

Northland Childcare Centre Inc.

ENHANCED SAFETY PLAN

Northland Childcare Centre Inc.

FACILITY NUMBER 101713

Unit A – 139 Northlands Parkway East Winkler, Manitoba R6W 0E9

Centre Phone: 204-325-5667

Executive Director: Karen Vandijk

Email: director@northland-cc.com

FACILITY OVERVIEW

Northland Childcare Centre Inc.

Unit A – 139 Northlands Parkway East (attached to Northlands Parkway Collegiate)

Date Developed: October 2013

Last Revised: Summer 2019

Last Reviewed: March 2014

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
- school head maintenance and custodial staff

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

Delegation of Authority

The Executive 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.

First Designated Alternate: Assistant Director on Site

Second Designated Alternate: Program Supervisor

As the centre is located attached to Northlands Parkway East, we follow the emergency procedures as directed by the School Principal and/or the Garden Valley School Division. As school personnel are always present, they may be consulted or be delegated authority by the Director (or designated alternate).

Communication

The centre has stationary phones in the director's office and kitchen area. Staff can communicate between the office and kitchen through the phone system and between the office and the opening/closing room through the video intercom system.

Staff communicate between groups by physical contact.

The centre does not have access to the school intercom to hear school announcements or to contact the school office. NCC may phone the NPC office using extension 3401 on the phone system.

Children, Staff and Building Personnel

Children

Licensed for maximum of 74 spaces aged 12 weeks to 12 years including:

16 children aged 12 weeks to 2 years

58 children aged 2 to 6 years

Provision up 15 school age children (ages 6-12) within the maximum 74 spaces

Staffing

30-32 staff including Directors, ECEs, CCAs and Casual Staff. Between 20-25 staff are on site each day.

Building personnel

Building Owner – Garden Valley School Division

Principal/Custodian/Secretary - One of them are always available or onsite-responsible for maintaining fire protection systems and life safety equipment as well as utility shut off and building maintenance.

NPC School Office: 204-325-8200

Principal - Tammy Macdonald: 204-362-6306 (cell)

Custodian Cell: Joe Bueckert 204-332-0104

Building Description

Grades 9-12 School, multiple occupant 2-level brick structure

Spaces Used by Centre

Licensed space: Centre is self contained single level building attached to Northlands Parkway Collegiate.

The centre includes 1 infant room, 1 toddler/preschool room, 2 preschool rooms, 1 staff room, a kitchen area, an office, a staff bathroom accessible to wheelchairs, and a mechanical room. Each child care room has washroom and/or changing areas for children to use.

Additional space used in the school occasionally: Gymnasium and washrooms in adjacent change rooms, adjacent school classroom.

Infant Room Exits

Main Exit: Fire door leading to playground

Alternate Exit: Main entrance

Additional Exit: Back entrance

Toddler Room Exits

Main Exit: Main entrance

Alternate Exit: Back entrance

Preschool 2 and 3 Exits (Duckling and Butterfly Rooms)

Main Exit: Back entrance

Alternate Exit: Main entrance

Gym Exits

Main and Alternate Exits: either fire door in gym

Additional Exit: main entrance to school

Heating, Ventilation and Air Conditioning

Electric furnace located in centre’s maintenance room, central air and window vents in playrooms

Electric boiler and natural gas in portion of the school portion of building

Fire Safety Equipment and Locations

Security System

Building monitored by XL Alarms

Fire Alarm System

Single stage system sent straight to fire department and to the monitoring company.

Fire Alarm System Control panel located in main school entrance (Custodian’s responsibility)

Monitored by: XL Alarms 1-866-623-7500

In the event of a fire alarm, whether due to fire or system failure, XL Alarms will respond in the following manner:

- Fire Department will be dispatched automatically
- XL Alarms has a call tree with multiple phone numbers who they call in the event of all alarms. Custodian is first on the call tree.
- During hours between 4:30pm and 8:00am and on weekends and statutory holidays: XL Alarms will notify the Division’s designated contractor and the Building Department’s after hour’s pager if required.

Fire Alarm Pull Stations located:

- Main entrance (East): located on south wall by the main entrance doors
- Back entrance (West): Located in the hall by the back entrance

Fire Department Connection

There are 2 fire hydrants and 1 stand pipe connection

Smoke Alarms

Hard wired smoke alarms (installed in August 2013) located:

- 1 in mechanical room (room 1212)
- 2 in centre hallway
- 1 in kitchen (room 1211)

Carbon Monoxide Alarms

CO alarms are not required by the fire authority

Portable fire extinguishers

- 1 in infant room on the wall left of entrance door
- 1 in the hallway between the kitchen and staff washroom (room 1210A)

Utility Shut-off Locations

The School Custodian is responsible for the maintenance and inspection of all utilities. If a utility located in school building needs to be shut off in an emergency, staff must contact the School Principal or Custodian.

School Equipment

- Water main: Room 1011 General Office Area (NPC)
- Sprinkler System: Room 1011 General office Area (NPC)
- Main natural gas valve: West wall outside room 110 (NPC)
- Furnace: Main mechanical room (2nd floor west wing NPC)
- Air conditioner: Main Mechanical room (2nd floor west wing NPC)
- The air conditioner and the heating water both come from the main mechanical room in the school building. They only supply liquid to the Daycare portion of the building, the air is supplied from a unit that serves only the Daycare and no air is supplied into Daycare from the main building.

Centre Equipment - Child care staff have access to the following utility shut offs.

- Furnace: Mechanical room 1212
- Water heater: Mechanical room 1212
- Clothes Dryer: Electrical room 1210B
- Electrical panel: Electrical room 1210B

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- Water Shut Offs (all valves in ceiling space are identified by green dots) located:
 - o Infant Room: ceiling space
 - o Toddler Room: ceiling space
 - o Preschool Room/s: in ceiling space

The electrical panel: Each breaker is labelled with the corresponding item that it services

EMERGENCY FLOOR PLAN

See attached

Communication between School and Child Care Centre

In case of an emergency or threat of any kind to Northland Childcare Centre Inc. and/or Northlands Parkway Collegiate, 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 Northland Childcare Centre is aware of a threat or in an emergency state, the director (or designated alternate) will:

1. Call the NPC office by telephone at Ext. 3401 (when safe) or
2. Walk down to school office to communicate (when safe)

Outside of school hours of operation, the director will contact the principal at 204-362-6306 (cell) or custodian at 204-332-0104

Outside the centre's hours of operation, the director will contact the principal at 204-362-6306 (personal cell).

When Northlands Parkway East Collegiate is aware of a threat or in an emergency state, the principal (or Head Custodian) will:

1. Call the centre by telephone at 204-325-5667 (when safe) or
2. Walk down to the centre to communicate (when safe)

Outside of school hours, the custodian will contact the director (or designated alternate) at 204-325-5667.

Outside the centre's hours of operation, the principal will contact the director at 204-362-2686 (director's home phone number).

Communication and safety procedures will be reviewed by the centre director and school principal as needed. These procedures are in the Children's Information Binder book with attendance.

School Emergency Codes and Response Procedures

BOMB THREAT

- Person receiving bomb threat should make notes of the communication either during or as soon afterward possible.
- When the call is ended, hang up. Dial *57 and follow instructions for a phone trace.
- Notify Principal (Tammy) or designate who will call 911 (identify yourself and inform the operator that a bomb threat has been received).
- The Principal will brief the head custodian and the superintendent.
- If any suspicious parcel or object is detected:
 - Contact the police and remove children from the immediate area,
 - Contact the school Principal who will contact the superintendent,
 - Await the arrival of the police,
 - Let the police assume responsibility for dealing with the parcel or object and evacuation of the school if necessary.
- If no suspicious parcel or object is detected:
 - Await the arrival of the police,
 - Notify NPC Principal who will contact the superintendent who will decide if the school & child care centre should evacuate. Children and staff shall not re-enter the building until advised to do so by the principal or designate. If relocation is within the community is necessary, staff and children shall be advised and shall follow the relocation procedures established by Northlands Parkway Collegiate.

LOCK DOWN

- **Code word announcement** - “Staff and Students” It is necessary at this time to begin a school wide lockdown” . NPC and NCC offices will communicate by Phone. Director will announce lockdown to classrooms and playgrounds verbally.
- Staff and children must:
 - Remain in child care centre rooms, and move toward designated lockdown areas.
 - Staff and children in NCC or NPC hallways or open areas are immediately to enter the nearest open room.
 - Staff must lock doors, turn off lights, and close blinds and/or cover windows.
 - Maintain silent and calm.
 - Do not use any wireless pieces of communication.
 - Do not leave room until a credible person informs you that the danger has passed and advises you how to safely exit the school.
 - Children and staff in outdoor playgrounds will immediately seek the nearest cover and/or leave the grounds for place of shelter if possible.

EVACUATION WITHOUT ALARMS

- All staff and students will evacuate building immediately when advised by NCC Director or Designate and/or NPC Principal or Designate

WEATHER WARNING

- Staff and children will move into their designated areas.

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures will be used in case of:

- fire
- a chemical or hazardous materials accident inside of the centre

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. Ensure everyone evacuates fire area immediately.
2. Close doors to fire area.
3. Pull fire alarm bell.
4. Notify director (or designated alternate) as to the location of the fire.
5. Proceed with evacuation protocol

Director (or designated alternate) should:

1. Notify school personnel as to the location of fire.
2. Assign extra staff (cook, AD etc) to tasks or classrooms during evacuation procedures

Upon Hearing Fire Alarm (or Instructions from Director)

All children, staff and visitors should:

1. Stop all activities immediately.
2. Follow directions of director (or designated alternate) to evacuate building.
3. Meet in the assembly area outside of the NPC main doors (cement pathway between bike racks and sidewalk)
4. ECE Staff in Each Playroom should Assign tasks below to specific staff members
1. Preschool Rooms: Gather with children and visitors by the inside of playroom door. Toddler room may use collapsible wagons to transport children.

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Infant Room: Put 4 cribs by the inside of the door leading directly outdoors and place 4 infants in each crib.

2. Count children before proceeding to closest, safest exterior exit.
3. Bring the following items:
 - Fastoche tablet for attendance (with floor plan attached).
 - Emergency backpack (including first aid kit, child information records, staff emergency information and contact information for school personnel).
4. Lead evacuation out of the building.
5. Help children who require additional assistance.
6. Take attendance in the assembly area
7. Report evacuation status to director (or designated alternate).
8. Conduct a sweep of the playroom looking for any remaining children or adults.
9. Bring the following items:
 - Back pack with first aid and children's info
 - Required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
10. Close all doors and windows, time permitting.

Director (or designated alternate) should:

1. Conduct a sweep of the centre looking for any remaining children or adults, if safe to do so.
2. Call 911 to ensure fire department is aware of the situation.
3. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for.
4. During school hours, send a runner to inform school personnel of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).

Outside of school hours, advise the fire department of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).
5. During inclement weather, may need to put children and staff into staff vehicles to stay warm until direction from fire department received.
6. Take direction from fire department (or school personnel).
7. Direct staff to return inside or proceed to designated place of shelter upon direction from fire department (or school personnel).
8. Outside of school hours, contact church custodian to meet centre at the church and/or custodian to get church key from school office if evacuating to designated place of shelter,.

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9. If staff and children proceed to designated place of shelter before fire department arrives, school personnel will remain at main entrance to inform fire department of evacuation status.
10. Post the name, location and contact number of the designated place of shelter on the outside door.
11. Prepare an email send by Fastoche Broadcast to relay to parents, to let them know the children are safe, where to pick them up and whether they need to come early. Parents without email will receive a phone call.
12. Provide updates as needed via Fastoche.
13. Contact staff on outings to return to designated place of shelter, not the centre.
14. Be available to discuss event with parents when they pick up children.

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

1. Write a short email telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with Northland Parkway Collegiate Principal.
4. If necessary, call the Regional Health Authority (1-204-428-2720) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support

DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE	
<p><u>PRIMARY PLACE OF SHELTER</u></p> <p>Reinland Church 200 Redhawk Trail 204-325-7959 Contact: Ann Driedger 204-325-8498 (cell)</p>	<p><u>SECONDARY PLACE OF SHELTER</u></p> <p>Days Inn Conference Centre 940 Navigator Road Winkler, MB Contact: George Klassen 204-362-2815</p>

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 and Shelter-in-Place Drill Record form 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.

Emergency Evacuation Drills

- minimum of one evacuation drill per month using a hand held bell or voice to signify a fire drill
- participate in up to 10 per year with the Northlands Parkway Collegiate using fire alarm system
- using regular and alternate emergency exit routes
- at different times of the day with varying numbers of staff and children
- a nap-time evacuation at least once annually
- complete evacuation to our designated place of shelter at least once a year

Shelter-in-Place Drills

- Minimum of one shelter-in-place drill every year

After Evacuation or Shelter-in-Place Practice Drills

- director (or designated alternate) will advise families via Fastoche about the drill

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

School Procedures: If Collegiate is closed because the buses are not running due to severe weather, the Centre may remain open.

Closure of centre for portion of day

Director (or designated alternate) should:

1. Contact parents by telephone. 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.
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.
5. Advise school personnel if closure not initiated by school.

Closure of centre for the full day

Director (or designated alternate) should:

1. Attempt to contact all families and staff the previous evening or early in the morning by Fastoche broadcast message. Provide staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on 93.5 FM, 88.9 FM, & 950 AM and post closure on Pembina Valley on-line.
3. Post closure on centre Facebook page.
4. Post a note on the outside door, if possible by calling or texting custodian.
5. Advise school personnel if closure not initiated by school.

Additional steps to prepare for closure due to flooding or forest fire

1. School personnel are responsible to make sure the building is prepared for closure (eg. turning off furnace, main power switch and the outside gas valve, time permitting.)
2. Director (or designated alternate) should take important documents such as child and staff information and financial records (Sage flashdrive), time permitting.

Additional steps if our building is flooded

1. School personnel are responsible to:
 - Contact Manitoba Hydro to disconnect power at the pole and make sure it is safe to re-enter the centre.
 - Schedule the cleaning, service and replacing of main circuit panels, light switches, electrical sockets, appliances, furnaces, etc by certified technicians.
 - Make arrangements to have all wiring inspected by a qualified electrician before turning power on.
 - Make arrangements for the natural gas to be turned on by a qualified professional.
 - Schedule appropriate cleaning for all flooded areas.
2. Contact parents with an expected reopening date as advised by school personnel.

After partial or full day closure due to an emergency

Director (or designated alternate) should:

1. Write and distribute a short email telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with Northland Parkway Collegiate Principal.
4. If necessary, call the Regional Health Authority (1-204-428-2720) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support
5. 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.

CONTROLLING FIRE HAZARDS and INSPECTION AND MAINTENANCE OF FIRE SAFETY EQUIPMENT

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. The designated alternate will know the location of this file, which will contain:

- copies of safety checklists used to document monthly and annual checks to control fire hazards and inspect and maintain fire safety equipment
- evacuation and shelter-in-place practice drill record

The director (or designated alternate) will refer the fire inspector to the school custodian for the following documentation:

- fire protection system annual inspection report by a qualified technician
- heating system annual inspection report by a qualified heating contractor
- fire extinguishers annual inspection report by a certified agency
- rotating use of fire alarm manual pull stations

The following items have been integrated into Northland Childcare Centre Inc. Safety Checklists to document the checks required on a daily, monthly and annual basis. Northlands Parkway Colligates custodian is responsible for the inspection and maintenance of the many of the items however child care staff are to be aware and notify custodial staff of any issues noted during their inspections.

Daily Inspections and Maintenance

School custodian's responsibilities:

1. Fire alarm power indicator and trouble indicator lights are functioning correctly.
2. Exits 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.

Director (or designated alternate) responsibilities:

1. Corridors and exits in centre are unobstructed and properly lit.
2. Exit signs in centre are easy to see and lit.
3. Evacuation procedures and floor plans are prominently posted in each room of centre.
4. Fire doors are NOT wedged or blocked open.
5. All electrical outlets in centre have covers in place or built in protectors.
6. Closing staff unplugs small electrical appliances at end of day (toaster, coffee maker, etc.)
7. NCC staff cleans lint traps in laundry equipment after each use.

Monthly Inspections and Maintenance

1. Exit doors in all areas used by the centre are readily opened from the inside without the use of keys or other locking devices.
2. Fire department access is unobstructed. School custodian and director (or designated alternates) check that exterior fire department connections are easy to see and 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 and fire hydrant and fire department connections.
3. All fire extinguishers are checked by school custodian to make sure of:
 - proper type
 - hung in required locations
 - labelled
 - ready for use
 - tagged
 - properly charged (arrow in green zone)
 - monthly check documented by custodian on tag
4. The inspection documentation for fire safety systems (including emergency lighting) is maintained by school custodian for review by fire inspector.

Workplace Safety and Health Committee Responsibilities:

1. Check centre's mechanical room to make sure combustible materials have not built up and combustible materials are not stored next to water heaters and heating equipment.
2. There is at least 18 inches clearance between storage and sprinkler heads in the centre.

Annual Inspections and Maintenance

Inspection documentation maintained by school custodian for review by Fire Inspector for the following:

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1. Fire extinguishers are inspected by certified agency (also documented on tag).
2. Heating system is inspected by qualified heating contractor.
3. Fire protection systems are inspected by a certified technician:
 - Emergency lighting
 - Fire alarm system (including hard-wired smoke alarms)
 - Sprinkler system

WEATHER-RELATED EMERGENCIES

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

- winter storms
- flooding
- wild fires
- tornadoes
- severe thunderstorms

School Procedures

WEATHER WARNING In the case of tornado warning, Collegiate students and staff will move into the hallways. NCC staff and children move to designated areas.

Infant: Diaper Area

Toddler: Staff Bathroom

Ducklings: Hallway near staff room

Butterflies: Kitchen

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 classrooms emergency kit.
- signs indicating locations of utility shut-offs and instructions are posted and reviewed periodically with designated alternate

Winter Storm, Flood and Wild Fire Procedures

Director (or designated alternate) should:

1. Monitor appropriate source listed below when there is potential for severe weather, flooding or forest fires:
 - Manitoba Highways for highway closures
 - Environment Canada for weather watches and warnings on weather radio or local media

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- Manitoba Water Stewardship’s Hydrologic Forecast Centre website (manitoba.ca/waterstewardship/floodinfo) and local media during the spring run off period and during other high water advisories for the area
 - Manitoba Conservation Fire Program website (manitoba.ca/conservation/fire/) as well as local media during forest fire season from April to October
2. Notify staff in playground to bring children inside in the event of a severe weather warning.
 3. Notify any groups on outings by cell phone to return or take indoor shelter immediately.
 4. Reschedule outdoor play and all outings away from the centre.
 5. Post information indicating that there may be a need for closure and reminding parents how the closure will be communicated.

Additional steps for severe winter weather watch/warning or a blizzard warning

1. Follow Storm Day Closure Policy
2. Follow *Emergency Closure Procedures* if required.

Additional steps when there is potential for flooding or forest fire

1. Director and the board chairperson will consult on the need for an emergency closure based on the information available from emergency response officials. Decision may be made by the Northland Parkway Collegiate Principal or Garden Valley School Division.
2. Director (or designated alternate) will:
 - advise parents and staff if a decision is made to close the centre
 - follow all instructions from emergency response officials
 - 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
3. Follow *Emergency Closure Procedures* if required.

Tornado or Severe Thunderstorm Procedures

Staff should:

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

Director (or designated alternate) should:

1. Monitor the situation using information from Environment Canada on weather apps.

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2. Notify staff in playground to bring children inside.
3. Notify any groups on outings to return to centre or take indoor shelter immediately.
4. Reschedule outdoor play and all outings away from the centre.
5. Make sure flashlights and battery operated lights with fresh batteries are available in all classroom emergency kits
6. Direct Trained staff in each playroom:
 - Not to use electrical equipment and avoid using the telephone.
 - To guide children to stay away from windows, doors, radiators, stoves, metal pipes, sinks or other electrical charge conductors.
 - To unplug all electrical appliances in areas used by centre such as TVs, radios and toasters.
7. Consult with school personnel.
8. Make decision to enact *Shelter-in-Place Procedures: Tornado*. This decision may be made in consultation with school personnel.

SHELTER-IN-PLACE PROCEDURES: TORNADO

Protective Space Infant: Diaper Area

Toddler: Staff Bathroom

Ducklings: Hallway near staff room

Butterflies: Kitchen

Director (or designated alternate) should:

1. Direct Trained staff in each playroom to begin *Shelter-in-Place Procedures: Tornado*.
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. Close and lock doors to playrooms to prevent debris from flying into hallway.
5. Bring the weather radio operating on battery back-up and cell phone to protective space to monitor when it is safe to leave the protective spaces.
6. Advise school personnel of the status of *Shelter-in-Place Procedures: Tornado*.
7. Inform parents by telephone as quickly as possible to listen to the local media for further updates on the situation. Use a scripted message, if possible.

Trained Staff in Each Playroom should:

Direct staff and children to gather by playroom door. Count children before proceeding to the protective space
Infant: Diaper Area

Toddler: Staff Bathroom

Ducklings: Hallway near staff room

Butterflies: Kitchen

1. Assign specific tasks to additional staff when available.
2. Bring the following items into the protective spaces:
 - Fastoche Tablet (with floor plan attached).
 - Emergency backpack (including the first aid kit, child information records, staff emergency information, contact information for school personnel).
 - 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.
3. Help children who require additional assistance.
4. Once in protective space, take attendance to account for all children and staff.
5. Advise director (or designated alternate) of the status of *Shelter-in-Place Procedures: Tornado*.

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

1. Write and distribute a short email telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with Northland Parkway Collegiate Principal.
4. If necessary, call the Regional Health Authority (1-204-428-2720) 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

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- 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 Fastoche under reason for absence.
- Toileting will be documented when a child has diarrhea in an attempt to recognize warning signs of a possible illness outbreak

Outbreak of communicable or food-borne illness in centre

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. Advise school personnel of the situation and public health authority's requirements and recommendations.
6. 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
7. Notify parents of illnesses present in the centre and the symptoms to look for in their child.
8. Share resources and information with parents.
9. 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.

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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.

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

Notification to Parents and Staff

1. Parents and staff will be advised of any of the illnesses requiring contact with public health (above).
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

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- measles
- mumps
- pertussis (whooping cough)
- polio
- 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
- CMV (cytomegalo virus)

Additional steps: Outbreak of communicable or food borne illness in larger community

Director (or designated alternate) should:

1. Monitor and respond to warnings from Manitoba Health and Healthy Living, Health Canada or the Canadian Food Inspection Agency. Be sure to visit their websites for additional information.
2. Consult with the Northlands Parkway Collegiate Principal and Garden Valley School Division.
3. Advise all staff of recommendations from Manitoba Health, Health Canada, the Food Inspection Agency, the public health inspector, the child care coordinator or Garden Valley School Division/school personnel. Make sure staff follow recommendations.

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.
3. Provide an injury/incident report to the parents.

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 injury/incident report to 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.

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 injury/incident report to 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. Contact school personnel if the required changes are the school's responsibility.

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 and 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
- natural gas (no natural gas in centre but there is gas fuelled heating in school building)

Director (or designated alternate) should:

1. If it is a loss of electrical power, figure out if a loss of electrical power is specific to the school or if the area is without power. If it specific to the building, contact school personnel to see if it is a breaker that has blown and power can be restored.

If it is a loss of service, contact the appropriate utility immediately to report the problem and get an estimated length of time without service.

If a repair is required, contact school personnel immediately to report the problem, to arrange repair service and get an estimated length of time without service.

2. Based on the information provided by the school (or utility company), 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.
3. Based on the information provided by the school (or utility company), 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.
4. 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).
5. Enact *Evacuation Procedures or Emergency Closure Procedures* if required by the public health authority or fire authority.
6. Follow *Evacuation Procedures or Emergency Closure Procedures*, if required.
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 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 URIS 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 of any allergy based food restrictions in the centre.
8. Inform NCC Staff that a child with a life-threatening allergy is present in the building
9. If it is not developmentally appropriate for the child to carry an auto-injector, make sure the adult responsible for that child keeps it in a safe, UNLOCKED location accessible only to the adults responsible.
10. 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.

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- 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.
11. Help with carrying out policies and procedures for reducing risk in the centre.
- Post allergy alert “STOP” forms with photographs, in the classroom and list information in other appropriate locations.
 - Develop safety procedures for field trips and extra-curricular activities.
12. 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 “STOP” sign in the classroom.
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. Submit all necessary documentation as required.
4. **Provide the child care centre with adrenaline auto-injectors before the expiry date.**
5. Participate in the development of a written *Individual Health Care/Emergency Response Plan* for their child, which is updated every year.
6. Be willing to provide safe foods for their child, including special occasions.
7. Provide support to the facility and staff as required.
8. 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. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.
3. 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. Keep an auto-injector on their person at all times, such as in a fanny pack (as developmentally appropriate).
7. 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

School Procedures: In the event of a hazardous chemical spill inside the building, the fire department is dispatched.

In the event of an evacuation due hazardous chemical spill in the community, school division office would be contacted to provide transportation by school buses. During school hours, centre's children and staff would be transported with school.

Chemical Accident Inside of Child Care Building

Director (or designated alternate) should:

1. Enact evacuation procedures immediately.
2. Direct staff to follow *Evacuation Procedures*.
3. Consult with custodian and call 911 for fire department if required.
4. School personnel will advise the School Division Superintendent of the incident.

Chemical Accident Outside of Child Care Building

If the spill is near Northlands Parkway Collegiate community, the Provincial Emergency Measures Operation will be in charge and will instruct the principal and the school community on what action is required.

Director (or designated alternate) should:

1. Enact *Shelter-in-Place Procedures* **or** *Evacuation Procedures* based on instructions from the emergency response personnel
2. Follow: *Evacuation Procedures* **or** *Shelter-in-Place Procedures: Chemical Accident Outside of Building*

Shelter-in-Place Procedures: Chemical Accident Outside of Building

Director (or designated alternate) should:

1. Verbally direct Trained staff in all playrooms to begin *Shelter-in-Place Procedures*. Remind them to close windows and as many internal doors as possible.
2. If group of children are in the playground and/or in the gym, notify staff to return to the centre immediately.
3. Make sure all exterior doors leading into centre areas are closed and locked.
4. Notify school personnel to make sure they are aware of the situation.
5. Notify staff on outings away from centre to immediately seek the closest indoor shelter and call back with their location.
6. Inform parents by Fastoche as quickly as possible. Use a scripted message, if possible.
7. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
8. If there is time and it is needed, assign specific staff to take additional measures to protect indoor air:
 - Use plastic and wide masking tape to cover and seal bathroom exhaust fan grilles in staff and children's bathrooms and stove range hood.
 - Seal dryer door with wide masking tape.
9. Inform staff and children when emergency response personnel (or school personnel) say it is safe to leave the building.

Trained Staff in Each Playroom should:

1. Lead *Shelter-in-Place Procedures*.
2. Assign specific tasks below to additional staff when available.
3. Close and lock vents by exterior windows.
4. Close internal doors. Place a rolled up damp towel at the floor space at bottom of doors.
5. Take attendance to account for all children, staff and visitors.
6. Advise the director (or designated alternate) of the status of *Shelter-in-Place Procedures*.
7. Prepare for evacuation by:
 - Having the emergency backpack (including the first aid kit, child information records, staff emergency information, contact information for school personnel) ready to go, should evacuation be ordered

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- 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 email telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with Northland Parkway Collegiate Principal.
4. If necessary, call the Regional Health Authority (1-204-428-2720) 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 or from information from the school
- a bomb threat received and suspicious item found

School Procedures

BOMB THREAT – If a suspicious parcel or object is detected, police will be contacted and students will be removed from immediate area. When police arrive, they assume responsibility for dealing with the parcel or object and evacuation of the school if necessary.

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

- DO NOT use any form of wireless communication (cordless phones, pagers, cell phones, Blackberries, two-way radios, etc.).
- Contact the director (or designated alternate) immediately to assess the situation.
- **Stationary Phones located:** office and in the kitchen and in each classroom.

Bomb Threat Received by Telephone or in Writing

If a threat is received that mentions a specific date the Director(or designated alternate) will distribute an email informing parents of the threat, advising them that there will be police presence on that date, and that the centre will remain open on that date. The parents will make the decision as to whether or not they bring their child to day care on that date.

Staff member receiving a bomb threat by telephone should:

1. Use the *Threatening Telephone Call* form to record as much information as possible.
2. 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. Direct staff **NOT** to use any form of wireless communication.
2. Determine if there is an immediate threat to safety based on the information available.
3. During school hours, go to school office to consult with principal about the situation (if unable to leave centre, call on stationary phone to discuss).

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4. Call **911** using a stationary (corded) phone. Consult with police/school for further steps.
5. In consultation with police/school, determine if there is an immediate threat to safety based on the information available and decide whether or not to evacuate.
6. Notify police of the caller's phone number if call display or call trace was successful.
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 *Evacuation Procedures*. Do **NOT** use fire alarm.
 - In person, direct Trained staff in each playroom to lead *Evacuation Procedures*.
 - Notify school personnel of decision to evacuate (using a stationary phone – do not call principal's or custodian's cell phone).
9. Call staff and children on outings away from centre (using a stationary phone). Advise staff not to return to centre until further notice or to proceed to designated place of shelter.

Trained Staff in Each Playroom should:

1. Lead *Evacuation Procedures* if enacted.
2. If group of children from your room is outside in playground, assign specific staff to go to the playground and tell staff to gather in assembly area.

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

1. Write and distribute an email telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with Northland Parkway Collegiate Principal.
4. If necessary, call the Regional Health Authority (1-204-428-2720) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support

If suspicious item is found but no bomb threat has been received, the 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.
4. During school hours, go to school office to consult with principal about the situation (if unable to leave centre, call on stationary phone to discuss).

5. Call **911** using a stationary (corded) phone and consult with police for further steps.
6. 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.
7. Notify school personnel of decision to evacuate (using a stationary phone – do not call principal's or custodian's cell phone).

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, email 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 *Evacuation Procedures*. Do **NOT** use fire alarm.
4. In person, direct Trained staff in each playroom to lead *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.
5. Notify school personnel about the situation and that the director is calling the police (using a stationary phone – do not call principal's or custodian's cell phone).
6. Once at least 150 feet away from the building (can use cell phone) or from designated place of shelter:
 - Call **911** and state the nature of the emergency.
 - Notify police of the caller's phone number if call display or call trace was successful.
 - 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.
 - Call staff and children on outings away from centre and advise staff not to return to centre and to proceed to designated place of shelter.

Trained Staff in Each Playroom should:

1. Lead *Evacuation Procedures*.
2. If group of children from your room is outside in playground, assign specific staff to go to the playground and tell staff to gather in assembly area.

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

1. Write and distribute a short email telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with Northland Parkway Collegiate Principal.
4. If necessary, call the Regional Health Authority (1-204-428-2720) 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 inside another area of school (lock down)
- on school property or in the neighbourhood (lock out)

Staff should:

1. Notify the director (or designated alternate) immediately when aware of:
 - threatening behaviour inside the centre or another part of the school
 - threatening behaviour on the property or in the neighbourhood (either by seeing it or being told by the police)
 - a threat made in writing or received by telephone (do not move, touch or delete the evidence)
2. Call **911** for the police if there is an immediate 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.
3. Notify school personnel of threatening behaviour when appropriate and/or their assistance is required.

SHELTER-IN-PLACE (LOCK DOWN) PROCEDURES

Threatening Behaviour Inside Centre or School

School Procedures for threat INSIDE school: LOCK DOWN

- Announcement over intercom (or a quiet lockdown by going from class to class) of “lock down” status.
- Staff and children will shelter in place until notified by school or police of safety.
- All students should go into the closest classroom and teachers should lock the door, turn off lights and close the blinds.

If the threat is in another part of the school, stay where you are and lock the door, if not possible to lock door and it is safe to do so - go to the closest lockable room.

If the threat is in the room that you are in, take children to another room or protective space if possible, if not possible, move away from the threat behind furniture.

Lockable Doors: All playroom doors, office and accessible washroom lock. Door inside kitchen leading into Butterfly Room locks (making Preschool 4 (Butterfly Room) inaccessible from the kitchen - even though kitchen door from hallway does not lock)

Threatening Person in Another Part of the School

Director (or designated alternate) should:

1. Make sure Trained staff in all playrooms are aware of the threat and tell them to:
 - Make sure all exterior doors leading into the centre are locked.
 - Close and lock vents by exterior windows. DO NOT close exterior blinds. Police need to see inside the building.
 - Turn off lights.
 - Stay in protective spaces that are out of sight from doors and windows.
 - 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.
 - Take attendance and report status of *Shelter-in-Place Procedures* to the Director.
2. If group of children are in the playground, tell staff to take children to the designated place of shelter immediately.
3. Notify staff on outings to stay where they are and not to return to the centre until further notice.

4. Review attendance reported by Trained staff in all playrooms to account for all children and staff.
5. Notify school personnel about the status of *Shelter-in-Place Procedures*, if safe to do so.
6. DO NOT leave protective spaces until told by the police or school personnel.

Threatening Person in the Centre

Protective Spaces:

Infant Room – go to designated nap area – down low behind lockers

Toddler – in locker area

Duckling - west side of room by lockers and washrooms- move children down low behind children's shelving units

Butterfly– by door to kitchen

Trained staff in room with the threatening person should:

1. Attempt to move the individual away from the children into the hallway.
2. Talk to person and try to diffuse the situation.

Second staff in room with the threatening person should:

1. Alert director and staff in other rooms about the threat and to request assistance by using code words: "Please ask Mrs. Vandijk to come to <name of playroom>."
2. Notify school personnel about the situation and to request assistance.
3. If the individual has a weapon or is very threatening, call **911** for the police immediately.
4. If threat has been moved out of the room:
 - Lock the door to the room and cover door windows. Remember: lock door from kitchen into Preschool 4 too
 - Turn off lights.
 - Close and lock vents by exterior windows. DO NOT close exterior blinds. Police need to see inside the centre.

If threat is still in the room:

- Take children to protective space as far away from threat as possible.
- 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.

Director (or designated alternate) should:

1. Go to area with the threatening individual.
2. **If the person does not have a weapon:**
 - Talk to the person. Try to calm them down.
 - If threat becomes severe, direct specific staff to call 911 for the police and call school personnel for assistance.
- If the person has a weapon:**
 - Call 911 for the police immediately and attempt to call school personnel.
 - Take cover in the closest protective space with the children and staff.
3. Follow directions from the police/school about what to do next.
4. Give the police floor plans and information about the number of children and staff and where they are.
5. As soon as possible, notify staff on outings to stay where they are and not to return to the centre until further notice.

Trained Staff in other rooms without the threatening person should:

1. Lock the door to the room and cover door windows.
 - Remember: lock door from kitchen into Preschool 4 too.
2. Turn off lights.
3. Close and lock vents by exterior windows. DO NOT close exterior blinds. Police need to see inside the centre.
4. If group of children from your room are in the playground, tell staff to take children to the main school building (or designated place of shelter) immediately.
5. Help children who need additional assistance.
6. 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.
7. Take attendance to account for all children and staff.
8. If safe to do so, advise Director (or designated alternate) about the status of *Shelter-in-Place Procedures*.
9. Stay in protective spaces that are out of sight from doors and windows.
10. DO NOT leave protective spaces until told by the by the Director.

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

1. Write and distribute a short email telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with Northland Parkway Collegiate Principal.
4. If necessary, call the Regional Health Authority (1-204-428-2720) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support

SHELTER-IN-PLACE LOCK OUT PROCEDURES

Threatening Behaviour On School Property or in Neighbourhood

School Procedures for threat OUTSIDE school: LOCK OUT

- Announcement over intercom (or a quiet lockdown by going from class to class) of lock out status.
- All doors to the school are locked and it is business as usual inside.
- All students should go into the closest classroom and teachers should lock the door, turn off lights and close the blinds until notified by school of safety.

IMPORTANT - DO NOT leave the centre until the police/school tell you it's okay.

If the threat is on the property: direct staff and children to quickly move inside, take cover or drop to the ground, depending on the situation.

If the threat is in the neighbourhood: direct staff and children to go inside immediately.

Protective Spaces: centre's hallway with exterior door windows covered

Director (or designated alternate) should:

1. Direct Trained staff in all playrooms to begin *Shelter-in-Place Procedures*. Tell them if the threat is in the neighbourhood or on the property.
2. Notify staff and children in the playground to come inside immediately.
3. Make sure all exterior doors leading into the centre are locked.
4. Notify school personnel to make sure they are aware of the situation and to lock exterior doors to 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 account for all children and staff.
7. If possible, advise school personnel (or designated alternate) of status of *Shelter-in-Place Procedures*.
8. Call **911** to make sure police know about the situation (School may take this responsibility).
9. Follow directions from the police/school about what to do next.
10. Tell staff when it is safe to leave the protective spaces as directed by the police/school.

Trained Staff in Each Playroom should:

1. If the threat is in the neighbourhood - direct staff to gather with children away from exterior windows and doors. Close exterior blinds.

If the threat is on the property – go into protective spaces (centre’s hallway with exterior door windows covered).

2. Close and lock vents by exterior windows. Close exterior blinds.
3. Assign specific tasks below to additional staff when available.
4. Help children who need additional assistance.
5. 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 (to protective space).
6. Take attendance to account for all children.
7. Advise director (or designated alternate) of status of *Shelter-in-Place Procedures*.
8. 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 email telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with Northland Parkway Collegiate Principal.
4. If necessary, call the Regional Health Authority (1-204-428-2720) 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. Parents are asked to maintain a regular schedule and to inform the office of changes to drop off and pick up routines.
- people who do not belong in the centre are prevented from entering unnoticed due to the FOB system. Parents and staff are asked not to let anyone in who does not have a FOB.
- visitors use the sign in sheet located in the office

Preparation

- There are policies that ask parents to tell staff when someone else will pick up their child. If staff don't know the person, they will ask for photo ID.
- 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 room communication 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**, asked to sign in 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.

Controlling and Monitoring Visitor Access

1. On school days and in-service days, all outside doors to the school are locked throughout the day except the main entrance. All visitors are to report to the school office and sign in.
2. On school holidays, all outside doors to the school are locked.
3. All doors into the centre (including door from family studies classroom) are locked at all times.
4. When arriving at the centre, all staff, parents and visitors must use the designated entrance by the playground. The entrance is equipped with both fob and video intercom systems.
 - Staff and parents/guardians are provided with fobs to gain access. The Director is responsible to make sure that the fob system is up-dated immediately if a parent or staff should no longer have access to the centre.

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- Visitors must use the video intercom. Staff must identify the individual on the monitor (or through the window) before releasing the door. If the individual is unknown staff must who they are, the purpose of their visit and request to see ID before allowing access into the centre.
5. The interior video intercom stations are located in the office and the Butterfly Room.
 6. During primary parental pick up and drop off times, a staff member in the rooms with interior video intercom stations are to monitor the intercom and answer as quickly as possible.
 - New staff and substitutes are not to respond to the intercom until they are familiar with the families.
 7. 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.
 8. Staff are required to sign children in and out on the attendance record.
 9. Parents are required to directly tell a staff member when they are leaving the building, with or without their children.
 10. Children are always directly supervised when going to the school gym and use the washrooms in the adjacent change rooms. Usually when the centre uses the school gym, the school entrances will be locked.
 11. When children and staff are in the playground, the doors remain locked and staff take their fob to re-enter the centre.

SAFE INDOOR AND OUTDOOR SPACE PROCEDURES

The following procedures describe how we ensure:

- safe indoor spaces
- safe outdoor spaces

Staff should:

- Watch for any safety concerns throughout the day.
- Correct the situation to the best of their abilities and document what was done.
- Bring concerns to the attention of the director (or designated alternate). Make sure action is taken, if needed.
- Note any safety concerns and related reminders about appropriate procedures in daily staff communication log book.
- Watch for suspicious activity in the neighbourhood and report it to the director and the police, if necessary.
- Stay alert to their surroundings when in the playground or on outings.
- Trust their instincts and, if they feel uncomfortable in a place or situation, to gather the children and leave immediately.

Staff on opening shift in each playroom (or kitchen staff) should:

1. Check all the safety items on the *Opening Duties List*.
2. Correct any safety concerns to the best of their abilities and document what was done.
3. Make sure the director is aware of any concerns and things that need to be done.
4. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.

First Staff in Playground

1. Complete a visual inspection of the playground and correct any safety concerns.
2. Northlands Parkway Collegiate custodian is responsible to do the formal inspections of playground.

Staff on the closing shift in each playroom should:

1. Do a walk-through and make sure all small 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 monthly and annual inspections are completed and documented on the appropriate checklists.
2. Complete and document any required repairs or actions. Work with Northlands Parkway Colligate personnel when the action required is the school responsibility.
3. Review enrolment forms, 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. Make any necessary changes to indoor or outdoor spaces to make sure children with additional support needs are safe. Work with Northlands Parkway Collegiate personnel when the action required is the school responsibility.
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.
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 email to each parent.

STAFF TRAINING

The enhanced 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 enhanced safety plan and discuss it with the director (or designated alternate).
2. Review the *Opening Duties List* and *Monthly Indoor Safety Checklist* 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)
- emergency phone number list including:
 - > the centre's location address
 - > designated place of shelter
 - > contact information for school personnel
- fire alarm pull stations
- fire extinguishers
- emergency backpacks that contain child information records and staff emergency information
- first aid kits
- a copy of the enhanced 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

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 how to use a fire extinguisher at least once a year.
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

The roles and responsibilities of board members are outlined in our board orientation package indicating:

1. New board members are required to read the enhanced safety plan and to discuss it with the director (or designated alternate).
2. The board will review and discuss the enhanced safety plan at board meetings at least annually.
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
 - monitors that all procedures to control fire hazards are completed
 - makes sure all required inspections and maintenance of fire safety equipment are completed and documented as required
 - 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 to their attention as stated in personnel policies, during employment orientations and during annual reviews of enhanced safety plan with all staff.

STAFF AND BOARD ANNUAL REVIEW

The enhanced safety plan will be reviewed annually at the board meeting in June by:

- all supervisory staff and designated alternates
- all floor staff
- the board of directors

Any necessary changes or revisions will be made including:

- increases or decreases in staffing levels
- increases or decreases of licensed number of children
- changes to rooms or floor spaces occupied by the child care centre
- changes to emergency procedures

If revisions are made, new copies 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 enhanced safety plan will be:

- distributed to all supervisory staff and designated alternates
- posted in the child care centre for reference by the fire authority
- kept in the staff communication area for easy access and review by child care staff
- reviewed by child care coordinator
- reviewed by the fire authority

The enhanced safety plan will be reviewed annually with all staff at the staff meeting in September or after revisions have been approved.

Centre - School 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 late August. It will also be reviewed when there is a change in school principal, custodian or secretary and/or centre director.

Individual Health Care Plan/Emergency Response Plans (URIS)

Plans will be reviewed every year for each child enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions.

The director (or designated alternate) will monitor expiry dates for individual plans.