



# **HERITAGE PARK CHILDREN'S PROGRAMS INC.**

## **ENHANCED SAFETY PLAN**

Heritage Park Children's Programs Inc.

Location ID: 102965

110 Athlone Dr  
Winnipeg, MB R3J 3L4

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(204) 885-6476

[www.heritageparkchildrensprogram.com](http://www.heritageparkchildrensprogram.com)

# ENHANCED SAFETY PLAN FACILITY OVERVIEW

Date Developed: August 2023 / Last Revised: March 2026

Copies provided to:

- Childcare Coordinator
- Posted in on our website for easy reference  
[www.HeritageParkChildrensPrograms.com](http://www.HeritageParkChildrensPrograms.com)
- All Supervisory Staff & Designated Alternatives
- Board of Directors

## Purpose

This safety plan is designed to provide guidance and directions to staff and the board of directors. This will help ensure the safety of the children, families, staff, and visitors to our 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 Program Director or designated alternates

- 1st Designated Alternative – Team Leader
- 2nd Designated Alternative – ECE Pre-School
- 3rd Designated Alternative - ECE School Age

maintains the authority to declare an emergency situation and implement evacuation, shelter-in-place, or closure procedures. This responsibility includes communication with parents and the media. As the center is located within a school, we follow procedures as directed by the School Principal and/or the School Division. As school personnel are always

## Communication

The Center has both stationary and cordless phones that are accessible for staff. If staff are outside, personal cellphones are used to assist with communication. The center has access to the school intercom system to hear announcements and can contact the school office.

## Children, Staff and Building Personnel

### Children

Licensed for maximum of 66 spaces aged 2 years to 12 years including:

Staffing 10 Staff

### Building Personnel

School Principal – responsible for overseeing all aspects of school operations.

School Custodian - responsible for maintaining all mechanical systems in the school including fire protection system, heating and air-conditioning, water, etc.

## Building Description

13,256 square foot, single level constructed in 1965. Building is a mixture of combustible and non-combustible materials. K-5 school.

Centre occupies 4 rooms (21, 15, 16, 17) and has use of school gymnasium when not used by school as well as washrooms in hallway.

Southeast doors are used by the centre.

Heating, Ventilations and Air-conditioning systems are maintained by school division. Natural gas boiler system with central air

For Evacuation, Southeast doors are used by Rm 15, 16, 17 while Rm 21 uses the Northeast doors. If alternate exit is needed, either the Southeast or Front Doors can and will be used by both programs.

## Fire Safety Equipment and Locations

Single Stage Fire Alarm Panel located in boiler room between room 12 and 13.  
Monitored by Protelec Alarms 204 949-1415

### Fire Alarm Pull Stations

Located at all exterior exits (6)

### Smoke Alarms

Battery operated in all 4 rooms. Hardwired in school classrooms.

### Portable Fire Extinguishers

Located by doors in all rooms as well as all public corridors and gymnasium,

## Utility Shut-off Locations

School Custodian is responsible for all shut-off operations. Call (204) 831-0846 or (204) 801-6236

# EMERGENCY EVACUATION PROCEDURES

## School – Child Care Centre Communication Procedures

In case of an emergency or threat of any kind to HPCP and Athlone 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 HPCP is aware of a threat or in an emergency state, the Director (or designated alternate) will:

1. Call the school by telephone at (204) 832-1373 (when safe) or
2. Communicate with the school office by intercom or
3. Walk down to school office to communicate (when safe).

Outside of school hours, the Director will contact the school at (204) 832-1373. Outside the centre's hours of operation, the Director will contact the school (204) 832-1373. When HPCP is aware of a threat or in an emergency state, the school principal (or designated alternate) will:

1. Call the centre by telephone at (204) 885-6476 (when safe) or
2. Communicate using announcements over the school intercom or
3. Walk down to the centre to communicate (when safe).

Outside of school hours, the school will contact the Director at (204) 885-6476. Outside the centre's hours of operation, the school will contact the Director at (204) 885-2405. These communication procedures are posted inside each of the Emergency Information Binders located in each room of the centre and in the office of the school and will be reviewed annually by the Director, Board of Directors and school principal and revised as needed.

Emergency evacuation procedures will be used in case of:

- fire
- a chemical or hazardous materials accident inside the centre
- a suspected natural gas leak
- high level of carbon monoxide (CO) indicated by CO alarm

Emergency evacuation procedures may also be 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 a utility failure or sewage back-up

## In Case of Fire

Staff should:

1. Ensure everyone evacuates fire area immediately
2. Close door to fire area and all doors behind you
3. Pull fire alarm bell
4. Notify Director (Principal) or other designated alternate and advise of location of fire.
5. Follow directions from senior staff to evacuate all children, staff, and visitors from building.

## Suspicion of Gas Leak

IMPORTANT - Do NOT pull fire alarm bell

Staff should:

1. Verbally notify Director/Principal (or designated alternate) immediately.
2. Follow directions for senior staff to evacuate children, staff, and visitors from building.

Director (or designated alternate) should:

1. verbally notify staff to evacuate the building
2. direct senior staff to lead Evacuation Procedures.
3. Call 911 for fire department and state nature of emergency and address
4. assign staff to verbally notify other occupants of building. (204) 832-1373
5. Verbally notify school personnel by phone, school intercom or in person.

## Upon Hearing Carbon Monoxide Alarm

IMPORTANT: Do NOT pull fire alarm bell

All Staff should:

1. Verbally notify the Director (or designate alternate) immediately

Director (or designated alternate) should:

1. Check with staff in an all childcare areas to see if any children or staff are showing signs or symptoms or CO Exposure such as headaches, dizziness, nausea, vomiting, weakness, drowsiness etc.
2. If anyone is showing signs and symptoms, direct Senior staff to begin Evacuation Procedures IMMEDIATELY following the steps "Upon Hearing Fire Alarm" (or follow instructions from Director)  
If no one is showing signs or symptoms, direct Senior staff to begin Evacuation Procedures and tell children to put on jackets, boots, etc. for protection in cold weather. and proceed with evacuation following the steps in "Upon Hearing Fire Alarm" (or follow instructions from Director)
3. Call 911 for Fire Department to tell them that: CO Alarm has been activated in a childcare center located in a school and if staff or children are showing any signs/symptoms or not. Advise them that the center is evacuating
4. Notify School Personnel of situation, that fire department has been called and that the center is evacuating.

## Upon Hearing Fire Alarm

All children, staff and visitors should:

1. Stop all activities immediately
2. Follow directions of senior staff to evacuate building
3. Meet in the assembly area along the parking lot fence.

Senior staff should:

1. Assign specific staff to:
  - Direct staff gather children and visitors by the inside of playroom door
  - Count Children & Conduct a sweep of the centre looking for any remaining children or adults.
  - Lead evacuation out of building
  - Bring the following items:
    - Attendance record (with floor plan attached).
    - Emergency Backpack (including first aid kit, child information records,

- staff emergency information and contact information for school personnel, other schools, and transportation services).
  - Duffel bags with fire ponchos for protection in cold weather (if it is safe to do).
  - When applicable, required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
  - Submit attendance record to school official
  - Help children who require additional assistance
  - Take required medications for children if essential to their immediate safety and it is safe to do so.
- 2. Close all doors and windows, time permitting.
- 3. Report Evacuation status to Director (or designate alternate) Director (or designated alternate) should:
  1. Call 911 to ensure fire department is aware of the situation.
  2. Conduct a Sweep of Center looking for any remaining children or adults, if safe to do so.
  3. Review attendance record received from staff. Confirm that all children, staff, and visitors are accounted for.
  4. Advise the fire department of evacuation status
  5. Take directions from fire department
  6. Direct staff to return inside or proceed to designated place of shelter upon direction from fire department
  7. 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
  8. Post the name, location, and contact number of the designated place of shelter on the outside door.
  9. Prepare a written statement to relay to parents by telephone to let them know the children are safe, where to pick them up and whether they need to come early.
  10. Assign specific staff to contact parents with prepared statement using cell phone if available and office phone in designated place of shelter.
  11. Contact staff on outings to return to designated place of shelter, not the centre
  12. Contact schools and transportation services and advise that the children should not be transported to the centre. Make necessary arrangements for the children's care
  13. Be available to discuss events 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. Phone Number (204) 940-1871. Contact Youth Mobile Crisis Team if necessary. Phone Number (204) 949-4777.
4. In the case of Carbon Monoxide Alarm, take the Carbon Monoxide Unit(s) outside of the building to clear the sensor(s) and return the CO unit(s) to their interior locations.

## DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE

BRUCE MIDDLE SCHOOL

333 Booth

Phone Number (204) 888-1990 Contact

Person: Dan MacNeil (Principal) Alternate

Phone: (204) 831-5950

This designated place of shelter is to be used during regular public-school hours.

## SECONDARY PLACE OF SHELTER AWAY FROM THE CENTRE

Grace Hospital 300 Booth Dr. PH: (204) 837-0111

This secondary designated place of shelter is to be used at any time the school is closed.

This would include Christmas Break, Spring Break, and Summer Break.

## SHELTER - IN - PLACE LOCATIONS

When it is safer to remain in the school the centre will use the following locations as the shelter-in-place.

- Other classrooms rented by centre furthest from the event.
- Hallway outside of room in the event of a tornado
- If Lock Down is announced over the school PA system, staff and children will remain in the room they are presently in and follow School Lock Down Procedures. (enclosed)

## EVACUATION AND SHELTER-IN-PLACE PRACTICE DRILLS

The following procedures are used to ensure the safety of children and adults in our center. 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 center, following the direction of staff.

### Emergency Evacuation Drills

- Minimum of one evacuation drill per month as well as 10 per year with school
- At different times of the day with varying numbers of staff
- A nap-time evacuation at least once annually, if applicable
- Complete evacuation to our designated place of shelter at least once per year.
- Use centre battery operated smoke alarm to initiate procedure

### Shelter-in-Place Drills

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

After Evacuation or Shelter-in-Place practice drills 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 communications will be used in the event of a partial or full day closure of the centre due to Weather-Related Emergencies such as sever winter storm, floods, forest fires or health-related emergencies such as a utility failure or outbreak of illness.

If a partial day closure is deemed necessary by the school principal during school hours or Director during non-school hours:

- Parents will be contacted by telephone or email and advised to pick up their children early at centre or designated place of shelter.
- Contact emergency contacts designated by parents if parents cannot be reached
- Post a note on the outside door with the name, location, and phone number for the designated place of shelter.
- Advise all staff not to be there at the time.
- Advise School Personnel if school does not initiate closure.
- Inform other schools and transportation services used by school-age or kindergarten children.

If a full day closure is deemed necessary by the school principal during school hours or Director during non-school hours:

- Attempt to contact all families and the previous evening or early in the morning by telephone or email.
- Arrange to have the closure announced on Center website ([www.heritageparkchildrensprogram.com](http://www.heritageparkchildrensprogram.com))
- Post a note on outside door, if possible

In the event of flooding or other disasters that require utility shut offs, all mechanical systems

will be turned off by the school custodian or representative of the school board. (204) 831-0846 or (204) 801-6236

All cleaning, service, or replacing such systems will be at the discretion of the school board.

After a partial or full day closure the Director:

- Will write and distribute a short letter telling parents about the event and any follow up steps that will be taken.
- Inform the Childcare Coordinator
- 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. (204) 940-1871 or Youth Mobile Crisis team at (204) 949-4777.

## 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/school for review by the fire inspector. The designated alternate will know the location of this file, which will contain:

- Copies of safety checklists are used to document daily, monthly, and annual checks to control fire hazards and inspect and maintain fire safety equipment.
- Fire extinguishers annual inspection report by a certified agency
- Evacuation and shelter-in-place practice drill record

### Daily Inspections and Maintenance-visual only

1. Evacuation procedures and floor plans are prominently posted in each room.
2. Exit signs are easy to see.
3. Corridors and exits are unobstructed.
4. Electrical appliances are unplugged when not in use.
5. All electrical outlets have covers in place.
6. Exits and Exterior Fire Escapes are Free of Snow and ice.
7. There is a minimum of 3 meters (about 10 feet) clear of snow outside the exits.
8. There is a clear path so that everyone can move further away from the building.
9. Fire Doors and stairway doors in all areas used by the center are NOT wedged or blocked open.

## Monthly Inspections and Maintenance

1. All fire extinguishers are checked to make sure:
  - Hung in required locations
  - Labeled
  - Ready for use
  - Tagged
  - Properly charged
  - Monthly check documented on tag and on practice drill record
2. Battery-operated smoke alarms are checked to ensure proper function and documented.
3. Exterior Fire Escapes are in good repair (if applicable)
4. Exit doors in all areas used by the center are readily opened from the inside without the use of keys or other locking devices.
5. Fire Department access is unobstructed. Exterior first department connections are easy to see and unobstructed (if applicable). For e.g. No vehicles must be parked in a fire route/lane. There are no excessive vegetation, snow, or other obstructions to access routes, fire hydrants, and fire department connections.
6. School custodian checks storage areas to make sure:
  - Combustible materials have not built up in basements, storage rooms, service rooms, or stairwells.
  - Combustible materials are not stored next to water heaters and heading equipment.
  - Propane cylinders are not stored inside buildings or in attached garage/shed.
  - There is at least 18 inches of clearance between storage and sprinkler heads (if applicable)
  - The inspection documentation for fire alarm system and equipment is maintained by the School Custodian for review by the fire inspector.

## Annual Inspections and Maintenance

Inspection documentation maintained for review by fire inspector for the following:

- Fire extinguishers are inspected by certified agency (also documented on tag)
- Batteries for smoke alarms are replaced at least annually (documented), and units are replaced as per manufacturer instruction.
- Battery-Operated Carbon Monoxide Units are tested regularly with Batteries being replaced at least annually (documented) and units are replaced as per manufacturer direction.

The Following inspection documentation is maintained by the School Custodian for review by the fire inspector:

- Qualified heating contractor inspects Heating System.
- A certified technician (If applicable) inspects Fire Protection systems:
  - Emergency Lighting
  - Fire Alarm System

- Sprinkler System
- Standpipes
- Fire Hose
- Emergency Generator
- Fire Pump

## WEATHER-RELATED EMERGENCIES

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

- Winter storms
- Flooding
- Tornadoes
- Severe thunderstorms

### School Procedure

If a full day closure is deemed necessary by the school principal during school hours or Director during non-school hours:

- Attempt to contact all families and the previous evening or early in the morning by telephone or email.
- Arrange to have the closure announced on Center Website ([www.heritageparkchildrensprogram.com](http://www.heritageparkchildrensprogram.com))
- Post a note on outside door, if possible
- School posts of Division Website and posted on Center website.

### 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 are stored and replenished at least annually.
- Flashlights and fresh batteries are available.
- Fresh batteries are available for the weather radio or portable radio.

## WINTER STORM AND FLOOD PROCEDURES

Director (or designated alternate) should:

1. Monitor appropriate sources listed below when there is potential for severe weather or flooding.
  - Environment Canada for weather watches and warnings on weather radio or local media

- Manitoba Water Stewardship's Hydrologic Forecast Centre website ([manitoba.ca/waterstewardship/floodinfo](http://manitoba.ca/waterstewardship/floodinfo)) and local media.
2. Notify staff in playground area to bring children inside in the event of a severe weather warning.
  3. Notify any groups on outings to return or take indoor shelter immediately.
  4. 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, blizzard warning, or the potential for flooding:

1. Director/Principal will consult on the need for emergency closure.
2. Follow Emergency Closure Procedures if required.
3. Director and the Board Chairperson will consult on the need for an emergency.
4. closure based on the information from emergency response officials. The school Principal or Division may make decision.
5. Director (or designated alternate) will:
  - Advise Parents and Staff if decision is made to close the center.
  - 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 center will be closed until further notice.
  - Follow Emergency Closure Procedures if required.

## TORNADO OR SEVERE THUNDERSTORM PROCEDURES

Staff should:

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 the weather radio.
2. Make the decision to enact Shelter-in-Place Procedures.

During Thunderstorm or Tornado Watch, Director (or designated alternate) should:

1. Monitor the situation using information from Environment Canada on the weather radio.
2. Make sure Flashlights and battery-operated lights with fresh batteries are available in all areas of the center.
3. Direct Senior staff in each playroom:
  - Not to use electrical equipment and avoid using the telephone.
  - Guide children to stay away from windows, doors, radiators, stoves, metal pipes, sinks, or electrical charge conductors.
  - To Unplug all electrical appliances in areas used by the center such as TV's, radios, and toasters.
4. During School Hours, Consult with school personnel.
5. Make the decision to enact Shelter-in-Place Procedures. This decision may be made in consultation with school personnel.

## **In the event of a Tornado**

Protective Space Location: Hallway Directly Outside of Classroom

- Direct senior staff to lead Shelter-in-Place Procedures
- Notify staff in playground to return indoors immediately.
- Notify staff on outings away from centre to immediately seek the closest indoor shelter. Remind them to call back with their location.
- Notify schools/transportation services that the children should not be transported to the centre and that staff cannot leave to pick them up. Continue to plan for children's care.
- Bring the weather radio operating on battery backup and cell phone to protective space to monitor when it is safe to leave the protective space
- Advise School Personnel of the status of Shelter-In-Place Procedures: Tornado

Senior Staff should:

1. Remind staff not to use electrical equipment and avoid using the telephone.
2. Direct staff to move children away from the door and windows.
3. Make sure flashlights and fresh batteries are available.
4. Unplug all electrical appliances such as TVs, radio, toasters, etc.

In the event of a tornado

- Count Children prior to proceeding to protective space and Direct staff and children to gather in the protective spaces which is the hallway directly outside classrooms.
- Assign specific staff to:
  - Bring the emergency backpack into the protective area
  - Take attendance to make sure all children and staff are accounted for
  - Help children who require additional assistance.
  - Take required medications for children if it is possible to do it safely and if essential for the immediate safety of a child.
- Advise Director (or designated alternate) of the status of Shelter-in-place procedures.

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 Childcare Coordinator
3. If necessary, call the Regional Health Authority to access the community crisis/trauma team within 24 hours of the event for advice, resources or in-person support. (204)940-1871 or call Youth Mobile Crisis team at (204)949-4777

## 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.
3. Update the centre's safety plan with any special considerations required for the child.
4. Store Individual Health Care Plan/Emergency Response Plan 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 a staff member'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 (vomiting, diarrhea, abdominal pain, etc.)
- Staff encourage parents to inform the centre of diagnosed illness after visiting the doctor.
- Staff document symptoms diagnosed with illnesses or absences due to illness in daily incident book.

- A toileting logbook is maintained to identify children with diarrhea as a simple warning system of an illness outbreak.

### Outbreak of communicable or food-borne illness in centre

Director (or designated alternate) should:

- 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.
- Contact the public health inspector if directed to do so by the public health nurse.
- Inform the Childcare Coordinator of the situation and the public health authority's requirements and recommendations. Providing regular updates to both coordinator and Public Health Authorities
- Review the following procedures with all staff and make sure procedures are diligently followed.
  - Proper sneezing and coughing etiquette
  - Children's and adult's hand-washing procedures
  - Toileting procedures
  - Cleaning and sanitizing procedures.
  - Procedures for the proper storage and serving of food.
- Notify parents of illnesses present in the centre and the symptoms to look for in their child.
- Sharing resources and information with parents
- 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 of diagnosed illnesses.
6. Document health concerns symptoms or diagnosed illnesses in the daily incident record.

### 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.
- Gastrointestinal infections such as a diagnosed case of E. coli, rotavirus, salmonella gastroenteritis
- Diarrhea, if there are 2 to 3 or more children with 48 hours,
- Group A streptococcus (invasive diseases such as toxic shock syndrome and flesh-eating disease.
- Hemophilus influenza type b (Hib)
- Hepatitis A virus (HAV)
- Impetigo, if there is more than one diagnosed case 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)
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
  - 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 (cytomegalovirus)

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

Director (or designated alternate) should:

1. Monitor and respond to warning from Manitoba Health and Healthy Living, Health Canada, or the Canadian Food Inspection Agency.
2. Advise all staff of recommendations from the above agencies as well as from the public health inspector or the Childcare Coordinator. Ensure that staff follow these 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. Create and provide an incident report for 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 incident report to the parents.
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 incident report to the parents and director

After the event, Director (or designate alternate) should:

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

## Utility Failure or Sewage Back up

The following procedure 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

Upon direction from the school principal and/or school custodian: (204) 831-0846 or (204) 801-6236 Director (or designated alternate) should:

- Advise staff on procedural changes required by public health or the fire authority
- Enact and follow Evacuation Procedures or Emergency Closure Procedures as directed by school authorities.
- Inform the Childcare Coordinator of situation and the requirements and recommendations from the 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 enroll 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. injectors are 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 any emergency, parents, children, and centre staff must all understand the 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 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 a medical form authorizing the administration of adrenaline auto-injector.

5. Contact the public health nurse to develop the Individual Health Care Plan/ Emergency Response Plan, Identifying a contact person for the nurse and schedule staff training.
6. Inform parents that a child with a life-threatening allergy is in direct contact with their child (with written parental approval) Ask parents for their support and cooperation.
7. Inform School Personnel that a child with a life-threatening allergy is present in the building (With written parent approval)
8. If it is not developmentally appropriate for the child to carry an auto-injector, make sure it is kept in a safe, unlocked location accessible only to the adults responsible.
9. Staff Training:
  - Notify staff/school officials, if necessary, of the child with a known risk of anaphylaxis and the treatment
  - Have all staff (and ` ) receive instruction on using an auto-injector
  - Inform all substitute staff about the presence of a child with a known risk of anaphylaxis and 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 training seminar
10. Help with carrying out policies and procedures for reducing risk in the centre
  - Post allergy alerts in all areas of centre
  - Develop safety procedures for field trips
11. Make sure there are processes to:
  - Monitor when a child's Individual Health Care Plan/Emergency Response Plan 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 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. Discuss anaphylaxis with the other children, in age-appropriate terms
3. Encourage children not to share lunches or trade snacks
4. Choose products that are safe for all children in the centre
5. Instruct children with allergies to eat only what they bring from home.
6. Reinforce hand washing to all children before and after eating.
7. Facilitate communication with other parents
8. Follow policies for reducing risk in eating and common areas
9. Enforce rules about bullying and threats
10. Leave information in prominent /accessible format for substitutes.
11. Plan appropriately for field trips. Make sure the auto-injectors are taken and emergency response plans are considered when planning the trip.

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 foods only 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 Medical Identification Bracelets.
7. Keep an Auto-Injector on their person at all times, such as in a fanny pack (as developmentally appropriate)
8. Learn how and when to use their Auto-injector (as developmentally appropriate).

Responsibilities of the parents of a child with anaphylaxis:

1. Tell the centre 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 only accessible to adults), or on the person or 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 centre with adrenaline auto-injectors before the expiry date.
6. Be willing to provide safe foods for their child, including special occasions and ensure auto-injectors are taken on field trips.
7. Provide support to the centre and staff as required.
8. Participate in the development of a written Individual Health Care/Emergency Response Plan for their child, which is updated annually.
9. Teach their child (as developmentally appropriate):
  - To recognize the first sign of anaphylactic reaction
  - To know where their medication is kept and who can get it
  - To communicate clearly when he/she feels a reaction starting
  - To carry his or her own auto-injector on their person
  - No sharing 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 centre to eliminate allergens from packed lunches and snacks
2. Participating in parent information sessions
3. Encourage children to respect the child with a known risk and centre's policies
4. Inform the staff before food products are distributed to any children in centre

# CHEMICAL ACCIDENT PROCEDURES

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

- Inside of the centre
- In the area outside the centre

## Chemical Accident Inside of Child Care Centre

Director (or designated alternate) should:

1. Enact evacuation procedures immediately
2. Call 911 for fire department
3. Direct staff to follow evacuation procedures
4. Notify school principal (204) 832-1373

### Shelter-in-Place Procedures: Chemical Accident outside of building

Director (or designated alternate) should:

1. Verbally direct senior staff to lead shelter-in-place procedures and close windows and internal door.
2. Notify staff in playground to return indoors immediately.
3. Notify staff on outings away from the centre to immediately seek the closest indoor shelter and call back with their location.

\*\*School custodian would do necessary tasks to ensure the doors are locked and that breakers that control air flow are turned off\*\*\* (204) 831-0846 or (204) 801-6236

4. Notify schools and transportation services that the children should not be transported to the centre and make arrangements for the children's care.
5. Inform parents by phone and advise to stay away from area and to listen to local media for further updates on the situation.
6. If there is time and it is needed, assign specific staff to take additional measure to protect indoor air:
  - Seal any obvious gaps around exterior windows and doors
  - Place a rolled-up damp towel at the floor space under door
7. Inform staff 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 close door.
3. Place a rolled-up damp towel at the floor space at bottom of doors
4. Take attendance to account for all children, staff, and visitors
5. Advise director of status of shelter-in-place procedures.
6. Assign specific staff to prepare for evacuation by:

- Having the emergency backpack (including the first aid kit, child information records, contact information for others in the building) ready to go, should an evacuation be ordered.
- Having required medications for individual children ready.

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 Childcare 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. (204) 940-1871 or Youth Mobile Crisis team at (204) 949-470

## 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 a suspicious item was found.

### IMPORTANT

### STATIONARY PHONE LOCATION: ROOM 15

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 alternative) and school principal immediately to assess the situation.

Staff member receiving a bomb threat by telephone should:

1. Use the form to record as much information as possible.
2. Notify the director (or designated alternate) and school principal 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) and school principal IMMEDIATELY. (204) 832-1373

Director (or designated alternate) should:

1. Discuss with school principal and together determine if there is an immediate threat to safety on the information available.
2. Direct staff NOT to use any form of wireless communication.
3. Call 911 using a land phone. Consult with police/school for further steps.
4. In consultation with police/school, determine if there is an immediate threat to safety

based on the information available and decide whether to evacuate.

5. Make sure the person who answered the threatening phone call or found the written message is available to be interviewed by police.
6. If there is an imminent threat to safety:
  - Enact evacuation procedures. Do NOT use fire alarm.
  - Direct senior staff to lead evacuation procedures
7. Assign specific staff to:
  - Go to playground and tell staff to remain there or proceed to designated place of shelter
  - Call staff on outings away from the school (using a land line) and advise not to return to centre until further notice or to proceed to designated place of shelter.

Senior Staff should:

- Lead 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 Childcare 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. (204) 940-1871 or Youth Mobile Crisis team at (204) 949-4777

If a suspicious item is found but no bomb threat has been received, the Director should:

1. Advise staff NOT to touch or move it (even if it has already been moved)
2. Evacuate immediate area. Consult with school principal
3. Try to determine if it is suspicious and dangerous or if it is an ordinary item
4. Call 911 using land phone and consult with police 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 to evacuate.

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

1. Gather 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 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. Notify School Principal.
3. Direct staff do not use any form of wireless communication.
4. Enact the evacuation procedures. Do **NOT** use the fire alarm.
5. Direct the senior staff to lead the evacuation procedures using only exit routes and areas that are free of suspicious items.
6. Call 911 using a land phone and state the nature of the emergency.
7. 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 evacuation procedures.
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 the centre using a land phone and advise staff not to return to centre and to proceed to designated place of shelter.
  - Once at least 150 Feet away from building or at the designated place of shelter (using a cell phone), call 911 for the police and state the nature of the emergency.
  - Notify police of the caller's phone number if Caller ID or Call Trace Successful
  - Make sure the person who answered the threatening phone call (or found the written message/suspicious package) is available to be interviewed by the police.

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 Childcare 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. (204)940-1871 or Youth Mobile Crisis team at (204)949-4777

# THREATENING BEHAVIOUR PROCEDURES

The following procedures describe the response to threatening behaviour:

- Inside the centre, school 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, school or on the property
  - Threatening behaviour 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 immediately if there is a threat to safety.

Director (or designated alternate) should:

1. Tell staff in the daily staff communication logbook to contact the director (or designated alternate) immediately if a person who may become threatening arrives at the centre.
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 the next steps.
  - Do not touch, move, or delete the threat or evidence so the police can investigate properly.

## THREATENING PERSON IN ANOTHER PART OF THE SCHOOL

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.
- Protective Spaces inside the classroom includes the wall against the door however if able if safe to do so or not inside of classroom, protective spaces can also include bathrooms, front office area, or loft area.
- Director (or designated alternate) should
  1. Make sure senior staff in all playrooms are aware of the threat and tell them to
  2. Make sure all interior and exterior doors leading into the centre are locked.
  3. Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the building.
  4. Cover windows into the school hallway.
  5. Turn off lights & stay in protective spaces that are out of sight from doors and windows.
  6. Help children who need additional assistance where needed
  7. When applicable, 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.
  8. Take attendance and report status of Shelter-in-Place Procedures to the Director.

9. If group of children are in the playground, tell staff to take children to the designated place of shelter immediately and Notify staff on outings to stay where they are and not to return to the centre until further notice.
10. Notify other schools/transportation services that the children cannot come to the centre until further notice.
11. Make plans for the children's care.
12. Review attendance reported by senior staff in all playrooms to account for all children and staff.
13. Notify school personnel about the status of Shelter-in-Place Procedures, if safe to do so.
14. DO NOT leave protective spaces until told by the police or school personnel.

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. (204) 940-1871 or Youth Mobile Crisis Team at (204) 949-4777

## SHELTER -IN-PLACE PROCEDURES

### Threatening Behaviour Inside Centre or on Property

Director (or designate alternate) with consultation with principal should:

1. Make the decision to enact Shelter-in-Place Procedures. (Lock-Down)
2. Direct senior staff to lead the Shelter-in- place Procedures.
3. Tell the senior staff where the threatening person is and whether they seem to have a weapon or not.
4. 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.
5. If the person has a weapon:
  - Call 911 for the police immediately
  - Take cover in the closest protective space
6. Follow the directions from the police about what to do next
7. Give the police any information they require.
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 service that the children should not be transported to the centre and that staff cannot leave to pick them up.
10. Make arrangements for the children's care.

In the event of a threat to the children attending the school or Heritage Park Children's Programs the following procedure will be followed to ensure immediate communication.

- During the school's instructional hours, contact between the school and the daycare centre would be by phone. If phone contact was not established, the school intercom system would be used to alert threatening behaviour.
- Outside of the school's instructional hours the daycare staff would personally and verbally contact the cleaning staff if it is safe to do so.

Senior Staff should:

1. Quietly direct staff to gather with the children in one of the centre's rooms that is farthest from the threatening person as possible. Staff may have to use furniture to barricade.
  - If the threat is on the property, direct staff and children to quickly move inside, take cover or whatever other measures to take depending on the situation.
  - 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 for children 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:

1. Gather children in the nearest room away from the threatening person.
2. Lock the door to the room.
3. Turn off the lights
4. Close and lock the exterior windows
5. Stay in the protective spaces that are out of sight from doors and windows
6. Do NOT leave protective spaces until they are told by Director or announced by school that lock-down is over.

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 Childcare 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. (204)940-1871 or Youth Mobile Crisis team at (204)949-4777

## SHELTER-IN-PLACE PROCEDURES

### Threatening Behavior in Neighbourhood

**IMPORTANT:** Do NOT leave the centre until the police tell you it's okay.

**SCHOOL PROCEDURE:** Announcement over intercom "School is in Lock-Out – Do not leave the school building until "All Clear" is announced.

Director (or designated alternate) in consultation with school principal should:

1. Direct senior staff to lead Shelter-in-Place Procedures. Tell them there is a threat in the neighbourhood.
2. Notify staff and children in playground to come inside immediately.
3. School Custodian will lock exterior doors. (or Director in his absence)
4. 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.
5. Look at attendance records to make sure all children and staff are accounted for.
6. Notify schools and transportation service 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.
7. Call 911 to make sure police know about the situation.
8. Follow directions from the police about what to do next.
9. Tell staff when it is safe to leave the protective spaces as directed by the police.

Senior Staff in each playroom should:

1. If the threat is in the neighborhood, Direct staff to gather with children away from exterior windows and doors.
2. If threat is on property, go into protective spaces, take attendance record, and required medications and specialized equipment for children with additional support requirements if essential to do so for their immediate safety and it is safe to do so.
3. Assign specific staff to help children who need additional assistance.
4. Take attendance to account for all children.
5. Advise director (or designated alternate) of status of Shelter-in-place.

Staff should:

1. Gather with children in areas away from exterior windows and doors.
2. Close and lock exterior windows
3. Close blinds and curtains.
4. Do NOT leave centre until you are advised by the Director or announced by school that Lock Down is over.

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 Childcare Coordinator.
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. (204)940-1871 or Youth Mobile Crisis team at (204) 949-4777

\*\*\*\*\*SEE ATTACHED SCHOOL LOCK DOWN POLICY

## 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

- There are policies that ask parents to tell staff when someone else picks up their child. If staff don't know the person, they will ask for 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 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 logbook, so all staff are aware.
- If the visitor is unknown to the staff, staff must ask for 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.

Controlling and Monitoring Visitor Access INTERIM PLAN- We are unable to be 100% locked as we are located in an unlocked school and share gym, hallways. and washrooms.

1. All outside doors are locked by the school custodian at 9:00 a.m. Except for main entrance of school, which remains open until 4:30. There is a sign posted for visitors to report to office.
2. When arriving at the centre, all staff, parents, and visitors must use the designated entrance and identify themselves using the intercom system. All doors to day care classrooms are locked at all times and identity is verified verbally through intercom and visually via windows.
3. A staff member in room 15 will be assigned to monitor the intercom during primary parental pick-up and drop-off times and to answer as quickly as possible
4. 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.
5. Staff are required to sign children in and out on the attendance record in the School Age Program and the Nursery School Program. Regulation 6(2)(a) states: keep daily attendance reports with respect to each child enrolled in the childcare centre, which indicates the arrival and departure time of each child. Therefore, if parent(s) miss signing their child, the responsibility alternately lies on the facility to meet the regulation, in terms of signing all children in and out daily. Parent may be encouraged to sign in and out their child(ren) but the facility must sign in and out all children and

- maintain accurate attendance reports
6. Parents are required to directly tell a staff member when they are leaving the building, with or without their children.
  7. When we use the gym, we escort children and do a sweep of the gym and adjoining rooms prior to entering. Doors are closed and monitored by staff.
  8. When children need to use washrooms in hallway they will tell staff. Staff will stand by door and monitor washroom door at all times as well as monitor classroom. Door will be open for this period and monitored. Nursery school children have group bathroom times.
  9. When children and staff are outside, the doors are locked. If staff require entry into the building, they are able to utilize their cellular device to request access to the building or enter through the front doors using the intercom system.

## SAFE INDOOR AND OUTDOOR SPACE PROCEDURES

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 logbook.
- 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, gather the children and leave immediately.

Staff on opening shift should:

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

Staff on the closing shift should:

- Do a walk-through and make sure all appliances are unplugged
- Note any safety concerns and related reminders about appropriate procedures in the daily staff communication book.

Director (or designated alternate) should:

1. Make sure monthly and annual inspections are completed and documented on the appropriate checklists.
2. Complete documents and any required repairs or actions
3. Review enrolment forms, Inclusion Support Program intake, review 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 spaces and advise school principal of any changes necessary to outdoor spaces to make sure children with additional support needs are safe.
5. Communicate safety concerns or changes to procedures to all staff:
  - Note concerns in the daily communication logbook
  - Review at a staff meeting if necessary.
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.

## STAFF TRAINING

The enhanced safety plan will be revised, 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 Daily and Monthly Indoor Safety Checklists with the director 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.
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 book
- Contact information for other schools serviced by center
- Contact information for Transportation services used by kindergarten or school age children
- Emergency phone number list including
  - the centre's location address
  - designated place of shelter
  - contact information for the school
- Fire alarm pull stations
- Fire extinguishers
- Emergency backpacks
- First aid kits
- A copy of the enhanced safety plan

- Individual Health Care Plan/Emergency Response Plans for all children enrolled with anaphylaxis or other applicable health conditions
- Adrenaline auto-injectors for children with anaphylaxis

### Training for All Staff

All staff will:

1. Review their actions, as well as the actions of the children, after each practice evaluation or shelter-in-place drill and discuss ways for improvement.
2. Review how to use a fire extinguisher at least once per year.
3. Be retrained in the use of a child's auto-injector 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 childcare centre inspection checklists to ensure that the Director (or designated alternate):
  - a. Addresses any fire safety issues.
  - b. Monitors that all procedures to control fire hazards are completed make sure all required inspections and maintenance of fire safety equipment are completed and documented as required
  - c. Addresses any public health concerns addresses any childcare licensing non-compliance issues or other concerns.

## STAFF ANNUAL REVIEW

The enhanced safety plan will be reviewed annually at the annual staff meeting in June by All supervisory staff and designated alternatives and Board of Directors.

Any necessary changes or revisions will be made including:

- increases or decreases in staffing levels
- increases or decreases in licensed number of children
- changes to emergency procedures.
- Changes to rooms or floor spaces occupied by the childcare center

If revisions are made, new copies will be printed with the revision date and submitted to the childcare 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 alternatives
- posted in the childcare centre for reference by the fire authority
- kept in the staff communication area of easy access and review by childcare staff
- reviewed by childcare 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.

### Center-School Annual review

Controlling Visitor access procedures for the childcare center and school will be reviewed by the Director and School Principal annually in September. It will also be reviewed when any changes in school, principal, custodian or secretary and/or center director Individual Health Care Plan/Emergency Response Plans

Plans will be reviewed every year for each child enrolled with Anaphylaxis or other applicable health conditions.

The Director (or Team Leader) will monitor expiry dates for the individual plans and EpiPen's on allergy list.