



Emergency Management Policy & Procedure

Purpose

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

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

Definitions

All-Clear:

A notification from an authority that a threat and/or disaster no longer poses a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

Authority:

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

Emergency:

An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 9-1-1 is called.

Emergency Services Personnel:

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

Evacuation Site:

The designated off-site location where the shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

Licensee:

The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Meeting Place:

The designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site or returning to the child care centre if evacuation is not necessary.

Staff:

An individual employed by the licensee (e.g. program staff, supervisor)

Trespasser:

A trespasser is someone who fits one or more of the following descriptors:

- Has no legitimate business in the school or on the school property
- Has not reported to the office before proceeding to another area of the school
- Appears to be under the influence of alcohol or drugs
- Has a weapon
- Behaves in a discourteous or aggressive manner
- Is violating a “No Access” or trespass order

Unsafe to Return:

A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

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

1. Immediate Emergency Response
2. Next Steps during an emergency
3. Recovery

Staff will ensure that children are kept safe, are accounted for, and are supervised at all times during an emergency situation. Stratford Cygnets Cooperative Preschool takes

every precaution necessary to provide a safe environment for the children and staff in our program and their families. In case of an emergency, the staff is trained to follow their designated roles to ensure everyone's safety as outlined in the school's policies and procedures. In case of an emergency, all parents/guardians will be notified by phone, email, and social media outlets.

For situations that require the evacuation of the child care centre, the meeting place to gather immediately will be located at: Exterior toddler fence line between the sidewalk and playground.

If it is deemed unsafe to return to the child care centre, the evacuation site to proceed to is located at:

Dufferin Arena, located at 8 Oak Street, Stratford, Ontario, N5A 2G1.

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

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

If any emergency situations happen that are not described in this document, The Supervisor or their designate will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Supervisor or her designate in the daily written record.