

EMERGENCY SITUATIONS

In the event of an emergency, we want everyone to be prepared and have a good understanding of all procedures. Fire and Earthquake drills will be held once per month at Cocomelon Learning Centres- 27th Street, as well as a full evacuation, once a year. **Safety is an ongoing learning part of our program.** The Staff Policy Manual will include the EPP in full for reference.

The manual will be stored in an accessible area at all times. A step by step emergency plan will be posted in plain view in the center. A record form will be posted for teachers to record the monthly practice drills. Both emergency and/or fire drill procedures are practiced once per month to ensure staff and children are familiar with the safety procedures; a full evacuation During staff orientation, all emergency plans are reviewed with the employee by the supervisor or manager on shift. All new staff will be expected to practice all emergency procedures within their first week of work.

EMERGENCY PREPAREDNESS PLAN (EPP)

In the event of an evacuation, the manager/supervisor will be last to leave the building, ensuring that no child is left behind and all doors and windows are closed. All emergency packs and sign in sheets must be accessible and ready to be taken with the staff, during an evacuation.

Staff and children will exit the building safely to the meeting spot located at the south end of the parking lot, along the cement wall in front of Courtview Dental. All children will walk to the meeting spot , with the assistance of staff. Once everyone is at the cement wall, attendance will be taken.

The facility has two exit which are at the front of the building that can be used in the event of an evacuation. All exits will be clearly marked with Exit signs and exit maps will be posted throughout the facility.

In the event that we need to evacuate the property, our secondary emergency location is St. James School 2700 28th Ave, Vernon. Staff and children will exit the building safely, meet at the cement wall in front of Courtview Dental, and then walk to the secondary location once all children and staff are accounted for. The evacuation kit must be taken with you when you are evacuated.

Storage of Emergency Supplies:

Supplies will be stored in marked containers (ie. Rubbermaid or backpack) in a designated area.

Collection of Supplies/Updating Best Before Dates:

Each September families will be notified, through our newsletter, to please provide the following supplies for their child. The school will review 'best before' date and charge any batteries to determine any items needing replacement in the school provisions.

School Provisions:

Dried fruit bars/squeeze pouches, first aid supplies, toileting supplies, garbage bags, personal cleaning supplies, flashlights, wind up radio, water (1L per child for a total of

16L and 4L for teachers), 2 large tarps.

Family Provisions:

1 family picture, a letter from home, something special from home that fits inside the Ziplock bag, book and/or coloring page.

The staff will do everything possible to ensure the safety and comfort of the children is foremost in the case of an emergency. Please do not attempt to contact the school in the case of an emergency as this will tie up the phone lines necessary for emergency crews and minimize the possibility of our emergency contact parent being able to reach your family. We appreciate the worry everyone may experience and appreciate even more your understanding and support of our procedures. Please take the time to talk to your child(ren) about our emergency plan and we urge you, if you have not already, to consider a plan for your home as well.

RECOVER/RETURN TO NORMAL:

Following an emergency, the center will take immediate action in order to return to regular operations. We will contact the appropriate authorities to handle situations as quickly and efficiently as possible. If there is an emergency and things need to be fixed, we will start on repairs right away. If we need to we will call in substitute teachers.

WILD FIRES/NATURAL DISASTERS

There are evacuation centers set up in the event of a wildfire or natural disaster. We will be notified by authorities if there is a need to evacuate. In the event that we are evacuated we will be notified of where our evacuation center is located. In this event, we may need to put all children in cars and leave the area immediately. Parents will be called to pick up their children at the designated evacuation site.

WILDLIFE

Sometimes, in the Okanagan, we come in contact with wildlife that venture into town. Before staff allow children to play at the park, they will perform their playground sweep.

Included in this playground sweep will be to check the outdoor space for wildlife; ie: bears, deer, coyotes, snakes, etc. In the event that wildlife is seen in the playground, the staff will leave the playground immediately. In the event that staff need to contact further help they can reach the local conservation officer at 1-877-952-7277 or Vernon animal control at 250-549-7297.

POWER OUTAGES

If you arrive at the facility and the power is off, contact BC Hydro and find out the estimated time that it will return (if they know). It is up to the facility to contact our families to let them know of the circumstances, especially the morning care families, with as much notice as possible. If the power will be on within the hour, we will continue with our class, using the emergency lighting. If we cannot receive a confirmation from BC Hydro and the power has gone off within the first hour of operation, we will call all families to come and pick up their children. If the power goes off within the last hour of operation, we will finish our classes with our emergency lighting. Please know that our in-school phones will not work in case of a power outage, but all Facility Managers have cell phones to make outgoing or emergency calls.

SNOW FALL

We tend to get a few good snowfalls each year that make the roads unsafe to travel. During a snowfall, we will try our best to come to the facility. Our general policy is, if the local public schools are closed, we will close too. Also, if our teachers are unable to make it to school that day, we will then make the call to close the facility under those circumstances. Being a childcare provider, parents rely on us heavily. Please turn on your news or radio first thing in the morning to listen to school closures and call your director as soon as you know anything. If the facility manager does not answer, leave a message and she will call you right back. In the event of a closure, the teachers will personally call all of the families either the night before or that morning at 6:30am to let them know of the facility closure.

FIRE DRILL

Fire drills will be held once a month at Cocomelon Learning Center

EARTHQUAKE DRILL

First Teacher

- When large bang or shaking begins, escort children to the tables on the floor area
- Take cover under the tables (4 under each rectangular table)
- Keep faces away from windows
- Assist the children in assuming the crash position (on knees, head down, hands holding back of head)
- Count to 60. (Earthquakes rarely last longer than 60 seconds and your counting voice will help calm the children)
- Go outside after the shaking has stopped
- Once outside, take attendance, and calm the children. Stay away from buildings and large trees as debris may fall

- Only re-enter the building after authorities have given consent

Second Teacher

- Check the inside of the school to ensure no child(ten) have “hidden” or are using the washroom
- Follow the same procedure as the first teacher, assisting children under the tables
- Get the first aid kit
- Assist in calming and reassuring the children as a roll call is performed
- When given the “ok” to re-enter the building, follow the children along the path, again assisting them in keeping in a line
- When in the center, replace the first aid kit in the designated location

Third Teacher

- Assist with the search for any children who have “hidden” or are using the washroom
- Follow the same procedure as the first and second teacher, assisting children under the tables
- Grab earthquake kits from their designated location and bring them with the group
- Assist in calming and reassuring the children as roll call is performed
- When given the “ok” to re-enter the building, follow the children along the path, again assisting them in staying in line.
- When back in the center put the earthquake kits back in their designated location

The children will truly appreciate your calm, reassuring and commanding spirit. With confidence they will be successful in helping assure their safety

MISSING CHILD

Multiple Staff on Site:

- Perform a head count and cross reference the numbers with your sign in/out sheet
- Contact the director and update them on the status of the situation
- If the child is confirmed missing, collect all children and move them into a secured location
- One staff stays with all the children in a secured location
- Additional staff begin to search the inside of the center (5 min)
- Once the inside area has been searched, additional staff will search the outside of the center, including the immediate surrounding area (5 min)
- Once the outside and surrounding area have been searched, staff will contact 911 and notify them of a lost child in the program
- Once 911 have been contacted, staff will contact the child’s parents and notify them of the situation and the steps that have been taken

- Staff will stay in constant communication with the director
- An incident report must be completed and submitted to local Health Authority

One Staff on Site:

- Perform a head count and cross reference the numbers with your sign in/out sheet
- Contact the director and update them on the status of the situation
- If the child is confirmed missing collect and explain that everyone must stay together as you search inside the center (5 min)
- Once the inside area has been searched, the staff and children search the outside of the center, including the immediate surrounding area (5 min)
- Once the outside and surrounding area have been searched, staff will contact 911 and notify them of a lost child in the program
- Once 911 has been contacted, staff will contact the child's parents and notify them of the situation and the steps that have been taken
- Staff will stay in constant communication with the director.
- An incident report must be completed and submitted to local Health Authority

Field Trip Procedure

- Perform a head count and cross reference the numbers with your class list
- Contact the director and update them on the status of the situation
- If the child is confirmed missing collect all children and move them into a secured location
- Notify staff at the field trip location and upset them that you have a missing child
- One staff stays with all the children in a secured location
- Additional staff begin to search the inside of the field trip location (5 min)
- Once the inside area has been searched, additional staff search the outside of the Field trip location, including immediate surrounding area (5 min)
- Once the outside and surrounding areas have been searched, staff will contact 911 and notify them of a lost child in the program
- Once 911 has been contacted, staff will contact the child's parents and notify them of the situation and the steps that have been taken
- Staff will stay in constant communication with the director
- An incident report must be completed and submitted to local health authority.

FIRST AID

Anaphylaxis (Severe Allergic Reaction)

Causes: the air passage swell and make breathing difficult and could lead to respiratory arrest

Look For:

- Weakness
- Pale Skin
- Difficulty breathing, wheezing
- Puffiness or swelling near eyes or throat
- Itchy skin, sometimes a rash
- Lose consciousness, if very severe

What to do:

- CALL 911
- Use EPI-Pen immediately
 - Remove cap
 - Place tip against outer thigh and with a quick motion PUSH down firmly. You should hear a click
 - Hold for 10 seconds
 - Remove EPI-Pen
- Treat for shock
- If child stops breathing, start CPR

****Ensure that the EPI auto injector goes to the hospital with the child****

Make Sure: Five Rights

- Right Person
- Right Dose
- Right Drug
- Right Time
- Right Route

DOCUMENTATION

ALL major and minor incidence **MUST** be documented. Each classroom has a incident log book. Minor incidents are anything that requires on site first aid, ie: band aids, ice, etc. All minor incidents need to be reported to the parent. Major incidents are anything that requires medical attention. All major incidents must be reported to the manager and licensing within 24 hours.

REPORTABLE INCIDENTS

Any reportable incident must be reported to licensing within 24 hours of its occurrence. All reports need to be filled out online, using the following link:

<https://www.interiorhealth.ca/information-for/businesses/community-and-child-care-providers/resources-for-childcare-providers/child-care-reportable-incident-form>

The following are reportable incidents, (please see Schedule H for definitions):

- Aggressive or unusual behaviour
- Attempted suicide
- Choking

- Death
- Disease outbreak or occurrence
- Emergency restraint
- Emotional abuse
- Fall
- Financial abuse
- Food poisoning
- Medication error
- Missing or wandering person
- Motor vehicle injury
- Neglect
- Other injury
- Physical abuse
- Poisoning
- Service delivery problem
- Sexual abuse
- Unexpected illness

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/332_2007#ScheduleH