

Emergency Plan

Emergency Plan

Introduction

The child care facility "De l'Anse-au-sable" is situated in a classroom of École Anse-au-sable in Kelowna and will occasionally be involved in school activities.

The hours of "De l'Anse-au-sable" will be before school (7h00-8h25) and after school (3pm to 6pm).

The child care staff and children will participate in the school emergency evacuation, fire and earthquake drills as well as lock * exercises. However, the childcare children will have monthly fire drill and once a year emergency evacuation by itself. The staff from the child care facility "De l'Anse-au-sable" will work closely with the Emergency Preparedness Team from École De l'Anse-au-sable to ensure consistency in emergency procedures.

Possible risks that could impact "De l'Anse-au-sable" are the following:

- Fire
- Wildlife
- Intruder
- Gas leak
- Power outage
- Earthquake (minor risk)

The child care facility "De l'Anse-au-sable" will have the same emergency box as the classroom.

The child care facility "De l'Anse-au-sable" will be an active member of École de l'Anse-au-sable's emergency committee and will follow the ministry recommendations published in the Emergency Management Planning Guide for schools and school districts and will be included in the School emergency plan.

As mentioned in that guide, the school emergency plan will be responsible, coherent, risk-based and transparent. A template of the school emergency plan is attached at the end of this document.

In case of emergency, children and staff will walk to Capital News Centre (CNC). The CNC's lobby is a warm dry place, walking distance, but far enough from the problem. The staff from the Child Care Facility « De l'Anse-au-sable » will walk with the children to the CNC lobby. CNC is open during École Anse-au-sable operation hours.

Roles and Responsibilities

Manager/CSF

- Create and maintain an emergency program and plan for Child Care Facility "De l'Anse-au-sable".
- Conduct monthly evacuation fire drills and exercises (3 earthquake drills / 2 lockdown drills) of the emergency plan, as recommended by the Province
- Maintain records and documentation of emergency training, exercises and maintenance of supplies and equipment
- Lead the responses to incidents and designate alternates in absence
- Establish agreements with re-location facilities
- Ensure the supervision of children until they are released to parents or designated alternates
- Communicate with and work with school staff until the arrival of first responders and the management of the event becomes a shared task.

All staff

- Develop and maintain personal emergency plan and preparedness
- Participate, review and assist in the development of the Child Care Facility emergency plans and procedures
- Lead and participate in emergency practice
- Ensure the supervision of children until they are released to parents or designated alternates

Parents

- Review or be familiar with the Child Care Facility Emergency Plan and procedures
- Maintain child's records, including the family out-of-area contact, emergency card and designated alternates for pick-up

Children

- Children at the Child Care Facility "De l'Anse-au-sable" will participate at all emergency practices in order to understand the emergency routines to the best of their abilities and to follow instructions given by their ECEs

Staff assignments

Facility leader / Incident Commander	
The leader is responsible for directing site emergency response activities, including oversight of the other disaster response teams.	
Incident Commander	<i>Sylvie Forget</i> – Manager of the Child Care Facility "De l'Anse-au-sable" and school principal
Team leader	ECE
Alternate leader	ECE
Team members	ECE ECE ECA
Assembly Point	1 st – Field behind the school 2 nd – Capital News Centre (CNC) The CNC's lobby is a warm dry place, walking distance, but far enough from the problem. The staff from the Child Care Facility « De l'Anse-au-sable » will walk with the children to the CNC lobby. CNC is open during École Anse-au-sable operation hours.
Responsibilities	1- Direct and coordinate emergency response activities 2- Determine the need for and request outside assistance 3- Interact with and assist first responders with requests for information and access to facility 4- Collect, analyze and report information on facility damage, injuries and other response issues 5- Responsible for the safety of staff and children
Recommended skills and qualifications	Proven leadership and organizational skills Good communication skills
Specific training	Needs to be thoroughly trained in the facility's emergency plan and procedures Knows the roles and responsibilities of all response teams
Utilities & Damage Assessment Team	
This team is responsible for surveying the building/site to determine the impact to utilities and the building.	
	The ECE and an ECEA of the Child Care Facility "De l'Anse-au-sable" will work together as the Utilities & Damage Assessment Team to ensure the children are attended to at all times.
Team Leader	École de l'Anse-au-sable Team Member
Responsibilities	1. Survey the building and site for damage 2. Inspect utilities to determine damage or need to turn off 3. Provide this information to the facility leader/incident commander

	<p>4. Collect and report information on facility damage and issues with utilities to facility leader/incident commander</p> <p>5. Set up sanitation facilities as required</p> <p>6. Secure the facility to prevent re-entry where damage has occurred or if re-locating.</p>
Recommended skills and qualifications	Knowledge of the facility and how to manage utilities
Specific training	<p>Needs to be thoroughly trained in the facility's emergency plan and procedures</p> <p>Knows the roles and responsibilities of all response teams</p>

Communication plan

Communication is a critical part of emergency response and coordination. The manager will be in charge to establish a communication plan which defines how to communicate internally (within the school staff, school district, children) and externally (first responders, parents, others) during and after an emergency. Every member of the staff will be aware of that communication plan.

General Response procedures

To follow after the immediate threat of hazard emergencies	
<ul style="list-style-type: none"> - Earthquake - Explosion (outside of building) 	Drop, Cover, Hold-on
<ul style="list-style-type: none"> - Fire - Bomb alert - Post-earthquake - Chemical accident (inside the building) - Post-explosion or threat of explosion (inside the building) 	Evacuate
<ul style="list-style-type: none"> - Dangerous intruder - Active shooter - Barricaded suspect 	Lockdown
<ul style="list-style-type: none"> - Police incident in the area 	Lockout / Hold and secure
<ul style="list-style-type: none"> - Environmental events - Weather events - Dangerous wild animal - Missing child - Gas leaks - Any situation where evacuation 	Shelter in place

<p>may pose a greater risk than shelter in place</p>	
<p>Then,</p> <ul style="list-style-type: none"> - Protect yourself – wear sturdy shoes, gloves and other protective gear, as needed - Account for all staff & children - Check for injuries & provide first aid - Inspect for and respond to a disruption to utilities – gas, hydro, water and sewer lines - Conduct an assessment of damage to your building - Establish communications – listen to radio for local updates, check phone lines, if the phone is off the hook hang it up - Notify Interior Health Licensing of a service delivery problem within 24 hours if isolated incidents 	

Return to normalcy

It implies the re-establishment of routine. Depending on which hazard occurred, children and staff might need an emotional and psychological support. This will be provided by the School district – Conseil Scolaire Francophone.

Parents will be debriefed to discuss next steps particularly if the facility has to close or need extensive repairs.

An evaluation of the emergency evacuation plan will be done and changes will be made if necessary.

Detailed procedures

Earthquake procedure

<p>When you feel the shaking of an earthquake, immediately:</p> <ul style="list-style-type: none"> - Protect yourself – drop to the floor/ground, cover your head and hold - Calmly call out your earthquake command - Direct all children & staff to drop, cover and hold until the shaking stops – then count to 60 and follow school procedure to meet at designated assembly point - Stay away from windows, bookcases and other hazards
<p>If no shelter/furniture is available:</p> <ul style="list-style-type: none"> - Choose an inner wall, hallway or corner - Crouch down with your back to the wall and protect your head and neck
<p>If you are not indoors:</p> <ul style="list-style-type: none"> - Stay away from overhead hazards - Driving a vehicle, safely pull over in an area free of overhead hazards – power lines and overpasses.

Evacuation procedure

Assigned to/ Lead : ECE
Building evacuation
<ul style="list-style-type: none"> - Make a quick assessment of the situation - Evaluate the evacuation route to ensure a safe and clear route - Give instructions to evacuate and to meet at the assembly point - Assemble children in pairs with an adult leading and another following through evacuation - Take emergency supplies in grab & go kit, medication, key documentation including the current record of attendance/sign-in sheet - Account for all staff, volunteers and children, take attendance - Evaluate the situation with the help of first responders (police, fire and ambulance) prior to re-entry - Keep parents informed
Site evacuation
If further evacuation is required or you are unable to re-enter your facility:
<ul style="list-style-type: none"> - Determine host facility based on situation, hazard and weather - Contact host facility with estimated arrival time of children and staff (you may need to send a runner to pre-determine if route and facility are safe to occupy) - Secure your facility if possible, shutting off utilities as required - Transport all necessary medications, supplies, signs, emergency contacts, record of attendance/sign in sheet - Take attendance again once you arrive at the re-location site - Notify families of evacuation and host facility information using emergency phone numbers, pre-recorded message on voicemail and posting signage on the door of your facility - Make arrangements for support of children at host facility until re-united with families or return to evacuated centre.

Evacuation locations

Evacuation Assembly Point	1 st – Field behind the school 2 nd – Capital News Centre
Location	675 Lequime Rd, Kelowna, V1W 1A3
Relocation sites <i>(if it is impossible to return inside school)</i>	Capital News Centre – In front of the school The CNC's lobby is a warm dry place, walking distance, but far enough from the problem. The staff from the Child Care Facility « De l'Anse-au-sable » will walk with the children to the CNC lobby. CNC is open during École Anse-au-sable operation hours.
Facility Name	Capital News Centre

Location	4105 Gordon Drive, Kelowna, V1W 4Z1
Phone number	(250) – 764 – 6288
Alternate number	(250) – 764 – 6288 Ext 1
Contact person	Steve London – Facility Manager

Lockdown procedure

Assigned to/ Lead: Manager (ECE as a backup)
<ul style="list-style-type: none"> - Call 911 as soon as possible - Communicate with staff to initiate lockdown procedures - Gather children and staff inside, preferably in an interior room away from the intruder with access to telephone and other communications (turn phones on quiet or vibrate) - Keep everyone away from windows and doors. Choose an inner wall - Speak as calmly as possible around the children. Provide quiet activities to help keep children focused and quiet - Remain indoors locked until you receive further instruction from emergency personnel/the police

Lockout / Hold and Secure procedure

Assigned to/ Lead: Manager (ECE as a backup)
<ul style="list-style-type: none"> - Communicate with staff to initiate lockout procedure - Locked the exterior doors - Monitor exterior doors to allow staff and children to enter if needed - No one inside the building is allowed to leave it. - Activities inside the building can be maintained as usual. - Remain exterior doors locked until you receive confirmation from local police that it is safe.

Gas leak procedures

Assigned to/Lead : Manager (ECE as a backup)
If you do not detect the rotten egg smell, hear the hissing of escaping gas or see a broken gas line, consider leaving the gas on.
If a gas odour or sound of escaping gas is detected:
<ul style="list-style-type: none"> - Don't smoke, light matches, operate electrical switches, use either cell or telephones or create any other source of ignition. - Immediately evacuate staff and children to the assembly point (Following evacuation procedures and routes)

- Leave doors open and any windows that may already be open
- Turn off the gas at the meter located outside your facility
- Turn the shut-off valve ¼ turn
- Gas is off when the valve is perpendicular to the pipe
- Do not turn the gas back on, only a certified gas technician can do it safely
- Call 911

Power outage procedures

Assigned to/ lead : Manager (ECE as a backup)

Check your neighbour's power. If the power outage is limited to your facility.

- Check your circuit breaker panel or fuse box
- To turn off the power at the breaker, turn your face away from the panel. Start by turning off the individual breakers then the main switch

If the power is out in your surrounding area:

- Turn down thermostats and disconnect all electrical heaters and appliances to reduce the initial demand when the power is reconnected
- Unplug computers, DVD players, TV's, microwaves to protect against possible surges when the power is restored
- Turn off all lights except one, which will alert you when the power has been restored
- Keep the doors of your refrigerator and freezer shut as much as possible to maintain the cold temperature
- Once the power is restored, turn on only the most essential appliances and wait 30 minutes before reconnecting others
- To report an outage or downed power lines call BC Hydro 1.888.POWERON.

Sanitation procedures

Assigned to/Lead : Manager (ECE as a backup)

Following a major earthquake, assume that sewer lines have been damaged:

- Ensure sewer lines are intact
- If not, do not allow the toilet to flush
- Use an alternate toilet – portable toilet, industrial pail with seat lid, or remove water from toilet bowl, line with two garbage bags
- Dispose of waste wisely – separate liquid and solid waste
- Disinfect solid waste – use gloves and powdered hydrated lime
- Store solid waste in industrial pail with tight fitting lid.

Emergency equipment and resources

Child Care Facility "De l'Anse-au-sable " will have the equipment and resources to provide first aid, shelter, comfort, basic rescue and care for children and staff for a period that could range from a few hours to a few days.

We will follow the recommendation given by the Ministry of Education to build the kits.

Main office kit

- School emergency Management Plan
- Student data
- Student release forms
- Staff data
- List of staff with emergency training
- School profile and building information
- Map of school area
- Map of relocation route
- Traffic safety vests
- Keys
- First aid kit
- Charged cell phone
- Megaphone
- Portable radio(s) and batteries
- List of that day's class trips
- List of that day's substitute staff
- Visitor sign-in sheet
- Staff sign-in/ sin-out sheet
- Student medications

Staff kits

- Extra food and water
- Sleeping bag
- Rubber boots and other comfortable footwear
- Extra clothes for warmth and dryness
- Hygiene products, including toothbrush, contact lens supplies, medication and so on
- Flashlight, first aid kit, coins, map of the area

Grab and go kit

- Small first aid kit (for minor injuries)
- Flashlight and batteries
- Laminated class list and clipboard
- Pencils and notepad
- Indelible felt pen

- Identity vest
- Card listing ECE's roles and responsibilities
- Crowbar
- Leather work gloves
- Dust masks
- Goggles
- Student comfort kits
- Lanyard

Student comfort kits

- Foil emergency blanket
- Granola / fruits bars
- Family photo
- Personal comfort item
- Plastic poncho
- Band-aids

