

*Freight House Early Learning & Care Inc.*  
*545 Alexander Ave., Winnipeg, Mb., R3A 0P1*  
*(Located within Dufferin School Room # 7)*  
*Ph: 772-4107, Fax: 772-9289*  
*Facility 100996*

# **ENHANCED SAFETY PLAN**

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## FACILITY OVERVIEW

### Freight House Early Learning & Care Inc.

**545 Alexander Ave., Winnipeg, MB (Located in Dufferin School)**

Date Developed: \_\_\_\_\_ Last Revised: **February 27, 2019** Last Reviewed: **June 2017**

Reviewed and Approved by:

Fire authority  Child care coordinator  Board of directors

Copies provided to:

- all supervisory staff and designated alternates
- child care 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 child care 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 Supervisor or designated alternate maintains the authority to declare an emergency situation and implement evacuation, shelter-in-place or closure procedures. This responsibility includes communications with parents and the media. The Executive Director assumes responsibility when on-site.

As the centre is located in Dufferin School, we follow the emergency procedures as directed by the School Principal and/or the Winnipeg School Division. As school personnel are always present, they may be consulted or be delegated authority by the Supervisor/Executive Director (or designated alternate).

### **Communication between Child Care Rooms**

Staff use cell phones to communicate with each other when in different rooms or outside.

## **Communication Procedures**

### **Freight House Early Learning & Care and Dufferin School**

In case of an emergency or threat of any kind to Freight House Early Learning & Care and Dufferin 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 Freight House Early Learning & Care is aware of a threat or in an emergency state, the director (or designated alternate) will:**

1. Call the school by telephone at 774-3409 (when safe) or
2. Communicate with the school office by intercom or
3. Walk down to school office to communicate (when safe)

**Outside of school hours**, the director (or designated alternate) will contact the school custodian at 770-3409.

**Outside the centre's hours of operation**, the director will contact the principal at 232-5032.

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

1. Call the centre by telephone at 791-2832 (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 custodian will contact the centre staff at 791-4244 (or centre director at 791-9002).

**Outside the centre's hours of operation**, the principal will contact the centre director at 791-9002.

**Communication and safety procedures will be reviewed annually by the centre director and school principal and revised as needed.**



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down the hall by Room 10, across from Upper Gym/Front Entrance, hall to Lower Gym, stairwell to Lower Gym and NW corner in Lower Gym

**Fire Department Connection:** Front of school on Alexander Ave.

**Heat Alarms:** Hard Wired in all rooms

### **Portable fire extinguishers:**

ABC - South Entrance (Front)

ABC - North Entrance (Rear)

ABC - Entrance to Room 7

ABC - Room 6 & 10

A - Upper Gym & Corridor

### **Utility Shut-off Locations**

The School Custodian (770-3409) is responsible for the maintenance and inspection of all utilities.

Child care 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 or Custodian.

Water main: **Basement** - Centre does not have access

Main natural gas valve: **Not Applicable**

Boiler: **Basement** - Centre does not have access

Air conditioner: **Roof** - Centre does not have access

Water heater: **Basement** - Centre does not have access

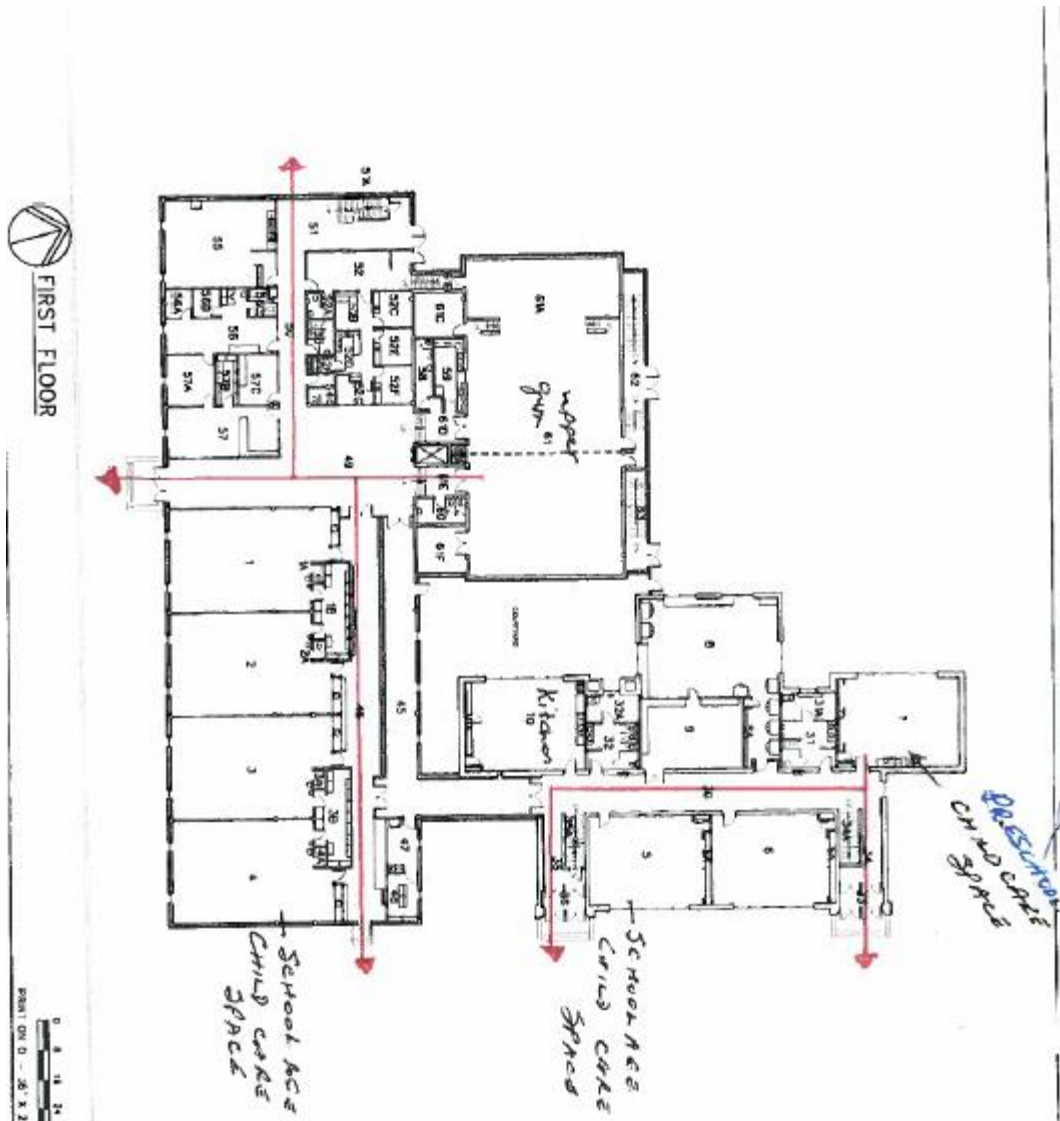
Electrical panels: **Throughout the school** - Centre does not have access

The following are identified on the electrical panel: Centre does not have access

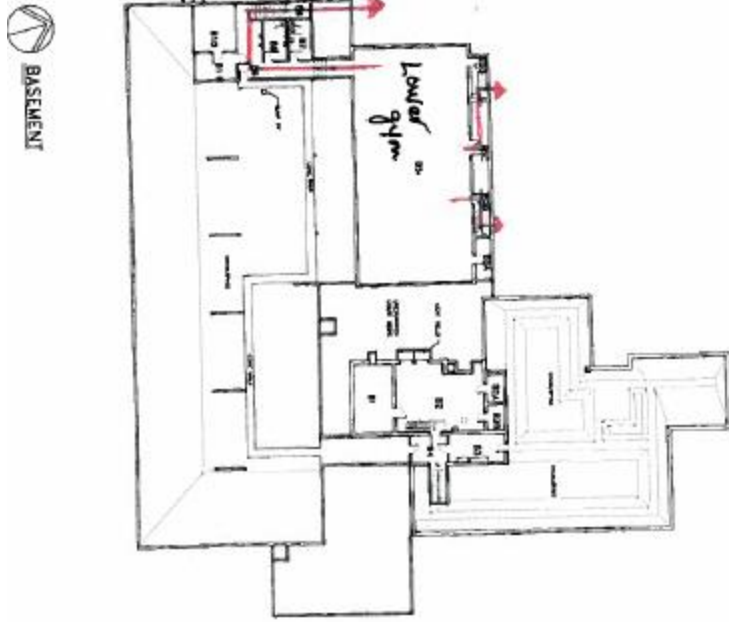
### **EMERGENCY FLOOR PLAN**

See attached

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(Approved June 2017)



## EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures will be used in case of:

- fire
- a chemical or hazardous materials accident inside of the centre

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

### **In Case of Fire**

**Staff should:**

1. Ensure everyone evacuates fire area immediately.
2. Close doors to fire area.
3. Pull fire alarm bell.
4. Notify Supervisor (or designated alternate).
5. Follow direction from Opening/Closing staff to evacuate all children, staff and visitors from building.

### **Upon Hearing Fire Alarm**

**All children, staff and visitors should:**

1. Stop all activities immediately, calmly gather with children in area and walk to the closest, safest exit.
2. Follow directions of Opening/Closing staff to evacuate building.
3. Meet in the assembly area outside of the centre - **to the Playground using closest exit.**

**Opening/Closing shift staff should:**

1. Direct staff to gather with children and visitors by the inside of exit door. Feel the door for heat before opening.
2. Assign specific staff to:



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- Conduct a sweep of the centre looking for any remaining children or adults.
  - Lead evacuation out of the building.
  - Bring the attendance record (with floor plan attached) and take attendance in the assembly area.
  - Take the emergency backpack (including first aid kit, child information records, staff emergency information and contact information for school personnel, other schools/transportation services).
  - Help children who require 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.
3. During winter – have children or staff grab jackets if safe to do so.
  4. Close all doors and windows, time permitting.
  5. Report evacuation status to Supervisor (or designated alternate).

### **Supervisor (or designated alternate) should:**

1. Call 911 to ensure fire department is aware of the situation (School may take this responsibility).
2. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for.
3. Notify Executive Director as soon as possible and advise of evacuation status.
4. Advise the fire department (or School Personnel) of evacuation status (for example, complete with no possibility that any child care 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:
  - If possible, assign a staff member to remain at main entrance to advise fire department.
  - Call 911 to inform of evacuation status (School may take this responsibility).
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, e-mail or text 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 centre's cell phone and office phone in designated place of shelter.
11. Record an outgoing message on the centre's voice mail system.

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12. Contact staff on outings to return to designated place of shelter, not the centre.
13. Contact other schools/transportation services and advise that the children cannot come to the centre until further notice. Make necessary arrangements for children's care.
14. Be available to discuss event with parents when they pick up children.

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

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with School Personnel.
4. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

**DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE**

**Freight House Early Learning & Care Inc.**

**505 Ross Ave.**

**772-4107**

**Wanda Bruenig**

**791-9002**

## 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**

Freight House Early Learning & Care Inc. has adopted an Emergency Evacuation Plan which designates an evacuation officer with responsibilities listed below.

- a minimum of 1 (one) fire drill per month
- using alternate exit routes
- at different times of the day with varying numbers of staff
- a nap-time evacuation at least once annually
- complete evacuation to our designated place of shelter at least once a year
- documentation of the drills including, date, time, number of children and staff present and the length of time for the evacuation

Our centre views Emergency Evacuations Procedures as a very important learning experience for children and staff.

During the warm months, the staff will guide the children to the safest exit at the time of the alarm (the fire evacuation officer will place a picture of a flame at exits to indicate unsafe passage) however, we realize that during the cold months it is not feasible for the children to meet outdoors due to the cold weather. Therefore, the staff will guide the children into the front foyer at the entrance to the centre, in order for the children to become aware of the fire alarm and the appropriate procedure of exiting the building.

Opening/Closing Staff are responsible to ensure that the attendance sheets, emergency contacts (containing the children's files) and rescue (essential) medications are also brought out during the evacuation.

### **Use of Fire Alarm Manual Pull Stations**

Freight House - Alexander participates in school fire drills using fire alarm system. School personnel are responsible for contacting fire department and/or alarm company about the drill so they will not respond.

### **Shelter-in-Place Drills**

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

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**After Evacuation or Shelter-in-Place Practice Drills**

- Supervisor (or designated alternate) will post this information for families
- Staff will try to discuss the drill with each family at departure time, particularly if their child found it interesting or upsetting



## CENTRE CLOSURE PROCEDURES

The following procedures and 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
- forest fires

**In the event Dufferin School is closed, the centre will be closed. If possible, children will be accommodated at 505 Ross Ave. Preschool Facility.**

### Emergency Closure Procedures

- Staff are expected to try and make it in to work in the safest way possible. The Board of Directors does not want any staff members to put themselves in a dangerous position to get to work. Assume that the centre parking lots won't be cleared and the best way to get to work will be by bus. If the buses are not running, you will be advised of this either by listening to the radio or calling Transit. No exceptions will be made for staff living outside the city limits.
- Parents should call the centre before bringing their children in. This is to make sure the centre is open and accepting children.
- The first staff person in will handle the phones and let parents know that the centre cannot take any children until two staff members are in. This is for safety reasons; should anything happen to one child then one staff can be with the emergency and one with the remaining children. In the event that one staff arrives from each centre only one centre will open and the closed centre will be posted CLOSED on the door. The children will then proceed to the other centre. Once sufficient staff have arrived both centres will open again.
- Parents maybe be asked to be understanding in giving priority of care based on ratios of children to staff as listed below.
- No children are to be accepted into care until two staff members are in. Preschool/School age ratio for these days are 2:8, 3:16, 4:24, and infant ratio is 2:4, 3:8 etc., thus allowing for one staff to be available to deal with phones and emergencies.
- No children will be accepted into care past noon or over ratio to the number of staff in.
- Staff are expected to notify the centre of their status so parents can be kept well informed.
- The answering machine is to be left on every night and weekends.
- Parents will be asked by staff members on that day to pick up their children by 4:00 P.M. If it appears that the storm is intensifying during the day this time can be changed. It will be the decision of the Executive Director (or designated alternate) or Opening/Closing staff member on duty to determine any change to closing time. If the time is changed, staff will notify all parents.

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- Staff will make sure that all parents who leave their children at the centre on stormy days leave a telephone number where they can be reached or the phone number of an alternate who can be responsible for child pick-up that day.
- Staff are advised to be tolerant of stragglers on stormy days. Parents will be advised to keep the centre posted as to when they anticipate being able to pick up their child by calling the centre and leaving a message as to what time they are leaving work or school.
- If at any time the centre has no water, heat or no electricity, the centre will automatically be considered closed until service can be restored.

### **Closure of centre for portion of day**

#### **Executive Director (or designated alternate) should:**

1. Contact parents by telephone, e-mail or text message. 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 Principal (or Custodian).
6. Inform other schools/transportation services used by school-age or kindergarten children.

### **Closure of centre for the full day**

#### **Director (or designated alternate) should:**

1. Attempt to contact all families and staff the previous evening or early in the morning by telephone, e-mail or text message. Provide staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on **CJOB-68 AM, 103.1 FM** (local radio station).
3. Record an outgoing message on the centre's voice mail system.
4. Post a note on the outside door, if possible.
5. Tell School Principal (or Custodian).
6. Inform other schools/transportation services used by school-age or kindergarten children.

### **Additional steps to prepare for closure due to flooding or forest fire**

1. The School Principal and Custodian are responsible to make sure the building is prepared for closure (eg. turning off furnace, main power switch and the outside gas valve, time permitting.)

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2. Director (or designated alternate) should take important documents such as child and staff information and financial records, time permitting.

### **Additional steps if our building is flooded**

#### **Director (or designated alternate) should:**

1. Contact the School Principal (or Custodian) to make sure it is safe to re-enter the centre and that all necessary inspections and cleaning have been completed.
2. Contact parents with an expected reopening date as advised by school personnel.

### **After partial or full day closure**

#### **Executive Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with School Personnel.
4. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
5. Contact fire and public health inspectors and the child care 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 Supervisor for review by the fire inspector. The designated alternate will know the location of this file, which will contain:

- copies of safety checklists used to document daily, monthly and annual checks to control fire hazards and inspect and maintain fire safety equipment
- evacuation and shelter-in-place practice drill record

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

- fire extinguishers annual inspection report by a certified agency
- 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 child care staff are to be aware and notify custodial staff of any issues noted during their inspections.

### **Daily Inspections and Maintenance**

1. Evacuation procedures and floor plans are prominently posted in each room used by the centre.
2. Exit signs used by the centre are easy to see and lit.
3. Corridors, stairs and exits are unobstructed and properly lit.
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.



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5. Fire doors and stairway doors are NOT wedged or blocked open.
6. Electrical appliances are unplugged when not in use (toaster, coffee maker, etc.)
7. All electrical outlets have covers in place.
8. Lint traps in laundry equipment are cleaned after each use.

### **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 (if applicable). For example, no vehicles may be parked in a fire route/lane. There is no excessive vegetation, snow or other obstructions to access routes and fire hydrant.
3. All fire extinguishers are checked by centre and school custodian 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 and on practise drill record
4. Storage areas used by centre are checked to make sure combustible materials have not built up.
5. Inspection documentation for fire alarm system and equipment is maintained by the School Custodian for review by fire inspector

### **Annual Inspections and Maintenance**

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

1. Fire extinguishers are inspected by certified agency (also documented on tag).
2. Heating system is inspected by qualified heating contractor.
3. Fire alarm system and emergency lighting are inspected by a certified technician.

## WEATHER-RELATED EMERGENCIES

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

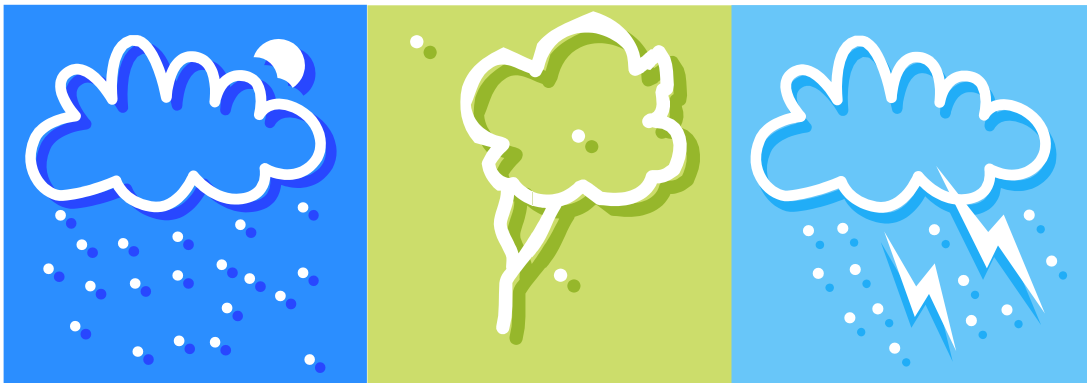
- winter storms
- flooding
- forest fires
- tornadoes
- severe thunderstorms

**In the event Dufferin School is closed, the centre will be closed. If possible, children will be accommodated at 505 Ross Ave. Preschool Facility.**

### Preparation

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

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



## Winter Storm, Flood and Forest Fire Procedures

### Supervisor (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](http://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/](http://manitoba.ca/conservation/fire/)) as well as local media during forest fire season from April to October
2. Notify and consult with Executive Director.
3. Notify staff in playground to bring children inside in the event of a severe weather warning.
4. Notify any groups on outings to return or take indoor shelter immediately.
5. Reschedule outdoor play and all outings away from the centre.
6. 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 Director 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 Director 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 Director (or designated alternate) will:
  - advise parents 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 Supervisor (or designated alternate) if aware of a severe thunderstorm or tornado warning/sighting in the area.

### Supervisor (or designated alternate) should:

1. Monitor the situation using information from Environment Canada on the weather radio.
2. Consult with School Personnel.
3. Make decision to enact *Shelter-in-Place Procedures: Tornado*. Decision may be made by School Principal.
4. Notify Executive Director of decision to shelter-in-place and status of procedure.

### Opening/Closing staff should:

1. Remind staff not to use electrical equipment and avoid using the telephone.
2. Direct staff to move children away from doors and windows.
3. Make sure flashlights and battery operated lights with fresh batteries are available in all areas of the centre.
4. Unplug all electrical appliances such as TVs, radios and toasters.

### Staff should:

1. Follow directions from Opening/Closing staff.
2. Guide children to stay away from windows, doors, radiators, stoves, metal pipes, sinks or other electrical charge conductors.

### **Shelter-in-Place Procedures: Tornado**

**Shelter-In-Place: Tornado is to be implemented if a severe thunderstorm or tornado warning/sighting is in the area.**

**Protective Space for a tornado** is located in the Lower Gym (access is at the North West Corner) under the staircase. All children and staff must go to the protective space, sit down and gather closely together. **All staff must remain calm and guide the children safely where they will remain until it is safe to move back to the general area.**

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### **Supervisor (or designate alternate) should:**

1. Direct Opening/Closing 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. Notify other schools/transportation services that the children cannot come to the centre until further notice. Make arrangements for the children's care.
5. 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.

### **Opening/Closing staff should:**

1. Direct staff and children to gather in the protective spaces.
2. Assign specific staff to:
  - bring the emergency backpack into the protective spaces (including the first aid kit, child information records, staff emergency information, contact information for School Personnel and other schools/transportation services)
  - take attendance to make sure all children and staff are accounted for
  - help children who require additional assistance
  - 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
3. Advise Supervisor (or designated alternate) of the status of *Shelter-in-Place Procedures*.

### **After the event, Executive Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss the incident with School Personnel.
4. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## 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

Freight House Early Learning & Care Inc. developed a Pandemic Plan which is reviewed annually by the Executive Director, board and staff. The plan outlines guidelines in the event of a Pandemic: Plan is attached as an appendix to this document.

## A Child's Medical Condition

**When a child enrolls with a medical condition or is diagnosed while attending the centre the director (or designated alternate) should:**

1. Make sure Unified Referral Intake System (URIS) applications are submitted.
2. Arrange staff training by a registered nurse related to the URIS *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.
8. Forms attached in appendix for reference

## 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
- 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
- a toileting log book is maintained to help identify children with diarrhea as a simple warning system of an illness outbreak

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

**Executive Director (or designated alternate) 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 child care coordinator of the situation and public health authority's requirements and recommendations.
4. Notify School Principal of situation and public health authority's requirements and recommendations.
5. Provide regular updates to the child care 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

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- 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



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- meningococcal disease
- strep throat and scarlet fever, if there are more than two diagnosed cases within a month
- tuberculosis

Public health will also be contacted about any bite that breaks the skin as blood tests may be required.

### **Notification to Parents and Staff**

1. Parents and staff will be advised of any of the illnesses requiring contact with public health (above).
2. The notice will specifically advise parents to talk to their doctor and check their own child's immunization records about the following illnesses prevented by routine immunizations:
  - diphtheria
  - measles
  - mumps
  - pertussis (whooping cough)
  - polio
  - rubella
3. The notice will specifically advise staff or family members who are or may become pregnant that they should talk to their doctor and check their immunization status for the following illnesses:
  - chicken pox
  - parvovirus B19 (fifth disease or "slapped cheek" syndrome)
  - rubella
  - measles
  - mumps
  - CMV (cytomegalo virus)

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

#### **Executive Director (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 the School Principal and School Division.

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3. Advise all staff of recommendations from Manitoba Health, Health Canada, the Food Inspection Agency, the public health inspector, the child care coordinator or School Division. Make sure staff follow recommendations.



### **Serious Injury of a Child**

#### **Supervisor (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 Supervisor (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**

##### **Supervisor (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.
4. Notify Executive Director as soon as possible. Provide copy of incident report to parents and Executive Director (or designated alternate).

##### **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.

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3. Provide an incident report to the Supervisor (or designated alternate).

### **After the event, Executive Director (or designated alternate) should:**

1. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent future injuries. Work with School Personnel when action required is their responsibility.
2. Notify the child care 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

### **Supervisor (or designated alternate) should:**

1. Contact School Principal (or Custodian) to:
  - figure out if a loss of electrical power is specific to the school or if the area is without power. If it 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. Notify and consult with Executive Director.

### **Executive Director/Supervisor (or designated alternate) should:**

1. 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.
2. 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.
3. 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).

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4. Enact *Evacuation Procedures or Emergency Closure Procedures* if required by the public health authority or fire authority.
5. Follow *Evacuation Procedures or Emergency Closure Procedures*, if required.
6. Inform the child care 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.**

When planning field trips, be aware of the distance to the nearest Hospital. If more than 10 mins, child will be required to carry 2 epipens.

NOTE: child specific avoidance strategies will be detailed in each individual Health Care Plan

## Child Care Facility Response

**When Freight House Early Learning & Care Inc. is notified that a child has been diagnosed with a life-threatening allergy and may require the immediate injection of adrenaline by auto-injector, the following procedure will be implemented:**

1. When *Freight House Early Learning & Care Inc.* is notified that a child has a life-threatening allergy and carries an adrenaline auto-injector, appropriate planning can begin. Based on this information, a URIS application should be submitted.
2. *Freight House Early Learning & Care Inc.* will advise the Parents/Guardians of the child that:
  - (a) A URIS (Unified Referral and Intake System) application will be completed on an annual basis.
  - (b) Parents/Guardians of the child with the life-threatening allergy are required to sign an **“Authorization for the Release of Information”** form to *Freight House Early Learning & Care Inc.* on behalf of URIS, Regional Health Authority and/or nursing agency.
  - (c) Parents/Guardians of the child with the life-threatening allergy must complete the **Authorization Form for Administration of Adrenaline Auto-Injector”** form.
  - (d) A Health Care Plan/Emergency Response Plan will be developed in consultation with the Parents/Guardians of the child on an annual basis.
  - (e) When an adrenaline by auto-injector is used, an ambulance is to be called immediately and the child will be transported to the hospital.
  - (f) **Freight House Early Learning & Care Inc. Executive Director (or designate) will submit the URIS Application to URIS for approval.**
3. Once the URIS application has been approved, the Freight House Early Learning & Care Inc. Executive Director (or designate) is responsible for telephone contact with the nurse to notify him/her of the approved URIS application and request their services for staff training and Health Care Plan development. The director (or designate) will ensure that the Public Health Nurse (or contracted nursing agency if Public Health Nurse is not available) develops an Individual Health Care Plan /Emergency Response Plan. This is completed in collaboration with the Parents/Guardians, administration/provider and other appropriate and relevant personnel. The plan will be specific to the age and maturity level of the child, the specific properties of the allergen and the parameters of the program.

## Roles and Responsibilities

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Ensuring the safety of children with known risk of anaphylaxis in a community setting depends on the co-operation of the entire community. To minimize risk of exposure, and to ensure rapid response to an emergency, parents/guardians, children and program personnel/provider must all understand and fulfil their responsibilities. The interrelatedness of these roles is vital, for failure of any group to respond appropriately will negatively impact upon all others.

### 1. Responsibilities of the child with a life-threatening allergy:

- (a) Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (developmentally appropriate).
- (b) Eat foods provided by the daycare and all foods brought from home must be in unopened labelled packaging.
- (c) Wash hands before and after eating.
- (d) Learn to recognize symptoms of an anaphylactic reaction (developmentally appropriate).
- (e) Promptly inform an adult, as soon as accidental exposure occurs or symptoms appear (developmentally appropriate).
- (f) Keep an auto-injector on their person at all times i.e. fanny pack (developmentally appropriate).
- (g) Know how to use the auto-injector (developmentally appropriate).

### 2. Responsibilities of the Parents/Guardians of a child with a “life-threatening allergy”:

- (a) Identify their child's allergies and needs to Freight House Early Learning & Care Inc. Executive Director, prior to their start date at the centre.
- (b) Ensure that their child has and carries an up-to-date auto-injector (developmentally appropriate), the auto-injector is in a specified location, or on the person of the adult responsible for the care of the child.
- (c) Ensure their child has and wears a medical identification bracelet.
- (d) Submit all necessary documentation as required.
- (e) Provide the centre with adrenaline auto-injectors (pre-expiry date).
- (f) Ensure that auto-injectors are taken on field trips.
- (g) Participate in the development of a written Individual Health Care Plan for their child, updated annually.
- (h) The day care will provide food for field trips.
- (i) Provide support to the facility and staff as required.
- (j) Teach their child: (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/her own auto-injector on their person (e.g. fanny pack); developmentally appropriate
  - not to share snacks, lunch or drinks
  - to understand the importance of hand washing;
  - to cope with teasing and being left out;
  - to report bullying and threats to an adult in authority; and
  - to take as much responsibility as possible for his/her own safety. (developmentally appropriate)

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**3. Responsibilities of the Executive Director (designate)**

- (a) Obtain a signed Release of Information Form from parent/guardian.
- (b) Annually submit a URIS Application form to URIS.
- (c) Ensure the parents/guardians have completed all the necessary consent and authorization forms.
- (d) Identify a contact person to liaise with the contracted health care professional, if other than him/herself.
- (e) Assist with the implementation of policies and procedures for reducing risk in the centre.
- (f) Work as closely as possible with the Parents/Guardians of the child with known risk of anaphylaxis.
- (g) Notify staff of the child with known risk of anaphylaxis, the allergens and the treatment.
- (h) Post allergy alert forms with photograph, in the staff room and/or appropriate location (with parent approval).
- (i) **Maintain up-to-date emergency contacts and telephone numbers.**
- (j) Ensure all staff have received instruction in the use of the auto-injector.
- (k) Ensure all substitute staff are informed of the presence of a child with known risk of anaphylaxis, and that appropriate support/response is available should an emergency occur.
- (l) **Inform Parents/Guardians that a child with a life-threatening allergy is in direct contact with their child, and ask for their support and co-operation (with parent approval).**
- (m) Arrange an annual in-service through the Public Health Nurse/Nursing Agency to train staff and monitor personnel involved with the child with life-threatening allergies.
- (n) Ensure an Individual Health Care Plan, which includes an Emergency Response Plan, is completed and reviewed **annually** for each child with a life-threatening allergy.
- (o) If it is not developmentally appropriate for the child to carry an auto-injector, ensure the adult responsible for that child wears it in a fanny pack, or it is in a safe, **UNLOCKED** location accessible only to the adult(s) responsible. Ensure that child is not separated from staff carrying auto-injector.
- (p) Ensure safety procedures are developed for field trips and extra-curricular activities. **When planning field trips, be aware of the distance to the nearest Hospital. If more than 10 mins, child will be required to carry 2 epipens.**
- (q) **Freight House Early Learning & Care Inc. provides all meals and will provide safe foods for special occasions.**

**4. Responsibilities of the Child Care Staff**

- (a) Ensure you receive annual training in caring for a child with anaphylaxis.
- (b) Display a photo-poster in the centre (with parent approval).
- (c) Discuss anaphylaxis with the other children, in age-appropriate terms.
- (d) **Encourage children not to share lunches or trade snacks.**
- (e) Choose products that are safe for all children in the program (parental input is recommended).
- (f) Reinforce hand washing to all children before and after eating.
- (g) Facilitate communication with other parents.
- (h) Follow policies for reducing risk. **Ensure that foods and other products containing allergens are not brought into the centre. Example- hand lotions**

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- (i) Enforce rules about bullying and threats.
- (j) Leave information in an organized, prominent and accessible format for staff.
- (k) Plan appropriately for field trips. Ensure that auto-injectors are taken on field trips and emergency response plans are considered when planning the trip. **Location of nearest Hospital  
If more than 10 mins 2 auto-injectors required.**

### 5. Responsibility of Registered Nurse:

- (a) **Consult with and provide information to parents/guardians, children and centre personnel/providers.**
- (b) **Provide anaphylaxis training to personnel.**
- (c) In collaboration with Parents/Guardians, develop an Individual Health Care Plan and an Emergency Response Plan for the child with known risk of anaphylaxis.
- (d) Facilitate staff training and provide monitoring to personnel involved with children with known risk of anaphylaxis.

### 6. Responsibilities of All Parents:

- (a) **Respond co-operatively to requests from the centre/family home to eliminate allergens from any food brought to the centre.**
- (b) Participate in parent information sessions.
- (c) Encourage children to respect the child with known risk of anaphylaxis and program policies.
- (d) **Parents/Guardians will not distribute food products to any children in the Program - all food brought into the centre must be in unopened labelled packaging.**

### 7. Responsibilities of All Children (developmentally appropriate):

- (a) **Learn to recognize symptoms of anaphylactic reaction.**
- (b) Avoid sharing food, especially with children with known risk of anaphylaxis.
- (c) Follow rules about keeping allergens out of the centre/home and washing hands (developmentally appropriate).
- (d) Refrain from bullying or teasing a child with 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 Child Care Building

**Supervisor (or designated alternate) should:**

1. Enact evacuation procedures immediately.
2. Direct staff to follow *Evacuation Procedures*.
3. Notify School Principal (or Custodian).
4. Call 911 for the fire department (School may take this responsibility).
5. Notify Executive Director as soon as possible.

### Chemical Accident Outside of Child Care Building

**Supervisor (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**

**Shelter-In-Place: Chemical Accident Outside the building is to be implemented upon direction from emergency response personnel.** Shelter-In-Place procedure is to lock all doors, windows and turn off all systems that move air in and out of the building. Ensure all staff and children outside or away from the centre are informed to come into the centre or go to the nearest building of shelter. **All staff must remain calm and prepare in case an evacuation is ordered by emergency response personnel.**

**You must wait until you are told it is safe to leave the building by emergency response personnel.**

**Supervisor (or designated alternate) should:**

1. Notify Executive Director to make sure that all Freight House centres are aware of the situation.
2. Verbally direct Opening/Closing staff to lead *Shelter-in-Place Procedures* and close windows and as many internal doors as possible.

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3. Notify staff in playground to return indoors immediately.
4. Notify staff in playground to return indoors immediately.
5. Notify School Principal (or Custodian) to:
  - Close and lock all exterior doors.
  - Turn off breakers that control air flow.
6. Notify staff on outings away from centre to immediately seek the closest indoor shelter and call back with their location.
7. Notify other schools and transportation services that the children cannot come to centre until further notice. Make arrangements for the children's care.
8. Inform parents by phone, e-mail or text message as quickly as possible. Use a scripted message, if possible.
9. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
10. If there is time and it is needed, place a rolled up damp towel at the floor space at bottom of doors.
11. Inform staff and children when emergency response personnel say it is safe to leave the building.

### **Opening/Closing staff should:**

1. Lead *Shelter-in-Place Procedures*.
2. Direct specific staff to close and lock exterior windows and to close as many internal doors as possible.
3. Take attendance to account for all children, staff and visitors.
4. Advise the Supervisor (or designated alternate) of the status of *Shelter-in-Place Procedures*.
5. Assign specific staff to prepare for evacuation by:
  - Having the emergency backpack (including the first aid kit, child information records, staff emergency information, contact information for School Personnel and other schools/transportation services) 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 Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.

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3. Discuss incident with School Personnel.
4. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## 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 (cordless phones, pagers, cell phones, Blackberries, two-way radios, etc.).
- Contact the Supervisor (or designated alternate) immediately to assess the situation.

**Stationary Phone** – located school office (contact custodian if locked)

## 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 Supervisor (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 Supervisor (or designated alternate) IMMEDIATELY.

**Supervisor (or designated alternate) should:**

1. Direct staff NOT to use any form of wireless communication.
2. Notify other programs in the building, our centres, school or summer programs.
3. Consult with Executive Director and School Personnel. Determine if there is an immediate threat to safety based on the information available.
4. Call **911** using a stationary 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 or not 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.
  - Direct **Opening/Closing** staff to lead *Evacuation Procedures*.
9. Assign specific staff to:
  - Go to the playground and tell staff to remain there or proceed to designated place of shelter.
  - Call staff and children on outings away from centre (using a land line). Advise staff not to return to centre until further notice or to proceed to designated place of shelter.

### **Opening/Closing staff should:**

1. Lead *Evacuation Procedures* if enacted.

### **After the event, the Executive Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with School Personnel.
4. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

### **If suspicious item is found but no bomb threat has been received, the Supervisor (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. Consult Executive Director and School Personnel. Try to determine if it is suspicious and dangerous or if it is an ordinary item.
4. Call 911 using a land phone and 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 or not to evacuate.

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

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1. Gather together in a separate area away from those who did not have contact.
2. Stay to get the appropriate medical assessment and treatment.

### **Bomb Threat and Suspicious Item**

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

#### **Supervisor (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.
4. Direct Opening/Closing staff to lead *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.
5. Send staff to tell School Principal (or Custodian) about the situation and that the Supervisor is calling the police.
6. Call **911** using a land phone and state the nature of the emergency.
7. Notify police of the caller's phone number if call display or call trace was successful.
8. 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.

#### **Opening/Closing staff should:**

1. Lead the *Evacuation Procedures*.
2. Assign specific staff to:
  - Notify other programs in the building, our centres, school or summer programs.
  - Go to playground and advise staff to remain there or proceed to designated place of shelter.
  - Call staff and children on outings away from centre using a land line and advise staff not to return to centre and to proceed to designated place of shelter.

#### **After the event, the Executive Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.

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3. Discuss incident with School Personnel.
4. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

### THREATENING BEHAVIOUR PROCEDURES

The following procedures describe the response to threatening behaviour:

- inside the centre or on the property
- in the neighbourhood

#### **Staff should:**

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

#### **Supervisor (or designated alternate) should:**

1. Remind the staff of **The Protocol** to contact the school office immediately if a person who may become threatening arrives at the school. Describe the current situation accurately. There is no code phrase. Contact the director (or designated alternate) immediately. Notify other programs in the building, our centres, school or summer programs. 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:
  - 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 the Executive Director of any threatening behaviour. Notify School Personnel when appropriate.

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## SHELTER-IN-PLACE PROCEDURES

### Threatening Behaviour Inside Centre or On Property

**Shelter-In-Place: Threatening Person Inside the Centre or on Property** is to be implemented immediately when notice of threat is received. Shelter-In-Place procedure is to remove the children away from the threat calmly and as quickly as possible. Staff will lock the door and stay out of sight (far north corner of the room).

Supervisor (or designated alternate) attempts to de-escalate the situation. All staff must remain calm and prepare for an emergency evacuation if the threat is inside. Police are called immediately. All staff must remain calm and prepare for an emergency evacuation if the threat is inside.

**You must wait until someone has checked to see if it is safe to leave the room or the building. Once police arrive on the scene they are in charge.**

#### Supervisor (or designated alternate) should:

1. Make the decision to enact *Shelter-in-Place Procedures*.
2. Direct Opening/Closing staff to lead the *Shelter-in-Place Procedures*.
3. Tell Opening/Closing staff where the threatening person is and whether they seem to have a weapon or not.
4. If the person does not have a weapon:
  - Direct a staff member to call 911 for the police and call School Personnel.
  - Notify other programs in the building, our centres, school or summer programs.
  - Talk to the person. Try to calm them down.
5. If the person has a weapon:
  - Call 911 for the police immediately and call School Personnel if possible.
  - Take cover in the closest protective space.
6. Follow directions from the police about what to do next.
7. Give the police floor plans and information about the number of children and staff and where they are.
8. As soon as possible, notify staff on outings to stay where they are or to look for indoor shelter.
9. As soon as possible, notify other schools and transportation services that the children cannot come to the centre until further notice. Make plans for the children's care.
10. As soon as possible, notify the Executive Director about the situation and the status of *Shelter-in-Place Procedures*.

#### Opening/Closing staff should:

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1. Quietly direct staff to gather with children into the protective spaces as far away from the threatening person as possible.
  - 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 inside the centre, direct staff and children in the playground to go to the designated place of shelter immediately. **Staff inside will calmly direct the children to protective space inside and then proceed with an emergency evacuation to the designated shelter away from the centre.**
3. Take attendance to account for all children and staff.
4. 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.
5. Assign specific staff to help children who need additional assistance.
6. If safe to do so, advise Supervisor (or designated alternate) about the status of *Shelter-in-Place Procedures*.

### **Staff should:**

1. Gather children in the nearest protective space away from the threatening person.
2. Lock the door to the room and cover door windows.
3. Turn off lights.
4. Close and lock exterior windows.
5. If the threat is inside the centre, **DO NOT** close exterior blinds or curtains. Police need to see inside the centre.
6. Stay in protective spaces that are out of sight from doors and windows.
7. **DO NOT** leave protective spaces until told by the Supervisor (or designated alternate).

### **After the event, the Executive director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss the incident with School Personnel.
4. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## **SHELTER-IN-PLACE PROCEDURES**

### **Threatening Behaviour in Neighbourhood**

**Shelter-In-Place Threatening Person In the Neighbourhood is to be implemented immediately when notice of threat is received.** Shelter-In-Place procedure is to ensure that everyone comes inside immediately. All doors are locked, windows closed, blinds closed and children are moved to the areas designated. Staff and children away from the centre are instructed to find shelter, depending on their location and situation. **All staff must remain calm.**

**You must wait until police tell you when it is safe to leave the building.**

#### **Supervisor (or designated alternate) should:**

1. Direct Opening/Closing staff to lead *Shelter-in-Place Procedures*. Tell them the threat is in the neighbourhood.
2. Notify staff and children in the playground to come inside immediately.
3. Make sure exterior doors are closed and locked.
4. Notify staff with children on outings to stay where they are (if safe to do so) or find the closest indoor shelter. Have staff call back to say where they are.
5. Look at attendance records provided by staff to make sure all children and staff are accounted for.
6. Notify Executive Director to make sure all Freight House centres are aware of the situation.
7. Notify other programs in the building, our centres, school or summer programs.
8. Notify other schools and transportation services that the children cannot come to the centre until further notice. Make plans for the children's care.
9. Call **911** to make sure police know about the situation.
10. Follow directions from the police about what to do next.
11. Tell staff when it is safe to leave the protective spaces as directed by the police.

#### **Opening/Closing staff should:**

1. Direct staff to gather with children away from exterior windows and doors (on other side of lockers).
2. Assign specific staff to help children who need additional assistance.
3. Take attendance to account for all children.
4. Advise Supervisor (or designated alternate) of status of *Shelter-in-Place Procedures*.

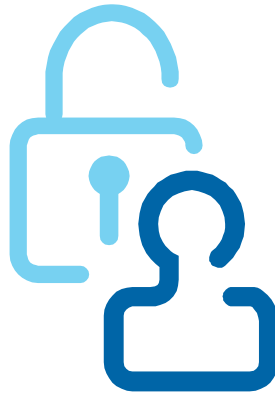
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### **Staff should:**

1. Gather with children in areas away from exterior doors and windows.
2. Close and lock exterior windows.
3. If possible, close blinds or curtains.
4. DO NOT leave centre until advised by the director (or designated alternate).

### **After the event, the Executive Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. Discuss incident with School Personnel.
4. If necessary, call the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.



## **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

### **All centre programs will use our designated entrance/exit**

#### **Preparation**

- There are policies that ask parents to tell staff when someone else will pick up their child. If staff don't know the person, they will ask for ID.
- Staff are told about custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements.
- Parents are informed in the parent policy manual that staff need to be told when there are changes to who is allowed to pick up their child. Staff then update the designated pick up list for that child.
- When visitors are expected, staff note it in the staff log book so all staff are aware. For example, this may include a different pick-up person, a utility repair person or practicum supervisor for an early childhood education student.
- If the visitor is unknown to the staff, staff must ask to see identification.
- Expected visitors are welcomed and escorted to the appropriate area in the centre.
- When we learn during the enrolment process, in an Inclusion Support Program meeting or through observation, that a child has a tendency to leave areas unescorted or is not fearful of strangers, all staff are informed. Staff are also required to pay particular attention to make sure the child remains safe.

#### **Controlling and Monitoring Visitor Access**

1. On school days, all outside doors to the school are locked throughout the day except the front entrance which is unlocked from approximately 8:00 a.m. until 4:30 p.m. Visitors are to report to the school office. There are security cameras which are monitored by school staff.
2. On school in-services and holidays, all outside doors to the school are locked throughout the day except the front entrance is unlocked from approximately 9:00 am to 2:30 pm when CSI summer program is operating for 5 weeks in the summer.
3. The designated exterior entrance for the centre is located near Room 7. This door is equipped with a video intercom system with remote door release. This door also has a key pad for staff to re-enter from the playground.
4. The interior substation with door release button is located in Room 7. Staff monitor the camera and must identify the person before releasing the door to let them in. If the person is not known to the staff, they must use the intercom to ask who they are and their reason for gaining access prior to opening the door.
5. New staff and substitutes are not to respond to the intercom until they are familiar with the children.

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6. All doors leading into the main child care room (Room #7) and the Upper Gym are locked throughout the day. Room #5 is used occasionally and the door may be left unlocked.
7. Staff are required to welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre's activities.
8. Staff are required to sign children in and out on the attendance record.
9. Parents are required to directly tell a staff member when they are leaving the building, with or without their children.
10. Staff are required to visually check when they hear the door to make sure a child is not leaving without an appropriate adult.
11. The children are directly supervised when moving between rooms. When in the Upper Gym, the bathrooms are within the locked area.
12. Preschool children (including kindergarten children) are directly supervised when using washrooms in school hallways.
13. Indirect Supervision for School Age Children (Grade 1 to 6) with Written Parental Permission
  - The children may be indirectly supervised when using the closest school bathrooms, to get a drink from the closest water fountain, to go to their lockers (adjacent to the room #7) or go into the hallway (beside the program room #7) for small group play.
  - Children are required to ask permission at all times before leaving the room. Children are encouraged to write their own name on the white board and remove it when they return as a way to be responsible for their whereabouts. Children are asked to verbally announce to staff when they return.
  - Staff are required to know the whereabouts of all children in their ratio at all times. Staff must check on the children periodically (every 3 to 5 Minutes) when out of sight. Staff must position themselves so they are able to meet the supervision needs for both the individual child who is out of the room and the large group within the room. Staff must keep track of the children coming and going on the white board beside the door.
  - If children do not return in a reasonable amount of time, a staff will go to check on them. If only 1 staff is present, the staff will call the preschool centre for assistance if unable to get the child to return to the room. As stated in our behaviour management policy, if the child is not located, the parents and the police will be called.
  - See *Appendix: Indirect Supervision Policy*

## 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 Supervisor (or designated alternate). Make sure action is taken, if needed.
- Note any safety concerns and related reminders about appropriate procedures in daily staff communication log book.
- 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. Complete the *Daily Safety Checklist – Indoor* and *Daily Safety Checklist – Outdoor*.
2. Correct any safety concerns to the best of their abilities and document what was done.
3. Give the checklists to the Supervisor (or designated alternate).
4. Make sure the Supervisor is aware of any concerns and things that need to be done.
5. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.

### **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 log book.

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**Executive Director/Supervisor (or designated alternate) should:**

1. Make sure monthly and annual inspections are completed and documented on the appropriate checklists.
2. Complete and document any required repairs or actions. Contact the School Principal (or Custodian) for follow up if the issue is 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 the School Principal (or Custodian) 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 log book.
  - 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.



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## 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 Executive Director (or designated alternate).
2. Review the *Daily and Monthly Indoor Safety Checklists* with the Executive Director (or designated alternate) to learn how to control fire hazards and their responsibility to address any fire safety issues that they see. Staff are instructed to bring fire safety issues to the attention of the Executive Director. Issues not resolved by the Executive 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 Executive Director (or designated alternate) to learn how to improve their participation and to have their questions answered.

#### **The Executive Director (or designated alternate) will show new staff the locations of:**

- staff communication log book (containing important information to read daily and a list of code words for emergency procedures found in the front cover)
- emergency phone number list including:
  - > the centre's location address
  - > designated place of shelter
  - > contact information for School Personnel
- 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

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- adrenaline auto-injectors for children with anaphylaxis

### **The Executive Director (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 Director (or designated alternate).
2. The board will review and discuss the enhanced safety plan at board meetings at least annually.
3. Board members will review annual fire, public health and child care centre inspection checklists to ensure that the Executive Director (or designated alternate):
  - addresses any fire safety issues
  - monitors that all procedures to control fire hazards are completed
  - makes sure all required inspections and maintenance of fire safety equipment are completed and documented as required
  - addresses any public health concerns
  - addresses any child care licensing non-compliance issues or other concerns
4. 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.

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## STAFF AND BOARD ANNUAL REVIEW

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

- all supervisory staff and designated alternates
- 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 child care centre
- changes to emergency procedures

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

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

### **Centre - School Annual Review**

Controlling visitor access procedures for the child care centre and school will be reviewed by the centre director and school principal annually in January. It will also be reviewed when there is a change in school principal, custodian, secretary, (centre) Supervisor and/or 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 director (or designated alternate) will monitor expiry dates for individual plans.

## APPENDIX: INDIRECT SUPERVISION POLICY

At times throughout the day, **school age children (6 to 12 years of age)** may leave the direct supervision of the staff in order to use the bathroom (next door to the program room #7), get a drink of water (fountain outside the program room #7), to go to their lockers (adjacent to the room #7) or go into the hallway (beside the program room #7) for small group play.

According to child care regulations, only children whose parents have provided written consent can be indirectly supervised. The following measures are in place to help ensure the children's safety:

- Children are required to ask permission at all times before leaving the room.
- Staff are required to know the whereabouts of all children in their ratio at all times.
- Staff must check on the children periodically (every 3 to 5 Minutes) when out of sight.
- Staff must position themselves so they are able to meet the supervision needs for both the individual child who is out of the room and the large group within the room.
- Staff must keep track of the children coming and going on the white board beside the door.
- Children are encouraged to write their own name on the white board and remove it when they return as a way to be responsible for their whereabouts.
- Children are asked to verbally announce to staff when they return.

If children do not return in a reasonable amount of time, a staff will go to check on them. If only 1 staff is present, the staff will call the preschool centre for assistance if unable to get the child to return to the room. As stated in our behaviour management policy, if the child is not located, the parents and the police will be called.

Should you have any concerns with the above you may contact the Director or Supervisor so that other arrangements can be made.

Written permission is indicated in the enrolment package.