

BROCK CORYDON DAY CARE

ENHANCED SAFETY PLAN

Brock Corydon Daycare Inc.

Facility Number: 3088

Location and Mailing Address: B3088 1510 Corydon Avenue, Winnipeg

Executive Directors: Rilla Drobot/Lucy Chagas

Centre Phone: 204-489-4558

Rilla Drobot: 204-612-0620

Lucy Chagas: 204-792-6489

FACILITY OVERVIEW

BROCK CORYDON DAY CARE INC.

1510 Corydon Avenue

Reviewed and approved by: March 2010 Last Revised – August 2024

___ Fire authority ___ Childcare coordinator ___ Board of directors

Copies provided to:

- ___ all supervisory staff and designated alternates
- ___ childcare coordinator
- ___ posted in each separate area for easy reference by all staff and the fire authority.
- ___ school principal

Purpose

This safety plan is designed to provide guidance and direction to staff and the board of directors. This will help ensure the safety of the children, families, staff, and visitors to our childcare centre. It establishes clear and concise policy and procedures:

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

Delegation of Authority

The Executive Directors or designated alternate maintains the authority to declare an emergency and implement evacuation, shelter-in-place, or closure procedures. This responsibility includes communications with parents and the media.

First Designated Alternate: Assistant Director (Cynthia Szkop)

Third Designated Alternate: Program Supervisor (Paula Rozenman)

As the centre is in a school, we follow the emergency procedures as directed by the Winnipeg School Division Superintendent, Brock Corydon School Principal, Vice-Principal (or designated alternate) or custodian. As school personnel are always present, they may be consulted or be delegated authority by the Executive Directors (or designated alternate).

Communication between Childcare Rooms

The centre has access to the school intercom system to hear announcements and/or contact the school office. The centre uses cordless phones in office, Room 10, and Room 12. Centre has a stationary phone in office cupboard (in case of bomb threat or loss of electrical power). Staff communicates to staff in other areas of the school or playground using walkie talkies.

Children, Staff and Building Personnel

Children

Licensed for maximum of 138 spaces aged 4 to 12 years including:

48 children aged 4 to 6 years.

90 children aged 6 to 12 years.

Staffing

Co-Executive Director – Rilla Drobot

Co-Executive Director - Lucy Chagas

Assistant Director – Cynthia Szkop

Program Supervisor – Paula Rozenmann

Building Personnel

The School Principal is responsible for the school.

The School Custodian is responsible for the maintenance of the building including the inspection and maintenance of the fire protection systems and equipment and boiler system.

The head secretary, principal, vice-principal, or custodian calls 911 during an alarm situation.

The custodian will be the contact person when the Fire Department arrives at the school along with the principal.

Building Description

30,000 square feet, plaster, wood and brick structure, dual-occupant (school and daycare) – 3 levels including basement.

Main level includes school offices, classrooms, computer lab, music room, resource room, gym, washrooms, storage areas and daycare rooms, upper level includes library, staff room, washroom, storage areas and daycare offices, lower level includes boiler room, storage areas and crawl space.

Spaces Used by Centre

Total of rooms used by centre.

Main floor: Rm. 1, Rm. 3, Rm. 4, Rm. 9, Rm.10, Rm. 11, Rm. 12, P7 Gym, Washrooms

Second floor: Library, Daycare Office

Exits (utilized by the Daycare)

North Entrance – Corydon Avenue

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East Entrance – South Wing

South Entrance

East Entrance – Office- Main Entrance

Gym Door to Staff Parking Lot

Heating, Ventilation and Air Conditioning

Steam Boiler (lower level) and Individual Standard Furnace Air Conditioner (south wing)

Fire Safety Equipment and Locations

Fire Alarm System

Single stage system sounding a general alarm throughout the facility that requires total evacuation of the building (includes manual pull stations, hard wired smoke and heat detectors, sprinklers, and emergency lighting).

Fire Alarm System Control panel located: North Entrance on 1510 Corydon Avenue

Monitored by: Protelec Alarms at 204-949-1415

Fire Alarm Pull Stations located:

South Entrance Hallway	Outside Kitchen in Hallway
East Entrance Hallway (South Wing)	Gym - 2
Outside Rm. #12 in Hallway	Library - 2
Outside Rm. #8 in Hallway	Outside Rm. #3 in Hallway
Outside School Office	PO15

Fire Department Connection

Brock Street and Corydon Avenue

Smoke Alarms

Hard Wired Throughout the School

Battery Operated Smoke Alarm located: in Rm. 12

Installation Date: April 2018

Replacement Date: April 2028

Batter Operated Smoke Alarm located in Rm. 10

Installation Date: April 2018

Replacement Date: April 2028

Battery Operated Smoke Alarm located in Rm. 9

Installation Date: April 2018

Replacement Date: April 2028

Carbon Monoxide Alarms

3 Wall Mounted battery-operated (AA) units.

Room 10 and Room 12

Installation Date: March 2018

Replacement Date: March 2028

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Room 9

Installation Date: March 2018

Replacement Date: March 2028

Portable fire extinguishers

South Entrance Hallway – 2 Dry Chemical

Outside School Office - Dry Chemical

Southeast Entrance Hallway -Dry Chemical

Outside Kitchen in Hallway – Dry Chemical

Rm. 12 - Dry Chemical

Custodial Office – Dry Chemical

Rm. 10 – Dry Chemical

Library – Pressurized Water Extinguisher

Outside Rm. 10 in Hallway – Pressurized Water extinguisher

Utility Shut-off Locations

The School Custodian is responsible for the maintenance and inspection of all utilities. Childcare staff do not have access to the utility shut offs. If a utility needs to be shut off in an emergency, staff must contact the School Principal, Vice-Principal or Custodian.

Water main: Crawl Space

Main natural gas valve: Boiler Room

Furnace: Boiler Room

Air conditioner: Computer Room

Water heater: Crawl Space

Electrical panel: Boiler Room (main panel)

EMERGENCY FLOOR PLAN

See attached.

School – Childcare Centre Communication Procedures

In case of an emergency or threat of any kind to Brock Corydon Day Care and Brock Corydon 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 Brock Corydon Day Care is aware of a threat or in an emergency state, the executive director/director (or designated alternate) will:

1. Call the school by telephone at 204-489-4558 (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 executive director/director will contact the school custodian at 204-770-6818 (work cell).

Outside the centre's hours of operation, the executive director/director will contact school personnel as per school phone tree.

When Brock Corydon School is aware of a threat or in an emergency state, the school principal (or designated alternate) will:

1. Call the centre by telephone at 204-489-4558, 204-612-0620 (cell), or 204-792-6489 (cell) 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 custodian will contact the centre Executive Directors at 204-489-4558, 204-612-0620 (cell). or 204-792-6489 (cell)

Outside the centre's hours of operation, the school principal (or designated alternate) will contact the centre Executive Directors as per school phone tree.

These communication procedures are posted in Room 10 and Room 12 of the centre and in the emergency bag and in the school office and custodian's office and will be reviewed annually by the centre directors and school principal and revised as needed.

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures will be used in case of:

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

Emergency evacuation procedures may be also used in situations such as:

- bomb threat
- threatening behaviour inside the building
- a chemical accident in the area outside of the centre
- a health-related emergency such as utility failure or sewage back up

School Procedures

If a situation is assessed by ProTelec as an emergency:

- Fire Department will be dispatched automatically
- The custodian will be the contact person when the Fire Department arrives at the school along with the principal.
- During normal working hours between 0:800 and 16:30: ProTelec will notify the Building Department at 786-0322
- During hours between 16:30 and 0800 ProTelec will notify the Division's designated contractor and the Building Department's after-hours pager if required.

If a situation is assessed by school personnel during the hours 08:00 and 04:00 as an emergency:

- The school principal, vice-principal, head secretary, designated alternate or custodian calls 911.

If a situation is assessed by daycare personnel or school personnel between the hours 06:30 and 08:00 and 16:00 and 23:00 as an emergency:

- The school principal, vice-principal, custodian, or daycare directors (or designated alternate) calls 911.

In Case of Fire

Staff should:

1. Ensure everyone evacuates fire area immediately.
2. Close doors to fire area.
3. Pull fire alarm bell.

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4. Notify Executive Directors, (or designated alternate) as to the location of fire.
5. Proceed with evacuation following steps in *Upon Hearing Fire Alarm (or Instructions from Assistant Director)*.

Director (or designated alternate) should:

1. Notify school personnel (or designated alternate) as to the location of fire.

Suspicion of Gas Leak - IMPORTANT - Do NOT pull fire alarm bell

Staff should:

1. Verbally notify the Executive Directors (or designated alternate) immediately.

Assistant Director (or designated alternate) should:

1. Verbally direct senior staff to lead *Evacuation Procedures*.
2. Notify the principal or school/facility custodian who will immediately call Manitoba Hydro Gas emergency at 1-888-624-9376 and follow the instructions provided.
3. Call 911 for fire department and state nature of emergency and address (School personnel may take this responsibility).
4. Proceed with evacuation following steps in *Upon Hearing Fire Alarm (or Instructions from Assistant Director)*.
5. At first opportunity, the School Principal, Vice-Principal, or school/facility custodian will also contact the Building Department at 204-786-0322 to inform of the incident.

Upon Hearing Carbon Monoxide Alarm IMPORTANT - Do NOT pull fire alarm bell

Staff should:

1. Verbally notify the Executive Directors (or designated alternate) immediately.

Assistant Director (or designated alternate) should:

1. Check with staff in all childcare areas to see if any children or staff are showing signs or symptoms of CO exposure such as headaches, dizziness, nausea, vomiting, weakness, drowsiness, etc.
2. If anyone is showing signs and symptoms, direct senior staff to lead *Evacuation Procedures* immediately.
If no one is showing signs or symptoms, direct senior staff to lead *Evacuation Procedures* and to tell children to put on jackets, boots, etc for protection in cold weather.
3. Call 911 for Fire Department and tell them:
 - That CO alarm has been activated in a childcare centre located in a school
 - If any staff or children are showing any signs/symptoms or not

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">- That centre is evacuating.4. Notify school personnel of situation, that fire department has been called and that centre is evacuating.5. Proceed with evacuation following steps in <i>Upon Hearing Fire Alarm (or Instructions from Director)</i>. |
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2. Upon Hearing Fire Alarm (or Instructions from Executive Directors or designated alternate)

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 outside of the centre (by the fence in the northeast corner of the playground).

Lead Staff in Room 10 should:

1. Bring the attendance record (with floor plan attached).
2. Take attendance in the assembly area.
3. Report evacuation status to Directors (or designated alternate).

Lead Staff in All Rooms should:

1. Direct staff to gather with children and visitors by the exit door to room.
2. Count children and verify count with list of children on the whiteboard.
3. Assign specific duties to additional staff when available.
4. Take the emergency backpack (including first aid kit, child information records and staff emergency information).
5. Take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
6. Conduct a sweep of the room.
7. Direct last staff (or child) out of room to close the door, time permitting, and it is safe to do so.
8. Lead evacuation out of the building.
9. Help children who require additional assistance.

Assistant Directors (or designated alternate) should:

1. Conduct a sweep of the centre (Rm. 12 and Rm. 10) between 9:00 and 15:30, (Rm. 9, Rm.11) between 11:30 and 15:30) and (Rm. 12, Rm. 10, Rm. 1, Rm. 3, Rm. 4, Rm. 9, Rm. 11, P7 Gym, Library, Hallways and Washrooms) between 07:00 and 09:00 and 15:30 and 18:00 looking for any remaining children or adults.
2. Call 911 to ensure fire department (school personnel may take this responsibility).
3. Review attendance record received from staff. Confirm that all children, staff, and visitors are accounted for.
4. Advise the fire department (or school personnel) of evacuation status (for example, complete with no possibility that any childcare staff, children or visitors are unaccounted for).
5. Take direction from fire department (or school personnel).
6. Direct staff to return inside or proceed to designated place of shelter upon direction from fire department (or school personnel).
7. If staff and children proceed to designated place of shelter before fire department arrives, tell school personnel and they will remain at main entrance to advise fire department.
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 or e-mail 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 a cell phone and phone in designated place of shelter.
11. Record an outgoing message on the centre's voice mail system.
12. Contact staff on outings to return to designated place of shelter, not the centre.
13. Be available to discuss event with parents when they pick up children.

After the event, the Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE

Primary Place of Shelter

RIVER HEIGHTS SCHOOL

1350 Grosvenor Ave.

School Office - Ph. 204-488-7090

Head Custodian – 204-770-6848

Principal-Dominic Zagari

Vice-Principal-Lauranne Parnell

EVACUATION AND SHELTER-IN-PLACE PRACTICE DRILLS

The following procedures are used to ensure the safety of children and adults in our centre.

Evacuation and shelter-in-place practice drills are documented on the Evacuation and Shelter-in-Place Drill Record form and maintained on file for at least one year. Staff and children are not told in advance of the drills. Parents and visitors are required to participate in the drill when in the centre and follow the direction of staff.

Emergency Evacuation Drills

- minimum of one evacuation drill per month
- using alternate exit routes
- at different times of the day with varying numbers of staff
- complete evacuation to our designated place of shelter at least once a year

Use of Fire Alarm System

Assistant Director or designated alternate should:

- notify school principal, vice principal, head secretary or custodian prior to conducting the fire drill to contact the central monitoring station at ProTelec.

Shelter-in-Place Drills

- minimum of one shelter-in-place (*LOCK DOWN Procedures, HOLD and Secure Procedures* and/or *Shelter-in-Place: Tornado*) drill every year.

After Evacuation or Shelter-in-Place Practice Drills

- staff will be available to discuss the drill with families at departure time if necessary

CENTRE CLOSURE PROCEDURES

The following procedures and communication policies will be used in the event of partial or full day closure of the centre due to:

- weather-related emergencies such as a severe winter storm
- health-related emergencies such as a utility failure or the outbreak of illness
- floods
- fire

Closure of centre for portion of day

The Winnipeg School Division Superintendent, the Brock Corydon School Principal, school designated alternate or custodian maintains the authority to declare an emergency and implement evacuation, shelter-in-place, or closure procedures. This responsibility includes communications with Brock Corydon School staff, Brock Corydon Day Care Executive Directors, or daycare designated alternate, parents, and the media.

Executive Directors (or designated alternate) should:

1. Contact parents by telephone or e-mail to advise them to pick up their children early at centre or at designated place of shelter. Provide staff with a scripted statement to use if helping notify parents.
2. Contact emergency contacts designated by parents if parents cannot be reached.
3. Post a note on the outside door with the name, location, and phone number for the designated place of shelter. Include the centre's cell number.
4. Advise all staff not there at the time.
5. Tell school personnel if closure not initiated by school.

Closure of centre for the full day

The Winnipeg School Division Superintendent, the Brock Corydon School Principal, school designated alternate or custodian maintains the authority to declare an emergency and implement evacuation, shelter-in-place, or closure procedures. This responsibility includes communications with Brock Corydon School staff, Brock Corydon Day Care Executive Directors, or daycare designated alternate, parents, and the media.

The school and daycare closure announcement will be broadcast over the following radio stations:

CBC	CJOB
CBC French	CKY and CITI-FM
CIFX-1290 TALK	MAGIC 99.9

Executive Directors (or designated alternate) should:

1. Attempt to contact all families and staff the previous evening or early in the morning by telephone or e-mail. Provide staff with a scripted statement to use if helping notify parents.
2. Record an outgoing message on the centre's voice mail system.
3. Post a note on the outside door, if possible.
4. Advise all staff.
5. Tell school personnel if closure not initiated by school.

Additional steps to prepare for closure due to flooding

School custodian is responsible to make sure:

1. There are signs showing the locations of utility shut offs and instructions are posted.
2. The building is prepared for closure (eg. turning off furnace, main power switch and the outside gas valve, time permitting.)

Executive Directors (or designated alternate) should:

1. Take important documents such as child and staff information and financial records, time permitting.

Additional steps if our building is flooded

The principal, vice-principal or custodian will contact the Winnipeg School Division #1 Building Department at 786-0322. The Building Department will assess the situation during working hours. Protelec will contact the Building Department after hours pager.

The Building Department will implement the following:

1. Contact Manitoba Hydro to disconnect power at the pole and make sure it is safe to re-enter the centre.
2. Schedule the cleaning, service and replacing of main circuit panels, light switches, electrical sockets, appliances, furnaces, etc by certified technicians.
3. Plan to have all wiring inspected by a qualified electrician before turning power on.
4. Plan for the natural gas to be turned on by a qualified professional.
5. Schedule appropriate cleaning for all flooded areas.

Executive Directors (or designated alternate) will:

1. Contact parents with an expected reopening date as advised by school personnel.

After partial or full day closure

Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
5. Contact fire and public health inspectors and the childcare coordinator. Depending on the reason for closure, there may be requirements or recommendations to reopen centre.

CONTROLLING FIRE HAZARDS and INSPECTION AND MAINTENANCE OF FIRE SAFETY EQUIPMENT

The following procedures will be used to ensure requirements under the Manitoba Fire Code are met to reduce and prevent the risk of fire by:

- controlling fire hazards
- inspecting and maintaining fire safety equipment

Documentation File

The following documentation will be maintained by the executive directors for review by the fire inspector. The designated alternate will know the location of this file, which will contain:

- evacuation and shelter-in-place practice drill record
- fire extinguishers (Rms. 10 and 12 only) annual inspection report by a certified agency.
- inspection and maintenance records for carbon monoxide alarms

The executive directors (or designated alternate) will refer the fire inspector to the School Custodian for the following documentation:

- copies of safety checklists used to document daily, monthly and annual checks to control fire hazards and inspect and maintain fire safety equipment
- fire protection system annual inspection report by a qualified technician
- rotating use of fire alarm manual pull stations
- heating system annual inspection report by a qualified heating contractor

These following items have been integrated into our Safety Checklists to document the checks required on a daily, monthly, and annual basis. The school custodian is responsible for the inspection and maintenance of the many of the items however childcare staff are to be aware and notify custodial staff of any issues noted during their inspections.

Daily Inspections and Maintenance

The custodian ensures the following:

1. Fire alarm power indicator and trouble indicator lights are functioning correctly
2. Exit signs are easy to see and lit.
3. Corridors, stairs, and exits are unobstructed and properly lit.

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4. Exits are free of snow and ice. There is a minimum of three meters (about 10 feet) cleared of snow outside of exit. There is a cleared path so that everyone can move further away from the building.
5. Fire doors and stairway doors are NOT wedged or blocked open.

Executive Directors (or designated alternate) ensures the following:

1. Evacuation procedures and floor plans are prominently posted in each room.
2. Electrical appliances are unplugged when not in use (toaster, coffee maker, etc.)
3. All electrical outlets have covers in place.

Monthly Inspections and Maintenance

1. Exit doors are readily opened from the inside without the use of keys or other locking devices.
2. Fire department access is unobstructed. Exterior fire department connections are easy to see and unobstructed. For example, no vehicles may be parked in a fire route/lane. There is no excessive vegetation, snow, or other obstructions to access routes, fire hydrant and fire department connection.
3. Fire extinguishers in Rms 10 & 12 by Directors (or designated alternate) are checked to make sure:
 - proper type
 - hung in required locations
 - labelled
 - ready for use
 - tagged
 - properly charged (arrow in green zone)
 - monthly check documented on tag
4. Battery operated smoke alarms and carbon monoxide alarms are checked by Directors (or designated alternate) to ensure proper function.
5. Storage is checked by school custodian to make sure:
 - combustible materials have not built up in crawl space, storage rooms, service rooms or stairwells
 - combustible materials are not stored next to water heaters and heating equipment
 - there is at least 18 inches clearance between storage and sprinkler heads
6. Inspection documentation maintained for review by fire inspector for:

- emergency lights inspection to make sure they work if the power fails

Annual Inspections and Maintenance

The following inspection documentation is maintained by the executive directors for review by fire inspector:

1. Fire extinguishers (Rms 10 & 12 only) are inspected by certified agency (also documented on tag).
2. Batteries for smoke alarms and carbon monoxide alarms are replaced at least annually (documented).
3. Carbon monoxide units are replaced as required (see Facility Overview).

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

1. Fire extinguishers (all others in school) are inspected by certified agency (also documented on tag).
2. Heating system is inspected by qualified heating contractor.
3. Fire protection systems are inspected by a certified technician:
 - emergency lighting
 - fire alarm system
 - sprinkler system

WEATHER-RELATED EMERGENCIES

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

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

Preparation

To prepare to care for children outside of regular centre hours or during a utility failure, the Executive Directors or designated alternate will ensure that:

- non-perishable food and water are stored and replenished at least annually
- flashlights with fresh batteries are available in all areas of the centre
- fresh batteries are available for the weather radio or portable radio

Winter Storm and Flood Procedures

Executive Directors (or designated alternate) should:

1. Monitor appropriate source listed below when there is potential for severe weather, flooding, or forest fires:
 - 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) and local media during the spring run off period and during other high-water advisories for the area
 - Manitoba Conservation Fire Program website (manitoba.ca/conservation/fire/) as well as local media during forest fire season from April to October
2. Notify staff in playground to bring children inside in the event of a severe weather warning.
3. Notify any groups on outings to return or take indoor shelter immediately.
4. Reschedule outdoor play and all outings away from the centre.
5. Post information indicating that there may be a need for closure and reminding parents how the closure will be communicated.

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

1. Executive Directors and the board chair will consult on the need for emergency closure. Decision may be made by the School Principal or Division.
2. Follow *Emergency Closure Procedures* if required.

Additional steps when there is potential for flooding or forest fire

1. Executive Directors and the board chairperson will consult on the need for an emergency closure based on the information available from emergency response officials. Decision may be made by the School Principal or Division.
2. Executive Directors (or designated alternate) will:
 - advise parents and staff if a decision is made to close the centre
 - follow all instructions from emergency response officials
 - remind parents to listen to local media and emergency response officials for evacuation orders and assume that the centre will be closed until further notice
3. Follow *Emergency Closure Procedures* if required.

Tornado or Severe Thunderstorm Procedures

Staff should:

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

Assistant 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 centre.
3. Direct senior staff:
 - Not to use electrical equipment and avoid using the telephone.
 - To guide children to stay away from windows, doors, radiators, stoves, metal pipes, sinks or other electrical charge conductors.
 - To unplug all electrical appliances in areas used by centre such as TVs, radios and toasters.
4. Consult with school personnel. Make decision to enact *Shelter-in-Place Procedures: Tornado*. This decision may be made in consultation with school personnel.

SHELTER-IN-PLACE PROCEDURES: TORNADO

Protective Spaces: school main hallway in South Wing between Rms. 12 and Rm. 8

Executive Directors (or designated alternate) should:

1. Direct senior staff to lead *Shelter-in-Place Procedures: Tornado*.
2. Notify staff in playground to return indoors immediately.
3. Notify staff on outings away from centre to immediately seek the closest indoor shelter. Remind them to call back with their location.
4. Bring the weather radio operating on battery back up and cell phone to protective space to monitor when it is safe to leave the protective spaces.

Lead Staff in Room 10 should:

1. Bring the attendance record (with floor plan attached)
2. Once in protective space, take attendance in the protective space.
3. Report evacuation status to Director (or designated alternate).

Lead Staff in All Rooms should:

1. Direct staff and children to gather near room door. Count children (and verify with list of children on whiteboard) before proceeding to the protective spaces.
2. Assign specific duties to additional staff if available.
3. Bring the emergency backpack into the protective spaces (including the first aid kit, child information records and staff emergency information).
4. Take required medications and specialized equipment for children with additional support needs if it is possible to do so safely and if essential for the immediate safety of a child.
5. Help children who require additional assistance.

After the event, Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

HEALTH-RELATED EMERGENCIES

The following procedures and communication policies will be used in the event of an emergency due to:

- a child's medical condition
- communicable or food-borne illness in the centre or larger community
- serious injury of a child
- utility failure or sewage backup

A Child's Medical Condition

When a child enrolls with a medical condition or is diagnosed while attending the centre the Assistant Director should:

1. Make sure Unified Referral Intake System (URIS) applications are submitted.
2. Arrange staff training by a registered nurse related to the URIS *Individual Health Care Plan/Emergency Response Plan*.
3. Update the centre's safety plan with any special considerations required for the child.
4. Store *Individual Health Care Plan/Emergency Response Plans* in the appropriate staff communication area while considering the importance of confidentiality.
5. Make sure there are processes to monitor when a child's URIS plan will expire.
6. Arrange for plan to be updated and staff retraining to be conducted every year.
7. See the Anaphylaxis section for additional policies and procedures related specifically to life-threatening allergies.

Communicable or Food-Borne Illness

Prevention

The following procedures are used to prevent outbreaks of communicable or food-borne illness:

- routine health practices
- cleaning and sanitizing schedules
- safe food handling practices
- disposable gloves are worn any time staff's hands may come in direct contact with blood (or body fluids containing blood) or staff have open cuts or sores on their hands

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- staff monitor children's health and ask parents about unusual symptoms observed in children (diarrhea, vomiting, abdominal pain, etc.)
- staff encourage parents to inform the centre of diagnosed illness after a visit to the doctor
- staff document symptoms, diagnosed illnesses or absences due to illness in the daily incident record

Outbreak of communicable or food-borne illness in centre

Assistant Director should:

1. Contact the public health nurse for requirements for specific illnesses. Be sure to ask about any special precautions for non-immunized children or pregnant staff/family members.
2. Contact the public health inspector if directed to do so by the public health nurse.
3. Inform the childcare coordinator of the situation and public health authority's requirements and recommendations.
4. Advise school personnel of the situation and public health authority's requirements and recommendations.
5. Provide regular updates to the childcare coordinator and public health authorities.
6. Review the following procedures with all staff and make sure procedures are diligently followed:
 - proper sneezing and coughing etiquette
 - adult hand washing procedures
 - children's hand washing procedures
 - diapering and toileting procedures
 - cleaning and sanitizing procedures
 - procedures for the proper storage, handling and serving of food
7. Notify parents of illnesses present in the centre and the symptoms to look for in their child.
8. Share resources and information with parents.
9. Advise staff of requirements from public health or other authorities and make sure requirements are followed.

Staff should:

1. Review proper hand washing procedures with the children.
2. Go over sneezing and coughing techniques with the children.
3. Monitor bathroom visits to make sure procedures are followed.
4. Clean and sanitize toys, equipment, and surfaces.

5. Encourage parents to discuss any health concerns, symptoms or diagnosed illnesses.
6. Document health concerns, symptoms or diagnosed illnesses in the daily incident record.

Parents should:

1. Discuss any health concerns or symptoms with staff.
2. Tell staff about any diagnosed illnesses.

Contact with Public Health

The public health authority will be contacted for advice and direction if any of the following illnesses are present in the centre:

- any illness prevented by routine immunizations: diphtheria, measles, mumps, pertussis (whooping cough), polio and rubella
- gastrointestinal infections such as a diagnosed case of campylobacter, E. coli, giardia, rotavirus, typhoid fever, salmonella gastroenteritis, shigella gastroenteritis and yersinia gastroenteritis
- diarrhea, if there are 2 to 3 or more children within 48 hours, because it could be a serious gastrointestinal infection
- group A streptococcus (invasive diseases such as toxic shock syndrome and flesh-eating disease)
- haemophilus influenzae type b (Hib)
- hepatitis A virus (HAV)
- impetigo, if there is more than one diagnosed case in the same room within a month
- meningitis
- meningococcal disease
- strep throat and scarlet fever, if there are more than two diagnosed cases within a month
- tuberculosis

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

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- measles
 - mumps
 - pertussis (whooping cough)
 - polio
 - rubella
3. The notice will specifically advise staff or family members who are or may become pregnant that they should talk to their doctor and check their immunization status for the following illnesses:
- chicken pox
 - parvovirus B19 (fifth disease or “slapped cheek” syndrome)
 - rubella
 - measles
 - mumps
 - CMV (cytomegalo virus)

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

Executive Directors (or designated alternate) should:

1. Monitor and respond to warnings from Manitoba Health and Healthy Living, Health Canada, or the Canadian Food Inspection Agency. Be sure to visit their websites for additional information.
2. Consult with school and school division personnel.
3. Advise all staff of recommendations from Manitoba Health, Health Canada, the Food Inspection Agency, the public health inspector, the childcare coordinator, or school personnel. Make sure staff follow recommendations.

Serious Injury of a Child

Executive Directors (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.

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 and assistant director (or designated alternate).
3. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent injuries.

Injury requiring medical attention

Executive Directors (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 (or designated alternate).

After the event, Executive Directors (or designated alternate) should:

1. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent future injuries. Contact school personnel if the required changes are the school's responsibility.
2. Notify the childcare coordinator within 24 hours by submitting a Serious Injury Notification on-line or by telephone, the centre's insurance provider and the board chair.

Utility Failure or Sewage Back up

The following procedures will be used in the event of sewage back-up or the loss of one of the following utilities:

- heat
- water
- hot water
- electricity
- natural gas

Executive Directors (or designated alternate) should:

1. Contact school personnel to:
 - figure out if a loss of electrical power is specific to the school or if the area is without power. If it is specific to the school, see if it is a breaker that has blown and restore power.
 - contact the appropriate utility or repair service immediately to report the problem and get an estimated length of time without service.
2. Based on the information provided by the school, contact the public health inspector to complete a risk assessment. The loss of any utility or sewage back-up may present a health risk to the children, staff, and families.
3. Based on the information provided by the school, contact the local fire authority to determine if the loss of the utility or sewage back-up presents a fire safety risk (for example, fire protection systems/life safety equipment or access to exits is compromised) and if there are alternative requirements during a loss of fire protection.
4. Advise staff on procedural changes required by public health (for example, the use of hand sanitizers and single-use food handling and service items) or the fire authority (such as the requirement for a fire watch).
5. Enact *Evacuation Procedures or Emergency Closure Procedures* if required by the public health authority or fire authority.
6. Follow *Evacuation Procedures or Emergency Closure Procedures*, if required.
7. Inform the childcare coordinator of situation and the requirements and recommendations from public health or fire authority.

ANAPHYLAXIS (LIFE-THREATENING ALLERGIES)

The following roles and responsibilities outline the procedures that will be followed if:

- a child currently in the centre has been diagnosed with a life-threatening allergy
- a child about to enrol in the centre has been diagnosed with a life-threatening allergy

IMPORTANT

Call an ambulance immediately to take the child to the hospital when an adrenaline auto-injector is used.

The entire community has a role to play in ensuring the safety of children with a known risk of anaphylaxis in a community setting. To minimize risk of exposure and to ensure rapid response to an emergency, parents, children, and centre staff must all understand and fulfill their responsibilities.

Assistant Director should:

1. Work as closely as possible with the parents of the child with a known risk of anaphylaxis. Regularly update emergency contacts and telephone numbers.
2. Immediately start appropriate planning for an *Individual Health Care Plan/Emergency Response Plan* that considers the age and maturity level of the child, the specific allergen and the centre's circumstances.
3. Submit a URIS application with parents, including *An Authorization for the Release of Information* form. Remind parents that it will need to be completed every year.
4. Have parents complete an *Authorization for Administration of Adrenaline Auto-Injector* form.
5. Contact the public health nurse (or contracted nursing agency if the public health nurse is not available) to develop the *Individual Health Care Plan/Emergency Response Plan* and schedule staff training.
6. Identify a contact person for the nurse.
7. Inform other parents 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.
8. Inform school personnel that a child with a life-threatening allergy is present in the building (with written parental approval).
9. If it is not developmentally appropriate for the child to carry an auto-injector, make sure the adult responsible for that child wears it in a fanny pack. An alternative is to keep it in a safe, UNLOCKED location accessible only to the adults responsible.
10. Staff Training
 - Notify staff of the child with a known risk of anaphylaxis, the allergens and the treatment.
 - Have all staff (and possibly volunteers) receive instruction on using an auto-injector.
 - Inform all substitute staff about the presence of a child with a known risk of anaphylaxis. Be sure to advise them of the appropriate support and response, should an emergency occur.

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- Store the *Individual Health Care Plan/Emergency Response Plan* in the staff communication areas for easy access while keeping in mind the importance of confidentiality.
 - Arrange an annual in-service through the nursing service to train staff and monitor personnel involved with the child with life-threatening allergies.
11. Help with carrying out policies and procedures for reducing risk in the centre.
- Post allergy alert forms with photographs, in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).
 - Develop safety procedures for field trips and extra-curricular activities.
12. Make sure there are processes to:
- Monitor when a child's *Individual Health Care Plan/Emergency Response Plans* will expire.
 - Annually review and submit a URIS Application form to make sure there is an *Individual Health Care Plan/Emergency Response Plan* for each child with a life-threatening allergy.
 - Monitor the expiry dates for children's adrenaline auto-injectors. Remind parents about expiry as needed.
 - From time to time, remind other parents in the centre how important it is to make sure packed lunches and snacks are allergen-free.

Responsibilities of all staff:

1. Receive annual URIS training in caring for a child with anaphylaxis.
2. Display a photo-poster in the childcare centre (with written parental approval).
3. Discuss anaphylaxis with the other children, in age-appropriate terms.
4. Encourage children not to share lunches or trade snacks.
5. Choose products that are safe for all children in the centre (parental input is recommended).
6. Instruct children with life threatening allergies to eat only what they bring from home, if applicable.
7. Reinforce hand washing to all children before and after eating.
8. Facilitate communication with other parents.
9. Follow policies for reducing risk in eating and common areas.
10. Enforce rules about bullying and threats.
11. Leave information in an organized, prominent, and accessible format for substitute staff.
12. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning the trip.

Responsibilities of the parents of a child with anaphylaxis:

1. Tell the Assistant Director about the child's allergies and needs.
2. Provide their child with an up-to-date auto-injector. If it is not developmentally appropriate for the child to carry it, parents should confirm the auto-injector is in a specified location (safe, UNLOCKED location accessible only to the adults responsible), or on the person of the adult responsible for the care of the child.
3. Make sure their child has and wears a medical identification bracelet.
4. Submit all necessary documentation as required.
5. Provide the childcare centre with adrenaline auto-injectors before the expiry date.
6. Make sure that auto-injectors are taken on field trips.
7. Participate in the development of a written *Individual Health Care/Emergency Response Plan* for their child, which is updated every year.
8. Be willing to provide safe foods for their child, including special occasions.
9. Provide support to the facility and staff as required.
10. Teach their child (as developmentally appropriate):
 - to recognize the first signs of an anaphylactic reaction
 - to know where their medication is kept and who can get it
 - to communicate clearly when he or she feels a reaction starting
 - to carry his or her own auto-injector on their person (for example, in a fanny pack)
 - not to share snacks, lunch, or drinks
 - to understand the importance of hand washing
 - to report bullying and threats to an adult in authority
 - to take as much responsibility as possible for his or her own safety

Responsibilities of all parents:

1. Cooperate with the childcare centre to eliminate allergens from packed lunches and snacks.
2. Participate in parent information sessions.
3. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.
4. Inform the staff before food products are distributed to any children in the centre.

Responsibilities of the child with anaphylaxis:

1. Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (as developmentally appropriate).
2. Eat only foods brought from home, if applicable.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate).
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear (as developmentally appropriate).
6. Wear a medical identification bracelet.
7. Always keep an auto-injector on their person, such as in a fanny pack (as developmentally appropriate).
8. Know how to use the auto-injector (as developmentally appropriate).

Responsibilities of all children (as developmentally appropriate):

1. Learn to recognize symptoms of anaphylactic reaction.
2. Avoid sharing food, especially with children with a known risk of anaphylaxis.
3. Follow rules about keeping allergens out of the centre and washing hands (as developmentally appropriate).
4. Refrain from bullying or teasing a child with a known risk of anaphylaxis.

CHEMICAL ACCIDENT PROCEDURES

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

- inside of the centre (for example, the inappropriate mix of household cleaners)
- in the area outside of the centre

Chemical Accident Inside of Childcare Building

Executive Directors (or designated alternate) should:

1. Enact evacuation procedures immediately.
2. Direct staff to follow *Evacuation Procedures*.
3. Notify school personnel.
4. Call 911 for the fire department (School may take this responsibility).

Chemical Accident Outside of Childcare Building

Executive Directors (or designated alternate) should:

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

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

Executive Directors (or designated alternate) should:

1. Verbally direct senior staff to lead *Shelter-in-Place Procedures* and close windows and as many internal doors as possible.
2. Notify staff in playground to return indoors immediately.
3. Notify school personnel to:
 - Close and lock all exterior doors.
 - Turn off breakers that control air flow.

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- Turn off exhaust fans.
- 4. Notify staff on outings away from centre to immediately seek the closest indoor shelter and call back with their location.
- 5. Inform parents by telephone or e-mail as quickly as possible. Use a scripted message, if possible.
- 6. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
- 7. Inform staff and children when emergency response personnel/school say it is safe to leave the building.

Lead Staff in Room 10 should:

1. Take attendance in all rooms.
2. Report evacuation status to Executive Director/Director (or designated alternate).

Lead Staff in All Rooms should:

1. Lead *Shelter-in-Place Procedures*.
2. Close and lock exterior windows. Close as many internal doors as possible. Place a rolled-up damp towel at the floor space at bottom of doors.
3. Assign specific staff to prepare for evacuation by:
 - Having the emergency backpack (including the first aid kit, child information records and staff emergency information) ready to go, should evacuation be ordered
 - Having required medications and specialized equipment for individual children with additional support needs ready.

After the event, Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

BOMB THREAT PROCEDURES

The following procedures describe how we will respond to:

- a bomb threat received by telephone or in writing
- a bomb threat received and suspicious item found

IMPORTANT

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

- DO NOT use any form of wireless communication (including cordless phones, pagers, cell phones, Blackberries, walkie talkies, etc.).
- Contact the director (or designated alternate) immediately to assess the situation.
- **Stationary Phone located:** Supply cupboard in office (must plug in for use) or school phone in staff room or school office

Bomb Threat Received by Telephone or in Writing

Staff member receiving a bomb threat by telephone should:

1. Use the *Threatening Telephone Call* form to record as much information as possible.
2. Notify director (or designated alternate) IMMEDIATELY after the call and discuss information on the *Threatening Telephone Call* form.

Staff member finding a bomb threat in writing should:

1. Leave the note where it is and do NOT touch or move it (even if it has already been moved).
2. Notify Executive Director/Director (or designated alternate) IMMEDIATELY.

Executive Directors (or designated alternate) should:

1. Direct staff **NOT** to use any form of wireless communication.
2. Determine if there is an immediate threat to safety based on the information available.
3. Send staff to tell school personnel (in person or using intercom – do not call custodian's cell) about the situation and that the director is calling the police.
4. Call **911** using a stationary (corded) phone. Consult with police for further steps.
5. In consultation with police, determine if there is an immediate threat to safety based on the information available and decide whether to evacuate.

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6. Notify police of the caller's phone number if call display or call trace was successful.
7. Make sure the person who answered the threatening phone call or found the written message is available to be interviewed by police.
8. If there is an imminent threat to safety:
 - Enact *Evacuation Procedures*. Do **NOT** use fire alarm (in person – do not use cordless phones or walkie talkies).
 - Direct senior staff to lead *Evacuation Procedures*.
 - Notify school personnel of decision to evacuate (in person or using intercom – do not call custodian's cell).
9. Call staff and children on outings away from centre (using a stationary, corded phone). Advise staff not to return to centre until further notice or to proceed to designated place of shelter.

Senior staff should:

1. Lead *Evacuation Procedures* if enacted.
2. Assign specific staff to go to the playground and tell staff to gather in assembly area.

After the event, the Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

Bomb Threat and Suspicious Item

If a bomb threat is received and suspicious package, letter or object is found, there is an immediate threat to safety.

Executive Directors (or designated alternate) should:

1. Evacuate the immediate area where the suspicious item was found. Close the door to the area.
2. Direct staff **NOT** to use any form of wireless communication.
3. Enact the *Evacuation Procedures*. Do **NOT** use fire alarm.

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4. Direct lead staff in all rooms to lead *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.
5. Send staff to tell school personnel (in person or using intercom – do not call custodian's cell) about the situation, that the centre is evacuating, and the director is calling the police.
6. Once at least 150 feet away from the building:
 - Call **911** using cell phone and state the nature of the emergency.
 - Notify police of the caller's phone number if call display or call trace was successful.
 - Make sure the person who answered the threatening phone call (or found the written message) and found the suspicious package is available to be interviewed by police.
 - Call staff and children on outings away from centre and advise staff not to return to centre and to proceed to designated place of shelter.

Lead Staff in Each Room should:

1. Lead the *Evacuation Procedures*.
2. Advise assistant director if any children and staff are in playground. Staff outside need to be directed to gather in the assembly area.

After the event, the Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

If suspicious item is found but no bomb threat has been received, the Executive Directors, (or designated alternate) should:

1. Advise staff NOT to touch or move it (even if it has already been moved).
2. Evacuate the immediate area and close door.
3. Try to determine if it is suspicious and dangerous or if it is an ordinary item.
4. Send staff to tell school personnel (in person or using intercom – do not call custodian's cell) about the situation and that the director is calling the police.

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5. Call 911 using a stationary (corded) phone and consult with police for further steps.
6. In consultation with police, determine if there is an immediate threat to safety based on the information available and decide whether to evacuate.
7. Notify school personnel if centre is evacuating or not.

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.

THREATENING BEHAVIOUR PROCEDURES

The following procedures describe the response to threatening behaviour:

- inside the centre or inside another area of school
- on school property or in the neighbourhood

School and Childcare Procedures:

Procedures established between Brock Corydon school and Brock Corydon Daycare to ensure immediate communication regarding any threatening behaviour inside the school or on the property or in the neighbourhood.

During the school instructional hours any evidence of a threat to the children attending the school and/or daycare centre is communicated to the daycare staff via the intercom, telephone or in person by the principal or designate in charge.

During the daycare hours any evidence of a threat to the children attending the daycare centre is communicated to the principal, designate in charge or the custodian via the telephone or in person by the daycare director or designate in charge.

The established communication procedures are posted in the school and in the child care centre.

Staff should:

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

Executive Directors (or designated alternate) should:

1. Tell staff in the daily staff communication logbook to contact the executive directors (or designated alternate) immediately if a person who may become threatening arrives at the centre. For example, if a person has made a threat or is extremely upset such as:
 - a recently fired staff person
 - a parent concerned about a situation at the centre
 - a parent who has become angry, violent or made threats to take a child with respect to a custody dispute
2. If the threat is received in writing, by telephone or voice mail:

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- Call the police immediately. The police can help assess the level of risk to your safety and help you decide on next steps.
 - Do not touch, move, or delete the threat or evidence so the police can investigate properly.
3. Notify school personnel of threatening behaviour when appropriate and/or their assistance is required.

LOCK DOWN PROCEDURES

Threatening Behaviour Inside Centre or School

School Procedures: Announcement over intercom: "School is in lockdown – do not leave the school building until "all clear" is announced."

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

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

Lockable doors: Rms. 1, 3, 4, 9,10,11,12, P7, school gym lock. Library doors do not lock.

Threatening Person in Another Part of the School

Executive Directors (or designated alternate) should:

1. Make sure lead staff in all rooms are aware of the threat and tell them to:
 - Make sure all doors leading into the rooms are locked.
 - Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the building.
 - Turn off lights.
 - Stay in protective spaces that are out of sight from doors and windows.
 - Help children who need additional assistance.
 - Take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
 - Take attendance and report status of *LOCK DOWN Procedures* to the Director.
2. If group of children are in the playground, tell staff to take children to the designated place of shelter immediately.
3. Notify staff on outings to stay where they are or to look for indoor shelter.
4. Notify school personnel about the status of *LOCK DOWN Procedures*.
5. DO NOT leave protective spaces until told by the police or school personnel.

After the event, Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

Threatening Person in Centre Room

Lead staff in room with the threatening person should:

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

Second staff in room with the threatening person should:

1. Alert directors and staff in other rooms about the threat and to request assistance by using code words: "Please ask Mrs. Drobot/Mrs. Chagas to come here."
2. Notify school personnel about the situation and to request assistance.
3. If the individual has a weapon or is very threatening, call **911** for the police immediately.
4. If threat has been moved out of the room:
 - Lock the door to the room and cover door window.
 - Turn off lights.
 - Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the centre.
 - Stay in protective spaces that are out of sight from doors and windows.

If threat is still in the room:

- Take children to protective space as far away from threat as possible.
- Help children who need additional assistance
- 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.

Executive Directors (or designated alternate) should:

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

Senior staff in other rooms without the threatening person should:

1. Lock the door to the room and cover door window.
2. Turn off lights.
3. Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the centre.
4. If group of children are in the playground, tell staff to take children to the designated place of shelter immediately.
5. Help children who need additional assistance.
6. Take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
7. Take attendance to account for all children and staff.
8. If safe to do so, advise Director (or designated alternate) about the status of *LOCK DOWN Procedures*.
9. Stay in protective spaces that are out of sight from doors and windows.
10. DO NOT leave protective spaces until told by the by the Director/school.

After the event, Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

HOLD and SECURE PROCEDURES

Threatening Behaviour on School Property or in Neighbourhood

School Procedures: When serious criminal offence near a school or where a suspect has been pursued by police near the school, an announcement is made over the intercom: "School is in Hold and Secure – do not leave the school building until "all clear" is announced."

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

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

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

Protective Spaces: If threat is severe, gather with children in the identified corners in each room or in school hallway

Executive Directors (or designated alternate) should:

1. Direct lead staff in all rooms to lead *HOLD and Secure Procedures*. Tell them if the threat is in the neighbourhood or on the property.
2. Notify staff and children in the playground to come inside immediately.
3. Make sure all interior doors leading into the daycare rooms are locked.
4. Notify school personnel to make sure they are aware of the situation and to lock exterior doors.
5. Notify staff with children on outings to stay where they are (if safe to do so) or find the closest indoor shelter. Have staff call back to say where they are.
6. Look at attendance records provided by staff to make sure all children and staff are accounted for.
7. If possible, advise school personnel (or designated alternate) of status of *HOLD and Secure Procedures*.
8. Call **911** to make sure police know about the situation (School may take this responsibility).
9. Follow directions from the police/school about what to do next.
10. Tell staff when it is safe to leave the protective spaces as directed by the police/school.

Lead Staff in Each Room should:

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

If the threat is on the property – go into protective spaces (school hallway – away from doors).

2. Close and lock exterior windows. If possible, close blinds or curtains.
3. Assign specific duties to additional staff when available.
4. Help children who need additional assistance.
5. Take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
6. Take attendance to account for all children.
7. Advise director (or designated alternate) of status of *HOLD and Secure Procedures*.
8. DO NOT leave centre until advised by the director (or designated alternate).

After the event, Executive Directors (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. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

CONTROLLING VISITOR ACCESS

The following procedures describe how we control and monitor visitor access to ensure:

- staff are aware when parents and children arrive or depart
- 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 will pick up their child. If staff does not know the person, they will ask for ID.
- Staff is 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. The Executive Director, Director or designated alternate updates the designated pick up list for that child.
- When visitors are expected, staff document in the staff logbook so all staff are aware. For example, this may include a different pick-up person, a utility repair person etc. If the visitor is unknown to the staff, staff must ask to see identification.
- Walkie Talkies are utilized by staff to enhance communication.
- 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 tends to leave areas unescorted or is not fearful of strangers, all staff is informed. All staff is required to pay particular attention to make sure the child remains safe.

Controlling and Monitoring Children and Visitor Access

1. The daycare is situated in Brock Corydon School and operates as a school age center during the hours of 07:00 a.m. and 09:00 a.m. and 15:30 p.m. and 18:00 p.m. It also operates as a nursery/kindergarten center during the hours of 07:00 a.m. and 18:00 p.m. The daycare utilizes the school gym, library, washrooms and Rms.1, 3, 4, 9,10,11,12, P7
2. On school days and in-services (centre does not operate on school holidays), all outside doors to the school are locked except:
 - the east facing door by the school office is unlocked from 7:00 am to 6:00 pm
3. Daycare staff and Brock Corydon School staff work together to promote the safety and security of children in the following ways:
 - All staff is required to wear ID badges
 - All visitors in the school need to report to the school office
 - All staff is reminded to ask visitors in the school hallway of their purpose

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- Video surveillance cameras are located at each entrance of the school. The cameras are continuously recording, and information can be retrieved if necessary.
 - Ensure parents enter and exit through the east facing door by the school office off the playground only. A Brock Corydon Daycare staff is stationed at this door from 7:00 am until school time and 3:30 to 6:00 pm on school days and in-services.
 - Monitor the entrance hallway
 - Approach visitors to determine their reason for access
 - Ask for identification if visitor is unknown and is picking up a child
 - Communicate actions of visitors using walkie talkies to other staff
 - Confirm who is there via a window in the doors to the rooms mentioned above
4. The interior doors to Rm.10 and Rm 12 n/k daycare room) are locked during the hours of operation of the n/k program. Rm. 9 and Rm. 11 (school room when utilized by n/k children) are also locked. The interior classroom doors for the rooms used by the school age children are not locked but can be locked.
 5. Staff is required to welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre's activities.
 6. Staff is required to sign children in and out on the attendance record.
 7. Parents are required to directly tell a staff member when they are leaving the building, with their children.
 8. The nursery and kindergarten children are always directly supervised when using the washrooms or moving in the school hallways.
 9. Indirect supervision for school age children.
 - When inside the school, children must tell the staff when they need to go to the school washroom. Staff write their name and the time they left the room on the white board near the door. When they return to the room, they are to tell the staff. If children do not return to the room within a reasonable amount of time (3 to 5 minutes), staff go to check on them.
 - When outside in the playground, children must tell the staff when they need to go to the school washroom. Staff write their name and the time they left the playground on the list of children in their group. Staff also use walkie talkies to tell the staff inside that someone is coming in to use the washroom. When they return to the playground, they are to tell the staff and the staff remove their name and time from list of children. If children do not return to the playground within a reasonable amount of time (4 to 6 minutes), staff go to check on them. If there is no staff inside the school, then the staff accompanies the child(ren) to the washroom.
 - Children must tell the staff when they are going to get a drink of water. Children leave the door open and tell the staff when they return. Staff are to monitor the time out of the room and go check on the children if they do not return within a reasonable amount of time (30 seconds to 1 minute).
 - Children will not be free flowing until further notice
 - See *Appendix: Indirect Supervision Policy* for additional details

SAFE INDOOR AND OUTDOOR SPACE PROCEDURES

The following procedures describe how we ensure:

- safe indoor spaces
- safe outdoor spaces

Staff should:

- Watch for any safety concerns throughout the day.
- Correct the situation to the best of their abilities and document what was done.
- Bring concerns to the attention of the director (or designated alternate). Make sure action is taken, if needed.
- Note any safety concerns and related reminders about appropriate procedures in daily staff communication 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, to gather the children and leave immediately.

Staff on opening shift should:

1. Correct any safety concerns to the best of their abilities and document what was done.
2. Make sure the directors are aware of any concerns and things that need to be done.
3. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication logbook.

Staff on the closing shift should:

1. Do a walk-through and make sure all appliances are unplugged, the stove is turned off, etc.
2. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication logbook.

Executive Directors (or designated alternate) should:

1. Make sure monthly and annual inspections for which the centre is responsible are completed and documented on the appropriate checklists.
2. Complete and document any required repairs or actions. Contact school personnel if the repairs or actions are the school's responsibility.
3. Review enrolment forms, Inclusion Support Program intake and review meeting minutes and URIS *Individual Health Care/Emergency Response Plan* as applicable for any specific requirements for a child with additional support needs.
4. Make any necessary changes to indoor or outdoor spaces to make sure children with additional support needs are safe. Contact school personnel if required changes are the school's responsibility.
5. Communicate safety concerns or changes to procedures to all staff:
 - Note concerns in the daily communication logbook.
 - Review at a staff meeting and, depending on how serious the situation is, share with the board of directors.
6. Make sure safety concerns that relate directly to parents or require a change in their behaviour are posted in a prominent area. If the concern is serious, write a letter to each parent.

STAFF TRAINING

The enhanced safety plan will be reviewed, and specific responsibilities will be discussed with the director (or designated alternate) when a staff member is given responsibilities for fire safety or emergency response procedures.

Training for New Staff

New staff are required to:

1. Read the enhanced safety plan and discuss it with the director (or designated alternate).
2. Learn how to control fire hazards and their responsibility to address any fire safety issues that they see. Staff are instructed to bring fire safety issues to the attention of the director. Issues not resolved by the director can be taken to the board.
3. Review *Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies). Be trained in the use of a child's auto-injector and child-specific avoidance strategies detailed in each individual plan.
4. Review several practice drills with the director (or designated alternate) to learn how to improve their participation and to have their questions answered.

The executive directors (or designated alternate) will show new staff the locations of:

- staff communication logbook (containing important information to read daily)
- emergency phone number list including:
 - > the centre's location address
 - > designated place of shelter
 - > contact information for school personnel and school phone tree
- fire alarm pull stations
- fire extinguishers
- emergency backpacks that contain child information records and staff emergency information
- first aid kits
- a copy of the enhanced safety plan
- *Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions
- adrenaline auto-injectors for children with anaphylaxis

The executive directors (or designated alternate) will discuss and demonstrate to new staff:

- when to use a fire extinguisher
- what type of fire extinguisher to use

- how to use the PASS method in the use of a fire extinguisher

Training for All Staff

All staff will:

1. Review their actions, as well as the actions of the children, after each practice evacuation or shelter-in-place drill and discuss ways for improvement.
2. Review how to use a fire extinguisher at least once a year.
3. Be retrained in the use of a child's auto-injector and child-specific avoidance strategies detailed in each *Individual Health Care/Emergency Response Plan* for children with anaphylaxis (life-threatening allergies) at least annually.
4. Be retrained in specific plans detailed in each *Individual Health Care/Emergency Response Plan* for children with other applicable health conditions at least annually.

BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

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

1. New board members are required to read the enhanced safety plan and to discuss it with the Executive Directors (or designated alternate).
2. The board will review and discuss the enhanced safety plan at board meetings at least annually.
3. The board will encourage staff to bring fire safety or other safety issues to their attention as stated in personnel policies, during employment orientations and during annual reviews of enhanced safety plan with all staff.

STAFF AND BOARD ANNUAL REVIEW

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

- Executive Directors
- the board of directors

Any necessary changes or revisions will be made including:

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

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 alternates
- posted in the childcare centre for reference by the fire authority
- kept in the staff communication area for easy access and review by childcare staff
- reviewed by childcare coordinator
- reviewed by the fire authority
- reviewed by the school principal

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

Centre - School Annual Review

Controlling visitor access procedures for the childcare centre and school will be reviewed by the centre director and school principal annually in October. It will also be reviewed when there is a change in school principal, custodian, or secretary and/or centre executive director.

Individual Health Care Plan/Emergency Response Plans (URIS)

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

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

INDIRECT SUPERVISION POLICY

Children may be supervised in one of two ways: directly or indirectly.

Direct supervision refers to when staff are directly in the same room/area and able to see and/or hear your child. Children are always directly supervised while outside. Nursery and kindergarten children are always directly supervised.

Indirect supervision refers to when the staff are not in the same room/area and may not be able to see or hear your child directly but are still monitoring your child's safety. Staff will consider the age, developmental level, and individual needs of each child as they determine the level of supervision required for each situation. As each child grows and develops, they need opportunities to practice independence and build self-confidence. Indirect supervision encourages these skills.

Due to the physical location of the centre within the school and the developmental ages of the children, indirect supervision occurs daily for school age children (Grade 1 to 6). The following safety measures are in place to make sure that children return to the directly supervised area within a reasonable amount of time.

Going to Washrooms

- Children are to use their designated washroom.
- When inside the school, children must tell the staff when they need to go to the school washroom. Children write their name and the time they left the room on the white board near the door. When they return to the room, they are to tell the staff and remove their name and time from the white board. If children do not return to the room within a reasonable amount of time (3 to 5 minutes), staff go to check on them.
- When outside in the playground, children must tell the staff when they need to go to the school washroom. Staff write their name and the time they left the playground on the list of children in their group. Staff also use walkie talkies to tell the staff inside that someone is coming in to use the washroom. When they return to the playground, they are to tell the staff and the staff remove their name and time from list of children. If children do not return to the playground within a reasonable amount of time (4 to 6 minutes), staff go to check on them. If there is no staff inside the school, then the staff accompanies the child(ren) to the washroom.

Going to Water Bottle Filling Stations in Hallway

- Children are to use the water bottle filling station in the hallway closest to the room they are in. Children must tell the staff when they are going to get a drink of water. Children leave the door open and tell the staff when they return. Staff are to monitor the time out of the room and go check on the children if they do not return within a reasonable amount of time (30 seconds to 1 minute).

Moving Between Childcare Areas

Children will have the option to free flow to different daycare rooms.

Should you have any concerns with the above you may contact the Executive Directors so that other arrangements can be made.

I _____ understand that my child/ren _____ may not be directly supervised and grant my permission.	
_____	_____
Signature	Date