/> Deep <input type="checkbox"/> Soft <input type="checkbox"/> Raspy <input type="checkbox"/> High Pitched <input type="checkbox"/> Pleasant	<input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Nasal <input type="checkbox"/> Stutter	<input type="checkbox"/> Calm <input type="checkbox"/> Laughing / giggling <input type="checkbox"/> Angry <input type="checkbox"/> Other: _____ <input type="checkbox"/> Emotional <input type="checkbox"/> Abusive/vulgar <input type="checkbox"/> Intoxicated

### Background Noise – check appropriate description

Noisy  Quiet  Voices  Music/Party  Animals  Recorded message  Equipment  Street Sounds  Planes/Trains  Static  Other \_\_\_\_\_

### Attempt to use call display or trace call

Call displayed?  Yes  No Phone Number: \_\_\_\_\_

If no call display, attempt to trace call. Hang up once the caller is off the line – pick up receiver and dial \*57 if using touch tone phone (\*9-57 if on Centrex system or 1157 if using a rotary dial phone) and follow prompts. Successful Trace?  Yes  No

### Notify the director or designated alternate immediately to consult with police

Date: _____	Call received at:	Person receiving call: _____
Time: _____	Number: _____	Reported to: _____
Length of call: _____	Location: _____	Time reported: _____

## **Appendix J: Bomb Threats – Characteristics of a Suspicious Package, Letter or Object**

### **A suspicious package, letter or object may include:**

- threatening or suspicious statements
- oily stains or discoloration
- powdery substances
- no return address, fake address or one that cannot be verified
- wires, metal or tinfoil sticking out
- odours
- more postage than normally required to mail the item
- more weight or thickness for the envelope or package size
- unusual markings like “personal”, “to be opened only by”, “do not delay delivery”, etc.
- envelope feels springy or unusually stiff or rigid
- unbalanced, lopsided or uneven
- too much tape or string
- improvised labels or obviously disguised writing
- inaccurate address or title
- use of title but no name
- unexpected or unusual point of origin, such as foreign mail, Air Mail or Special Delivery
- unreadable address

### **Search Guidelines for Staff**

Police will need help from staff for searches, as they cannot identify items that do not normally belong in the child care centre.

If it becomes necessary to search, staff and volunteers should:

- Listen to and follow instructions given by the police.
- Search their immediate area for strange, misplaced, or suspicious objects while keeping in mind the information given by the caller.
- Keep movements of items in the area being searched to a minimum, because bombs can be initiated by touching, lifting, moving or tilting the device or package.
- Perform a systematic search, starting with the area specified by the call and areas accessible to the public.
- If a suspicious item is found, DO NOT touch the suspicious item.
- Once in a safe area, try to determine the origin of the item. (Ask questions like: Who does it belong to? Where did it come from? etc.)
- Do not assume that it is the only suspicious object.



## **Appendix K: Emergency Notification System**

### **Emergency Communication with Families**

- The director, assistant director and one back-up senior staff member will each have a complete list of contact information for all families whose children attend Universal Day Care Centre.
- If the day care is closed for any reason, the director and assistant director will each call in half of the list of parents. If either one is away the back-up senior staff member would call as a substitute.
- In the case of severe weather, etc. parents should listen to CJOB for information.

### **Emergency Communication with Staff**

- The Director and supervisors of each room will have a complete list of contact information for all Universal Day Care Centre staff.
- If the day care is closed for any reason, or if there is other information that needs to be communicated to staff urgently, the director will contact the supervisor in each of the three rooms. The supervisors will be responsible for contacting the staff who work in their room.