

Policy:	Emergency Management Policy & Procedures
----------------	---

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 / Acronyms

For the purposes of this policy, the following definitions / acronyms apply:

- **Child Care and Early Years Act, 2014 (CCEYA)**
- **All-Clear:** A notification from an authority that a threat and/or disaster no longer pose 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 Executive Director, Supervisor, Principal, Vice Principal).
- **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 911 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 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:** Individual employed by the licensee (e.g. program staff, supervisor).
- **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.

Policy

In the event of an emergency, JCD staff are responsible for evacuating the daycare in accordance with this policy, ensuring the safety of children and communication with parents.

Staff will follow the three phases of emergency response procedure:

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

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

For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at: The Learning Garden Rocks located south of the adventure playground near Jackman Avenue.

If it is deemed 'unsafe to return' to the child care centre, the evacuation site to proceed to is located at: **Children's Circle Daycare, 175 Hampton Avenue. 416-461-5151.**

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 occur that are not described in this document, the ED, Supervisor, Principal, Vice Principal, designate, or emergency personnel such as police or fire 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 Executive Director in the daily written record.

Additional Policy Statements

E.g. regular drills with staff for training/practice, emergency bag preparation, etc.

In all emergencies, staff will remain calm and provide clear direction to children. Staff will ensure the emergency contact information / the room pouch is kept with the group.

Procedures

Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
Fire Drill	<ol style="list-style-type: none">1. Staff will blow a whistle or announce the Fire Drill2. Emphasize serious, orderly, quiet efficiency.3. No coats, books, etc., should be taken outside; however, children should be in shoes or boots4. Close all classroom windows and lights5. Proceed to the nearest exit and go to meeting location6. Staff must care attendance and Emergency Procedures folder7. Children who were elsewhere (washroom) should join group outside at meeting location.8. Take attendance – if all students are accounted for, hold up folder with green side facing out (if participating in school drill). If any students are not accounted for hold up folder with red side facing out. Coordinate with school to determine location of missing children.9. Re-enter the building quietly. School re-entry bell will sound which is the signal that it is safe to go back inside. <p>Before a Fire Drill:</p> <ul style="list-style-type: none">• Be sure your class has a Fire Exit sign prominently displayed next to the door which shows both your primary exit and alternate exit. If you are missing one tell the Principal.• Ensure that children know the correct exists for any room they normally use.• Impress on them the fact that if they are in the washroom when the fire alarm rings, they should go out the door nearest to the washroom and meet their class outside.• Children should be reminded to use quiet, calm behaviour. They are expected not to talk and they must walk, and never run.• Ensure children know where the class will meet outside.• If a fire alarm is sounded during lunch, children will exit school with lunchrooms supervisors. Children will be asked to go to their designated meeting spot to meet their teacher. <p>** In the case of a real fire staff should pull the fire alarm and call 911. During the school day, the Principal / Designate will call the TDSB Call Centre (416) 395-4620 upon evacuating. If Fire Dept. doesn't arrive, the Principal will also call 911.</p> <p>** Arrangements have been made with Frankland School 416-393-9720; Weswood 416-396-2480; and Chester School 416-396-2325 if the school needs to relocate. Directions will be given by the Principal, VP or designate.</p>

Fire Drill during Lunch / Recess	<p>Children will follow these procedures during lunch/recess:</p> <p>From GPR:</p> <ol style="list-style-type: none">1) Lunchroom supervisors will lead children outside to designated areas.2) Lunchroom supervisors will take head count and compare to class lunch attendance.3) Teachers will come and collect their Lunchroom Attendance from the Lunchroom Supervisors assigned to their class4) Teacher will take Attendance <p>From Daycare Classrooms:</p> <ol style="list-style-type: none">1. Exit through primary / alternate exit2. Follow Fire Drill procedures above <p>If Outside:</p> <ol style="list-style-type: none">1. Bells will ring 4 short blasts2. Lunchroom Supervisors will direct students to go to their classroom's regular meeting spot3. Teachers will come and collect Lunchroom Attendance from Lunchrooms Supervisors assigned to their class.4. Teachers will take attendance.
---	--

Lockdown

When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.

1. The staff member who becomes aware of the threat must:
 - a. Inform all other staff of the threat as quickly and safely as possible
 - b. Call 911 if emergency services is not yet aware of the situation
2. Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location. This will depend on the location of the threat.
3. If the threat is inside the school, staff and children should proceed to Children's Circle, the Emergency Evacuation Centre. If possible call Children's Circle at 416-461-5151 to let them know the situation.
4. If the threat is outside the school, staff and children should proceed inside, entering through a door using a swipe card. Once inside proceed immediately to the any first floor daycare room. There is no need to maintain ratios or age groupings during an emergency.
5. Staff inside the child care centre must:
 - a. gather all children and move them away from doors and windows;
 - b. take children's attendance to confirm all children are accounted for;
 - c. take shelter in closets and/or under furniture with the children, if appropriate;
 - d. remain calm and keep children calm and quiet.
 - e. ensure children remain in the sheltered space;
 - f. mute all cellular phones; and
 - g. wait for further instructions.
6. Staff inside the program room(s) should also:
 - a. Look out in the hallway before locking the door to ensure all children are in a classroom; if you see a child, tell them to come inside.
 - b. close all window coverings and doors;
 - c. lock and barricade the room door;
 - d. gather emergency medication; and
 - e. join the rest of the group for shelter.
 - f. Keep everyone facing away from glass and doors where possible.
 - g. No use of washrooms (unless a washroom exists in the classroom)
7. The Executive Director or Designate will immediately:
 - a. close and lock all child care centre entrance/exit doors, if possible; and
 - b. take shelter.
8. During the school day, the Principal or Designate will notify staff and students as follows: "Attention all Teachers and Staff! This is a Jackman School emergency. The school is now in Lockdown."
9. One staff from each room should use the centre what's app to update their location and how many children are with them.
10. Only open doors when an "All clear" is given by the Principal, designate or emergency personnel such as police.

	<p>11. Only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p>
<p>Hold & Secure When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building. Staff and students are considered safe inside the school.</p>	<ol style="list-style-type: none"> 1. The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible. 2. Staff members who are outdoors must ensure everyone returns to their program room(s) immediately. 3. Staff in the program room must immediately: <ul style="list-style-type: none"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all window coverings and windows in the program room; • continue normal operations of the program; and • wait for further instructions. 4 The Executive Director or Designate must immediately: <ul style="list-style-type: none"> • close and lock all entrances/exits of the child care centre; • close all blinds and windows outside of the program rooms; and • place a note on the external doors with instructions that no one may enter or exit the school. <p>During the school day, the Principal or Designate will notify staff and students as follows: “Attention all Teachers and Staff! This is a Jackman School emergency. The school is now in Hold & Secure.”</p> <p>If a Hold & Secure happens during recess or while a class is outside, staff must bring all students into the building immediately.</p> <p>Only emergency service personnel are allowed to enter or exit the building during a Hold & Secure.</p>
<p>Bomb Threat A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the threat must: <ul style="list-style-type: none"> • remain calm; • call 911 if emergency services is not yet aware of the situation; • follow the directions of emergency services personnel; and • take children’s attendance to confirm all children are accounted for. A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel. B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.

Disaster Requiring Evacuation
A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

- 1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.
- 2) Staff must immediately:
 - remain calm;
 - gather all children, the attendance record, children's emergency contact information any emergency medication;
 - exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;
 - escort children to the meeting place; and
 - take children's attendance to confirm all children are accounted for;
 - keep children calm; and
 - wait for further instructions.
- 3) If possible, staff should also:
 - bring children's outdoor clothing according to weather conditions;
 - take the pouch & first aid kit; and
 - take all emergency and non-emergency medications
- 4) Designated staff will:
 - help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
 - in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
 - If a child or children cannot be safely assisted to exit the building, the designated staff will assist them to a safe location, stay with them and ensure their required medication is accessible, if applicable; and
 - wait for further instructions.
- 5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.

For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at: The Learning Garden Rocks located south of the adventure playground near Jackman Avenue.

If it is deemed 'unsafe to return' to the child care centre, the evacuation site to proceed to is located at: **Children's Circle Daycare, 175 Hampton Avenue. 416-461-5151.**

Any evacuation during the school day would be at the direction of the Principal, Vice Principal or Designate.

<p>Disaster – External Environmental Threat – Shelter-in-Place</p> <p>An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</p> <p>If remaining on site:</p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all program room windows and all doors that lead outside (where applicable); • close windows; seal off external air entryways located in the program rooms (where applicable); • continue with normal operations of the program; and • wait for further instructions. <p>3) The Executive Director or Designate must:</p> <ul style="list-style-type: none"> • seal off external air entryways not located in program rooms (where applicable); • place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and • turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable). <p>If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
<p>Natural Disaster: Tornado / Tornado Warning</p>	<p>1) <i>The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</i></p> <p>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</p> <p>3) <i>Staff must immediately:</i></p> <ul style="list-style-type: none"> • remain calm; • <i>gather all children;</i> • <i>go to the basement, or if not possible, take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</i> • take children’s attendance to confirm all children are accounted for; • <i>remain and keep children away from windows, doors and exterior walls;</i> • keep children calm; • conduct ongoing visual checks of the children; and • wait for further instructions.

**Natural
Disaster:
Major
Earthquake**

- 1) Staff in the program room must immediately:
 - remain calm;
 - instruct children to find shelter under a sturdy desk or table and away from unstable structures;
 - ensure that everyone is away from windows and outer walls;
 - help children who require assistance to find shelter;
 - for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;
 - find safe shelter for themselves;
 - visually assess the safety of all children; and
 - wait for the shaking to stop.
- 2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.
- 3) Once the shaking stops, staff must:
 - gather the children, their emergency cards and emergency medication; and
 - exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.
- 4) If possible, prior to exiting the building, staff should also:
 - take a first aid kit; and
 - gather all non-emergency medications.
- 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.
- 6) Designated staff will:
 - help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
 - in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
 - If a child or children cannot be safely assisted to exit the building, the designated staff will assist them to a safe location, stay with them and ensure their required medication is accessible, if applicable; and
 - wait for further instructions.
- 7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.

Other Emergencies	The Executive Director and/or Supervisor will advise staff, children and families of what to do in the event of another type of emergency.
--------------------------	---

Staff who are in the building and not in program and/or not working at the time of an emergency should assist in other programs where children are present. Staff must inform the school office of any emergency.

Phase 2: Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, the ED/Supervisor or Designate must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) ED/Supervisor or Designate must notify staff in school office of the emergency as soon as possible
- 3) When the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, if applicable.
- 4) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

List of Emergency Contacts:

Local Police Department: 911

Ambulance: 911

Local Fire Services: 911

Licensee Contact(s): Kayla Myles or Gwen Pitteway – Daycare Cell – 437-286-0477

Child Care Centre Site Designate: Kayla Myles or Gwen Pitteway – Daycare Cell – 437-286-0477

Jackman Avenue Public School: 416-393-9710 Principal: Jim Martella

Children’s Circle Daycare is at 175 Hampton Avenue. 416-461-5151

- 5) Where any staff, students and/or volunteers are not on site, Supervisor or Designate must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre. This can be done using the WhatsApp Emergency Daycare Emergency List.
- 6) The ED/Supervisor or Designate must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.

- 7) Throughout the emergency, staff will:
- help keep children calm;
 - take attendance to ensure that all children are accounted for;
 - conduct ongoing visual checks and head counts of children;
 - maintain constant supervision of the children; and
 - engage children in activities, where possible.
- 8) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

8a) Procedures to Follow When “All-Clear” Notification is Given	
Procedures	<ol style="list-style-type: none"> 1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre. 2) Designated staff that have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre. 3) Staff must: <ul style="list-style-type: none"> • take attendance to ensure all children are accounted for; • escort children back to their program room(s), where applicable; • take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and • re-open closed/sealed blinds, windows and doors. 4) The Executive Director will determine if operations will resume and communicate this decision to staff.
Communication with parents/guardians	<ol style="list-style-type: none"> 1) As soon as possible, The ED/Supervisor/AA or Designate must notify parents/guardians of the emergency situation and that the all-clear has been given. This should be done using the Daycare’s Mail Chimp account. 2) Where disasters have occurred that did not require evacuation of the child care centre, the ED/Supervisor or Designate must provide a notice of the incident to parents/guardians by email. 3) If normal operations do not resume the same day that an emergency situation has taken place, the ED/Supervisor must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

8b) Procedures to Follow When “Unsafe to Return” Notification is Given	
Procedures	<ol style="list-style-type: none"> 1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel. 2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site. 3) Designated staff that have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site. 4) The ED or Supervisor will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so. 5) Upon arrival at the evacuation site, staff must: <ul style="list-style-type: none"> • remain calm; • take attendance to ensure all children are accounted for; • help keep children calm; • engage children in activities, where possible; • conduct ongoing visual checks and head counts of children; • maintain constant supervision of the children; • keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and • remain at the evacuation site until all children have been picked up.
Communication with parents/guardians	<ol style="list-style-type: none"> 1) Upon arrival at the emergency evacuation site, the ED/Supervisor or AA will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children. This can be done by email using Mail Chimp. 2) Where possible, the Admin Assistant will update the child care centre’s voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.
Communication During and Emergency	<p>Internal: During an Emergency they Daycare will use email, text and/or WhatsApp to communicate with staff. Try not to contact the office unless you have an emergency situation in your room (i.e. medical, safety).</p> <p>External: Communication with external contacts will be done by the Principal or Designate or the Daycare Management Staff or Designate, unless other staff are requested for support. All staff should have cell phone on, but on silent. Students should turn cell phones off.</p> <p>Media: The only person to speak to the media will be designated by the TDSB or Daycare Board. Should you be approached by the media, please respond “no comment” and direct them to the appropriate person.</p>

Staff will document any accidents or injuries and attend to the needs of the children as needed by providing comfort, first aid, water, snacks, etc.

Missing Student Protocol at Jackman	<ul style="list-style-type: none">• Within 1st Minute: Office will announce “We have a CODE YELLOW, room ___” Principal / VP / Designate must be immediately notified.• 1-3 Minutes: OA stays in office and P/VP/Secretary begin search• 3 mins: All call over PA * All teachers on prep, report to Office to get student description.• At 5 mins: Call 911 if student is not located.
If a student does not report to Daycare at lunch or after school	<p>Kindergarten children are picked up from their school classrooms at 3:15 each day. Daycare and TDSB staff verbally connect to ensure each child is accounted for.</p> <p>Children in Grades 1-6 walk on their own to the designated Daycare room. This typically takes 5-10 minutes.</p> <p>If a child has not come to Daycare within 10 minutes, staff should:</p> <ol style="list-style-type: none">1) Check phone messages to see if child is absent2) Phone their classroom to ask the teacher if the child is absent3) Check school attendance in school office to see if child is absent4) Ask the school to make an announcement5) Check Daycare office to see if an email came in saying child is absent6) Call the Daycare Office so that other staff can help you search7) If there is no evidence that the child is absent, phone both parents cell phones, then work phones. Keep calling and leaving detailed messages including phone number and extension. Keep calling until you reach a parent or ask Office staff to email. Try NOT to panic parent. A suggestion is to say, “Hi, it’s ___ calling from Jackman Community Daycare. Your child X did not report to Daycare after school. We are hoping s/he is absent or was picked up already and you just forgot to tell us. Please call me back ASAP at 416-466-8715, EXT _____”

Phase 3: Recovery (After an Emergency Situation has Ended)

<p>Procedures for Resuming Normal Operations <i>E.g. where, applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, informing the caterer, temporarily relocating, etc.</i></p>	<p>Procedures for resuming normal operations will depend on the nature of the emergency but shall include at minimum the following: 1) Inform Ministry of Education Program Advisor of the situation; 2) Inform City of Toronto Childcare Consultant; 3) Inform Insurance Company; 4) Inform caterer of relocation or cancellation of meals.</p>
<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<p>The ED/Supervisor will meet with staff to assess the situation and provide them with website and phone numbers of assistance through our extended health plan. The Daycare will contact specialists trained in supporting children and staff and provide workshops or assistance as needed. The Board of Directors is responsible for establishing a budget to support any crisis counselling.</p>
<p>Procedures for Debriefing Staff, Children and Parents/Guardians <i>Include, where, applicable, details about when and how the debrief(s) will take place, etc.</i></p>	<p>The ED/Supervisor and/or Board representative must debrief staff, children and parents/guardians after the emergency. Depending on the nature of the emergency this could be done by email, notice or town hall meeting.</p>

A Note to Parents

The above evacuation procedure and attached map are to advise you of the plan that Jackman Community Daycare has put in place in the event of an evacuation. Please make yourself familiar with the location of Children’s Circle Daycare which is our evacuation centre.

We hope that we never have to use our evacuation procedure, but you can be assured that if we do, the staff are trained to follow through with a smooth and expedient evacuation.

In the event that an evacuation occurs when your child is participating in a school extra-curricular activity, your child is subject to the school’s evacuation policy. The Daycare is not responsible for your child when they are participating in extra-curricular activities.

